



**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
COVID-19 PROTOCOL
May 10, 2021
AGENDA**

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council Advisory Committee, April 12, 2021**
- 4. PRESENTATIONS**
 - (a) Accessibility in Nova Scotia – Gerry Post**
 - (b) Kentville Accessibility Plan – Laurel Taylor**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance**
 - (1) Director’s Report**
 - (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

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Comments for Policy Revision: G28 Grants to Organizations

7. CORRESPONDENCE

(a) Meadowview Community Group – Kentville Footbridge

(b) Kentville Ravine Update

8. NEW BUSINESS

(a) Kings REMO Regional Emergency Management Plan (REMP)

(b) Bylaw Revision: Alternative Voting

(c) Kentville Accessibility Plan

(d) Accessibility Declaration

9. PUBLIC COMMENTS

10. IN-CAMERA

(a) Personnel

11. ADJOURNMENT

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**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
COVID-19 PROTOCOL**

Meeting Minutes: April 12, 2021

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held virtually using Zoom. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Dan Troke reported the following members of Council and staff were present:

1. PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian
- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Jason Bethune, IT Manager
- Jennifer West, Recording Secretary

Staff:

Presenters:

- Ken Harrison (Friends of the Kentville Ravine)
- Matt MacLeod (Kentville Skatepark Association)
- Rick Ramsay (Kings Transit Authority)

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

Note: *“Points from Discussion”* below show comments made by individual councillors during debate. They do not necessarily represent the opinion of the group.

CAC Minutes - April 12, 2021

Pending Approval

Page 1

DRAFT

2. APPROVAL OF THE AGENDA

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

that the agenda for the Council Advisory Committee meeting of April 12, 2021 be approved with the following additions:

- **8.a Silver Gliders Request**

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, March 8, 2021

It was moved that the minutes from the Council Advisory Committee meeting held on March 8, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATIONS

(a) Friends of the Kentville Ravine

Ken Harrison, member of the Friends of the Kentville Ravine, gave a presentation to Council about the history, natural history, uses, and threats to this land. The Friends are seeking regional collaboration to complete the lower entrance of the Ravine land.

Presentation available.

- Points of Discussion:
 - Hopeful that regional and provincial collaboration will result in a more protected and accessible park.
 - The upcoming accessibility plan and active transportation plan both recommend opening the lower entrance of the park.

(b) Kentville Skatepark Association

Matt MacLeod, president of the Kentville Skatepark Association gave a presentation about the association, the construction of the existing park, and the vision of expanding the park to include a bowl feature.

Presentation available.

- Points of Discussion:
 - Is the association still meeting or fundraising? Time has passed since the building of the park, and some original members have moved on and there are many new young members.

*CAC Minutes - April 12, 2021
Pending Approval
Page 2*

DRAFT

- What is the status of budgets that are required for the completion of this park? Initially, the cost was approximately \$600,000 but the capital budget shows a cost of \$200,000 for the completion of this feature.
- The skate park was the busiest facility during Covid last summer. It was a safe space that kids and families are drawn to.

(c) Kings Transit Authority

Interim General Manager Rick Ramsay gave a presentation about the 2021-2022 budget for the Kings Transit Authority, with special attention given to a drop in fares revenue and the need for increased municipal contributions.

Presentation available.

- Points of Discussion:
 - Will there be an efficiency study for Kings Transit? Yes a study is assessing routes, public engagement and ridership.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director’s Report

Director Crowell presented her report for the period ending March 31, 2021. Highlights from this report include preparation of year-end documents and closing out the 2020-2021 fiscal year accounts.

See report for more information.

(2) Projection Report

Director Crowell presented her projection report for the period ending March 31, 2021. The projection of a year-end is for a deficit of \$287,400 (last month deficit of \$8,600). The source of savings includes reduced costs associated with snow removal, the cancellation of signature Town events and training and travel costs and several unbudgeted items.

See report for more information.

(3) Spring 2021 Debenture Funding

Director Crowell presented her report on Spring 2021 Debenture Funding from the Nova Scotia Municipal Finance Corporation to support sanitary sewer upgrades and various other projects.

See report for more information.

DRAFT

It was moved by Councillor Cathy Maxwell and seconded by Councillor Paula Huntley

That Council Advisory Committee Recommend

That Council approve the attached resolutions

- **TBR-2021-01 for various capital projects in the amount of \$662,600**
 - **TBR-2021-02 for sanitary sewer in the amount of \$100,000**
- for pre-approval of Debenture Issuance in the amount of \$762,600**

And further, that upon approval this be forwarded to the Nova Scotia Municipal Finance Corporation to complete our debenture issue for Spring 2021.

To be approved at the April 12, 2021 Special Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(4) Withdrawal from Capital Reserve Fund #3

Director Crowell presented her request for a third withdrawal from the Town Capital Reserve fund in the amount of \$245,142.92 for various capital expenses.

See report for more information.

It was moved by Councillor Gillian Yorke and seconded by Councillor Andrew Zebian

That Council Advisory Committee Recommend

That Council approve the attached resolution for a withdrawal of \$245,142.92 from the Town of Kentville Capital Reserve Fund to finance several capital acquisitions during the year 2020-2021.

To be approved at the April 26, 2021 Meeting of Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(b) Planning and Development

(1) Director’s Report

Director Gentleman reviewed her report for March 2021. Highlights included a building valuation of \$5,897,469 for the year. The report also included project

DRAFT

updates about Ryan's Park, Chrysalis House, the River Street lands and Miners Landing.

See report for more information.

(2) Community Economic Development Coordinator's Report

CAO Troke tabled the report for CEDC Young for February 2021. Highlights included planning for the opening of the Visitor Information Centre and Centre Square, grant reporting, follow up from the Fire and Ice event, and human rights training.

See report for more information.

- Points of Discussion:
 - Discussion of how to apply to use Centre Square for a public event.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield reviewed her report for March 2021. Some of the highlights included updates about the Kentville arena, programs, staffing, and community events.

See report for more information.

(d) Police Report

(1) Chief's Report

CAO Troke tabled the Police Commission report to Council.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for March 2021. Some of the highlights included updates on operating and capital budgets, skate park property, and the downtown maintenance position.

See report for more information.

- Points of Discussion:
 - How did you identify communities for patch paving priority? It is a general contract for temporary patch paving.

(f) Administration

(1) Chief Administrative Officer's Report

CAC Minutes - April 12, 2021

Pending Approval

Page 5

DRAFT

CAO Troke presented his report for March 2021. Some of the highlights included completing the operational budget, review of the Town’s accessibility plan, intermunicipal service agreements, and strategic planning meetings.

See report for more information.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Andrew Zebian

That the reports from the directors be accepted as presented.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

None

7. CORRESPONDENCE

(a) Various Authors – Kentville Skatepark Completion

CAO Troke reviewed the summary of the letters received in support of completing the Kentville Skatepark with a bowl feature.

Letters available.

(b) Brendan Macguire – Minister of Municipal Affairs, March 11, 2021

Letter available.

8. NEW BUSINESS

(a) Silver Gliders Request

Councillor Andrew Zebian reviewed the request made by the Kentville Silver Gliders that the Town waive interest charges on unpaid arena rental fees.

Report available for more information.

- Points of Discussion:
 - Review of the outstanding balance for this organization.
 - Staff would like to reach out to the organization about outstanding revenues, grants and other information. This will be brought back to Council as a briefing note as a follow up to this request.

Councillor Yorke declared a Conflict of Interest on this matter and left the discussion.

- Currently there is no policy in place to waive interest for an organization.

*CAC Minutes - April 12, 2021
Pending Approval
Page 6*

DRAFT

- The only mechanism for resolution would be to provide them a grant.
- How many other groups might ask the Town to waive their interest?
- This could be dealt with at the policy level.

It was moved by Councillor Andrew Zebian and seconded by Councillor Cathy Maxwell

That Council Advisory Committee Recommend

That Council waive the interest charges regarding the outstanding balance owed by the Kentville Silver Gliders in the 2020-2021 year.

MOTION DEFEATED

*Councillors who voted in favour of this motion:
Maxwell and Zebian
Councillors who voted against this motion:
Gerrard, Huntley, Savage, and Snow*

9. PUBLIC COMMENTS
(a) None.

10. IN CAMERA

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Gillian Yorke

That Council move into a closed session at 7:47 pm to discuss confidential matters.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Paula Huntley

That Council return to open session at 8:25 pm

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Andrew Zebian

That Council direct the Chief Administrative Officer to proceed with the King’s Municipalities on a Phase 1 Request for Proposal as discussed in camera.

MOTION CARRIED

Councillors who voted in favour of this motion:

*CAC Minutes - April 12, 2021
Pending Approval
Page 7*

DRAFT

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian.

It was moved by Councillor Gillian Yorke and seconded by Councillor Paula Huntley

That Council Advisory Committee direct the Chief Administrative Officer to investigate options for the trail as discussed in camera.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian.

11. ADJOURNMENT

It was moved by Councillor Craig Gerrard

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 8:29pm.



Accessibility: Realizing a Marathon of Hope

A Presentation to:

Kentville Town Council

Presenter:

Gerry Post, Community Accessibility Advocate
and Advisor, NS Accessibility Directorate

Grey Tsunami → Disability Rip Tide

% of NS population: Stats Canada

22%



30%

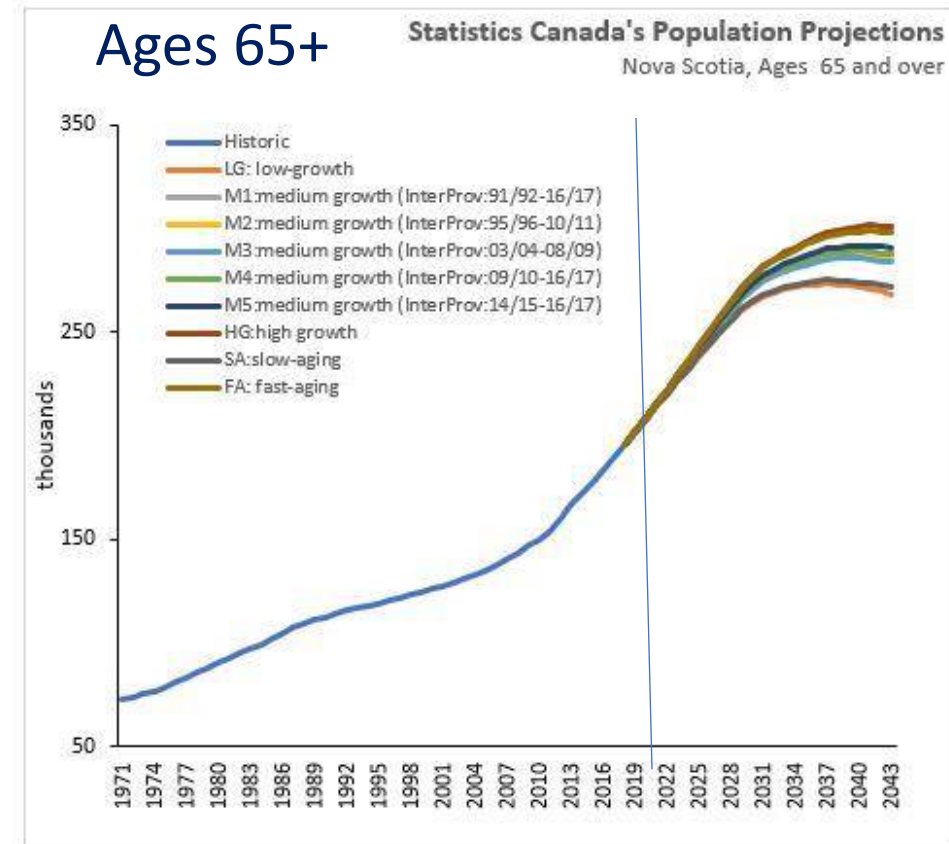
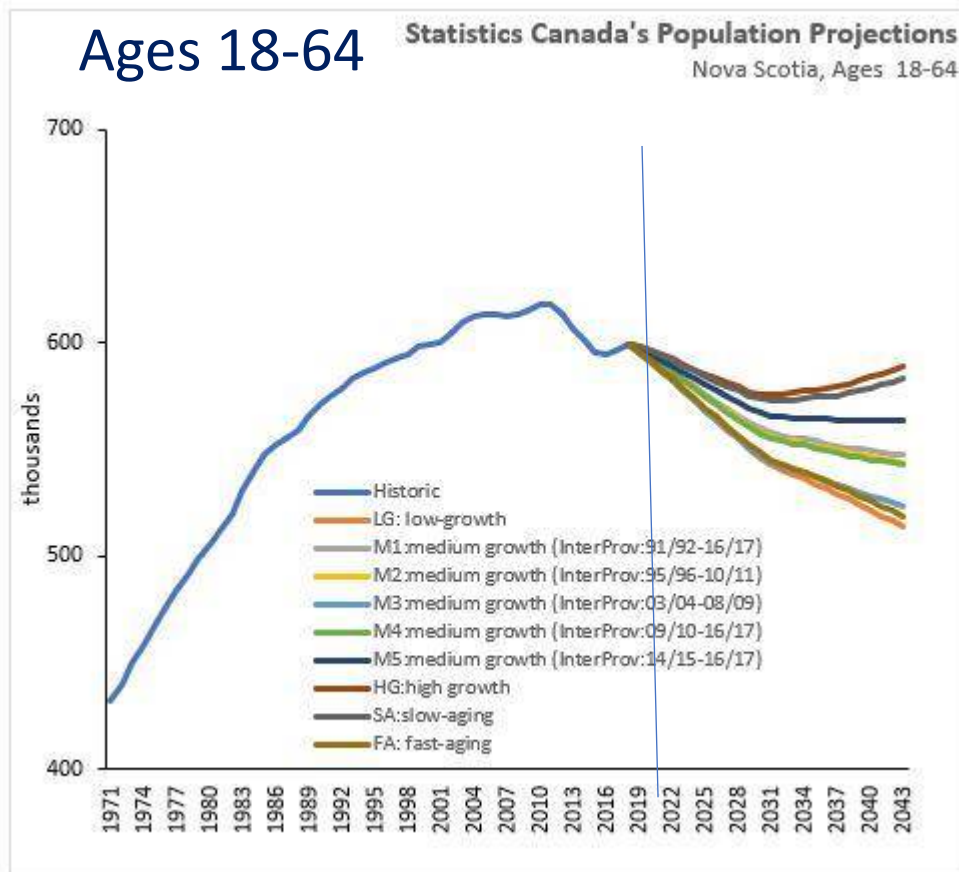
41%
seniors



% population with
disability
Stats Canada 2017



Current Design Thinking for a Declining Demographic





Path
to an
Accessible
Nova Scotia

Human Rights Focus: Major Policy-Shift



50+%
Cases
from
Persons
with
Disabilities

According to the Accessibility Act...

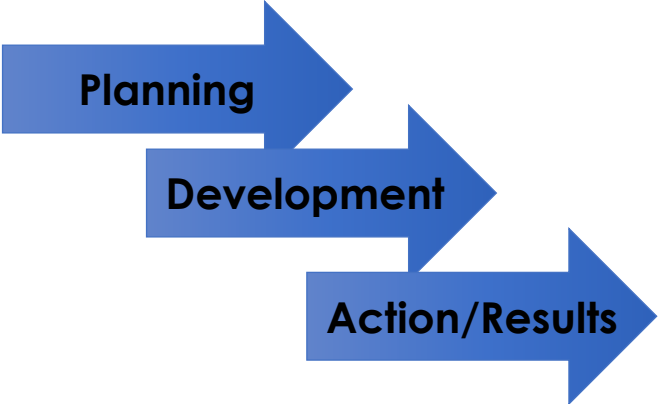
- ▶ “disability” includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability, that, in interaction with a barrier, hinders an individual's full and effective participation in society;



Rapid Results: Simultaneous Activity Streams



Conventional Approach



Planning



Access by Design 2030

Achieving an Accessible Nova Scotia



Government of Nova Scotia
Accessibility Plan

2018-2021



Development

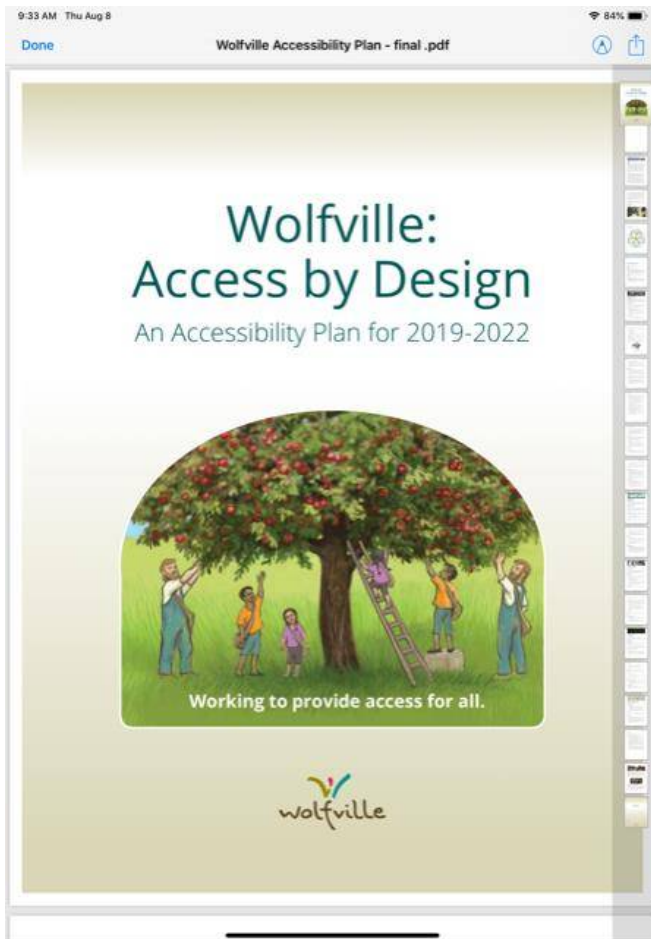
✓ Awareness Campaign

✓ Standards

✓ Partnerships

- Municipal
- CONSUP (Council of NS University Presidents+NSCC)
- Rick Hansen Foundation

✓ Capacity Building



Action/Results

NOVA SCOTIA CANADA

Communities, Culture and Heritage

Menu



Small Business ACCESS-Ability Grant Program

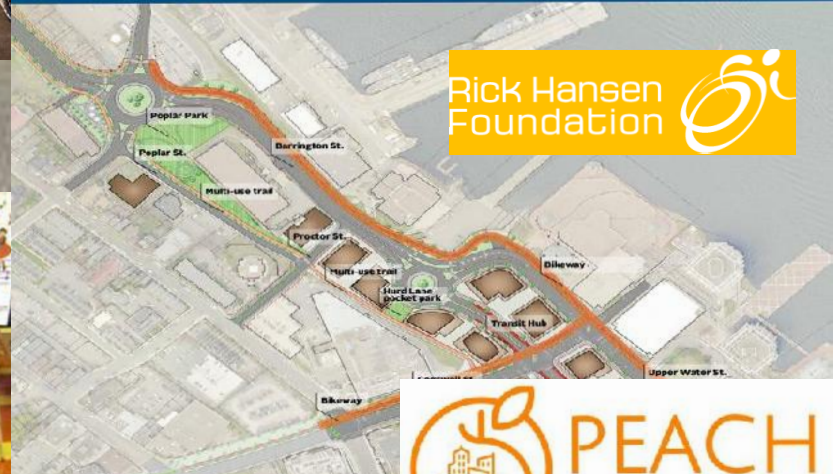


Rick Hansen Healing Garden



cogswell DISTRICT

Concept Plan



PLANNING FOR EQUITY, ACCESSIBILITY AND COMMUNITY HEALTH



Accessibility Advisory Board



- ▶ Appointed to advise the Minister of Justice on accessibility
- ▶ Up to 12 members
- ▶ Majority Persons with Disabilities

Help from Provincial Government

- Community Accessibility Program
- Business Accessibility Program
- Access-a-Home Program for:
 - Homeowners
 - Landlords
- Resources and Training

Thank you!



Contact Information:

<https://novascotia.ca/accessibility/>

Gerry.Post@novascotia.ca



TO: Kentville Town Council

SUBMITTED BY: Town of Kentville Accessibility Advisory Committee

DATE: May 10, 2021

SUBJECT: Town of Kentville Accessibility Plan

ORIGIN

Nova Scotia’s Accessibility Act, passed in September 2017, sets a goal of an accessible province by 2030. It provides a framework for improving accessibility in the areas of: the built environment; transportation, the delivery of goods and services; information and communication; employment and; education. Following the creation of the Act, municipalities were prescribed as public sector bodies and were required to establish an accessibility committee and accessibility plan.

The Town of Kentville Accessibility Advisory Committee was established by Council at the March 25, 2019 meeting of Council, with the goal of creating a long-term plan for accessibility. During the past two years, the committee has been active in learning about accessibility best practices, technology, and plans and standards for accessibility in communities across the country. The committee has learned from guest speakers, sharing their own stories and has reviewed a long list of reports and research on accessibility.

Collectively, the Town of Kentville Accessibility Committee created the following vision and commitment:

Our vision is for Kentville to be a healthy vibrant integrated and welcoming community where all citizens and visitors can live work and play in an environment that promotes a fulfilling quality of life. We acknowledge that currently there are barriers to achieving this vision.

Through respectful engagement that honors the journeys of people with differing abilities and experiences, and through measurable outcomes that focus on equity, we will hold ourselves accountable to the Nova Scotia Accessibility Act. Kentville’s accessibility plan will guide the town in meeting the needs of all people who face barriers when accessing all that Kentville has to offer.

Kentville is a town committed to fairness, kindness, dignity and independence.

DISCUSSION

With approved funding from Council as part of the 2020 Capital Budget to hire a consulting firm to lead the process, an RFP (request for proposals) was released with the following agreed upon deliverables:

1. A list of achievements to date that the Town of Kentville has had in identifying, removing, and preventing barriers in policies, programs, practices and services;
2. An identified process on how the Town will identify, remove, and prevent barriers in policies, programs, practices and services moving forward;
3. A list of capital projects outlining the Town's assets which require modifications to ensure accessibility standards are met. This includes setting a prioritized timeline for projects based on the most impact. Timeline is to be broken into 5-10 year markers;
4. Design a process to assess the effects of Town policies, programs, practices, and services on accessibility.
5. Detailed schedule that outlines the process. Required completion date of the project is three (3) months after agreed upon start date;
6. Conduct at least one (1) community consultation sessions to be held using the draft report to receive feedback from the public. This is to be incorporated into the final report.

In addition to the deliverables, the following areas were to be considered during the development of the Town of Kentville's accessibility plan:

1. Awareness – promoting awareness throughout the Town of Kentville about the importance of accessibility;
2. Good and Services – ensuring that people with a disability have equitable access to the goods and services provided by the Town of Kentville;
3. Information and Communication – ensuring all people can receive, understand and share the information provided by the Town of Kentville;
4. Transportation – making it easier for everyone in the Town of Kentville to get where they need to go;
5. Employment – making the Town of Kentville an accessible workplace, and supporting young people with disabilities in finding an maintain meaningful employment;
6. Built environment – making buildings, streets, sidewalks, and shared spaces accessible to all;
7. Community First Approach - Human centered design/Implicit biased/de-colonization.

In July 2020, Houdini Architecture and ReachAbility began the public engagement to document accessibility challenges and opportunities facing Kentville residents. Overall, more than 600 people directly participated in the consultation through face to face and online meetings. Throughout the engagement process, the Medicine Wheel was a comprehensive tool used to ensure all plethora of opinions were heard and acknowledged.

The Medicine Wheel is a comprehensive tool that looks beyond western methodological frameworks, by looking at all interconnected systems. It is a framework developed by Indigenous peoples, with the oldest form appearing to originate from Majorville Cairn in Alberta over 5000 years ago.

The attached “Kentville Accessibility Action Plan” is based on lived experiences, as well as audits and assessments. This information is what is being provided to Council and staff with a path forward to creating a more accessible community. As technology and standards change over time, this plan will evolve to include the best practices and processes to steward the Town to be more welcoming, inclusive, diverse, and accessible for many years to come.

The recommendations found in the “Kentville Accessibility Action Plan” have been placed into the following categories: High Priority Recommendations, Medium Priority Recommendations, Low Priority Recommendations, and Opportunity Based Recommendations. The details can be found in the attached document titled “Kentville Accessibility Action Plan: Priority Phasing”. Items were placed into categories based on their level of impact and perceived ease of implementation.

POLICY IMPLICATIONS

This plan gives a list of priority phasing which can be found on page 88, or in the attached document titled “Kentville Accessibility Action Plan: Priority Phasing”, with a list of high, medium, and low priority recommendations. Staff will be bringing updated policies to council for approval as part of the ongoing implementation strategy.

BUDGET IMPLICATION

There is no specific budgetary ask at this time. The Committee recognizes that Budgets will be brought to council each year for approval as part of the ongoing implementation strategy.

ATTACHMENTS

Town of Kentville Accessibility Action Plan, 2021
Kentville Accessibility Action Plan: Priority Phasing
Town of Kentville Accessibility Plan: a quick overview

RECOMMENDATIONS

Because the Town of Kentville tasked the Town’s Accessibility Committee with creating an Accessibility Action Plan to fulfill the requirements of the Nova Scotia Accessibility Act;

and

Because Kentville is a town committed to fairness, kindness, dignity, and independence,

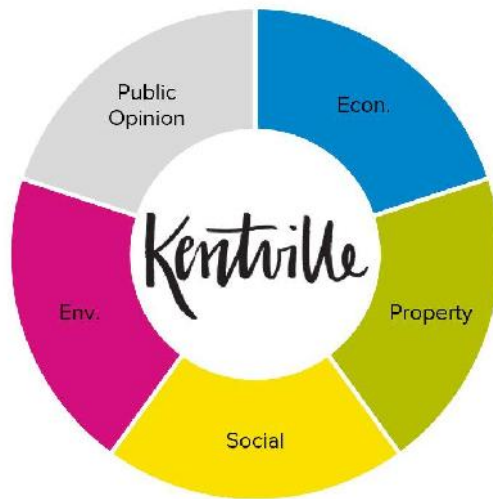
The Town of Kentville Accessibility Committee is making the following recommendation:

That Council receive and adopt the Town of Kentville’s Accessibility Action Plan

and further that

Council supports the implementation of the priority phasing recommendations recognizing that implementation will fall with the approved budgetary process proposed annually.

Town of Kentville Decision Wheel:





**FINANCE DEPARTMENT
REPORT TO COUNCIL ADVISORY COMMITTEE
April 30, 2021**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended April 30, 2021.

Finance Department Update

- ✓ Fourth quarter utility bills were mailed in mid-April with a due date of May 25, 2021.
 - ✓ Interim tax bills were issued late April with a due date of May 31, 2021.
 - ✓ Audit preparations are nearly complete and financial statements are being drafted. The external audit begins May 25, 2021. The Town Operating fund is projecting a current surplus position (unaudited) of \$312,357. The surplus will be transferred to the Town's Operating Reserve, per DMA guidelines.
 - ✓ The Sanitary Sewer Area Service ended the year with an unaudited current surplus of \$106,733, which will be transferred to the Sanitary Sewer Area Service Operating Reserve, per DMA guidelines.
 - ✓ Kentville Water Utility has not finalized its books of record; however, the Utility will also post a surplus, most of which will be transferred to its capital reserve.
 - ✓ The Town's Operating and Capital budgets were ratified at the April 26, 2021 meeting of Town Council, along with the Sanitary Sewer Area Service's Operating and Capital budgets. The Kentville Water Utility's Operating and Capital budgets were ratified by the Kentville Water Commission on April 21, 2021. All budgets are posted to the Town's website for public dissemination.
-

Attachments

Schedules A & B (Revenue and Expenditures) are included for the month ended April 30, 2021.

Schedule C (and graph) (Outstanding Taxation) is not attached. The interim billing has been issued, but it is not yet due. Information on the interim billing is included.

Schedule D (Sanitary Sewer Area Service) is included for the year ended March 31, 2021, as the fourth quarter is now billed.

Schedules E and F (Perpetual Investment Fund) are not included for the month ended April 30, 2021. The IAC will meet on May 13, 2021.

Schedule G - Capital Investment Plan for 2021/2022 is included for the year ended March 31, 2022. The program has at its infancy April 30, 2021.

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 8.3% of the budget would be received. To April 30, 2021, overall revenue exceeds the average at 35.9% recorded. Items worth noting are:

Taxes- Total taxation is currently reporting at 49.0%. The interim tax bills were released late April with a due date of May 31, 2021.

Payments in Lieu- The PILT related to Federal property will be crafted in May. The PILT related to Provincial property is filed in the SOE-A, which has not been released by the Province at this time.

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. Local sales are recorded for April. This section also accounts for the sale of financial services to KVFD. Recreation bills KCA for grounds-keeping services on a quarterly basis. The first quarter has been billed.

Other Revenue-Own Sources-This section is reporting fines, rentals, interest and miscellaneous revenue. "Fines, fees, and permits" are reporting below the guideline. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section. Parking space rentals are recorded.

Expenditures (see schedule B)

To date, overall expenditures are slightly above the benchmark at 9.1% expended. Some segments have exceeded the 8.3% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

General Administration- exceeds the yardstick as 100% of the general insurance premium is paid. Reallocations to other departments and funds will occur after the premium breakdown is received.

Transportation Services– Public Transit exceeds the benchmark and reflects the first quarterly invoice for the service.

Environmental Health Services – Solid waste collection exceeds the benchmark but reflects the quarterly invoicing from Valley Waste Resource Management Authority.

Recreation- Cultural- exceeds the benchmark as the first quarterly payment was made to the Annapolis Valley Regional Library.

Summary of Outstanding Taxes (see Schedule C) is not attached; however,

Interim taxes were billed and are due this year on May 31, 2021. The interim billing was \$4,885,245 (last year-\$ 4,740,575). Total property tax outstanding as at April 30, 2021 is \$4,637,902 (last year- \$4,682,621). The graph for outstanding taxes will be provided after the due date.

Sanitary Sewer Area Service (see Schedule D)

The report from the Sanitary Sewer Area Service is attached for the year ended March 31, 2021. If revenue and expenses were averaged equally, 100% of the budget would be consumed.

Revenue

Overall, revenue exceeded its target, reporting at 107.2%. Sewer charges are over budget at 107.2 %. Interest charged on outstanding accounts fell short of budget at 82.5%. Permits for sewer connections exceeded its budget by \$1,350.

Expenditures

On the expenditure side of the ledger, total expenditures are at budget at 99.2% expended. Administration expenditures exceeded budget reporting at 112.2%. Legal expenditures are over budget due to the arbitration held in February. Domestic Sewer Maintenance and Pumping Stations segments fall under budget due to lower maintenance of this infrastructure. The Sanitary Sewer Area Service reports a current surplus of \$106,733, which will be transferred to Sanitary Sewer Area Service Operating reserve, as required by Department of Municipal Affairs.

The Sanitary Sewer Area Service will complete the year with a **current operating position of \$NIL**.

Town of Kentville Capital Investment Plan 2021/2022 (Schedule G)

The 2021/2022 capital investment plan is disclosed in Section G. Projects are budgeted at \$2.3 million. This plan will unfold as the year progresses.

This concludes the monthly report from the Finance Department for April 30, 2021.

Respectfully submitted,


Debra Crowell
Director of Finance
Kentville

Town of Kentville Operating Fund

April 30, 2021

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	9,102,000	4,467,638	49.1%
Resource	45,400	21,869	48.2%
Economic development	113,800	47,865	42.1%
	<u>9,261,200</u>	<u>4,537,372</u>	49.0%
Area rates and frontages			
Area rates	666,300	347,369	52.1%
Special assessments	5,000	-	0.0%
	<u>671,300</u>	<u>347,369</u>	
Based on revenue			
Business property	38,500	-	0.0%
TOTAL TAXATION	<u>9,971,000</u>	<u>4,884,741</u>	49.0%
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	417,800	-	0.0%
Provincial and agencies	182,100	-	0.0%
	<u>599,900</u>	<u>-</u>	0.0%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	120,000	-	0.0%
Local government	91,000	-	0.0%
	<u>211,000</u>	<u>-</u>	0.0%
SALES OF SERVICES			
Agencies	1,020,500	2,391	0.2%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	2,924	7.7%
Rentals	397,500	10,892	2.7%
Interest	95,000	-	0.0%
Return on investments	630,000	-	0.0%
Other	44,300	277	0.6%
	<u>1,204,600</u>	<u>14,094</u>	1.2%
UNCONDITIONAL TRANSFERS			
	<u>221,200</u>	<u>-</u>	0.0%
CONDITIONAL TRANSFERS			
	<u>125,000</u>	<u>-</u>	0.0%
FINANCING AND TRANSFERS			
From reserves	317,000	-	0.0%
	<u>317,000</u>	<u>-</u>	0.0%
TOTAL REVENUE 2021/2022	<u>13,670,200</u>	<u>4,901,226</u>	35.9%

April 30, 2021

Town of Kentville Operating Fund

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	257,000	21,232	8.3%
General administration	1,447,200	368,479	25.5%
	<u>1,704,200</u>	<u>389,710</u>	22.9%
PROTECTIVE SERVICES			
Police- core program	2,509,200	226,484	9.0%
Police-sales of service	153,000	11,235	7.3%
Law enforcement	196,500	8,596	4.4%
Fire fighting	860,100	0	0.0%
Protective service- debt charge	5,000	0	0.0%
Emergency measures and other	130,500	3,190	2.4%
	<u>3,854,300</u>	<u>249,504</u>	6.5%
TRANSPORTATION SERVICES			
Common services	1,012,900	95,238	9.4%
Road transportation	762,800	11,546	1.5%
Public transit	285,900	52,585	18.4%
Transportation- debt charge	51,300	0	0.0%
Other	94,000	0	0.0%
	<u>2,206,900</u>	<u>159,369</u>	7.2%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	664,000	203,158	30.6%
PUBLIC HEALTH			
Public health and housing	96,500	-	0.0%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	231,100	18,778	8.1%
Other community development	389,200	7,869	2.0%
	<u>620,300</u>	<u>26,647</u>	4.3%
RECREATION AND CULTURAL			
Recreation-Administration	538,800	46,503	8.6%
-Programmes (net)	141,800	(2,755)	-1.9%
-Facilities	611,000	19,709	3.2%
-Debt charge	26,300	0	0.0%
Cultural	133,700	17,645	13.2%
	<u>1,451,600</u>	<u>81,101</u>	5.6%
EDUCATION	<u>1,610,000</u>	<u>127,984</u>	7.9%
FINANCING AND TRANSFERS			
Debt charge- principal	829,500	0	0.0%
Transfers to allowances and reserves	632,900	0	0.0%
	<u>1,462,400</u>	<u>0</u>	0.0%
TOTAL EXPENDITURE 2021/2022	13,670,200	1,237,473	9.1%

Town of Kentville Operating Fund

Quarter ended March 31, 2021

Sanitary Sewer Area Service	Budget	Year to Date	% consumed
REVENUE	\$	\$	
Sanitary sewer charges	1,279,000	1,371,519	107.2%
Interest	4,600	3,795	82.5%
Permits- sewer connections	1,500	2,850	190.0%
Miscellaneous revenue	-	0	0.0%
TOTAL REVENUE	1,285,100	1,378,164	107.2%
EXPENDITURES			
Administration			
Administration	88,000	82,771	94.1%
Legal	40,500	71,631	0.0%
Audit	2,300	2,259	98.2%
Office	2,200	3,578	162.6%
Common service charge	30,000	30,000	100.0%
Vehicle expense	2,100	619	0.0%
Allowance for uncollectibles		0	
Other collection expense	100	0	0.0%
Lease of equipment	1,000	952	95.2%
Interest on customers' deposits	100	93	92.9%
Professional studies	5,000	12,762	0.0%
Dues & fees	200	0	0.0%
Training	1,000	0	0.0%
Depreciation	90,300	90,300	100.0%
	262,800	294,965	112.2%
Domestic Sewer Maintenance			
Domestic sewer mtnc-wages	26,500	20,160	76.1%
Domestic sewer-mat & supplies	47,100	24,177	51.3%
	73,600	44,337	60.2%
Pumping Stations			
Pumping stations-wages	14,700	11,622	79.1%
Pumping stations-insurance	12,700	12,673	99.8%
Pumping stations-operating	19,000	19,378	102.0%
Pumping stations-mtnc	15,000	5,695	38.0%
	61,400	49,368	80.4%
Treatment & Disposal			
Agreement-Co. of Kings	793,500	792,501	99.9%
Fiscal Services			
Interest - S/T & L/T	5,400	5,376	99.6%
Principal	54,700	54,740	100.1%
Discount		0	
	60,100	60,116	100.0%
Capital from Revenue	30,000	30,144	100.5%
Transfer to Reserve	0	0	0.0%
TOTAL EXPENSE	1,281,400	1,271,431	99.2%
SURPLUS (DEFICIT)	3,700	106,733	

March 31, 2022

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	450,000	0	0.0%
Green Infrastructure Fund	154,000		0.0%
General Administration	20,000	0	0.0%
Protection	118,200	0	0.0%
Transportation	920,000	0	0.0%
Development	54,500	0	0.0%
Recreation	559,500	0	0.0%
	<u>2,276,200</u>	<u>0</u>	<u>0.0%</u>
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal- Green Infrastructure Funds	61,600	0	0.0%
Provincial- Green Infrastructure Funds	51,300	0	0.0%
	<u>112,900</u>	<u>0</u>	<u>0.0%</u>
Capital Contributions			
Betterments			
Sale of surplus equipment	0	0	0.0%
	<u>0</u>	<u>0</u>	<u>0.0%</u>
INTERNAL SOURCES			
Cash			
Capital fund cash		0	0.0%
Reserves			
Restricted			
Gas Tax Funds	444,300	0	0.0%
Own Sources			
Equipment Capital	100,000	0	0.0%
Town Capital			
General allocation	441,400	0	0.0%
Recreation	63,500	0	0.0%
	<u>1,049,200</u>	<u>0</u>	<u>0.0%</u>
Operations			
Capital from revenue- KPS	50,000	0	0.0%
	<u>50,000</u>	<u>0</u>	<u>0.0%</u>
BORROWING	<u>1,064,100</u>	<u>0</u>	<u>0.0%</u>
	<u>2,276,200</u>	<u>0</u>	<u>0.0%</u>

Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER	CANADA COMMUNITY-BUILDING FUND GAS TAX INFRASTRUCTURE		
#	Description	Budget	Actual
	Transportation		
	Local Roads- Paving projects		
	Burke Subdivision- paving	450,000	0
			0
			0
			0
			0
	PROJECTS	450,000	0
	FUNDING		
	CASH		
	Reserve- Gas Tax Interest	3,000	
	Reserve- Gas Tax 20-21	60	
	Reserve- Gas Tax Current 2021-2022	441,240	
	Reserve - Town capital	5,700	
	Borrowing		
	TOTAL	450,000	0

Town of Kentville Capital Fund

SCHEDULE G-2

March 31, 2022

GENERAL LEDGER #	GREEN INFRASTRUCTURE GRANT Description	Budget	Actual
	West Main Street Pathway	40,000	0
	Aldershot Rail Trail/Bridge refurbishment	50,000	0
	Signs, line painting (13 locations) Kentville bridge, Main Street, Leverette Ave, Belscher Street, Route 341/359, Oakdened Ave, Exhibition Street, Main Street, Macdonald/Highland Ave, Prospect Ave, Academy/School, Elizabeth, Macdonald Park/Grant/alicia, Roscoe Drive, Mitchell Ave.	64,000	0
	PROJECTS	154,000	0
	FUNDING		
	Green Infrastructure Fund (Federal)	61,600	
	Green Infrastructure Fund (Provincial)	51,300	
	Borrowing	41,100	
	TOTAL	154,000	0

Town of Kentville Capital Fund

SCHEDULE G-3

March 31, 2022

GENERAL LEDGER #	GENERAL ADMINISTRATION Description	Budget	Actual
	IT INITIATIVE ANNUAL		
05-35-72-200	IT projects 2021-22 IT	20,000	0
	TOWN HALL		
	PROJECTS	20,000	0
	FUNDING		
	CASH		
	Capital Reserve- Town General allocation	20,000	
	Borrowing		
	TOTAL	20,000	0

Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2022

GENERAL LEDGER #	PROTECTIVE SERVICES Description	Budget	Actual
	Police services		
	Police vehicles		
05-35-75-650	Vehicles	78,100	0
	Equipment		
05-35-75-700	Speed signs, carbines, utility trailer	21,500	0
	Building		
05-35-75-600	Security upgrades, sign	18,600	0
	PROJECTS	118,200	0
	FUNDING		
	Cash		
	Capital from revenue	50,000	
	Proceeds on sale		
	Capital contribution		
	Reserves	68,200	
	Borrowing		
	TOTAL	118,200	0

Town of Kentville Capital Fund

SCHEDULE G-5

March 31, 2022

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	325,000	0
05-35-71-450	Public Works building	50,000	0
	Downtown improvements		
05-35-71-350	Ornamental lights/Bridge lighting	50,000	0
	Flood mitigation		
05-35-71-400	River Street dyke	40,000	0
	Streets		
	Parking lots		
	Sidewalks		
05-35-71-490	Park Street & Prospect Ave	100,000	0
	Storm sewer		
05-35-71-500	Burke subdivision	220,000	0
	Palmeter subdivision	110,000	
	Study	25,000	0
	PROJECTS	920,000	0
	FUNDING		
	Equipment capital reserve	100,000	
	Proceeds on sale		
	Capital reserve- general allocation	140,000	
	Borrowing	680,000	
	TOTAL	920,000	0

Town of Kentville Capital Fund

SCHEDULE G-6

March 31, 2022

GENERAL LEDGER #	DEVELOPMENT SERVICES Description	Budget	Actual
	Downtown betterments		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
	Downtown benches	10,000	
	Signage		
			0
			0
	Beautification		
05-35-75-300	Centre Square (Phase 2)	12,000	0
	Public art display areas	20,000	
	Business Park Improvements		
	Benches	5,000	
	PROJECTS	54,500	0
	FUNDING		
	Capital Reserve- Town General	54,500	
	Capital contribution- Province		
	Borrowing		
	TOTAL	54,500	0

Town of Kentville Capital Fund

SCHEDULE G-7

March 31, 2022

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	0
05-35-72-350	Green Spaces		
	Arena		
	Steps, drain, water heater	41,500	0
	Parks/Playgrounds		
05-35-72-550	Oakdene Park- Trail/Dipping station	28,000	0
05-35-72-600	Memorial Park- Gazebo	10,000	0
05-35-74-200	Memorial Park- Skatepark Bowl (CWIP)	220,000	0
05-35-72-650	Memorial Park- Soccer Fields 1-3	40,000	0
05-35-73-250	Memorial Park- Staff lunchroom	15,000	0
05-35-73-100	KCA playground accessible feature (CWIP)	40,000	0
05-35-73-150	Dog park- east end (CWIP)	55,000	0
05-35-74-700	Equipment	87,000	0
05-35-73-300	Study- Ravine Trail	15,000	0
	PROJECTS	559,500	0
	FUNDING		
	Capital reserve- General allocation	153,000	
	Capital reserve- Recreation	63,500	
	Borrowing	343,000	
	TOTAL	559,500	0

Activity Report

Planning & Development

April 2021



<i>PERMITS</i>	<i>PERMITS ISSUED</i> APRIL 2021		<i>PERMITS ISSUED</i> APRIL 2020	
	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	17	51	1	8
Total Building Value (\$)	10,995,250	16,892,719	1,500	689,600
Permit Revenue (\$)	5,465.81	14,147.50	0.00	861.20

Permits Report

Planning & Development

April 2021



Permit #: 3871	Permit Date: 04/06/2021
Value of Construction: \$3,500.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3872	Permit Date: 04/06/2021
Value of Construction: \$3,500.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3865	Permit Date: 04/01/2021
Value of Construction: \$8,000,000.00	Fee: \$667.59
New Accessory Construction – Constructing the foundation for Building C , a 49 Unit Apartment Building with a Parking Garage. Area of the foundation is 14,718 sq ft.	

Permit #: 3870	Permit Date: 04/07/2021
Value of Construction: \$10,000.00	Fee: \$42.00
Renovation – Removing a bar and constructing a barrier free washroom, shower and locker room.	

Permit #: 3873	Permit Date: 04/08/2021
Value of Construction: \$48,000.00	Fee: \$75.62
New Residential Addition/Renovations – Residential addition to the dwelling for a family room	

Permit #: 3874	Permit Date: 04/08/2021
Value of Construction: \$5,000.00	Fee: \$50.00
Swimming Pool – Installing a 24' round above ground pool	

Permit #: 3875	Permit Date: 04/08/2021
Value of Construction: \$6,000.00	Fee: \$32.67
New Accessory Structure – Constructing a 12' x 24' floating deck	

Permit #: 3876	Permit Date: 04/08/2021
Value of Construction: \$250.00	Fee: \$0.00
New Accessory Structure – Repurposing a basement entrance as a garden shed	

Permit #: 3877	Permit Date: 04/12/2021
Value of Construction: \$363,000.00	Fee: \$224.07
New Residential Construction – Constructing a new Single Family Dwelling, Residential Space is 1,628 sf and garage space is 568 sf	

Permit #: 3878	Permit Date: 04/13/2021
Value of Construction: \$80,000.00	Fee: \$50.00
Swimming Pool – Installing a 20' x 24' inground swimming pool	

Permit #: 3879	Permit Date: 04/13/2021
Value of Construction: \$20,000.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3880	Permit Date: 04/13/2021
Value of Construction: \$1,000,000.00	Fee: \$1,498.40
New Commercial Construction – Constructing a new Commercial Building on Main St. Main level is 5,600 sq ft of Commercial Space, second level is 5,600 sq ft of Residential Space.	

Permit #: 3883	Permit Date: 04/16/2021
Value of Construction: \$1,000.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3881	Permit Date: 04/16/2021
Value of Construction: \$550,000.00	Fee: \$443.83
New Residential Construction – Constructing a new Single Family Dwelling, Residential Space is 3,853 sf	

Permit #: 3882	Permit Date: 04/16/2021
Value of Construction: \$200,000.00	Fee: \$155.63
New Residential Construction – Constructing a new Single Family Dwelling, Residential Space is 1,097 sf and garage space is 340 sf	

Permit #: 3869	Permit Date: 04/01/2021
Value of Construction: \$700,000.00	Fee: \$2,176.00
New Industrial Structure – Constructing a 14,000 sq ft Showroom and Warehouse	

Permit #: 3884	Permit Date: 04/23/2021
Value of Construction: \$5,000.00	Fee: \$50.00
Swimming Pool – Installing a 21' round above ground pool	

Total Value of Construction:	\$10,995,250.00	Total Permit Fees:	\$5,465.81
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Programs and Operations		Highlights
Projects	<ul style="list-style-type: none"> • 17 Development Permits Issued. • 3 Subdivision applications 	<ul style="list-style-type: none"> • building Valuation of \$10,995,250 for a year total of \$16,892,719
	<ul style="list-style-type: none"> • Ryan’s Park. Ryan’s Park is proceeding well. Staff have been working with the developer with driveway names and civic addressing. • Chrysalis House is progressing well. • Miners Landing The final permit for the 4th building has been issued. • River Street Lands The due diligence on the River Street property has been completed, and the closing is expected on May 31, 2021. • Stonemount Retirement. Catalyst Consulting Engineers have indicated that are preparing a new package with a request to amend the planning documents for their proposed Seniors Housing project on Park Street. At this time, it is not known how they plan to proceed. • MacDougal Heights. Staff are still waiting on Parsons to submit the documentation to approve their proposed subdivision off Acadia Drive. • Business Park. The Department continues to promote the Business Park land. As inquires come in they are reviewed by staff to ensure compliance with the Land Use Bylaw and the towns restrictive covenants. 	

	<ul style="list-style-type: none"> • LUB/MPS “Housecleaning Amendments. Proposed changes were presented to Council on April 21, 2021. A Public Participation meeting is scheduled for Thursday May 20, 2021 at 6:00 pm. • Dog Park. Staff has been assisting the Parks and Recreation Department to acquire an Agricultural Marshland Variance and Permit for the proposed dog park on the east end of town. The variance application has been submitted to the Department of Agriculture for approval. • Site Plans. Staff are working with 2 developers on Site Plan applications. • Various mapping and GIS support continues for Community Development, Park and Recreation and Engineering Departments. 	
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 • CAC Zoom meeting • Accessibility Committee. • Operating Budget • Capital Budget • Pictometry Training • Numerous discussions with developers requesting information on vacant land that is for sale in Town. 	



<p>Programs and Operations</p>	<ul style="list-style-type: none">• Opening day of the Visitors Centre may be postponed depending on what happens in the coming days and weeks regarding Public Health Orders. Decision making around this facility will include considerations of Public Health Directives, examinations of what others are doing, and discussion with the CAO and department heads. Our staff person remains responsive and on stand-by.• The “Find your Fresh” marketing campaign is live now in some online spaces, and print publications have passed the deadlines and are moving into publication phase. Kentville’s materials are all generic enough in 2021 to remain current regardless of lockdowns and other restrictions. All spreads, digital and print, are directing people to our website where they can select “Move to Kentville”, “Visit Kentville”, or “Open a Business” as options for further exploration.• The Litter Kit program is off to a slower start than last year, but we have still had over a dozen families reach out looking for supplies to participate. People who participate in the litter clean up efforts and send us photos of their participation have their names entered into a draw for KBC dollars and are added to our album of Litter Fairies on Facebook. We also send thank you cards and include small tokens of thanks for kids in the mail. People can email, call, or Facebook us to get a kit, and the draw for the KBC money will happen at the end of May.• The Kentville Farmers Market is gearing up for another outdoor season downtown, this year as a stand-alone society managing all functions of the operation independently! Congratulations to the Board for finding their way towards independence as an organization! A new agreement has been put in place for the use of Centre Square on Wednesdays and we look forward to helping the group promote their vendors and weekly activities.
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<p>Projects & Beautification</p>	<ul style="list-style-type: none"> • Work to get the Public Garden “Public Ready” will occur as staff time allows for the outside Recreation crew. When it is safe and appropriate to do so, a Grand Opening including a ribbon cutting will be planned. The garden itself will be announced as open to the public as soon as it is ready. Some garden maintenance and the completion of the fountain are all that is required before public access will be encouraged/promoted. Other pieces to be added include signage, benches, picnic tables, lighting, and umbrellas. • Landscaping work around the new Gateway signs is also on the list for the outside recreation crew. Stay tuned for plans and work around those new additions. The NSCC location has been looked after by the students and faculty. Thanks again to Bonnie Levy, Faculty member who has provided great support for the project in that location. • The Centre Square Activation project has moved beyond the pilot phase, and so we have come up with a name for the public space that better represents what the area can be used for during the activation phase each year. It will also set up members of the travelling public for what to reasonably expect if they choose to visit the space. “The Courtyard at Centre Square” or “The Courtyard” for short will be used from here forward to indicate the public plaza area in the square during the open season. Centre Square is still the name of the whole area belonging to the civic address, including the parking, and “The Courtyard” will refer specifically to the gazebo and seating area, and only during activation periods.
<p>Tourism /events</p>	<ul style="list-style-type: none"> • Program planning for The Courtyard at Centre Square continues, although we are holding off on booking specific dates until more is known about how long restrictions may be in place. Outside agencies (like the farmers market for example) will still be able to operate using The Courtyard provided that their own applicable set of restrictions are being followed, and COVID plans have been submitted to the Town with the required permit applications. • The Multicultural Festival Committee as it previously existed has dissolved for the time being. There is an interested group willing to take this on again, but there

	hasn't been much movement recently due to COVID-19. KBC and the CEDC will keep up to date with that new group and provide support where requested/applicable.
Other	<ul style="list-style-type: none"> • Interest remains high in the Kentville Business Park lands and recent land buyers are starting to move on their development plans. The park will look very different in a year from now! Welcome to all the new folks setting up new businesses, and welcome also to those who have been around for awhile but are new to the Park itself.
Meetings and Events	<p>March 2021</p> <ul style="list-style-type: none"> • Regular weekly radio spots on AVR (8:40am each Tuesday) • STORM – Strategic Operations Related to Media (weekly or by-weekly as needed) • NS Business and Labour Economic Coalition (weekly, CEDC attends when time permits or when big news is expected) • Business Supports Team Meetings, Valley REN (Bi-weekly has now changed to once monthly) • KBC Special Events Committee (has moved to an email structure for now) • KBC Board of Directors (Monthly, zoom currently)






Respectfully Submitted,
Lindsay Young,
Community & Economic Development Coordinator



















Presented on May 10th, 2021
Submitted by Rachel Bedingfield
Director of Parks and Recreation

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing.

- National Framework for Recreation in Canada

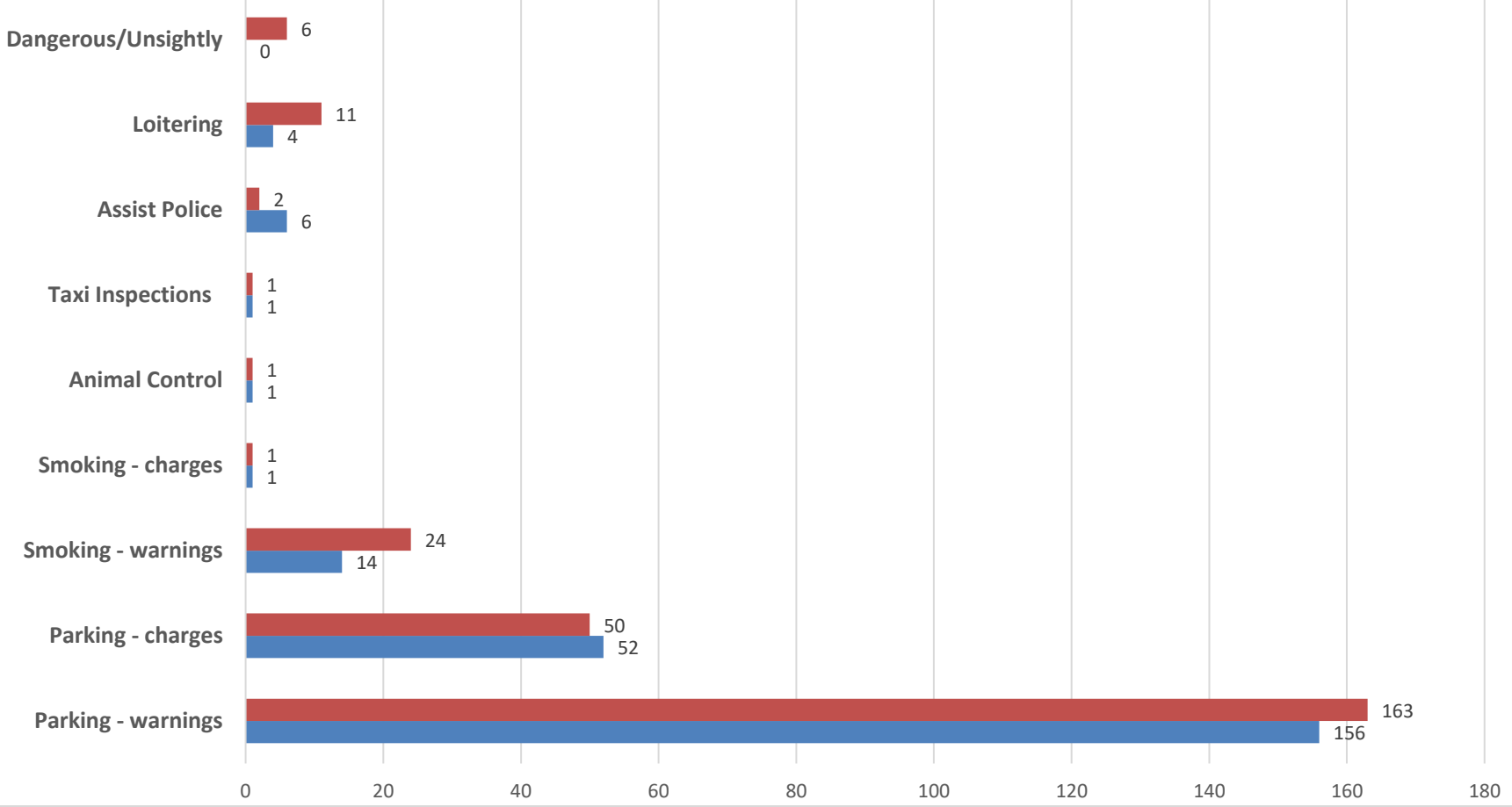
Facility Related	<p>Kentville Parks and Trails</p> <ul style="list-style-type: none">  All parks and trails are all open. Public Health restrictions are in place for usage. Staff are working to stay on top of these restriction and educate the public and user groups as needed.  One of the two bridges located behind Shannex has become unusable after a fire this past month. Because of this staff have had to barricade this entry point into the community for safety reasons. Currently this file is being reviewed by our insurance provider. This is a main arterial trail for County residence to enter Kentville. <p>The Kentville Recreation Center</p> <ul style="list-style-type: none">  The Recreation Center continues to accept bookings for June and beyond. Availability could change based on the current Public Health regulations.
Programs and Operations	<p>Programs:</p> <ul style="list-style-type: none">  Our department has now added a sit-ski to our adapted equipment loan program, along with additional sensory items.  Family nature programs took place however, the Trailblazers and forest play programs have been delayed until Public Health restrictions are lifted.

	<ul style="list-style-type: none"> 💡 Memory Cafes NS had their final café in 2021. The program will be taking a break for the summer months. 💡 All fitness classes, including pickleball, senior’s fitness, chair yoga, rug hooking, and Pilates have been paused due to the Public Health restrictions. <p>Operations:</p> <ul style="list-style-type: none"> 💡 We received many applications for our summer program and parks positions. We are no longer accepting applications and all persons who were selected for an interview have been contacted.
<p>Capital Projects</p>	<p>KCA Playground:</p> <ul style="list-style-type: none"> 💡 After a long wait for the arrival of the piece of equipment to be installed, we are now booked with the installer and hope to have the project completed by the Fall. <p>Dog Park:</p> <ul style="list-style-type: none"> 💡 No Change: We have completed our due diligence and are waiting to hear back from the Department of Agriculture.
<p>Public Engagement/ Community Events</p>	<p>Community Events:</p> <ul style="list-style-type: none"> 💡 Community members are encouraged to use our parks and trails while following all public health protocols. To encourage their usage a community wide scavenger hunt is currently being promoted. We will continue with these efforts as restrictions allow. 💡 Volunteers were virtually celebrated April 26-30 on the town’s website and on FB. Gifts, cards, and award certificates were delivered. This is the second year in a row we have been unable to host a volunteer recognition event due to Public Health restrictions.

	<p>This year's Kentville Volunteer Nominees are:</p> <p>Dave Fineberg Gillian Yorke Dawn Hare Jean MacDonald</p> <p>The Provincial Nominee this year was the Chrysalis House Board of Directors. Members include:</p> <p>Sharon Cochrane Stephanie Hutt Catherine Nichols Bernadette Fraser Randy Newman Belinda Manning Nancy Pelley Val Connell Edith Riley Andrea Watts Heather Swetnam Erica Johnson Jean Rees Brenda Wood</p>
<p>Meetings and Events</p>	<ul style="list-style-type: none">  Homeless No More  Kings County Accessibility Committee  Kings County Recreation  Senior Advisory Committee  Department Meetings  COVID response research project  CPCIL Project Final Meeting  Kentville Re-Sport Project  Summer Planning  TOK Accessibility  Council Advisory Committee  Provincial Inclusion and Access Committee  ICIP Grant Application  Kentville Pickleball and Tennis Club  Operating and Capital Budget  Access Acadia Collaboration

<p>Council Related</p>	<p>Council Priorities:</p> <ul style="list-style-type: none"> 💡 <i>Accessibility Plan:</i> The Accessibility Committee will be bringing the final plan to council for approval at the May CAC. <p>Grants:</p> <ul style="list-style-type: none"> 💡 <i>ICIP Grant:</i> There are no updates currently. We are continuing to work with the Province as updates are required. 💡 <i>Sport Fund:</i> An application has been submitted to purchase our own fleet of cross-country skis to add to our community loan program. 💡 <i>Community Access-ability Grant:</i> An application has been submitted for the purchase of a Mobi-Mat. This will allow us to ensure that wheelchair users are able to access activities that take place in in our parks and playgrounds. 💡 <i>Canada Summer Jobs (CSJ):</i> We have received grant monies to help offset the cost of summer program staff. These monies will allow us to lower the cost of our programs for better community access.
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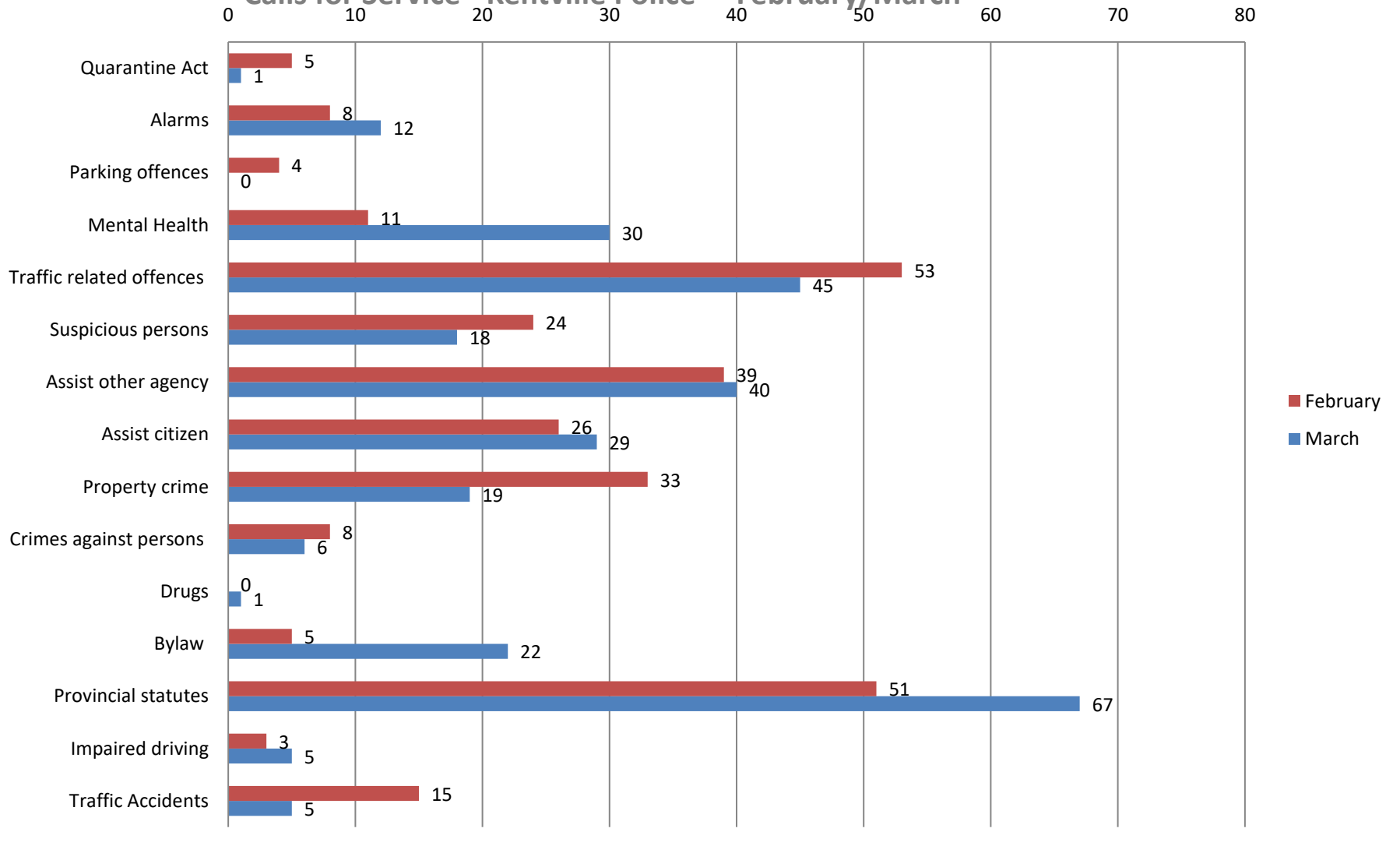
By-Law Report - February/March



March

February

Calls for Service - Kentville Police - February/March



February 336

March 334

Town of Kentville

Department of Engineering & Public Works

Report to CAC – May 10, 2021

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



<p>Administration</p>	<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. 	<p>Highlights</p>
<p>Programs and Operations</p>	<ul style="list-style-type: none"> • Now that all Capital budgets have been ratified, we are busy working to get Capital projects out to tender. • Our newest Public Works employee, Josh Prall started at the end of April in the Downtown Maintenance position, and you will see Josh around Town helping keep it clean. 	<p>Highlights</p> <p>2021/22 Budgets</p> <p>Downtown Maintenance Position</p>
<p>Projects</p>	<p>Public Works</p> <ul style="list-style-type: none"> • Line painting has begun in the downtown area by Public Works crews and the line painting truck is scheduled to be in Town in late May. • Patch Paving Tenders closed on April 29, 2021. We had three tenders submitted and the successful bidder was Dexter Construction. <p>Kentville Water Commission</p> <ul style="list-style-type: none"> • The Belcher Street water tank is currently drained and offline for repairs and scheduled maintenance. Water service to our utility customers in this area will continue as normal with no expected interruptions. 	<p>Highlights</p> <p>Line Painting</p> <p>Patch Paving</p> <p>Belcher Street Tank</p>



	<ul style="list-style-type: none"> We have now completely switched from 50% to 30% Caustic Soda. As mentioned in previous reports, the reduction in strength lowers the “freezing” point of the chemical additive from 14°C to 1°C. We feel this will change will significantly reduce or even eliminate the chemical buildup in the pipe as it is injected into the 7° to 10° C groundwater. This switch should greatly reduce future maintenance costs and service interruptions. <p>Sanitary Sewer Utility</p> <ul style="list-style-type: none"> Kings County tendered a Capital Works project that closed in April as part of ongoing upgrades the Regional Sewage Treatment Plant. This phase included “De-sludging” of the first two primary ponds at the plant. Facilities that accept this biowaste are few and our closest is actually in New Brunswick. The 3 tenders received ranged from \$3.5 to \$4.8 million with a budgeted amount of \$2.2 million. In order for this project to proceed infrastructure grant funding will be required. 	<p>Regional STP Upgrades</p>
<p>Public Engagement</p>	<ul style="list-style-type: none"> Frequent phone calls and site visits. Appointments are now being accepted for in person meetings. Letter & email correspondence – As required. 	<p>Highlights</p>
<p>Meetings and Events</p>	<ul style="list-style-type: none"> Senior Staff meetings every Tuesday April 7th OHS Meeting April 12th CAC via Zoom April 14th Operating Budget Meeting via Zoom April 20th Regional Sewer Technical Sub-Committee Meeting April 20th Capital Budget Meeting via Zoom April 21st KWC Budget Meeting April 22th CUPE Labour Management Meeting April 26st Council Meeting to present Sanitary Sewer Budget 	<p>Highlights</p>
<p>Council Related</p>	<ul style="list-style-type: none"> Open for questions or concerns from Mayor & Council. 	<p>Highlights</p>

CAO Report to Council

May 10, 2021

Provincial Health Order – with new restriction to the Provincial Health Order the Town Hall is closed to the public. Payments are being received online and through the drop box at Town Hall. Town Hall will reopen immediately after restrictions are lifted. Most staff are working online from home to limit the number of people in Town Hall at any given time.

Budget – Grants applications to be reviewed later in May.

Accessibility – Presentation of plan to council May 10th.

Inter Municipal Service Agreement (IMSA) Review – Initial meetings regarding planning and key principals complete. Legal review planned for May meeting.

Municipal Planning Strategy (MPS) Review – Review commenced as per council's direction. Public opportunity for input May 20th.

Mentoring Plus Update – has been connecting with the programming in NewGlasgow which has been up and running for a year longer than the Kentville site. The first Mentoring Plus agency working lunch took place in April. Individual mentoring continues through ZOOM. May sessions planned with High Schools will be pushed forward due to Covid restrictions.

Meetings – Virtual meetings with Regional Economic Recovery, Valley Regional Economic Network and Quarterly Regional Emergency Measures Organization.

Prepared by: Dan Troke, CAO for the Town of Kentville



TOWN OF KENTVILLE POLICY STATEMENT G28 REQUEST FOR FUNDING FROM ORGANIZATIONS

1.0 PURPOSE

The purpose of this policy is to provide direction to organizations applying for a grant under The Town of Kentville Grant Program. ~~Organizations applying must meet the criteria of Municipal Government Act (MGA) Section 65(a). There shall be no exceptions to this policy.~~

2.0 DEFINITIONS

- 2.1 Non-Profit Organization (NPO): is a club, society, or association that's organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit.
- 2.2 Registered Charities: are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion and other purposes that benefit the community.

3.0 SCOPE

3.1 This policy applies to all organizations seeking funding up to \$2000 from the Town of Kentville, however larger applications may also be considered by council using this policy. The support of volunteer, community-based organizations is fundamental to maintaining our quality of life. The Town of Kentville Grant Program is designed to provide financial assistance to organizations ~~that fall within Section 65 (a) of the MGA~~ that:

- 3.1.1 Organize programs for the benefit of the residents of the Town of Kentville;
- 3.1.2 Operate programs for the benefit of the residents of the Town of Kentville; or
- 3.1.3 Coordinate and implement local events in the Town of Kentville.

4.0 PROCEDURES

[4.1](#) Requests for Funding must be submitted through The Town of Kentville Grant Program. Applications will be accepted annually between February 15th and March 31st. Late applications will not be considered.

[4.14.2](#) The Town of Kentville recognizes that at times, there is a requirement for non-profit and charitable organizations to require emergency funding to assist in the delivery of programs, outside of the normal application period. The Town of Kentville will allow applications outside of this period using the following process. The applicant will use the Appendix A Funding Application form. The application will be received by the Chief Administrative Officer and brought to Council for discussion and approval. Decisions will be subject to need and availability of funds. CM

[4.24.3](#) Applications may be submitted as follows:

[4.2.14.3.1](#) Mailed to 354 Main Street, Kentville NS, B4N 1K6;

[4.2.24.3.2](#) Hand delivered to the Town Hall (354 Main Street);

[4.2.34.3.3](#) Emailed to cao@kentville.ca; or

[4.2.44.3.4](#) Complete an Online application and budget forms and submit through our website.

[4.34.4](#) All applicants are required to use a Standard Application and Budget Forms. Application and Budget forms are available at Town Hall (354 Main Street), and online at www.kentville.ca

[4.44.5](#) The applicant must meet the requirements outlined in section [3.0-65 \(au\) of the Municipal Government Act to be eligible for funding](#). The Town reserves the right to request additional information prior to distributing funding.

[4.54.6](#) Only one application per organization, per fiscal year. The Town's fiscal year runs from April 1st to March 31st. Successful applicants will be notified upon completion of budget deliberations, usually between May and June.

[4.64.7](#) Application: All applicants must complete the Standard Application and Budget Forms and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.

[4.6.14.7.1](#) There may be a requirement to present to Council; and

[4.6.24.7.2](#) The maximum amount available through this program is \$2,000 per fiscal year.

[4.74.8](#) Evaluation: The following minimum criteria will be used to consider all grants prior to completion of a Program Grant Evaluation Score Card:

[4.7.14.8.1](#) Application is received on time;

[4.7.24.8.2](#) Applicant ~~meets Section 3.0 Scope falls within Section 65 (au) of the Municipal Government Act;~~

[4.7.34.8.3](#) The Town's contribution does not exceed 50% of total revenue;

[4.7.44.8.4](#) All documentation has been received, including:

[4.7.4.14.8.4.1](#) purpose of the project;

[4.7.4.24.8.4.2](#) description of the project;

[4.7.4.34.8.4.3](#) target demographic served;

[4.7.4.44.8.4.4](#) detailed budget;

[4.7.4.54.8.4.5](#) previous year's financial statements;

[4.7.4.64.8.4.6](#) proof of charitable status including a copy of last charitable tax return (T3010 Registered Charity Return) submitted;

[4.7.4.74.8.4.7](#) proof of non-profit status including a copy of last tax return (T1044 Non-Profit Organization (NPO) Information Return) submitted;

[4.7.4.84.8.4.8](#) list of other revenue sources, final report from previous year etc.); and

[4.7.4.94.8.4.9](#) confirmation of partner funding (if applicable).

[4.7.54.8.5](#) Project takes place within the Town of Kentville or has a strong presence in the Town.

[4.84.9](#) The Town of Kentville Grant Program applications shall be evaluated on the criteria listed in the Evaluation Form under the following categories:

[4.8.14.9.1](#) Financial Sustainability & Management: Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. Groups must generate funds besides those provided

by The Town of Kentville Grant Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.

[4.8.24.9.2](#) Community Benefit: Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.

[4.8.34.9.3](#) Active Living: Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.

[4.8.44.9.4](#) Heritage and Art: Groups that explore our arts, culture and heritage to enrich the lives of community members through film and video, broadcasting, music, publishing, archives, performing arts, heritage institutions, festivals and celebrations.

[4.94.10](#) The Program Grant Evaluation Score Card will be used by council to determine the best allocation of the annual budget for this grant.

[4.104.11](#) The Town of Kentville shall publish annually the list of the organizations and grants or contributions made on-line and in a newspaper circulating in the municipality [in accordance with the Municipal Governance Act paragraph 65C](#).

[4.114.12](#) Successful applicants must submit a Final Report after the completion of the activity or project, or after 12 months of receiving this grant. Final report forms will be included with the awarding letters and available at the Town Hall, and online at kentville.ca. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received. Should the event, project or activity not occur the funding shall be returned to the Town of Kentville. Any funds expended prior to cancellation shall be documented with receipts where possible.

5.0 ASSOCIATED DOCUMENTS

5.1 Application Form

5.2 Budget Form

5.3 Evaluation Form

5.4 Final Report Form

Program Grant Evaluation Score Card

6.0 POLICY REVISION HISTORY

Date Created: April 9, 2003
Revisions: January 27, 2014
June 29, 2015
January 2017, Reformatted
January 29, 2018

Chief Administrative Officer, Dan Troke

APPENDIX A: FUNDING APPLICATION FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>	CRA Charitable Status #:	
	Non-Profit <input type="checkbox"/>	Business Number:	
	Other <input type="checkbox"/>		
	Is your organization registered with Joint Stocks? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Amount of Grant Requested:		
	Did your group receive funding last year from Town of Kentville? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contact Person:			
Mailing Address/PO Box:			
Town: (Postal Code)			
E-mail Address:			
Telephone:			
Website Address: Social Media Contact:			
Application	<p>The following documentation is required for the completed application form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed budget for event or program <input type="checkbox"/> Previous year's financial statements if applicable <input type="checkbox"/> Letters of support from partners (if applicable) <input type="checkbox"/> Proof of charitable status (if applicable) <input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable) <input type="checkbox"/> Proof of non-profit status (if applicable) <input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable) <input type="checkbox"/> Final report from the previous year (if applicable) 		
Purpose Of The Project			
Description Of The Project			
Target Demographic Served			
Location of Project			
Project Timelines			
Certification	I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization		

Town of Kentville, Policy G28: Request for Funding From Organizations

	which I represent.			
	Name		Title	
	Signature		Date	

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

APPENDIX B: BUDGET FORM

Name of Organization:				
Contact Person:				
Total Cost of Project/Activity:		Request from Kentville:		
Funding of Project	Applicant			
Contribution	Source	Amount	Approved	Not Approved
Fundraising		\$		
Cash on Hand		\$		
Bank Loans		\$		
Donated Material		\$		
Donated Labour		\$		
Donated Equipment		\$		
Other (Specify)		\$		
Other (Specify)		\$		
Federal		\$		
Provincial		\$		
Municipal		\$		
Municipal		\$		
Municipal		\$		
Other (Specify)		\$		
Other (Specify)		\$		
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

APPENDIX C: FUNDING EVALUATION FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>	Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/>	
	Non-Profit <input type="checkbox"/>	Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/>	
	Other <input type="checkbox"/>	Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/>	
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Date of last grant from Town of Kentville:		
	Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Application	The following documentation is mandatory:		
	Application Date:		
	Completed application form <input type="checkbox"/>		
	Proposed budget <input type="checkbox"/>		
	Previous year's financial statements if applicable. <input type="checkbox"/>		
	Confirmation of partner funding and (if applicable). <input type="checkbox"/>		
	List of other revenue sources <input type="checkbox"/>		
	Amount requested		
	Percentage of Budget		< 50% <input type="checkbox"/> > 50% <input type="checkbox"/>
Evaluation Score Card			
1. Program/Service Obligation			3 <input type="checkbox"/>
Core – service the Town would otherwise provide			2 <input type="checkbox"/>
Important – service the Town might otherwise provide			1 <input type="checkbox"/>
Discretionary – service the Town does not normally provide			0 <input type="checkbox"/>
No Mandate – not enabled by legislation, should not do or not now			
2. Council Strategic Plan			3 <input type="checkbox"/>
Vital – fundamental to Council's Strategic Plan			2 <input type="checkbox"/>
Notable – solid fit within Council's Strategic Plan			1 <input type="checkbox"/>
Non-Critical – some relevance to Council's Strategic Plan, not strategic			
3. Public Need			3 <input type="checkbox"/>
Community at Large – general need, broad-based			2 <input type="checkbox"/>
Multiple Interests – some need, a number of areas/communities			1 <input type="checkbox"/>
Vested Interest –special interest group(s), localized			
4. Public Benefit			3 <input type="checkbox"/>
Public Interest – all residents derive benefit			2 <input type="checkbox"/>
Mixed Interest – some residents derive benefit			1 <input type="checkbox"/>
Private Interest – specific residents benefit			
5. Recreational			3 <input type="checkbox"/>
High – the core purpose is developing social, active, and healthy lifestyles			2 <input type="checkbox"/>

Town of Kentville, Policy G28: Request for Funding From Organizations

Moderate – components improve social, active, and healthy lifestyles Low – limited opportunity to improve social, active, and healthy lifestyles	1 <input type="checkbox"/>
6. Human Development and Inclusion – Volunteer High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
7. Human Development and Inclusion – Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
8. Quality of Life Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
9. Alternate Service Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
10. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	1 <input type="checkbox"/> 0 <input type="checkbox"/>
11. Participation Levels Under 100 100-200 200-500 500-1000 Over 1000	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
12. Accountability Yes – annual report and/or financial statements of previous year received No (or New Org.) – no annual report and/or financial statements received	1 <input type="checkbox"/> 0 <input type="checkbox"/>
Total Score	If score is above 24; applications should be considered for funding If score is below 23; applicant shall not receive funding 34

Date of Evaluation:		Based on Score: Funding Not Recommended <input type="checkbox"/> Funding Recommended <input type="checkbox"/>	Based on Budget: Funding Approved <input type="checkbox"/> Funding Not Approved <input type="checkbox"/>
Name and Signature of Evaluator:			

The Town of Kentville Grant Program

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- Only one application per organization, per fiscal year
- Successful applicants will be notified following completion of budget deliberations by council.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

APPENDIX D: FINAL REPORT FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>		
	Non-Profit <input type="checkbox"/>		
	Other <input type="checkbox"/>		
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
Contact Person:			
Mailing Address/PO Box:			
Town: (Postal Code)			
E-mail Address:			
Telephone:			
Website Address: Social Media Contact:			
Purpose Of The Project			
Description Of The Conduct of Project			
Project Participation			
Location of Project			
Project Timelines			
Project Budget and Financial Statements (attached)			
Uses of Grant			
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.		
	Name		Title
	Signature		Date

The Town of Kentville Grant Program

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and in a newspaper circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.

MEADOWVIEW COMMUNITY CENTRE

8464 Brooklyn Street
Kentville, NS
B4N 4G8
902-678-9344

April 30, 2021

Right Honorable Mayor Sandra Snow & Esteemed Members of the Kentville Town Council
354 Main Street
Kentville, NS
B4N 1K6

Attention: Mayor Sandra Snow & Esteemed Members of the Kentville Town Council.
Re: Request and Petition for the North Kentville Footbridge to be repaired.

Dear Mayor Snow & Town Council Members:

On behalf of the entire Community of Meadowview, the Meadowview Development Association would like to request your support and approval on the matter of repairing the North Kentville Footbridge which recently was partially destroyed by fire. This footbridge has joined the residents of North Kentville and surrounding areas to the Town of Kentville for well over 100 years. If you permit me a moment, I will try to impart the importance of the bridge to the residents of Meadowview and surrounding areas who rely on the footbridge to as their safe and central way to reach town.

In our area we have many individuals who use the bridge recreationally. Both children and adults use this bridge as their entrance to the walking trails downtown or to get to the Recreational Hub in Kentville. People of all ages walk, bike, and run using this trail and footbridge. We also have many seniors and non-drivers who use this bridge and trail as their central route to get to town for doctor's appointments, groceries, or other necessities. Their only other route would be to go down Brooklyn Street to reach town. This is a much more dangerous route, especially for children and seniors. Brooklyn Street is not designed with foot traffic in mind. There is not much walking area for pedestrians. Also, there are blind corners where people drive more than the speed limit and cannot see pedestrians until they come around the corner; for a child on a bicycle that may be too late.

During the Apple Blossom Festival, the footbridge route is also used by hundreds of people for access to town. Every year there are dozens of cars that park down Brooklyn Street and up in Meadowview to walk down the footbridge to the festivities downtown. By going this way, they are freeing up other areas in town which would, otherwise, be bottlenecked and cause both people and traffic issues in the greater downtown area. This route diverts hundreds of people each year

allowing for a much smoother spread out of foot and car traffic. Without the footbridge these people would have to go down Brooklyn Street with vehicles parked on both sides of the road and

contend with traffic trying to drive both in and out of town. This scenario is utterly frightening when you consider families with elderly members and small children trying to get through moving traffic with nowhere to move off the road. adding a crosswalk in our community. I am sure the council would agree that all individuals deserve to be safe while crossing the roads in their own communities. We cannot stress how important this small footbridge is to the members that live here and use it every day.

We take great pride in our small community. We have and will continue to welcome everyone to come and share in the community spirit that is always found here. Therefore, we take the matter very seriously when visitors express concern over speeding traffic on Brooklyn Street and the need for the footbridge. People are simply afraid to have to contend with traffic on a street that is not designed for pedestrian traffic.

To show you how passionate we are to help ensure the safety of our community and our visitors we have provided a petition of concerned citizens. Nearly all these signatures are from local residents, while a few others are from individuals who frequent our facilities or our area on a regular basis who have used the footbridge. These individuals have also expressed their concerns on the local traffic speed and the need for the footbridge. Therefore, as a conscientious community, we humbly appeal to the Mayor and council to help us to try and keep our families and friends safe so we can continue to provide community events and services for everyone's continued enjoyment and enrichment while still having safe access to the downtown Kentville we know and love as all of you do. Kings North MLA John Lohr and I went down and took some pictures of the damage that we have provided for you and the Town Council to look over. If you need any further explanation, please feel free to call me anytime at 902-678-7084.

At this time, I would like to sincerely thank you for addressing this letter of explanation and appeal as well as our petition of concerned citizens. We appreciate your consideration and hope that you will give us your help and support for our just cause.

Yours Truly,

A handwritten signature in blue ink that reads "Joe Benjamin". The signature is written in a cursive, flowing style.

Joe Benjamin, MDA President

JB/tov

Petition to Repair the North Kentville Footbridge to Allow Access to Downtown Kentville

1. Joe Benjamin
2. Jammie Veinot
3. Sylvia Stevenson
4. Roy Foy
5. Rich Spurr
6. Elizabeth Spurr
7. Kaitlin Spurr
8. Edward Spurr
9. Emma Taylor
10. Pat Rogers
11. Saverne Mahan
12. Ken England
13. Cindy Mahan
14. DARREH BEZANSON
15. Shirley Smith
16. Jennifer LeBlanc
17. Sandra Benjamin
18. Valerie Archer
19. Joanta Malley
20. Kirk Murphy
21. Chad Coburn
22. Mary Morse
23. Frank Veinot
24. Dejen Veinot
25. John Veinot

Petition to Repair the North Kentville Footbridge to Allow Access to Downtown Kentville

- 26. Vincent Dell
- 27. Tina Dell
- 28. Mike Guter
- 29. Valma Corbin
- 30. John Corbin
- 31. Richard Corbin
- 32. Mona Corbin
- 33. Keith Corby
- 34. EDDIE PELTON
- 35. KATHY PELTON
- 36. Helen Veinard
- 37. Wally Subman
- 38. April Horne
- 39. Brenda Weir
- 40. Gary Allen
- 41. Mitchell Allen
- 42. Ashley Allen
- 43. Melissa Weir
- 44. Penny Colvin
- 45. May Carter
- 46. Ann Marie Martin
- 47. RD Coleman
- 48. Joyce Coleman
- 49. Fred Wentzell
- 50. Sharon Wentzell

Petition to Repair the North Kentville Footbridge to Allow Access to Downtown Kentville

- 51. Chastity Westell
- 52. Damon Plume
- 53. Mona McLeon
- 54. Reg Outhouse
- 55. Naira Outhouse
- 56. Josephine Swinome
- 57. Norman Swinome
- 58. Neenan Giff
- 59. Les King
- 60. Donnelly Gue
- 61. Charles Gue
- 62. Vince Gue -
- 63. Candace Martin
- 64. Larry Martin
- 65. Karlee Martin
- 66. Jordan Martin
- 67. Bill Blupar
- 68. Liz West
- 69. Allan & Jan Decker
- 70. Janice Decker
- 71. Lloyd Carter
- 72. Matthew Conner
- 73. Chance Conner
- 74. David Conner
- 75. Lucy Conner

Petition to Repair the North Kentville Footbridge to Allow Access to Downtown Kentville

- 76. Gaeey Connors
- 77. Aelcem Lightfoot
- 78. Jam Morrison
- 79. Brody Morrison
- 80. Sheri Mahar
- 81. Darlene Taylor
- 82. Cheryl Pick
- 83. Donnie Pick
- 84. Margaret Hendon
- 85. Rose Hendon
- 86. Terri Wevers
- 87. Jack Alders
- 88. Margo Alders
- 89. Jonathan Alders
- 90. Justin Alders
- 91. Charlene Hayes
- 92. Andrew Hayes
- 93. Sarah Graves
- 94. Sandra Masters
- 95. Madison Armstrong
- 96. Sheena Graves
- 97. Joly Balsor
- 98. Linda Hamilton
- 99. Terry Smith
- 100. ~~_____~~
- 101. Ray Cui

Petition to Repair the North Kentville Footbridge to Allow Access to Downtown Kentville

- 101. Dawn Harvey
- 102. Mike Harvey
- 103. Derek Gee
- 104. Angela Gee
- 105. Steven Gee
- 106. Celia Larver
- 107. Jennifer Mahan
- 108. Kindra States
- 109. Evan States
- 110. Selena Mahan
- 111. Deanne Mah
- 112. Dennis Arnborg
- 113. ~~Todd~~
- 114. Lisa Collins
- 115. Ralph
- 116. Debbie Stevenson
- 117. Tracy Huntley
- 118. Zack Huntley
- 119. Jacob Corbin
- 120. Shane Morine
- 121. Karla Morine
- 122. Amy Morine
- 123. Evelyn Morine
- 124. Megan Morine
- 125. Carl Adams

Petition to Repair the North Kentville Footbridge

- 126 Carl m Bent
- 127 Keely Bent
- 128 Nick Bent
- 129 Linda Brommet
- 130 Donna Brommet
- 131 Shawn Bus
- 132 Tanea Bent
- 133 Bvya's Bent
- 134 Cathin Bent
- 135 Samie Reid.
- 136 Bob Alders
- 137 Dick Dwan
- 138 Brenda Johnson
- 139 Nigel Johnson
- 140 Jarrett Johnson
- 141 Tara Schofield
- 142 Bridget Chapman
- 143 Haley Fitzgerald
- 144 Michelle Deneau-Alders
- 145 Dwayne Alders.
- 146 ~~Tom Alders~~
- 147 ~~Emerson M. Alders~~
- 148 Wally M. Alders.
- 149 Lynn Smith
- 150 Marie Smith
- 151 Rick Johnson
- 152 Kent C. Bond
- 153
- 154
- 155
- 156
- 157
- 158
- 159

Jennifer West

From: Ken Harrison <nosirrah@bellaliant.net>
Sent: Monday, May 3, 2021 12:19 PM
To: Sandra Snow
Cc: Tom Herman; Peter Hicklenton; Soren Bondrup-Nielsen; Jennifer West; Rachel Bedingfield
Subject: Zoom with NS Nature Trust on Friday, April 30th

Follow Up Flag: Follow up
Flag Status: Completed

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Good day Mayor Snow,
(Hi Sandra)

I think that Tom Herman, Peter Hicklenton, Soren Bondrup-Nielsen and Jennifer West (on behalf of Rachel) can all agree that the Friday morning Zoom meeting with NS Nature Trust (Ross Firth and Rich LaPaix) went well. The conservation of the Kentville Ravine and the Elderkin Brook watershed seems to fit in nicely with their efforts on urban conservation. Like all not-for-profit organizations (and governments) they need to work through the choices and see how much time and effort they can dedicate from their limited resources. That will take some time, but our path doesn't require an immediate answer from them.

I expect that we will be asked to give a ten minute presentation to the Kings County Council at some point in either May or June. At that time we will be emphasizing that a substantial portion (approximately one half of the 900 acres) recently added to the Village of New Minas south of the 101 which could have a significant negative storm water impact on the Ravine. We only recently became aware of this potential from the New Minas Secondary Plan exercise (visionnewminas). We had previously focused on the storm water drainage from the area south beyond the Kent and up the east tributary as far as the Big Stop, not realizing that the "new area" added to the Village south of 101 represented about 25% of the total Elderkin Brook watershed! That stormwater would be directed under the New Minas Connector Road and directly into the lower section of the Elderkin Brook which is already a floodplain.

Regards,
Ken

Ken J. Harrison
46 Smallwood Place
Kentville, Nova Scotia
B4N 1T1
902-678-1424

nosirrah@bellaliant.net

Kings REMO Regional EM Plan Change 1

2021-05-10
Town of Kentville

Dan Stovel

Regional Emergency Management Coordinator (REMC)



Kings County Regional EM Plan – Change 1



References:

- NS Emergency Management Act
- 2018-01-16 IMSA – Kings REMO
- 2018-09 Kings Regional EM Plan

The Regional EM Plan (REMP) serves as the Kings County emergency response plan to direct an integrated approach to emergency management



Kings County Regional EM Plan – Change 1



Purpose:

- The REMP **unifies** the efforts of Kings County resources for a **comprehensive approach** in responding to and reducing the impacts of an emergency
- Increases **emergency response capacity** across all of Kings County



Kings County Regional EM Plan – Change 1



- Kings County Regional Emergency Management Plan (REMP) Change 1

Dated: March 2021

Change 1 highlighted yellow



Kings County Regional EM Plan – Change 1



- **Administration:**

- Foreword – amended Mayor’s signature sheet
- ‘Table of Contents’ link added to bottom of each section
- NS DTIR amended to NS DTAT

- **Section 3.3 Authority**

- Amended composition of REMAC to read **“two elected officials”** in accordance with the NS Emergency Management Act (Section 10(1)(d))

Kings County Regional EM Plan – Change 1



- **Section 4.1.1 Incident Assumptions**
– **Fundamental Priorities:**

1. Ensure the Health & Safety of Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic & Social Losses

**Kings REMO
Priorities**

1. Ensure the Health & Safety of Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic & Social Losses

Kings County Regional EM Plan – Change 1



- **Section 5.1.9 Epidemic / Pandemic**

- Updated to include details of the SARS-CoV-2 (COVID-19) pandemic

- **Section 5.2 Risk Analysis Matrix (updated to include):**

- Extreme Heat Event likely to occur with moderate impact
- Cyber Attack might occur with significant impact
- Major Solar Flare not expected with catastrophic impact

Kings County Regional EM Plan – Change 1



- Section 5.2 Risk Analysis Matrix

- Added:
 - Extreme Heat Event
Likely / Moderate
 - Cyber Attack
Might Occur / Significant
 - Major Solar Flare
Not Expected / Catastrophic

Risks & Hazards – Kings County

		Severity				
		What is the Severity of Injuries / Potential Damages / Financial Impacts				
		1 – Insignificant	2 – Minor	3 – Moderate	4 - Significant	5 - Catastrophic
Likelihood	5 Highly Probable Every 5 years or less		<ul style="list-style-type: none"> Major Frost and Freeze 	<ul style="list-style-type: none"> Power Blackout Freezing Rain 	<ul style="list-style-type: none"> Blizzards Hurricane Winds 	
	4 Likely to Occur: Once every 10 years		<ul style="list-style-type: none"> Major Infrastructure Failure Major Water Main Break Small Boat accident 	<ul style="list-style-type: none"> Major Structure Fire Major Rd Accident River Flood Extreme Heat Event 	<ul style="list-style-type: none"> Major Forest Fire Long-Term closure of Hwy 101 	
	3 Might Occur: Once every 20-30 years		<ul style="list-style-type: none"> Bomb Threats Severe Fog 	<ul style="list-style-type: none"> Water Shortage Fuel Shortage 	<ul style="list-style-type: none"> Chemical Contamination or Spill Earthquake Cyber Attack 	
	2 Not Expected: Could Occur every 50 years		<ul style="list-style-type: none"> Major Gas Main break Hostage Incident 	<ul style="list-style-type: none"> Plane Crash Tornado 	<ul style="list-style-type: none"> Drought Epidemic Flash Flood Major Industrial Accident 	<ul style="list-style-type: none"> Dam Rupture Major Hailstorm Water Pollution Mass Shooting Major Solar Flare
	1 Rare: Once every 100+ years			<ul style="list-style-type: none"> Civil Disobedience Pipeline-CNG Explosion 	<ul style="list-style-type: none"> Actual Bombing Mud or Landslide Radiological Accident 	<ul style="list-style-type: none"> Terrorist Attack

Effective 2021-02

■ Very High Risk
 ■ High Risk
 ■ Medium Risk
 ■ Low Risk

Kings County Regional EM Plan – Change 1



Very High Risk	High Risk	Medium Risk
<ul style="list-style-type: none"> • Hurricane Winds • Blizzards • Power Blackout • Freezing Rain • Major Forest Fire • Long-Term Closure Hwy 101 	<ul style="list-style-type: none"> • Major Frost and Freeze • Major Infrastructure Failure • Major Water Main Break • Boat Accident • Major Structure Fire • Major Road Accident • River Flood • Extreme Heat Event • Water Shortage • Fuel Shortage • Chemical Contamination • Cyber Attack • Drought • Epidemic/Pandemic • Flash Flood • Major Industrial Accident • Dam Rupture • Major Hailstorm • Mass Shooting • Major Solar Flare 	<ul style="list-style-type: none"> • Bomb Threats • Severe Fog • Major Gas Main Break • Plane Crash • Tornado • Civil Disobedience • Pipeline-CNG Explosion • Actual Bombing • Mud or Landslide • Radiological Accident • Terrorist Attack

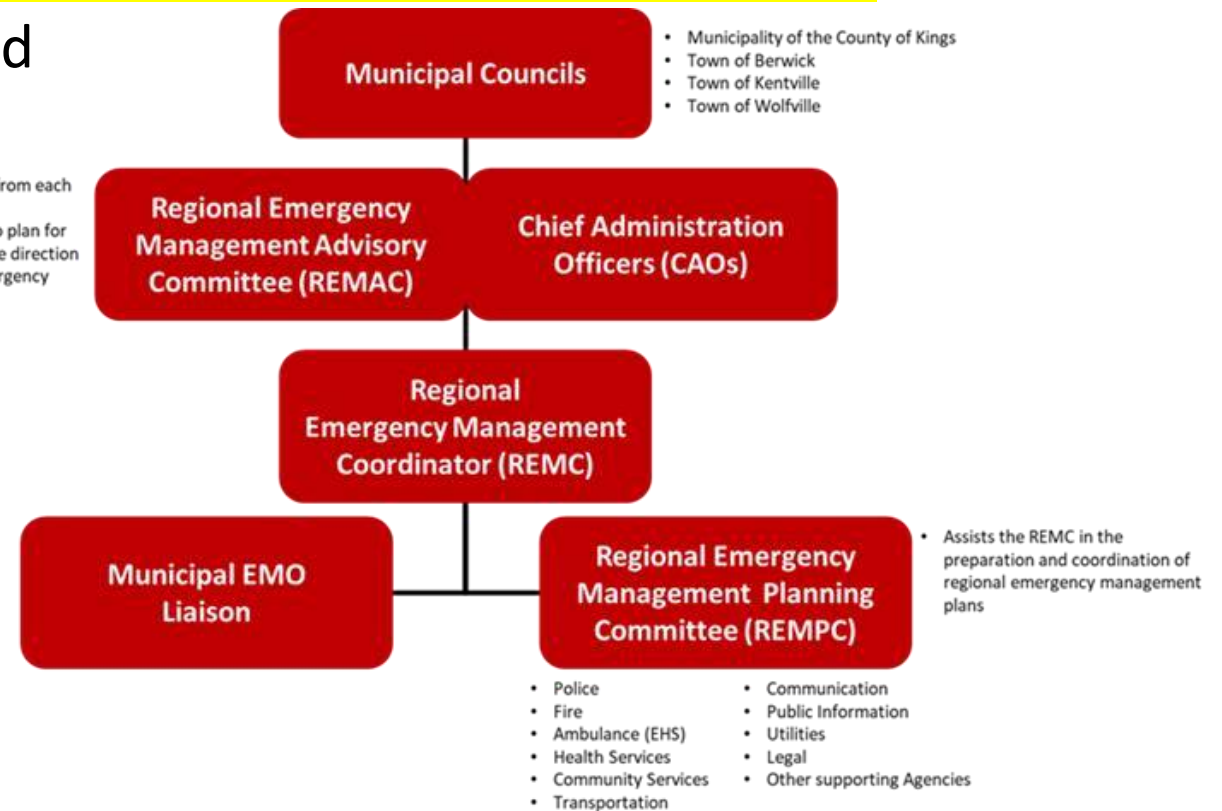
Kings County Regional EM Plan – Change 1



Section 7.0 Regional Emergency Management Organization

- Organizational structure amended for reporting chain of REMC to REMAC / CAOs

- Two (2) Elected Officials from each municipality
- Committee established to plan for and be responsible for the direction and management of emergency activities in Kings County



Kings County Regional EM Plan – Change 1



- **Section 7.1 Regional Emergency Management Advisory Committee**
 - **Composition of REMAC** amended to read “two (2) members of Council from each Kings County Municipality”; and
 - Effective date of **Terms of Reference** updated
- **Section 7.2 Regional Emergency Management Planning Committee**
 - **Terms of Reference** effective date updated

Kings County Regional EM Plan – Change 1



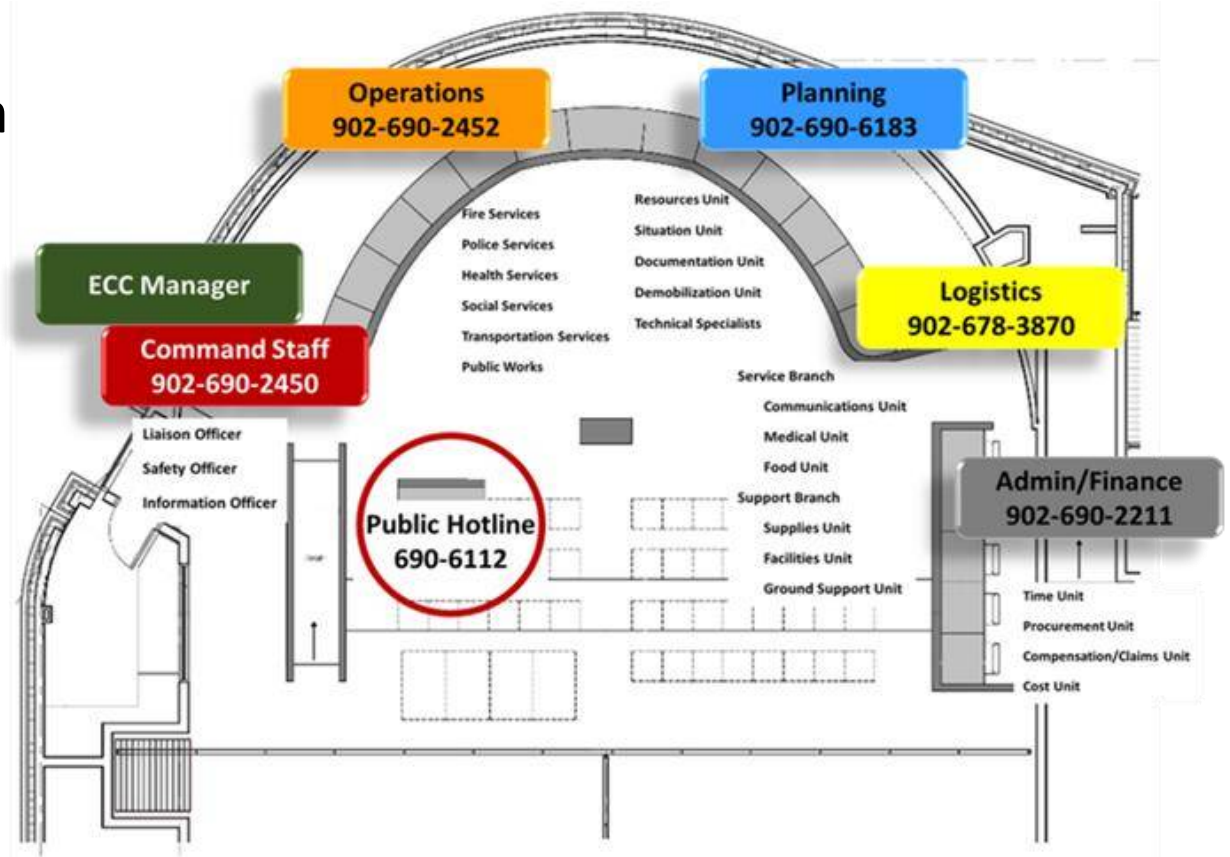
- **Section 8.3 Emergency Coordination Centre (ECC)**
 - Primary ECC location address updated to 181 Coldbrook Village Park Dr
- **Section 9.2 Plan Maintenance and Responsibility**
 - Plan Revisions updated to reflect date of **Change 1 to REMP**

Kings County Regional EM Plan – Change 1



Annex J – Primary ECC Layout

- Updated to reflect layout within Municipality of the County of Kings Council Chambers, 181 Coldbrook Village Park Dr

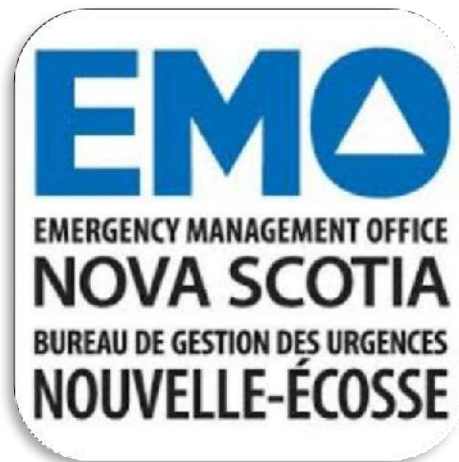


Kings County Regional EM Plan – Change 1



- **Annex L – Province of NS – Important Numbers**

- Update to NS EMO Duty Officer telephone number
- NS EMO Western Region EMPO amended to read “**Region 4**”
- Department of Lands & Forestry section amended replacing previous title of “Department of Natural Resources”



Kings County Regional EM Plan – Change 1



Proposed Approval Timeline:

2021-03-18	Kings REMO REMPC Meeting
2021-04-19	Kings REMO REMAC Meeting
2021-05-04	Wolfville COW
2021-05-10	Kentville CAC
2021-05-18	MoK COW
2021-05-18	Wolfville Council (for approval)
2021-05-25	Berwick COW
2021-05-31	Kentville Council (for approval)
2021-06-01	MoK Council (for approval)
2021-06-08	Berwick Council (for approval)



Kings County Regional EM Plan – Change 1



Draft Motion

That Council approve the Kings REMO Change 1 to the Regional Emergency Management Plan, dated March 2021





COUNCIL ADVISORY COMMITTEE

Recommendation to Council

**Re: REMO – Draft Change 1 to the Regional Emergency Management Plan,
March 2021**

- The municipal units of Berwick, Kentville, Wolfville and Kings signed the Regional Emergency Management Organization (REMO) Intermunicipal Services Agreement;
- As part of this agreement, REMO staff have been identifying any gaps within the Kings Regional Emergency Management Plan;
- REMO Coordinator, Dan Stovel, had prepared a Draft Change 1 to the Regional Emergency Management Plan, dated March 2021, that was reviewed and approved by the Regional Emergency Management Planning Committee at the March 17th meeting, and the Regional Emergency Management Advisory Committee at the April 19th meeting

Therefore, Council Advisory Committee recommends

That Council approve the Draft Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021



TO: Council Advisory Committee

SUBMITTED BY: Dan Stovel, Kings REMO

SUBJECT: Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021

ORIGIN

In the Spring of 2018, the municipal units of Berwick, Kentville, Wolfville and Kings signed the Regional Emergency Management Organization (REMO) Intermunicipal Services Agreement (IMSA). As part of this agreement, REMO staff have been identifying any gaps in the Regional Emergency Management Plan.

REMO Coordinator, Dan Stovel, has prepared a Draft Change 1 to the Kings REMO Regional Emergency Management Plan that has been reviewed by both the Regional Emergency Management Planning Committee (March 17, 2021), and the Regional Emergency Management Advisory Committee (April 19, 2021). All municipal units must review the attached Draft Plan for approval at a Council meeting in accordance with the following schedule:

- o 2021-05-04 Wolfville COW
- o 2021-05-10 Kentville CAC
- o 2021-05-18 MoK COW
- o 2021-05-18 Wolfville Council (for approval)
- o 2021-05-25 Berwick COW
- o 2021-05-31 Kentville Council (for approval)
- o 2021-06-01 MoK Council (for approval)
- o 2021-06-08 Berwick Council (for approval)

ATTACHMENTS:

- Summary of Changes within Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021
- Draft Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021

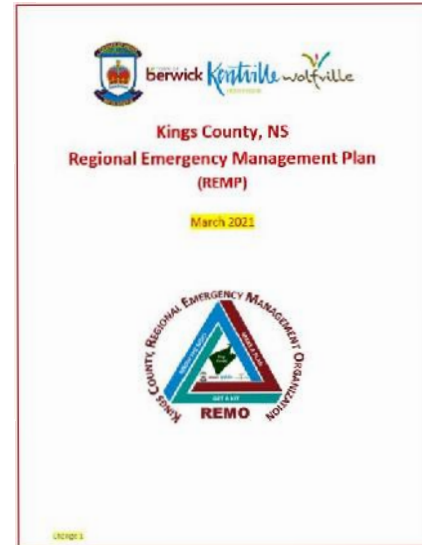
RECOMMENDATION

Staff recommends that Council approve the attached Draft Change 1 to the Kings REMO Regional Emergency Management Plan dated March 2021.



Kings REMO Regional Emergency Management Plan (REMP) Change 1, 2021-03

- 1.0 Introduction
- 2.0 Objectives of Emergency Management
- 3.0 Emergency Plan Framework
- 4.0 Concept of Operations (CONOPS)
- 5.0 Hazard Risk Vulnerability Assessment (HRVA)
- 6.0 Evacuation
- 7.0 EM Organization (REMO)
- 8.0 Logistical Support & Resource Requirements
- 9.0 Plan Testing, Review & Maintenance
- 10.0 Plan Distribution



Change 1 – Summary

Administrative:

- Foreword – amended Mayoral signature sheet
- Table of Contents – link to TOC included at end of each section throughout Plan
- NS DTIR acronym amended to NS DTAT (Department of Transportation and Active Transit)

Section 3.3 Authority

- Amended composition of REMAC to read “**two elected officials**” in accordance with the Nova Scotia Emergency Management Act (Section 10(1)(d))

Section 4.1.1 Incident Assumptions

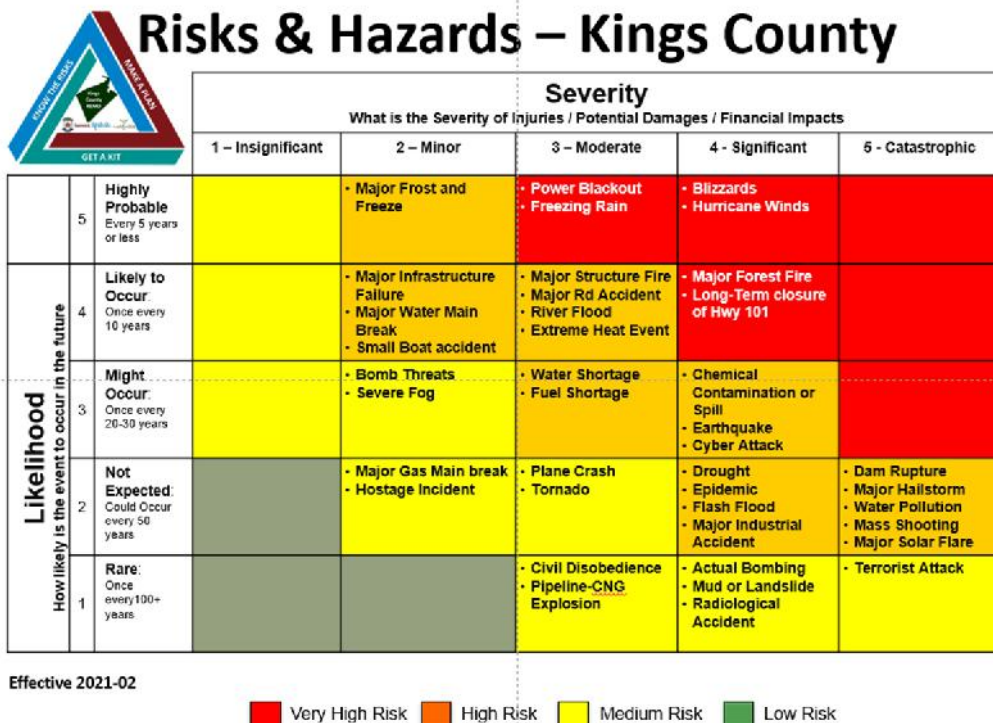
- Updated fundamental priorities for Kings REMO during an emergency incident or disaster – Kings REMO Priorities
 1. Ensure the Health & Safety of Responders
 2. Save Lives
 3. Reduce Suffering
 4. Protect Public Health
 5. Protect Infrastructure
 6. Protect Property
 7. Protect the Environment
 8. Reduce Economic & Social Losses

Section 5.1.9 Epidemic/Pandemic

- Updated to include details of the SARS-CoV-2 (COVID-19) pandemic

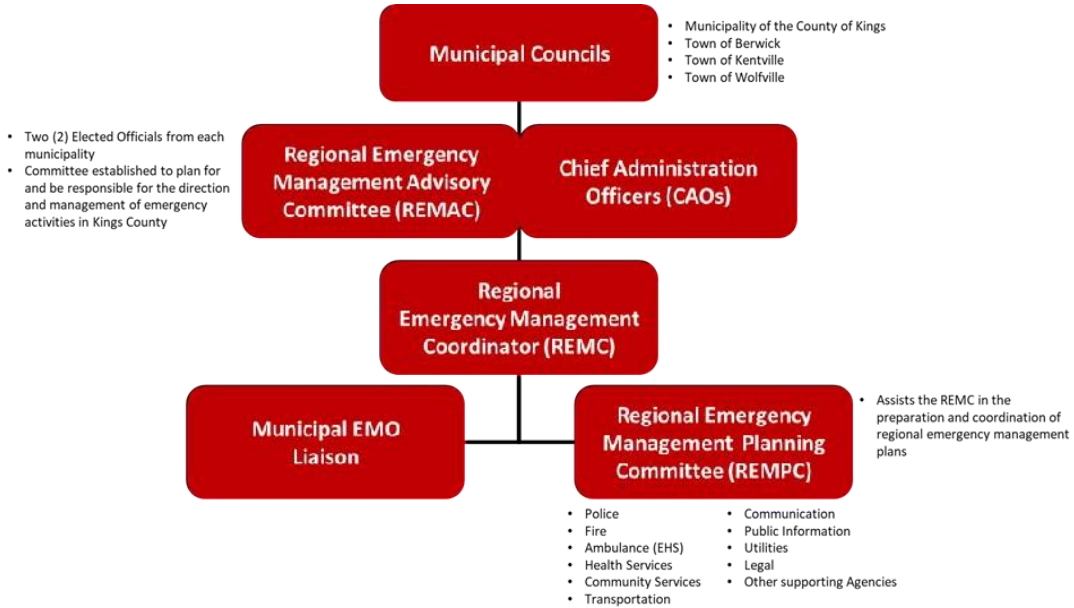
Section 5.2 – Risk Analysis Matrix

- Hazard Risk Vulnerability Assessment updated 2021-02 with the following additions:
 - Extreme Heat Event (Likely to occur with moderate impact)
 - Cyber Attack (Might occur with significant impact)
 - Major Solar Flare (not expected with catastrophic impact)



Section 7.0 – Regional Emergency Management Organization (REMO)

- Organizational structure amended for reporting chain of REMC to REMAC/CAOs



Section 7.1 – Regional Emergency Management Advisory Committee (REMAC)

- Composition of REMAC amended to read two (2) members of Council from each Kings County Municipality and effective date of Terms of Reference updated

Section 7.2 – Regional Emergency Management Planning Committee (REMPC)

- Terms of reference effective date updated

Section 8.3 – Emergency Coordination Centre (ECC)

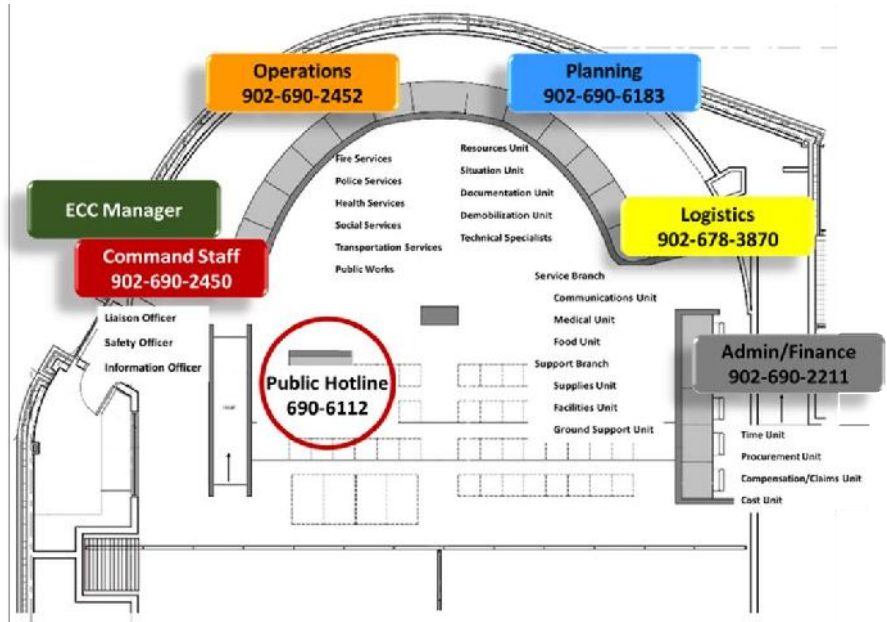
- Primary ECC location address** updated to 181 Coldbrook Village Park Dr

Section 9.2 – Plan Maintenance and Responsibility

- Plan Revisions updated to reflect date of **Change 1 to REMP**

Annex J – Primary ECC Layout

- Updated to reflect layout within Municipality of the County of Kings, 181 Coldbrook Village Park Drive



Annex L – Province of NS – Important Numbers

- NS EMO Duty Officer Telephone Number updated
- NS EMO Western Region EMPO amended to read ‘Region 4’
- Department of Lands and Forestry section amended (replace title Department of Natural Resources)

Approval Timeline

- **2021-03-18** Kings REMO REMPC Meeting
- **2021-04-19** Kings REMO REMAC Meeting
-
- 2021-05-04 Wolfville COW
- **2021-05-10** Kentville CAC
- 2021-05-18 MoK COW
- 2021-05-18 Wolfville Council (for approval)
- 2021-05-25 Berwick COW
- **2021-05-31** Kentville Council (for approval)
- 2021-06-01 MoK Council (for approval)
- 2021-06-08 Berwick Council (for approval)



Kings County, NS Regional Emergency Management Plan (REMP)

March 2021



Table of Contents

- MAP OF KINGS COUNTY1**
- FOREWORD1**
- 1.0 INTRODUCTION2**
 - 1.1 Preface..... 2
 - 1.2 Relevant Legislation..... 2
- 2.0 OBJECTIVES OF EMERGENCY MANAGEMENT6**
 - 2.1 Objective 1 – Assess Risks 6
 - 2.2 Objective 2 – Mitigate Risks 6
 - 2.3 Objective 3 – Plan for Response..... 7
 - 2.4 Objective 4 – Plan for Recovery 7
 - 2.5 Objective 5 – Ensure Preparedness..... 7
 - 2.6 Objective 6 – Evaluate and Renew the Program..... 7
- 3.0 EMERGENCY PLAN FRAMEWORK.....8**
 - 3.1 Scope 8
 - 3.2 Purpose..... 8
 - 3.3 Authority 8
- 4.0 CONCEPT OF OPERATIONS (CONOPS)9**
 - 4.1 Assumptions 9
 - 4.1.1 Incident Assumptions 9
 - 4.1.2 Plan Assumptions 11
 - 4.2 Plan Activation..... 12
 - 4.2.1 ECC Activation Levels..... 13
 - 4.2.2 Deactivation..... 16
- 5.0 HAZARD IDENTIFICATION AND RISK ANALYSIS (HIRA)17**
 - 5.1 Regional Hazard Analysis..... 17
 - 5.1.1 Hurricane/Windstorm/Snow 17
 - 5.1.2 Power Failures 18
 - 5.1.3 Fire 18
 - 5.1.4 Flood 18
 - 5.1.6 Transportation Accidents involving Hazardous Materials / Road 18

5.1.7	Transportation (Air)	19
5.1.8	Construction Accident	19
5.1.9	Epidemic / Pandemic	19
5.2	Risk Analysis Matrix	20
5.3	Hazard & Risk Mitigation	22
5.3.1	Blizzards and Heavy Snowfalls	22
5.3.1	Hurricanes	22
5.3.1	Floods	22
5.3.1	Catastrophic Fires and Explosions	23
5.4	Business Impact Analysis (BIA)	23
5.4.1	Preparedness Level	24
5.4.2	Severe Weather Notifications and Alerting	24
5.4.3	Communications – Radio, Telephone, Cell and Satellite Phone	25
5.4.4	Communications – Kings County Amateur Radio Club	25
5.4.5	Capacity to Respond to Casualties and Damage	25
5.4.6	Water Distribution	26
5.4.7	Water Distribution and Consumption - Livestock	27
5.4.8	Sewage Collection and Treatment	27
5.4.9	Public Works Staff	27
5.4.10	Nova Scotia Department of Transportation & Active Transit (NS DTAT)	28
5.4.11	Nova Scotia Power / Berwick Electric	28
5.4.12	Other Critical Infrastructure	28
6.0	EVACUATION	30
6.1	Evacuee Alerting & Sheltering	30
6.2	Evacuation Process	31
7.0	REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO)	32
7.1	Regional Emergency Management Advisory Committee (REMAC)	32
7.2	Regional Emergency Management Planning Committee (REMPC)	33
8.0	LOGISTICAL SUPPORT AND RESOURCE REQUIREMENTS	36
8.1	Declaration of a State of Local Emergency (SOLE)	36
8.1.1	Declaring a State of Local Emergency	36
8.1.2	Renewing a State of Local Emergency	36

8.1.3 Terminating a State of Local Emergency	36
8.2 Communications.....	37
8.2.1 Emergency Telecommunications Plan	37
8.2.2 Emergency Public Information Plan	37
8.3 Emergency Coordination Centre (ECC).....	39
8.3.1 ECC Principal Tasks	40
8.4 Volunteers	41
9.0 PLAN TESTING, REVIEW & MAINTENANCE	43
9.1 Plan Testing Schedule & Responsibility.....	43
9.2 Plan Maintenance & Responsibility.....	43
10.0 PLAN DISTRIBUTION.....	44
Annexes.....	45
Annex A – List of Acronyms.....	1
Annex B - Definitions.....	1
Annex C – ECC Activation Flowchart	4
Annex D – Disaster by Type.....	1
Annex E – Evacuation Considerations	1
Annex F – Potential Evacuation Routes – Flood Risk Areas	3
Annex G – ECC Roles & Responsibilities.....	1
Annex H – Declaring a State of Local Emergency (SOLE) – Decision Flowchart.....	12
Annex I – Public Information Plan	1
Annex J – Primary ECC Layout	4
Annex K – Volunteer Registration Tracking Sheet	5
Annex L – Province of NS – Important Numbers.....	6
Annex M – Reference Documents	7

MAP OF KINGS COUNTY



FOREWORD

The Kings County Regional Emergency Management Plan (REMP) was prepared in consultation with County and Municipal stakeholders responsible for everyday management throughout Kings County. It serves as the Kings County emergency response plan to direct an integrated approach to emergency management.

This plan serves to protect all residents within Kings County, their property and the environment by taking an “all-hazard” approach to emergency management.

The all-hazard philosophy recognizes that the same comprehensive framework of Mitigation, Preparedness, Response and Recovery can be used to address the impact of all types of disasters. This gives the Kings County Regional Emergency Management Organization (REMO) a consistent approach to emergency management activities and promotes efficient use of all resources within the County.

The Kings County Regional Emergency Management Plan (REMP) 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.

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

Peter Muttart
Mayor
Municipality of the County of Kings

Don Clarke
Mayor
Town of Berwick

Sandra Snow
Mayor
Town of Kentville

Wendy Donovan
Mayor
Town of Wolfville

1.0 INTRODUCTION

1.1 Preface

Kings County comprises a land area of 2,126.71 km², with a total population of 60,600 and a population density of 28.5/km² (as of the 2016 Census of Population conducted by [Statistics Canada](#)).

Kings County is a dynamic industrial, agricultural, commercial, residential community that has the potential to be affected by a number of both natural and manmade disasters or emergencies.

Disasters and major emergencies can present difficult challenges for Kings County. The effective exchange of emergency information with the community, and more importantly, those impacted directly by the event is critical to the success of the response. Planning for this exchange of emergency information between internal and external stakeholders, the community (both residents and businesses) and the media greatly increases the County's chances of an effective response and organized recovery from the emergency incident.

This Regional Emergency Management Plan (REMP) was designed and developed for Kings County, Nova Scotia to include the Municipality of the County of Kings, the Town of Berwick, the Town of Kentville, and the Town of Wolfville.

The REMP is not designed to replace existing procedures for managing normal day-to-day incidents in the municipalities of Kings County. Normal day-to-day incidents are common occurrences that are managed effectively on a routine basis by Emergency Services and/or Municipal Departments. The REMP assigns specific duties and responsibilities and directs the actions of key officials in the event of an emergency.

For this plan to be effective, it is imperative that all municipal employees and supporting organizations take responsibility for familiarizing themselves with the plan, procedure and protocol and that every official be prepared to perform all assigned duties and responsibilities in the event of an emergency.

Regular information and training sessions will occur to ensure the roles and responsibilities developed in this plan are kept current and familiar. Department Heads should similarly review and keep up to date their own roles and responsibilities to ensure effective response in an emergency.

1.2 Relevant Legislation

1.2.1 Federal

The federal government, through [Public Safety Canada](#) (PSC), is responsible for the national emergency response system. In the event of a nationally declared emergency event, the federal government can/will implement its [Federal Emergency Response Plan](#) (FERP) and will consult with provinces and territories through their regional offices.

1.2.2 Provincial

The Province of Nova Scotia assumes an emergency management leadership role, to ensure the safety and security of Nova Scotians, their property and the environment by providing a prompt and coordinated response to an emergency. The following section outlines the legislative and regulatory framework associated with this responsibility:

1.2.2.1 Emergency Management Act - Provincial

The Minister of Emergency Management has authority over all matters respecting emergency planning, preparedness, response, mitigation, recovery and emergencies in the Province. The Emergency Management Office (EMO) has and shall exercise and perform such powers and duties as are vested in it by or under this Act and those assigned to it by the Minister. The Emergency Management Office may, subject to the approval of the Minister:

- (a) Review and approve, or require modification to Provincial and Municipal emergency management plans;
- (b) Make surveys and studies to identify and record actual and potential hazards that may cause an emergency;
- (c) Make surveys and studies of resources and facilities to provide information for the effective preparation of emergency management plans;
- (d) Conduct public information programs related to the prevention and mitigation of damage during an emergency;
- (e) Conduct training and training exercises for the effective implementation of emergency management plans;
- (f) Procure food, clothing, medicines, equipment and goods of any nature or kind for the purposes of emergencies;
- (g) Authorize or require the implementation of any emergency management plan; and
- (h) Enter into agreements with any persons, organizations or associations in respect to emergency management plans.

Additionally, the Minister may:

- (a) Divide the Province into districts and sub-districts for the purpose of this Act;

- (b) After consultation with the municipalities concerned, designate a combination of municipalities or parts thereof as a municipality for the purpose of this Act and determine the respective responsibilities of municipalities in the designated area;
- (c) Require municipalities to prepare emergency management plans, including mutual aid programs, and to submit such plans to the Emergency Management Office for review for adequacy and integration with the Provincial emergency management plans;
- (d) Establish procedures for the prompt and efficient implementation of emergency management plans; and
- (e) Require any person to develop emergency management plans in conjunction with the Emergency Management Office or the municipalities to remedy or alleviate any hazard to persons or property.

The Minister may declare a state of emergency in respect to all or any district, subdistrict or area of the province, if satisfied that an emergency exists or may exist, and after consulting, if it is practical to do so, with a majority of the members of a committee established pursuant to Section 5 or a quorum of the Executive Council.

1.2.3 Municipal

The Minister of Justice has delegated legislative obligations and responsibilities to municipalities within the province.

1.2.3.1 Emergency Management Act - Provincial

Within one year of the coming into force of this Act, each municipality shall:

- (a) Subject to the approval of the Minister, establish and maintain a municipal emergency Bylaw;

Municipality of the County of Kings [Bylaw 61, November 1, 2016](#)

Town of Berwick [May 8, 2001](#)

Town of Kentville [Regional Emergency Management Organization](#)

Town of Wolfville [Bylaw 57, October 5, 2016](#)

- (b) Establish and maintain a municipal emergency management organization;
- (c) Appoint a coordinator of the municipal emergency management organization and prescribe the duties of the coordinator, which shall include the preparation and coordination of emergency management plans for the municipality;

- (d) Appoint a committee consisting of members of the municipal council to provide advice on the development of emergency management Bylaws; and
- (e) Prepare and approve emergency management plans.

The municipality may:

- (a) Pay the reasonable expenses of members of the organization or members of the committee appointed;
- (b) Enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency management plans;
- (c) Enter into an arrangement or agreement with any other municipality respecting a common organization, plan or program;
- (d) Appropriate and expend sums approved by it for the purpose of this section; and
- (e) Every municipality shall, immediately upon becoming aware of it, inform the Emergency Management Office of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property or the environment.

Table of Contents

2.0 OBJECTIVES OF EMERGENCY MANAGEMENT

In establishing and maintaining an Emergency Response Plan, the Emergency Management Committee addresses the following six objectives of emergency management.



Figure 2.0 – Kings County Regional EM Plan Objectives

2.1 Objective 1 – Assess Risks

The objective of assessing risks through the Hazard Identification and Risk Analysis (HIRA) process helps set priorities, suggests protective measures, and ensures the greatest effort is devoted to the greatest need. A central task is to carry-out a vulnerability analysis to identify the vulnerable population that may require priority actions.

In order to determine what Municipal resources are critical to the provision of essential Municipality services, it is necessary to conduct a basic Business Impact Analysis (BIA). In the event a piece of infrastructure required for delivery of critical Municipality services is lost due to an emergency the BIA will provide assistance in determining Municipality response.

2.2 Objective 2 – Mitigate Risks

Mitigation measures are designed to prevent or reduce the consequences of emergencies. Measures include:

- building codes;
- land use management;
- public education; and
- insurance incentives.

These fall generally under responsibilities of various legislative bodies and public safety agencies. The Emergency Response Plan plays an important role in drawing attention to potential hazards and lobbying for needed change. Disastrous events like floods and weather extremes that cannot be prevented demand efforts at mitigation, response, and recovery.

2.3 Objective 3 – Plan for Response

In addition to developing the emergency plans there are several other planning tasks. These are:

- Identification of vulnerable populations; and
- Identifying and designating emergency support facilities.

Planning for response includes:

- establishing emergency coordination centres;
- identifying resources;
- preparing to issue warnings; and
- planning for evacuation.

Primary measures are the development of emergency plans and resource inventories.

2.4 Objective 4 – Plan for Recovery

Recovery includes the physical restoration and reconstruction following a disaster. Actions may include:

- the re-introduction of displaced persons;
- economic impact estimates;
- counselling;
- financial assistance programs;
- temporary housing; and
- health and safety information.

2.5 Objective 5 – Ensure Preparedness

Preparedness actions ensure that individuals and both public and private agencies will be ready to react effectively in an emergency. Primary measures include:

- gathering equipment required to provide site support;
- individual and collective training; and
- exercising members of the Emergency Management Committee. Actions are wide-ranging with emphasis on coordination and training.

2.6 Objective 6 – Evaluate and Renew the Program

This calls for the Emergency Management Committee to periodically evaluate the entire Emergency Management Program, by measuring the performance of selected actions and the achievement of desired results.

Table of Contents

3.0 EMERGENCY PLAN FRAMEWORK

3.1 Scope

The aim of the Kings County Regional Emergency Management Plan (REMP) is to provide the framework within which extraordinary measures can be taken to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment and minimize economic disruption when faced with an emergency.

For this Plan to be effective, it is necessary for staff to take advantage of emergency management training courses to understand the [Incident Command System](#) (ICS) and the roles and responsibilities of staff working in the Emergency Coordination Center. ICS training throughout Kings County will be coordinated by the Regional Emergency Management Coordinator (REMC).

3.2 Purpose

The Kings County Regional Emergency Plan unifies the efforts of Kings County resources for a comprehensive approach in responding to and reducing the impacts of an emergency. It is intended to increase the emergency response capacity across all of Kings County by establishing a plan of action to efficiently and effectively deploy required resources.

The purpose of this REMP is to provide for the needs of our citizens whenever they are threatened or experience a catastrophic severe weather event or an incident resulting from a mass explosion, fire, spill, flood, or other emergency that places our citizens in harm's way.

3.3 Authority

The Kings County Regional Emergency Management Plan (REMP) was designed and developed in accordance with best practice provided by EMO Nova Scotia and the 2018 Kings REMO Inter-Municipal Services Agreement between the Municipality of the County of Kings, and the Towns' of Wolfville, Kentville, and Berwick.

Any incident that necessitates an evacuation of as little as 25 people or 10 building units may activate a response to the scene by Kings County Regional Emergency Management Coordinator (REMC) to meet with the incident commander to determine the appropriate level of activation required by this Plan. The decision to activate the Emergency Coordination Center (ECC) to support the Incident Commander on scene for support staff will be at the discretion of the Municipal CAOs. The declaration of a State of Local Emergency is at the discretion of Municipal Council.

It is the responsibility of the Regional Emergency Management Coordinator (REMC) for Kings County to maintain and update this Plan on an annual basis. The [Regional Emergency Management Advisory Committee](#) (REMAC), composed of **two elected officials** from each municipality are responsible to review and approve this Plan upon any changes being made by the REMC and REMPC.

Table of Contents

4.0 CONCEPT OF OPERATIONS (CONOPS)

- As the complexity of an emergency increases, so will the need for multi-agency support from across Kings County. Kings County may call upon the [Provincial Emergency Management Office](#) (EMO NS), 902-424-5620, to provide or acquire additional resources necessary. Each agency is responsible for the overall operation of their emergency response.
- Normal communications and reporting channels will be used to the fullest extent possible.
- Day-to-day functions that do not contribute directly to the operations may be suspended for the duration of the emergency. Efforts that would normally be required of those functions will be redirected to assist in accomplishing the objectives set in the Incident Action Plan (IAP) either at the site or the ECC.
- Onsite response will be managed by the onsite Incident Commander. The Regional Emergency Management Coordinator (REMC) will collect information from Incident Commanders and responding agencies, analyze and disseminate it to all members of the [Regional Emergency Management Planning Committee](#) (REMPC) after consultation with the ECC Manager (ECCM) - (Municipal CAO).
- The Kings County Municipal CAOs, or designate, have the authority to activate the ECC and when the ECC is activated, its primary function is to coordinate and support operations while continuing essential services to unaffected areas of the municipality.
- Once immediate response missions and lifesaving activities conclude, emergency response teams are demobilized, and the emphasis shifts from response to recovery operations which is an ECC responsibility.

4.1 Assumptions

Assumptions are simply that – what, in development of the Regional Emergency Management Plan (REMP), has been treated as true for the Plan’s execution.

4.1.1 Incident Assumptions

- (a) An incident that affects a Municipality within Kings County is likely to also affect the surrounding communities and region.
- (b) An emergency incident or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning;
- (c) Some community members who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the Kings County Regional Emergency Management Organization (REMO);

(d) The succession of events in an emergency incident or disaster is unpredictable; therefore, this plan should be utilized as a guidance document, and adapted accordingly for the specific needs of the emergency incident or event;

(e) The fundamental priorities for Kings REMO during an emergency incident or disaster are:

1. Ensure the health and safety of responders;

The well-being of responders must be effectively addressed, or they may be unable to respond to the needs of those at risk.

2. Save lives;

The importance of human life is paramount over all other considerations. When lives are at risk, all reasonable efforts must be made to eliminate the risk.

3. Reduce Suffering;

Physical and psychological injury can cause significant short- and long-term impact on individuals, families and communities. Response measures should take into consideration all reasonable measures to reduce or eliminate human suffering.

4. Protect Public Health;

Public health measures are essential to the well-being of communities and should be maintained or implemented. Enhancing surveillance and detection, eliminating health hazards, minimizing exposure and implementing programs such as widespread immunization may need to be considered.

5. Protect Infrastructure;

When necessary to sustain response efforts, maintain basic human needs and support effective recovery, infrastructure that is critical to the livelihood of the community should be protected ahead of other property.

6. Protect Property;

Property can be essential to the livelihood of communities. When determining priorities, response personnel should evaluate the importance of protecting private and community property.

7. Protect the Environment; and

The environment is essential to communities. When determining priorities, response personnel should evaluate the importance of protecting the environment and implement protective strategies that are in the best interest of the broader community.

8. Reduce Economic & Social Losses

The loss of economic generators can have short- and long-term impacts on communities, including social losses related to the loss of community support networks and reduced

**Kings REMO
Priorities**

1. Ensure the Health & Safety of Responders

2. Save Lives

3. Reduce Suffering

4. Protect Public Health

5. Protect Infrastructure

6. Protect Property

7. Protect the Environment

8. Reduce Economic & Social Losses

employment, investment, and development. Response measures may be necessary to reduce these losses and psychosocial interventions may be required for those impacted by the disaster.

- (f) During an emergency incident or disaster, all operations will be coordinated through the Emergency Coordination Centre (ECC);
- (g) The greater the complexity, impact and geographic scope of an emergency, the more likely a multi-agency response will be required; and
- (h) Extended incidents that require 24-hour operations will most likely be divided into two operational periods of shifts of 12 hours each. Staffing should be planned accordingly.

4.1.2 Plan Assumptions

- (a) The Kings County Municipal Departments will be familiar with the Regional Emergency Management Plan, and their specific responsibilities within the plan;
- (b) The Kings Regional Emergency Management Plan will be reviewed and updated at least annually by the Regional Emergency Management Coordinator (REMC) and the Regional Emergency Management Planning Committee (REMPC). A record of changes will be maintained; and
- (c) The Plan will be exercised at least once annually.

4.2 Plan Activation

Accidents that happen on a day-to-day occurrence in the Kings County region are usually handled by the police, fire, ambulance and local hospitals. These accidents may seem to be major emergencies to the individual(s) involved, but may not affect the safety, property and environment of the surrounding community.

Should an incident occur where the size, potential hazard, or seriousness of the emergency appears beyond the capability of the responsibility of the first response agencies, then the senior officer (Incident Commander) may request the activation of the Regional Emergency Management Plan.

This Plan may be activated in full or in part by the Regional Emergency Management Advisory Committee (REMAC) or in part by the Regional Emergency Management Coordinator (REMC) through consultation with the Municipal CAO(s), when required to combat a regional or local emergency or to provide coordinated assistance to mitigate a potential emergency.

There are no firm criteria for the implementation of the Plan but it could generally be considered when the situation meets one or more of the following criteria:

- (a) There is an abnormal threat of significance to human health, property and/or the environment within the Kings County region;
- (b) Evacuation of all or part of the region is/may be required;
- (c) The region has abnormal requirements for volunteers, provincial or federal resources/services for emergency response;
- (d) There is need to activate any agreement(s) negotiated by the Regional Emergency Management Advisory Committee;
- (e) Additional resources are needed to answer public/media inquiries;
- (f) Any Provincial or Federal emergency response plan(s) affecting the region have been activated.

The Incident Commander involved with the emergency shall contact one of the following and inform them of the situation and request the activation of the Regional Emergency Management Plan:

- (a) Regional Emergency Management Coordinator
- (b) Municipal Chief Administrative Officer(s)
- (c) Chair, Regional Emergency Management Advisory Committee
- (d) Any member of the Regional Emergency Management Advisory Committee
- (e) Western Zone Emergency Management Planning Officer – EMO Nova Scotia

The Regional Emergency Management Coordinator will assess the need to activate the plan by consulting with the Municipal CAOs and members of the Regional Emergency Management Planning Committee. If activation of the plan is required, the Regional Emergency Management Coordinator will so advise the Chair of the Advisory Committee. The Public Information Officer(s) for Kings County will assist in alerting the following:

- (a) Regional Emergency Management Advisory Committee
- (b) Regional Emergency Management Planning Committee
- (c) Emergency Coordination Centre (ECC) Support Staff

If the magnitude of the emergency or disaster requires actions beyond normal procedures, then the Regional Emergency Management Coordinator may advise the Regional Emergency Management Advisory Committee that a State of Local Emergency be declared in accordance with the authority given to the Committee by the Regional Emergency Management Bylaw.

Declaration Not Required

The ECC may be activated with or without a Declaration of a State of Local Emergency; however, it is recommended that it be activated in the event that a Declaration has been made.

4.2.1 ECC Activation Levels

The level of ECC activation is determined by the magnitude and scope of the event. Only those ECC functions and positions that are required to meet current response objectives are activated. If staff are not assigned to a function or role, the next available staff position in the ECC organization will assume responsibility for the tasks assigned. If an individual is unsure of which level to activate, the ECC is activated to the higher level since it is easier to scale back staffing than it is to ramp up.

[Annex C](#) outlines the 'Activation Flowchart' for the Kings Regional Emergency Coordination Centre (ECC).

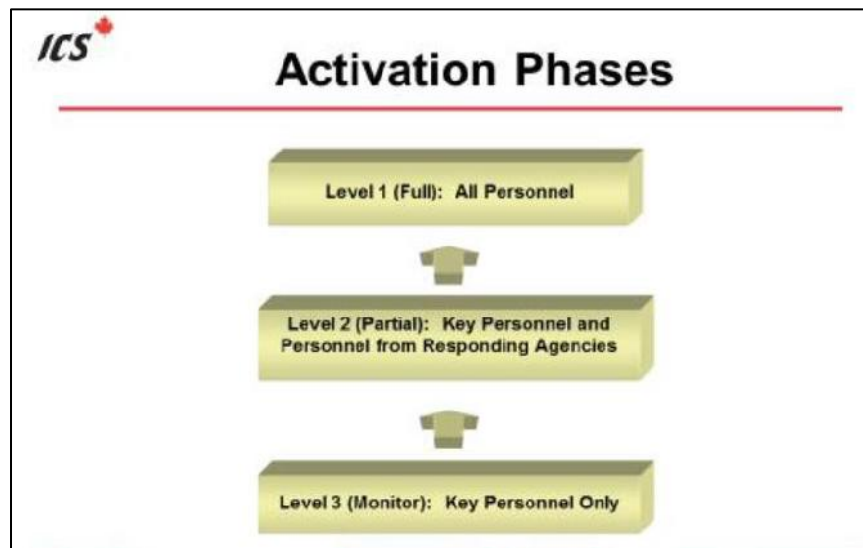


Figure 4.2.1 – ICS Canada Activation Phases

4.2.1.1 Level 1 – Full Activation (All Personnel)

- Major incident
- Multiple sites
- Regional disaster
- Multiple agencies involved
- Extensive evacuations
- Resources/support required
- ECC set-up
- Regional Emergency Management Advisory Committee notified
- EMO NS notified by Regional Emergency Management Coordinator (REMC)

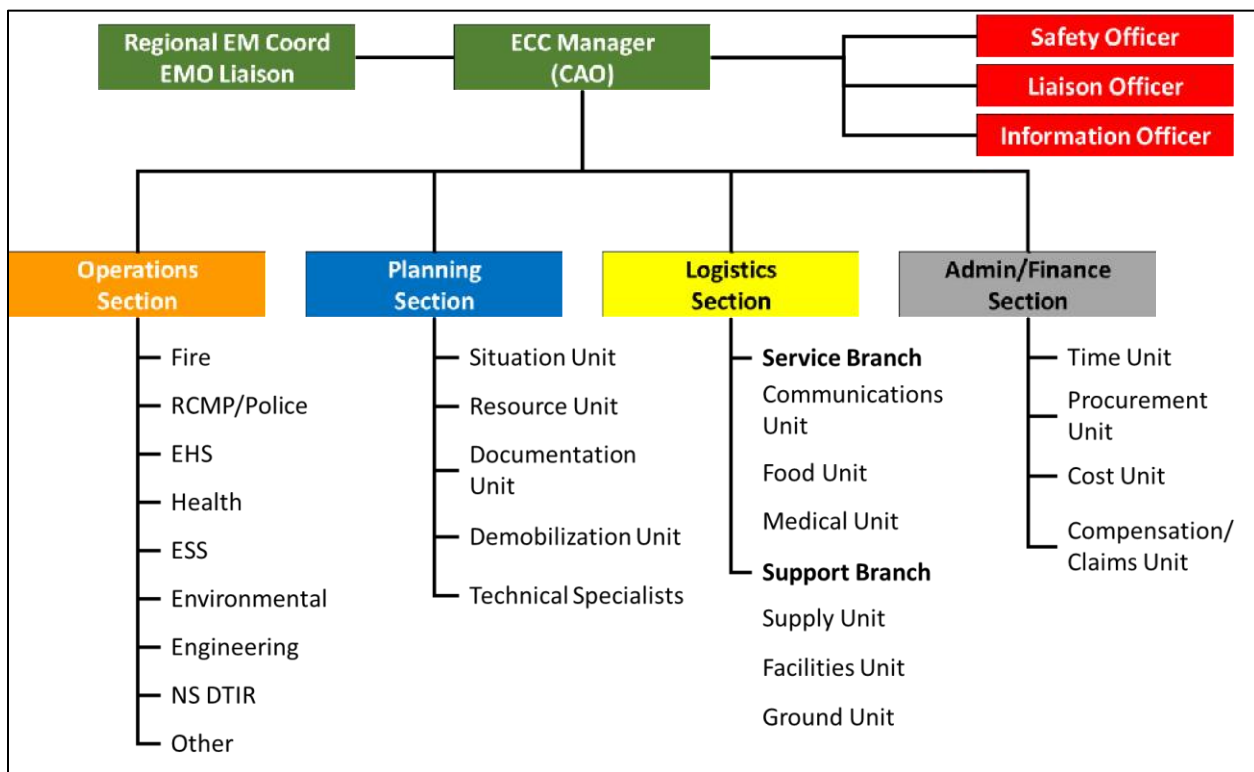


Figure 4.2.1.1 – ECC Level 1 – Full Activation

(A Declaration of a State of Local Emergency requiring the complete implementation of the Incident Command System: Operations, Planning, Logistics and Finance to fully mitigate and recover from an emergency)

4.2.1.2 Level 2 – Partial Activation (Key Personnel and Personnel from Responding Agencies)

- Moderate incident
- Two or more sites
- Several agencies involved
- Major scheduled event (e.g. conference or sporting event)
- Limited evacuations
- Some Resources/support required
- ECC set-up
- EMO NS notified by Regional Emergency Management Coordinator (REMC)

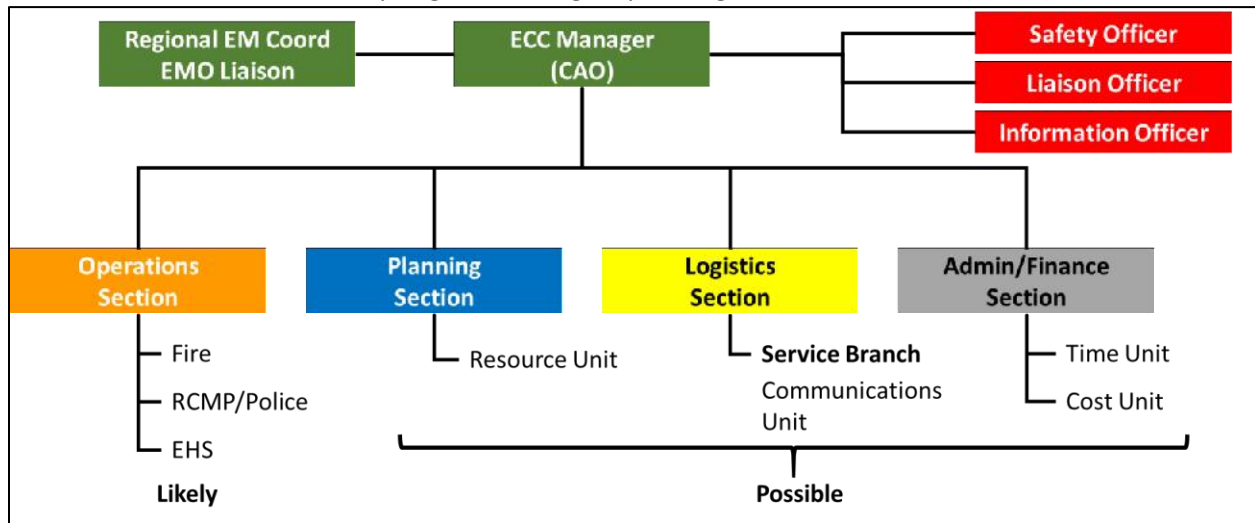


Figure 4.2.1.2 – ECC Level 2 – Partial Activation

(An escalating or worsening incident that requires a Declaration of a State of Local Emergency or is of sufficient size to warrant ECC support. Section Chiefs may be called to the ECC to support on-scene Incident Commanders with acquiring and distributing resources, preparing action logs, and support of on-scene operations of emergency responders to suit the size and complexity of the emergency)

4.2.1.3 Level 3 – Monitoring (Key Personnel only)

- Small incident
- One site
- Several agencies involved
- Potential threat (e.g., flood or severe storm impending)
- Some agency or coordination and/or support required
- ECC set-up optional
- EMO NS notified by Regional Emergency Management Coordinator (REMC)

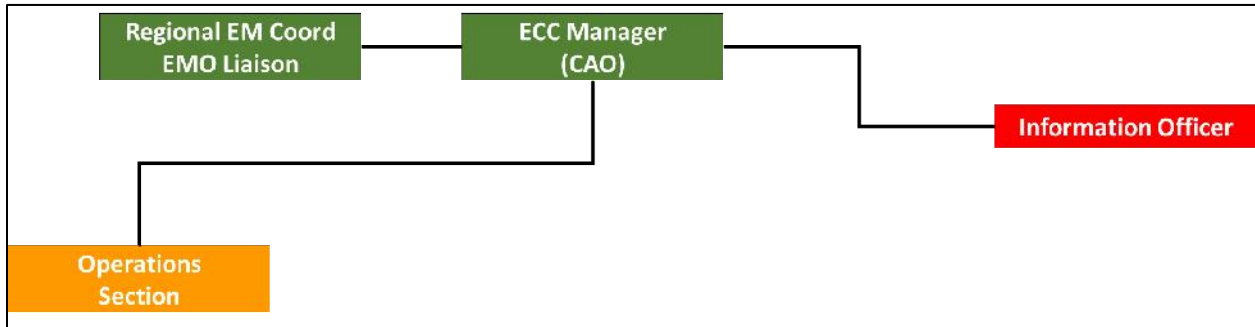


Figure 4.2.1.3 – ECC Level 3 – Monitoring

(Pre-emergency activity to receive and analyze early data for a weather incident to determine the probability of an escalation or worsening of conditions. During a man-made emergency the Regional Emergency Management Coordinator (REMC) visits the site to receive information from the Incident Commander on stand-by to assist)

4.2.2 Deactivation

The ECC Manager (CAO) is responsible for ECC deactivation. The Manager considers the requirements of termination from the outset of the incident. Criteria for terminating ECC operations may include:

- Individual ECC functions are no longer required;
- State of Local Emergency is lifted;
- Coordination of response activities and/or resources is no longer required; and
- Incident has been contained and emergency personnel have returned to regular duties.

The Planning Sections' Demobilization Unit Coordinator in the ECC supervises and coordinates the demobilization process, under the direction of the ECC Manager.

[Table of Contents](#)

5.0 HAZARD IDENTIFICATION AND RISK ANALYSIS (HIRA)

In emergency planning, hazard analysis is the first step in identifying the known and potential impacts a hazard may create. Once the impacts have been assessed, priorities for planning are identified. Effective emergency plans offer mitigation and response solutions to the impacts identified during hazard assessment.

Hazard analysis determines:

- What might occur;
- How often it is likely to occur; and
- How vulnerable the Municipality is to the hazard.

Conducting the HIRA process will identify those hazards that are specific to Kings County and may require a specific action plan (i.e., Flooding).

Some possible changes within or near Kings County that could cause hazard analysis information to change over time include:

- New mitigation measures (e.g., stronger building codes, addition of roof or foundation braces);
- The opening or closing of facilities or structures that pose potential hazards (e.g., hazardous materials facilities and transport routes);
- Local development activities;
- Climatic changes;
- Mass Gatherings; and
- Civil threats.

There may be other long-term changes to investigate as well. These changes, such as climatic changes in average temperature or rainfall/snowfall amounts, are harder to track but could be very important to the hazard analysis.

A Hazard Identification and Risk Analysis within Kings County was conducted April-June 2018 by the Regional Emergency Management Planning Committee. The hazards identified as having the greatest potential for disrupting Kings County are outlined in Section 5.1.

5.1 Regional Hazard Analysis

A Risk & Hazards Matrix is presented in [Section 5.2](#), and a complete overview of each hazard is presented at [Annex D](#), which details possible major effects, potential actions at the scene and equipment required.

5.1.1 Hurricane/Windstorm/Snow

During the winter months, severe weather conditions often occur in this area including heavy snowfalls, ice storms, and severe winds. Long-term power outages resulting from these conditions can cause severe hardship. Winds generally blow off the Minas Basin in a southwesterly direction. During the hurricane

season, Nova Scotia often receives the tail end of these furies. The procession of hurricanes up the Atlantic coast in the summer of 1995 demonstrates how helpless we are against the whims of nature.

5.1.2 Power Failures

There are many situations that might result in the loss of power, including an act of terrorism. However severe winds or a winter ice storm are a more likely cause. Power outages can last from several hours to several days. In cold weather this would cause considerable hardship to the community and significant property damage caused by freezing pipes, spoiled food, and damage to interior building materials that need heat during the fall, winter, and early spring to prevent mold and mildew.

5.1.3 Fire

The majority of fire alarms are considered minor, i.e. chimney and grass fires, however, there is potential for a large-scale fire in the downtown core areas and in other large buildings located in the municipal towns. Some of these buildings, if not physically connected, are in close proximity to each other. Many buildings are older, and their construction (wood frames) makes for easy fire-spread. Fire and wind conditions during a 1998 fire in the Harris Building on Front Street produced severe smoke conditions throughout the downtown core and adjacent areas, including the Wolfville School.

5.1.4 Flood

Damage by wind and snow can be complicated by the action of our local tides and storm surges. There have been several instances of flooding in the Kings Region's history. Low lying coastal areas of this region had major flooding which required evacuation of residents for long periods of time. This flooding is often the consequence of high tides, heavy rainstorm and strong north-easterly winds. Flooding is infrequent, however, seasonal high tides during January and February of any year, plus abnormally high tides at these times, approximately a 20-year cycle, can combine with heavy snow melt or late summer, early fall hurricanes creating localized a flooding.

5.1.5 Explosion

The restaurants of Wolfville all use propane gas as their principal means of food preparation. Through the use of propane under normal circumstances is safe, accidents can rupture storage tanks, valves, or feed lines. An out-of-control vehicle in the back lanes of downtown Wolfville could cause an explosion. An accident involving a propane delivery truck could prove catastrophic. A propane leak on a delivery truck at McDonalds Restaurant in New Minas (April 1995) demonstrates how easily this could happen. The pipe bomb explosion at the Wolfville Liquor Commission (September 1995) reinforces the possibility of criminal activity.

5.1.6 Transportation Accidents involving Hazardous Materials / Road

Highway 101 runs through the middle of the Kings County, very near its most populated areas. Today we depend on the use of a multitude of materials that are classified as dangerous by Transport Canada. These agents are everywhere in varying amounts. Under normal transport and storage conditions, these chemicals and substances pose no threat to life.

However, fire or transportation accidents may rupture containers and release these hazardous substances into the air or water systems. Located along the 101 Highway are several towns and small communities, which would be most vulnerable to such an accident.

The Kings County fire department formed a Haz Mat Team. It is well established, trained, and equipped to confine and control a leak, spill, or fire involving dangerous goods.

5.1.7 Transportation (Air)

Kings County lies under the flight path of many aircraft landing at [Halifax International Airport](#) and [Canadian Forces Base 14 Wing Greenwood](#). Many hundreds more fly over the Kings region on their way to Europe or the United States. Although aircraft disasters are infrequent, the crash of the DND jet trainer near Falmouth, NS (1994), and the September 1998 crash of Swissair Flight 111 near Peggy's Cove, both demonstrate the potential for this type of local emergency. However, the probability is low.

The nearest air base is the Department of National Defense, 14 Wing Greenwood. It is a Royal Canadian Air Force base with a mission to provide aircraft patrols for arctic sovereignty and routine surveillance missions over the Atlantic. It has large storage bunkers of aviation fuel; its aircraft carry weapons typically used in providing an underwater strike at sea. Ordnance is dangerous, the fuels carried within self propelled weapons is also toxic. The danger is loss of an aircraft while on approach or take-off, crashing outside the fence where local emergency responders will be involved. The potential for large fires over a wide area involving many homes and people on the ground is significant.

5.1.8 Construction Accident

Heavy snowfalls, frequency changes in occupancy, and buildings fatigue might place undue stress on buildings and contribute to their collapse. Other disastrous occurrences, such as flood, fire, or explosion, might jeopardize the stability of any structure.

5.1.9 Epidemic / Pandemic

With the weakening effects of antibiotics on bacteria, and the ease with which disease can be carried throughout the world by air travel, the potential for an epidemic increase daily. The near release of BOLA-Zaire into the environment at Reston, Virginia, in 1989 shows how vulnerable we really are; this virus was transmitted as an airborne agent, similar to the influenza epidemic of 1918-19 (20 million deaths), or Asian Flu of 1968-69. Fortunately, the Reston strain only affected monkeys. In the summer of 1995, the Ebola virus in Zaire caused public health concern worldwide, and more recent 2014 Ebola outbreak in Western Africa has raised serious pandemic concerns.

The SARS-CoV-2 (COVID-19) pandemic was declared by the World Health Organization on March 11, 2020 and the first cases of the virus appeared in Nova Scotia on March 15, 2020.

5.2 Risk Analysis Matrix



Risks & Hazards – Kings County

		Severity					
		What is the Severity of Injuries / Potential Damages / Financial Impacts					
		1 – Insignificant	2 – Minor	3 – Moderate	4 - Significant	5 - Catastrophic	
Likelihood	How likely is the event to occur in the future	5	Highly Probable Every 5 years or less	<ul style="list-style-type: none"> Major Frost and Freeze 	<ul style="list-style-type: none"> Power Blackout Freezing Rain 	<ul style="list-style-type: none"> Blizzards Hurricane Winds 	
	4	Likely to Occur: Once every 10 years	<ul style="list-style-type: none"> Major Infrastructure Failure Major Water Main Break Small Boat accident 	<ul style="list-style-type: none"> Major Structure Fire Major Rd Accident River Flood Extreme Heat Event 	<ul style="list-style-type: none"> Major Forest Fire Long-Term closure of Hwy 101 		
	3	Might Occur: Once every 20-30 years	<ul style="list-style-type: none"> Bomb Threats Severe Fog 	<ul style="list-style-type: none"> Water Shortage Fuel Shortage 	<ul style="list-style-type: none"> Chemical Contamination or Spill Earthquake Cyber Attack 		
	2	Not Expected: Could Occur every 50 years	<ul style="list-style-type: none"> Major Gas Main break Hostage Incident 	<ul style="list-style-type: none"> Plane Crash Tornado 	<ul style="list-style-type: none"> Drought Epidemic Flash Flood Major Industrial Accident 	<ul style="list-style-type: none"> Dam Rupture Major Hailstorm Water Pollution Mass Shooting Major Solar Flare 	
	1	Rare: Once every 100+ years		<ul style="list-style-type: none"> Civil Disobedience Pipeline-CNG Explosion 	<ul style="list-style-type: none"> Actual Bombing Mud or Landslide Radiological Accident 	<ul style="list-style-type: none"> Terrorist Attack 	

Effective 2021-02

Very High Risk
 High Risk
 Medium Risk
 Low Risk

Risk Analysis Matrix – Definitions of Risk Ratings



Very High (VH) Risk – These risks are classed as primary or critical risks requiring immediate attention. They may have a high or probable likelihood of occurrence and their potential consequences are such that they must be treated as a high priority. This may mean that strategies should be developed to reduce or eliminate the risks and that mitigation in the form of (multi-agency) planning, exercising and training for these hazards should be put in place and monitored on a regular basis. Consideration should be given to specific planning to the risk rather than generic.



High (H) Risk – These risks are classed as significant. They may have high or low likelihood of occurrence, however their potential consequences are sufficiently serious to warrant appropriate consideration, after those risks classed as ‘very high’ are addressed. Consideration should be given to the development of strategies to reduce or eliminate the risks, and that mitigation in the form of (multi-agency) generic planning, exercising and training should be put in place and monitored on a regular basis.



Medium (M) Risk – These risks are less significant, however may cause upset and inconvenience in the short-term. These risks should be monitored to ensure that they are being appropriately managed, and consideration given to their management under generic emergency planning arrangements.



Low (L) Risk – These risks are both unlikely to occur and not significant in their impact. They should be managed using normal or generic planning arrangements and require minimal monitoring and control unless subsequent risk assessments show a substantial change, prompting a move to another risk category.

5.3 Hazard & Risk Mitigation

5.3.1 Blizzards and Heavy Snowfalls

Living in Atlantic Canada means winter storms and occasional blizzards. We expect them and for the most part consider them to be a nuisance, with expected short-term road closures and power interruptions. This plan is most concerned with those events that are more intense, delivering large amounts of snow. An example would be the blizzard of 2003 known as “White Juan” dumping 930 mm of snow within 24 hours. That storm and others like it anticipated in the future are the concern of this plan. Environment Canada defines a blizzard as follows:

Table 1. Environment Canada Alerting Parameters for a [Blizzard Warning](#)

Alert Type	Location	Threshold Criteria
Warning	National, except North of the <u>20'</u>	When <u>winds</u> of 40 km/hr or greater are expected to cause widespread reductions in <u>visibility</u> to 400 meters or less, due to <u>blowing snow</u> , or blowing snow in combination with falling <u>snow</u> , for at least 4 hrs

Table 2. Environment Canada Alerting Parameters for a [Snowfall Warning](#)

Alert Type	Location	Threshold Criteria
Warning	Newfoundland and Labrador, New Brunswick, Nova Scotia , Prince Edward Island, Magdalene Islands, Quebec	When 15 cm or more of <u>snow</u> falls within 12 hours or less.

5.3.1 Hurricanes

Hurricanes were, until recently, rare in Nova Scotia. As they approach the province, they were usually downgraded to a tropical or post tropical storm with reduced winds and rains. Historically, they would track up the eastern seaboard of the United States, but typically lose their energy over colder northern waters. However, that is changing with the [Canadian Hurricane Centre](#) expecting more hurricanes to reach Nova Scotia with more regularity as our coastal waters continue to warm.

5.3.1 Floods

During the spring, it is common for heavy rainfalls along with temperatures well above freezing over several days in February, March, and April. At these times, they combine with melting snows to add to the water volume carried by the six minor rivers located with the region. The most significant impacts are usually associated with the Cornwallis River. The Cornwallis has produced flooding in the areas of Brooklyn Street, the community of Meadowview, within the downtown of Kentville, the lower parts of New Minas, and lower parts of Wolfville owing to their low elevations and proximity to the Cornwallis River.

Flooding of the Cornwallis is serious enough to cause concerns with property damage and a need to activate Public Works crews and local fire departments and police to evacuate citizens and pump basements. This event appears to occur on a regular 10 to 15-year cycle. While Kentville has constructed a dyke to protect the downtown, other areas described remain flood risks.

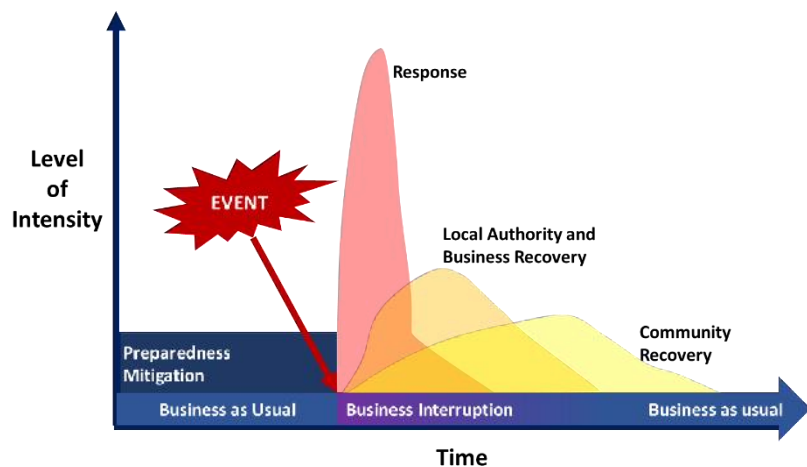
The south mountain area has a significant lake reservoir system created by [NS Power](#) consisting of canals and dams constructed to impound water for transmission to Lumsden Dam south of Wolfville. NS Power maintains control of the water through its management plan. Water levels are adjusted to maintain levels while preventing floods.

5.3.1 Catastrophic Fires and Explosions

Kings County is well prepared to contain structure fires and fires related to vehicles and/or fixed facilities. This Plan is concerned with those catastrophic events associated with Dangerous Goods; the mobile transport or fixed storage and distribution facilities containing liquefied petroleum gases such as propane and natural gas, or ammonium nitrate fertilizers transported and stored for use by local agricultural interests.

5.4 Business Impact Analysis (BIA)

Within Kings County, the Municipality of the County of Kings has the largest population at risk, 47,625 residents. The combined population of the Towns of Wolfville, Kentville, and Berwick is approximately 12,975 (2016 Census). Together significant infrastructure is subject to impacts by severe weather or catastrophic events. Our ability to recover from an event is subject to the amount of damage to infrastructure and the resources available to repair the damage and resume normal operations.



Critical infrastructure that will impact a recovery and return to business as usual are discussed in this section.

5.4.1 Preparedness Level

The Kings County Regional Emergency Management Organization (Kings REMO) maintains a full time Regional Emergency Management Coordinator (REMC) by Agreement. The REMC is assisted by municipal EMO Liaisons from the Town's of Wolfville, Kentville, and Berwick.

5.4.2 Severe Weather Notifications and Alerting

The CAO's for the Town's and County, and the Regional Emergency Management Coordinator for the County of Kings receives weather statements, watches and warnings from EMO Nova Scotia as prepared by Environment Canada. Severe weather advisories and statements are issued 5 days before the anticipated event with Watches and Warnings posted 48 hours before a significant weather event is expected to impact the region. The REMC responds by sending out severe weather bulletins describing expected severe weather forecasts to the CAO's for the County and the Town's of Wolfville, Kentville, and Berwick, all Public Works and Engineering staff, local RCMP commanders and municipal police, local fire chiefs' local Paramedic supervisors, Valley Search and Rescue.

Depending on the forecasted severity, the Kings Regional EMO (REMO) will maintain a storm watch seeing the Kings Regional EMC in contact with EMO Nova Scotia by teleconferences for critical updates. Critical weather forecasts and updates are sent to each CAO for the County and the Town's of Wolfville, Kentville, and Berwick, all Public Works and Engineering supervisors, local RCMP commanders and municipal police, local fire chiefs', local Paramedic supervisors, and Valley Search and Rescue.

Early storm preparation starts with situational awareness, followed by more intentional active monitoring usually conducted by the REMC. As the weather appears to become threatening, the ECC is prepared to staff according to a Level 1 through 3 mobilization of the ECC. Members of the Planning Committee are requested to attend the ECC according to the need for filling key positions critical to maintaining a functional staffing level to ICS Canada standards for those times when the size and complexity surpass the capability of the REMC to resolve the issues.

Kings REMO sends notices to local radio stations, and tweets (@REMO_KingsCty) pending severe weather.

Any citizens can and should seek assistance through the 911 system requesting police, ambulance, or fire as their needs dictate. Attendance by one agency will result in mutual aid requests, and attendance by other agencies such as [NS Power](#), and the [NS Department of Transportation and Active Transit](#) (NS DTAT).

5.4.3 Communications – Radio, Telephone, Cell and Satellite Phone

All emergency responders are connected by both VHF and TM Radios (TMR), cell phones, and land lines for voice or text messaging. The dispatch of emergency services can originate from EHS Dispatch for ambulances out of Bedford, NS, RCMP officers from RCMP Telecom, Halifax, NS, and Valley Communications for Fire and all 911 calls within the Town's. Emergency responders would be alerted by radio dispatching. The local Public Safety Answering Point (PSAP) is equipped with an emergency generator and several radio and paging redundancies. Its fall back is the Kentville Volunteer Fire Department site and equipment.

A failure of any one or all of radio, telephone, and mobile phone services could see the staffing of the ECC by amateur radio operators through their facilities within the ECC

5.4.4 Communications – Kings County Amateur Radio Club

Kings Region's dedicated volunteer Amateur Radio Club can provide communications as a fall back or fail-safe position. This club has a fully functioning radio room in the current Emergency Coordination Center. Each member regularly practices remote and offsite amateur radio broadcasts annually at operation Field Day. They provide a set-up in a location off site providing their own power generation to operate remotely. This gives the Kings Region a communications link in addition to other means and when other systems fail.

5.4.5 Capacity to Respond to Casualties and Damage

Within the Kings Region, there are 4 paramedic bases with 12 on duty paramedics, 13 fire stations with 520 active volunteers plus an additional 200 retired veterans, 4 police detachment offices with 75 constables and supervisors, and Valley Search and Rescue with 80 members, the Canadian Red Cross, the Salvation Army, and Department of Community Services. Each has the capacity to mobilize once notified. Each emergency response group is in process of taking ICS courses to form a unified command with one incident commander for command and control at the scene of an emergency.

Damaged property and buildings become the responsibility of the Owner following the attendance by emergency services, public works, and private contractors to clear building debris for the purposes of restoring roadways, stabilize access to properties for access by owners and their insurers to begin the process of more permanent relocation, demolition, and reconstruction which is the responsibility of property and building owners.

The Municipality along with the Province would establish claim centers where civilians can go to file insurance claims and seek provincial financial assistance.

In addition, the use of trained civilians in basic first aid would be mustered from temporary shelters, transported to incident scenes to assist home owners with clean-up of property and buildings. As in the Calgary floods, they would be registered, issued donated safety equipment, coveralls, and given basic instructions in clean-up do's and don'ts.

5.4.6 Water Distribution

All of the population relies on their water supply from either Municipal wells with a municipal distribution system, or private homes on private wells. With combined population of 60,600 people, approximately 30,000 are on a municipally owned and operated water system in predominately urban and suburban areas of the Kings Region that includes:

- Town of Wolfville
- Village of Canning including Kingsport
- Village of Port Williams
- Village of New Minas
- Town of Kentville and North Kentville
- Village of Aylesford (Sandy Court only)
- County of Kings / Village of Greenwood

All of these water utilities are managed by either a Village, Town, or the County of Kings, each responsible for the operation and delivery of potable drinking water. Professional staff expert in specific trades operate the system and are available 24/7 to maintain and repair the system as needed. They are on call and available for emergency operations to pump water from wells to high level reservoirs. This is the most common water system in the more densely populated urban and suburban areas of the County.

In the event of a power outage, full time municipal staff from municipal units are on call to monitor operation and repair problems to ensure continuous operation. When required, portable generators maintain pumping capacity to the reservoirs for distribution by gravity in the event of a power outage.

In the less densely populated rural and remote areas, the primary source of potable water for domestic use is by private onsite wells owned, maintained, and tested by the homeowner. These account for the remaining population, approximately 30,000 people.

On average, homeowners on private wells who lose power are without water for drinking, cooking, cleaning, flushing toilets, bathing, laundry; those simple things we are accustomed to having. This population becomes totally dependent on bottled water for consumption. To assist with their needs, public service announcements that filling a bathtub before the loss of power is important for toilet flushing and laundry cleaning. Water becomes a priority seeing the supply of bottled water for drinking and cooking increasingly purchased in advance of a severe weather event. These supplies are usually exhausted at local markets and stores before the storm arrives. Bottled water distribution for human consumption will become a critical factor for life safety in the event of an outage for more than 3 days as supplies begin to dwindle due to consumption. The rule of 2 liters per person per day is the benchmark; that includes the same amount for a dog, less for a cat.

5.4.7 Water Distribution and Consumption - Livestock

Individual farms along with farm animal rescue groups are responsible for farm and domestic animals. Kings REMO may make contact for assistance, but generally the rescue and care of farm animals is not the responsibility of Kings REMO. Owners and rescue groups will be required to manage their Livestock water needs. Supply is managed by water hauling companies established to haul bulk raw water by tanker. To give a sense of the amount of water needed, the following applies;

Dairy Cows, non-lactating	40 liters per day
Dairy Cows, lactating	110 liters per day.
Horses	35 to 45 liters per day
Swine	9 liters per day
Sheep, lactating	10 liters per day
Chickens	300 to 450 liters per 1000 birds

Source: Ontario Agriculture and Rural Affairs

5.4.8 Sewage Collection and Treatment

The Municipality of the County of Kings with its partners in a regional sanitary sewer system, the Towns of Wolfville, Kentville, and Berwick, own, operate, and maintain a sanitary collection system that flows into 3 separate sewage treatment plants. Each plant is operated by municipal staff and repaired and maintained by professional trades workers skilled as mill-rights, electricians, pipe fitters, and plumbers.

They are available 24/7 to repair and operate any parts of the system. The sewage treatment plants each have built in emergency generators to maintain operations. Of the 73 pumping stations throughout the region, a small number have built-in power generators to maintain continuous flow to each of the sewage treatment plants. These are typically the larger lift stations closest to the sewage treatment plants. The remainder are serviced according to an emergency plan that sees municipal crews transporting portable generators from station to station pumping their contents to the sewage treatment plants. In the event of a power outage, full time municipal staff from all 4 municipal units are on call to monitor operation and repair problems to ensure continuous operation.

5.4.9 Public Works Staff

Municipal units have full time professional staff and skilled trades that form their public works capabilities. Staff maintains the continuous operation of roads, storm sewers, flood control measures, snow removal, and general repairs to critical infrastructure. Each has its own yard for materials and equipment storage. Each has significant inventories of heavy and light equipment with qualified operators. The exception is the County of Kings which does not have any heavy equipment, utilizing light trucks to transport staff and skilled trades. The County operates under a standing agreement for large equipment from local contractors. As such, they have access to significant inventories of heavy equipment resources from private interests.

Public Works and **NS DTAT** staff are the first line of defense to keep roads open and infrastructure operating for distribution of aid, emergency workers, and emergency management officials during a crisis.

5.4.10 Nova Scotia Department of Transportation & Active Transit (NS DTAT)

They are responsible for maintenance of existing roadway infrastructure. There are two yards operated out of New Minas and Berwick that maintain a fleet of plows and heavy equipment suited for large road work projects with capacity to rebuild and repair damage to their infrastructure. In the event they become overwhelmed, they have access to a large network of heavy equipment owners who can remove snow, repair roads and small bridges, and fix culvert washouts, to name a few activities.

For a major event, they have agreements in place that can summon help from anywhere in the Maritimes, Quebec, Maine, New Hampshire, and Vermont

5.4.11 Nova Scotia Power / Berwick Electric

Nova Scotia Power and Berwick Electric are responsible for electrical infrastructure in Kings County. In the event of a storm they monitor forecasts looking for the type of weather than typically causes power outages. They maintain crews across the province for repairs, post online power outage locations on their web site, and provide estimates of the time to repair to full restoration.

They have their own Emergency Coordination Center which they staff during all outages to assess the damage, direct repair crews, and establish contact with critical customers to ensure restoration times.

For a major event, they have agreements in place that can summon help from anywhere in the Maritimes, from Quebec, Maine, New Hampshire, and Vermont

5.4.12 Other Critical Infrastructure

While Kings REMO is not responsible for the distribution of these essential products, the following information should be helpful.

5.4.12.1 Furnace Oil Heating Fuel Distribution

With a cold weather heating season, the Imperial Oil terminal in Dartmouth has storage tanks to maintain a strategic reserve of home heating oil. Local Bulk Tank Farms still exist on the Valley floor. The Ultramar Bulk Plant in Kentville, and the Blue Wave Energy Tank Farm in Berwick maintain onsite supplies of furnace oil. Distribution by these local suppliers is based upon delivery to regular customers, many of which are Emergency Service providers.

5.4.12.2 Gasoline and Diesel Fuel Distribution

There are no strategic reserves. Those that rely on gasoline are vulnerable to loss of these products within several days of the last delivery by ship from the Gulf of Mexico and European refineries. There are no refineries in Nova Scotia, only the Dartmouth terminals for Imperial Oil and Irving Oil which receives ships containing market ready fuel products that are immediately

distributed to gas station retailers. As a result, supplies are vulnerable when ships are not able to deliver fuels to the Dartmouth terminal.

With no strategic reserve of gasoline, it is entirely probable that many gas retailers will be drained of all gasoline within two to three days without product for a significant period of time if anything shuts down the US or European refineries or prevents marine shipments from maintaining their on-time delivery schedule to Nova Scotia.

Nova Scotia is only partially dependent on the Irving Refinery in St. John, New Brunswick. Assuming it has supplies on hand and production can meet the demand it could be a source during an emergency as Irving currently ships product across the Bay of Fundy to the Dartmouth terminal. The problem for the refinery is all raw oil is shipped by marine tankers to St. John. They are also vulnerable to supply chain shortages of raw oil if a severe weather prevents ships from docking or leaving the refinery.

Table of Contents

6.0 EVACUATION

Reference: Kings County Evacuation Operational Guidelines, May 2018

The evacuation function describes how the public would be evacuated out of areas affected by an emergency situation that are deemed to be too hazardous for people to stay in place. Evacuation methods will be dependent on the incident and is the responsibility of the Incident Commander on site. A key component of the evacuation process is to look after the evacuees once they are evacuated and this is the responsibility of the municipality. This function shall be performed by the REMC unless the ECC is activated, at which time it will be organized and managed by the Logistics section Chief within the ECC. Evacuation considerations are outlined at [Annex E](#), and potential Evacuation Routes for Flood Risk areas are outlined at [Annex F](#).

During an emergency the ECC operational support functions may include:

- Damage Assessment
- Debris Management
- Livestock and Pet Coordination

6.1 Evacuee Alerting & Sheltering

The decision to evacuate any specific area has two levels:

- **Immediate Evacuation:** An immediate and sudden leak, spill, or fire at a fixed facility or mobile transport vehicle that requires identification of impacted areas to be evacuated followed by an immediate evacuation. This is the responsibility of the IC with support from the REMC to coordinate the moving of people and the opening of shelters to receive and house evacuees.
 - **Alerting:** Evacuees shall be notified to evacuate within the areas identified by the IC. Alerting shall be a door-to-door campaign by police with assistance from other agencies as required and available
- **Time Critical Evacuation:** An event that unfolds over a number of days, such as hurricanes that require an evacuation. In these cases, the evacuation will be managed by the ECC prior to the arrival of the severe weather event. The ECC will provide notifications and alerting, transport, and sheltering.
 - **Alerting:** Evacuees shall be notified to evacuate within the areas identified by the ECC Manager. Alerting shall be a police door to door campaign notifying citizens to evacuate as well as providing each family so advised of the location of their nearest shelter either within Kings County or neighbouring Counties. Police may accept assistance from other agencies as required and available. Additional alerting shall be through local media (radio) and social media. Evacuations will be supported by the ECC opening shelters to house displaced people and provide them with the necessities of life.

6.2 Evacuation Process

Evacuation takes place within a process that begins with preparing for the possible need to evacuate populations at high risk from imminent or actual disaster. It involves ongoing risk monitoring and management as the situation and needs of evacuees evolve over time, and only ends with their safe, voluntary and sustainable reintegration back home or in alternative locations.

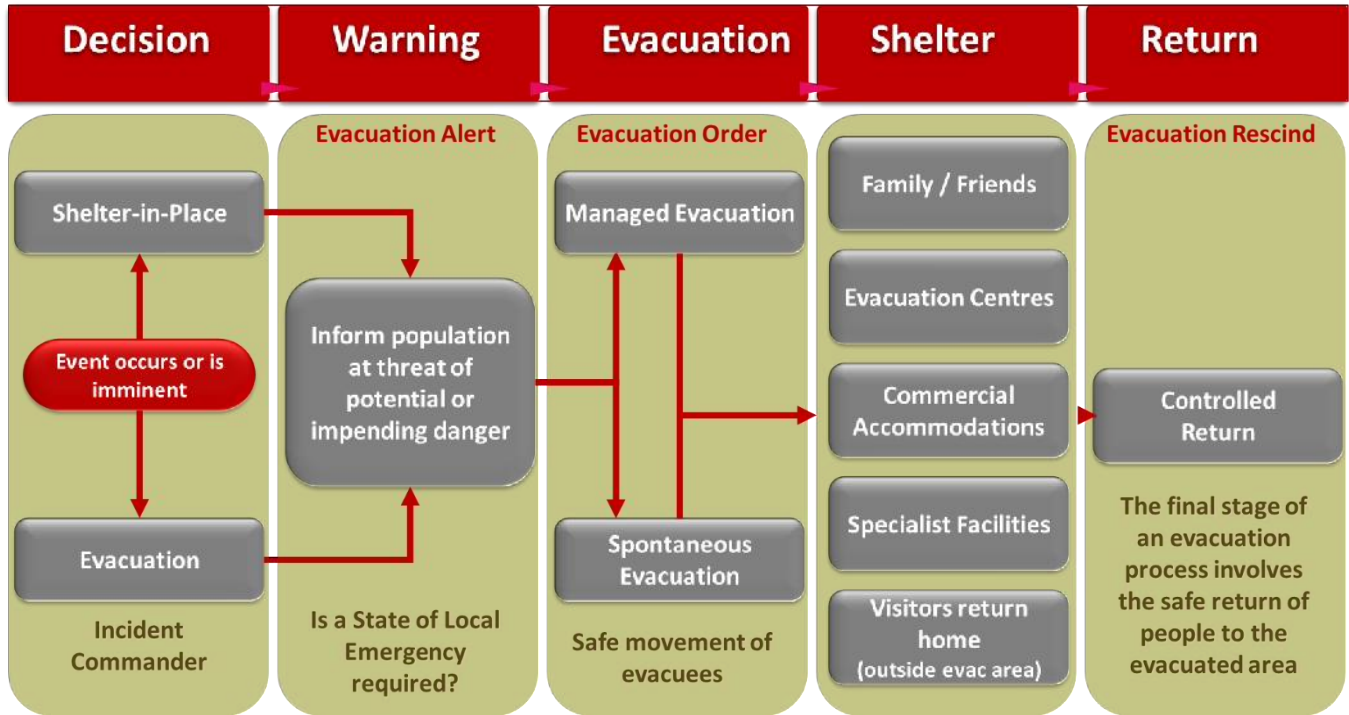


Figure 6.2 – Evacuation Process

Table of Contents

7.0 REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO)

The Emergency Management organization consists of two branches known as:

- (a) The Regional Emergency Management Advisory Committee; and
- (b) The Regional Emergency Management Planning Committee.

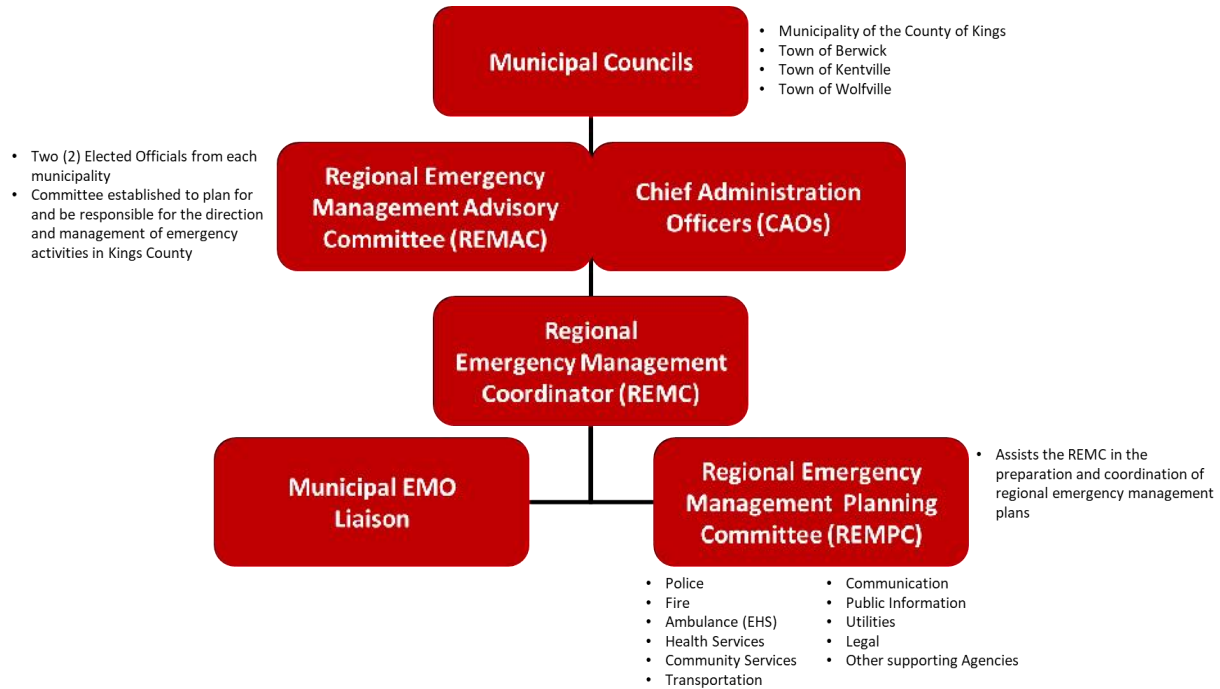


Figure 7.0 – Kings REMO Structure

7.1 Regional Emergency Management Advisory Committee (REMAC)

Reference: [REMAC Terms of Reference, 2020-01-20](#)

The REMAC consists of:

- (a) **Two (2) members of Council** from each Kings County Municipality;
- (b) Chief Administrative Officer from each Kings County Municipality; and
- (c) Regional Emergency Management Coordinator (REMC).

The Advisory Committee has the following duties, powers, and responsibilities:

- (a) Responsible for the executive direction and management of emergency activities during a State of Local Emergency;
- (b) If required, renew the State of Local Emergency declaration every seven (7) days;
- (c) Exercise all powers necessary as conferred by the Provincial Emergency Management Act once a declaration has been made;
- (d) Authorize the expenditure of municipal funds;
- (e) Advise and continually update Municipal Councils on the current emergency situation;
- (f) When safe and appropriate, visit the emergency site(s);
- (g) When and if required, and in conjunction with the Public Information Officer, brief the media;
- (h) When and if necessary, through the Public Information Officer, inform the public of significant developments occurring;
- (i) Ensure that appropriate information is passed to provincial authorities;
- (j) Provide oversight of the Regional Emergency Management Work Plan.

7.2 Regional Emergency Management Planning Committee (REMPC)

Reference: [REMPC Terms of Reference, 2020-03-19](#)

The Kings County Regional Emergency Management Coordinator (REMC) is the Chair of the Planning Committee and is responsible for:

- **Planning and Accountability (Self and Others):** Is the leader for planning that engages the entire team, as well as, internal and external stakeholders. Successful planning and accountability will support superior levels of customer service and stakeholder engagement.
 - Facilitates, designs and conducts emergency exercises and ensures the Emergency Coordination Centres (ECCs) are prepared for use.
 - Prepares, reviews and evaluates Regional Emergency Management Plan submissions to forward to EMO Nova Scotia and participates in the planning process for emergency plans with EMO Nova Scotia as well as liaises with EMO Nova Scotia as required.
 - Conducts hazard assessments and risk analysis as well as develops an inventory list of resources available for a response.
 - Promotes and maintains Memorandums of Understanding with other jurisdictions for a collaborative response to disasters.

- **People Leadership, Communication and Management.** Creates a strong team that collaborates with others and supports municipal directions and strategy.
 - Engages stakeholder municipalities and groups to maintain a high level of organization and preparedness in the event of emergency or disaster.
 - Brings groups and resources together to facilitate the development and enhancement of new and existing REMO programs and projects.
 - Supervises and/or executes work in a safe manner in accordance with organizational and other legislated policies, procedures, regulations, guidelines and/or standards.
 - Uses HR tools and systems such as policies and procedures, Coaching and Position Descriptions to engage staff and stakeholders

- **Health and Safety.** Acts with others inside and outside the team to create effective health and safety plans.
 - The protection of life and property is the foundation of this role and drives the generation and maintenance of all regional emergency measures planning and activities. This position will ensure that public safety as well as occupational health and safety is reflected throughout all REMO plans and strategies.

- **Reporting and Data.** Keeps, applies and records data that support team and corporate effective decision-making.
 - Prepares and maintains all information, data and forms as well as reports necessary to maintain all department and organizational functions as required.
 - Maintains the REMO emergency contact database.
 - Prepares reports and data to inform and engage management, Council, and stakeholders in projects and initiatives undertaken.
 - Coordinates budgets, procures resources and equipment, and organizes invoices and expense allocations to ensure projects and programs are delivered within budget and schedule constraints.

The Planning Committee should consist of:

- (a) Regional EM Coordinator (REMC) - Chair;
- (b) Municipal EMO Liaison Officer (one from each Municipal unit);
- (c) Community Services;
- (d) Health Services;
- (e) Emergency Social Services;
- (f) Police/RCMP Services;
- (g) Fire Services;
- (h) Communication Services;
- (i) Transportation Services;
- (j) Engineering Services;
- (k) Information Services;

- (l) University Liaison;
- (m) Utilities Services; and
- (n) Financial Services.

The Planning Committee has the following duties, powers, and responsibilities:

- (a) Contribute to the identification of risks arising from emergencies in Kings County;
- (b) Provide information and expertise relating to the occurrence and mitigation of potential emergencies and the impact of emergencies in Kings County;
- (c) Contribute to the continuous improvement of the Regional Emergency Management Plan (REMP) through monitoring, review and development. (Coordinated by the County of Kings Regional Emergency Management Coordinator);
- (d) As required, participate in functional sub-Committees and Working Groups to plan for specific emergencies, address issues, and develop and implement projects;
- (e) Support the development of Plans to address emergencies based on existing, and new and emerging hazards;
- (f) Contribute to testing components of the REMPC through the development and participation in emergency exercises; and
- (g) Advise the Regional Emergency Management Advisory Committee (REMAC) on development of Regional Emergency Management Plans

Specific Roles & Responsibilities for each organization of the REMPC are outlined at [Annex G](#).

Table of Contents

8.0 LOGISTICAL SUPPORT AND RESOURCE REQUIREMENTS

8.1 Declaration of a State of Local Emergency (SOLE)

Reference: [EMO NS – States of Local Emergency](#)

A [State of Local Emergency](#) (SOLE) is enacted by municipal government either through a resolution of Council, or by the direct request of the Municipal Mayor. The Minister of Emergency Management also has the authority to issue a State of Local Emergency.

A State of Local Emergency may be called to:

- Confiscate property;
- Command assistance;
- Control/Prohibit travel;
- Enter without warrant; or
- Order or Cause Evacuation.

States of Local Emergency are valid for a maximum of seven (7) days at which time a municipality of Kings County may apply to the province for a renewal.

8.1.1 Declaring a State of Local Emergency

- [Form 4](#) – Council of Municipality
- [Form 5](#) – Mayor of Municipality

Decision Flowchart for declaring a State of Local Emergency is provided at [Annex H](#)

8.1.2 Renewing a State of Local Emergency

- [Form 6](#) – Council of Municipality / Mayor

8.1.3 Terminating a State of Local Emergency

- [Form 7](#) – Council of Municipality

8.2 Communications

8.2.1 Emergency Telecommunications Plan

Upon implementation of the Emergency Management Plan, it will be important to ensure that communications are established between the emergency site and the Kings County Emergency Coordination Centre (ECC). At all times open lines of communication are to be established with internal and external agencies. The type and severity of the crisis will determine which stakeholder audiences are involved.

The ECC will be equipped with telephones ([See ECC Layout for Telephone Numbers](#)), portable hand radios, and satellite phone with the necessary channels to communicate with police, fire, EHS and the Nova Scotia Emergency Measures Office (NS EMO).

Communications between the ECC and the other responding agencies can be supported through the use of a runner if radio communications become overwhelmed. The ECC Duty Officer is responsible for liaising with and coordinating additional emergency communications efforts.

All communications are to be recorded on the applicable ICS Form as outlined in the Kings County Emergency Coordination Centre Operational Guidelines.

8.2.2 Emergency Public Information Plan

Emergency Situations can quickly become the centre of local, national and international attention, and often receive significant media scrutiny. It is important that Kings County speak with one voice during an emergency that impacts the entire region.

Upon implementation of this Emergency Management Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests, for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following position will be established within the Emergency Coordination Centre:

- Information Officer (ICS Command Staff position)

The Information Officer reports to the ECC Manager (ECCM) and Mayor and is responsible for:

- Establishing a communications link with the Community Spokesperson, and any other media coordinator (i.e., provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring liaison with the ECCM to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences as required;
- Ensuring that any media releases are approved by the ECCM prior to dissemination;
- Monitoring news coverage, and correcting erroneous information; and
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

Information Mediums

The Public Information Officer will consider contacting the following media sources to coordinate timely information being communicated to the public:

- [Annapolis Valley Radio](#) (AVR 97.7) 1-800-565-5113 / 902-678-2111 (Kentville Office)
- [K-Rock Valley Radio](#) (89.3) 902-365-6397 / news@893krock.com
- [CBC Nova Scotia](#) 1-902-420-4100
- [Kings County Advertiser](#) 1-902-681-2121 / events@kentvilleadvertiser.ca

The Public Information Plan is outlined at [Annex I](#).

8.3 Emergency Coordination Centre (ECC)

Reference: Kings County Emergency Coordination Centre Operational Guidelines, May 2018

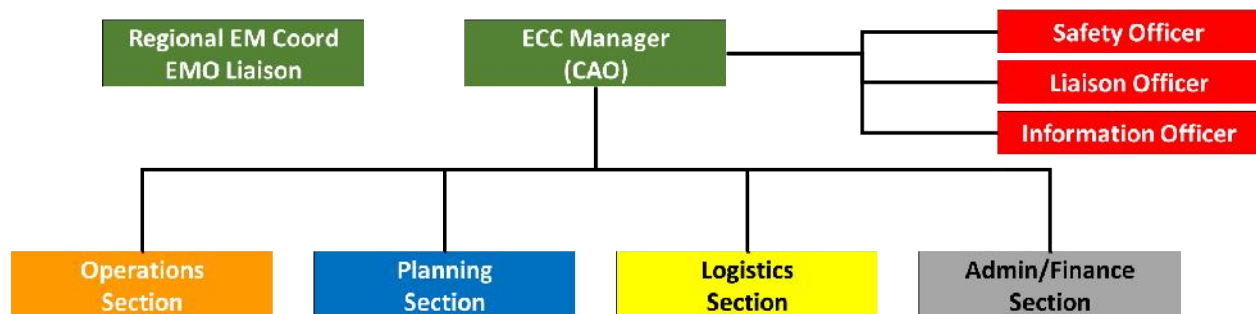
Should the requirement arise to activate the Kings County Emergency Coordination Centre (ECC), the location of the ECC is as follows:

Primary ECC location: Municipality of the County Kings
 (Layout – [Annex J](#)) **181 Coldbrook Village Park Dr**
Coldbrook, NS
 Council Chambers

Alternate ECC locations for the County of Kings	Town of Kentville	Town of Berwick
	354 Main Street Kentville, NS	236 Commercial Street Berwick, NS
	Town of Wolfville	Alternate to Town of Wolfville Town Hall
	359 Main Street Wolfville, NS	Acadia University – Fountain Commons

The Incident Command System (ICS) assists the ECC Manager in determining the best staffing levels for the incident. Every incident has certain major management activities or actions that must be performed. Even if the incident is very small, and only one or two people are involved, these activities will still always apply to some degree. The following five primary management functions are the foundation upon which the ECC’s organizational structure is based:

- Command
- Operations
- Planning
- Logistics
- Finance/Admin



Understanding that the ECC is based on the Incident Command System and that it is a modular organization and uses a manageable span of control, the ECC Manager can activate as many positions as they require.

The term “Go Big Early” describes the initial activation of the emergency response organization to a level that may be more than you eventually need. Get everyone in the room and if you don’t require certain staff after the first few hours, release them. This is done for two reasons: to provide the work force that will enable the ECC Manager to ‘get ahead’ of the situation, and secondly, as new information comes into focus, the staff may be required, and they are already there and ready to act.

8.3.1 ECC Principal Tasks

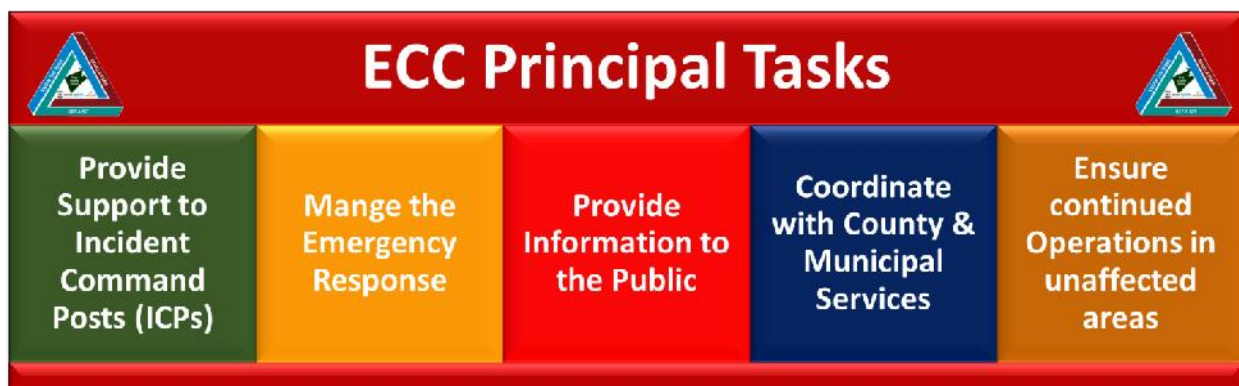


Figure 8.3.1 – ECC Principle Tasks

- **Provide support to the Incident Command Post(s).** The ECC receives instructions from the Incident Command Post (ICP) concerning what support is required (such as equipment, information, media relations, coordination with external agencies) and how to provide it (such as access/exit routes, schedules, etc.) The ECC obtains the necessary support and coordinates its provision to the ICP’s staging area. These resources may originate from:
 - municipal resources;
 - the community level;
 - mutual aid sources; or
 - provincial or federal government resources.
- **Manage the emergency response for Kings County.** Some emergency response operations may be required across the entire municipality to mitigate threats from an emergency. For example, reception and/or evacuation centres may be needed, or public safety instructions provided for persons outside the incident site. Traffic flow control may be required to and from the incident site.

- **Provide information to the public on the emergency and the County response.** The public needs timely information so it can protect itself, and, in some cases, play a part in emergency operations, and in order to minimize fear and anxiety. For these reasons, the emergency operations centre prepares and disseminates information.
- **Coordinate with County and municipal services.** In general, the Emergency Coordination Centre needs to coordinate its activities with municipal services and other organizations affected by the emergency. It does so by establishing links to the following locations:
 - municipal offices;
 - service dispatch centres (police, fire, public works, etc.);
 - emergency operations centres (those at hospitals, school boards, universities, provincial establishments; and
 - emergency operating locations (comfort, reception centres).
- **Ensure continued operations in unaffected areas of the County.** The ECC must ensure that there is no interruption in the provision of emergency services (such as fire protection) and essential services (i.e. hospital, water, sewer, electricity, waste management, telephone, etc.) in unaffected areas outside the incident site. In cases where the municipality is not responsible for these services, the ECC works with the appropriate alternative organization(s).

8.4 Volunteers

It is evident that there is a desire and capacity of people from our communities to engage in volunteer activities. That is a resource that we must tap into during a time of crisis when we will need “all hands”. The other aspect is the realization that in times of crisis, volunteers will “just appear” looking to help. The willingness of volunteers was evident during Hurricane Katrina, the Calgary floods, and here at home during the major winter storms of 2015.

The lessons learned are local volunteers will show up and they will help whoever needs assistance. The best results are when they are included, managed, and provided the tools they will need to make a difference. The Calgary floods saw thousands providing assistance to those impacted by the disaster. Calgary’s response was to embrace them, direct their efforts, and with businesses like Home Depot, provide all of the protective equipment, cleaning materials and methods to remove damaged goods safely. That made the disaster a very successful community event.

Emergency Management Officials are aware of the benefits and have adopted the concept that the Municipality should be prepared to accept assistance by the public as a matter of formal agreement, making volunteers an important part of the Emergency Plan.

Finding volunteers can be accomplished several ways;

- A staff person can be appointed as a Volunteer Coordinator by the CAO to harvest interested community members on a central registry for future contact; or

- The Logistics Section Chief, through the ECC Manager and their Information Officer, place a media wide call for volunteers to provide assistance describing the assistance needed and the locations. Each person wishing to volunteer contacts a dedicated staff person who will then direct them to a central receiving area for transport to the scene where they can receive personal protective equipment, basic instructions on the work needed, and given appropriate safety training in the work they about to undertake.

The volunteers are then assigned to competent supervisors who escort them directly to the work areas.

A Template form for Volunteer registration is provided at [Annex K](#). It is important that this form is used whenever there are volunteers during emergency situations as it aids in keeping track of where volunteers are needed and for liability purposes. The information will be collected by the Logistics Section Chief who will ensure that the Incident Commander is aware of these volunteer resources. The Logistics Section Chief will be responsible to schedule the number of volunteers needed by the IC. Logistics will log their time on scene, provide food and drinks, rest areas, and transportation to and from the scene. Each day that volunteers are on scene, the list of volunteers will be provided to the IC for Command and Control.

Table of Contents

9.0 PLAN TESTING, REVIEW & MAINTENANCE

9.1 Plan Testing Schedule & Responsibility

The Kings County Regional Emergency Management Coordinator (REMC) is responsible for coordinating the annual testing of the Regional Emergency Management Plan (REMP).

9.2 Plan Maintenance & Responsibility

The Kings County REMP will be maintained by the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Coordinator (REMC).

The REMP 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
September	27	2019	REMC
September	25	2020	REMC

PLAN REVISIONS

MONTH	DAY	YEAR	CHANGE	APPROVED
March	18	2021	1	

[Table of Contents](#)

10.0 PLAN DISTRIBUTION

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)

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

Annexes

- A [List of Acronyms](#)
- B [Definitions](#)
- C [ECC Activation Flowchart](#)
- D [Disasters by Type](#)
- E [Evacuation Considerations](#)
- F [Potential Evacuation Routes – Flood Risk Areas](#)
- G [ECC Roles & Responsibilities](#)
- H [State of Local Emergency \(SOLE\) – Decision Flowchart](#)
- I [Public Information Plan](#)
- J [Primary ECC Layout](#)
- K [Volunteer Registration Tracking Sheet](#)
- L [Province of NS – Important Numbers](#)
- M [Reference Documents](#)

Table of Contents

Annex A – List of Acronyms

AVRCE	Annapolis Valley Regional Centre for Education
CAO	Chief Administrative Officer
CRC	Canadian Red Cross
DFAA	Disaster Financial Assistance Arrangement
DLF	Department of Lands and Forestry
DMA	Department of Municipal Affairs
DTAT	Department of Transportation and Active Transit
ECC	Emergency Coordination Centre
ECCM	Emergency Coordination Centre Manager
ECCMT	Emergency Coordination Centre Management Team
ECRG	Emergency Control Response Group
EHS	Emergency Health Services
EMONS	Emergency Management Office Nova Scotia
ESM	Emergency Site Management
FERP	Federal Emergency Response Plan
HAZMAT	Hazardous Material
HRVA	Hazard Risk Vulnerability Assessment
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IO	Information Officer
KTA	Kings Transit Authority
LO	Liaison Officer
MOU	Memorandum of Understanding
PCC	Provincial Coordination Centre
PPE	Personal Protective Equipment
PS	Public Safety Canada
REMAC	Regional Emergency Management Advisory Committee
REMC	Regional Emergency Management Coordinator
REMO	Regional Emergency Management Organization

REMP	Regional Emergency Management Planning Committee
SA	Situational Awareness
SAR	Search and Rescue
SO	Safety Officer
TMR	Trunked Mobile Radio
TTX	Tabletop Exercise

Table of Contents

Annex B - Definitions

Critical Infrastructure

As one of the priorities for emergency management, critical infrastructure refers to organizations, persons, buildings and technology considered vital to the health, well-being, and economics of the population.

Disaster

A real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity which endangers health, safety; and the welfare of the population, property or the environment.

Emergency

A present or imminent event in respect of which a Municipality within Kings County believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of the people of Kings County.

Emergency Management

The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.

Emergency Management Plan

Any plan, program or procedure prepared by Kings County which aims (1) to mitigate the effects of an emergency or disaster, and (2) to safeguard the health or welfare of the population and to protect property and the environment, in the event of an emergency or disaster.

Hazard

A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Impact

The results or ultimate outcomes of an event or a series of events. When an event occurs, the impact can be measured by examining the event consequences. By continuously asking the questions “so what”, event consequences can be determined.

Incident Command System (ICS)

A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, equipment, personnel, procedures, and communications in operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used by various jurisdictions and function agencies, both public and private, to organize field-level incident operations.

Incident Types - ICS Definitions Based on complexity, Type 5 least complex, Type 1 the most complex

Type 5 Incident

- **Resources:** One of two single resources with up to six personnel. Command and General Staff positions (other than Incident Commander) are not activated.
- **Time Span:** Incident is contained within the first operational period and often within a few hours after resources arrive on scene. A verbal Incident Action Plan (IAP) is required. No written IAP other than Form 201.

Type 4 Incident

- **Resources:** Command Staff and General Staff functions are activated (only if needed). Several resources are required to mitigate the incident, possibly including a Task Force or Strike Team. The agency administrator may have briefings, and ensure the complexity analysis and delegation authority is updated.
Time Span: Limited to one operational period in the control phase. No written Incident Action Plan (IAP) is required, but a documented operational briefing (ICS Form 201) will be completed for all incoming resources.

Type 3 Incident

- **Resources:** When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. Some or all of the Command and General Staff positions may be activated, as well as Division or Group Supervisor and/or Unit Leader positions. An Incident Management Team (IMT) or incident command organization manages the initial action incidents with a significant number of resources, and an extended attack until containment/control is achieved.
- **Time Span:** The incident may extend into multiple operational periods and a written Incident Action Plan may be required for each operational period.

Type 2 Incident

- **Resources:** Regional and/or national resources are required to safely and effectively manage the operations. Most or all Command and General Staff positions are filled. Operations personnel typically do not exceed 200 per operational period and the total does not exceed 500. The agency administrator official is responsible for the incident complexity analysis, agency administrator briefings, and written delegation of authority.
- **Time Span:** The incident is expected to go into multiple operational periods. A written Incident Action Plan is required for each operational period.

Type 1 Incident

- **Resources:** This type of incident is the most complex to safely and effectively manage and operate. All Command and General Staff positions are activated. Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. Branches need

to be established. The agency administrator official will have briefings and ensure that the complexity analysis and delegation of authority are updated. There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions. There may be provincial or national resource support. A Declaration of a State of Emergency may be made by the appropriate jurisdiction.

- **Time Span:** The incident is expected to go to multiple operational periods. A written Incident Action Plan is required for each operation period.

Prevention

Actions taken to avoid the occurrence of negative consequences associated with a given threat; prevention activities may be included as part of mitigation.

Probability

The frequency or likelihood that an event will happen. This can be measured by historical data and predicted models.

Risk

The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.

Risk Management

The use of policies, practices and resources to analyze, assess and control risks to health, safety, environment and the economy.

Risk Tolerance

The degree to which the population or segments of the population are able to tolerate the chance of a hazard or threat occurring. It is a subjective measure of perception often influenced by past experience, media exposure and political agendas.

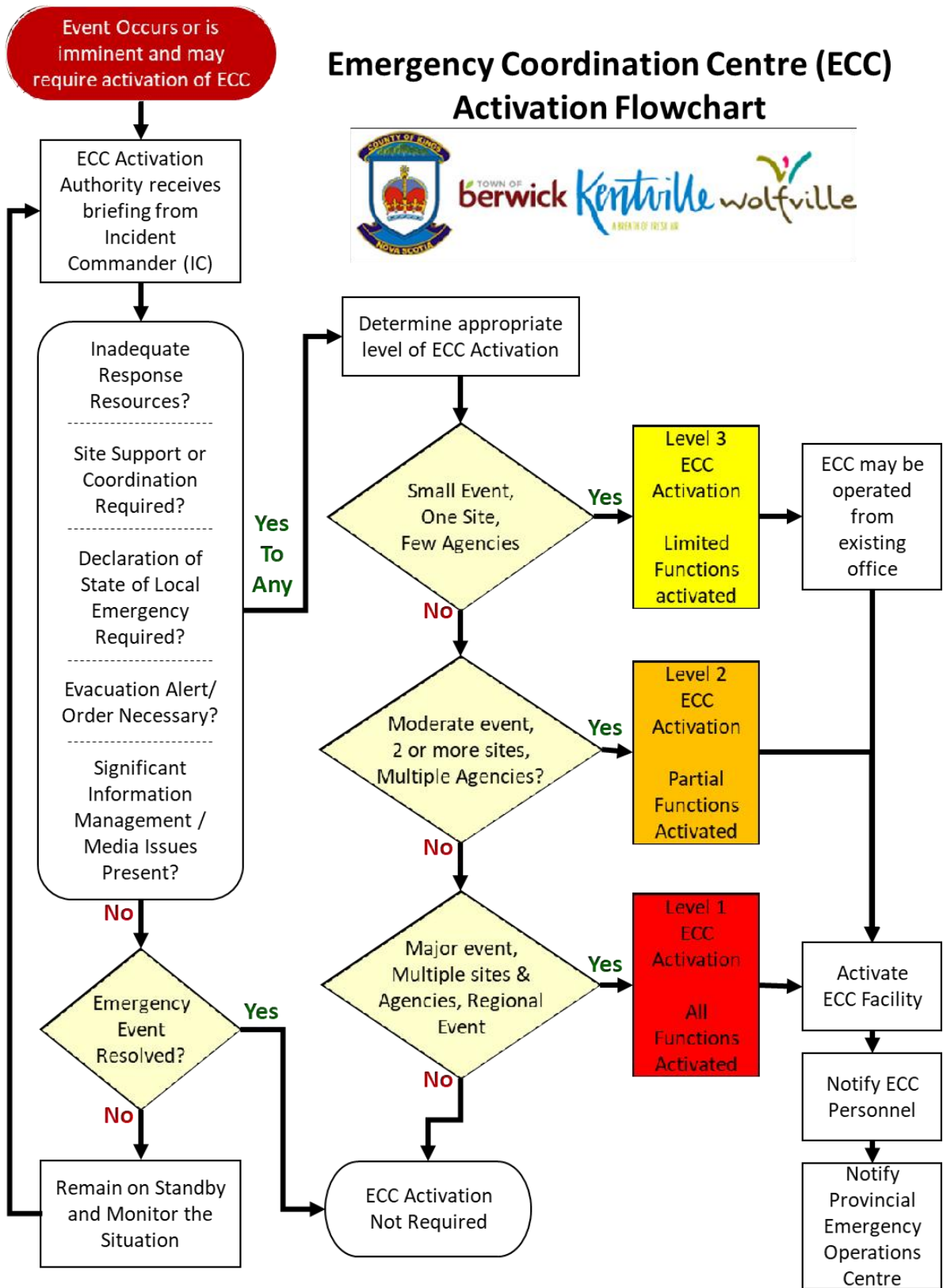
Threat

The presence of a hazard and an exposure pathway; threats may be natural or human-induced, either accidental or intentional.

Vulnerability

A degree of susceptibility or increased likelihood of being adversely impacted due to the nature of the particular hazard, time of day of occurrence, or seasonal factors associated with the event.

Annex C – ECC Activation Flowchart



Annex D – Disaster by Type

Construction Accident

A. Possible Major Effects	Probability
1. Casualties / Deaths	Low
2. Entrapment	Moderate
3. Disruption of utilities	Low
4. Disruption of traffic	Low to Moderate

B. Potential Actions at the Scene	Agency Responsible
1. Provide emergency lighting if required	Police/Engineering/Fire Services/EMO
2. Establish emergency headquarters	Town Council Chambers – ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue and Firefighting	Fire/Police/Rescue Services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer Agencies
11. Establish an inquiry service	Welfare/Social Services
12. Eliminate hazards from damaged utilities	Engineering/Utilities

C. Equipment	Sources
1. Rescue equipment	Police/EMO/Fire Department
2. Communication equipment	Police/EMO/Communication Coordinator
3. Ambulances	Medical/Transportation
4. Auxiliary lighting	Engineering/Utilities
5. Barricades	Engineering
6. Powerful cranes	Contractors
7. Mobile public-address equipment	Police/EMO/Radio Stations/Fire Department
8. Welfare equipment	Welfare/Social Services

Dangerous Gases

A. Possible Major Effects	Probability
1. Casualties / Deaths	Low to Moderate
2. Tendency of people to disperse	Moderate
3. Explosions and fire	Moderate to High
4. Health hazard to humans and livestock	Moderate
5. Disruption of traffic	Low to Moderate
6. Disruption of business and industrial activities	Low to Moderate
7. Evacuation	Moderate to High (Localized evacuation)

B. Potential Actions at the Scene	Agency Responsible
1. Determine nature and effects of the gas	Police/Medical/Industry/Fire Service/Canutec
2. Establish an emergency headquarters	Town Council Chambers – ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue and Firefighting	Fire/Police/Rescue Services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer Agencies
11. Establish an inquiry service	Welfare/Social Services
12. Eliminate further escape of gases	Engineering/Industry
13. Warn adjacent areas and define area of risk	Police
14. Evacuate area	Police/Fire Department/Zone Commanders
15. Establish evacuation routes	Police/EMO

C. Equipment	Sources
1. Firefighting and rescue equipment including respirators and resuscitators	Fire Department/Police/Rescue Services
2. Communication equipment	Police/EMO/Communication Coordinator
3. Ambulances	Medical/Transportation Coordinator
4. Decontaminating equipment	Industry/Fire/EMO
5. Barricades	Engineering
6. Mobile public address equipment	Fire Department/Police/EMO
7. Anti-gas clothing if necessary	Rescue Services/Police/Fire
8. Emergency feeding facilities	Welfare/Social Services
9. Hazardous materials equipment	Fire Department/Industry

Epidemic

A. Possible Major Effects	
1. Casualties / Deaths	Moderate
2. Deaths	Moderate
3. Disruption of community (i.e. key people victims)	Moderate
4. Contamination of normal water supplies	Moderate
5. Sudden hospital and medical requirements (i.e. immunization)	Moderate to High
6. Panic	Moderate to High
7. Disruption of business and industrial activities	Moderate
8. Hazards to livestock	Moderate
9. Need for childcare	Moderate
10. Complications due to restricted interaction with Rescue Staff	Moderate

B. Potential Actions at the Scene	Agency Responsible
1. Temporary immunization clinic	Medical Coordinator
2. Establish a temporary morgue	Medical Coordinator
3. Establish a news release system	Public Information Coordinator
4. Establish emergency welfare services	Welfare/Social Services/Volunteer Agencies
5. Establish an inquiry service	Welfare/Social Services
6. Establish jurisdiction	EMO/Department of Health
7. Request medical staff	Medical Coordinator
8. Contact Tracking/Tracing	Department of Health
9. Establish quarantine facility	Department of Health
10. Ensure proper disposal/isolation of contaminated waste	Medical Coordinator

C. Equipment	Sources
1. Ambulances	Medical/Transportation Coordinator
2. Medical and health supplies	Province/EMO
3. Field Hospital	Military/EMO

Explosion

A. Possible Major Effects	Probability
1. Casualties / Deaths	Moderate to High
2. Panic	Moderate
3. Disruption of utilities	Low to Moderate
4. Damage to property	Moderate to High (Localized)
5. Disruption of traffic	Moderate
6. Fires	High
7. Release of dangerous gases, chemicals, etc.	Moderate to High

B. Potential Actions at the Scene	Agency Responsible
1. Eliminate hazards from public utilities	Engineering/Utilities
2. Establish an emergency HQ	Town Council Chambers – ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	Police
5. Establish routes emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue and Firefighting	Fire/Police/Rescue Services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer Agencies
11. Establish an inquiry service	Welfare/Social Services
12. Establish traffic control	Police
13. Establish crowd control	Police
14. Protection of property	Police
15. Arrange for specialists to deal with hazardous substances	Police/EMO/Industry
16. Estimate possible future hazards	Specialists/Industry

C. Equipment	Sources
1. Fire fighting and rescue equipment	Fire Department/Police/EMO
2. Communication equipment	Police/Fire/EMO/Communication Coordinator
3. Ambulances	Medical/Transportation
4. Equipment to repair public utilities	Engineering/Utilities
5. Barricades	Engineering
6. Auxiliary lighting	Police/Fire/EMO
7. Special equipment associated with type of hazard	Supplier
8. Food and lodging	Welfare/Social Services

Fire (Major)

A. Possible Major Effects	Probability
1. Casualties / Deaths	Probable
2. Release of toxic gases and other products of combustion	Low to Moderate
3. Sudden hospital requirements	Moderate
4. Damage to property	Moderate to High
5. Disruption of traffic	High
6. Disruption of communications	Low
7. Evacuation	High in localized area
8. Collapse of buildings	Low to Moderate
9. Disruption of Business and Industrial Activities	High
10. Disruption of utilities	Moderate

B. Potential Actions at the Scene	Agency Responsible
1. Secure disaster scene for subsequent investigation	Police
2. Establish emergency headquarters	Town Council Chambers - ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue and firefighting	Fire/Police/Rescue Services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer agencies
11. Establish an inquiry service	Welfare/Social Services
12. Eliminate hazards from damaged utilities	Engineering/Utilities
13. Establish crowd control	Police
14. Establish traffic control	Police
15. Warning of spread of fire	Police/News Media

C. Equipment	Sources
1. Fire fighting and rescue equipment	Fire Department
2. Ambulances	Medical/Transportation
3. Water Tankers, i.e. street cleaners	Engineering/Fire Department
4. Relay pumps	Engineering/Fire Department
5. Communication equipment	Fire Department/ Police/ EMO/ Communication Coordinator
6. Auxiliary lighting	Engineering/Utilities/Fire Department
7. Mobile public-address equipment	Police/EMO/Ration stations/Fire Dept.
8. Food and lodging	Welfare/Social Services

Flood

A. Possible Major Effects	Probability
1. Casualties / Deaths	Low
2. Disruption of community	High and Localized
3. Disruption of utilities	Low to Moderate
4. Damage to property	High in localized areas
5. Disruption of traffic	High
6. Disruption of communications	Low to Moderate
7. Evacuation	Moderate to High
8. Contamination of normal water supplies	Moderate to High
9. Loss of economic activities	Low to Moderate

B. Potential Actions at the Scene	Agency Responsible
1. Warning of imminence	Provincial flood authority
a. Long term	Meteorological services/Canadian Tide & Current Tables (Environment Canada)
b. Short term	Police
2. Establish an emergency headquarters	Town Council Chambers – ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue	Fire/Police/Rescue services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer agencies
11. Establish an inquiry service	Welfare/Social Services
12. Eliminate hazards from damaged utilities	Engineering/Utilities
13. Protection of property and relocate resources where necessary	Police
14. Provide auxiliary power	Engineering
15. Clear debris	Engineering
16. Mobilize necessary manpower & equipment	EMO/Canada Manpower Centres
17. Establish jurisdiction	Government
18. Establish traffic control	Police
19. Establish dyking as required	Engineering
20. Check stocks of sand and sandbags	Engineering
21. Evacuation of personnel, livestock, etc.	Welfare/Social Services/Volunteer agencies/Agriculture
22. Storage of furnishings and equipment	EMO
23. Establish emergency health facilities	Health service

C. Equipment	Sources
1. Rescue equipment	Police/EMO
2. Pumps	Engineering/Fire Department
3. Medical and health supplies	Health Services
4. Transportation/Boats	EMO/Various sources/Transportation Coordinator
5. Communication equipment	Province/Police/EMO/Communication Coordinator
6. Auxiliary generators	Various sources
7. Mobile public-address equipment	Police/EMO/Radio Stations/Fire Department
8. Food and lodging	Welfare/Social Services
9. Dyking equipment	Engineering/Industry
10. Heavy equipment (bulldozers, etc.)	Engineering/Industry
11. Auxiliary lighting equipment	Engineering/Utilities/Fire Department
12. Storage facilities for equipment, furnishings, livestock	Province

Hurricane/Windstorm/Snowstorm

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

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

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

Power Failure

A. Possible Major Effects	Probability
1. Casualties – indirectly caused by lack of power	Low
2. Deaths – as above	Low
3. Panic – real danger in crowded areas	Moderate
4. Disruption of utilities	Moderate to High
5. Trapped persons	Low to Moderate
6. Energized lines down	Moderate to High

B. Potential Actions at the Scene	Agency Responsible
1. Establish headquarters for restoration of power	Power authorities
2. Establish emergency headquarters	Town Council Chambers – ECC
3. Establish adequate communications	Communication Coordinator
4. Restore power	Power Authorities
5. Establish a priority for essential requirements	Local Government/EMO
6. Control the allocation of aux power	Municipalities/EMO
7. Rescue and release of trapped persons in electronically operated devices	Fire/Police/Rescue Services
8. Assess danger to public health and provide emergency services	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer Agencies
11. Establish an inquiry service	Welfare/Social Services
12. Ascertain the status of water and food	Health/Welfare/Social Services/ EMO
13. Organize an emergency transportation pool	Engineering/EMO
14. Establish special assistance to aged, inform, and home patients	Health & Welfare/Social Services
15. Establish traffic control	Police
16. Protection of property	Police

C. Equipment	Sources
1. Auxiliary power	Engineering/Any other source of supply
2. Auxiliary heaters	Engineering/Any other source of supply
3. Mobile public-address equipment	Police/EMO/Radio Stations/Fire Department
4. Auxiliary lighting	Engineering/Police/Fire Department/Stores, etc.
5. Food and lodging	Welfare/Social Services

Transportation – Air

A. Possible Major Effects	
1. Casualties / Deaths	Moderate to High
2. Fire	High
3. Disruption of utilities	Moderate to High
4. Damage to property	Moderate to High
5. Disruption of traffic and communications	Moderate
6. Nuclear or hazardous cargo problems	Low
7. Explosion	Moderate
8. Special cargo problems	Moderate
9. Sudden hospital requirements	Moderate to High
10. International implications	Low to Moderate

B. Potential Actions at the Scene		Agency Responsible
1. Secure disaster scene for investigation		Police
2. Establish emergency headquarters		Town Council Chambers – ECC
3. Establish adequate communications		Communications Coordinator
4. Establish a control perimeter		Police
5. Establish routes for emergency vehicles		Police
6. Notify hospitals of casualties including number and type		Medical/Police
7. Rescue and Firefighting		Fire/Police/ Rescue Services
8. Establish a temporary morgue		Medical Coordinator
9. Establish a news release system		Information Officer (Command Staff)
10. Establish emergency welfare services		Welfare/Social Services/Volunteer Agencies
11. Establish an inquiry service		Welfare/Social Services
12. Disposition of nuclear or special cargos		Police/Industry
13. Eliminate hazards from damaged utilities		Engineering/Utilities
14. Establish traffic control		Police
15. Establish crowd control		Police
16. Protection of property and valuables		Police

C. Equipment		Sources
1. Firefighting and rescue equipment		Police/EMO/Fire Department
2. Ambulances		Medical/Transportation Coordinator
3. Communication equipment		Police/EMO/Communication Coordinator
4. Auxiliary lighting		Engineering/Utilities/Fire Department
5. Barricades		Engineering
6. Mobile public-address equipment		Police/EMO/Radio Stations/Fire Department

Transportation – Road

A. Possible Major Effects	Probability
1. Casualties / Deaths	Moderate
2. Fires and explosions	Moderate
3. Entrapment	Moderate to High
4. Toxic spill – liquid or gas	Moderate
5. Disruption of traffic	High
6. Contamination	Moderate

B. Potential Actions at the Scene	Agency Responsible
1. Request additional police assistance	Police
2. Establish emergency headquarters	Town Council Chambers – ECC
3. Establish adequate communications	Communications Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue and firefighting	Fire/Police/ Rescue Services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Request doctors, ambulances, wreckers, fire trucks, and heavy equipment as required	Police/Fire Department
11. Special precautions needed when radioactive container or dangerous gases, chemicals, etc. are involved	Police/Industry/Fire Service

C. Equipment	Sources
1. Fire fighting and rescue equipment	Police/EMO/Fire Department
2. Wrecker/tower equipped with cutting torches	Police/Garage
3. Ambulances	Medical/Transportation
4. Road clearing equipment	Engineering
5. Barricades to control traffic	Engineering
6. Radioactive test equipment if accident involves radioactive material	Industry/EMO
7. Test equipment for dangerous gases where applicable	Industry/Fire/EMO
8. Hazardous materials equipment	Fire Department/Industry

Transportation – Water (Out at sea or close to land)

A. Possible Major Effects	Probability
1. Casualties / Deaths	Moderate
2. Fires and explosions	Low to Moderate
3. Hazardous cargo	Low
4. Pollution of environment	Moderate to High

B. Potential Actions at the Scene	Agency Responsible
1. Organize and direct search and rescue	Coast Guard/Police/EMO
2. Establish emergency headquarters	Town Council Chambers – ECC – Coast Guard
3. Establish adequate communications	Communications Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue and Firefighting	Fire/Police/ Rescue Services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer Agencies
11. Establish an inquiry service	Welfare/Social Services
12. Determine cargo	Port Authority/Police
13. Determine responsibilities of National Harbours Board, DOT, Coast Guard, RCAF Search & Rescue, Provinces, etc.	Agencies involved/EMO
14. Establish traffic control	Police

C. Equipment	Sources
1. Fire fighting equipment	Fire Department
2. Air/Sea rescue equipment provided by Coast Guard, DOT, RCMP, Police, RCAF	All agencies involved
3. Special Equipment may be required if radioactive material or other hazardous cargo is involved	Supplier/EMO
4. Limited medical supplies at reception centre	Medical Coordinator
5. Barricades	Engineering
6. Communication equipment	Agency involved/EMO
7. Mobile public-address system	Police/Fire/EMO
8. Boats	Transportation Officer

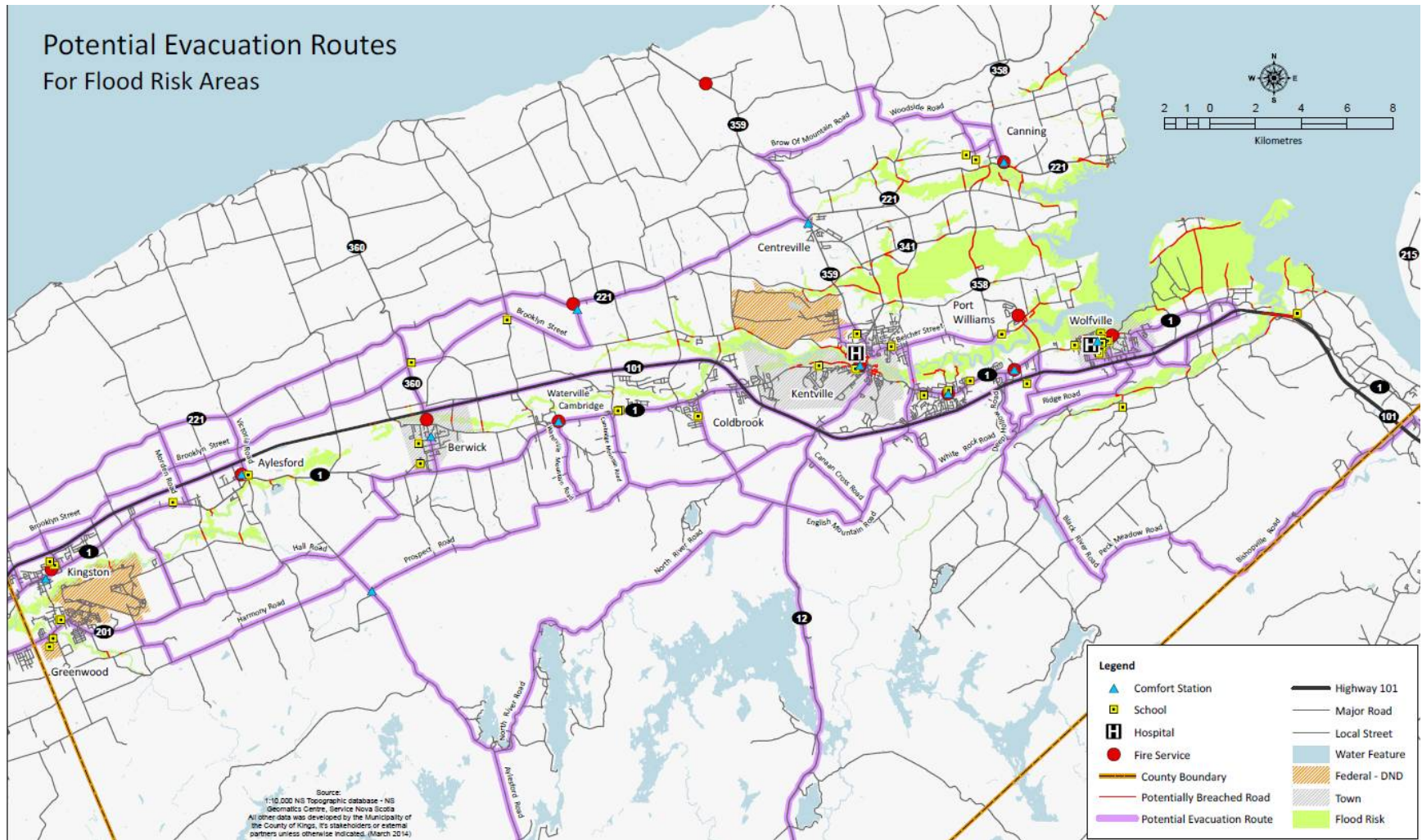
Annex E – Evacuation Considerations
Decision / Warning / Evacuation Phases

	Situational Awareness	<ul style="list-style-type: none"> • Scale of threat • Current and predictive information • Accuracy and validity of information
	Consequences	<ul style="list-style-type: none"> • Level of impact • Degree of injury/damage • Political/media interest • Effect of/on actions or inactions
	Timing	<ul style="list-style-type: none"> • Predicted time of onset or impact • Estimated time to undertake warning • Estimated time to undertake Evacuation • Duration of evacuation
	Human Resources	<ul style="list-style-type: none"> • Door-to-door teams • Evacuation Centre management teams • Assembly area personnel • Disaster Victim registration teams
	Physical Resources	<ul style="list-style-type: none"> • Transportation points • Traffic management • Signage/Barriers • Assembly areas • Animal shelters
	Governance	<ul style="list-style-type: none"> • Emergency Plan • Local Evacuation Plan • Hazard Specific sub-plan • SOPs
	Specific Populations	<ul style="list-style-type: none"> • Vulnerable groups • Transient groups • Cultural • Level of resilience/preparation
	Health & Safety Risks	<ul style="list-style-type: none"> • To evacuees • To responders • Medical issues
	Consultation	<ul style="list-style-type: none"> • Support Agencies • Affected community • Receiving community • Other experts
	Public Messaging	<ul style="list-style-type: none"> • Early advice • Timings • Areas identified
	Options	<ul style="list-style-type: none"> • No evacuation • Staged movement • Shelter-in-place • Evacuation • Self-managed • Prepare to evacuate • Mass movement

Re-Entry Phases

	Hazards & Damage	<ul style="list-style-type: none"> • Presence or possible return of Hazard • New/Secondary Hazards • Impact Assessment • Structural Integrity & Major Infrastructure
	Health	<ul style="list-style-type: none"> • Public Health Risks • Safety of returning evacuees and responders • Provision of Mental & Physical Health Services
	Business & Other Services	<ul style="list-style-type: none"> • Essential Services (Power, Water, Sewage, Telecomms) • Commercial Services (food supply, fuel) • Local Government services • Transportation infrastructure
	Human Resources	<ul style="list-style-type: none"> • Escorting Personnel • Traffic Management Points / Exclusion areas • Outreach teams and other support services • Recovery Centre Personnel
	Physical Resources	<ul style="list-style-type: none"> • Transportation • Signage/Barriers • Crime Scene Preservation • Recovery Centre
	Governance	<ul style="list-style-type: none"> • Emergency Management Plan • Impact Assessment • Demobilization of resources/services • Recovery Plan • SOPs & Guidelines
	Vulnerable Groups & Facilities	<ul style="list-style-type: none"> • Level of readiness to return • Hospitals and Aged Care facilities • Education facilities ability to function
	Timings	<ul style="list-style-type: none"> • Commencement of re-entry • Estimated time to undertake re-entry • Removal of services/personnel providing re-entry assistance • Exit Strategy
	Consultation	<ul style="list-style-type: none"> • Support agencies • Affected community • Functional areas • Local Government • Police Services
	Public Information	<ul style="list-style-type: none"> • Return Arrangements • Recovery & Support services • Safety Advice • Timings
	Options	<ul style="list-style-type: none"> • Restricted Re-entry • Unrestricted Re-entry • Staged Re-Entry

Annex F – Potential Evacuation Routes – Flood Risk Areas



Annex G – ECC Roles & Responsibilities

Reference: Kings County ECC Operational Guidelines, May 2018

Emergency Coordination Centre Management Team (ECCMT)

The primary responsibility of the ECCMT is to provide for the overall management and coordination of site support activities and consequence and recovery management issues. It is the responsibility of the ECCMT to ensure that response priorities are established, and that planning and response activities are coordinated, both within the ECC (i.e. between sections) and between sites and other ECCs.

The ECCMT consists of the following positions:

- Policy Director (Chair of REMAC)
- ECC Manager
- Information Officer
- Safety Officer
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

Policy Director

The Policy Director is the Chair, or designate, of the Regional Emergency Management Advisory Committee (REMAC). Responsibilities of the Policy Director include:

- Acting as liaison between the Emergency Coordination Centre Manager (ECCM) and Municipal Councils
- Declaration/termination of an emergency
- Bringing recommendations for changing/amending Emergency Management Plans, bylaws or policies to the REMAC with the assistance of Kings REMO staff.
- Official spokesperson, if required.
- Ensuring Members of Municipal Councils are notified of the emergency.
- Notifying the Mayors of the affected and/or adjoining municipalities of the emergency, if required and providing any status reports.

ECC Manager (CAO)

This position is filled by a Municipal CAO, or designate, and has overall authority and responsibility for the activities of the ECC which include:

- **Assess the Situation** – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate level of ECC activation.
- **Support Site(s)** – Provide support to Incident Commanders and Support Agencies, and ensure that all actions are coordinated within the established priorities.
- **Develop / Approve Action Plans** – Prepare ECC action plans with the ECCMT based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.
- **Inform Others** – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials. Keep the Policy Group informed.
- **Manage the ECC** – Establish the appropriate ECC staffing level and continuously monitor organizational effectiveness.
- **Liaise with the Incident Commander** - Confirm the geographical boundaries of the emergency area
- Confirming the adequacy of the expenditure limits

Safety Officer

- Ensures good risk management practices are applied throughout the response and recovery and that every function within the ECC considers the management of risk.
- Identifies liability and loss exposures to personnel and property.
- Provides informed opinion on probabilities and potential consequences of future events and matters related to legal obligations and how they may be applicable to the actions of Kings County during the emergency.
- Provides advice on health and safety issues and if required

Liaison Officer

- Invites required or requested Support Agencies and stakeholders to the ECC, as identified by the ECC Manager and ECC Management Team (ECCMT) and maintains contact when required.
- Provides input on the strategic direction and advice to the ECCMT regarding emergency management issues.
- Liaises with the neighbouring Municipal and Regional CEMCs, OFMEM and other provincial and federal representatives, as required.
- In conjunction with the ECC Manager, facilitates a debriefing with the ECC personnel and other appropriate Support Agencies and prepares an after-action report on the emergency

Information Officer

- Establishes and maintains media contacts.
- Prepares news/social media releases; coordinating interviews, news conferences, and/or media briefings.
- Develops public information materials; providing messaging for use by 211 and ECC staff.
- Establishes communications strategies for internal and external purposes.
- Monitors media and information sources including 211.
- Liaises and coordinates messages with other internal and external Information Officers.
- Ensures public safety information is provided in accessible formats as required by provincial legislation.

Operations Section Chief

The ECC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites.

- **Maintain Communications** – Establish communication links with incident command posts and Niagara Region department operation centres if activated.
- **Participate in ECCMT Meetings** – Prepare section objectives for presentation at ECCMT meetings, at least once in each operational period.
- **Coordinate Response** – Direct the coordination of operations in cooperation with other Support Agencies.
- **Coordinate Resource Requests** – Collect and coordinate resource requests from site(s), working with the ECC Logistics Section.
- **Share Operational Information** – Collect and distribute operational information to the planning section, the ECC Information Officer, and other ECC Sections.
- **Manage the Operations Section** – Establish the appropriate Operations Section or divisions and continuously monitor organizational effectiveness.

Branch Coordinators

Branch Coordinators oversee the operations of a particular department, division, section or agency. A Branch Coordinator will be responsible for coordinating the activities of their department/Support Agency site personnel and dispatch centre (if one exists). Additional branch staff may be needed, dependent on the size of the emergency event and the support required. Branch Coordinators may include, but are not limited to:

- Fire Branch Coordinator
- Police Branch Coordinator
- EHS Branch Coordinator
- Emergency Social Services Branch Coordinator
- Public Works Branch Coordinator
- Public Health Branch Coordinator

Planning Section Chief

The Planning Section is responsible to:

- **Assess the Situation** – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic situation reports.
- **Manage the Planning Section** – Establish the appropriate Planning Section Unit and continuously monitor organizational effectiveness.
- **Participate in ECCMT Meetings** – Prepare section objectives for presentation at ECCMT meetings, at least once in each operational period.
- **Managing Display Boards** - Ensure that the situation unit is maintaining current information for the ECC situation report.
- **Anticipate Future Events** – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to the ECCMT.
- **Track Resources** – Track resources assigned to the ECC and to the Incident Commanders through the ECC and mutual aid.
- **Keep Records** – Document and maintain paper and electronic files on all ECC activities.
- **Plan for ECC Demobilization** – Set out a schedule for demobilization and assist Section Chiefs in debriefing ECC personnel as they leave.
- **Plan for Recovery** – Initiate recovery efforts at the earliest time, and develop plans for short-term and long-term recovery appropriate to the needs.
- **Coordinate Technical Specialists** – Provide technical support services to ECC sections and branches, as required.
- **Prepare After Action Report** – Coordinate the assembly of ECC lessons learned from contributions from ECC staff and from Support Agency representatives.

Logistics Section Chief

- **Manage the Logistics Section** – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness.
- **Provide Telecommunication and Information Technology Services** – Support use of telecommunication and information technology in ECC.
- **Support ECC** – Provide and maintain ECC facilities, including all utilities, food, water, and office supplies.
- **Supply Equipment and Material Resources to Sites** – Coordinate all requests for resources from initiation to delivery to support operations section.
- **Participate in ECCMT Meetings** – Prepare section objectives for presentation at ECCMT meetings, at least once in each operational period.
- **Coordinate Personnel** – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers.
- **Arrange Transportation** – Coordinate transportation requests in support of response operations.

Finance and Administration Section Chief

- **Record Personnel Time** – Collect and process on-duty time for all ECC personnel, including volunteers and Support Agency representatives. Ensure uninterrupted payroll for all employees.
- **Coordinate Purchasing** – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts in consultation with the Risk Management Officer
- **Coordinate Compensation and Claims** – Process workers' compensation claims within a reasonable time.
- **Participate in ECCMT Meetings** – Prepare section objectives for presentation at ECCMT meetings, at least once in each operational period.
- **Record Costs** – Maintain financial records for response and recovery throughout the event. Keep the ECC Manager, ECCMT, and elected officials aware of the current fiscal situation.
- **Maintain Records** – Ensure that all financial records are maintained throughout the event or disaster.

Fire Service

ROLE: In addition to the normal role of firefighting, the fire service is also expected to perform the task of rescuing trapped or injured people in a non-fire emergency.

RESPONSIBILITIES: During an emergency the fire service is responsible for:

- (a) The co-ordination of firefighting and rescue operations;
- (b) The activation of the mutual aid agreement, if necessary;
- (c) The activation of all necessary fire brigade department emergency response systems;
- (d) The establishment of an on-site command post;
- (e) The establishment of adequate communications;
- (f) The protection of life, property and the environment;
- (g) Determining the need and arranging for supplementary water supplies;
- (h) The providing of assistance in rescue operations from buildings and wreckage;
- (i) Requesting ambulance service and providing assistance as required;
- (j) Contacting the Special Hazards Response Unit should oil, or chemicals be involved and taking appropriate action until they arrive;
- (k) Initial crowd and traffic control if the fire service is first on the scene;
- (l) The establishment of a control perimeter at the immediate emergency scene.

Fire Service Representative

RESPONSIBILITIES: The Fire Service representative or alternate are responsible to:

- (a) Maintain an up-to-date listing of all available fire brigade/ department resources with a copy to be filed with the REMC
- (b) Be well versed on fire brigade/ departmental resources which include equipment and fire hall facilities;
- (c) Maintain current copies of any or all fire Mutual Aid Agreements in effect in the Kings County Region with a copy to be filed with the REMC
- (d) Be knowledgeable in the latest of firefighting equipment, procedures and operations;
- (e) Advise members of the ECC on the fire service and be prepared to make recommendations as required;
- (f) Communicate to the on-site fire command any special objectives of the ECC.
- (g) Maintain a log with time and date of all actions taken

Police Service

ROLE: The police will perform their normal police duties at an emergency as well as coordinate activities of Ground Search and Rescue and Animal Control.

RESPONSIBILITIES: During an emergency the police service is responsible for:

- (a) The protection of life and property;
- (b) The control of people and traffic;
- (c) The requesting of ambulance and fire service as required;
- (d) The establishment of an on-site command post if required;
- (e) The establishment of adequate communications;
- (f) Activating the Police Emergency Plan;
- (g) The establishment of a control perimeter at the immediate emergency scene, and if necessary, disperse and control crowds, and secure area;
- (h) The overall control of evacuations of areas authorized by the Emergency Control Centre;
- (i) The establishment of control routes for evacuation and emergency vehicles;
- (j) The provision of security, guard against unauthorized re-entry and looting of the evacuated areas;
- (k) The provision of police personnel at assembly areas or relocation centers as required;
- (l) The notification of the coroner of fatalities and the establishing of temporary morgue if necessary;
- (m) Assisting in search and rescue operations and coordination of Ground Search and Rescue Teams;
- (n) The coordination with Animal Control for the movement, relocation or destruction of animals in the evacuation area.

Police Service Representative

RESPONSIBILITIES: The police service representative or alternate is responsible to:

- (a) Maintain an up to date listing and be knowledgeable of available police resources;
- (b) Liaison with municipal, provincial and federal police resources;
- (c) Provide communications between the ECC and the police service;
- (d) Advise members of the ECC on the police matters and be prepared to make recommendations as required;
- (e) Communicate to on-site police command any special objectives of the ECC;
- (f) Maintain a log of all actions taken

Ground Search and Rescue Organization

When an evacuation order is in effect, the Ground Search and Rescue Organization under the direction of the Police Service will be responsible for the following:

- (a) To provide trained search and rescue personnel to assist the police in search and rescue activities;
- (b) To provide trained personnel to assist the police service in evacuation activities e.g. door to door to alert residents of the need to evacuate, provide first aid, help in assembly area(s) and oversee the loading buses;
- (c) Place at the disposal of the police service; personnel, rescue and communications equipment;
- (d) Provide trained search and rescue personnel and equipment at the request of and under the direction of the fire brigade/department.

Transportation Service

ROLE: The role of the transportation service is to provide and control the emergency transportation of people.

RESPONSIBILITIES: During an emergency the transportation service is responsible for:

- (a) The direction and coordinated control over all public transportation;
- (b) The immediate and ongoing transportation needs to move people from evacuation area to relocation centres;
- (c) To act as a liaison with bus companies, taxis and any other mode of transportation;
- (d) The provision of specialized buses to aid in the evacuation of hospitals or life institutions;
- (e) To maintain service in non-affected areas.

Transportation Service Representative

RESPONSIBILITIES: The transportation service representative or alternate is responsible for:

- (a) Maintain an up-to-date listing of resources for emergency public transportation, with a copy to be filed with the EMC;
- (b) The coordination with emergency officials if the movement of emergency personnel should be required;
- (c) Advise the members of the ECC on matters relative to emergency public transportation and be prepared to make recommendations as required;
- (d) Maintain a log with time and date of all actions taken.

Public Works Departments

ROLE: The Public Works Departments will support emergency operations by providing engineering services, equipment and manpower.

RESPONSIBILITIES: During an emergency the Public Works Departments will be responsible to:

- (a) Activate their respective emergency services plan;
- (b) Provide municipal equipment, supplies and personnel as required;
- (c) Provide and up-to-date list with phone numbers of equipment, supplies, suppliers of materials, construction companies, private contractors and engineering resources, etc.;
- (d) Act as liaison with Water Utilities, Nova Scotia Power, Telephone Companies, Cable Companies and Gas Companies for the disconnect of services that represent a hazard and for the restoration of service when it is safe to do so;
- (e) Arrange for the necessary tests to determine the degree of any potential explosive, flammable, or toxic agents and arrange for the elimination of same with municipal infrastructure;
- (f) Provide assistance in clean-up operations and repair damage where there is a municipal responsibility to do so;
- (g) Provide barricades and flashers on request;
- (h) Provide and post directional and/or information signage as requested;
- (i) Provide auxiliary and/or emergency lighting as requested;
- (j) Provide alternate sanitation facilities if required;
- (k) Provide assistance in search and rescue operations if required;
- (l) Protect life, property and the environment.

Public Works Representative

RESPONSIBILITIES: The public works department's representatives or alternates are responsible to:

- (a) Maintain an up-to-date listing with phone numbers of special equipment such as backhoes, bulldozers, generators, trucking equipment, pumps, excavators, air- compressors, cranes, construction materials, portable toilets, etc., with a copy to be filed with the EMC;
- (b) Maintain an up-to-date list of emergency contact names and phone numbers for Water Utilities, Nova Scotia Power, Phone Companies, Cable Companies and Gas Companies with a copy to be filed with the EMC;
- (c) Advise members of the Emergency Management Planning Committee on municipal service matter and be prepared to make recommendations as required;
- (d) Advise members of the ECC on municipal service during an emergency and prepared to make recommendations if required;
- (e) Coordinate municipal services during an emergency and communicate objectives of the ECC to municipal staff;
- (f) Maintain a log with time and date of all actions taken

Department of Community Services / Canadian Red Cross

PREAMBLE:

Through the agreement initially signed April 2000 Department of Community Services (DCS) and Canadian Red Cross (CRC) work together in the prior planning, training & preparedness for an emergency or disaster for the provision of Emergency Social Services in an emergency or disaster. The six emergency social services are Food, Clothing, Shelter, Reception and Information, Registration and Inquiry and Personal Services.

PREPLANNING:

CRC prepares and provides ongoing orientation and training in the six Emergency Social Services to all appropriate Red Cross personnel involved in emergency preparedness in Nova Scotia. CRC negotiates and provides ongoing orientation and training to community Emergency Social Service partners, enabling those groups to integrate into the overall Red Cross emergency plan. These would include such groups as the Salvation Army, St John Ambulance, Association of Food Banks, grocery and hotel chains, etc.

In consultation with DCS Regional Coordinators, meets with each Municipal Emergency Management Coordinator in their region on a regular basis to ensure Emergency Social Service is a part each Municipality's emergency plan and to provide clarification on DCS/CRC roles and responsibilities in pre-response, response and post-response situations. This includes being involved with the Municipalities' emergency exercise, etc.

RESPONSE (Red Cross):

Call out of Canadian Red Cross under Department of Community Services normally occurs when there has been an evacuation of a minimum of 10 units or 25 people. When called by Municipal EMO personnel, the Canadian Red Cross responds immediately to the emergency site, designated reception centre(s) and/or the locally designated emergency operations centre whichever is most appropriate for the emergency situation. In most situations where CRC is called first EMO, the CRC and/or the EMC will call DCS to inform them of the emergency to ensure availability of resources and consistent communication.

The CRC will manage designated reception centres/shelters and provide sufficient personnel resources to cover all six Emergency Social Services throughout the duration of the emergency. The CRC is the agency responsible for the domestic Disaster Animal Response Team (DART).

CONTACT DETAILS:

Situations requiring immediate access to the Canadian Red Cross can be received, on a 24 hour/7day per week basis, at the Canadian Red Cross' emergency number (1-800-222-9597). This is not a number for the distribution to the general public. It is for municipalities' emergency staff to use in times of emergency

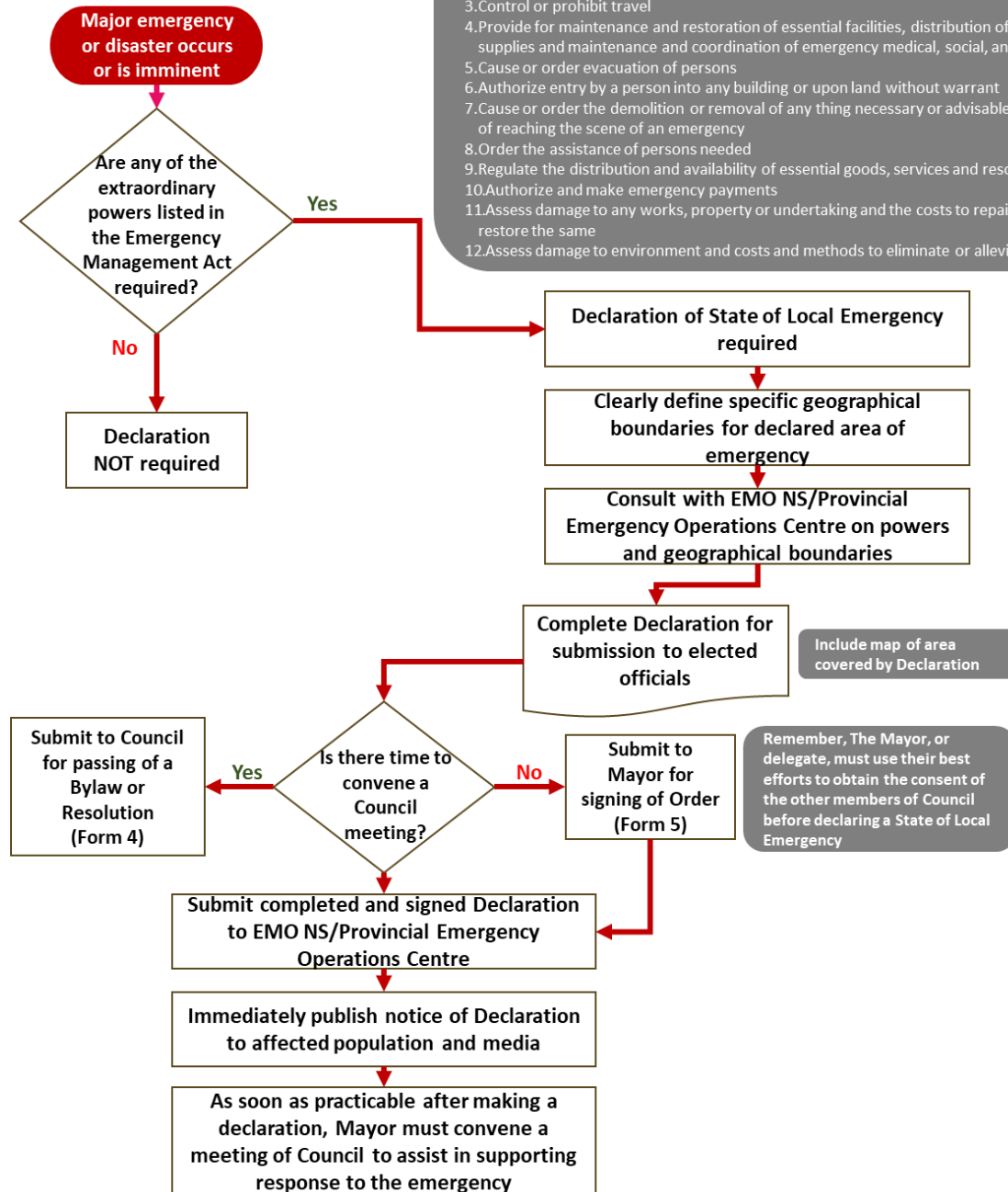
Annex H – Declaring a State of Local Emergency (SOLE) – Decision Flowchart

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



Annex I – Public Information Plan

What the Media may ask in an Emergency?

During emergencies, the Public Information Officer should be prepared to respond to questions about the following:

Casualties:

- Number injured
- Number who escaped
- Nature of the injuries received
- Care given to the injured
- How escape was hindered or cut off

Property Damage:

- Estimated value of loss
- Description (kind of building, etc.)
- Importance of property (historic value, wildlife area, etc.)
- Other property threatened
- Previous emergencies in the area.

Causes:

- Testimony of witnesses
- Testimony of those involved
- Testimony of key first responders (fire, police, medical, etc.)
- How emergency was discovered
- Who sounded the alarm
- Who summoned aid
- Previous indications of dangers

Rescue and Relief:

- The number engaged in rescue and relief operations
- Any prominent persons in the relief crew
- Equipment used
- Anything that hindered rescue operations
- Care of destitute and homeless
- How the emergency was prevented from spreading
- How property was saved
- Acts of heroism

Description of the Crisis or Disaster:

- Spread of the emergency
- Blasts or explosions
- Crimes or violence
- Attempts at escape or rescue
- Duration
- Collapse of structures
- Extent of any spills

Accompanying incidents:

- Number of spectators
- Spectator attitudes and crowd control
- Unusual happenings
- Anxiety, stress of families, survivors, etc.

Legal Actions:

- Police follow-up
- Insurance company actions
- Professional negligence or inaction
- Law suits stemming from the incident

How the Media can Help

- Assist in pre-emergency education
- Warn the public of the emergency
- Reinforce the warning to the public
- Get your requests out to the public
- Get information out to the public
- Get your point of view to the public
- Reassure the public
- Secure needed help for the response
- Be a source of information for the Town
- Generate needed outside help

How to Format a News Release

- Always double space between each line of text and print on only one side of the paper;
- Put “FOR IMMEDIATE RELEASE” or indicate release time at the top of the first page;
- Drop two lines and write a brief descriptive headline;
- Drop two lines and begin the news release text with a dateline, giving the location where the news is originating and the date;
- End all but the last page with the word “more” centred below the last line of text;
- Never end a page in the middle of a paragraph;
- Centre “-30-” below the last line of text;
- Put the name and phone numbers of one or more contact people at the bottom of the last page.

Some Do’s and Don’ts of Emergency Public Information

Do’s

Before an emergency, a basic list of appropriate actions and inappropriate actions should be spelled out for all to know and understand. Some of these include:

- Release only verified information
- Promptly alert the media of relief and recovery
- Have a designated spokesperson
- Try to find out and meet media deadlines
- Provide equal opportunities and facilities for print and electronic media
- Have a clear idea of what can and cannot be released
- Keep accurate records and logs of all inquiries and news coverage
- When conditions will allow – escort the media to the emergency site
- Carefully coordinate planning and implementation of public information activities with other aspects of the emergency plan

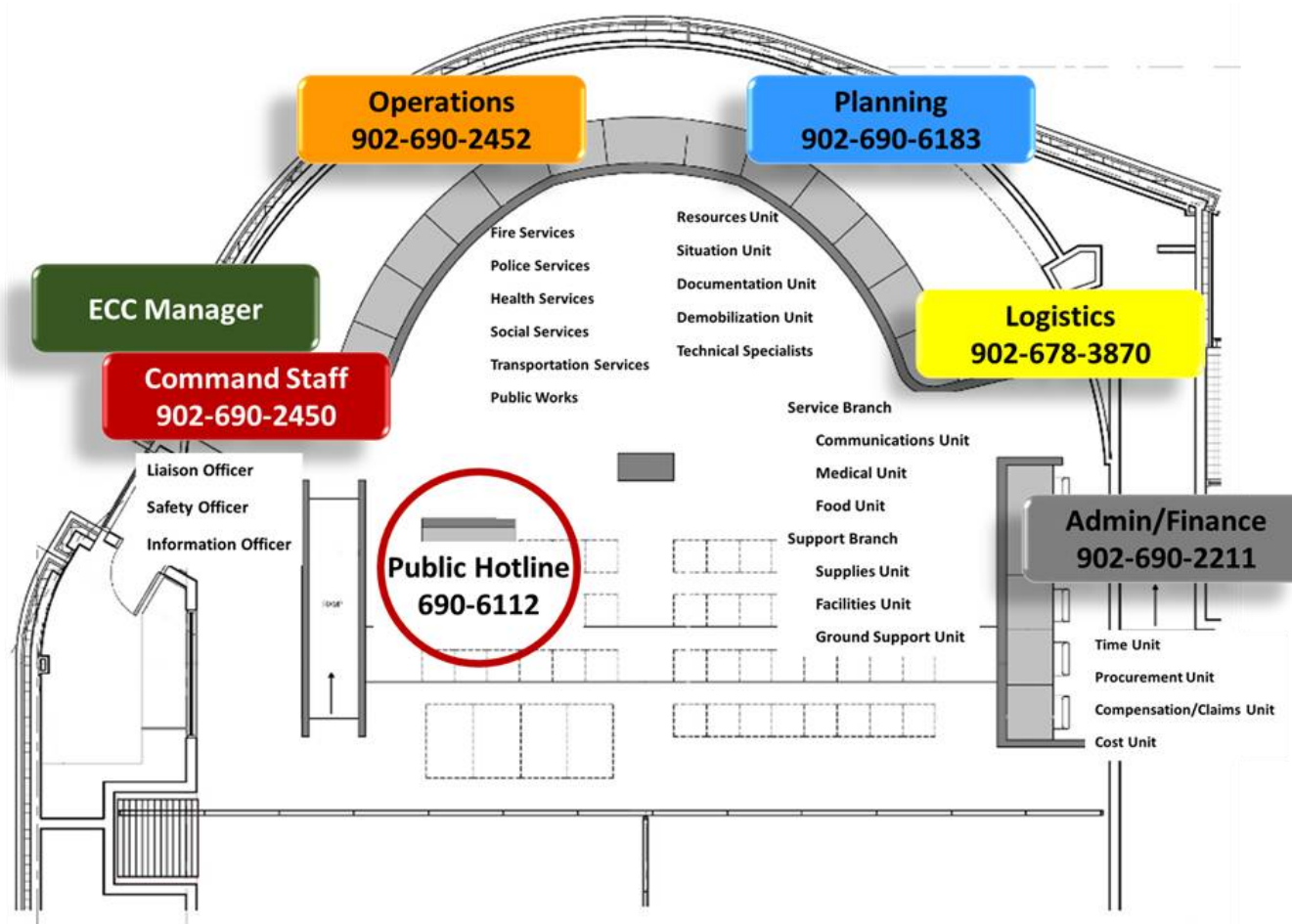
Don’ts

- Idly speculate on the cause of the emergency.
- Speculate on the resumption of normal operations.
- Speculate on the outside effects of the emergency.
- Speculate on the dollar value of losses.
- Interfere with the legitimate duties of the media.
- Permit unauthorized spokespersons to comment to the media.
- Attempt to cover up, or purposely mislead the media.
- Attempt to place blame for the emergency.

Special situations may require additional directions and prohibitions for the effective conduct of public information activities.

Annex J – Primary ECC Layout

Council Chambers – Municipality of the County of Kings
181 Coldbrook Village Park Drive



Annex K – Volunteer Registration Tracking Sheet

Name	Contact Information	Assigned Duties*	Signature

* Assigned Duties – identify the duties that the individual will perform throughout the emergency incident (For example – they may be assigned to perform reception duties, or they may have participated in a search)

Annex L – Province of NS – Important Numbers

Power Outage
1-877-428-6004

Bell Aliant Outage
611 or 1-800-663-2600

Eastlink Outage
1-888-345-1111

Drinking Water Safety
1-877-936-8476

Food Safety
1-877-252-FOOD (3663)

Forest Fires
1-800-565-2224

Poaching
1-800-565-2224

Wildlife - Emergency Situations
1-800-565-2224

Environmental Emergencies
(such as oil spills and gas leaks):
1-800-565-1633

Emergency Management Office
1-866-424-5620

24 hr/seven day EMO Duty Officer: **1-833-758-4540**

NS EMO Zone Controller		
Region 4 (West Hants, Kings, Annapolis, Digby, Yarmouth, Shelburne, Queens, and Lunenburg)	Andrew Mitton	902-670-0481 (c) Andrew.mitton@novascotia.ca

Department of Environment

Kentville
136 Exhibition St
Office: 1-902-679-6086

Department of **Lands and Forestry, Wildlife Division**

Kentville
136 Exhibition St
Office: 1-902-679-6091
Emergency Line for reporting forest fires: **911 or 1-800-565-2224**

Annex M – Reference Documents

National Documents:

- [Canada's Emergencies Act](#)
- [Incident Command System \(ICS\) Canada - Forms](#)

Emergency Preparedness

- [Your Emergency Preparedness Guide](#)
- [Emergency Preparedness Guide for People with Disabilities/Special Needs](#)
- [Floods – What to Do?](#)
- [Severe Storms – What to Do?](#)
- [Power Outages – What to Do?](#)
- [Emergency Preparedness for Farm Animals](#)

Provincial Documents:

- [Nova Scotia Emergency Management Act](#)
- [Community Event Emergency Response Planning 2014-01](#)
- [Joint Emergency Operations Centre](#) (Fact Sheet)
- [NS EMO's Role in Emergencies](#) (Fact Sheet)
- [Disaster Financial Assistance](#) (Fact Sheet)
- [Emergency Preparedness](#) (Fact Sheet)
- [NS Trunk Mobile Radio-2 \(TMR-2\) Users Guide](#)

Other Information Sources:

- [Canadian Red Cross](#)
- [St John Ambulance](#)
- [Environment Canada](#)
- [The Canadian Hurricane Centre](#)





TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: May 10, 2021

SUBJECT: Revisions to Alternative Voting Bylaw

ORIGIN

Kentville’s existing Bylaw for Alternative Voting, in addition to legislation set out by the Municipal Elections Act in the Nova Scotia Legislature, is used to provide guidance for municipal elections. During the COVID-19 pandemic, it became clear that this Bylaw needed to include an option for Council to allow all voting to occur by phone and/or internet voting (no in person voting).

DISCUSSION

In the 2020 municipal election, the Town did not have an opportunity to use phone and internet voting solely, because of the wording in the existing bylaw. Solicitor Geoff Muttart and his staff reviewed the existing voting bylaw and that of other municipalities and developed a completely updated document.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

When this clause is enacted, some cost saving could occur.

ATTACHMENTS

DRAFT Chapter 104 Alternative Voting Bylaw

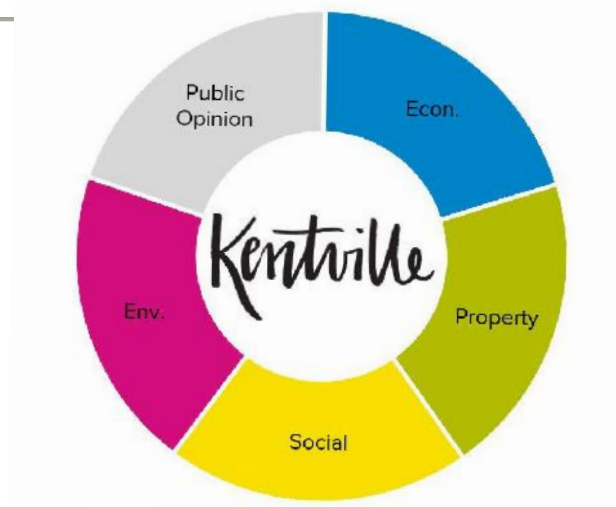
RECOMMENDATION

That Council give First Reading to Chapter 104 Alternative Voting Bylaw as presented at the next meeting of Council on May 31, 2021, and further that Council give Second Reading to this Bylaw on June 28, 2021.

Town of Kentville Decision Wheel:

Kentville

A BREATH OF FRESH AIR





Town of Kentville By-law
Chapter ____
Alternative Voting

1.0 Purpose

- 1.1. This by-law shall be known as By-law Chapter ____ and may be cited as the “Alternative Voting By-law”.

2.0 Definitions

2.1 In this by-law,

- 2.1.1 “Act” means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended;
- 2.1.2 “advance polling day” means advance polling day as defined in the *Act* and if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
- 2.1.3 “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
- 2.1.4 “alternative voting” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
- 2.1.5 “electronic ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put;
- 2.1.6 “candidate” means a person who has been nominated as a candidate pursuant to the *Act*;
- 2.1.7 “Council” means the Council of the Town of Kentville;
- 2.1.8 “Deputy Returning Officer” means a person appointed under the *Act* to preside over a polling station;
- 2.1.9 “*Education Act*” means the *Education Act*, 1995-1996 S.N.S. c. 1, as amended;
- 2.1.10 “election” means an election held pursuant to the *Act* including a school board election, a special election, and a plebiscite;

- 2.1.11 “Election Officer” means an election official under the *Act*;
- 2.1.12 “elector” and “electors” means a person or persons:
 - 2.1.12.1 qualified to vote pursuant to the *Act* and the *Education Act*; and
 - 2.1.12.2 entitled to vote for an election pursuant to section 7 of this by-law;
- 2.1.13 “friend voter” means a friend who votes for an elector pursuant to section 12 of this by-law;
- 2.1.14 “internet ballot” means an image of a ballot on a screen of a personal computing device, including all the choices available to an elector and the spaces in which an elector marks a vote;
- 2.1.15 “list of electors” means:
 - 2.1.15.1 prior to the list of electors being completed and certified by the Returning Officer pursuant to the *Act*, the list of electors that has been amended and corrected by the Returning Officer pursuant to the *Act*; or
 - 2.1.15.2 the list of electors that has been completed and certified by the Returning Officer pursuant to the *Act*;
- 2.1.16 “Town” means the Town of Kentville;
- 2.1.17 “ordinary polling day” means an ordinary polling day as defined in the *Act*;
- 2.1.18 “PIN” means the Personal Identification Number issued to:
 - 2.1.18.1 an elector for alternative voting on alternative polling days; or
 - 2.1.18.2 to a System Election Officer;
- 2.1.19 “personal computing device” means an electronic device that may access the internet, including a computer, cellular phone, laptop, tablet, or gaming device;
- 2.1.20 “plebiscite” means a plebiscite directed to be held by the Council;

- 2.1.21 “procedures and forms” means the procedures and forms established by the Returning Officer;
- 2.1.22 “proxy voter” means an elector who votes by a proxy pursuant to the Act;
- 2.1.23 “Returning Officer” means a Returning Officer appointed pursuant to the Act;
- 2.1.24 “seal” means to secure the electronic ballot box and prevent internet and telephone ballots from being cast;
- 2.1.25 “spoiled ballot” means an internet ballot or telephone ballot that is accepted by the elector that:
 - 2.1.25.1 is not marked for any candidate in a race; or
 - 2.1.25.2 is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- 2.1.26 “system” means the technology, including software, that:
 - 2.1.26.1 records and counts votes; and
 - 2.1.26.2 processes and stores the results of alternative voting during alternative polling days;
- 2.1.27 “System Election Officer” means:
 - 2.1.27.1 a person who maintains, monitors, or audits the system, and
 - 2.1.27.2 a person who has access to the system beyond the access necessary to vote by alternative voting;
- 2.1.28 “telephone ballot” means:
 - 2.1.28.1 an audio set of instructions which describes the voting choices available to an elector; and
 - 2.1.28.2 the marking of a selection by an elector by depressing the number on a touch tone keypad.

3.0 Alternative Voting Permitted

- 3.1 Subject to this by-law, alternative voting shall be permitted on alternative polling days.

3.2 Council may, by resolution, provide that voting by a telephone and by a personal computing device shall be the only means of voting for an election.

4.0 Notification of Electors

- 4.1 The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the Town or published on the Town's website.
- 4.2 The notice of alternative polling days shall:
 - 4.2.1 identify the alternative polling days for alternative voting; and
 - 4.2.2 inform the elector that telephone voting and internet voting is permitted during alternative polling days.
- 4.3 The notice may include any other information the Returning Officer deems necessary.

5.0 Form of Telephone and Internet Ballots

- 5.1 A telephone ballot and internet ballot shall:
 - 5.1.1 identify by the title "Election for Mayor" or "Election for Councillor" or "Election for a Member of Conseil Scolaire Acadian Provincial (CSAP)", as the case may be;
 - 5.1.2 identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
 - 5.1.3 warn the elector to "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates", as the case may be.
- 5.2 No title, honour, decoration or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

6.0 Oath

- 6.1 Any oath that is authorized or required shall be made:
 - 6.1.1 in the form specified by the procedures and forms; or
 - 6.1.2 if the form is not specified by the procedures and forms, in the form required by the Act.

7.0 Elector

- 7.1 No person shall vote by alternative voting unless:
- 7.1.1 the person's name appears on the applicable list of electors; or
 - 7.1.2 the person is added to the applicable list of electors pursuant to section 36 of the *Act*.
- 7.2 The Returning Officer may attend a residence of an elector, a facility where an elector is located, or any other location the Returning Officer deems appropriate for the purpose of facilitating alternative voting or compiling the list of electors pursuant to section 36 of the *Act*.

8.0 Polling Station for Alternative Voting

- 8.1 If Council decides that voting by a telephone and by a personal computing device are the only means of voting for an election, the Returning Officer shall establish at least one polling station for alternative voting and each polling station established shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.
- 8.2 The polling station for alternative voting shall be:
- 8.2.1 available for electors who are voting with a friend voter and for any other electors;
 - 8.2.2 open on each advance polling day and on ordinary polling day; and
 - 8.2.3 on such other days and times as decided by the Returning Officer.

9.0 Polling Locations for Alternative Voting

- 9.1 In addition to establishing at least one polling station, the Returning Officer may establish one or more polling locations for alternative voting during alternative polling days.
- 9.2 A polling location may be at such places and during such times as may be determined by the Returning Officer and such location shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.
- 9.3 A polling location established by the Returning Officer is not a polling station within the meaning of the *Act*.

10.0 Notification and Attendance at Polling Location

- 10.1 The Returning Officer shall provide each candidate with at least forty-eight (48) hours notice of a polling location.
- 10.2 A candidate officially nominated or their official agent may appoint one or more agents to represent the candidate at each polling location.
- 10.3 An agent may absent himself or herself from and return to a polling location from time to time while the polling location is open.
- 10.4 Only one agent for each candidate shall be entitled to remain in the polling location at any one time while the polling location is open.
- 10.5 Upon exhibiting the appointment to the deputy returning officer or Returning Officer and without taking an oath, the official agent, other than a candidate acting as official agent, may represent a candidate in any polling location in the same manner as, and in addition to, an agent.

11.0 Proxy Voting

- 11.1 A proxy voter shall not vote for an elector by alternative voting.

12.0 Friend Voting

- 12.1 A friend voter shall only vote for an elector by alternative voting if:
 - 12.1.1 an elector is unable to vote because
 - 12.1.1.1 the elector is blind;
 - 12.1.1.2 the elector cannot read; or
 - 12.1.1.3 the elector has a physical disability that prevents him or her from voting by alternative voting;
 - and
 - 12.1.2 the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
- 12.2 A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.

12.3 The elector shall take an oath in the prescribed form set out in the procedures and forms providing that he or she is incapable of voting without assistance.

12.4 The friend of the elector shall take an oath in the prescribed form set out in the procedures and forms that:

12.4.1 the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;

12.4.2 the friend will mark the ballot as requested by the elector; and

12.4.3 the friend will keep secret the choice of the elector.

12.5 The Returning Officer shall enter in the poll book:

12.5.1 the reason why the elector is unable to vote;

12.5.2 the name of the friend; and

12.5.3 the fact that the oaths were taken.

13.0 System Election Officer

13.1 A System Election Officer shall have access to the system prior to the commencement of alternative voting to verify the count for each candidate is zero.

13.2 Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the count for each of the candidates is zero.

13.3 A System Election Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the *Act*.

14.0 Voting

14.1 The system shall put internet ballots and telephone ballots cast by an elector in the electronic ballot box.

14.2 The system shall put spoiled ballots in the electronic ballot box.

15.0 Seal

- 15.1 Where alternative voting closes before the close of the polls on ordinary polling day, the system shall seal the electronic ballot box until after the close of the poll on ordinary polling day.

16.0 List of persons who voted

- 16.1 Where alternative voting closes before the close of the polls on ordinary polling day, the system shall:
- 16.1.1 generate a list of all electors who voted by alternative voting; and
 - 16.1.2 on the applicable list of electors, cause a line to be drawn through the names of all the electors who voted during alternative polling days.
- 16.2 A printed or electronic copy of the lists under section 16 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.
- 16.3 Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

17.0 Counting

- 17.1 At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the electronic ballot box that were cast for each candidate during alternative polling days.
- 17.2 In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots.

18.0 Tallying of Spoiled Ballots

- 18.1 At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

19.0 Recount by System

- 19.1 In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
- 19.2 If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.

19.3 If the regenerated count and the initial count do not match, the Returning Officer shall:

19.3.1 direct one final count be regenerated by the system of the votes cast by alternative voting, and

19.3.2 attend while the final count is being regenerated.

19.4 The regenerated final count pursuant to section 19.3 shall be the final count of the votes cast by alternative voting.

20.0 Secrecy

20.1 An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.

20.2 Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

21.0 Severability

21.1 If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

22.0 Prohibitions

22.1 No person shall:

22.1.1 use another person's PIN to vote or access the system unless the person is a friend voter;

22.1.2 take, seize, or deprive an elector of his or her PIN; or

22.1.3 sell, gift, transfer, assign or purchase a PIN.

22.2 No person shall:

22.2.1 interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot; or

22.2.2 interfere or attempt to interfere with alternative voting.

22.3 No

22.3.1 candidate,

22.3.2 recognized agent, or

22.3.3 person acting on behalf of or in support of a candidate,

shall provide a person with a personal computing device or telephone for the purposes of casting an internet ballot or a telephone ballot.

23.0 Offences and Penalty

23.1 A person who:

23.1.1 violates any provision of this by-law; or

23.1.2 makes a false statement in a declaration; or

23.1.3 permits anything to be done in violation of any provision of this by-law;

is guilty of an offence.

23.2 A person who contravenes section 23.1 is guilty of an offence and is liable on summary conviction

23.2.1.1 to a fine of not less than five thousand dollars and not more than ten thousand dollars and in default of payment thereof to imprisonment for a term of not more than one year;

23.2.1.2 to imprisonment for a term of two years less a day; or

23.2.1.3 to a fine of not less than five thousand dollars and not more than ten thousand dollars and to imprisonment for a term of two years less a day.

23.3 In determining a penalty under section 23.2, a judge shall take into account:

23.3.1 the number of votes attempted to be interfered with;

23.3.2 the number of votes interfered with; and

23.3.3 any potential interference with the outcome of an election.

24.0 Repeal

24.1 Chapter 98 of the Town by-laws entitled Alternative Voting By-law is hereby repealed.

Clerk's Annotation For Official By-law Book

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of by-law:

Date of mailing to Minister a certified copy of by-law:

I certify that this Alternative Voting By-law was adopted by Council and published as indicated above.

Clerk

Date

*Effective Date of the by-law unless otherwise specified in the by-law

DRAFT



TO: Kentville Town Council

SUBMITTED BY: Town of Kentville Accessibility Advisory Committee

DATE: May 10, 2021

SUBJECT: Town of Kentville Accessibility Plan

ORIGIN

Nova Scotia’s Accessibility Act, passed in September 2017, sets a goal of an accessible province by 2030. It provides a framework for improving accessibility in the areas of: the built environment; transportation, the delivery of goods and services; information and communication; employment and; education. Following the creation of the Act, municipalities were prescribed as public sector bodies and were required to establish an accessibility committee and accessibility plan.

The Town of Kentville Accessibility Advisory Committee was established by Council at the March 25, 2019 meeting of Council, with the goal of creating a long-term plan for accessibility. During the past two years, the committee has been active in learning about accessibility best practices, technology, and plans and standards for accessibility in communities across the country. The committee has learned from guest speakers, sharing their own stories and has reviewed a long list of reports and research on accessibility.

Collectively, the Town of Kentville Accessibility Committee created the following vision and commitment:

Our vision is for Kentville to be a healthy vibrant integrated and welcoming community where all citizens and visitors can live work and play in an environment that promotes a fulfilling quality of life. We acknowledge that currently there are barriers to achieving this vision.

Through respectful engagement that honors the journeys of people with differing abilities and experiences, and through measurable outcomes that focus on equity, we will hold ourselves accountable to the Nova Scotia Accessibility Act. Kentville’s accessibility plan will guide the town in meeting the needs of all people who face barriers when accessing all that Kentville has to offer.

Kentville is a town committed to fairness, kindness, dignity and independence.

DISCUSSION

With approved funding from Council as part of the 2020 Capital Budget to hire a consulting firm to lead the process, an RFP (request for proposals) was released with the following agreed upon deliverables:

1. A list of achievements to date that the Town of Kentville has had in identifying, removing, and preventing barriers in policies, programs, practices and services;
2. An identified process on how the Town will identify, remove, and prevent barriers in policies, programs, practices and services moving forward;
3. A list of capital projects outlining the Town's assets which require modifications to ensure accessibility standards are met. This includes setting a prioritized timeline for projects based on the most impact. Timeline is to be broken into 5-10 year markers;
4. Design a process to assess the effects of Town policies, programs, practices, and services on accessibility.
5. Detailed schedule that outlines the process. Required completion date of the project is three (3) months after agreed upon start date;
6. Conduct at least one (1) community consultation sessions to be held using the draft report to receive feedback from the public. This is to be incorporated into the final report.

In addition to the deliverables, the following areas were to be considered during the development of the Town of Kentville's accessibility plan:

1. Awareness – promoting awareness throughout the Town of Kentville about the importance of accessibility;
2. Good and Services – ensuring that people with a disability have equitable access to the goods and services provided by the Town of Kentville;
3. Information and Communication – ensuring all people can receive, understand and share the information provided by the Town of Kentville;
4. Transportation – making it easier for everyone in the Town of Kentville to get where they need to go;
5. Employment – making the Town of Kentville an accessible workplace, and supporting young people with disabilities in finding an maintain meaningful employment;
6. Built environment – making buildings, streets, sidewalks, and shared spaces accessible to all;
7. Community First Approach - Human centered design/Implicit biased/de-colonization.

In July 2020, Houdini Architecture and ReachAbility began the public engagement to document accessibility challenges and opportunities facing Kentville residents. Overall, more than 600 people directly participated in the consultation through face to face and online meetings. Throughout the engagement process, the Medicine Wheel was a comprehensive tool used to ensure all plethora of opinions were heard and acknowledged.

The Medicine Wheel is a comprehensive tool that looks beyond western methodological frameworks, by looking at all interconnected systems. It is a framework developed by Indigenous peoples, with the oldest form appearing to originate from Majorville Cairn in Alberta over 5000 years ago.

The attached “Kentville Accessibility Action Plan” is based on lived experiences, as well as audits and assessments. This information is what is being provided to Council and staff with a path forward to creating a more accessible community. As technology and standards change over time, this plan will evolve to include the best practices and processes to steward the Town to be more welcoming, inclusive, diverse, and accessible for many years to come.

The recommendations found in the “Kentville Accessibility Action Plan” have been placed into the following categories: High Priority Recommendations, Medium Priority Recommendations, Low Priority Recommendations, and Opportunity Based Recommendations. The details can be found in the attached document titled “Kentville Accessibility Action Plan: Priority Phasing”. Items were placed into categories based on their level of impact and perceived ease of implementation.

POLICY IMPLICATIONS

This plan gives a list of priority phasing which can be found on page 88, or in the attached document titled “Kentville Accessibility Action Plan: Priority Phasing”, with a list of high, medium, and low priority recommendations. Staff will be bringing updated policies to council for approval as part of the ongoing implementation strategy.

BUDGET IMPLICATION

There is no specific budgetary ask at this time. The Committee recognizes that Budgets will be brought to council each year for approval as part of the ongoing implementation strategy.

ATTACHMENTS

Town of Kentville Accessibility Action Plan, 2021
Kentville Accessibility Action Plan: Priority Phasing
Town of Kentville Accessibility Plan: a quick overview

RECOMMENDATIONS

Because the Town of Kentville tasked the Town’s Accessibility Committee with creating an Accessibility Action Plan to fulfill the requirements of the Nova Scotia Accessibility Act;

and

Because Kentville is a town committed to fairness, kindness, dignity, and independence,

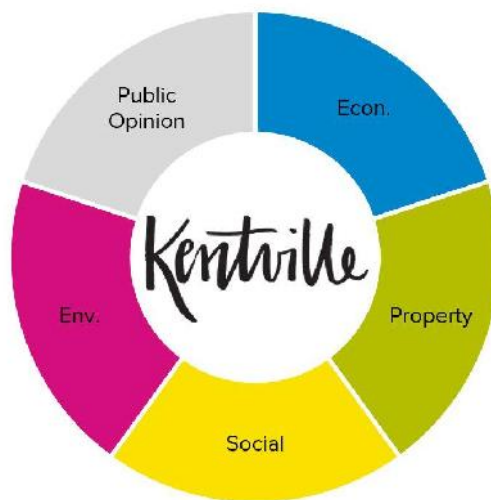
The Town of Kentville Accessibility Committee is making the following recommendation:

That Council receive and adopt the Town of Kentville’s Accessibility Action Plan

and further that

Council supports the implementation of the priority phasing recommendations recognizing that implementation will fall with the approved budgetary process proposed annually.

Town of Kentville Decision Wheel:





houdinidesign ARCHITECTS

Accessibility Action Plan
Prepared for
The Kentville Accessibility
Advisory Committee

Kentville
A BREATH OF FRESH AIR

Submitted by
houdinidesign ARCHITECTS
March 5, 2021

Sledge Hockey Player: Hannah Corkum
Photo: Shelley Corkum-Bezanson
Mural: Phantom Effects Centennial Arena

TABLE OF CONTENTS

Introduction

1.1 Executive Summary..... page 5.

1.2 Territorial
Acknowledgment..... page 7.

Overview

2.1 Methodology..... page 8.

 A. The Medicine Wheel..... page 9.

 B. Inclusion In Action..... page 10.

 C. RHFAC Lens..... page 13.

Citizen Engagement

3.1 Summary..... page 14.

3.2 Graphic Illustration - What We Heard..... page 17.

3.3 Emotional Intelligence..... page 18.

9 Pillars of Accessibility

4.1 Standards & Benchmarks..... page 19.

4.2 Goods & Services..... page 20.

4.3 Built Environment..... page 23.

4.4 Information & Communication..... page 28.

4.5 Awareness..... page 31.

4.6 Transportation..... page 35.

4.7 Education..... page 38.

4.8 Employment..... page 42.

4.9 Procurement..... page 45.

4.10 Human Centred Design..... page 48.



Accessible Sports, Cavert Lakes, UK

TABLE OF CONTENTS (continued)

Universal Design of Downtown Kentville

5.1 Downtown Revitalization through Accessibility

A.	7 Principles of Universal Design.....	page 51.
B.	Imagine Kentville Map.....	page 52.
C.	Components of Universal Design.....	page 53.
D.	Map of Connectors (Upland).....	page 56.
E.	Aerial Map of Kentville.....	page 57.
F.	Schematic Design of Sidewalks Example (Upland).....	page 58.
G.	Community Economic Development Opportunities.....	page 60.
	• Centre Square.....	page 60.
	• Visitors Centre.....	page 61.
	• Active Transportation.....	page 62.
	• Parking Garage.....	page 63.
	• Brand Realization.....	page 64.

5.2 RHFAC Overview of Downtown Amenities

A.	Kentville Town Hall.....	page 67.
B.	Kentville Centennial Arena.....	page 70.
C.	Kentville Police Station.....	page 72.
D.	Miners Marsh.....	page 75.
E.	Oakdene Park.....	page 77.
F.	Kentville Library (AVRL)	page 79.
G.	Kings County Museum.....	page 81.
H.	Interior of Downtown Business.....	page 83.
1.	Downtown Business Core.....	page 85.
J.	Main Street Station.....	page 87.

Phasing

6.1	Priority Phasing	page 88.
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KCA student, Grade 7



KCA student, Grade 5

TABLE OF CONTENTS (continued)

Gratitude..... page 90.

Appendix:

Glossary of Terms

7.1 Glossary..... page 92.

Resources

8.1 Training & Education..... page 97.

8.2 RHFAC Parking Standards..... page 99.

8.3 Funding Alignments..... page 104.

Citizen Engagement Results

9.1 Summaries..... page 105.

9.2 Survey Results..... page 119.

9.3 KCA Engagement Booklet..... PDF attachment.

9.4 #ShowUsYourKentville Citizen Photography Submissi page 121.

INTRODUCTION

1.0 EXECUTIVE SUMMARY

Nova Scotia has the highest rate of people with disabilities in Canada, nearly one person in three. There are different types of disabilities which include: physical, visual, hearing, mental health, intellectual and learning disabilities. The research and recommendations for the Accessibility Action Plan to address universal accessibility improvements for the Town of Kentville attempt to include the spectrum and experiences of disabilities. We also examined diversity and inclusion in relation to accessibility issues, and make recommendations leading to impactful changes in the local culture and the social environment.

The research and Citizen Engagement strategy for this report took place during the Covid19 global pandemic, which further heightened access and equity issues for citizens. From the people we connected with, we heard that accessibility issues were exacerbated due to isolation, lack of transportation, and increased poverty, all of which further affected mental and physical health. National research indicates that women in particular have been the hardest hit by Covid19's impact. Results of Citizen Engagement are peppered throughout this report with reference to Actions; full engagement results can be reviewed in the Appendix.

We would like to commend the Town of Kentville and its Accessibility Advisory Committee on scanning its community, infrastructure and assets at this time as the Province of Nova Scotia begins its work towards 2030 Access by Design: Achieving an Accessible Nova Scotia with its first work of developing standards. For this report, we utilize standards already set by the Government of Canada in the Accessible Canada Act, and the Rick Hansen Foundation Accessibility Certification built environment standards.

Accessibility is a human right: denying or making access difficult, the equal rights of a person are denied. The first step towards achieving accessibility goals, as identified by Access by Design, is Awareness and Capacity Building about the rights of persons with disabilities and barriers to participation.



Inclusive Design - Educational Facility for the Blind Kindergarten, Pattaya, Thailand, Architect Creative Crew



Melgita't Women Drummers, NSCC Kingstec

INTRODUCTION

1.0 EXECUTIVE SUMMARY (CONT.)

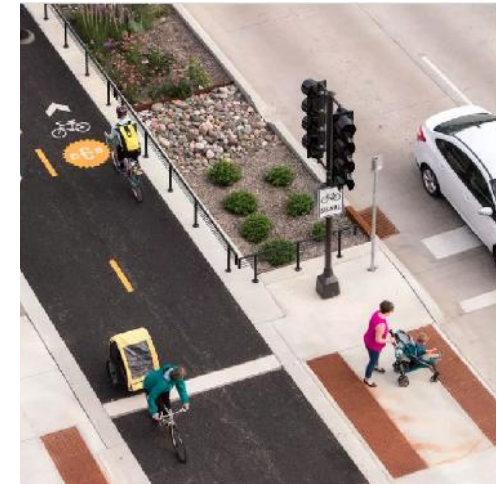
Often in Nova Scotia we get stuck in the old ways of doing things, which are rooted in patriarchal, colonial, ableist mindsets and structures. Rural Nova Scotia tends to still hold fast to this culture, with a reputation of being resistant to change. Change, however, is happening: environmental and climate change, social and political movements, technology innovation, global health crisis, economic, food and housing insecurities. We cannot not just respond to changes, but need to envision the change we want to be, plan for it and act accordingly, with the goal of a sustainable, progressive, equitable future for all.

Kentville can do this with citizen support and can become that ‘Breath of Fresh Air’ as a well-known destination attracting more positivity, more innovation, more diversity and always inclusive. Kentville should aim very high and then exceed the expectations through this work, starting with awareness and capacity building in the community.

We heard overwhelmingly from Citizen Engagement what solutions are to the future of access and inclusion for the Town of Kentville and they are very doable. The responses were reasonable, logical, compassionate and imaginative: all key components to building a stable foundation for the Accessibility Action Plan. The Town of Kentville also has the earlier report from UPLAND | Planning + Design laying out the plan for Active Transportation which is a solid component of the overall vision for accessibility in Kentville. The Active Transportation Plan must be solidly integrated with the recommendations in this report to ensure universal design is achieved.

The solutions to achieving accessibility and inclusion in the Town of Kentville will require resources, human and capital, but they are within reach and have the capacity to be transformative for the Town, its citizens and visitors. We hope that this report provides starting points to achieving goals, and delineating the steps in between to help you get there. It has been our pleasure to assist you with this work.

In Peace & Friendship,
houdinidesign ARCHITECTS, Nova Scotia, Canada 2021



Urban Design -Transportation
& Safe Streets, Jackson
Street, St. Paul



Inclusive Sports &
Recreation

INTRODUCTION

1.2 TERRITORY ACKNOWLEDGMENT

Ancestral or Traditional Territory refers to the land occupied by First Nations people and their ancestors. Kentville resides within the ancestral territory of the Mi'kmaq people. This territory is protected by the Treaties of Peace and Friendship, signed in 1752 between the Mi'kmaq, Maliseet, Passamaquoddy and the British Crown. This territory is known as Mi'kma'ki and was divided traditionally into seven districts: Kespukwitk, Sipekni'katik, Eskikewa'kik, Unama'kik, Epekwitk aq Piktuk, Sikniqt, and Kespek.

Treaties are a sacred agreements that are intended to uphold Indigenous knowledge, systems and sovereignty. There are 13 Mi'kmaq First Nations communities in Nova Scotia, not including all the First Nations residing outside of a community within this territory.

We honour that Annapolis Valley First Nation is composed of two Mi'kmaq First Nation communities located just 10 minutes from Kentville, and is home to over 200 Mi'kmaw people.

We acknowledge that our work and organizations are located within unceded and unsurrendered Mi'kmaq Territory that we all have a responsibility and accountability to uphold in the process of Truth and Reconciliation.

We are all treaty people.

During the Citizen Engagement process the relationship between the Town of Kentville - both Town Hall and the community - and First Nations people was discussed. This is a conversation happening throughout Mi'kmaki and all of Canada. There is much to do in terms of reconciliation and building meaningful dialogue, partnerships and opportunities to mend historical injustices and present day inequalities.

We have specific recommendations to address these concerns and help chart a way forward for an inclusive, accessible, welcoming community in Kentville that exists and operates from a place of peace and friendship.



NSCC Kingstec, Lnu Alliance,
Annual Honoring Missing and
Murdered Indigenous
Women and Girls



Mi'kmaw People, image from
Annapolis Valley First Nation's
Website

OVERVIEW

2.1 METHODOLOGY

“Our vision is for Kentville to be a healthy, vibrant, integrated and welcoming community, where all citizens and visitors can live, work and play, in an environment that promotes a fulfilling quality of life. We acknowledge that currently there are barriers to achieving this vision.” ~ *Kentville Accessibility Advisory Committee*

Tasked with creating an Accessibility Action Plan for the Town of Kentville by the Kentville Accessibility Advisory Committee, houdinidesign ARCHITECTS, certified in Rick Hansen Foundation Accessible Design, brought in reachAbility Association - abilities and inclusion specialists - to assist us with the engagement to inform the “9 Pillars of Accessibility,” standards by which to guide - a community, business, government, or organization - to universal accessibility by 2030. houdinidesign ARCHITECTS also reviewed some of the Town’s capital assets and infrastructure through a Rick Hansen Foundation Accessibility lens. This report presents strategies and activities designed to increase accessibility and inclusion within the Town of Kentville by 2030.

The report is delivered in sections, with the first half pertaining to each of the 9 Pillars of Accessibility with recommendations formulated utilizing reachAbility’s Inclusion in Action process, and the presentation of the Medicine Wheel to connect findings to the actions in an holistic framework. The Medicine Wheels can be utilized for visual communications within Town Hall departments and accountability to the public.

The second half of the report presents houdinidesign ARCHITECTS’ findings and recommendations to Kentville’s Downtown core infrastructure and assets, and presents a Universal Design urban plan concept which dovetails on the Town of Kentville’s Active Transportation Plan as conceived by UPLAND | Planning + Design. We believe that the plans for Universal Design and Active Transportation need to be married through a big picture lens.



Engagement Strategy Branding
for the Accessibility Action Plan

OVERVIEW

2.1 METHODOLOGY

A. THE MEDICINE WHEEL

The Medicine Wheel is a comprehensive tool that looks beyond western methodological frameworks, by looking at all interconnected systems. It is a framework developed by Indigenous peoples, with the oldest form appearing to originate from Majorville Cairn in Alberta over 5000 years ago.

Since its origins, the framework has been adapted and adopted by other Indigenous communities across Turtle Island. The framework looks at relations between people and all living worlds. The Wheel typically consists of four quadrants that represent various aspects of life (season, age, medicine, animal, element, cultures, etc.). Each quadrant is equally valued and showcases its unique and combined knowledge.

During engagement, the Medicine Wheel was used to guide a highly participatory experience for the community. Through each quadrant, we engaged with a variety of age ranges including Elders, Children, Youth, and Adults.

We reached out also to organizations that represent diverse or underrepresented populations, through The Portal, Chrysalis House, VANSDA, The Native Council of Nova Scotia, Acadia University, NSCC and the Valley Youth Project. Some groups were difficult to connect with, due in part to systemic or communication barriers highlighted during COVID19 restrictions, including lack of access to digital tools and restricted in-person interactions.

Through the Medicine Wheel we take into account our relationship with the land. For example, the Miner's Marsh Walk & Roll engagement session enabled enjoyment of the outdoors while the physical and emotional needs of the community were explored in a serene setting.

A Medicine Wheel has been created for each of the 9 Pillars of Accessibility highlighting some of the engagement outcomes and their resulting recommended actions. Note, the Citizen Engagement examples represented in the Wheels are but a fraction of the results, and a larger Citizen Engagement report can be seen in the Appendix.



Medicine Wheel, Lisa
Tondino

OVERVIEW

2.1 METHODOLOGY

B. INCLUSION IN ACTION

As accessibility support to organizations, reachAbility helps guide organizations through the process of becoming compliant with government legislation and building leadership in accessibility, diversity and inclusion.

The process of Inclusion In Action addresses the accessibility of policies, procedures, structure, programs and services of an organization through an inclusion and diversity lens. With public consultation this creates an inclusive action plan to align with both Access by Design 2030 and the Accessible Canada Act.

This is a a five-step process:

Consultation

- Assemble an Accessibility Advisory Committee (AAC)
- Meet with AAC to identify critical goals for the organization

First-Person Voice (through various methods of engagement)

- Survey (online and in-person/via phone)
- Stakeholder/Citizen Engagement Sessions (Online, Small Group and Cafe Style in-person)
- Universal Design and Mapping Exercises (Online and in-person)
- Art Submission (digital, through School)

Strategic Review

- Review feedback from engagement sessions
- Revisit critical goals and compare to the identified issues highlighted from engagement
- Review the built infrastructure of the organization's assets

Action Plan Delivery

- Apply stakeholder/citizen recommendations
- Create an inclusivity action plan based on stakeholder/citizen recommendations and legislation requirements

Essential Learning

- Identify topics for continued learning for all organizational employees



KCA student, Grade 7

OVERVIEW

2.1 METHODOLOGY

B. INCLUSION IN ACTION

In order to give feedback and create an Accessibility Action Plan in compliance with Bill 59/Access by Design 2030, The Accessible Canada Act (ACA) and provide the deliverables requested by the Town of Kentville we addressed the following **9 Pillars of Accessibility** according to the vision and deliverables:

1. Goods and Services

- Town of Kentville: promote awareness about the importance of accessibility in accessing goods and services; ensure that people with disabilities have equitable access to goods and services provided by the Town of Kentville.
- Accessible Canada Act: Service Design & Delivery: receive services that are accessible to all.
- Bill 59: standards for delivering and receiving goods and services may address how service providers interact with and are trained to serve persons with disabilities. This may include how persons with disabilities access goods and services, including the use of assistive devices.

2. Built Environment

- Town of Kentville: ensure buildings, streets, sidewalks, and shared spaces are accessible to all.
- Accessible Canada Act: move freely around buildings and public spaces.
- Bill 59: standards in this area will address how to make buildings, streets, sidewalks, and shared spaces accessible to all. These standards may address gaps in current regulations.

3. Information and Communications

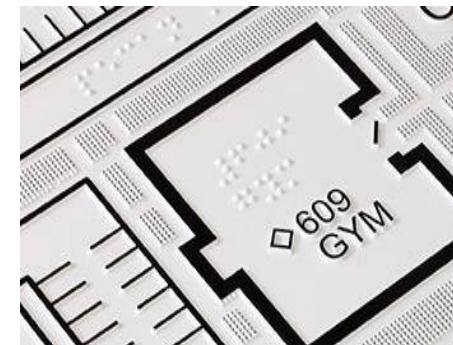
- Town of Kentville: ensure all people can receive, understand and share the information provided by the Town of Kentville.
- Accessible Canada Act: accessible digital content and technologies, barrier free spaces and services for people with communication disabilities.
- Bill 59: ensure all Nova Scotians can receive and share the same information. Consider accessible formats (for example, braille, American Sign Language, or large print), accessible websites and technologies, and standards for communicating with persons with disabilities.

4. Awareness:

- The Town of Kentville will promote awareness throughout the Town of Kentville about the importance of accessibility.



Inclusive Design - Diverse ways of Communicating



Inclusive Design - Interactive Wayfinding

OVERVIEW

2.1 METHODOLOGY

B. INCLUSION IN ACTION

5. Transportation

- Town of Kentville: make it easier for everyone in the Town of Kentville to get where they need to go.
- Accessible Canada Act: barrier-free federal transportation network.
- Bill 59: public transportation and transportation infrastructure: standards in this area will help make it easier for everyone to travel throughout rural and urban Nova Scotia.

6. Education

- Bill 59: standards in this area will help to create learning environments in which all students can participate. These standards could address how students with disabilities get the instruction and learning materials they need. The standards will apply to primary, secondary, and post-secondary education.

7. Employment

- Town of Kentville: ensure the Town of Kentville is an accessible workplace; supporting young people with disabilities in finding and maintaining meaningful employment.
- Accessible Canada Act: access to employment opportunities and accessible workplaces.
- Bill 59: standards in this area will support persons with disabilities in finding meaningful employment. The goal is to ensure equal access to employment for persons with disabilities.

8. Procurement

- Accessible Canada Act: ensure purchases of accessible goods, services and facilities.

Additionally, our process addressed **Human-Centred Design** as per the Town of Kentville's requested deliverables:

9. Human-Centred Design

- Town of Kentville: implicit bias/decolonization.



Places are starting to include Dedicated Maps for Accessible Routes through Towns



Interactive Screens for Learning

OVERVIEW

2.1 METHODOLOGY

C. RICK HANSEN FOUNDATION ACCESSIBILITY CERTIFICATION (RHFAC) LENS

[Rick Hansen Foundation Accessibility Certification \(RHFAC\)](https://www.rickhansen.com/) is a lens through which to assess accessibility. <https://www.rickhansen.com/>

RHFAC ensures people with disabilities have direct input into the vision and details of how to create truly inclusive places. RHFAC has a rating system and certification process designed by people with disabilities to allow transparency, accountability and measurable data.

We believe that all new capital projects for Town of Kentville should ensure Rick Hansen Foundation Certified Silver or Gold.

RHFAC and Universal Design are symbiotic. Universal Design is the design of public buildings, products and environments to make them accessible to all people regardless of age, disability or other factors. This ensures that human rights, compassion, democracy, and access are all at the forefront in the public realm.

Sustainability is a component of Universal Design. Sustainability meets the needs of the present without compromising future generations. Sustainability is composed of three pillars: economic, environmental and social. In order to create a sustainable, fully participatory community, Universal Design must be undertaken to ensure access and inclusion. An RHFAC lens allows for a building or space to support sustainability through its democratic design.

Our team conducted a preliminary review of various assets in Kentville using the RHFAC guidelines and standards. We did not conduct a Provincial Building Code review. RHFAC can be applied in addition to the Provincial Building Code, but it is important to note that RHFAC often has standards that are different than the Building Code. An aspect may meet Code but not RHFAC. The best case scenario is that it meets both.

We used some of the major principles of RHFAC as a guide to highlight where the needs for improvements are, as well as identify efforts and successes as per the scope of this Accessibility Action Plan.



The Centre for Sustainable
Landscapes

CITIZEN ENGAGEMENT

3.1 SUMMARY

Overall, sentiment expressed at in-person engagement sessions was that although Kentville is a welcoming Town, it fails to showcase that welcome when it comes to diverse populations and the disabled community. We heard from people who strongly desire Kentville to be more welcoming and diverse and to be able to expand their relationships outside their current communities.

People identified ableist and colonial attitudes and systems as barriers to inclusion, representation and belonging.

For example, one individual who identified as Indigenous was referred to mental health services with no cultural supports and the individual continued to face crisis due to lack of cultural guidance. Another person brought up support in the school system: a parent felt they needed to advocate that their child was 'autistic enough' in order to access support. An Indigenous person expressed that she felt that there was poor representation of First Nations people in the Town of Kentville and that she does not feel welcomed.

Other individuals reflected on not feeling welcomed outside their own micro-communities.

For example: in the downtown core people with disabilities and members of visible minorities expressed feeling unapproachable and unwanted. In their micro-community they feel safe and welcomed. We heard a lot about financial inequities and how neighbourhoods are divided by income. Thus there are perceived benefits or deficits based on where people live in Town.

One thing rang true throughout all the engagement activities: the citizens of Kentville have an overwhelming sense of pride for their beautiful Town, and had many suggestions to share when it comes to improvements.

Due to Covid19 public gathering restrictions, extended digital, phone and small gathering or individual engagement sessions were offered. Extensive efforts were made to reach the BIPOC population, and a school activity with support from KCA principal and educators was met with great success.

The results from the Citizen Engagement highlight issues to address, and solutions to move into action, with main themes emerging recurring over age groups, abilities and experiences, and diversity. Reports from the Citizen Engagement sessions, Survey, and School Activity can be viewed in the Appendix.

Overall, over 600 citizens directly participated in engagement sessions.



Gardens & Inclusion
Shanghai Sensory Gardens



Pride Parade, Downtown City
Streets, Montreal

CITIZEN ENGAGEMENT

3.1 SUMMARY

The following Activities took place to gather information, experiences, and suggestions from citizens:

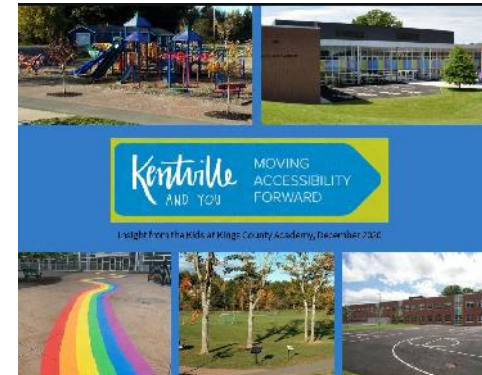
Survey Kiosk: Through a collaborative effort, a survey was designed and delivered online and in-person through a pop-up survey kiosk. The kiosk was located in Centre Square, Kentville where our Team interacted with the public through dialogue guided by a paper survey, or via the web survey to discuss accessibility in the Town of Kentville. This kiosk was offered on November 4th & 12th, with 25 public interactions.

Café Style Session: Through an interactive mapping exercise located at Town Hall, stakeholders, organizations and the public were encouraged to attend and provide insights into the services and delivery offered by the Town of Kentville, as well as envisioning a future Kentville. This session was held on November 12th, with 9 organizations and 10 participants in attendance.

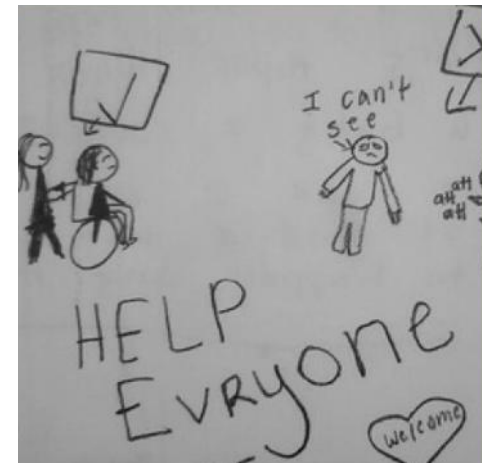
Walk & Roll: Miners Marsh: Strolling Miners Marsh acted as an opportunity to engage the public in one of the Town's beloved outdoor assets, with 27 people providing first voice experiences and visions for an accessible Kentville on November 17th.

Zoom-in: Throughout November and December, a total of 4 Zoom sessions were hosted in collaboration with the public, members of the Accessibility Advisory Committee, diverse populations and service providers, to discuss the accessibility pillars as outlined by the Accessible Canada Act and the Town of Kentville. Throughout the series of calls approximately 30 people participated.

Phone-in: Similar to the Zoom sessions, on December 11th and 14th, various community members and organizations were contacted to discuss the accessibility pillars as outlined by the Accessible Canada Act and the Town of Kentville - specifically, looking at the direct impacts of colonialism, systemic racism, gender inequality and gender identity. Approximately 10 people participated.



Kings County Academy,
Booklet Cover from
Engagement Findings



KCA student, Grade 7

CITIZEN ENGAGEMENT

3.1 SUMMARY

Art Submissions: Between October and December, Art Submissions from members of the Town of Kentville communities were encouraged to submit #ShowUsYourKentville art, highlighting a first-voice day-to-day life experience of Kentville. This resulted in 10 submissions, including but not limited to various videos and photographs.

School Engagement: A creative interactive approach for school aged children was developed through an accessibility module. The module highlighted one question from the identified Pillars of the Accessible Canada Act and the Town of Kentville. The module produced over 200 pieces of feedback via drawings or writings. These items were collected and turned into a booklet for the Town of Kentville that is available in full in the Appendix.

Online Survey: An online survey portal was created based on the Pillars in the Accessible Canada Act and by the Town of Kentville. Between October and December, while the survey was active, over 300 Kentville residents completed the web-survey. Additionally, an internal survey was created for the Town of Kentville staff, of which 9 were completed.

Social Media Campaign: Throughout this project, a social media campaign was used to promote and engage with the Town of Kentville citizens, workers and visitors. The campaign, titled “Kentville and You. Moving Accessibility Forward” reached over 50,000 individuals (saw the awareness campaign on their social media platforms); leading to 1031 organic clicks (1031 people clicked through the ads to obtain further information about the campaign), and over 1400 post engagements (comments, likes and shares).



Participant, Avila at the Walk & Roll at Miners Marsh

CITIZEN ENGAGEMENT

3.2 GRAPHIC FACILITATION - What We Heard

Visual Artist Rachel Derrah of BraveSpace created a Graphic Illustration to represent the key findings from Citizen Engagement. The Graphic is available in large file format in print for public display and continued engagement, education, awareness and discussion regarding the Accessibility Action Plan.

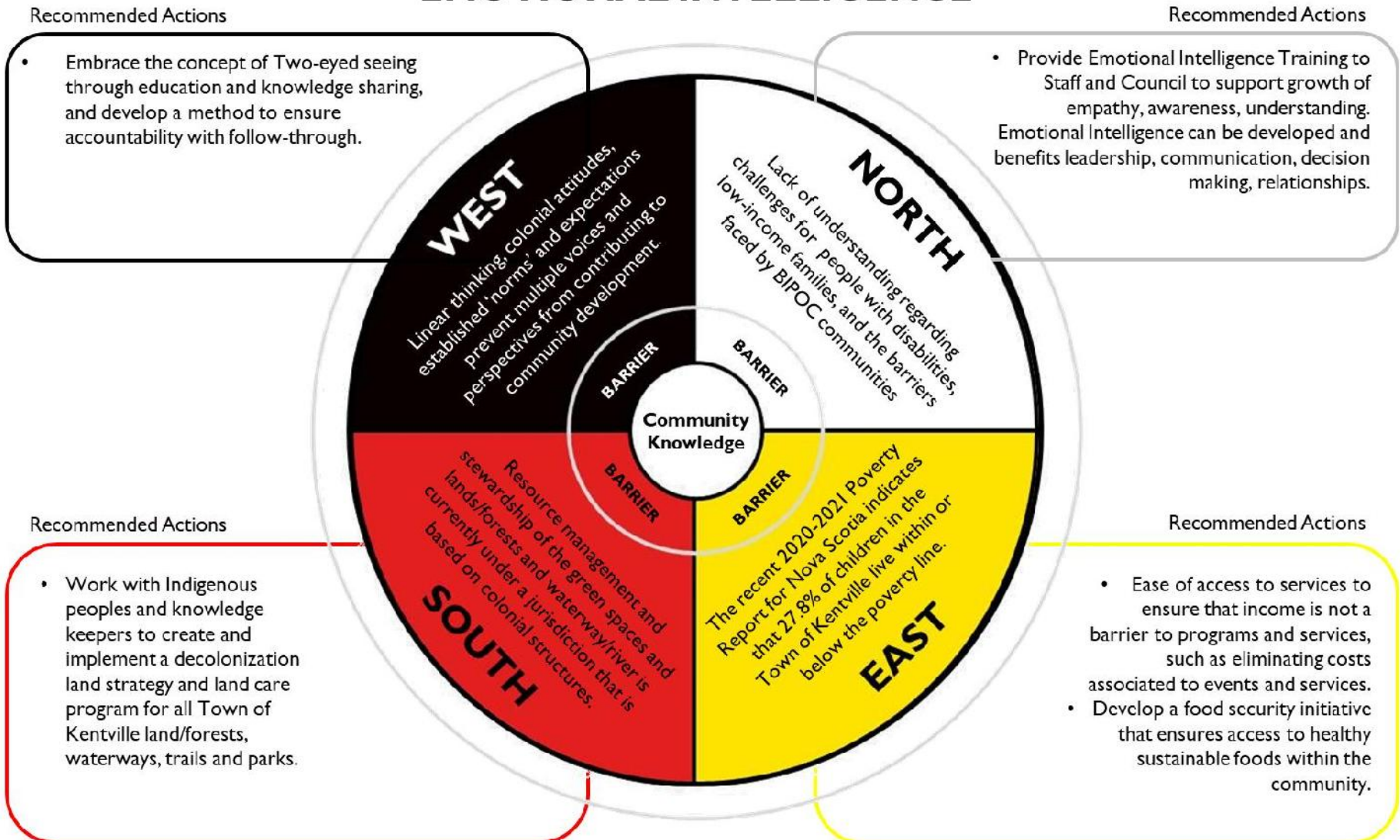


CITIZEN ENGAGEMENT

3.3 EMOTIONAL INTELLIGENCE

From community knowledge came a clear message that an opportunity exists to enhance the EI or Emotional Intelligence of the Town staff and community through training opportunities to grow empathy and understanding regarding our differences. This image represents some of the opportunities created by increasing EI.

EMOTIONAL INTELLIGENCE



9 PILLARS OF ACCESSIBILITY

4.1 STANDARDS & BENCHMARKS

A summary for each standard of Bill 59 (Nova Scotia's Accessibility Legislation/Access By Design 2030) and the Accessible Canada Act identifies current offerings, successes, barriers and recommended benchmarks.

These standards, or the 9 Pillars, are:

- Goods and Services (ACA: Service Design & Delivery)
- Built Environment
- Information & Communications (ACA: Communications & Information and Communications Technology)
- Awareness
- Transportation
- Education
- Employment
- Procurement
- Human-Centred Design/Implicit Bias

Each Pillar was assessed through the lens of Inclusion in Action and the Medicine Wheel Framework to create an Action Plan, that if adhered to, is compliant with Bill 59 and the Accessible Canada Act.

Through the guidance of the identified priorities of Access By Design 2030, we recommend the Town of Kentville address each of these standards by:

- 1) **Developing the Standards:** using our recommended benchmarks, develop standards as to how implementation within the Town of Kentville governance structure will occur and how it will affect non-Town of Kentville owned/operated entities.
- 2) **Build Capacity and Awareness:** Town of Kentville employees and Council build capacity through training. Town of Kentville promotes inclusive priorities with an awareness campaign.
- 3) **Collaborate and Support:** in collaboration with marginalised groups and agencies build relationships of mutual respect and support.
- 4) **Compliance and Enforcement:** based on the developed standards and using the recommended benchmarks the Town of Kentville implements these standards and clearly identifies compliance and enforcement strategies.
- 5) **Monitor and Evaluate:** as with any growth and change it is essential to revisit, reassess and revise policy and implementation.



Changing Technology & Accessible Design



Changing Technology for Low Vision

9 PILLARS OF ACCESSIBILITY

4.2 GOODS & SERVICES

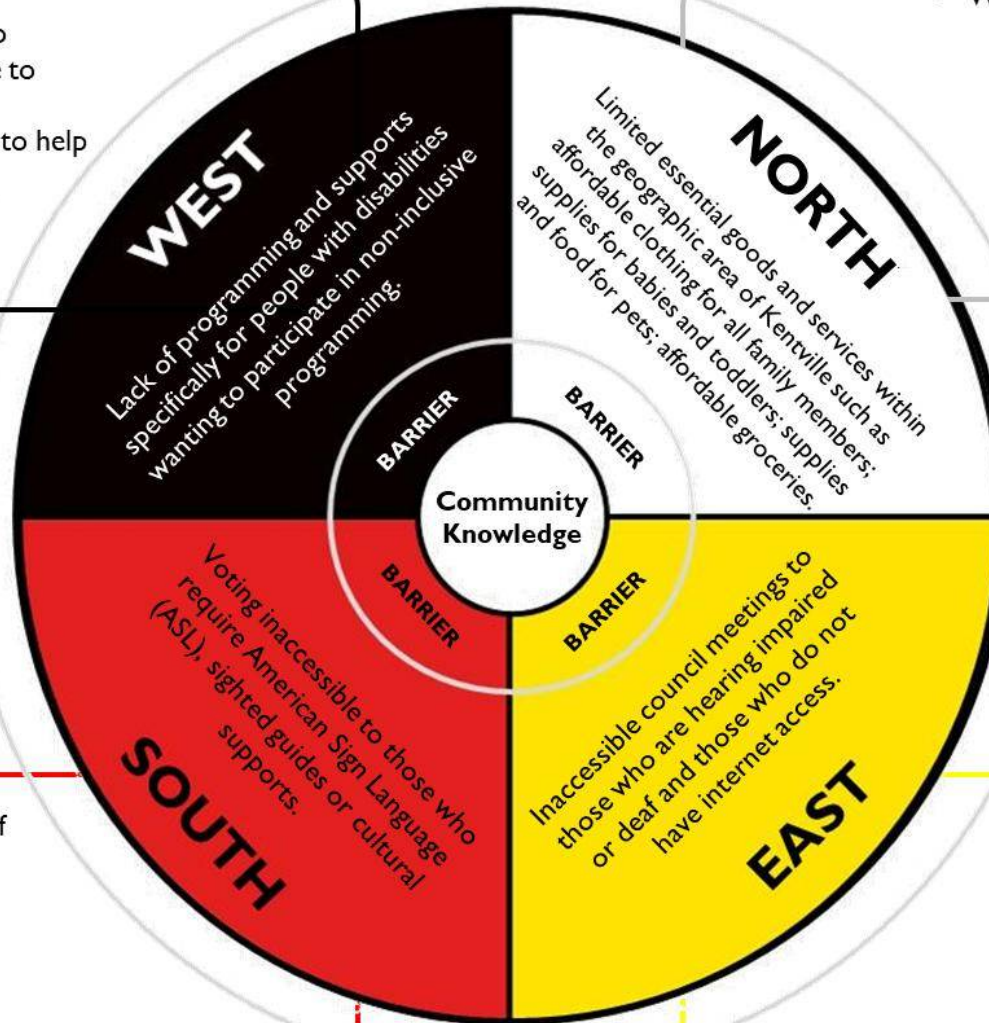
GOODS & SERVICES

Recommended Actions

- Diversity, inclusion and cultural competency training for all staff so everyone is ready, willing and able to provide inclusive services.
- Partner with community agencies to help develop and implement inclusive programming under the Town of Kentville umbrella.

Recommended Actions

- Work with Kentville Business Community to establish needs based priorities for new businesses coming to Kentville.
- Have an updated business directory available to the public; make announcements of business relocations; create business wayfinding in the core.



Recommended Actions

- Offer the option to book ahead of time for voting to schedule ASL, sighted guides and/or cultural support for those who need it.

Recommended Actions

- Have council meetings available: on local tv; radio, and/or make minutes available for pickup or mail-out.
- Offer ASL interpretation or closed captioning.

9 PILLARS OF ACCESSIBILITY

4.2 GOODS & SERVICES

Policy:

The Town of Kentville will ensure that people with disabilities have equitable access to the goods and services provided by the Town of Kentville.

Current Services Offered:

The Town of Kentville currently provides the following goods and services

- Maintaining water and sewage
- Maintaining parks, trails and playgrounds (see Built Environment)
- Hosts Council and Accessibility Advisory Committee (AAC) meetings
- Provides emergency services such as fire and police
- Offers recreational programming
- Manages communication to the public (see Information and Communications)
- Maintains infrastructure such as streets, sidewalks and crosswalks, specifically within Town of Kentville geographical area, including snow removal (See Built Environment)

Survey Overview:

Restaurants and hair salons/barbershops were both the top 2 services accessed in the Town of Kentville and identified as the most inaccessible. In regards to the Town of Kentville's service delivery 78% said they have input to provide about the services the Town offers, but 49% said they would not engage with the Town through Council meetings.

Successes (What We Heard):

- Town Hall has ramp access at the rear of the building with a door opener making it partially accessible.
- The Town's Recreation programming aims to eliminate barriers to participation by being free and/or at affordable prices.
- The Town provided play kits for children, youth, seniors and families that were created to continue to engage the community throughout the pandemic.
- The Town of Kentville offers Play Boxes (3) that are available throughout Town that provide free, play items to promote unstructured recreation activity.



Town of Kentville Play Box,
Image via Play Outside
Nova Scotia

9 PILLARS OF ACCESSIBILITY

4.2 GOODS & SERVICES

Barriers (What We Heard):

- The Town of Kentville doesn't offer enough programming specifically for people with disabilities or support for people with disabilities wanting to participate in programming.
- Council meetings are not fully accessible to those wishing to participate.
- Voting is inaccessible to those who require American Sign Language (ASL), Indigenous Sign Language (ISL), sighted guides or cultural supports.
- Although there is ramp access to the Town Hall where residents must go physically to pay bills and acquire Town specific services, the ramp is not appropriate nor accessible; the door opener is not safely located, there is no safe access to the ramp through the back parking lot, and it is not ethical for the only accessible access to be in the back of the building.

Benchmarks:

- Provide training to all staff in diversity and inclusion so everyone is ready, willing and able to provide inclusive services. Some departments will require more in-depth training depending on the services they provide, for example, training in sighted guiding so they can fulfill this role when needed.
- Ensure council meetings are available to all by using local tv; radio, and/or making minutes available for pickup or mail-out; and accessible to all by providing sign language interpretation and closed-captioning services.
- Offer the option to book ahead of time for voting to schedule ASL, sighted guides and/or cultural support for those who need it. ASL, Communication Access Real-Time (CART), and Sighted guides need to be offered at no cost for all public engagements, whether online or in-person.
- Ensure equitable access to Town Hall for all of Kentville's citizens by making all entrances accessible and welcoming.

Community Partnership:

- Work with the Kentville Business Community to ensure needs-based recruitment for new business coming to the Town of Kentville as community members have identified that there is a lack of goods and services like: affordable clothing for all family members, supplies for babies and toddlers, supplies and food for pets, and affordable groceries specifically produce and meat.
- Partner with community agencies to develop and implement inclusive and culturally supportive programming under the Town of Kentville framework.
- Partner with the Kentville Business Community and deploy a program similar to the Facade Program for accessible entrances and exits of all Town of Kentville business/store fronts.



9 PILLARS OF ACCESSIBILITY

4.3 BUILT ENVIRONMENT

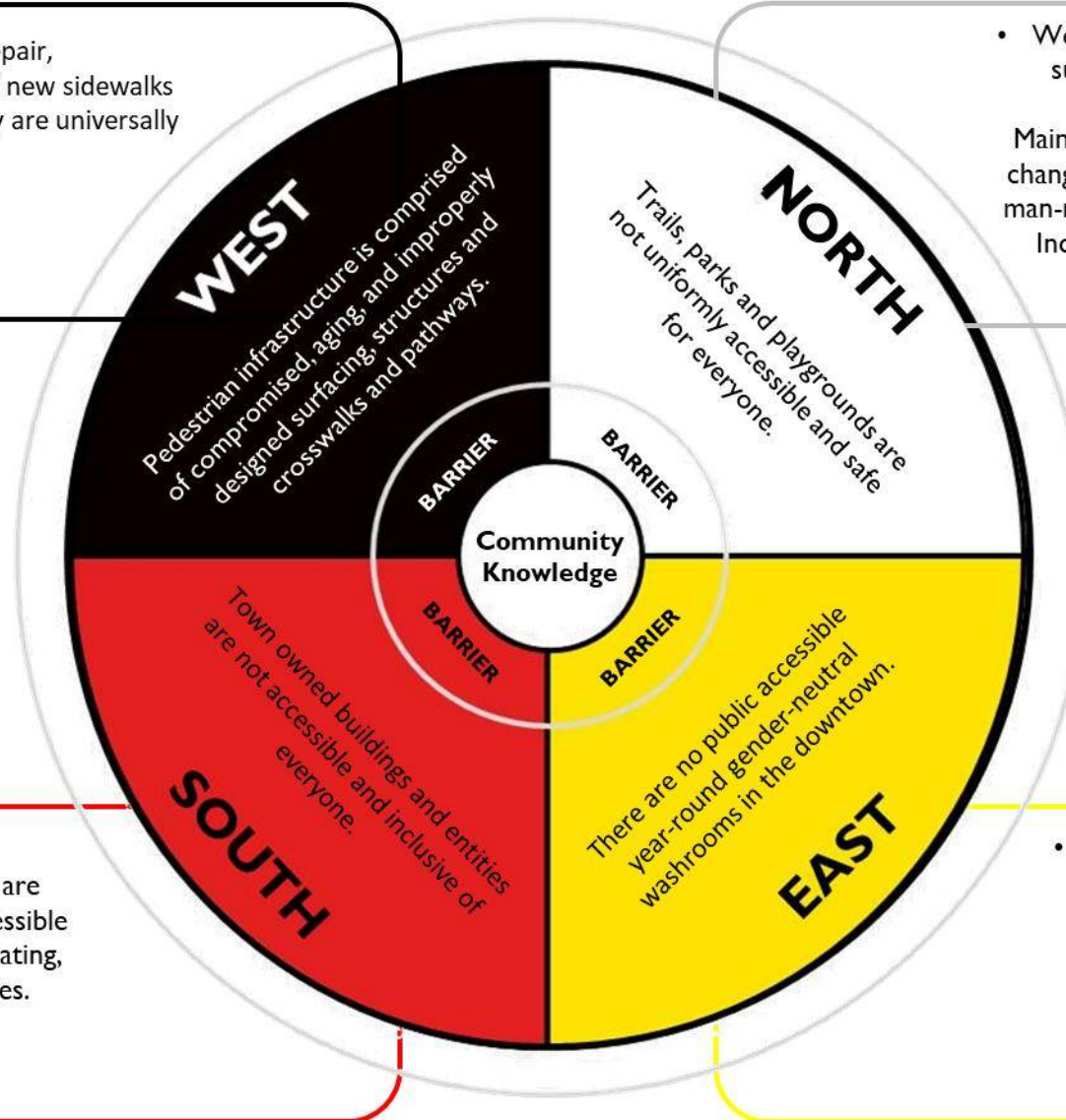
BUILT ENVIRONMENT

Recommended Actions

- Implement policies for the repair, maintenance and creation of new sidewalks and crosswalks ensuring they are universally accessible.

Recommended Actions

- Work with industry leaders to provide sustainable, accessible pathways to all parks, trails and playgrounds. Maintenance scheduling around seasonal changes to better manage erosion where man-made structures meet natural space. Increase lighting, wayfinding, rest areas and access to water along all trails.



Recommended Actions

- Ensure that all Town-owned buildings and outdoor spaces are universally designed with accessible entrances, exits, pathways, seating, service counters, and amenities.

Recommended Actions

- Provide public, accessible, gender-neutral year-round washroom facilities in Centre Square and throughout town, along trails, in parks and playgrounds.

9 PILLARS OF ACCESSIBILITY

4.3 BUILT ENVIRONMENT

Policy:

The Town of Kentville will ensure that all buildings, streets, sidewalks, and shared spaces are accessible to all.

Current Offerings:

The Town of Kentville currently owns, operates, and maintains all roadways, sidewalks, crosswalks, and the following listed entities:

Parks and Trails:

Eaves Hollow
Kentville Trail (Harvest Moon)
Kentville Ravine Trail
Burgher Hill
Miners Marsh
Oakdene Park
Memorial Park (Baseball and soccer fields)
The Gorge
Kentville Skatepark
Chester Ave Park

Buildings:

Town Hall
The Recreation Hub
The Recreation Center
Public Works Building
Parks out building and workshop
Memorial Park washrooms & canteen
Kentville Police Station
Kentville Library (rented space)
Kentville Centennial Arena
Kentville Lions Club building
Kentville Historical Society building
Kentville Tennis Club building
Kentville Information Centre

Other:

Tennis Courts
Kentville Memorial Pool
Kentville splash pads
Center Square Gazebo

Survey Overview:

The top 3 most accessed public spaces in the Town of Kentville are: crosswalks/sidewalks, trails and parking lots/spaces. Otherwise mentioned are Town Hall and Memorial Park Ball Fields as the top 2 least accessible Town owned public buildings/entities. Unsurprisingly, ramps were identified as the #1 reason for inaccessibility.



Oakdene Park, Kentville



Eaves Hollow, Kentville

9 PILLARS OF ACCESSIBILITY

4.3 BUILT ENVIRONMENT

Successes (What We Heard):

- The Town has shown great effort in maintaining the Harvest Moon Trail system, community members commend the Town for this service and report using it regularly.
- The playground at the Memorial Park Recreation Hub (KCA) is an accessible playground which provides play opportunities for people of all ages and abilities.
- Based on the Active Transportation Plan 2018, plans have been put in place to increase safe and accessible transportation for pedestrians throughout the downtown core, and also highlighted the need to address safe and accessible sidewalks in the more residential areas on the north side of the river.
- The Active Transportation Plan acknowledges the need to make all crosswalks accessible, noting that this must include Accessible Pedestrian Signals (APS) with Audible Beaconing.

Barriers (What We Heard):

- Infrastructure (foot paths, sidewalks, crosswalks, roadways) is uneven and inaccessible.
- All trails, parks and playgrounds are not accessible and safe for everyone.
- There are no publicly, year-round, accessible, gender-neutral washrooms in downtown.
- Town owned buildings and entities are not accessible and inclusive of everyone.



Playground Located at Kings
County Academy

Benchmarks:

- Create standards and implement policies for the repair, maintenance and creation of new sidewalks and crosswalks ensuring they are accessible to all.
- Ensure all trails are paved to ensure accessibility. Until then, schedule maintenance to better manage erosion and keep clear of leaves and snow. Additionally, increase lighting, wayfinding, rest areas and access to water along all trails.
- Provide public, accessible, gender-neutral washroom facilities in Centre Square and throughout town; incrementally along trails; in parks and at playgrounds.
- Ensure that all town owned buildings and outdoor entities have accessible entrances and exits, thoroughfare, seating, service counters, and amenities.

9 PILLARS OF ACCESSIBILITY

4.3 BUILT ENVIRONMENT

Community Partnerships:

- The Valley Regional Hospital (VRH) is a public building that is not in Kentville proper, but Kings County. It was noted in the Active Transportation Plan that public engagement showed a need for improved routes to and from the Valley Regional Hospital, connecting it to downtown and the surrounding residential areas. Improvements in this area will affect hospital employees, patients and visitors throughout the town and region. By having a member of the AAC on the board of the VRH, the Town of Kentville could give a voice to their community members. The following concerns were expressed:
 - “You get the odd one (staff) that doesn’t treat you like you are an inconvenience to them.... At times you can’t even find someone when you need them.”
 - Storing totes in hallways creates physical barriers, using a wheelchair or a walker becomes increasingly difficult navigating unpredictable barriers.
 - Hospital rooms are crowded with extra items, decreasing the space there is to safely maneuver and giving an overall feeling of unwelcome.
 - The entrance of the Emergency Room is not wheelchair accessible. One participant said that they fell out of their chair trying to get over a lip in the doorway.
 - There is not adequate equipment - lifts, chairs etc, for people with mobility issues. When equipment is the wrong size it is unsafe and can lead to accidents.
- The Town of Kentville should uphold the same standards used for Town owned physical entities for private developers, for all new builds.
 - Incentivise landlords/property owners to invest in accessibility upgrades. Provide information and resources needed to build to accessibility standards unless undue hardship. It was specifically noted that within the downtown core some rental units are inaccessible to people with physical disabilities due to the age of the buildings and there is a lack of communal housing or co-housing locally. An example of an intergenerational, accessible community living well through a co-housing model is example Threefold, in NY. <https://threefold.org/our-community/community-directory/>
 - 90% of those surveyed reported that private dwellings (private homes, apartments, shared-living) are not accessible.
 - Businesses need to be accessible on all floors (physically, visually and sensory/auditory) Encourage a sensory friendly hour where families can shop with lowered lighting and less noise (see Sobey’s example of Sunday afternoons).



Threefold Community, New York City



Threefold Community, New York City

9 PILLARS OF ACCESSIBILITY

4.3 BUILT ENVIRONMENT

Community Partnerships:

- Ensure accessible play opportunities for everyone by modelling the work done with the KCA playground and utilizing the [“Framework for Recreation in Canada”](https://www.cpra.ca/about-the-framework) <https://www.cpra.ca/about-the-framework> to increase accessibility in all of Kentville’s recreation areas, especially those noted as being inaccessible through community engagement such as Memorial Park (including playground, minor baseball fields, Wild Cats field).
 - Equitable access to play for all: wheelchair accessibility (swings, use of equipment, ramps, double railings), options for adults with developmental disabilities.
 - Access to play opportunities without going up onto the equipment.
 - Sensory options (quiet space away from the main pieces of equipment; noisy play options grouped together to keep noise centralized).
 - Accessible options for rest areas (benches vs. picnic tables) for parents and caregivers.
- As noted in the Active Transportation Plan, the following areas are priorities for further consideration:
 - North End Kentville: This neighbourhood has some of the highest densities in Kentville but comparatively less access to trails and recreation. There are concentrations of vulnerable populations in this community, and sidewalks and roads are in need of maintenance and connectivity.
 - The Recreation Hub: This area is both a recreational destination and a school zone. This key destination was selected to prioritize youth and encourage active transportation, building on existing assets.
 - Kentville Business Park: This major employment centre also contains a host of government services. Though a key destination, this area is currently inaccessible for active transportation users.



Wheelchair Swing, Auburn
Casey Park



Gwynne School, Sensory
Room, Wetaskiwin

9 PILLARS OF ACCESSIBILITY

4.4 INFORMATION & COMMUNICATION

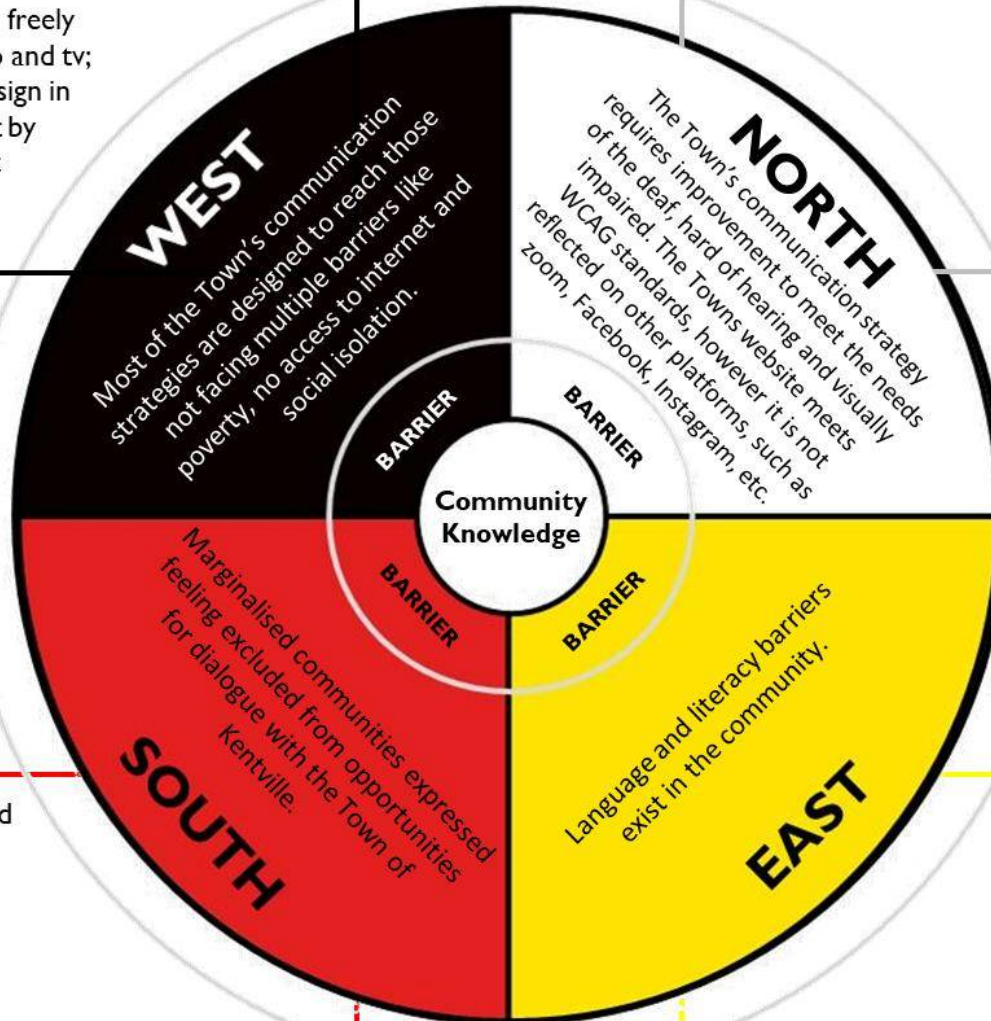
INFORMATION AND COMMUNICATION

Recommended Actions

- Create a communication strategy that includes those with barriers - use freely accessed mediums like local radio and tv; post important information on a sign in front of Town Hall; offer support by phone for those without internet access.

Recommended Actions

- Social media communication must have image descriptions; video content must include Sign Language translation and closed captioning in real-time (CART).



Recommended Actions

- A consistent relationship is needed to bridge the gap between marginalized communities and the Town. Invite a different agency or community to Town Council meetings each month and give them an opportunity to speak at the beginning of each meeting.

Recommended Actions

- Provide alternate forms of communication for those with literacy issues and/or those who do not speak English as first language. Audio files or translations could be made available.

9 PILLARS OF ACCESSIBILITY

4.4 INFORMATION & COMMUNICATION

Policy:

The Town of Kentville will ensure everyone can receive, understand and share the information provided by the Town of Kentville.

Current Offerings:

The town of Kentville currently sends important information in printed form to those who receive bills through the mail; posts information in enclosed public bulletin boards throughout Town; provides digital and written copies of a newsletter to community agencies for distribution and posts announcements and event information on their website and social media.

Survey Overview:

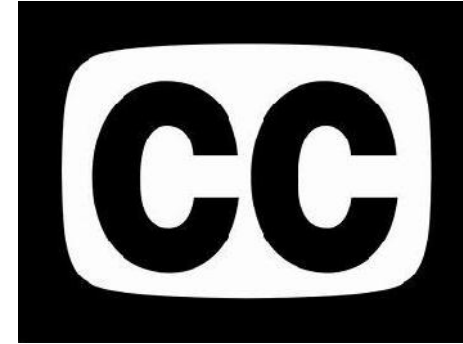
Social media (88%) and the Town of Kentville website (62%) were the top 2 most accessed means of communication for those digitally surveyed. However, 74% of those surveyed reported a monthly income of \$2000 +/-month. Our in-person engagement sessions, in contrast, resulted in the majority of those surveyed not being able to afford internet access.

Successes (What We Heard):

- The Town's Recreation Team consistently includes accessibility information on posters and online event information for participants to make informed decisions.
- The Town has a large following on social media which allows them to transmit information to a large number of people.
- The Town has a communications team that is dedicated to providing information to its citizens.
- The Town's website meets minimal WCAG requirements.

Barriers (What We Heard):

- Most of the Town's communication strategies are designed to reach those not facing multiple barriers like poverty, no access to internet and social isolation.
- The Town's social media presence and website are inaccessible to the deaf, hard of hearing and visually impaired.
- Language barriers are not taken into account with the current methods of information communications within the Town of Kentville.
- For the most part, marginalised communities do not engage with the Town of Kentville.



Closed Captioning



American Sign Language

9 PILLARS OF ACCESSIBILITY

4.4 INFORMATION & COMMUNICATION

Benchmarks:

- Ensure all communication is delivered in accessible formats and can support the use of assistive technology. Additionally, use freely accessed mediums like local radio and tv; post important information on a sign in front of Town Hall; offer support by phone for those without internet access.
- Social media communication must have image descriptions; video content must include Sign Language translation and closed captioning in real-time (CART).
- Provide alternative forms of communication for those with literacy issues and/or those who do not speak English first. This can be done by providing audio files of important information read aloud or by providing written copies, in different languages. A digital information kiosk with translation options can also do this.
- Communicate with marginalized communities directly, listen to their needs and wants and take action.

Community Partnerships:

- Build consistent relationships to bridge the gap between marginalized communities and the Town of Kentville. Invite a different agency or community to Town Council each month and give them an opportunity to present their work in the community at the beginning of each meeting.
- Partner with community organizations and businesses to provide and maintain better information sharing through a community digital kiosk. Available technology exists for interactive, accessible digital boards where community information can be shared, wayfinding is made accessible, events, business hours, contact information for Town Hall and community services can be readily available. Public notices, and even streaming content (like council meetings) could be made public. These boards are particularly helpful for newcomers and visitors.



Interactive Digital
Information Kiosk



Interactive Digital Information
Kiosk, Mt Tremblant

9 PILLARS OF ACCESSIBILITY

4.5 AWARENESS

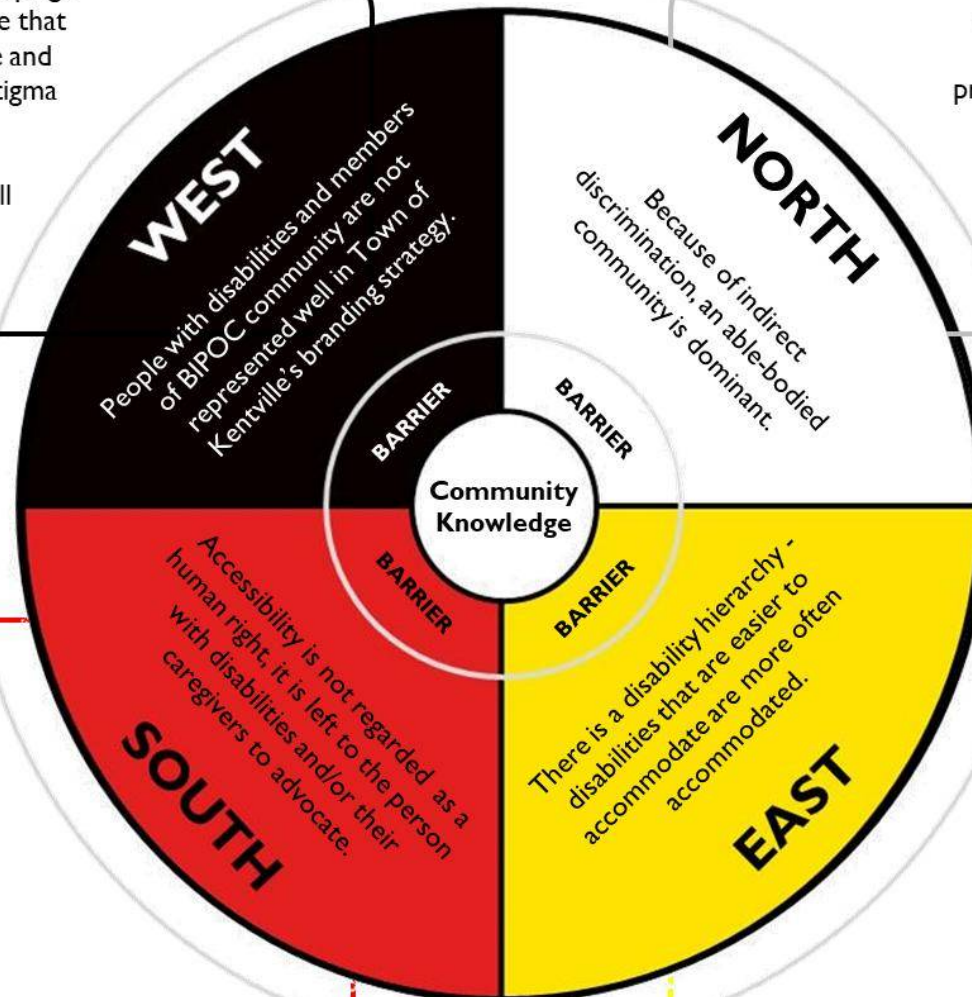
AWARENESS

Recommended Actions

- Create an ongoing awareness campaign throughout the Town of Kentville that welcomes and includes all people and actively works to eliminate the stigma and discrimination. Ensure that photographs and videos used in branding represent diversity; a call out to community for authentic representation for photo and video shoots can be issued.

Recommended Actions

- Create “space” in all aspects of the community for people with a variety of disabilities. By being proactive in its practices, the Town of Kentville removes barriers to participation and offers an inclusive environment.



Recommended Actions

- Apply the RHFAC accessibility rating to Town owned spaces and built environment and post the results. This will empower people with disabilities to make informed decisions with dignity and hold accountable the Town to uphold accessibility as a human right, leading by example for private businesses and organizations to follow suit.

Recommended Actions

- Instead of accommodating one disability, create opportunities for all people with disabilities through Universal Design. Sensory kits are a great option for those with Autism; the equipment loan program should also include physically accessible items.

9 PILLARS OF ACCESSIBILITY

4.5 AWARENESS

Policy:

The Town of Kentville will promote awareness throughout the Town of Kentville about the importance of accessibility.

Current Offerings:

The Town of Kentville recently (2018) rebranded as “A Breath of Fresh Air” after a public engagement campaign. According to approximately 500 community participants, in Kentville “health and well-being are prioritized, getting outside is the pastime of choice, small business charm and convenience is preferred over big-box domination and coming together is a way of life. Ultimately, Kentville is the kind of place where *“healthy people can gather and grow.”* But, what about people with disabilities?



Breath of Fresh Air Branding

Survey Overview:

None of those surveyed online or in-person recalled receiving messaging directly from the Town of Kentville either verbally, through imagery, marketing, or through a policy, that everyone is welcome in the Town. As a result, participants indicated that the feeling generated from this realization is that everyone isn't welcome.

Successes (What We Heard):

- In January 2020 the Town of Kentville launched their Accessibility Advisory Committee to guide them through the process of meeting Access By Design 2030 legislation.
- In March 2020, the Town of Kentville's Recreation Department added 3 Sensory Kits to the Equipment Loan Program for those who wish to use them, for free.
- The Town of Kentville created a Physical Activity Strategy and, through their research found that accommodations, community involvement and advertising aren't being used to full potential. This has become a priority for the Town which aligns with our recommendations.

Barriers (What We Heard):

- People with disabilities are not represented within the Town of Kentville “picture.”
- Because of indirect discrimination, a community of ableism is very present.
- There is a disability hierarchy - disabilities that are easier to accommodate are more often accommodated.
- Accessibility is not treated as a human right, it is left to the person with disabilities and/or their caregivers to advocate for.

9 PILLARS OF ACCESSIBILITY

4.5 AWARENESS

Benchmarks:

- Create an ongoing awareness campaign throughout the Town of Kentville that welcomes people with disabilities to eliminate the stigma. Integrate information about disability rights and accessibility into school curriculum.
- Create “space” in all aspects of the community for people with a variety of disabilities. By being proactive the Town of Kentville can anticipate who may want to participate, remove barriers to participation, and offer an inclusive environment.
- Create opportunities for all people with disabilities. Sensory kits are a great option for those with Autism; the Equipment Loan Program should also include physically accessible items.
- The Town of Kentville should adopt an Accessibility Rating System and post on their rating accessibility for town owned buildings and built space. This will: enable people with disabilities to make informed decisions with dignity; encourage the Town to improve upon those spaces with lower accessibility ratings and lead by example for private businesses and organizations to follow suit.

Community Partnerships:

- Partner with the Kentville Business Community and/or individual businesses and services to encourage private businesses to become leaders in accessibility and utilize the Town led Accessibility Rating System. The rating system can state things like: fully accessible to all, fully wheelchair accessible, partially accessible to wheelchair users (will need assistance), inaccessible to all, enabling people with disabilities to make informed decisions before they travel.
- Partner with agencies that support people with disabilities on a regular basis for events, programs, and learning opportunities and do so in the public’s eye. Promote the partnerships and encourage the community to join in.
- Incorporate volunteerism into Town of Kentville employee policies and encourage staff to volunteer within the community with organizations that support people with disabilities and marginalized communities.



9 PILLARS OF ACCESSIBILITY

4.5 AWARENESS

Cultural History Example: Black History of Kentville

During outreach to the BIPOC community, our team had an informed conversation with longtime resident Juanita Pleasant who seeks to revive an understanding and truth of Black History in Kentville and communities throughout Nova Scotia. Ms Pleasant has studied archives, oral knowledge and produced her own written work over the last 20 years including two books containing Black History and Poetry, and a Calendar set to release in 2021, titled 'Aaliyah's Walk Through History 1604-2021' emphasizing Black History in Nova Scotia (and across Canada). Through her efforts, she hopes to inspire in the next generation of Black Youth a proud understanding of who they are, their resilience and where they come from. We recommend that the Town of Kentville work with historians, artists and researchers in the community to highlight and share the knowledge through public communications, exhibits, art installations, honouring the work.

THE HUMAN CHAIN

Underground they were called the human chain, without it where would I be
My great-great grandmother arrived there through it
Hidden in a wagon with a false bottom
We talked of freedom, but what of you lent a helping hand
Where would I be without you - I know not the answer
Whipped and shackled, hungry and abused you ran
Thinking freedom was the answer it was a long time coming
But we are truly free deep down I search for hidden truth
You're beside me but I feel like I'm standing alone
I know I should have gratitude but my humble beginning keeps rushing forth
The chains, the hunger the humiliation that my people so humbly wore
An ingrate within my very being, there is no escape this is my history
Harriet Tubman words are brought to my mind "live or die"
Freedom was her quest for all

The Human Chain, Poem from the book *Golden Reflections, from the Valley and Beyond*, by Juanita Pleasant.



Image via Gibson Woods Hall



Juanita Pleasant, Reviving an Understanding and Truth of Black History.

9 PILLARS OF ACCESSIBILITY

4.6 TRANSPORTATION

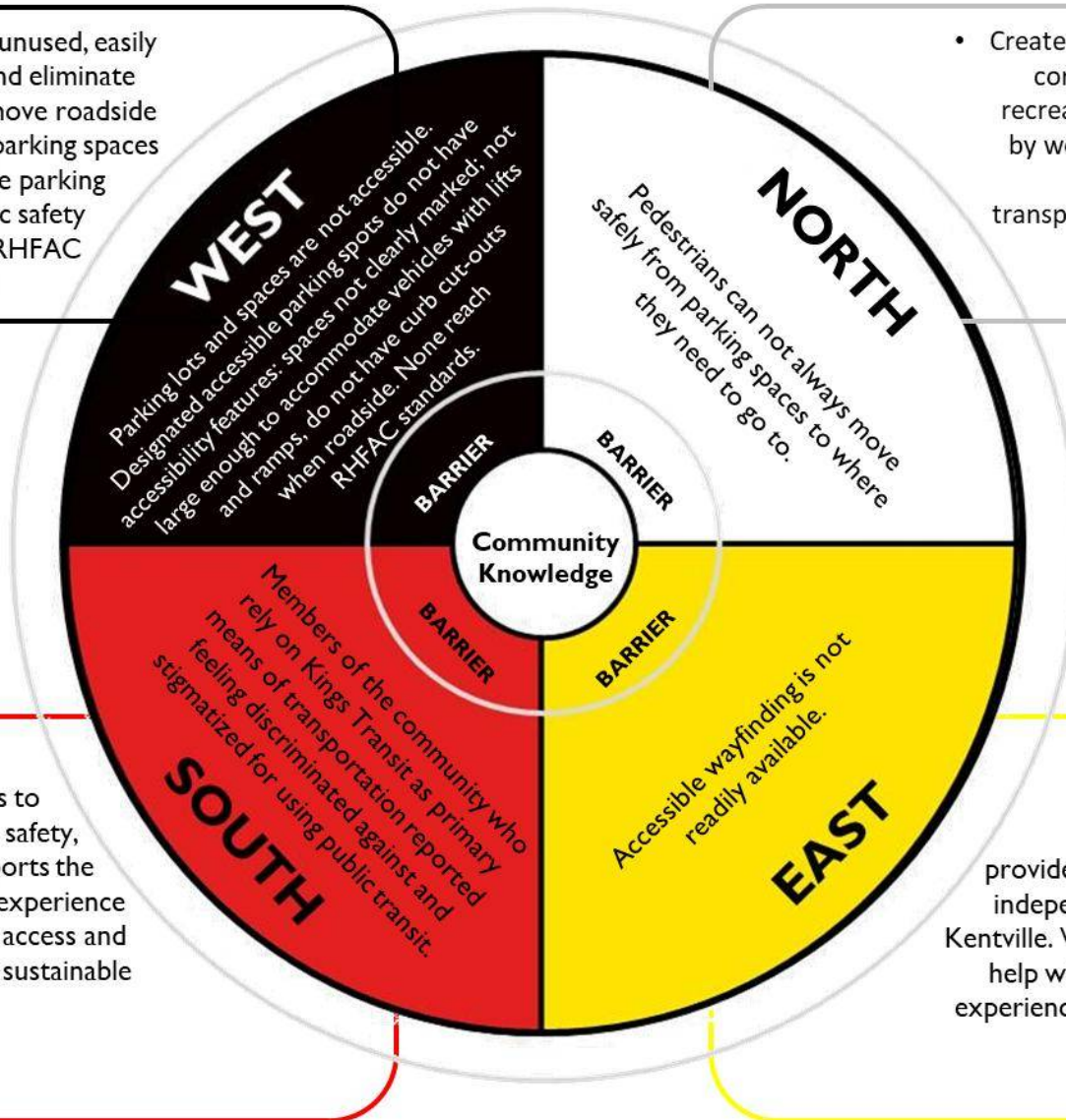
TRANSPORTATION

Recommended Actions

- Create accessible parkades in unused, easily accessed, downtown spaces and eliminate parking in Centre Square. Remove roadside parking except for accessible parking spaces and allow for proper accessible parking and increased pedestrian traffic safety with wider sidewalks. Ensure RHFAC standards for parking and lots.

Recommended Actions

- Create accessible access to the downtown core by connecting amenities, stores, recreational facilities and outdoor spaces by well lit and clearly marked pedestrian corridors to promote active transportation as highlighted by the Town as a priority.



Recommended Actions

- Work with Kings Transit on a comprehensive plan that works to increase public access, ensures safety, security, accessibility, and supports the move to human centric urban experience and a culture which celebrates access and use of public transportation as sustainable and integral to the future.

Recommended Actions

- Provide an accessible, virtual, navigation system to help with wayfinding. Technology apps can provide blind and visually impaired citizens independence when travelling throughout Kentville. Well designed universal signage will help with placemaking, wayfinding, and the experience of Kentville as a welcoming place.

9 PILLARS OF ACCESSIBILITY

4.6 TRANSPORTATION

Policy:

The Town of Kentville is committed to making it easier for everyone in the Town of Kentville to get where they need to go.

Current Offerings:

The Town of Kentville does not currently own/operate any public transportation businesses or systems. They do however have a Council representative on the Board of Kings Transit, the main public transportation option. The Town also has a fleet of Town owned vehicles which some employees use daily for work. Additionally, the Town is responsible for building, repairing and updating all roadways, parking spaces and parking lots, and other infrastructure within the town's geographical area.

Survey Overview:

Walking and personal vehicles were identified as the most accessed form of transportation for those who were surveyed online. For those who participated in our in-person sessions, walking and use of public transportation via Kings Transit, were the two highest reported transportation methods. Of those surveyed, parking was the #1 barrier identified for transportation.

Successes:

- Kentville has a new bridge (Provincial project) which provides safer vehicle access from “North Kentville” (Aldershot area and beyond).
- There have been recent repairs to some roadways and sidewalks (Aberdeen).

Barriers:

- Parking lots and spaces throughout the town are not accessible. Designated accessible parking spots do not have accessibility features: spaces are not clearly marked, are not large enough to accommodate vehicles with lifts and ramps, and do not have cut-outs in curbs when roadside. None of Kentville’s parking reaches RHFAC standards.
- Pedestrians can not move safely from parking spaces and otherwise, to where they need to go.
- Accessible wayfinding is not readily available throughout the Town’s many roads, trails and parks.
- Kings Transit, the only means of affordable public transit throughout Kentville, is inaccessible to many who need it as their primary means of transportation. Some respondents identified feeling unsafe using Kings Transit.



Bicycle Lanes, New York City



Braille Signage

9 PILLARS OF ACCESSIBILITY

4.6 TRANSPORTATION

Benchmarks:

- Create accessible parkades in unused, easily accessed, downtown spaces and eliminate parking in Centre Square. Remove roadside parking except for accessible parking spaces and allow for proper accessible parking and increased pedestrian traffic safety with wider sidewalks.
- Create accessible access to the downtown core by connecting the main amenities of stores, recreational facilities and outdoor spaces by well lit and clearly marked transportation corridors to encourage the use of the spaces and promote active transportation as is highlighted by the Town in their Active Transportation Plan.
- Provide an accessible, virtual, navigation system to help with wayfinding around the Town of Kentville. Provide RFID type tags programmed for each business in Town that will coincide with a free wayfinding app. This app will provide blind and visually impaired citizens independence when travelling throughout Kentville.
- Eliminate barriers to using affordable public transportation by creating a plan with Kings Transit to increase bus routes in outer-lying areas; train transit staff on inclusion and diversity; create parking spaces for buses to move out of traffic; ensure all buses have accessible entrances and exits; increase lighting at all bus stops, and ensuring all bus shelters are accessible to everyone.

Community Partnerships:

- In partnership with local emergency services, ensure more accessible vehicles throughout service providers: ambulance, police, etc. [See EHS pilot project](#) The Province is partnering with EHS to roll out vans for non-emergency transport. The Town of Kentville could communicate with EHS to ensure these will be accessible vehicles, otherwise people with disabilities will feel like burdens having to use ambulance resources. <https://www.thechronicleherald.ca/opinion/regional-perspectives/peter-simpson-pilot-project-aims-to-free-up-nova-scotia-ambulances-527678/>
- Increase accessible transportation within the downtown core and partner with the local business community to install a downtown core accessible shuttle system perhaps offering day-time free transportation (post-Covid) throughout the Town limits. This could be done as a tourism initiative as the Federal government has increased tourism spending for municipalities, especially when it pertains to accessibility.



Interactive Signage,
London

9 PILLARS OF ACCESSIBILITY

4.7 EDUCATION

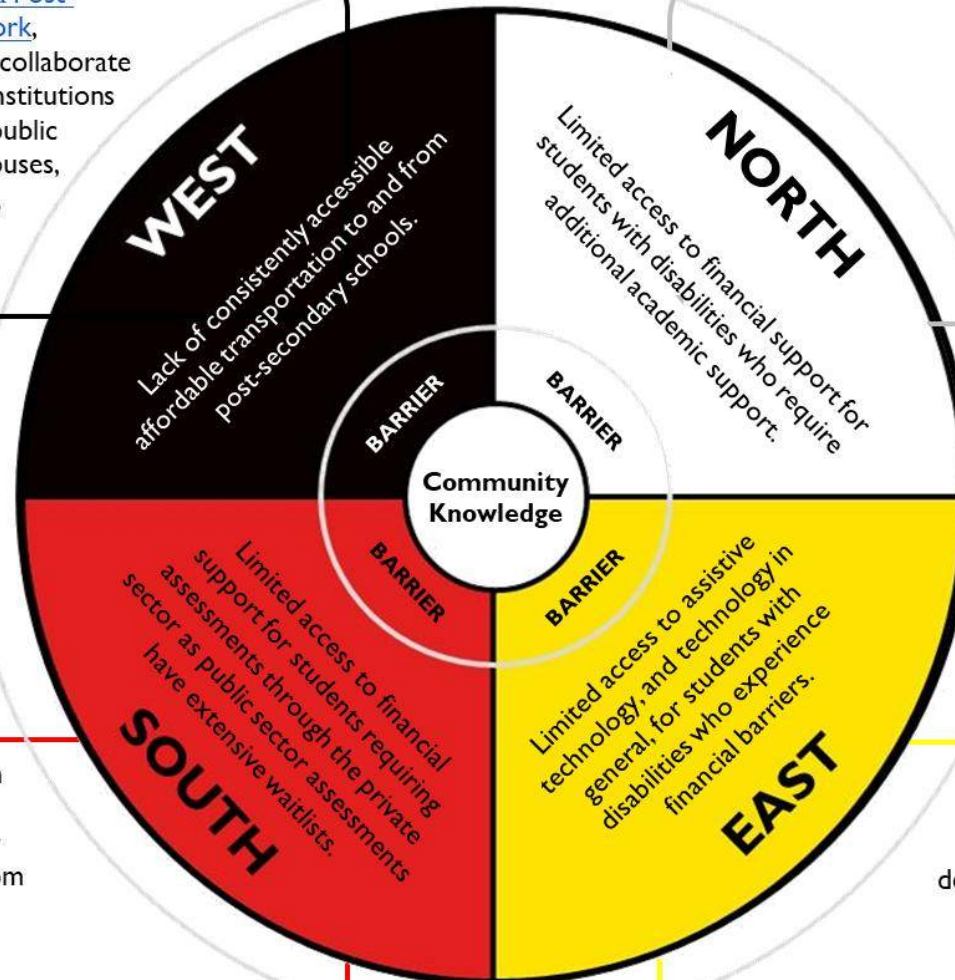
EDUCATION

Recommended Actions

- As referenced in the [Nova Scotia Post-Secondary Accessibility Framework](#), Municipal Government needs to collaborate with post-secondary education institutions to ensure accessible, affordable public transportation to and from campuses, including bus stop infrastructure, sidewalks, and signage.

Recommended Actions

- Make available information listing non-profit agencies offering free or affordable assistive devices; funding sources, and provide staff to assist students with disabilities with funding applications. Work with community groups to create after-school programs to assist with tutoring.



Recommended Actions

- Advocate for more mental health and assessment supports in and around the Town of Kentville for people with disabilities and/or from marginalized community groups.

Recommended Actions

- Support the development of bursaries for post-secondary students requiring additional funding for assistive devices and/or technology. Make available resource information listing non-profit agencies offering free and/or affordable assistive devices; funding sources, and provide staff to assist students with disabilities with funding applications.

9 PILLARS OF ACCESSIBILITY

4.7 EDUCATION

Policy:

The Town of Kentville will work with educational bodies to ensure that the Provincial standards in this area, created to make learning environments in which all students can participate, are implemented to the best of their ability. These standards could address how students with disabilities get the instruction and learning materials they need. These standards will apply to primary, secondary, and post-secondary education.

Overview:

The Town of Kentville aims to build and foster relationships with all public and private forms of education in and surrounding the Town.

Current offerings:

- Kings County Academy (KCA): pre-primary to eighth grade
- Nova Scotia Community College, Kingstec Campus
- North-East Kings Education Centre (NKEC): Kentville students attend for grades 8-12 (not located within geographical area of Kentville)

Survey Overview:

Many who currently have children or work with organizations for youth and children feel engaged in the education process and noted that this “makes all the difference.” They felt there was ample opportunity for extracurricular involvement within the Town and commended the obvious partnerships among agencies, schools and Town.

Successes (What We Heard):

- Kings Point to Point has partnered with the school board to provide accessible transportation to and from school.

Barriers (What We Heard):

- Lack of consistently accessible affordable transportation to and from schools.
- Limited access to financial support for students with disabilities who require additional academic support.
- Limited access to assistive technology, and technology in general, for students with disabilities who experience financial barriers.
- Limited access to financial support for students requiring assessments through the private sector as public sector assessments have extensive waitlists.



Wheelchair Accessible
School Bus



Assistive Technology

9 PILLARS OF ACCESSIBILITY

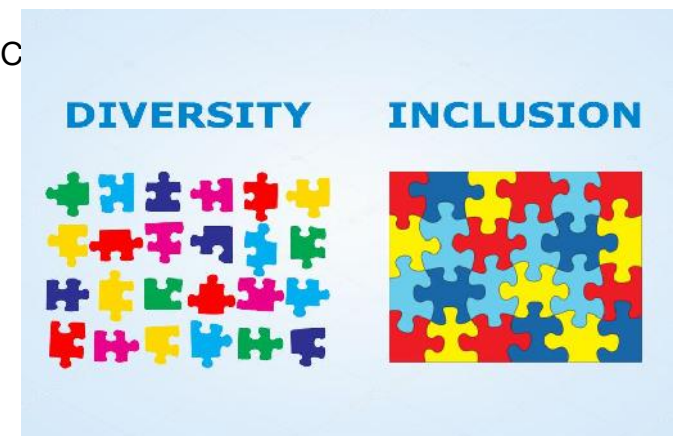
4.7 EDUCATION

Benchmarks:

- Collaborate with educational institutions to ensure accessible, affordable public transportation, including bus stop infrastructure, sidewalks, and signage as stated in the [Nova Scotia Post-Secondary Accessibility Framework](https://www.nsc.ca/about_nsc/news-and-events/media/2020/accessibility-framework-dec-2020.asp).
https://www.nsc.ca/about_nsc/news-and-events/media/2020/accessibility-framework-dec-2020.asp
- Offer bursaries for post-secondary students requiring funding for accessibility needs. Make available information listing funding sources and provide staff to assist students with disabilities with funding applications.
- Assess and harmonize existing government programs providing access to assistive devices and supports. When these supports are unavailable or inaccessible to students with disabilities, offer bursaries. Make available information listing non-profit agencies offering free or affordable assistive devices; funding sources, and support staff to assist students with disabilities with funding applications.
- Advocate for more mental health and assessment supports in and around the Town of Kentville for people with disabilities and/or from marginalized community groups.

Community Partnerships:

- Partner with NSCC to build inclusive relationships with students: offer internships, work placements, hire students directly from the graduating classes to ensure our skilled tradespeople stay in Nova Scotia.
- Collaborate with Kings Transit to increase affordability for students attending NSC offer student pricing if this doesn't already exist.



9 PILLARS OF ACCESSIBILITY

4.7 EDUCATION

Continuing Professional Training & Education:

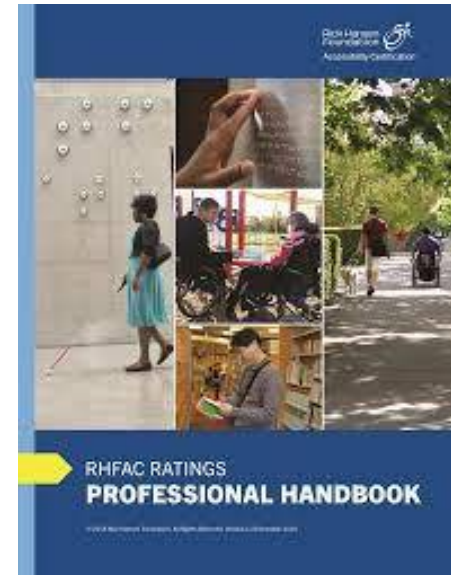
During Citizen Engagement frustration was expressed regarding accessible design not meeting the Nova Scotia Building Code Regulations: they asked, if the construction industry cannot meet the minimum standards of the Provincial Building Code what chances are there to meet RHFAC standards for accessibility?

In some instances it may not be possible to fully implement accessible design principles due to a barrier - architectural, structural or economical - leaving professionals tasked with making difficult decisions. However, the issue may be lack of education.

Recommendation: The Town can work with trades and construction industry to initiate continuing education opportunities via information sessions or workshops. This is an important role the Town of Kentville can take to ensure that projects in Kentville have meaningful access and meet RHFAC and Provincial Building Code standards. The Town of Kentville must be prepared to ask questions and hold accountable all professionals and officials when it comes to accessibility.

Educating its citizens through dialogue about urban planning will assist the Town of Kentville in becoming a leader in accessibility. For example, hosting and supporting activities like “Jane Jacob Walk & Rolls” which are community based, on the ground tours to review existing places, urban layouts, nature and histories. These walks gives citizens a chance to assess and discuss their own views regarding what makes a human-centered Town.

Kentville can support lectures on Architecture & Urban Planning, sustainability, accessibility and activism, celebrating excellence and ideas that represent diverse perspectives in experience and design. Design Competitions create excitement, dialogue and education about what makes human-centred design great. Competitions for the Centre Square design and architectural components, and for Miner’s Marsh to create pavilions similar to the Winnipeg Warming Huts, will engage the public to photograph, discuss and critique the designs, and create an atmosphere of continual learning in this realm.



RHFAC Rating,
Professional Handbook



Jane Jacobs, Jane Walks

9 PILLARS OF ACCESSIBILITY

4.8 EMPLOYMENT

EMPLOYMENT

Recommended Actions

- Revisit and revise hiring policies, job descriptions, and inclusion and diversity policies within the Town of Kentville. Partner with agencies that represent people with disabilities and from marginalized communities when hiring and commit to equity hires.

Recommended Actions

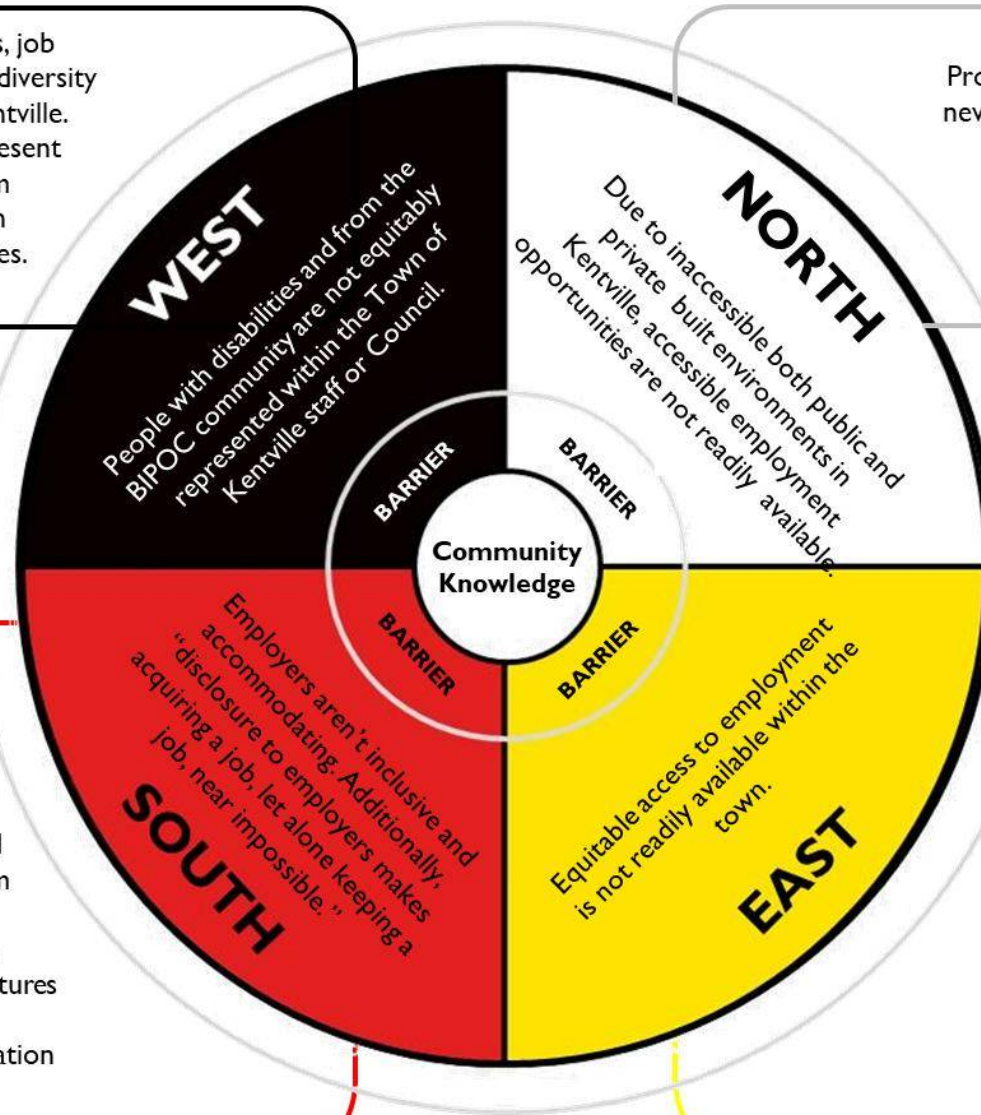
- Adhere to legislated Built Space and Procurement policies for new business and new buildings within the Town of Kentville.

Recommended Actions

- Partner with Kentville Business Community to offer monthly training sessions to business owners and managers on: the ease of accommodation, the laws and what they mean, inclusion and diversity, hiring and retention from the hidden talent pool, etc.
- Highlight inclusive employers with “employer of the month” type features on website and social media. (provide a small token of appreciation – ie: plaque or dinner gift card).

Recommended Actions

- Adopt Human-Centre Design policies and regulations for eliminating barriers and improving equitable access for everyone in the Town of Kentville.



9 PILLARS OF ACCESSIBILITY

4.8 EMPLOYMENT

Policy:

The Town of Kentville is committed to being an accessible workplace, and supporting young people with disabilities in finding and maintaining meaningful employment.

Current Offerings:

As per Senior Management, there aren't any visible minorities employed within the current Town of Kentville. Due to limited feedback from Town employees we do not have self identification information to report in regards to disabilities.

Survey Overview:

Meaningful employment was defined as being able to obtain and maintain employment that meets the needs and values of the individual. These needs include: feeling engaged in the process; earning a living wage; having access to benefits and pensions; and having the ability to disclose your disability in the workplace and be given accommodations. 68% agree that people with disabilities are accepted in the workplace, however, only 35% are aware of inclusive employers.

Successes (What We Heard):

- There are supportive employment agencies within the Town of Kentville that can provide support for both the individual and the employer like: NS Works/Community Inc.; PeopleWorx; Native Council, and the Valley African Nova Scotia Development Association etc. with whom the Town of Kentville's Parks and Recreation Department currently partners to hire youth at risk in seasonal jobs.
- The Town of Kentville is actively collaborating with the Dalhousie College of Continuing Education for the Mentoring Plus Program, a program that aims to draw upon the skills and knowledge of retirees to help support young adults (16 - 35+) explore and connect to career paths through team mentoring and support.

houdinidesign
ARCHITECTS



Accessible Design for
Everyone

9 PILLARS OF ACCESSIBILITY

4.8 EMPLOYMENT

Barriers (What We Heard):

- There isn't representation within the Town of Kentville employing people with disabilities and/or people from visible minority groups.
- Due to inaccessible built environments, accessible employment opportunities are not prevalent in the Town of Kentville.
- Equitable access to employment is not readily available within the town.
- Employers aren't inclusive and accommodating. Additionally, "disclosure to employers makes acquiring a job, let alone keeping a job, near impossible".

Benchmarks:

- Revisit and revise hiring policies, job descriptions, and inclusion and diversity policies within the Town of Kentville. Ensure recruitment, hiring, and career development processes are accessible.
- Update policies for managers to help in meeting obligations to provide reasonable accommodations needed by employees with disabilities.
- Train all levels of Town of Kentville employees in unconscious bias, inclusion, diversity and emotional intelligence. Training to be made available online for current employees; new employees to be provided onboarding materials around inclusion and diversity, and policies in place to process issues and concerns should they arise.
- Improve access to government buildings and offices to ensure employees are able to access washrooms, workspaces, common rooms, boardrooms, and kitchens.

Community Partnerships:

- Partner with KBC to offer monthly free (or in-expensive) training sessions to TOK business owners and managers on: the ease of accommodation, the laws and what they mean, inclusion and diversity, hiring and retention from the hidden talent pool, tourism benefits of accessibility etc.
- Partner with agencies that represent people with disabilities and marginalized communities when hiring and commit to equity hires.
- Highlight inclusive employers with "employer of the month" type features on website and social media (provide a small token of appreciation ie. plaque or dinner gift card) or create Kentville Accessibility Awards to yearly celebrate positive changes in the community.



Assistive Devices in the Workplace



Barrier-free Workplaces

9 PILLARS OF ACCESSIBILITY

4.9 PROCUREMENT

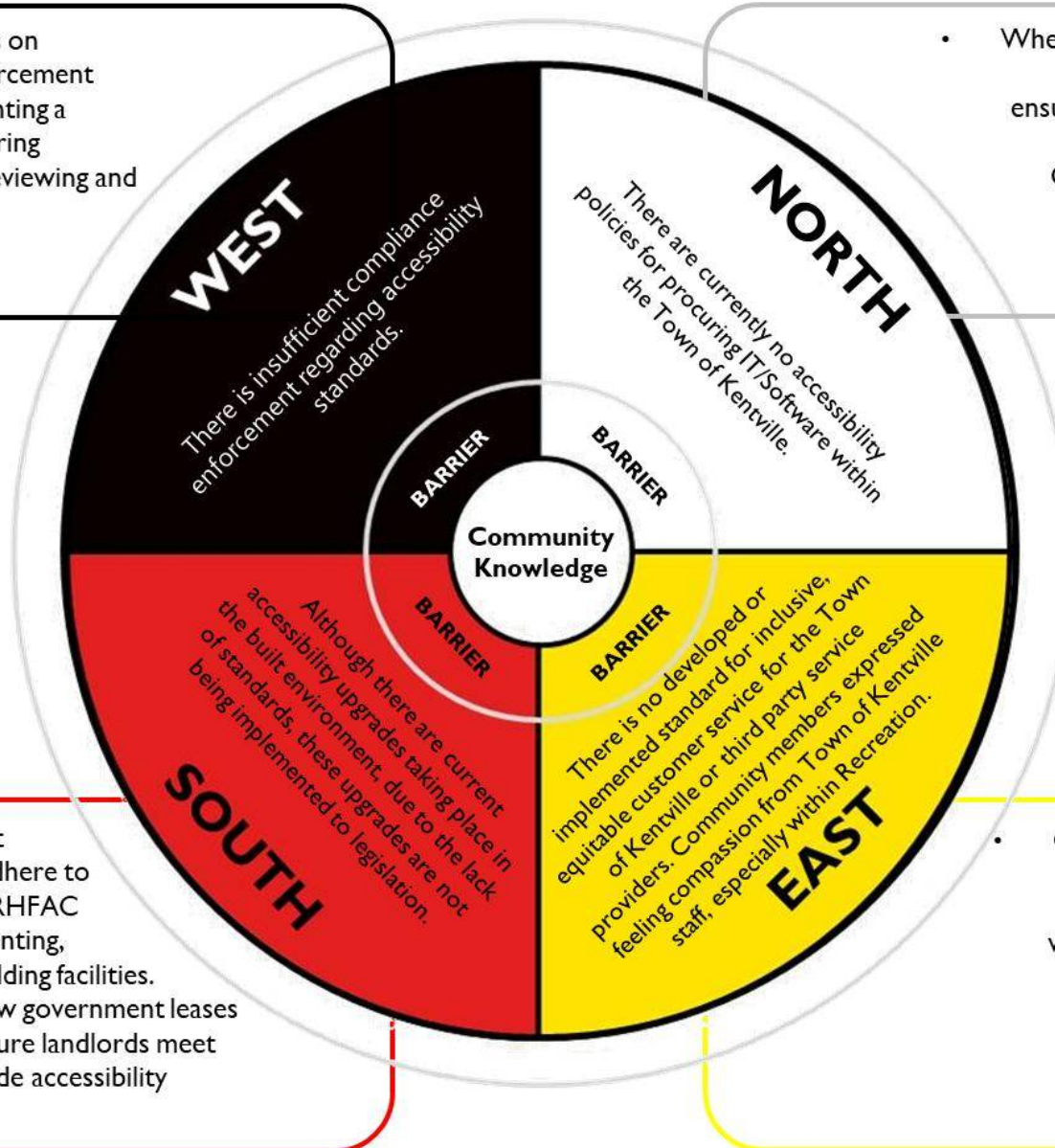
PROCUREMENT

Recommended Actions

- Establish an immediate focus on compliance by creating enforcement mechanisms including appointing a person responsible for ensuring Compliance and routinely reviewing and reassessing.

Recommended Actions

- When procuring IT/Software when at all possible the Town of Kentville will ensure that providers can confirm their product/service meets all of Web Content Accessibility Guidelines 2.0 standards.



Recommended Actions

- The Town of Kentville must consider accessibility and adhere to the Built Environment and RHFAC standards, when they are renting, renovating, acquiring or building facilities. Incorporate clauses into new government leases for occupied spaces to ensure landlords meet the Nova Scotia building code accessibility requirements.

Recommended Actions

- Create a customer service standard which third party service providers can be trained in and must comply with, in order to provide services to and on behalf of the Town of Kentville.

9 PILLARS OF ACCESSIBILITY

4.9 PROCUREMENT

Policy:

The Town of Kentville will ensure purchase of accessible goods, services and facilities, and when not possible, will ensure they explain why and how they plan to alleviate the accessibility issue moving forward.

Current Offerings:

Through this project the Town of Kentville aims to be compliant with both Bill 59 and the Accessible Canada Act (ACA). The Accessible Canada Act mandates that public sector organizations incorporate accessibility criteria in their processes for buying and acquiring goods, services and facilities while considering accessibility, quality, cost, accessible design and accessible features where possible.

Survey Overview:

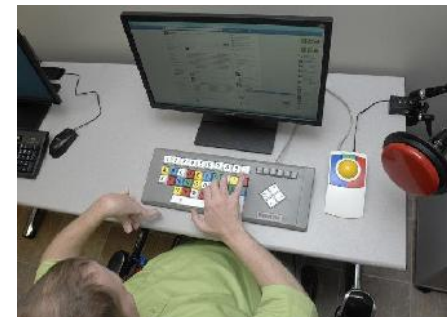
Community members surveyed want to see consistency in accessibility in the form of policy and procedure, when it comes to new, renewed, and updated built space, contracts, programs and services.

Successes (What We Heard):

- As highlighted in the Municipal Planning Strategy, under the Municipal Government Act there are policies to “establish policy with regard to the management of land uses, healthy growth and community development, and the provision of public services and facilities. Policies within this Strategy shall focus on methods to address limitations and opportunities related to the development of land in Kentville.” This enables the Town of Kentville to make change within their policies for the better of their community.

Barriers (What We Heard):

- There are currently no accessibility policies for procuring IT/Software.
- There is no standard developed or implemented for inclusive, equitable customer service, either for the Town of Kentville or for its third party service providers. It was noted that community members feel compassion from Town of Kentville staff, especially from the Recreation Department.
- Although there are current accessibility upgrades taking place within the built environment but because of the lack of standards, these upgrades are not being implemented to legislation.
- There is insufficient compliance/enforcement regarding accessibility standards to uphold standards and/or building codes.



Accessible Technology



Upgrades to Accessibility

9 PILLARS OF ACCESSIBILITY

4.9 PROCUREMENT

Benchmarks:

- Ensure that providers can confirm their product/service meets all of WCAG 2.0 standards when procuring IT/Software, when at all possible.
- Create a customer service standard which third party service providers can be trained in, and must comply with, in order to provide services to the Town of Kentville.
- Consider accessibility and adhere to the Built Environment standards, when the Town of Kentville rents, renovates, acquires or builds facilities. Additionally the Town of Kentville will incorporate clauses into new government leases for occupied spaces to ensure landlords meet the Nova Scotia building code accessibility requirements.
- Establish an immediate focus on compliance by creating enforcement mechanisms including appointing a Director of Compliance and routinely reviewing and reassessing to ensure compliance.

Community Partnerships:

- Town of Kentville procurement policies must be enforced on the municipal level when acquiring services or goods through the Regional Agency process.
- Partner with the Kentville Business Community to ensure the customer service standard is understood, and adhered to by all businesses within the Town of Kentville.
- Consult with agencies and organizations supporting people with disabilities and/or people from marginalized communities when making decisions and/or creating policies to ensure they are being done without bias, and with full consideration and engagement of these communities.



Design for Accessibility &
Inclusion

9 PILLARS OF ACCESSIBILITY

4.10 HUMAN CENTERED DESIGN

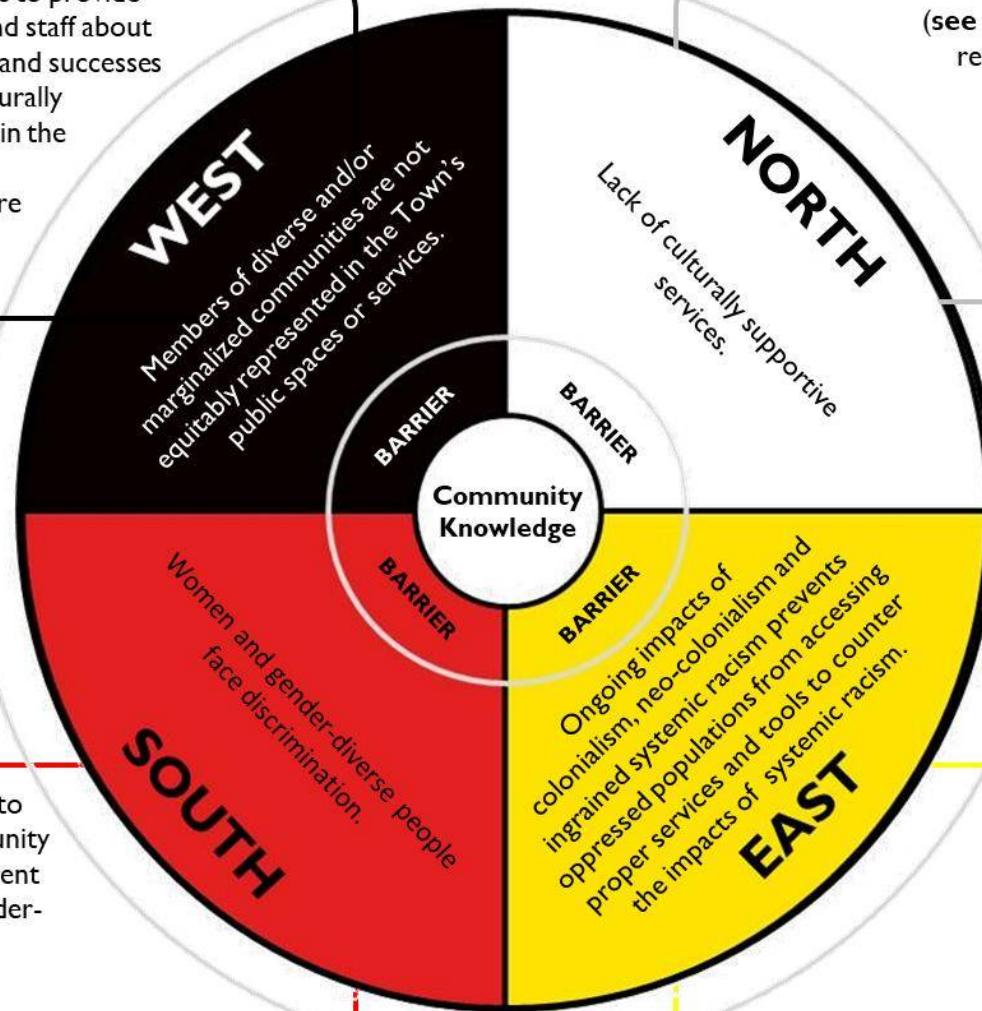
HUMAN CENTRED DESIGN

Recommended Actions

- Partner with diverse populations to provide knowledge to the community and staff about historical and current injustices and successes of BIPOC community; hire culturally diverse individuals to work within the Town of Kentville, and develop policies to ensure equity hires are prioritized.

Recommended Actions

- Hire an Indigenous outreach worker (see **funding support**) to provide culturally relevant services to meet the needs of the community.



Recommended Actions

- Partner with diverse populations to provide knowledge to the community and staff about historical and current injustices against women and gender-diverse peoples. (See appendix Final Report MMIWG2SLGBTQ+)

Recommended Actions

- Implement a decolonization framework in partnership with First Nations peoples for the Town of Kentville and adopt sections of the recommended reports for reconciliation. (See appendix Truth & Reconciliation Final Report)

9 PILLARS OF ACCESSIBILITY

4.10 HUMAN CENTERED DESIGN

Policy: The Town of Kentville has chosen to add implicit bias and decolonization to their list of priorities to create an inclusive and accessible community for all of its members.

Current Offerings:

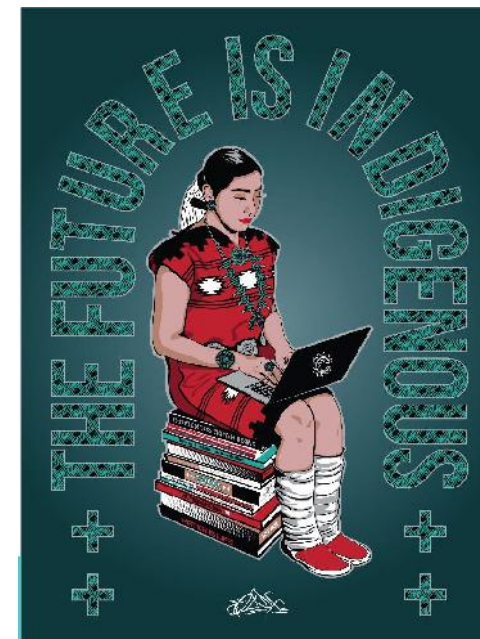
By adding implicit bias and decolonization to priorities, the Town recognizes the need to identify risk areas where implicit biases may affect behaviors and judgments. Specific procedures to guide decision making encourages employees to be mindful of the risks of implicit bias that are contrary to values and beliefs. The Town of Kentville acknowledges the Truth and Reconciliation Commission of Canada's final report and Calls to Action and will include these calls to action as part of their decolonization plan. This is a long process and will need to start by decolonizing policies and procedures within the Town.

Survey Overview:

65% of those surveyed do not feel directly discriminated by the Town of Kentville. One participant noted that there is room for improvement and that as we move forward we need to "be mindful of how to engage folks that historically have not been engaged."

Successes (What We Heard):

- Members of diverse cultural backgrounds were pleased to hear the Town is adding implicit bias and decolonization to their list of priorities. They stated "the fact that the Town of Kentville is reaching out to get this type of information speaks volumes."
- As per the Integrated Community Sustainability Plan, the Town of Kentville has made access to services and recreation priorities for both economic and social sustainability, including: encouraging diversity and entrepreneurship in the local economy, promoting safe and accessible public spaces, recognizing and planning for demographic diversity, and encouraging diversification in community recreation, arts and culture.
- The Town of Kentville is working with the First Nations community to remove inaccurate historical information regarding Cornwallis. ([See story here](https://www.thechronicleherald.ca/news/provincial/kentville-council-commits-to-renaming-cornwallis-street-as-new-bridge-nears-completion-475923/))
<https://www.thechronicleherald.ca/news/provincial/kentville-council-commits-to-renaming-cornwallis-street-as-new-bridge-nears-completion-475923/> Renaming infrastructure that represents inaccurate history/BIPOC oppressors is a pivotal act of meaningful reconciliation. Belcher Street is another renaming opportunity to reflect the Black history in Kentville. This can be achieved by working with the Indigenous and Black communities on solutions. The Appendix has resources for working with Indigenous communities on processes to guide reconciliation actions.
- The Recreation Department is committing time and space to the involvement of women and girls in recreational activities as identified in the Town of Kentville's Physical Activity Strategy.



Artist, Jared Yazzie

9 PILLARS OF ACCESSIBILITY

4.10 HUMAN CENTERED DESIGN

Barriers (What We Heard):

- Members of diverse and/or marginalized communities are not represented in the Town's public spaces, services or within their employ.
- There is a lack of culturally supportive services in all areas.
- Ongoing impacts of colonialism, neo-colonialism and ingrained systemic racism prevents oppressed populations from accessing services and tools to counter systemic racism.
- Women and gender-diverse people face discrimination. Town of Kentville's Physical Activity Strategy indicates women and youth are not getting equitable access to recreation.

Benchmarks:

- Hire culturally diverse individuals to work for Town of Kentville. Create equitable hiring policies with measurables for diversity and inclusion to ensure diversity in staff. Put a diversity and inclusion statement on all job ads.
- Hire an Indigenous outreach worker to provide culturally relevant services to meet community needs.
- Implement a decolonization framework in partnership with First Nations peoples and adopt sections of the recommended measures for reconciliation.
- Provide knowledge and training to all staff about historical and current injustices and successes of Indigenous peoples.
- Adopt the Recreation for All policy and update language to include LGBTQ2IA+

Community Partnerships:

- Partner with community groups that support diverse populations to provide knowledge about historical and current injustices against women and gender-diverse peoples.
- Address child poverty as a major concern in the Town of Kentville (see [2020 Report Card on Child Poverty in Nova Scotia](https://www.policyalternatives.ca/sites/default/files/uploads/publications/Nova%20Scotia%20Office/2020/12/Child%20poverty%20report%20card%202020.pdf))

<https://www.policyalternatives.ca/sites/default/files/uploads/publications/Nova%20Scotia%20Office/2020/12/Child%20poverty%20report%20card%202020.pdf>

- With a percentage of 27.8% (4.3% higher than the provincial average) ensure all children are fed while attending school. The Town's Recreation Department provides lunches at no cost during summer day camp programming and have noted the benefits to the community by doing so.
- Partner with the aforementioned agencies to find qualified, dedicated staff to fill permanent and seasonal positions out of the hidden talent pool the Town would not otherwise have access to because of the restrictions imposed with current job calls and hiring processes.



Accessible Workplace

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

A. 7 Principles of Universal Design

In accordance with the the Citizen Engagement results, the Imagine Kentville Map presents a preliminary and imaginative Urban Plan based on principles of Universal Design with accessibility and diversity being anchor tenants.

Although there are elements suggested on the Map that may not seem doable at present time, the activity to visualize what the possibilities are inspires long term vision and identifies short term goals.

For example, while a riverside path at present may not seem feasible, given the right time, circumstances, landowners, public will, policy and investment, it could be made a future reality, creating naturalized beautification, with accessible, public enjoyment to the waterfront for health and wellness. A first step to explore the possibilities of this vision would be a Riverfront Pathways Study which would include an economic impact study.

However, the focus on the creation of an accessible downtown through promenades and active transportation routes with consistent, smooth surfacing was a key highlight from Citizen Engagement. Outdoor public gathering spaces, fully accessible public washrooms, and relocation of excess parking to the perimetre (except for accessible parking spots) were identified as key components to enhancing the downtown core through accessibility and Universal Design strategies.

The 7 Principles of Universal Design are as follows, with the goal of ease of use and accessibility for all.
Principle 1: Equitable Use

Principle 2: Flexibility in Use

Principle 3: Simple and Intuitive Use

Principle 4: Perceptible Information

Principle 5: Tolerance for Error

Principle 6: Low Physical Effort

Principle 7: Size and Space for Approach and Use



Imagine Kentville
Map,
houdinidesign
ARCHITECTS
See Next Page for
Enlargement.

[These principles project social values, make good business sense, support independence and promote a positive public image: http://universaldesign.ie/what-is-universal-design/benefits-and-drivers/#bus](http://universaldesign.ie/what-is-universal-design/benefits-and-drivers/#bus)

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

B. IMAGINE KENTVILLE MAP



UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

C. COMPONENTS OF UNIVERSAL DESIGN

Participants in Citizen Engagement sessions contributed their ideas, experiences and points of view to envisioning a future, accessible and inclusive Kentville. The Imagine Kentville Mapping Exercise focused on the components of Universal Design and the following ideas were expressed by participants:

Logical Plan

The Town needs a logical intuitive plan with clear pedestrian promenades, interconnected routes and nodes which create a loop around the Town.

Place Making

Pedestrian focussed planning.

Investment in culture.

Create strong relationships between businesses, community, and tourism through a joyous celebration of place.

A public train (solar or electric) around the downtown would be a tourism attraction as well as solve traffic and parking issues.

Centre Square & Market

Centre Square is central to orienting oneself in the Town.

It should be car-free, with an accessible, digital information kiosk.

Welcoming, a beautiful place of gathering, pride, and exchange; a true hub: a theatre of life.

A clear marker of democratic public space, welcoming of diversity, it belongs to all.

Washrooms/Comfort Station, fully accessible.

The Farmer's Market should have a permanent home here, with merchants and patios facing inwards into the square, increasing the dynamics and energy of Centre Square.



Place-Making, Outdoor Street Life, Barcelona Spain



Santa Caterina Market, Barcelona, Spain

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

C. COMPONENTS OF UNIVERSAL DESIGN

Pedestrian Promenades

Link public buildings (e.g., Town Hall) to Centre Square with wide, safe promenades. Promenades need to be fully accessible. Public exterior gathering spaces need to be linked to public buildings. Sheltered seating available at regular intervals.

Crosswalks & Sidewalks

Crosswalks must have visual and auditory communication. Crosswalks must have tactile indicators and visually identified, properly designed, curb cuts. Sidewalks must be of accessible width, even and aligned.

Nature, Squares, Gardens, Playgrounds & Paths

Tree-lined streets. Public squares, playgrounds, gardens and paths connect the amenities of the Town so people of all levels of abilities can move freely throughout. Included in outdoor spaces are diverse public art, fountains, and places for people to sit. Accessible Washrooms are imperative.

Parking

Accessible parking for cars and busses needs to be the focus of street parking. The rest of parking should be at the perimeter of Town. Parking garages would make available more green space or room for housing developments.

Speed Limits & Pedestrian Streets

Pedestrian only streets add significant value to areas. Aberdeen could be made a pedestrian-only street connecting to Centre Square. Maximum speed limits must be posted and enforced to create a culture of pedestrian friendly and safe streets.



Teatro del Mondo, Venice,
Architect, Aldo Rossi



Street Life San Antonio
Square, Texas

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

C. COMPONENTS OF UNIVERSAL DESIGN

Historical Buildings

Significant historical buildings need to be identified and invested in. Historical buildings create a visually interesting backdrop for street life. Historical architecture is a tourism driver for cultural experiences.

Inclusive Public Art

Investment and effort is required to engage diverse communities in public art creation and representation.

Art representing diversity displayed in Town Hall shares a strong vision with its citizens.

Density

Residential and mixed-use buildings infill where empty lots exist.

“The 15-Minute City” urban plan results in amenities and necessities being within a 15 minute walk from home.

The creation of cul-du-sac communities do not allow people independence to access the things they need.

New community plans need to respond to the existing historical layouts.

Large areas of parking spaces and lots make it very difficult to negotiate Town on foot.

Library & Museums

Libraries & Museums are significant public spaces. The Town should invest in these important places. The Library should be linked by pedestrian promenades and crosswalks to Town Hall, Centre Square and other public spaces.

The outdoor area of the Library could include seating and welcoming gathering space.

Outdoor reading rooms, picnic areas and paths encourage visiting the Library.

Investment and support for Museums draws community, business and tourism.

Kings County Museum requires significant renovation to be made accessible and meet the future needs of visitors and tourism.



Outdoor Seating, Spain



Public Square, Montreal

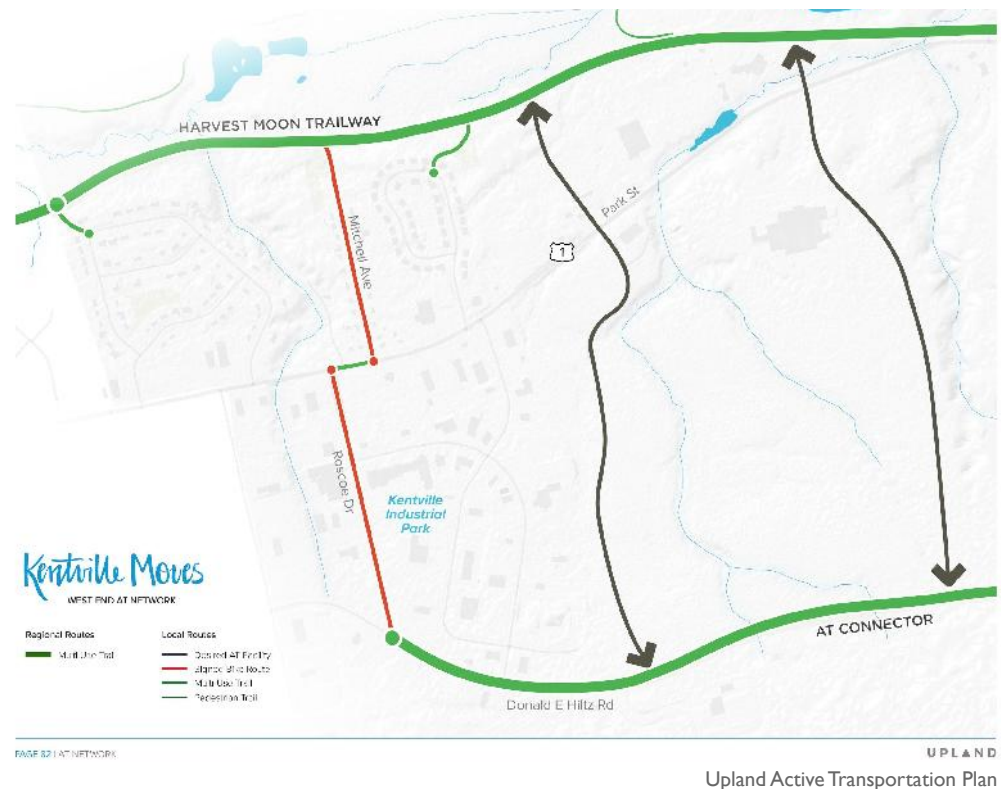
5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

D. MAP OF CONNECTORS (UPLAND)

The work of Upland on the Active Transportation Plan and the work of houdinidesign ARCHITECTS needs to be carried forward as one vision - in small steps by a combination Architecture & Urban Planning Team. This combined Team needs to fully understand the marco plan and the micro plan.

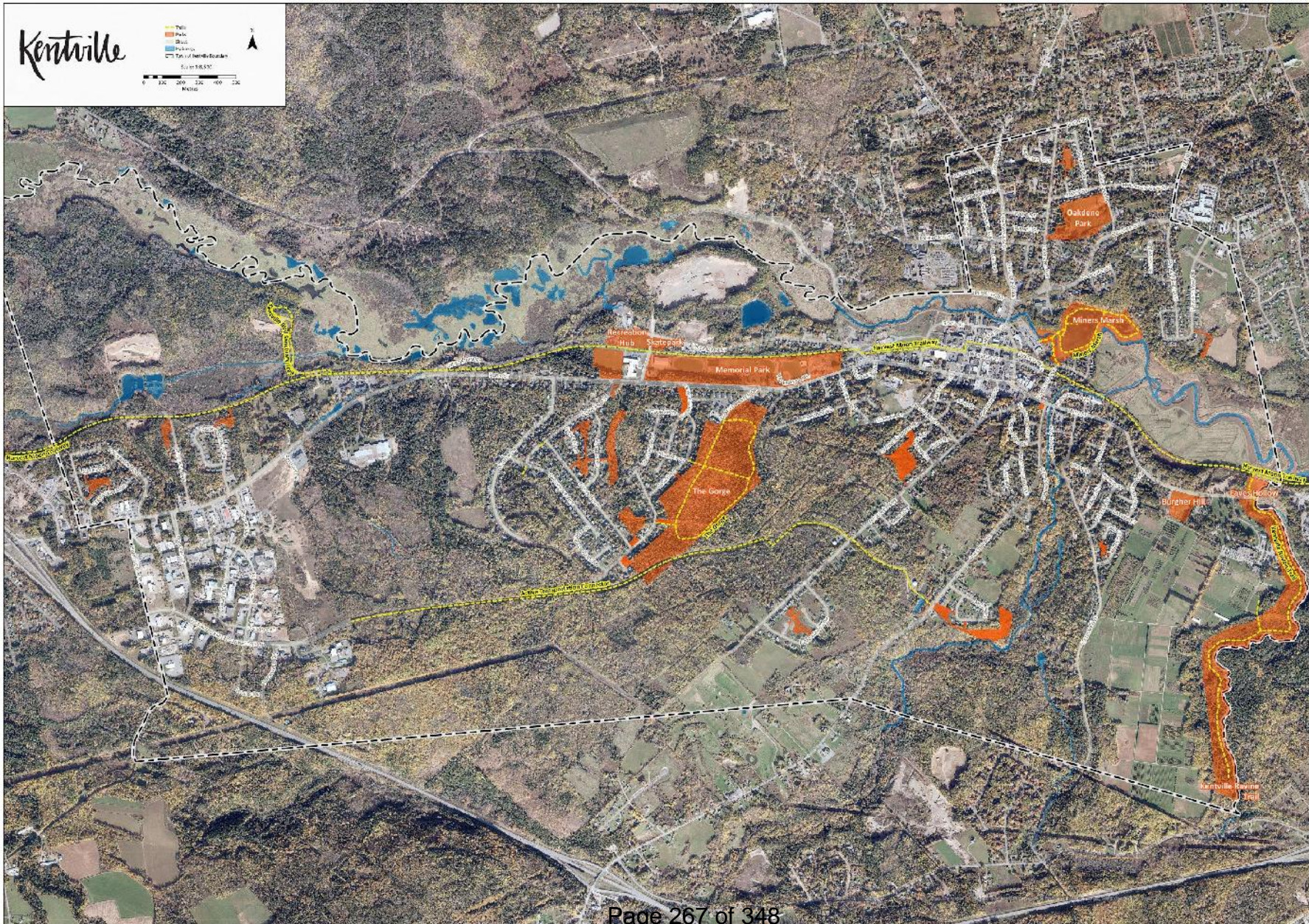
The Active Transportation Plan needs to be paired with Universal Design principles and reflect the Town's brand. Bylaws need to be updated to ensure the Citizen Engagement is respected to allow the Active Transportation Pedestrian Routes, development of Centre Square, and the Visitors Centre, be implemented.

A holistic vision will provide solutions that move in the direction of a walkable, enjoyable, livable and future-forward Town.



5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

E. AERIAL MAP OF KENTVILLE



UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

F. SCHEMATIC DESIGN OF SIDEWALKS EXAMPLE (UPLAND)

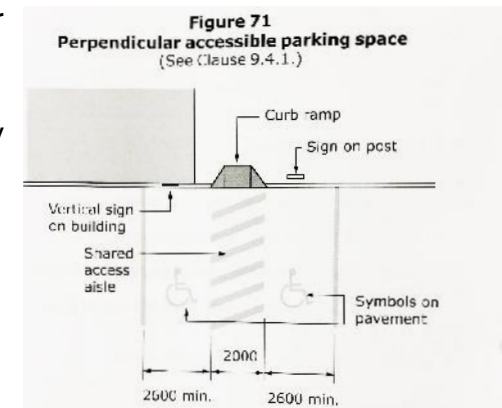
houdinidesign ARCHITECTS supports the recommendations of Upland regarding the importance of Accessible Pedestrian Signals to crosswalks, and curb cuts with yellow markings and tactile curb indicators.

Key recommendations for accessible sidewalks include: good lighting; objects on path of travel are cane detectable; portable signage and sandwich boards not in the path of travel; proper drainage; bases of trees have cane detectable guards; railings that block driver view of pedestrians are eliminated; barriers have visual contrast; provide edge protection where suitable; gutters provides a flush transition; sidewalk width suitable for wheelchairs, scooters, and service dogs; pathways must be wider in front of shops and bus stops.

The list of requirements is too extensive to incorporate into this report; however, this information is outlined in detail through the Rick Hansen Foundation Accessible Certification (RHFAC) Handbook - design and construction should not proceed without the RHFAC document being used and Silver or Gold Certification in Accessible design being the objective.

The big takeaway from this report is that the necessary information for accessibility standards is readily available through RHFAC, the Provincial Building Code and CSA B651HB18.

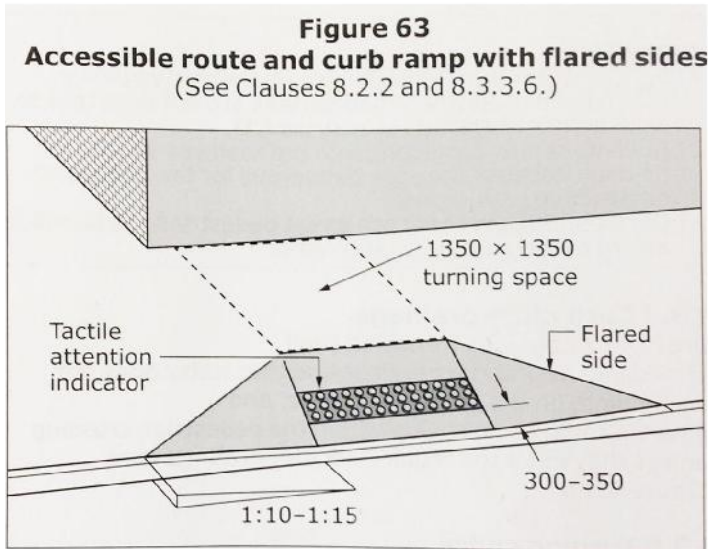
Contractors need to use these essential documents, the RHFAC guides, and adhere to the Local Authorities Having Jurisdiction for all projects.



Accessible design for the built environment,
Implementation handbook,
B651HB-18

2.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

F. SCHEMATIC DESIGN OF SIDEWALKS EXAMPLE (UPLAND)



Accessible design for the built environment - Implementation handbook, B651HB-18

Introduce Accessible Pedestrian Signals to crosswalks

Most, if not all, of the crosswalks in Downtown Kentville would be extremely difficult to cross for pedestrians with low vision, who are hard of hearing or who use a wheelchair to get around. Pedestrians with low vision rely on audible and tactile cues at street corners. Cues in the environment include the sound of traffic, presence of curbs, ramps, audible tones in pedestrian signals, and detectable warnings.

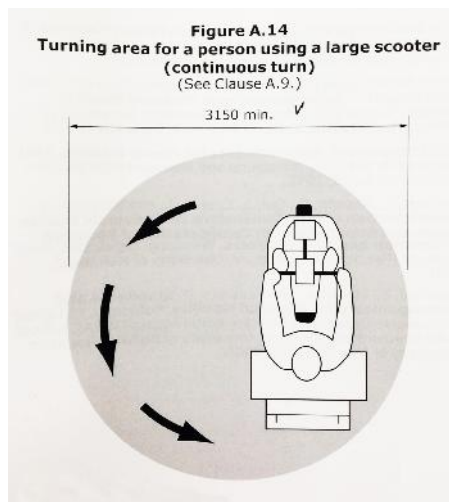
Important road crossing information should be provided in formats that use more than one sense. Pedestrian information includes signage, Accessible Pedestrian Signals (APS), and detectable warnings.

Accessible Pedestrian Signals (APS) are devices that communicate information about the "WALK" and "DON'T WALK" intervals to pedestrians with individual needs to pedestrians who are blind or who have low vision. Audible beeping is the use of an audible tone to indicate when blind pedestrians can proceed on the signal coming from the largest corner as they cross the street. Crosswalk buttons must be placed directly at crosswalks within reach of all heights (including wheelchair users), and able to be effectively cleared of snow and ice.

Detectable warnings are standardized surfaces placed at crosswalks consisting of a grid of raised, truncated domes, placed at crossing areas to people who are blind or who have low vision.



Top
Detectable Warning Strip
Bottom
Accessible Beeping
Accessible Pedestrian Signal



Accessible design for the built environment - Implementation handbook, B651HB-18
Page 269 of 348

Upland Active Transportation Plan

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

G. COMMUNITY ECONOMIC DEVELOPMENT

Quality public spaces create nodes where community can gather, shop, eat and exchange ideas. These quality public spaces create sound barriers from traffic noise and pollution. They create spaces where people who experience sensory overload can sit quietly, relax and recoup.

Centre Square

Great work has been done by the Town to invigorate Centre Square with culture and activity through successful, incremental strategies, and citizens have responded in kind by participating, promoting, and contributing to the events. Citizen Engagement identified additional opportunities to further develop Centre Square including: enhanced representation of diverse cultures in programmatic design; removal of parking; adherence to accessibility standards for surfacing; and the addition of a permanent Market with public washroom/comfort station.



Centre Square, houdinidesign
ARCHITECTS

Many of the existing businesses on the Centre Square perimeter can be renovated for both Street and Square access allowing people to flow through stores in keeping with Universal Design and accessible Wayfinding. Cafes and restaurants would have outdoor sitting areas in the Centre Square for people to enjoy food, conversation and community, with protection from traffic noise and movement.

Market stalls would be additionally utilized outside of Market days as flex spaces to rent for part-time crafters, small business launches, or fairs (cultural, special events, etc). Having a designated space for music, dance and theatre in the Square connects to tourism priorities in the Province and creates community engagement opportunities that naturally evolve in the space as citizens respond to it.



Centre Square, houdinidesign
ARCHITECTS

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

G. COMMUNITY ECONOMIC DEVELOPMENT

Visitors Centre

A Visitors Centre should be reintroduced along the main bike path through Town. Wayfinding is integral to accessibility and the enjoyment of a community and a Visitors Centre fulfills this role as a central hub of information. Currently, the Kentville Museum building is the logical solution for the Visitors Centre due to its location and opportunities to promote tourism, downtown businesses, and pedestrian and cycling routes, as identified by Uplands in the Active Transportation Plan. A Visitors Gift Shop could provide opportunities to sell local books, wares, crafts, art while promoting the makers and the place.

This building is on the the major axis through Kentville, linking to Town Hall with the Centre Square in between, and is a Town-owned replica Train Station, tying into the Main Street Station branding and would beautifully support an electric/solar powered hop-on, hop-off train around the downtown.

This building previously served as the location for the Annapolis Valley Chamber of Commerce and Tourism Info and is on a public transportation stop. The current tenants house an archival collection of Kentville's history; however, this is a volunteer run operation with limited resources. The Kentville Museum would do well to partner and collaborate with the Kings County Museum to best house the collection, share resources and offer programmatic opportunities together. The renewed Visitors Centre would include a garden, public washrooms, water station, bike repair and rentals. These rentals can include a range of vehicles which are accessible like the all-terrain Rigg for travel along wilderness paths, or in the winter, snowshoes or skis can be borrowed.



Kentville Moves, Upland's Map of Bike Path Through Kentville



Pedestrian Routes Through Town, houdinidesign ARCHITECTS
Page 271 of 348



Historical Train Station, Kentville NS

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

G. COMMUNITY ECONOMIC DEVELOPMENT

Active Transportation: Pedestrian Routes Throughout Downtown

To create an accessible and inclusive community Kentville needs to move away from being car-centric and towards being human-centred. People can be self-reliant on public transit to access downtown and community, and with nodes of pedestrian routes connecting amenities and recreational pathways, an accessible, enjoyable hub experience is created.

The sounds, noises and smells of traffic can be overwhelming to many people. Navigating safely in Kentville's downtown is a current issue, with traffic ruling the downtown square as a thoroughfare. Importance should be placed on improving the human experience of the downtown without the external noise pollution, traffic navigation, speed, and confusion.

Increasing accessibility through Universal Design increases the opportunities for Active Transportation to and throughout the downtown, encourages people's health and wellness through physical activity, reduces car pollution, and increases social interactions. Enjoyable pedestrian routes throughout downtown encourage people to linger and enjoy the offerings of downtown, whether they be cultural, businesses, or the ambiance of a beautiful outdoor setting and experience.

Wayfinding and signage is a an important component to the pedestrian experience of Universal Design. Traffic calming and safety of pedestrians and cyclists must be of utmost importance. Areas to sit, socialize, relax, refresh must be provided.

A central pedestrian route connecting Town Hall to a revived Visitors Centre along the main bike path is a critical piece to placemaking for the Town. An RHFAC Architectural & Planning Team could put the first pieces of the puzzle together - Centre Square and the Visitors Centre. This could be a competition to encourage the best designs and generate a dialogue in Kentville about what an amazing opportunity Kentville has to be a leader in small Town Universal Design, accessibility and sustainability.



Imagine Downtown Kentville,
houdinidesign ARCHITECTS



Design Pedestrian Routes
through Town to Separate
People & Cars

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

G. COMMUNITY ECONOMIC DEVELOPMENT

Parking Garage

Investing in an innovative parking garage on the edge of downtown would leave both bus and accessible car parking available in the downtown core. A talented firm could design a very aesthetically attractive and sustainable parking garage. Other areas, for example, like behind Town Hall, could be designed by a talented urban planner to properly lay out accessible parking spots with the proper aisle sizes, island trees and gardens to create safe human centered parking areas. In Paris parking is combined with vegetable gardens. Solar panels can create energy to run the electric cars and at the same time provide greenhouse space. This has the added benefit of making the parking areas not create a heat island effect, be aesthetically attractive and create shade for pedestrians (see images to the right).



Parking 2.0, NAB Studio Paris

Currently, parking in the downtown core is limited in time, forcing people to pay more attention to the possibility of being ticketed than enjoying downtown offerings. A parking garage could have a \$4/day rate with \$2 going towards Active Transportation initiatives, and \$2 going to a rotating community group as a fundraiser.



Parking 2.0, NAB Studio



Parking Garage with Sled Slope, White Arkitekter + Henning Larsen Architects

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

G. COMMUNITY ECONOMIC DEVELOPMENT

Brand Realization

Championing Diversity and Inclusion Through Organizational Culture

Embracing diversity in Kentville’s communications, content, and hiring practices to represent a wide range of races, genders, orientations, and abilities will showcase its commitment and accountability to diversity and inclusion. Actively embracing these elements in practice and promotion will move Kentville into its brand realization, into building upon the “Breath of Fresh Air”: something different, a pleasant surprise for small town rural Nova Scotia that will attract more diversity to Town as a successful brand engagement result, with real people consistently represented in communications and within the organization.

Championing accessibility through Universal Design in the Town will help to push Kentville to the forefront of social transformation in small town Nova Scotia, attracting visitors, tourists, and future residents and business owners who recognize the ease of accessibility, enjoyment of active transportation routes, and care of its citizens experience in its brand realization.

Example: *Nike*

One of the most recognized brand names of all time, Nike’s recent campaigns amplify the voices of underrepresented communities. Nike created a campaign called “Until We All Win” highlighting the stories of Indigenous peoples and LGBTQIA+ athletes. The campaign’s goal is “to unite and inspire people to take action in their communities” using the power of sport. The brand has a history of speaking out in support of causes that reflect their values, and employs a diverse range of models to best represent their brand.

Empowering all citizens through championing accessibility, health and wellness well earns Kentville the moniker of “A Breath of Fresh Air”.



Celebrating Pride in
Community



Nike’s Until We all Win
campaign highlighting
Gender Equity and Black
Lives Matter 2020

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

G. COMMUNITY ECONOMIC DEVELOPMENT

Brand Realization

Actions:

1. Use Halifax's [Diversity and Inclusion Framework](https://www.halifax.ca/sites/default/files/documents/city-hall/Diversity%20%26amp%3B%20Inclusion%20Framework%20Final%20Version%20Aug%202023%20External.pdf) as a reference point to develop a clear vision and strategy for Town of Kentville to make change both within the organization and at the community level.
<https://www.halifax.ca/sites/default/files/documents/city-hall/Diversity%20%26amp%3B%20Inclusion%20Framework%20Final%20Version%20Aug%202023%20External.pdf>
2. Issue a call for diverse community members to model for new Town of Kentville brand photos and videos to be used in communications and campaigns. Ensure adequate compensation for honorariums. Rotate new photos into marketing and communications. Work with [Screen Nova Scotia](https://screennovascotia.com/) if unsure as to how to word and issue a call for diverse talent.
<https://screennovascotia.com/>
3. Engagement results indicate that citizens wish to see more diversity represented in Town beautification: this can be achieved through flags, such as the Rainbow Flag which represents a visible commitment to diversity and inclusion. Flags celebrating cultures in Centre Square, celebrations and acknowledgments are simple ways to demonstrate inclusiveness, be welcoming, and inspire curiosity. Multi-cultural dance troupes welcome invitations to perform, as do musicians, authors to do readings, and artists to exhibit. Incorporating diversity in culture through cultural programming will support brand realization and openness in the community.
4. Strengthening relationships with migrant workers through food and culture events in partnership with farms. The Kentville Farmers Market would be a great opportunity to host a Jamaican Barbecue or a Mexican Salsa making workshop with access to a Farm Market Lunch program.



Commitment to Diversity in Representation



Ladysmith's Rainbow Banners



Keddy Farms Migrant Workers in Coldbrook

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 DOWNTOWN REVITALIZATION THROUGH ACCESSIBILITY

G. COMMUNITY ECONOMIC DEVELOPMENT

Brand Realization

Actions:

5. Springboard on the passion and success behind the Multicultural Festival with the development of a strategic plan to create long term viability for this Festival as a signature experience for the Valley, as hosted by Kentville. The plan should include a commitment to diversity on the board/planning committee, volunteer base, and programming. Funding could be achieved through Federal and Provincial grants to hire two part-time staff: a Festival Coordinator and a Festival Programmer to be fully committed to the implementation of a solid growth plan. Build partnerships outside of Kentville to help expand program offerings (for example, FIN could provide film programming, Music Nova Scotia or Halifax Jazz Festival could assist with music programming). Find a 'role model' for which the Kentville Multicultural Festival could aspire to and learn from, which would be highly beneficial.

For example, Sunfest in London, ON <https://sunfest.on.ca/about-us/> brings in a ¼ million people to its signature Festival each summer, with year-round activities to support it: *Sunfest is a non-profit arts organization with a strong mandate to support diversity and artistic excellence in music, dance and the visual arts. Sunfest prioritizes accessibility and inclusivity in a range of year-round activities, representing and programming to all members of the London community.* Sunfest began in 1989 with humble beginnings but kept focus on a commitment to accessibility and diversity in its programming and operations. Developing a relationship with an established festival to be mentored by will expedite success. Such a Festival would generate brand alignment, economic activity from tourism, and economic development from spin-offs.



Mi'kmaq PowWow Dancers,
Tourism NS



Ukrainian Dancers



Charlottetown's DiverseCity
Multicultural Street Festival

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

6.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

A. Town Hall

Site visit: November 16, 2020

We utilized the RHFAC scoring sheets to evaluate overall accessibility of Town Hall. This assessment is preliminary, meant to provide a general overview and is not comprehensive.

In terms of the Urban Plan, the Town Hall's central location and its proximity to Centre Square is exemplary.

Town Hall is perhaps the most important public building in the Town of Kentville. As a public space, it is symbolic of the interconnectivity between interior and exterior gathering spaces. A wide range of citizens can communicate directly with community leaders and access services here.

Barriers should not prevent community members from meeting with their representatives.

As a building that belongs to the community, it must set a precedent for excellence in design and adhere to Universal Design principles. However, the age and layout of the current building falls very short of meeting these expectations and has numerous barriers to achieving Universal Design.

Direct street access is good, however the existing Town Hall's street presence is not inviting and impacts the streetscape. The major issue entering Town Hall is a steep set of stairs in the lobby which leads to the Main Atrium. This prevents all community members from safely negotiating the entrance. The building design therefore does not welcome all community members to come in and share their vision for Kentville.

Unfortunately there is little space on the exterior to redesign the Main Entrance to allow for equitable entry to the building. A detailed design study is required to determine if it is feasible to resolve this serious issue to find an innovative solution that opens the building to the street and provides accessibility.



Main Entrance,
Kentville Town Hall



Main Entrance,
Kentville Town Hall



Main Floor, Kentville
Town Hall

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

6.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

A. Town Hall

Another serious challenge is the interior Main Floor consists of two levels separated by risers and a ramp. The ramp design does not meet RHFAC guidelines and therefore is not fully accessible.

Although the Main Atrium space itself is lovely with natural light, it requires a major redesign due to the changes in levels.

The only means of accessing Town Hall for people with disabilities is through the back door, where a ramp and door operator are available. This is an example as to how Universal Design is a solution to changing the culture of ableism. The exterior flow of Town Hall suffers from issues similar to those of the interior. There is no logical or intuitive way to find the only accessible entrance. There are no protected pathways or sidewalks to access this back entrance. The barrier-free parking spot is not clearly defined and there is no protected path of travel to the building. The parking lot in general is not designed in a manner to provide islands and crosswalks to allow visitors to negotiate the parking area and make their way safely to the building.

The lack of a logical and intuitive pathways within the building makes it difficult to provide meaningful wayfinding. Hence it is difficult for a visitor to know how to locate the Main Reception Desk, Elevator, Public Washrooms and Departments. The Town has made efforts to provide signage and wayfinding, but it is difficult to overcome these initial interior flow challenges.

Town Hall has an elevator creating access to most of the building. However, the Elevator does not link to the Recreation Centre which can only be accessed by stairs. Emergency Exits from this level have unexpected and unsafe steps impeding safe passage.



Interior Ramp, Kentville Town Hall



Back Entrance Ramp, Kentville Town Hall



Accessible Parking, Kentville Town Hall

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

6.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

A. Town Hall

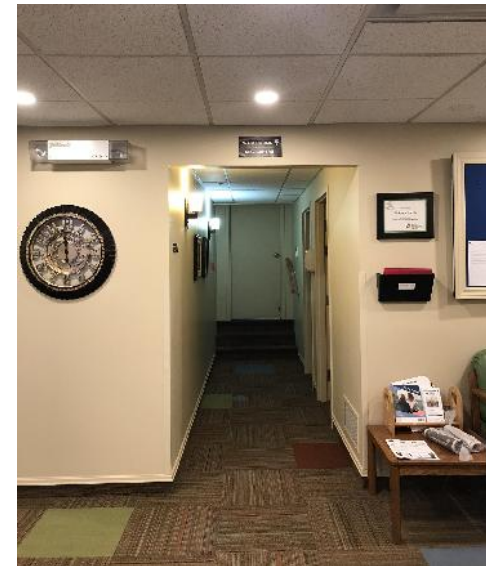
Washrooms, kitchen and offices have insufficient space for accessibility. Fixtures and millwork are not up to date with modern requirements for Universal Design; they are not at accessible heights, do not allow for leg room, etc.

Floor coverings are multi-patterned, which lead to visual issues, and stair risers are a multitude of sizes, including some which are too steep and the tread not deep enough. Emergency muster points for wheelchair users are blocked in some cases (outside Chambers the designated space has technical equipment placed there). The wheelchair ramp installed to make Chambers accessible has no railing on it. There are several office spaces which are not wheelchair accessible and countertops that are accessible have objects on them preventing them from their intended use.

The preliminary overall results indicate that in order to meet RHFAC standards Town Hall would require either a major renovation or a new facility, and we suggest a facility study commence to determine the most viable, sustainable and suitable option given the accessibility goals of the Town.



Access to Emergency Exit,
Kentville Town Hall



Access to Recreation Centre,
Kentville Town Hall

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

6.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

B. Centennial Arena Site Visit November 24, 2020

The building was built in 1968 and opened in 1969. It was the site for Canada's first hockey school. houdinidesign ARCHITECTS found the building well-sited: central, on the Harvest Moon Trailway, and has bus access. It has a significant amount of parking, good pedestrian access, and supports active living for the Town.

All of these elements make it an important gathering space in downtown Kentville and it is clearly well used and loved.

A one-storey arena with an exposed open-web steel-joist roof, it is a large space mostly occupied by the ice, bleacher-style seating and locker room/change room spaces. On the exterior, there is posted accessible parking signage and the pavement is properly painted with the accessibility symbol. The accessible parking area is located in close proximity to the front entrance, including four accessible parking spaces with the appropriate side-lane for exiting the vehicles. While there is no dedicated sidewalk for accessing the building, there is a large lobby at grade, making the entrance fairly accessible. The front entrance has door operators.

A small office near the main door does not have the appropriate reception counter for people with mobility challenges. There is wayfinding and signage that meets some of the basic standards for universal design, although it could be clearer. For instance, there is room number signage on the locker rooms only.

Several upgrades have been done to retrofit this building to make it more accessible. The men's and women's washrooms are sufficiently large and accessible. The locker rooms are also relatively accessible; however, there are no barrier-free or accessible showers. The corridors and hallways are of sufficient width and do not have obstructions.

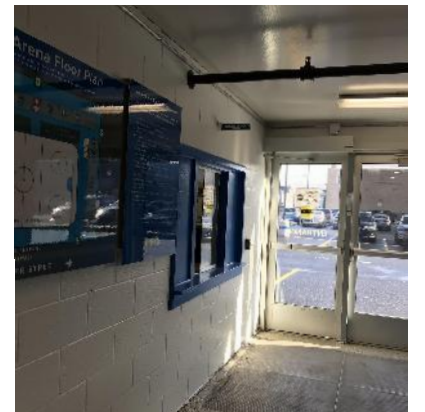
The bleachers are inaccessible: there is no bleacher area where a person anyone with mobility issues can watch the ice activity as a member of the general public. While a ramp opposite the general seating provides an area for a person in a wheelchair to view the ice, this ramp meets neither the building code or RHFAC requirements for ramps. As well, the platform end is open, creating a hazard for wheelchairs.



Centennial Arena, Front Entrance



Centennial Arena, Accessible Parking



Centennial Arena, Entrance Reception Counter

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

6.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

B. Centennial Arena

The snack bar does not have an accessible counter. There is a glass enclosed space higher up in the volume and a viewing booth oriented toward the ice, but it is unclear whether a person in a wheelchair could access this to view the ice.

The arena building is in need of either a major renovation to bring it up to RHFAC standards, or a new building to meet its needs, and we recommend that a facility study be done to determine the best options.

Clearly the Town and the Arena Manager have put lot of effort into keeping the building standards as high as possible. The location and condition of the building is good, but houdinidesign ARCHITECTS does question whether its size and what it offers the community are enough to meet demand and opportunity.



Centennial Arena, Accessible Sink



Centennial Arena, Toilet, Requires Back Support & L Grab Bar

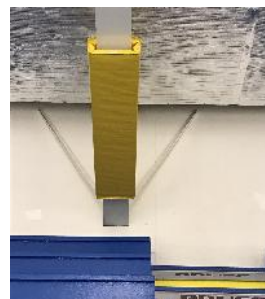
Centennial Arena, Ramp to Separated Accessible Seating



Centennial Arena, Wayfinding



Centennial Arena, Signage



Centennial Arena, No Headroom Clearance in Locations



Centennial Arena, No Accessible Seating this Side



Centennial Arena, No Accessible Showers

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

6.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

C. Kentville Police Station

Site Visit November 28, 2020

houdinidesign ARCHITECTS visited the Kentville Police Station and met with the Chief of Police. The Police Station is centrally located in the Town of Kentville, significant for building strong ties within the community.

Presently, a new Women's Shelter is being constructed across from the Police Station, the location for which should provide strong security.

The Police Station is all on one level and has a large parking area beside it. There are accessible parking spaces close to the Main Entrance. The entrance to the building is a little tight outside the building as there are columns which need to be negotiated if one approaches the entrance from the Parking area.

The signage on the building is difficult to read if one is driving by. The signage is tasteful and placed on the side of the building in brass lettering and there is a sign near the door. A well-designed lawn sign near the street would be very helpful for those driving by.

One of our team members drove by the building a number of times prior to finding it. We understand that many people now use Google to find a building however signage is important and part of RHFAC requirements.

When we visited the Main Entrance accessible door operator was not functioning and we did ask the clerk about this issue. We were told that the repair company had been contacted and that this occurs from time to time due to late night visitors to the Station abusing the mechanism.

The two accessible washrooms were not in use at the time due to Covid. The main lobby is sufficiently large enough for wheelchair access.

The main counter was not fully accessible and in need of renovation to meet RHFAC standards.

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Police Station, Accessible Parking, No access lane for driver & passengers



Police Station, Access from Parking Area



Police Station, Signage

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.2 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION LENS (RHFAC) (CONTINUED)

C. Kentville Police Station

The main section of the building is radial with the Constables being located around the perimeter of the circle in a set of accessible workstations. Although the building is not that old, technology and approach to policing has changed. We discussed this layout with the Chief of Police and although we can all appreciate that at the time of design this idea of transparency may have been desired. The practical challenges of managing a police force require a level of privacy for phone calls and there are sound issues when there are a number of officers in the space. There are not dedicated rooms for making phone calls.

The building was designed when the building code had accessible requirements but since then these requirements have become more stringent. Therefore a number of aspects of the building would not meet the present building code requirements.

We reviewed the washrooms and although the male washrooms are large, the shower has a 6" step down to access it. This does not meet the RHFAC requirements.

The female washroom was built at a time when there were fewer women expected to be policing. Consequently, the washrooms are not sufficient for the number of female staff presently working there. This washroom also has a shower with a 6" step down. Furthermore there is not sufficient space for womens' lockers which are tightly squeezed into a corner of the washroom. This locker area is not accessible.

As well, the kitchen is not designed to be used by a person in a wheelchair or with a disability. We asked the Chief of Police if an officer was to have a temporary disability or a permanent disability if they could continue to work in the Kentville Station. She noted that unfortunately given the existing conditions of the space an officer would not be able to work there, at least not easily.

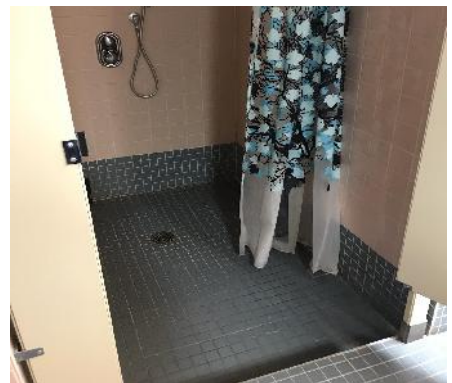
Other than the staff washrooms, the police station has two accessible washrooms within the main office area (not including the two in the controlled Lobby) however the door widths are below the RHFAC requirements.



Police Station, Reception



Police Station, Lobby Washrooms



Police Station, Shower

IMAGINE KENTVILLE

5. 2 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION LENS (RHFAC) (CONTINUED)

C. Kentville Police Station

A review of these washrooms noted a number of items which do not meet RHFAC standards.

It appears there is not sufficient file storage areas for the work to be accomplished and these areas are not accessible. As well, there appears to be a need for more dedicated office space and the main reception area requires a renovation.

There is not a Community Room which is not used for other policing requirements at the station. This is significant in terms of inclusion because there is not a safe, non-intimidating space for the community to meet with a police officer to discuss their concerns.

Our firm does not have expertise in the design of police station. However, the principal architect does have some previous experience in projects with the RCMP at the Stanfield International Airport.

In our opinion, the garage prisoner drop-off area, inspection rooms, do not meet modern standards for accessibility. If a prisoner was brought in with a wheelchair, they would have to be carried by an officer into most of the rooms, creating dignity issues.

Given the age of the building we recommend that a Facility assessment be done to determine if the Police Station requires a major renovation or replacement.



Police Station, Waiting Area



Police Station, Screening Area



Police Station, Meeting Room with Public

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

D. Miner's Marsh

Site Visit November 27, 2020

Miner's Marsh is a great asset to the Town of Kentville as it supports active living in Kentville. It is widely used by the community and potential to be a significant gathering space within Town.

There are some lively works of Festival Architecture such as the Winnipeg Warming Hut Competitions which houdinidesign ARCHITECTS had the opportunity to participate in. Winnipeg developed an amazing winter event to bring the community out for skating, food and cultural events. Our understanding is that for Winnipeggers during a long winter this is a major architectural event highlight and brings both famous architects, artists and tourists from around the world to participate in the Warming Hut Competitions. This is a great example of pairing culture and active living that could be the genesis for a similar project at Miner's Marsh.

During our site visit we noticed the wildlife that calls Miner's Marsh home and we recognize the importance of protecting this asset. Throughout the site visit we found nice lookoff points along the path, however we noted that many of these do not meet RHFAC standards.

While walking we noticed a man with a walker standing at the leading edge of a platform looking longingly out at the ducks on the Marsh. He appeared to be contemplating the risk to himself of attempting to step up onto the platform approximately 7" above the grade, so he could get a closer look. These subtle but extremely powerful moments are where we see how our built environment can prevent access. It is difficult to determine why this platform is not accessible. We visited other platforms along the path at the Marsh and many on them even if level at grade did not have proper safety railings. This could create a serious hazard for the public. A senior, person with a physical disability, or child could accidentally trip over the edge of a platform and fall into the Marsh water.

Some areas along the path do not have proper edge protection so that a person with a physical challenge, who is blind or in a wheelchair can negotiate the path independently. At one of the viewing platforms there are a series of steps up to view and this can only be accessed by an able bodied person. This platform could have been created using a ramp system to access the viewing platform and be accessible to all.



Miner's Marsh, Wildlife



Miner's Marsh, Entrance Signage



Miner's Marsh, Bridge - Grading Required

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

D. Miner's Marsh

The trails are adequately wide to allow for a person with a seeing eye dog, or parent with stroller to move comfortably. However, we noticed that more maintenance of the trails is required; in some areas the gravel is bare and some areas would be very difficult for persons with disabilities to negotiate independently.

All new infrastructure projects must have an RHFAC professional as part of the design team to ensure access for all.

Although there is some signage at Miner's Marsh which meet many of the RHFAC standards, particularly as one enters the Marsh, there is no clear wayfinding on the trails. At one point we followed a trail/road with no signage which took us up a hill to a residential neighborhood and very close to a private residence. Better wayfinding that follows the RHFAC standards is required.

There are great opportunities to develop Miner's Marsh as a fully accessible RHFAC certified community gathering space. With proper interpretive signage, Miner's Marsh could become a place to celebrate and educate the community about local wildlife in a Marshland. These interpretive panels could be both aesthetically beautiful as well as educational. The design of these interpretive panels would allow for people of all ages and abilities to interact with the panels. Artist renderings could be in relief to allow those in the community with visual impairment to touch the different species of plant and animal life specific to the Marsh. As well, audio stories regarding First Nation knowledge, science and naturalists descriptions would be a big draw in the community and for tourism.

Miner's Marsh with a capital investment could significantly contribute to a more active and accessible Kentville.

Public accessible washroom, better designed and safer platforms, wayfinding and interpretation, and the creation of a gathering place which is a exemplary architectural design befitting of this natural setting would bring together active living and culture.



Miner's Marsh, Look-Off



Miner's Marsh, Look-Off



Miner's Marsh,
Look-Off

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

E. Oakdene Park Site Visit November 27, 2020

During our site visit we noticed that landscape panels with a design for the park were posted on a small building near the parking area which is presently not being used.

While reviewing the landscape panels, we believe a fair amount of community involvement and efforts on the part of the Landscape Architect were invested into the Concept Design and execution of a number of projects in the park.

The work is well done and there are some nice features such as a rolling landscape that connects the higher terrain in the park off of Campbell Street to the lower side of the park off of Mountain View St. The layout is well considered with the inclusion of local woods, a pond, outdoor performance space and community garden.

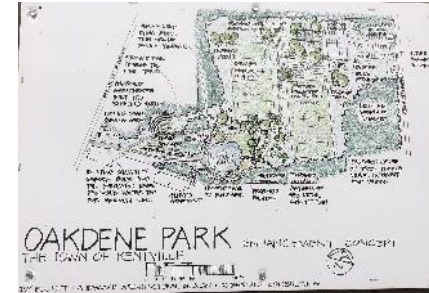
This entrance and parking area off of Campbell Rd. allows for sufficient parking, however there are no designated accessible parking spots properly marked. As well, some work is required to ensure the surfaces are level and firm.

There is a lovely and what appears to be well used play area on the site with some innovative play equipment that contributes to Kentville's Active Living Plan. While on site there was a father and son enjoying the swings and other equipment. As well, there were some young people using the basketball courts.

This projects seems very much to be community inspired and we commend Kentville. The work done to date lays an excellent foundation to further develop the park on, particularly in regards to accessibility.

One of the challenges we noticed is that there is no barrier-free access from the Campbell street side to the park including the soccer fields. An accessible access at the more level terrain would need to be installed to allow access from this side of the park. The natural grade on the other side of the park does seem to be accessible but it does not have accessible access to some of the soccer fields.

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Oakdene Park, Concept Design, Landscape Architect: Joy Elliott



Oakdene Park, Future Accessible Washrooms



Oakdene Park, Signage

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

E. Oakdene Park

houdinidesign ARCHITECTS also visited a small memorial park for a young person in Kentville who sadly took her own life.

Our team was extremely moved by this memorial park and deeply saddened. We believe that this memorial park speaks to the need for all possible efforts to be made for Diversity and Inclusion. We also want to acknowledge the power we experienced of community while visiting the memorial. Our team is honoured to be involved in Kentville's Accessibility Plan to support the community.

Our firm noticed a small apartment building off of Mountain View. It appears the community gardens were intended for the tenants and perhaps other local families in the neighborhood. We recommend reinstating these gardens. Successful community gardens and urban food forests require a lot of volunteerism and passion. We recommend looking at <https://beaconfoodforest.org/> Seattle's 7 acre community food garden for inspiration.

We believe that Oakdene Park must build upon the excellent work and that capital funds should be invested into RHFAC certification for this Park. This park should be developed to make it more accessible and add the equipment required to make the play area more accessible such as:

- Inclusive Swing
- Inclusive Whirl
- Inclusive Glide Along
- Inclusive Music Sets
- Sensory Tunnels
- Garden Sensory Walls
- Sensory Maze

There is great infrastructure to build upon to create an amazing gathering space. The Park is an important asset and with the ongoing help of a talented Landscape Architect and an RHFAC certified professional, this park could be very inclusive.



Oakdene Park, Basketball Court



Oakdene Park, Gathering Space



Oakdene Park, Play Area-Glide Along

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

F. Kentville Library

Site Visit November 25, 2020

houdinidesign ARCHITECTS acknowledges that our firm was hired by the Town of Kentville as the Architect for the interior renovation of the new Kentville Library in 2018. The Library is located in the former United Church of St. Paul and St. Stephen United Church (built in 1914 by CH Wright). The Library's space is leased by the Town of Kentville from the owner-developer.

This building provides an important historical anchor for the Town. Even more, its history gives it an important place in the heart of Kentville. Many local people mention their fond memories of the Church.

Aesthetically, it is a beautiful building. It is an impressive stone structure with stained glass windows and an oak and douglas fir interior.

Notably, the Library is near Town Hall and other public gathering spaces including Centre Square. It is easy to access because it's located on a bus route and is pedestrian friendly. Yet the building does not have any accessible parking near the main entrance to the Library. Accessible parking is on the street near the exit to the parking lot.

A lot can be done to make the exterior grounds of the Kentville Library a gathering space for the community. Benches outside the Library entrance would be good for seniors or people with mobility issues. The outdoor book return receptacle is too high for a person in a wheelchair to return books.

The main entrance has a power operator. The main lobby is wheelchair accessible and has an elevator, but the elevator has keyed access which does not conform to universal design because it cannot be used by people who haven't accessed a key. The elevator cab is quite small and does not meet RHFAC standards. For instance, a mobility scooter does not fit.

The Library's exterior signage was salvaged from the previous library, and the colour contrast is not sufficient for someone with visual challenges. The main lobby has insufficient signage to direct the public into the Library, but it does have a signage board indicating the tenants; it is difficult to interpret where the Library is unless you have been there before. The lobby also requires better lighting for people with visual impairment.



Kentville Library, Accessible Parking not near entrance



Kentville Library, Accessible Parking does not have safe path to Library entrance



Kentville Library, Street Bench

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

F. Kentville Library

Washroom access on the first floor requires that Library patrons open a set of doors and descend a ramp. The washrooms do have an accessible barrier-free stall, but the washroom would need renovation to meet RHFAC requirements.

The Library itself is fairly accessible: it has an accessible ramp to the community room, and seating throughout allows for a range of options for people with differing levels of ability. There is a fire exit with a ramp to allow for safe emergency exit by people with mobility challenges. We did not inspect the ramp at the time of the site visit due to restricted access (COVID).

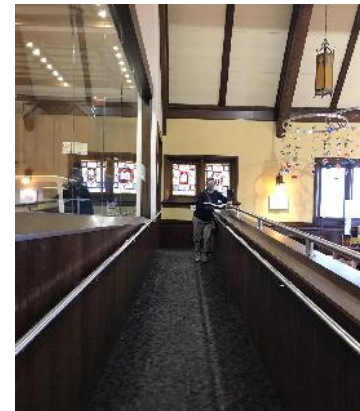
The washroom on the Library level does not meet RHFAC standards. Efforts were made to have it meet the accessibility standard, but structural challenges with the masonry did not allow full accessibility.

The Library would benefit from a renovation of the building exterior, such as the addition of an outdoor gathering space with seating, gardens, walking paths and benches. South of the building could be developed with walking paths to the Library, possibly a café and terraced area. It would benefit the community to create a fully accessible reading room at the front of the building on ground level. As well, the elevator should be replaced with one that has a larger cab size so that is fully universal.

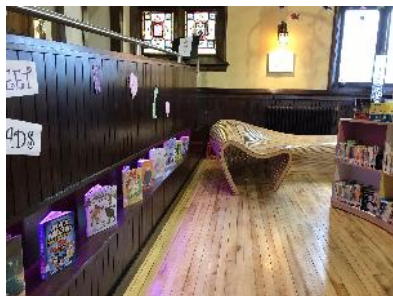
The Kentville Library as an historical building and its central location is a great opportunity for the Town of Kentville to work with the developer and enhance this site. This will be good in terms literacy, tourism and the creation of significant gathering spaces within the Town on accessible, Active Transportation routes.



Kentville Library, Elevator



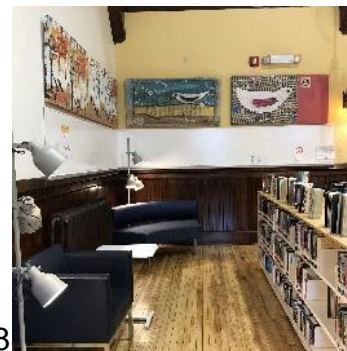
Kentville Library, Ramp to Community Rm.



Kentville Library, Children's Area



Kentville Library, Community Room, above



Kentville Library, Teen's Area

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

G. Kings County Museum

Site Visit November 23, 2020

We recognize that the Kings County Museum is not owned by the Town, however the Museum is an important public space in the Town that attracts visitors and tourists, and hosts programming that generates social and economic activity.

We met with the Board of the Kings County Museum and discussed the following topics:

- It is important to maintain unique historical buildings in the Town. Specifically, this is one of a limited number of courthouses that have been preserved in Nova Scotia. Buildings like it are crucial to tourism and they contribute to a vibrant streetscape in the Town of Kentville.
- We recommend that work be done to improve the existing condition of the building. It requires roof repairs and its masonry is so damaged and deteriorated that bricks have fallen off the building and created a very serious hazard on the street for passersby.
- The main entrance of the Museum takes one into a lobby where a steep set of stairs goes up to the main level, and another set of stairs descends to the archives in the basement. We discussed the requirement for an elevator in the building — the lobby would be the preferred place — to make both floors accessible to the general public.
- The basement would also need to be renovated to make it accessible. Alternatively, the archives could be relocated upstairs.
- Presently, a ramp provides access only to the main floor at the side of the building. This does not however, meet the RHFAC expression of universal design: someone who can't use the main entrance is treated like a second-class citizen. A person who has mobility issues should have equal access to both areas of the Museum. The ramp is in poor condition and requires maintenance.
- An accessible washroom on the main floor would need to be upgraded to meet the RHFAC. It is a fairly large washroom which could be upgraded.
- There was a general conversation regarding the number of community members who house large collections of artifacts documenting the history of Kentville in their homes and basements. These artifacts could be lost if the Museum is not developed to meet the provincial conservation standards.
- The main level exhibition space could be redesigned and opened up to create room to expand exhibits and programming on diverse populations, stories of Mi'kmaq, African Nova Scotian and Acadian peoples.

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Kings County Museum,
Exterior



Kings County Museum,
Exterior



Kings County Museum,
Exterior Ramp

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

G. Kings County Museum

- Interestingly, the Museum is holder of one of the most important Acadian history collections.
- houdinidesign ARCHITECTS discussed the opportunities for funding for an elevator addition, and for cultural and heritage grants.
- We also discussed the impressive courtroom on the upper level. If the existing T-bar ceiling was removed and the barrel-vault ceiling visible was restored, this would be an attraction for the Town of Kentville.
- The courtroom is an acoustically rich space with a mix of uses: it is used for First Nations drumming circles, tea parties, student plays and live demonstrations of our justice system.
- Windows in the Museum need to be replaced. There is an opportunity to replace the aluminum windows with wood-frame windows.
- The heating system needs to be upgraded as does the mechanical/electrical system.
- Parking on the street out front of the Museum is risky for visitors due to the speed of oncoming cars turning into that section of the street.
- Internally, many rooms or pathways were not accessible to wheelchairs, and dim lighting would make it hard for those with visual challenges to navigate.
- Tourists often visit the Museum specifically for wayfinding in Kentville and visitor information and access to washrooms.
- The cross walk is on the other side of the street and it was noted pedestrians often risk running through traffic to get to amenities on the other side vs walking to cross walk, crossing, and walking back down: the crosswalk is not well placed for the activity.

In conclusion, we recommend that a facility study be done of Kings County Museum, that the Town recognize that preserving this historical building is important, and that programming opportunities be increased to encourage more tourism to downtown Kentville. We also recommend a collaborative partnership between the Kings County Museum and the Kentville Museum group to share resources and re-home the Kentville collection to Kings County Museum. It could have its own Kentville Room within the Museum.



Kings County Museum, Main Entrance Stairs



Kings County Museum, Main Exhibit



Kings County Museum Courtroom

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

H. Interior Review of A Downtown Business

Site visit: November 23, 2020

Upon entering the business we visited, we noted that the interior of the store is almost entirely inaccessible from first glance. We noted a main floor utilized by customers for shopping, offices and staff washroom. A lower floor was accessed by stairs only and we did not go down.

Like many stores in downtown Kentville, this business is in need of a renovation and redesigned floor plan to make it universally accessible.

This business is large and level, and has excellent street frontage with a nice facade with an inviting entrance. It has a great opportunity to become universally accessible.

This project would be a good fit with the Province's [Business ACCESS-Ability Grant Program](https://cch.novascotia.ca/business-access-ability-grant-program) <https://cch.novascotia.ca/business-access-ability-grant-program> for up to \$100,000 to make the business fully, univerrally, and beautifully accessible, while pursuing Gold Standard RHFAC in the redesign and delivery of their business, which is already a well-loved destination.

The following are some observations and recommendations to assist in making downtown businesses accessible:

- Designated accessible parking spaces in front of stores. These parking spaces would need to meet the RHFAC standards including: properly marked pavement accessibility symbol, posted signage, properly located curb cuts with visual cues and tactile indicators.
- The front entrance doors should have door operators on both sides.
- Well placed signage with easy to read, high-contrast lettering.
- The layout of the store needs to be logical, intuitive with wide uncluttered ailes.
- The main counter must be at an accessible height.
- An accessible washroom and a staff washroom installed.
- The office area and staff areas need to be without steps and have accessible layouts.



Accessible Office Spaces



Accessible Outside Seating & Public Art

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

H. Interior Review of A Downtown Business

Other aspects of stores could be adapted to make it more user friendly to people with all abilities.

Reduced visual distractions, enhanced illumination, and barrier free flow including sight planes would greatly improve the shopping experience overall.

The shop we evaluated is not unique; many stores in Kentville face the same challenges. Encouraging business owners to learn more about accessibility and what changes are needed in their buildings to become universally accessible is an integral step towards changing the culture of ableism in the Town.

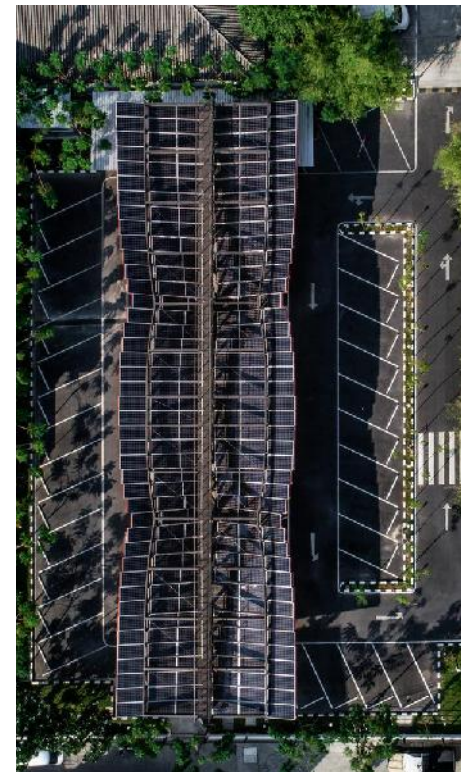
Increasing the opportunity for access to a business is never a negative. With an increasingly aging population in Nova Scotia and a large percentage of our community having disabilities at some point in our lives, investing in Universal Design is investing in a sustainable future for all - including the business owners.

It is recommended that the Kentville Business Community support the opportunity to pursue RHFAC audits to develop the vision and goals of the Accessibility Action Plan within the business community.

A coordinated, collective effort to achieve Universal Design in the Kentville shopping and services district would make a significant impact in the community and establish a very strong brand story reflecting diversity and inclusion through this action, and generate messaging and opportunities to build destination tourism.



Solar Powered Parking Structures



Solar Powered Parking Structures

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

I. Downtown Business Core Site Visit Dec 10, 2020

Our firm made a site visit to downtown Kentville and we recognized a number of challenges that store owners face. The first is the age of the existing buildings. Many of the buildings were built when accessibility was not at the forefront of design. Some of the approaches to storefronts are however, quite conducive to a redesign for accessibility.

Many of the stores are either on grade or slightly above grade. Many have large glazed areas which face the street. It is important to recognize that some of these buildings may not be able to be made completely accessible or meet RHFAC standards. However, significant changes can be made to allow them to function better. Some storefronts address their challenges in innovative ways.

One owner selected to take up some of the interior storefront space to allow for a ramp which provides enough space for a wheelchair to access the building. There is a door operator set back away from the door to allow a person with mobility issues to not be hit by the door when it is in operation. A railing provides seniors and others with mobility issue to have a graspable handrail for additional support. At the same time the storefront still allows a high level of transparency and potential for display. We did not visit the interior of this business but with sufficient interior space to maneuver and an accessible washroom - this business would be quite successful in meeting accessibility needs.

The majority of businesses have the challenge of a change in height from street level to the business floor height. A redesign of the business front that allows for a low ramp and door operator to make that transition, a door operator and accessible washroom go a long way to improve overall accessibility.

We noticed that many of the businesses have door widths are too tight to allow access. We are aware that Covid will impact the future of the design of our businesses and it is no surprise that Universal Design concepts will be both in the best interest of accessible design and designing for challenges like Covid 19. Providing larger entrance allow for more space for the public to past through. As well, the reduction of requirement to touch surfaces makes good sense.

Where it is possible lifts allow visitors to the business to access all levels. Where this is not possible it is very important that employees of the business can access all necessary spaces: offices, meeting rooms, washrooms, etc.



Downtown Business Front



Downtown Business Front

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

I. Downtown Business Core

Due to existing conditions in many of these businesses a person with physical challenges could not work in many of the businesses. In these circumstances, an elevator or ramp should be added. Where this is not possible the main floor should allow for employees with disabilities to work comfortably in the space and have access to whatever amenities required: staff washroom, photocopier, supplies and staff kitchen. These can be designed to be on the main level.

Some of the upper floors are rentable tenant apartments and for these a lift can be installed. Although there may be the exceptional case where this is not possible, provided there is sufficient affordable and accessible housing, this is less of a concern.

The Town of Kentville could provide incentives to encourage developers and business owners to make the downtown core as accessible as possible. Grants are available to developers and business owners. A similar program to the Facade improvement Program could be developed to allow business owners to initiate these changes. Business owners can be educated on the revenue lost when a business is not accessible and inclusive. Education and awareness campaigns are important to ensuring that business and property owners understand the requirements of legislation, human rights, and the goals of the Town to become inclusive and accessible.



Downtown Business Front



Downtown Business Front



Downtown Business Front



Downtown Business Front



Downtown Business Front



Downtown Business Front

UNIVERSAL DESIGN OF DOWNTOWN KENTVILLE

5.1 REVIEW OF AMENITIES THROUGH THE RICK HANSEN FOUNDATION CERTIFICATION (RHFAC) LENS

J. Main Street Station Site Visit Dec 10, 2020

Our firm made a visit to Main Street Station. The rejuvenation of the building is a positive change for Kentville. The former Inn was a destination for people across Canada when people travelled by train. There is a lot of archival information about the hotel, industry and events.

The rebranding as Main Street Station responds to this history and references these times with the design and details in theme for signage and artwork, and leads to further train/railway branding of businesses in the building to capitalize, as Maritime Express has nicely done.

A major contributor to the renovations to Main Street Station appear to be the cider house/restaurant, barber shop, washroom and the fit-ups on the far end of the building. Only some aspects are accessible, and would not meet RHFAC requirements. There are important services such as legal aid in this building, and signage and access to these services are not well marked or made welcoming. This building has incredible potential as an anchor attraction in the Downtown core given its history, ambiance, train-branding associations and location to the downtown core. It would appear that new tenants might be moving into the front location and this would be a good time to discuss building code requirements and renovations to ensure accessibility.

This building has a large number of apartments and the Town can work with developers to ensure the apartments meet a basic standard of safety and comfort. The building has the potential to undergo further renovations to upgrade the the building to potentially have more accessible affordable housing options.

The large parking area at the front of the building could be developed to have a better parking layout that has pedestrian safe walkways.

The property could be developed to make access to the building more accessible and develop the landscaping to have exterior gardens and places to sit. Pedestrian access to the building is challenging due to the speed at which cars travel the one-way intersections at that point, and the lack of lighting at the cross walks makes for risky pedestrian access.



Main Street Station, Parking



Main Street Station, Elevator



Main Street Station, Lounge

6. PRIORITY PHASING

1. High Priority Recommendations

- Download the Rick Hansen Accessibility Handbook
<https://www.rickhansen.com/sites/default/files/2019-07/rhfac-professional-handbookdec2018.pdf>
- Purchase CSA Accessibility design for the built environment
https://www.orderline.com/b651-18-accessible-design-for-the-built-environment?gclid=CjwKCAiA1eKBBhBZEiwAX3gqI45F1tUoNwvXkt5dISl-AkfBP7gIDvCICf1sIWQ8PI7eRXmZ-YhUTRoCF7oQAvD_BwE
- High Level Urban Plan designed based on Universal Design Principles
- Active Transportation Plan implementation
- Feasibility Study for Town Hall
- Feasibility Study for Centennial Arena
- Public Washroom/Comfort Station development
- ToK Employee Accessibility Awareness, Emotional Intelligence Training
- Resurfacing of pedestrian routes to accessibility standards
- Address Diversity & Inclusion in Brand Marketing & Communications
- Establish Diversity Procurement Policy
- Adopt Recreation for All Policy
- Erect an exterior Digital Information Kiosk that is fully accessible for Town Hall and KBC information sharing, with wayfinding, events, news, important dates, registrations, etc

2. Medium Priority Recommendations

- Work with Indigenous Leaders on de-colonization processes and reconciliation practices
- Ongoing Cultural Competency Training
- Education & Awareness Public Campaigns including workshops for Businesses and Trades Contractors on Accessibility and RHFAC
- Support Kentville Business Community on Accessibility initiatives
- Development of the Centre Square Plan and Design, including permanent home for Farmers Market
- Visitor's Centre Development
- Promenades, Walkways, Garden Development
- Parking Plan from Urban Plan implemented with priorities for Accessible Parking delineated
- Address Accessibility of Parks & Trails amenities (paths, equipment, lighting, washrooms)
- Feasibility Study for Police Station

6. PRIORITY PHASING

3. Low Priority Recommendations

- Parking Garage Development
- Identify opportunities and processes for Public Art installations
- Feasibility Study for Riverfront Trail & Public Space revitalization
- Kentville Business Park: next stage of Accessibility Plan for Active Transportation and Universal Design upgrades - a further study should commence

4. Opportunity Based Recommendations

- Library - further development of accessibility improvements inside and outside
- Kings County Museum - support the Museum's capacity for partnership, collaboration to pursue renovation and accessibility improvements
- New Hub Development
- Support Multi-Cultural Festival development to be a premiere event
- Establish formal relationship with NSCC for partnerships with students and faculty for on-going projects in the areas of Human Services, Tourism, Business, Horticulture
- Develop the Town-Led Accessibility Rating System to inform user decision making
- Continue to work with Kings Transit on best practices, opportunities for enhanced service and routes



Accessible, Exterior Digital Communications



Interactive Digital Signage, Mt Tremblant, QC

GRATITUDE:

This report was made possible with much appreciation for the foresight, passion and commitment to accessibility and inclusion by Kentville Accessibility Advisory Committee, past and present. Many thanks to Town of Kentville Staff including Rachel Bedingfield, Director of Parks & Recreation and Jennifer West, Executive Assistant for the additional support during research and engagement, as well as Lydia Broderick, Active Living Coordinator, Lindsay Young, Community & Economic Development Coordinator, and Kirsten Duncan, Planning Technician, for all of your expertise contributing to the solutions.

We are very appreciative of the time Town of Kentville staff took to accommodate us during the RHFAC review of facilities, as well as to the members of the community who engaged us in discussions regarding making their services accessible and inclusive. Kate Adams, Manager of Kings County Museum and members of her board generously afforded us a lot of their time and vision for the future of the Museum, as well as Chief Julia Cecchetto, Kentville Police Service who provided insight into the functionality of police buildings for public interface. We are grateful for KCA Principal Victoria Laurence and teachers who facilitated the engagement module with students to contribute opinions, experiences and ideas to the future of their Town. Thank you to all the KCA students! We are so pleased with the youth participation in this project. Thank you so much to all the citizens who participated in the engagement process, either digitally or in person, and bravely shared their stories, concerns, and vision for a more inclusive, welcoming and accessible community for all. We heard you, and we hope we represented you well.

Thank you to the team at reachAbility who contributed their vast knowledge of disabilities, accessibility and inclusion to the work aligning the Town's goal's with provincial and federal legislation, in particular to Jessica Ward, Project & Programs Manager, a passionate, focused advocate, and Jacob Cuvelier, Business Developer, who assisted us behind the scenes on digital outreach.

Wela'lin to Kayla Mansfield-Brown Dancing Deer, Engagement Coordinator for houdinidesign ARCHITECTS whose passion and commitment to justice, education and equity inspires us all, and to Julie Glaser, our Creative Strategist who helps keep the big picture in focus and pulls all the pieces (all 200+ pages) together.

We wish the Town of Kentville the very best with this endeavour.



Lisa Tondino

APPENDIX

Glossary of Terms

7.1 Glossary..... page 92.

Resources

8.1 Training & Education..... page 97.

8.2 RHFAC Parking Standards..... page 99.

8.3 Funding Alignments..... page 104.

Citizen Engagement Results

9.1 Summaries..... page 105.

9.2 Survey Results..... page 119.

9.3 KCA Engagement Booklet..... PDF attachment.

9.4 #ShowUsYourKentville Citizen Photography Submissions.. page 121.



Accessible Play Structures

7.1 GLOSSARY OF TERMS

Accessibility: The prevention and removal of barriers (physical, attitudinal, technological, or system) to allow equitable participation for persons with disabilities or others who experience barriers to accessibility.¹

Accessibility Act: The provincial legislation enacted in 2017 to prevent and remove barriers to accessibility for people with disabilities with the goal of an accessible Nova Scotia by 2030. The Act outlines responsibilities for municipalities, universities, and others, including developing accessibility plans and establishing an accessibility committee. It allows the Government to develop and implement standards (regulations) in education, the built environment, the delivery and receipt of goods and services, transportation, information, communication, and employment.¹

Accessibility Advisory Committee (AAC): Kentville's Accessibility Advisory Committee advises Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities.

Accessible Employer: Reducing and preventing barriers in hiring, retaining, career development and advancement for employees, and addressing employee needs with individualized, flexible accommodations.¹

Accessible Customer Service: Ensuring all persons have the same opportunity to seek, obtain, use or benefit from the service. Accessible services are easy for all people to use, interact with, and understand.¹

Accessible Pedestrian Signals (APS): Devices that communicate information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats to pedestrians who are blind or who have low vision.² APS's do so by using audible beaconing (the use of an audible signal in such a way that blind pedestrians can hone in on the signal coming from the target corner as they cross the street).

Barrier: Anything that hinders or challenges the full and effective participation in society. Barriers can be physical, attitudinal, technological, or systemic (policy or practice). Accessibility barriers may be related to areas such as employment, education, the built environment, transportation, the delivery and receipt of goods and services, or information and communications.¹

APPENDIX

7.1 GLOSSARY OF TERMS

Barrier-Free: A barrier-free environment is one which enables people with disabilities to move about safely and freely and use all facilities within the built environment, roads, parks, gardens and other places.

Communication Access Real-Time (CART): The professionally translated transcription of speech to text through a third party. It enables culturally Deaf, oral deaf, deafened and hard of hearing people to have visual access to the spoken word. CART services can be provided on-site or remotely.⁸

Culturally Responsive Pedagogy (CRP): A teaching method that acknowledges the cultural knowledge, prior experiences, and frames of reference of students and uses it to make learning more relevant and effective. It ensures that students from diverse cultures have equitable opportunities and supports for success within school systems and that design is reflected in pedagogy, not just additional targeted services.¹

Deaf: A sociological term referring to those individuals who are medically deaf or hard of hearing who identify with and participate in the culture, society, and language of Deaf people, which is based on Sign language.³

Disability: A physical, mental, intellectual, learning or sensory impairment, including an episodic disability, that, in interaction with a barrier, hinders an individual's full and effective participation in society.^{3.1}

Equity/Equitable: Equity is fair treatment of individuals, acknowledging and making provisions for their differences by ensuring that employment and educational processes are free from systemic barriers. Equity does not mean ignoring differences and treating everyone the same. Instead it means recognizing and valuing differences, removing systemic barriers and accommodating individual differences, as needed.⁴

First Voice: First voice perspectives generally refer to the knowledge generated by persons with disabilities and others who experience barriers to accessibility that emerges from lived experience, community connections, knowledge traditions, and scholarly activities that are typically undervalued and under-represented.¹

Inclusion: The process of improving the terms of participation in society, particularly for individuals or groups of individuals who are disadvantaged or under-represented, through enhancing opportunities, access to resources, voice and respect for rights. This creates a sense of belonging, promotes trust, fights exclusion and marginalization and offers the opportunity of upward mobility and results in increased social cohesion.⁵

7.1 GLOSSARY OF TERMS

Implicit Bias: Bias that results from the tendency to process information based on unconscious associations and feelings, even when these are contrary to one's conscious or declared beliefs.⁹

Inclusion In Action: A five step process designed by reachAbility Association to guide businesses, organizations and government bodies to become compliant with Accessibility Legislation by using a first-voice led, holistic approach based on the inclusion of all people no matter their age, gender, race, ability or otherwise.

Indigenous Sign Language: In addition to the spoken word, some Indigenous cultures historically have used sign languages to communicate. Though a small number of people know Indigenous sign languages, American Sign Language and Quebec Sign Language have largely replaced Indigenous sign languages in Canada. Efforts are underway in a variety of Indigenous communities to revitalize these lost systems of communication.¹⁰

Kentville Business Community (KBC): Represents the collective interests of the downtown businesses in Kentville. KBC works with, and for, the business community, acting in both an economic development role as well as an advocacy role. It is the mandate of KBC to help support, promote, and grow the Kentville business community. The organization is governed by a dynamic board of directors drawn directly from the business community.

Marginalized Populations: Groups and communities that experience discrimination and exclusion (social, political and economic) because of unequal power relationships across economic, political, social and cultural dimensions.¹¹

Meaningful Access: When referring to the built environment, meaningful access is the intent to meet the needs of all users of a site (a building or outdoor space) regardless of their ability. It means that not only individual features of a site, such as an entrance or washroom, must be accessible, but the entire experience throughout.¹

Medicine Wheel Framework: The Medicine Wheel is a comprehensive tool that looks beyond western methodological frameworks, by looking at all interconnected systems. It is a framework developed by Indigenous peoples, with the oldest form appearing over 5000 years ago. Since its origins, the framework has been adapted and adopted by other Indigenous communities across Turtle Island. The frameworks look at relations between people and all living worlds. The Wheel typically consists of four quadrants that represent various aspects of life (season, age, medicine, animal, element, cultures, etc.). Each quadrant is equally valued and showcases its unique and combined knowledge to this life.

APPENDIX

7.1 GLOSSARY OF TERMS

Neurodivergent: Neurodivergent means having a brain that functions in ways that diverge significantly from the dominant societal standards of “normal”. It recognizes diverse neurology and ways of being, as variation of human experience, rather than deficiency in need of remediation or cure. It includes those who identify with autism spectrum disorder, ADHD, Tourette’s syndrome, and dyslexia, to name a few. ⁶

Rick Hansen Foundation Accessibility Certification (RHFA): A national rating system that measures and certifies the level of meaningful access of buildings and sites. It measures the level of meaningful access beyond building code, and is based upon the holistic user experience of people with varying disabilities affecting their mobility, vision, and hearing. ⁷

Sensory: A sensory disability affects a person’s senses; their sight, hearing, smell, touch, taste or spatial awareness. People with sensory disability may feel sensory input more or less intensely than other people which impacts on a person’s ability to interact in different environments and perform daily activities. ¹²

Universal Design: Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability. ⁷

Universal Design for Learning (UDL): An educational approach to designing instructional goals, assessments, methods and materials, and policies that work for a diversity of learners. It employs flexible approaches that can be customized and adjusted for individual student needs. ¹

Two-Eyed Seeing: Two-Eyed Seeing is a concept created by Elder Albert Marshall that refers to the knowledge and strength of Indigenous ways combined with western worldviews utilized together as a powerful tool that can benefit all, leaving the world a better place with respect to the next seven generations.

APPENDIX

7.1 GLOSSARY OF TERMS

References

¹ Nova Scotia Post Secondary Framework

² Accessible Pedestrian Signals (<http://www.apsguide.org/>)

³ Nova Scotia Accessibility Act

⁴ Nova Scotia Community College Educational Equity Policy

⁵ Nova Scotia Community College Educational Equity Policy

⁶ Scorgie, K. & Forlin, C. (2019). Promoting Social Inclusion: Co-Creating Environments that Foster Equity and Belonging. P. 153.

⁷ Rick Hansen Foundation

⁸ Canadian Hearing Services

⁹ Racial and Social Injustice: Microaggressions & Implicit Bias (<https://library.untDallas.edu/racism/implicitbias>)

¹⁰ The Canadian Encyclopedia - Indigenous Sign Languages

¹¹ National Collaborating Centre for Determinants of Health

¹² Disability Support Guide
(<https://www.disabilitysupportguide.com.au/information/article/sensory-disabilities>)

RESOURCES

8.1 TRAINING & EDUCATION

Rick Hansen Foundation - Making the Business Case for Accessibility

[Homepage | Rick Hansen Foundation](#)

<https://www.rickhansen.com/sites/default/files/2018-08/cboc-final-report-feb2018-accessible-1.pdf>

CSA Group B651-18 - ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

https://www.orderline.com/b651-18-accessible-design-for-the-built-environment?gclid=CjwKCAiA1eKBBhBZEiwAX3gqI45F1tUoNwvXkt5dISl-AkfBP7gIDvCICf1sIWQ8PI7eRXmZ-YhUTRoCF7oQAvD_BwE

Halifax Today: Societys Ableism Exposed

<https://www.halifaxtoday.ca/local-news/societys-ableism-exposed-by-covid-19-pandemic-disability-rights-advocate-2857247>

https://www.halifax.ca/sites/default/files/documents/city-hall/Diversity%20%26amp%3B%20Inclusion%20Framework_Final%20Version%20Aug%203_External.pdf - Diversity & Inclusion Framework, Halifax: identifies

CBC Spark Article and Podcast: Designing for Disability

<https://www.cbc.ca/radio/spark/disabled-people-want-disability-design-not-disability-dongles-1.5353131/designing-for-disability-full-episode-transcript-1.5353287>

Alexander Society - <https://www.alexandersociety.org/>

Truth and Reconciliation Commission of Canada [Truth and Reconciliation Commission of Canada \(TRC\)](#)

<https://nctr.ca/map.php>

Congress of Aboriginal Peoples - Reconciliation Tool Kit

www.abo-peoples.org/wp-content/uploads/2019/05/WP-Revised-Reconciliation-Toolkit_Digital_May12-compressed.pdf ([abo-peoples.org](http://www.abo-peoples.org))

The Final Report of the Inquiry into Missing and Murdered Indigenous Women and Girls:

[Final Report | MMIWG \(mmiwg-ffada.ca\)](#) <https://www.mmiwg-ffada.ca/final-report/>

Annapolis Valley Chapter of Autism Nova Scotia- [Annapolis Valley Chapter | Autism Nova Scotia \(autismannapolisvalley.ca\)](#)

Valley African Nova Scotia Development Association- [Services - VANSDA](#) <https://vansda.ca/services/>

Native Council of Nova Scotia - www.ncns.ca

RESOURCES

8.1 TRAINING & EDUCATION

The Blanket Exercise: Kairos Canada <https://www.kairosblanketexercise.org/about-us/>

[Note: we recommend working with local Indigenous and First Nations for this training to ensure encompassing of local realities.]

Acadia University and Glooscap First Nations: Indigenous Speakers Series (January 6th - 12th)

<https://www2.acadiau.ca/home/news-reader-page/acadia-and-glooscap-first-nation-launch-indigenous-speakers-series.html>

Recommended Indigenous Reads - [35 books to read for National Indigenous History Month | CBC Books](#)

[Indigenous Reading List: Colonization, Fallout, and Reconciliation | Edmonton Public Library | BiblioCommons](#)

Black Recommended Books - [44 Books by Black Authors to Read 2020 - List of Black Writers \(oprahmag.com\)](#)

[CBL List of Recommended Books by Black Authors \(centerforblackliterature.com\)](#)

Black Business Initiative - [Black Business Initiative | BBI](#) Native Women's of Nova Scotia - www.nsnwa.ca/

Annapolis Valley First Nation - www.avfn.ca Mi'kmaw Conservation Group - <https://mikmawconservation.ca/>

IKANAWTIKET - [Maritime Aboriginal Peoples Council \[MAPC\] - Species at Risk Ikanawtiket Initiative](#)

Glooscap First Nation - [Home | Glooscap First Nation](#)

Maritime Aboriginal Peoples Council - [Maritime Aboriginal Peoples Council | MAPC \(mapcorg.ca\)](#)

The Confederacy of Mainland Mi'kmaq - [The Confederacy of Mainland Mi'kmaq | Promoting and assisting Mi'kmaq communities in mainland Nova Scotia for over 25 years. \(cmmns.com\)](#)

Unconscious Bias and Emotional Intelligence for Leaders Training: In alignment with the identified priorities of Access By Design 2030 and the Deputy Minister's Commitments (released in October 2020) from the Federal Government of Canada, we recommend that the Town of Kentville as per capacity building, complete Unconscious Bias/Emotional Intelligence Training.

Working with Indigenous Peoples - 2018, Acadia University

https://indigenous.acadiau.ca/tl_files/sites/indigenous/Acadia-IndigProtocolsHandbook_27February2018.pdf

8.2 RHFAC PARKING STANDARDS

1.1 PARKING Maximum Score: 41 Points		Max. Points	Mandatory
1.1.1	Number of designated spaces	5	✓
	<p>Minimum requirements:</p> <ul style="list-style-type: none"> Provides total number of designated accessible parking spaces for standard cars and vans following current CSA standards. <p>Maximum points:</p> <ul style="list-style-type: none"> Provides additional designated parking spaces for people with disabilities Where parking serves multiple entrances to a site or trail, disperses accessible spaces among accessible entrances Provides adequate number of designated accessible parking at specific entrances to meet the needs of all users of the facility (e.g. medical facilities, community centres and trails or pathways used by seniors, and adaptable sports programs will need more accessible parking than CSA standard) In residential facilities, provides guest parking with accessible spaces designated for people with disabilities 		
1.1.2	Dimensions of designated spaces for expected vehicles	5	✓
	<p>Minimum requirements:</p> <ul style="list-style-type: none"> For designated accessible parking, provides required dimensions for parking space and access aisle 		

1.1 PARKING Maximum Score: 41 Points		Max. Points	Mandatory
	<ul style="list-style-type: none"> Provides an access aisle adjacent to the parking space and running the full length of the space; two spaces can share one aisle; ideally, access aisles are available on both sides of the parking space to provide choice <p>Maximum points:</p> <ul style="list-style-type: none"> Provides designated parking accommodating vans and rear lift equipped vehicles 		
1.1.3	Surface is level, stable, firm and slip resistant	5	✓
	<i>Please refer to Fundamental Requirements section.</i>		
1.1.4	Clear signage	3	✓
	<p><i>Uses designated signage; may include designated reserved space labelled for specific tenant or staff</i></p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> Ensures designated accessible and courtesy and limited mobility parking spaces are clearly marked both on the pavement and on a vertically mounted sign Ensures signs are visible while vehicles are parked in spaces Uses the International Symbol of Access to identify designated parking Ensures signs identifying van spaces indicate they are van accessible Ensures the access aisle is clearly marked Note: Some accessible spaces meeting standards of CAN/CSA B651, Item 9.5.2 for size may be 		

8.2 RHFAC PARKING STANDARDS

1.1 PARKING Maximum Score: 41 Points		Max. Points	Mandatory
	<p>private or personal parking for the tenant or owner and therefore not marked using the international symbol to prevent confusion with parking available for guests or the public.</p> <p>Maximum points:</p> <ul style="list-style-type: none"> Provides clear directional signage indicating route to designated accessible, courtesy, and limited mobility spaces, and to ticket machines, as appropriate Ensures signs at garage entrances indicate vertical clearances and location of van spaces Provides adequate setback for nature and landscaping to ensure overgrowth does not obscure signage Provides a variety of clear wayfinding cues 		
1.1.5	Safe and direct access to pedestrian pathway	3	✓
	<p><i>Includes parking space to pedestrian pathway</i></p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> Ensures access aisles connect directly to accessible pedestrian pathways In a parking garage, ensures access aisles connect directly to accessible pedestrian route to closest accessible pedestrian entrance Ensures pathways are in a convenient location close to an accessible entrance Ensures route is accessible and easy to understand Ensures there are no obstructions 		

1.1 PARKING Maximum Score: 41 Points		Max. Points	Mandatory
	<ul style="list-style-type: none"> Provides security <p>Maximum points:</p> <ul style="list-style-type: none"> Ensures the route runs in front of and not behind parking spaces; access does not require passing behind vehicles or across roadway Ensures route is on the most convenient level for access to facility, if multi-storey or underground car park 		
1.1.6	Curb ramps (if level change en route to exterior pathway)	5	
	<p><i>Only applies if there is a level change between the parking space and the pedestrian pathway</i></p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> Provides curb ramp in close proximity to pedestrian pathway Ensures curb ramp does not project into parking space, access aisle, or vehicle traffic lane to accommodate wheelchair transfers and vehicle ramps or lifts Ensures curb ramps have landings at top Ensures curb ramps have returned curb sides (side flares); or provides a dropped sidewalk or blended transition as alternative to curb ramps <p>Maximum points:</p> <ul style="list-style-type: none"> Provides dedicated curb ramp with safe access to pedestrian pathway from each designated parking space 		

8.2 RHFAC PARKING STANDARDS

1.1 PARKING Maximum Score: 41 Points		Max. Points	Mandatory
	<ul style="list-style-type: none"> Incorporates appropriate tactile attention indicator, including truncated domes Provides score lines indicating direction of travel Ensures gutter provides flush transition from pathway to minimize tripping hazards 		
1.1.7	Clearly marked pedestrian route and crossings (if in path of traffic)	3	
	<p><i>Includes traffic crossings and travelling behind vehicles</i></p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> Ensures routes are logical and understandable Provides directional signage Ensures crosswalks are clearly marked on pavement in high-contrast colour <p>Maximum points:</p> <ul style="list-style-type: none"> Provides a variety of clear wayfinding cues Ensures crosswalks have additional alerts (e.g., flashing lights, audible signal or embedded LED lighting) 		
1.1.8	Height clearance (if sheltered or parkade)	4	
	<p>Minimum requirements:</p> <ul style="list-style-type: none"> Provides vertical clearance to accommodate vans at van parking spaces and along the vehicle route to and from these spaces If clearance is not adequate to accommodate van converted for wheelchair access (higher than standard van), provides suitable parking 		

1.1 PARKING Maximum Score: 41 Points		Max. Points	Mandatory
	<p>alternative and sufficient warning in advance of entry and directions to appropriate location</p> <ul style="list-style-type: none"> Ensures there are no projecting elements, such as signs and lighting <p>Maximum points:</p> <ul style="list-style-type: none"> Fully accommodates a van that is converted for wheelchair access (higher than standard van) 		
1.1.9	Well illuminated (if site expected to be lit)	3	
	<p><i>N/A if no power to site or policy for outdoor day use only (e.g., remote outdoor park)</i></p> <p><i>Please refer to Fundamental Requirements section.</i></p>		
1.1.10	Shelter for designated spaces (if outdoor parking)	2	
	<p><i>N/A only if indoor parking garage</i></p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> Provides minimal protection from weather <p>Maximum points:</p> <ul style="list-style-type: none"> Provides full coverage from weather 		
1.1.11	Ticket dispensers or paying machines convenient and accessible (if paid parking)	3	
	<p>Minimum requirements:</p> <ul style="list-style-type: none"> Ensures dispensers are close to parking spaces Provides clear floor space for forward or side approach Ensures location is within accessible reach ranges Provides safe access 		

8.2 RHFAC PARKING STANDARDS

1.1 PARKING Maximum Score: 41 Points		Max. Points	Mandatory
<ul style="list-style-type: none"> Ensures there are no obstructions or interference from other parked vehicles Provides a level ground surface Ensures dispensers have one-hand operation Ensures machines are easy to use and understand Ensures the visual display is easy to see and read Provides clear instructions <p>Maximum points:</p> <ul style="list-style-type: none"> Ensures machines are available at different heights Ensures machines contrast visually with surrounding surface Provides intercom available for communication with operator 			

1.2 General Vehicular Access

General vehicular access includes passenger drop-off or loading areas and nearby public transit.

Passenger drop-off areas allow people to immediately access a site. They are generally required at medical care facilities, long-term care facilities, airports and hotels. They are useful at outdoor recreation facilities, especially if picnics and other activities are planned. They may be provided in addition to designated parking and are very helpful where designated parking is not close to a facility, or where weather conditions are often poor.

Those who are unable to drive often rely on public transit to get around. While transit is often beyond the control of a site owner, it still impacts a facility's level of accessibility. In fact, when selecting a location for a site, proximity of public transportation is often one of the criteria.

Here are some general guidelines to follow when reviewing the accessibility of these areas:

- As with designated parking, passenger drop-off areas should be accessible, easy to use, and sufficient enough to support the needs of all intended users. They should not impede vehicular or passenger traffic. The size and number of drop-off areas depends on the size and intended use of the site.
- As with any drop-off or pick-up area, the ideal transit stop should be close to the facility. Provision of a level, stable and firm surface, adequate lighting for security, a shelter and a seating area are all important features. There should be safe access to the pedestrian pathway, and the pedestrian pathway should be safe and accessible.
- Basic requirements for accessible passenger drop-off zones include:
 - the size of drop-off spaces and access aisles
 - vertical clearance
 - surfaces
 - identification and signage

Number of vehicle parking spaces	Number of designated parking spaces for people with disabilities
2-50	1-3
51-100	2-4
101-200	4-8
201-300	5-10
301-500	6-12
500 plus	6-12 plus 1-3 for every 100 additional spaces over 500

Source: Table 7, p. 197, CSA 8651-12 © 2012 CSA Group

RESOURCES

8.2 RHFAC PARKING STANDARDS

- protection from the elements
- illumination
- Basic requirements for transit are similar to those for passenger drop-off zones. Other considerations include the provision of seating and shelter, and the safety of any road crossings.

Refer to CSA B651-12, 9.3 Passenger pick-up areas, p. 194-195, for additional details.

1.2 GENERAL VEHICULAR ACCESS Maximum Score: 20 Points		Max. Points	Mandatory
1.2.1	Passenger drop-off (if required for expected usage)	10	
	<p><i>N/A only if clear case that passenger drop-off is not expected or possible (e.g., busy urban street)</i></p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> ● Ensures drop-off areas are located close to facility and accessible main entrance(s) ● Ensures the surface is level, stable, firm and slip resistant to support safe loading/unloading ● Ensures the access aisle is clearly marked, level with vehicle drop-off space, and wide enough for expected usage ● Ensures access aisle provides safe and direct access to pedestrian pathway ● Provides clear, easy-to-locate signage ● Provides a curb ramp if level changes from access aisle to pedestrian pathway ● Provides tactile walking surface indicators (TWSIs) for people who are blind or have low vision 		

RESOURCES

8.3 FUNDING ALIGNMENTS

Multicultural Festival: Events - Community Support, Multiculturalism, and Anti-Racism Initiatives Program (Federal)

<https://www.canada.ca/en/canadian-heritage/services/funding/community-multiculturalism-anti-racism/events.html>

Festival and Community Event Development (Provincial):

<https://cch.novascotia.ca/festival-and-community-event-development> - Due Feb 28,2020

Support4Culture (Provincial): <https://cch.novascotia.ca/support4culture> - opportunities to support diversity in cultural programming.

Business Accessibility Funding:

<https://cch.novascotia.ca/business-access-ability-grant-program>

Not-for-profit Accessibility Funding:

<https://cch.novascotia.ca/investing-our-future/community-funding-and-awards/community-access-ability-program>

Enabling Accessibility Funding:

<https://www.canada.ca/en/employment-social-development/services/funding/enabling-accessibility-fund-small-projects.html>

Active Transportation Funding: Connect2 program <https://novascotia.ca/low-carbon-communities/>

Federation of Canadian Municipalities Program Funds: <https://fcm.ca/en/programs>

Federal initiatives to hire Indigenous youth

<https://www.aadnc-aandc.gc.ca/eng/1386258314245/1386258376973>

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

Centre Square Survey Kiosk

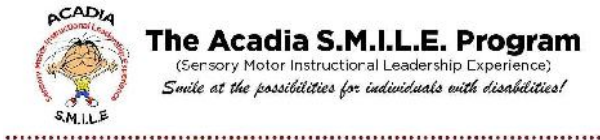
November 4th, 2020

Survey services were offered with in-person access, online, in-person or on paper to 12 people in total.

Centre Square proved to be a focal point in the community with many people exploring the Farmers Market and other local businesses. Some were interested in having a conversation vs completing the survey, or simply looking to understand the purpose of the Kentville and You, Moving Accessibility Forward project.

Key points of conversation were:

- **Public Services:** a 'buddy program' similarly designed to the very successful S.M.I.L.E. (Sensory Motor Instructional Leadership Experience) Program offered through Acadia University. This program is volunteer based and supports people's development needs.



- **Built Environment:** Centre Square uneven stones and bricks make it difficult for wheelchairs, walkers and other assistive devices. Parking was also a hot topic: "If the Town wants us to stay they are sending the wrong message. How does it say 'Please stay and shop' when the by-law officers are chalking your tires before you even get out of the car? To us that says 'hurry up and leave'."
- **Employment Barriers:** people with mobility issues stated that employment opportunities are not the same as per able bodied people, due to inaccessible built environments. Many places do not accommodate larger entry ways, ramps or elevators, or barrier free washrooms.

houdinidesign
ARCHITECTS



Jessica Ward, Project Manager at reachAbility Association & Kayla Mansfield-Brown, Community Engagement Coordinator with houdinidesign ARCHITECTS at Centre Square Survey Kiosk

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

Centre Square Survey Kiosk

November 12th, 2020

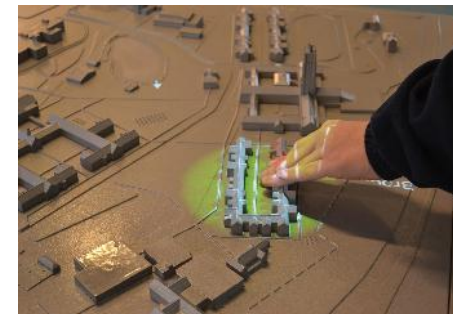
25 interactions: 11 who completed the survey, 10 who wanted to converse regarding Accessibility, and 4 who wanted to learn about the project.

Key points of conversation were:

- **Goods and Services:** many shared concern about the lack of essentials available like affordable clothing for all family members; supplies for babies and toddlers; supplies and food for pets; dentistry; affordable groceries. The Town was commended for providing play kits for young children and for continuing to keep the community engaged throughout the pandemic.
- **Transportation:** concerns were expressed regarding the operating hours of public transportation as a barrier for night shift workers. Inaccessible entrances and exits on buses can lead to barriers for access to public transportation: often a bus will have only one end with an accessible entrance. Walking is not always safe for people with disabilities, especially those with visual impairment, noting unsafe and unlit sidewalks, lack of pedestrian walkways and poorly marked crosswalks.
- **Sustainable Employment:** many mentioned that sustainable, meaningful employment is not readily available to them and barriers such as transportation, affordable child care, living wage were again discussed. Another participant mentioned that they have been self-employed since they finished school because they could never find gainful employment.



Smart Canes, Innovative Technologies



Innovative 3D Models being developed for Wayfinding



Innovative 3D Models being developed for Education

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

Cafe Style Engagement Session

Thursday, November 12th, 2020 Town of Kentville, Lower Recreation Centre.
American Sign Language (ASL) Interpretation was provided.

Based on the Accessible Canada Act, questions were formed around Employment, Goods & Services, Built Environment, Education, Access to Information and Communications, Awareness and Culture.

Additionally, the Kentville Parks and Recreation Department hosted a Stakeholder engagement session and allowed our team to cross reference any points of discussion within our questions below. Combined, there were 9 organizations and 10 participants, including:

1. Nova Scotia Health
2. Kings County Family Resource Centre
3. Department of Community Services
4. Valley Community Learning Association
5. Evergreen Home for Special Care
6. The Portal Outreach Centre
7. Chrysalis House
8. Annapolis Valley Regional Centre for Education
9. Western Community Health Board



Question:

How do you define meaningful employment? Meaningful employment was defined as being able to obtain and maintain employment that meets the needs and values of the individual. These needs include: feeling engaged in the process; earning a living wage; having access to benefits and pensions; and having the ability to disclose your disability and be given accommodations. Additionally, community members stated having equitable access to employment without layers of barriers such as reliable transportation, childcare, finances and reasonable working hours is not something that is readily available within the Town.



Safe Bike Paths

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

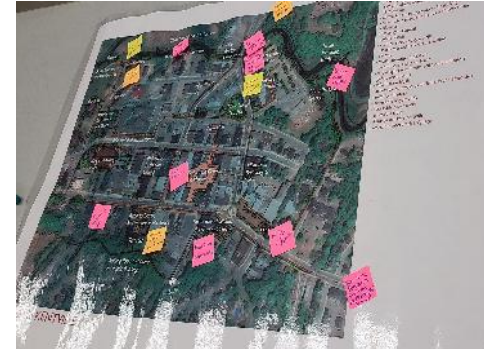
Share with us what it would mean to you for Kentville to be a barrier-free community. A barrier-free Kentville isn't too far of a stretch according to those who engaged with us. Having basic amenities like equitable access to clean, safe and accessible public spaces like trails and parks with benches and accessible gender neutral washrooms were common requests. Other basic needs like having areas for nursing mothers to be comfortable, and increasing the number of covered seating areas in outdoor areas would make these spaces safer and more welcoming for everyone. Making these updates with an inclusive, diverse and environmentally sustainable lens would make the Town more culturally welcoming, warm, safe and sustainable.

Eliminating physical barriers like increasing bus routes, giving those who don't live within the core access to affordable public transportation, is something that was shared repeatedly. Additionally, creating accessible access by connecting the main amenities of stores, recreational facilities and outdoor spaces by transportation corridors would encourage the use of the spaces and promote active transportation as is highlighted by the Town in previous projects.

When it comes to education and access to education, how are we doing? Of those who joined our in-person engagement sessions, we didn't have many who currently have children within the school systems, but when recollecting their experiences, they had positive things to say. In their experience, they felt engaged in their children's education and noted that this “makes all the difference.” They felt there was ample opportunity for extracurricular involvement within the Town and commended the obvious partnerships among agencies, schools and the Town. One participant noted that there is room for improvement and that as we move forward we need to “be mindful of how to engage folks that historically have not been engaged.”

What challenges do you experience when travelling in the Town of Kentville? Transportation whether by foot, wheelchair, car, bus, bike or otherwise is a hot topic. Most of the feedback was in regards to trails, sidewalks and crosswalks. Many would like to see better maintenance of trails. Erosion causes accessibility issues; paving would be ideal. With access to trails for biking, we are in need of bike repair stations and rest spots with water access.

Putting a ramp at the back of Town Hall and at back entrances for businesses shows lack of respect for people with disabilities. Additionally, without access to public transportation throughout all of Kentville, the cost of taxis and other reliable transportation, particularly when travelling up and down steep areas in Town, is a barrier for anyone, especially those with mobility issues and small children. The ball fields are not accessible; this is a barrier when viewing Wild Cat games. Parking needs to also improve in this area.



Map of the Town of Kentville where participants envision their future Kentville



The Rigg, a fully accessible off road vehicle.

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

Zoom Sessions:

November 12th, 16th and 19th, and December 9th, 2020

The sessions combined resulted in the participation of 30 citizens from various backgrounds all with commitment to addressing accessibility and inclusion in the Town of Kentville.

Questions & Responses included:

Q: Is there a culture of accessibility in the Town of Kentville? Have you heard, seen or felt messaging from or within the Town of Kentville that everyone is - or isn't - welcome? If so, how?

Two major themes emerged:

- No one could recall receiving messaging directly from the Town of Kentville either verbally, through imagery, marketing, or a policy, that everyone is welcome.
- As a result, participants indicated that the feeling generated is that that everyone isn't welcome.

Q: Are your needs being met by the Town of Kentville, and within the Town of Kentville. If so, how? If not, please explain.

The major themes that emerged included:

- Access to sufficient mental health supports specifically to those facing multiple systemic barriers such as Indigenous families, youth, people with disabilities, 2SLGBTQ+ folks and those suffering with addictions, is lacking.
- Lack of sufficient internet access, or any internet access at all, affects children, youth, seniors, people with disabilities - the entire community - both through further social isolation and access to education.
- Housing – affordable, accessible - for both adults and youth is challenging to secure. *It was specifically noted that within the downtown core rental units are inaccessible to people with physical disabilities due to the age of the buildings.*
- Food security - the number of low income families increases daily. Access to free, nutritious breakfast and lunch programs can be improved in schools. *The Town of Kentville Recreation Department offers free lunches for their day camps throughout the summer and it makes a huge difference for such a small cost.*



Multicultural Festival



Multicultural Festival

CITIZEN ENGAGEMENT RESULTS

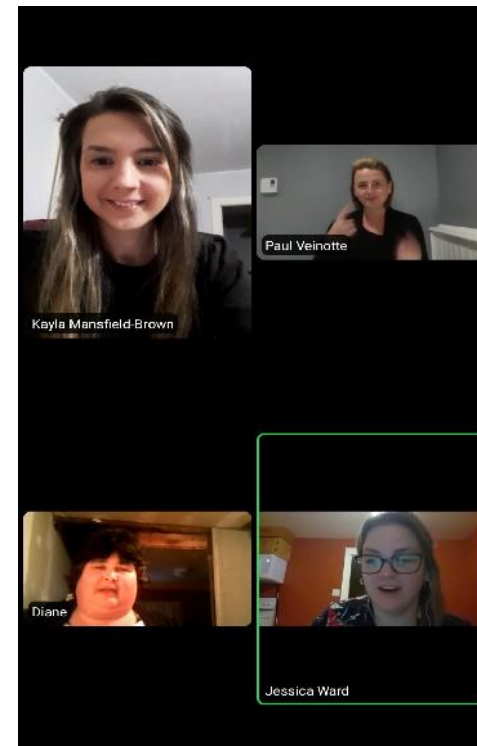
9.1 SUMMARIES

Zoom

Q: *What types of barriers make accessing what you need, difficult?*

Responses included:

- Most accessible parking is within Centre Square, however Centre Square is not a safe place to travel by foot, wheelchair or with a mobility assistive device. Pedestrians can not move safely from parking spaces to where they need to go as traffic moves quickly in Centre Square. One person remarked, *“It is very dangerous for us.”*
- Physical barriers like rough and broken sidewalks, lack of ramps and accessible doorways make accessing Town amenities very difficult. The inconsistency of what is available makes these barriers more frustrating. *“Every business is different: one may have a ramp and then a door knob, another may have a huge square step which makes navigating alone or even with help almost impossible in a wheelchair.”*
- Public transportation is an issue: both the entrance and the exit on the bus are not always wheelchair accessible. The routes aren’t sufficient enough and in certain weather conditions it is impossible for someone with a mobility issue to get to a bus stop in order to access the bus. Bus shelters are not all accessible; the hours of the buses do not allow for their users to maintain employment outside of a very small window of service; *people feel that they are ‘lesser than’ especially when travelling on the bus with a large family.*
- Public washroom facilities: there aren’t any. Additionally, washroom facilities that are available within businesses are not accessible - toilets, handles, sinks, door knobs, door locks, hand dryers vs paper towel dispensers, buttons to enter and exit are non existent, changing tables for adults are not available. Overall there is no consistency in building codes or methods and no compliance or accountability for how this affects the dignity of members of the public.



Zoom Meeting November
19th

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

Zoom

Q: Do you believe that people with disabilities can find meaningful and sustainable employment in the Town of Kentville? If not, please explain.

The major themes that emerged included:

- There are limited opportunities to make a living wage in the Town of Kentville, especially if you face barriers to employment, as a member of minority group, require access to affordable childcare and housing, or need transportation outside of the set bus schedule.
- Low literacy, disability, mental health, addictions and/or dealing with food insecurity are barriers.
- Accommodating employers are hard to find. Disclosure to employers makes acquiring a job, let alone keeping a job challenging.
- Employers need more education around the ease of accommodation and the business benefits to creating an accommodating culture within their organizations.
- Employment supports are available but not many know about them.
- Employers aren't aware of how to transition employment support participants into permanent roles within their organizations so more barriers are faced by participants when this doesn't happen well.



Employment for People with Disabilities



Making Office Spaces fully Accessible



The role of Artificial Intelligence for People with Disabilities

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

Zoom

Q: What accessibility improvements need to be made to public spaces in Town of Kentville?

Due to its close proximity to Kentville, many people believe that the Valley Regional Hospital (VRH) is located in Kentville, and participants wanted to share experiences.

We felt that it was important to acknowledge references to the hospital, as citizen advocacy falls under the Committee's terms. And, for instance, a member of the Committee might sit on the NS Health Patient, Family & Public Advisory Council to ensure that voices of Kentville residents are represented.

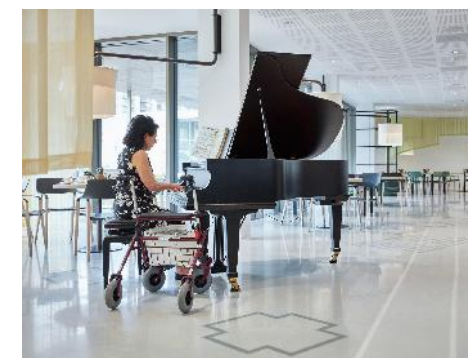
Additionally, visitors to and employees of the hospital, whether Kentville or other area residents, use services and shop in Kentville while accessing the hospital. There is an important relationship, for many reasons, to strengthen.

Comments below were expressed during the discussion:

- *"You get the odd one that doesn't treat you like you are an inconvenience to them.... At times you can't find someone when you need them."*
- It is difficult to navigate overcrowded hallways using a wheelchair or walker.
- Crowded hospital rooms makes it hard to safely maneuver and make you feel unwelcome.
- One participant said that they fell out of their chair trying to get over a lip in a doorway.
- When equipment is the wrong size it is unsafe and can lead to accidents.



Van Eijk & Van der Lubbe
Architects Utrach
Care Facility



Van Eijk & Van der Lubbe
Architects Utrach
Care Facility



Scewo Electrical Wheelchair
Designed to go Up Stairs

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

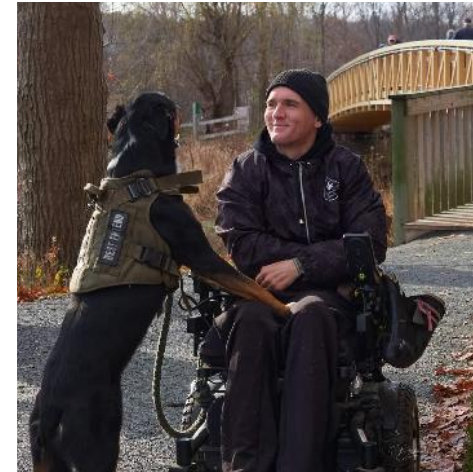
Walk & Roll

November 17th, 2020, Miner's Marsh

Parks and Recreation Director, Rachel Bedingfield and Active Living Community Coordinator, Lydia Broderick co-hosted a Walk & Roll through Miners Marsh with us to have a dialogue on Moving Accessibility Forward in the Town of Kentville. There were 27 people in attendance.

Key Points of conversation:

- Inconsistent use of Code or Standards: a message heard throughout many conversations. No two bathrooms are built the same - the accessible bathrooms in Town Hall have door knobs instead of levers, 90 degree grab bars but they are attached to the floor instead of the wall, and the soap and paper towel dispensers are too high. Other bathrooms throughout Town may have lever handles and wall grab bars but improper toilet seats and no back support. Compliance with the building codes and standards is lacking and the community is frustrated with the inconsistency.
- Cultural or Community Awareness: people with disabilities want to feel that they are participating members within their community. By engaging with organizations like the Alexander Society, who foster these relationships we can begin to bridge this gap. The main objectives of the Alexander Society are to foster cognitive, social, physical and emotional development through the arts, and to encourage inclusive community living including recreation for people of all ages and abilities and inclusive villages.
- Housing: accessible, affordable, and community based housing is needed. There are many examples of intergenerational, accessible communities living well through co-housing models throughout the world. An example was given, THREEFOLD, NY.
<https://threefold.org/our-community/community-directory/>
- Adult Playgrounds and Adult Care Equipment: points of discussion with some families were around the lack of adult accessible equipment in the Town of Kentville. Many are relevant to children, but could not withhold the weight of an adult. This includes playgrounds and change tables. There is no dignity in changing your disabled child on a public bathroom floor.



Walk & Roll, Miners Marsh
captured by
Dave Elliott



The Rigg, a fully accessible off
road vehicle

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

Walk & Roll

- Lack of legal resources for people with disabilities who fall between the legal aid eligibility and being able to afford legal representation.
- Lack of respite supports and funding for these supports is a big issue. We have a high number of adults with cognitive and developmental disabilities here in the valley and supports such as these should be more readily available.
- Covid19 created increased isolation for people with disabilities and there has not been an increase in support - mental health, respite support, financial support. The \$600 one time payment was not enough to help folks recover. Food security is an issue.
- Accessible public washrooms need to be more widespread throughout public areas, parks and downtown. Sensory adjustments should be considered in facilities, for example, hand dryers are difficult for people with sensory issues.
- Mental health support is needed, including for mothers with kids who feel isolated and overwhelmed – especially during the pandemic.
- Where there is low-income housing, more support is needed. Without additional support (food, mental health, transportation, stigma) the cycle of poverty continues to be perpetuated.
- Online resources need to be supported by phone access – if you don't have internet, people need to be able to call and register. Stigma is an important issue.
- More inclusive affordable housing/living opportunities. We need a system that allows developers to rent for an affordable price. Promote Co-housing developments. The development of inclusive living opportunities is limited.
- Community spaces are needed where you don't have to spend money to be included in activities.



Walk & Roll, Miners Marsh
captured by Dave Elliott

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

Art Submissions

A call for for Art Submissions was issued, as well as a children friendly module with questions based on accessibility for local schools of Aldershot and Kings County Academy. The purpose of the art submissions was to showcase a first person experience or views of the Town of Kentville. The art submissions could be uploaded via social media with the #ShowUsYourKentville or dropped off in-person at Webster Street Printers. Additionally, the Town of Kentville drew a name from submissions for a chance to win a \$100 gift card to a local Kentville business. The contest had over a dozen entries and ranges from photos to short videos.

See pages 121 onwards for submissions.



9.1 SUMMARIES

PHONE IN DISCUSSIONS

Q 1: Is there a culture of accessibility in the Town of Kentville? Have you heard, seen or felt messaging from or within the Town of Kentville that everyone is - or isn't - welcome?

- A) I think that the Town does a good job at connecting with community members, but not overly a lot of black people are seen within the Town.
- B) Not necessarily. There seems to be more emphasis on social development rather than economic development. The focus seems to be on bringing in businesses that make money, instead of organizations that provide opportunities for the community itself to develop such as arts and music centres, or programming that is community-based and culturally-safe. There also needs to be more opportunities and harm reduction measures taken for the vulnerable groups such as residents of Open Arms.
- C) Additionally, Kentville is becoming more gentrified, making it less accessible and less affordable to people with disabilities, people with low-incomes, elderly people, and other vulnerable groups. This just adds to the pile of barriers already faced by marginalized groups.
- D) Lack of understanding of working with and for BIPOC communities.
- E) Internalized racism in service providers when showing status cards for tax reduction and or as a form of governmental ID often faced with discrimination.
- F) I feel that the Town makes an effort to be accessible more than many other Towns. I think there could be more accessible parking and entry to stores. As for cultural accessibility there is not a lot of messaging around cultural acceptance or cultural safety within the Town. Organizations such as Community Inc and Open Arms do clearly welcome marginalized groups and have programming representative of this.
- G) I personally haven't noticed any issues or messaging suggesting anyone isn't welcome, that doesn't mean that not everyone is.

Q 2: Are your needs being met by the Town of Kentville, and within the Town of Kentville?

- A) Everything is being met, outside of funding for the homeless, there is not enough income to support people who are homeless or couchsurfing. Income by income assistance is not enough to support a healthy life.
- B) No. Not as an Indigenous woman.
- C) Clients I have worked with have felt it would be nice if the Town had more culturally diverse representation (signage, etc.) but this could be said for many Towns.
- D) More outdoor events that are accessible to all.

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

PHONE IN DISCUSSIONS CONT.

Q 3: What types of barriers make accessing what you need, difficult?

- A) Lack of access to healthcare during Covid-19, affordable housing and resources for homeless and people at risk - lack of supports for people who are supporting people at risk (community services does not provide you with further supports).
- B) People are being taken advantage of by these systems that oppress people - *“If I wouldn't have been black, they would have offered more or provided me with a better hand.”*
- C) Systemic racism, Discrimination, Gender Discrimination.
- D) Some barriers that have been mentioned to me are accessibility to stores, feeling unwelcome in the Town, and stigma around accessing resources like DCS or Open Arms within the Town.
- E) No specific barriers for myself.
- F) Stereotypes around status cards for tax expecting and as a recognized form of Governmental ID.

Q 4: What accessibility improvements need to be made to public spaces in the Town of Kentville?

- A) Lack of representation of Black and Indigenous populations.
- B) Lack of support for Black youth - lack of knowledge of who they are and where to go for help? Expressing, yourself to white people may not be understood or face further barriers to personal experiences. Lack of public information in the Town from Black and Indigenous peoples - like in museums.
- C) There needs to be more safe spaces to create, learn, share and grow, especially culturally. There is a diverse population in the area that could teach each other many things, but have little to no opportunities or spaces to do such in. There is also a need for more programming that is community-based and culturally safe for all.
- D) Maybe more accessible parking and more ramps to enter facilities that have stairs. Also parking is a huge barrier for individuals who cannot walk far.
- E) More safe node ways for bike use and bike routes throughout the Town.

CITIZEN ENGAGEMENT RESULTS

9.1 SUMMARIES

PHONE IN DISCUSSIONS CONT.

Q 5: Are there things you believe the Town of Kentville is doing well with? Recommendations you have?

- A) Anti-Racism or Diversity training - [Overcoming History - VANSDA](https://vansda.ca/training/overcoming-history/)
<https://vansda.ca/training/overcoming-history/>
- B) Connect with Black Leaders to represent Black history within the Town (such as Jaunita Pleasant - Writer and Calendar)
- C) Better relationship with AVFN and Glooscap FN and the off-reserve body.
- D) Removing historically inaccurate information towards Black and Indigenous peoples.
- E) Support Black and Indigenous businesses.
- F) Economic and structural development going well.
- G) The fact the Town of Kentville is reaching out to get this type of information speaks volumes. I also think the wide variety of events and markets etc. that are held within the Town are great. Also, the community events held by the Town are always spoken highly of.
- H) Signage has improved, promoting of local business/services.



Kings County Academy
entrance after rainbow paint

CITIZEN ENGAGEMENT RESULTS

9.2 SURVEY RESULTS

Survey Overview

Employment: making the Town an accessible workplace, and supporting young people with disabilities in finding and maintaining meaningful employment.

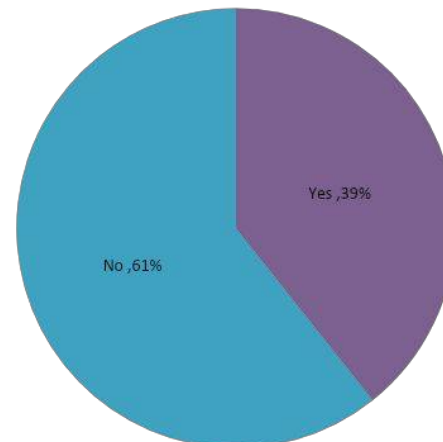
- 68% agree that people with disabilities are accepted in the workplace.
- 35% are aware of inclusive employers.
 - **For consideration:** How can we support employers to be more inclusive for all people, both during and after the hiring process?

Built environment: making buildings, streets, sidewalks, and shared spaces accessible to all.

- The top 3 most accessed public spaces are: trails, crosswalks and parking lots/spaces.
- Town Hall was identified as inaccessible and ramp conditions and locations were identified as a primary reason for inaccessibility.
- The library was also identified as a public building with accessibility issues.
- 61% of those surveyed believe that commercial buildings are inaccessible.
- 90% say that private dwellings are inaccessible.
- - **For consideration:** How can we incentivise landlords/property owners to invest in making accessibility upgrades?

Pie chart refers to: I think the commercial buildings (banks, shops, restaurants, business offices, accommodations, factories, warehouses, showrooms) in the Town of Kentville are accessible to all.

No = 61%
Yes = 39%



CITIZEN ENGAGEMENT RESULTS

9.2 SURVEY RESULTS

Awareness: promoting awareness throughout the Town of Kentville about the importance of accessibility

- 78% of those surveyed want to share their opinions but 49% of those surveyed would not participate in Town Council.

For consideration: How do we make community members feel empowered to get involved in planning and policy making?

Human-centred design: implicit bias/decolonization.

- Half of those surveyed said they strongly disagree that people with disabilities are positively represented in the media. Comments included: “social media is homogeneous; little diversity; mental health disability not represented.”

For consideration: How can we ensure when hiring consultants for branding campaigns that we are using and obtaining images that are inclusive of everyone?

Good and Services: ensuring equitable access to goods and services.

- Restaurants and hair salons/barbershops were the top two services accessed in the last three months. However, they were also the top two most in-accessible services in the Town of Kentville.

For consideration: How can we encourage private businesses to become leaders in accessibility?

Information and Communication: ensuring all people can receive, understand and share information provided by the Town.

- Social media (88%) and the Town of Kentville website (62%) were the top two most accessed means of communication for those surveyed.

For consideration: How can we improve upon communications to the community that does not require internet access as not everyone in the Town of Kentville can access this way.

Transportation: making it easier for everyone to get where they need to go.

- Personal vehicle use (89%) and walking (87%) were the top two modes of transportation for those surveyed. (65% of those surveyed report a monthly personal income of \$2000 which is not a realistic look at all. demographics living in Kentville. More variety in feedback was found through in person engagements
- Barriers to using a personal vehicle were parking and routing.
- Barriers to public transportation were: scheduling (buses) and cost (taxi's).
- Community members feel very unsafe walking - narrow streets, uneven sidewalks, lots of traffic, walkways and pedestrian thoroughfare not clearly marked.

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By Riley James Neult

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By Lexie Burgess Misner



Photography By Lexie Burgess Misner

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By Shelly Bezanson Corkum

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By David Elliott



Photography By David Elliott

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By David Elliott



Photography By David Elliott



Photography By David Elliott

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By David Elliott



Photography By David Elliott



Photography By David Elliott

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By David Elliott



Photography By David Elliott



Photography By David Elliott

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By David Elliott



Photography By David Elliott



Photography By David Elliott

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By David Elliott



Photography By David Elliott



Photography By David Elliott

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By David Elliott



Photography By David Elliott



Photography By David Elliott

CITIZEN ENGAGEMENT RESULTS

9.4 #ShowUsYourKentville CITIZEN PHOTOGRAPHY SUBMISSIONS



Photography By David Elliott



Photography By David Elliott

Video Links of Submissions:

https://m.youtube.com/watch?v=-tpeD8S_LP4&feature=share

<https://youtu.be/UuQjGIPgeN0>



Photography By David Elliott



Town of Kentville

Accessibility Action Plan: Priority Phasing

The following recommendations are from the Town of Kentville's *Accessibility Action Plan* (May 2021)- a long term strategy for the Town to become fully accessible by 2030, in compliance with provincial Accessibility Act.

High Priority Recommendations

- Download the Rick Hansen Accessibility Handbook
- Purchase CSA design for the built environment
- High level urban plan designed based on Universal Design Principles
- Active Transportation Plan implementation
- Feasibility Study for Town Hall
- Public Washroom/Comfort Station development
- Town of Kentville Employee Accessibility Awareness, Emotional Intelligent Training
- Resurfacing of pedestrian routes to accessibility standards
- Address Diversity and Inclusion in Brand Marketing and Communications
- Adopt Recreation for All Policy
- Erect an exterior Digital Information Kiosk that is fully accessible for Town Hall and KBC information sharing, with wayfinding, events, important dates, registrations, etc.

Medium Priority Recommendations

- Work with Indigenous Leaders on de-colonization process and reconciliations practices
- Ongoing Cultural Competency Training
- Education and Awareness Public Campaigns including workshops for business and trades contractors on accessibility and RHFAC
- Support Kentville Business Community on accessibility initiatives
- Development of Center Square Plan and Design, including a permanent home for the farmers market

- Visitor's Center Development
- Promenades, walkways, garden development
- Parking Plan from Urban Plan implementation with priorities for accessibility parking delineated.
- Address accessibility of parks and trails amenities (paths, equipment, lighting, washrooms)
- Feasibility study for police station

Low Priority Recommendation

- Parking Garage Development
- Identify opportunities and processes for Public Art installations
- Feasibility study for riverfront trail and public space revitalization
- Kentville Business Park: next stage of Accessibility Plan for Active Transportation and Universal design upgrades – a further study should commence

Opportunity Based Recommendations

- Library – further development of accessibility improvements inside and outside
- Kings County Museum – support the museums capacity for partnership, collaboration to pursue renovation and accessibility improvements
- New Hub Development
- Support Multi-Cultural Festival development to be a premier event
- Establish formal relationships with NSCC for partnerships with students and faculty for ongoing projects in the areas of Human Services, Tourism, Business, Horticulture
- Develop the Town-led Accessibility Rating System to inform user decision making
- Continue to work with Kings Transit on best practices, opportunities for enhanced services and routes.

KENTVILLE ACCESSIBILITY ACTION PLAN

Highlights and Background

Kentville
A BREATH OF FRESH AIR



NOVA SCOTIA HAS THE HIGHEST RATE OF PEOPLE WITH DISABILITIES IN CANADA, NEARLY ONE PERSON IN THREE



The Kentville Accessibility Action Plan was created in response to the priorities outlined by the Province of Nova Scotia in the Access by Design 2030 legislation. The Kentville Accessibility Plan charts the way forward as we work to create a more inclusive, accessible, welcoming community in Kentville that exists and operates from a place of peace and friendship.

Through the consultation process, we learned that there is a **STRONG** desire for Kentville to be more welcoming and diverse. We also heard that the citizens of Kentville have an overwhelming sense of pride for their beautiful town and have many suggestions to share when it comes to making our community more accessible and welcoming!

"OUR VISION IS FOR KENTVILLE TO BE A HEALTHY VIBRANT INTEGRATED AND WELCOMING COMMUNITY WHERE ALL CITIZENS AND VISITORS CAN LIVE WORK AND PLAY IN AN ENVIRONMENT THAT PROMOTES A FULFILLING QUALITY OF LIFE. WE ACKNOWLEDGE THAT CURRENTLY THERE ARE BARRIERS TO ACHIEVING THIS VISION."



THERE ARE DIFFERENT TYPES OF DISABILITIES WHICH INCLUDE: PHYSICAL, VISUAL, HEARING, MENTAL HEALTH, INTELLECTUAL AND LEARNING DISABILITIES. NOT ALL DISABILITIES ARE OBVIOUS!

KENTVILLE RESIDES WITHIN THE ANCESTRAL TERRITORY OF THE MI'KMAQ PEOPLE. WE ACKNOWLEDGE THAT OUR WORK IS LOCATED WITHIN UNCEDED AND UNSURRENDERED MI'KMAQ TERRITORY. WE ALL HAVE A RESPONSIBILITY AND ACCOUNTABILITY TO UPHOLD IN THE PROCESS OF TRUTH AND RECONCILIATION.

To help guide the public engagement process we used the Medicine Wheel - a comprehensive tool, created by Indigenous peoples, that looks at all interconnected systems. Through the Medicine Wheel we take into account our relationship with the land. For example, the Miner's Marsh Walk & Roll engagement session enabled enjoyment of the outdoors while the physical and emotional needs of community were explored!



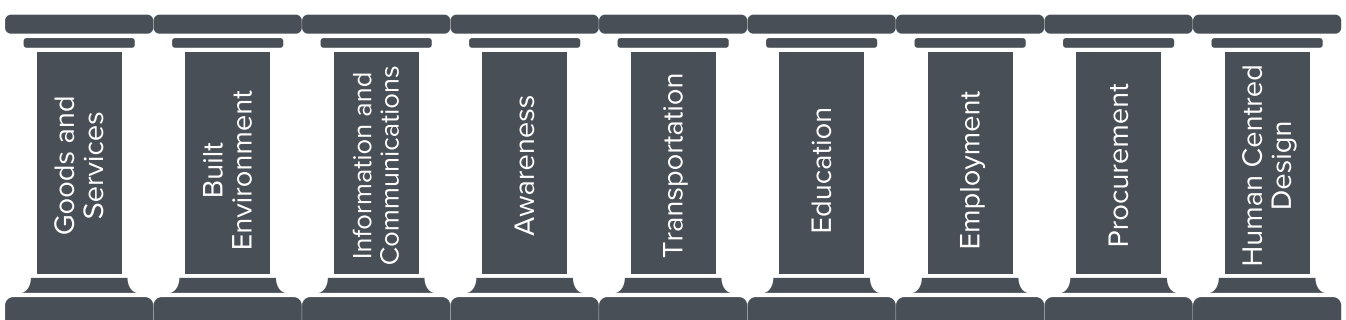
The Rick Hansen Foundation Accessibility Certification (RHFAC) is a lens through which to assess accessibility. RHFAC ensures people with disabilities have direct input into the vision and details of how to create truly inclusive places. RHFAC has a rating system and certification process designed by people with disabilities to allow transparency, accountability, and measurable data.



Rick Hansen
Foundation

THE 9 PILLARS OF ACCESSIBILITY:

Each pillar was assessed through the lens of Inclusion in Action and the Medicine Wheel Framework to create an action plan.



600

MORE THAN 600 CITIZENS PARTICIPATED
DIRECTLY IN ENGAGEMENT SESSIONS

THERE ARE OVER 30 RECOMMENDATIONS IN THE KENTVILLE
ACCESSIBILITY ACTION PLAN THAT ARE DESIGNED TO HELP KENTVILLE
BECOME A MORE ACCESSIBLE AND WELCOMING COMMUNITY!

WHAT'S NEXT?

- 1 DEVELOP STANDARDS**
to meet the recommended benchmarks;
- 2 BUILD CAPACITY AND AWARENESS**
through training and promotion of inclusive opportunities;
- 3 COLLABORATE AND SUPPORT**
with equity seeking groups and agencies and build relationships of mutual respect and support;
- 4 SUPPORT COMPLIANCE AND ENFORCEMENT**
of strategies that clearly identify standards and targets;
- 5 MONITOR AND EVALUATE**
changes and policy implementation.



THE FULL ACCESSIBILITY PLAN IS
AVAILABLE AT WWW.KENTVILLE.CA



FOR MORE INFORMATION, PLEASE CONTACT RACHEL BEDINGFIELD,
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RBEDINGFIELD@KENTVILLE.CA OR 902.679.2541



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5 May 2021

RE: 2021 Access Awareness Week

Background:

It's a little-known fact that Nova Scotia has the distinction of raising awareness of disability issues for 34 years (the longest in Canada) through the Nova Scotia League for Equal Opportunities committee, the Partnership for Access Awareness Nova Scotia (PAANS) initiative, Access Awareness Week (AAW). This is an initiative all Nova Scotians can celebrate, participate in and be proud Bluenosers.

We would like to take this opportunity to extend an invitation to the Town of Kentville to participate in this week with a Mayoral Proclamation reading to record a few remarks in recognition of the week.

Nova Scotia's 2021 AAW takes place **May 30th – June 5th** with live virtual events that will be recorded and shared during the course of the week through social media channels including community partners' websites and library portals. The theme chosen for this year is *"Where we were; Where we are, where we want to be"*.

Proclamation:

See over.

Kindest Regards

Sandra Snow, Mayor
Town of Kentville

Proclamation
Access Awareness Week
May 30th – June 5th, 2021

WHEREAS, the week of May 30th – June 5th, 2021 is recognized as Access Awareness Week; and
Access Awareness Week aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education and communication; and
This is the 34th year that this public awareness initiative has taken place in Nova Scotia; and
Access Awareness Week promotes the inclusion of all Nova Scotians with disabilities as full citizens within our communities; and
Through public awareness, community partnerships and education, this campaign aims to foster an environment of equal participation for persons with disabilities within the **Town of Kentville.**

THEREFORE, be it resolved that I, **Mayor Sandra Snow**, on behalf of the **Town of Kentville**, do hereby proclaim May 30th – June 5th, 2021 as “Access Awareness Week” in the **Town of Kentville.**

Dated in the Town of Kentville, Nova Scotia
This 10th day of May 2021