

## Town of Kentville Council Meeting

February 24, 2025, 6:00pm, Kentville Town Hall

1. **CALL MEETING TO ORDER AND ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVAL OF MINUTES**
  - (a) Council Meeting, January 27, 2025
4. **RECOMMENDATIONS AND REPORTS**
  - (a) Council Advisory Committee
    1. Pool Report Recommendation
    2. Equity and Belonging Committee
    3. Low Carbon Community Feasibility Study
  - (b) Council Reports
    1. Councillor John Andrew
    2. Councillor Rob Baker
    3. Deputy Mayor Debra Crowell
    4. Councillor Samantha Hamilton
    5. Councillor Cathy Maxwell
    6. Councillor Cate Savage
  - (c) Mayor's Report
5. **OLD BUSINESS**
  - (a) None.
6. **NEW BUSINESS**
  - (a) Chief Administrative Officer Recruitment
  - (b) Library Security Assessment
  - (c) Legal Update
7. **PUBLIC COMMENTS**
8. **CORRESPONDENCE**
  - (a) Submitted: Kentville Support for Kings Transit Grant Application
  - (b) Environment and Energy Task Team: Support for Community Solar Feasibility Study
  - (c) Library Funding
  - (d) Nova Scotia Federation of Municipalities
  - (e) Province of Nova Scotia John Lohr
9. **IN-CAMERA**
  - ~~(a) Land~~
  - (b) Land
  - (c) Land

## 10. ADJOURNMENT

**DRAFT**



## **TOWN OF KENTVILLE COUNCIL MEETING**

### **Meeting Minutes: January 27, 2025**

**Town Hall, 354 Main Street, Kentville Nova Scotia**

This meeting was held in Town Hall and was livestreamed on YouTube. The chair gave a land acknowledgement.

#### **1. CALL TO ORDER AND ROLL CALL**

Mayor Andrew Zebian called the meeting to order at 6:00 p.m. and noted that all members of Council were present: Deputy Mayor Debra Crowell, Councillor John Andrew, Councillor Rob Baker, Councillor Samantha Hamilton, Councillor Cathy Maxwell, and Councillor Cate Savage.

Staff in attendance included Chief Administrative Officer Jeff Lawrence, Solicitor Geoff Muttart and Deputy Clerk Jennifer West.

#### **REGRETS**

None.

#### **DECLARATIONS OF CONFLICT OF INTEREST**

None.

Councillor John Andrew read a statement apologizing for his comments during the January 13 2025 meeting.

#### **2. APPROVAL OF THE AGENDA**

Move: 4.a.4 Land Easement, to In Camera  
Add: 6.b Appointment of Board of Police Member

It was moved by Councillor Rob Baker and Deputy Mayor Deb Crowell

**That the agenda of January 27, 2025 be approved as amended.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

# DRAFT

## 3. APPROVAL OF THE MINUTES

(a) Council meeting held on November 25, 2024

**It was moved that the minutes of the Council meeting on November 25, 2024 be approved.**

**MOTION CARRIED**

## 4. RECOMMENDATIONS AND REPORTS

### (a) Council Advisory Committee

#### (1) Environment Task Team Members

At the December 9, 2024 meeting of Council Advisory Committee, Deputy Clerk Jennifer West presented the citizen appointments to the Environment Task Team who will work on the Quest Net Zero Accelerator program in 2025-2026.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew

**That Council approve the following citizen appointments to the Environment Task Team: William Marshall, Kerri Goode and Emma Vost.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

#### (2) GRID Grant Application

At the December 9, 2024 meeting of Council Advisory Committee, Strategic Operations Coordinator Alisha Christie presented the GRID grant, which will support infrastructure projects for water, sewer, wastewater, stormwater management and housing infrastructure.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

**That Council approve the submission of a funding application to the 2025-2026 Provincial Growth and Renewal for Infrastructure Development Program.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

#### (3) Annapolis Valley Mountain Bike Association Request

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*Pending Approval*

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At the December 9, 2024 meeting of Council Advisory Committee, Lorenzo Caterini gave a presentation about the activities and goals of the Annapolis Valley Mountain Bike Association. After the presentation, Mayor Andrew Zebian explained that this grant request is most appropriately reviewed as part of the 2025-2026 budget review process, beginning in January.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Rob Baker

**That Council review the AVMBA financial request during the development of the 2025-2026 budgets.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**(4) Removed from agenda**

**(5) Bird Friendly Town Designation**

At the January 13, 2025 meeting of Council Advisory Committee, Clean Foundation and Kentville Climate Coordinator Sofia Munoz gave a presentation about the town's application to become designated as a Bird Friendly Town through Nature Canada.

*Report available for more information.*

It was moved by Councillor Samantha Hamilton and Councillor Rob Baker

**That Council approve the application for the Town of Kentville to become designated as a Bird Friendly Town.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

It was moved by Deputy Mayor Deb Crowell and Councillor Cathy Maxwell

**That Council approve crow as the Bird of the Year for 2025.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

# DRAFT

## **(6) Open Arms Request**

At the January 13, 2025 meeting of Council Advisory Committee, Executive Director Leanne Jennings gave a presentation about the need for more support for the unhoused community, and CAO Jeff Lawrence reviewed the request from Open Arms of \$14,616.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Samantha Hamilton

**That Council approve the funding for Open Arms for the 2025 project to reduce homelessness in Kentville of \$14,616 contingent on approval by the County of Kings, Town of Berwick and Town of Wolfville agreeing to this proposal.**

### **MOTION FAILED**

*Councillors who voted in favour of this motion:*

*Savage and Zebian*

*Councillors who voted against this motion:*

*Andrew, Baker, Crowell, Hamilton and Maxwell*

## **(7) VIDA Development Agreement**

At the January 13, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe described the process of reviewing and approving a proposed development agreement.

*Report available for more information.*

It was moved by Deputy Mayor Deb Crowell and Councillor John Andrew

**That Council direct the CAO to schedule a Public Information Meeting on February 4, 2025 regarding a development agreement for VIDA living developments.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

## **(8) Planning Advisory Committee**

At the January 13, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe described the purpose and value of Planning Advisory Committees, and recommended that Kentville initiate this committee of Council.

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*Report available for more information.*

It was moved by Councillor Rob Baker and Councillor Cathy Maxwell

**That Council approve the launch of a Planning Advisory Committee for the Town of Kentville.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**(9) Active Living Strategy**

At the January 13, 2025 meeting of Council Advisory Committee, Bekah Craik, Active Living Community Coordinator, described the process of public engagement and strategy review for the Town's Active Living Strategy.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Councillor John Andrew

**That Council approve the updated Active Living Strategy 2025-2030.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**(b) Councillors' and Mayor's Reports**

Reports were received and are part of the meeting record.

**(1) Councillor John Andrew**

Highlights included concern from residents about housing and homelessness, anticipation of the town's stormwater management study.

*Report available for more information.*

**(2) Councillor Rob Baker**

Highlights included memos from the Inclusion and Access Advisory Committee, and the Annapolis Valley Regional Library funding update.

*Report available for more information.*

**(3) Deputy Mayor Debra Crowell**

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Highlights included department orientation meetings, Kentville Business Community meeting, Kentville Volunteer Fire Department, Kentville Police Service holiday brunch, and Code of Conduct training through NSFM.

*Report available for more information.*

## **(4) Councillor Samantha Hamilton**

Highlights included the first meeting of the Environmental Task Team, review of appointments to the Board of Police Commissioners and Code of Conduct training through NSFM.

*Report available for more information.*

## **(5) Councillor Cathy Maxwell**

Highlights included Annapolis Valley Trail Coalition, and review of Inclusion and Access Committee meetings.

*Report available for more information.*

## **(6) Councillor Cate Savage**

Highlights included attending the NSFM conference, KPS holiday brunch, Investment Advisory Committee, Regional Sewer Committee, Board of Police Commissioners and Code of Conduct training.

*Report available for more information.*

## **(c) Mayor Andrew Zebian**

Mayor Zebian reported on his activities this month with highlights including department orientation training, Regional Emergency Management Organization training, presentation on housing and homelessness, Conditions Assessment report presentation by the recreation department, change in collection process for Valley Waste, and Code of Conduct training. Clarification of the new funding formula to support Kings Transit Authority.

*Report available for more information.*

## **5. BUSINESS ARISING FROM THE MINUTES**

### **(a) Heritage Properties Bylaw, Second Reading**

At the October 1 2025 meeting of Council, Councillor Andrew Zebian reviewed the development of this Heritage Properties Bylaw, and the process of registering sites of value in the town. First Reading of the bylaw was passed at the October 1 meeting of Council.

*Report available for more information.*

Discussion

# DRAFT

- Clarification of the process of protecting and prioritizing building facades.

It was moved by Deputy Mayor Deb Crowell and Councillor Cathy Maxwell

**That Council approve Second Reading of the Heritage Properties Bylaw.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

## **6. NEW BUSINESS**

### **(a) Inclusion and Accessibility Advisory Committee**

Councillor Rob Baker presented three memos from the Inclusion and Access Advisory Committee.

#### **1. Recommendation for 2025-2029 Accessibility Action Plan**

Kentville's first Accessibility Action Plan was approved in 2021 and since then the Inclusion and Access committee has been working to implement the plan through staff. The Committee presented the revised and updated plan which will be implemented from 2025-2029, and will be reviewed again in 2029.

*Report available*

Discussion

- Council directed staff to present more detailed information about the 2025 Accessibility Action Plan at the February meeting of CAC.

It was moved by Councillor John Andrew and Councillor Cathy Maxwell

**That Council direct staff to present more detailed information about the 2025 Accessibility Action Plan at the February meeting of CAC.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

#### **2. Recommendation for Renovation of Town Hall and Recreation Centre**

At the December 16 2024 meeting of the Inclusion and Access Advisory Committee, the committee reviewed past discussions of potential renovations to town hall to improve accessibility.

*Report available*

Discussion

- Clarification of the energy audit and accessibility audit for town hall from 2022 and 2023.

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*Pending Approval*

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**DRAFT**

It was moved by Councillor Rob Baker and Councillor John Andrew  
**That Council consider an engagement and design study be undertaken during the budget deliberations for 2025-2026**  
**MOTION CARRIED**  
*Councillors who voted in favour of this motion:  
Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**3. An Equity and Diversity Committee of Council**

In January 2024, the Kentville Inclusion and Access Advisory Committee launched a task team to explore diversity in the town of Kentville. The Diversity and Belonging Task Team has been meeting since April 2024 and has a mandate to examine whether Black, Indigenous and people of colour feel represented and welcome in the town and in town hall. The Town of Kentville recognizes that the Task Team may be better able to discuss and assist in creating an Equity and Diversity Plan as a Committee of Council.

*Report available*

Discussion

- Clarification that the work would continue in two separate committee- Accessibility and Diversity.
- Clarification of the mandate of the task team, and the options of becoming a standing committee, an ad hoc committee, or a task team.

It was moved by Councillor Cate Savage and Councillor Rob Baker  
**That Council direct staff to provide a report with more details on this proposal.**  
**MOTION CARRIED**  
*Councillors who voted in favour of this motion:  
Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

**(b) Board of Police Commissioners**

Councillor Samantha Hamilton read the report from the Kentville Board of Police Commissioners recommending appointment of a resident to the Board.

*Report available*

Discussion

- Clarification of terms and renewals of committee members.

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It was moved by Councillor Cate Savage and Councillor Samantha Hamilton

**That Council approve Ms. Penelope Hart as the citizen representative to the Board of Police Commissioners, for a two-year term ending in January 2027.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

## 7. CORRESPONDENCE

(a) None

## 8. PUBLIC COMMENTS

(a) **Rachel Creaser**

Support for the Diversity and Belonging Task Team becoming a Committee of Council to improve the culture of the town especially for equity-owed people. Suggestion that members of the Equity committee also sit on all other committees.

(b) **Floyd Caldwell**

Concerns about lack of provincial resources homelessness in Kentville to provide solutions for the problem.

(c) **Cathy Ann Brown Johnson**

Support for the creation of an equity committee.

(d) **Saheed Akende**

Support for the creation of an equity committee. He wants the town to show residents that it is ready for equity and diversity.

## 9. IN CAMERA

It was moved by Councillor Cate Savage and Deputy Mayor Deb Crowell

**That Council move into a closed session at 7:22 p.m. to discuss labour and legal matters.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

It was moved by Councillor Rob Baker and Deputy Mayor Deb Crowell

**That Council move back into open session at 7:43 p.m.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

# DRAFT

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

## 10. OTHER MATTERS

It was moved by Councillor Cate Savage and Councillor John Andrew

**That Council approve the easement for 920 West Main Street on the terms laid out in the attached agreement.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage, and Zebian*

It was moved by Councillor John Andrew and Councillor Rob Baker

**That Council approve the sale of land in the Kentville Business Park per the attached report.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage, and Zebian*

## 11. ADJOURNMENT

It was moved

**That the January 27, 2025 meeting of Council adjourn at 7:46 p.m.**

**MOTION CARRIED**

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Approved by Interim CAO Kevin Matheson



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Pool Upgrades**

At the February 10, 2025 meeting of Council Advisory Committee, Facilities Manager Nick Gerrard reviewed the report on the condition of the pool and recommendation to close the pool for the 2025 season.

#### **Council Advisory Committee recommends**

**That Council direct the CAO to pursue ways to secure upgrades to the pool in order to open in July and August 2025,**

**and further**

**develop a plan for further upgrades in the off seasons.**

February 24, 2025

This recommendation is based on discussion and or reports which are attached.

## **Aquatic Assessment Report, Aquatic Design & Engineering TOK202501**

Meeting Date: February 10, 2025  
Department: Parks and Recreation  
Strategic Priority: Parks, Trails, and Facilities

### **Recommendation**

Based on the recommendations from the Aquatic Assessment report, staff recommend a 1-year closure of the Town of Kentville Memorial Pool, with an allocation of \$3,100,00 for The 2025-2026 fiscal year, to complete all recommended upgrades

### **SUMMARY**

This report highlights the extensive staff research, and the items identified in completion of an Aquatic Assessment Report by Aquatic Design and Engineering, on the Town of Kentville's Memorial Pool. Staff have prepared this report to inform Council on the information provided by the Aquatic Assessment Report, which was completed in December 2024. The report came with several key recommendations for Council's consideration regarding the pool facility and the need for extensive repairs and upgrades to extend the lifespan of the facility as well as enhance experience and safety for pool users and staff.

### **BACKGROUND**

The Memorial Park Outdoor Pool is a standard 6-lane, 25-meter, L-shaped pool that was built in the late 1950's and opened to the public in 1960. The facility has been in operation for 64 years, more than double the average expected useful life of Canadian outdoor pool facilities according to data presented by Statistics Canada in 2022.

The pool tank's concrete structure shows signs of advanced deterioration, and the standard spot repairs and patch work completed annually by parks staff has proven to be insufficient in recent years. The pool deck (also concrete, poured in 2013) is cracking and heaving to the point it also must be patched annually to avoid tripping hazards, and the filtration system's plumbing has been leaking for over 20 years; this carries the implication of increased wear on plumbing equipment due to the water hammer experienced during daily system restarts, and financial expenditures associated with both regularly adding domestic water and increased monitoring requirements during operation. Past investigations have been unable to locate the issue, as the plumbing is completely covered by concrete. This leaves the skimmers and the mechanical room as the only access points to the facility's sanitary and circulatory systems. These issues have raised concerns among staff regarding both the safety and longevity of the aging facility.

Following completion of the shutdown procedures in fall 2024, it was determined that further investigation would be required to make an informed decision on the future of Kentville's Memorial Park Outdoor Pool.

The findings during last season's shut down included further advancement of pool tank concrete deterioration, and the discovery of high groundwater table throughout the property during a utility repair. Staff reached out to the Recreation Facilities Association of Nova Scotia for industry contacts and Aquatic Design and Engineering out of Waterloo, Ontario was recommended and retained by staff in October to provide a high-level technical report outlining the general condition of the swimming pool tank, deck, and sanitary systems (chemical balancing and filtration). The purpose of the report is to provide commentary based on a non-invasive inspection. From the observations, they were then able to provide recommendations to address any deficiencies and outline a path forward for the facility's rehabilitation.

## **DISCUSSION**

Staff provided any available information relevant to the Memorial Park Outdoor Pool to the consultants throughout the fall of 2024, and an in-person assessment of the pool structures, sanitary systems, and mechanical room occurred on December 23, 2024. The investigations revealed multiple areas of concern that require significant attention to bring the pool up to current facility standards and safety regulations.

The following recommendations were received in the Aquatic Assessment Report. They are listed below in order of priority:

1. Due to the condition of the pool tank, it is recommended that the tank be stripped back to what remains salvageable of its original concrete structure with water blasting. The tank would then be rebuilt from this base with new concrete. It is important to note that following this refinishing work, the 65-year-old base structure would remain, compromising the expected useful life associated with a full rebuild.
2. Health and Life-Safety items required by 2014 NS Aquatic Guidelines include:
  - a. Emergency telephone on the pool deck
  - b. Emergency 'STOP' button on pool deck that shuts down the circulatory plumbing system, complete with an audible and visual alarm
  - c. Safety grilles on skimmer openings in the pool tank
3. Skimmers (12) are thought to be original to the system, aside from two that were replaced with the pool's deck in 2013. The recommended service life of these units is 10 years, and the couplings and transitions around these units have been suspected by both staff and contractors as the culprit of the leak(s).
4. It is recommended that exterior double doors be installed in the mechanical room granting access from the pool deck. This would better accommodate replacements, upgrades, and additions to the pool system. As the room currently sits, its partial demolition would be required to complete the filtration system upgrades.

5. The pool’s filters should be replaced, as they are believed to be original to the facility. An additional filter (making 3 in total) is required to support the turnover rate recommended in the 2014 NS Aquatic Guidelines for a pool of this size. The installation of three new filters would require the replacement of all circulatory piping, the main pump, and the skimmers to facilitate the flow requirements of an upgraded system.
6. Due to the condition of the concrete, as well as historical issues with water loss, it is recommended that the pool deck be removed and replaced completely. This would also present an opportunity to improve accessibility to mechanical components.
7. It was recommended that a perforated weeping tile system with a site well and hydrostatic relief valves be installed to mitigate any underground pressure imposed on the structures (deck, tank, piping, etc.) by groundwater.

\*Please note that these repairs could carry additional unforeseen costs and timeline implications not reflected in this report due to the age of the infrastructure, and invasive nature of the work required.

### IMPACT ON STRATEGIC PRIORITIES

The Memorial Park Outdoor Pool has been in operations for 64 years. If repairs are not completed, or a new facility is not built in its replacement, then the Town of Kentville would be losing a valuable recreational asset in the community. This asset provides employment opportunity for youth, programming for all ages, access to swimming lessons, and allows play for all in our community.

<b>Memorial Park Outdoor Pool Data 2022-2024</b>			
	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Aquafit Participants</b>	20	49	88
<b>Swim Lessons Taught</b>	72	90	96
<b>Students Employed</b>	10	9	11
<b>Average Daily Users</b>	Unavailable	Unavailable	70

### JURISDICTIONAL SCAN

Discussions continue surrounding the opportunity to build a Regional Recreation Centre in the Annapolis Valley that would include an aquatic centre.

The Acadia University Aquatic Centre and the Waterville Pool are aging infrastructure assets, which indicates that there are three aging recreational pool facilities currently servicing the Annapolis Valley. The next closest pools outside of these three aging facilities are the Greenwood Community Centre (45km from Kentville) and Hantsport Outdoor Pool (33kms from Kentville).

During the consultation and research process to date, staff were informed of two HRM based contractors that perform pool tank work. One was recommended by Aquatic Design

and Engineering for the water blasting and concrete repair outlined in this report, and the other was referred by Town of Mahone Bay staff, as they recently performed a pool tank repair and liner installation on their public pool. However, this second method of repair is not applicable to our facility.

In 2022, Statistics Canada published data on the expected useful life of recreation facilities in both urban and rural municipalities:

- The average useful life of an outdoor pool in a rural community was 28 years; again, this is less than half of the useful life experienced by the Memorial Park Outdoor Pool to this point.

## **RELATED COUNCIL DISCUSSIONS**

Council received the initial pool condition report from the November 12, 2024 Council Advisory Committee.

Ongoing council discussion around financial support for a Regional Recreation Facility in Kings County that would include an aquatic centre.

## **TIMELINE**

Completing all recommended work as a single project has been estimated to take one year.

Completing the pool tank repair alone has been estimated to take 10 weeks from first day of construction to swimmable conditions.

A complete demolition and rebuild was also estimated to take one year.

None of the proposed timelines account for procurement processes, initial consultations, material lead times, contractor and subcontractor availability, unforeseen issues in the construction process, or stalls due to environmental factors such as weather.

In the research process, staff have consulted with local aquatic industry connections, and other NS municipalities that also operate public pool facilities. These conversations have revealed that any multifaceted retrofits of this scale require firms from out-of-province. For instance, the most recent large-scale upgrades to the Town of Truro's pool were completed by an Alberta based company, the upgrade to that facility completed 20 years prior was done by a company based out of Manitoba and Saskatchewan. As mentioned, the consultation and conditions report referenced in this document was sourced from a firm in southern Ontario as options are limited in Atlantic Canada regarding large scale specialty aquatics facility services. Delays related to nationwide procurement processes, travel times, contractor availability, and material lead times could be experienced due to our proximity to these services.

Staff have contacted the Halifax Regional Municipality based landscape company recommended by Aquatic Engineering and Design to perform pool tank refinishing. The communication from staff was that we plan on having the pool tank repaired as soon as possible.

The likelihood of a landscaping company having absolute availability through the upcoming spring/early summer season must also be considered in conversations regarding the immediate direction of the facility.

### **BUDGET IMPLICATIONS**

#### *Budgeted Costs to Repair Memorial Park Outdoor Pool*

New Pool Deck	\$380,000.00
Weeping Tile and Site Well	\$175,000.00
Pool tank repairs	\$215,000.00
Pool tank finishes	\$375,000.00
Emergency stop button c/w Audible and Visual Alarm	\$5,000.00
Filtration system updates and replacement	\$250,000.00-\$300,000.00
Mechanical room double door installation	\$15,000
Pool deck emergency phone complete with signage	\$2,500

**Total Approximate Costs** **\$1,500,000.00 plus HST**

Aquatic Engineering and Design has estimated the cost to replace existing structure with new between \$2,700,000 and \$3,100,000 plus HST.

Costs are all calculated based on the estimates of a pool tank area of 4,750 square feet, and a pool deck area of 6,850 square feet.

Pool tank area was provided by Aquatic Design and Engineering based on industry standard dimensions of 6-lane, 25 metre, L-shaped pools, as they have recently completed work for an identical facility in Ontario. Pool deck area was measured, subdivided and calculated by Town of Kentville Recreation staff.

It is also important to note the financial implications of partial fixes spread over multiple years, as this may be seen as an opportunity to save impact to user groups. If the pool tank repairs were done as a single project, it would then have to be partially destroyed when new skimmers are installed and those sections would need to be replaced again; or if the piping were replaced, a large portion of the deck surrounding the pool would need to be removed and replaced in that process, only to be replaced again with an entirely new pool deck. The inefficiencies in this project management strategy coupled with inflation would mean a significant increase in the estimated figures above.

<b>Memorial Park Outdoor Pool – Monthly Expenditures (Loss)</b>			
	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Expenditures</b>	\$74,592.13	\$78,018.99	\$73,220.41
<b>Revenue</b>	\$28,354.80	\$36,538.85	\$32,019.06
<b>Balance (Loss)</b>	<b>(\$46,237.33)</b>	<b>(\$41,480.14)</b>	<b>(\$41,201.35)</b>

\*Please note that these numbers do not include additional costs associated with CUPE and seasonal park staff hours allocated to pool. Including costs incurred from the 1-2 hours of daily overtime required for operational monitoring and maintenance of the pools sanitation systems.

### ATTACHMENTS AND LINKS

2024 Aquatic Assessment – Kentville Memorial Pool – Aquatic Design and Engineering  
 2024 Pool Condition Report – from November 2024 Council Advisory Committee Meeting  
 2022 [Average expected useful life of new municipally owned culture, recreation and sport facilities, by urban and rural, and population size, Infrastructure Canada](#) – Statistics Canada

### RECOMMENDATION

Based on the recommendations from the Aquatic Assessment report, staff recommend a 1-year closure of the Town of Kentville Memorial Pool, with an allocation of \$3,100,000 for the 2025-2026 fiscal year, to complete all recommended upgrades.



## **COUNCIL ADVISORY COMMITTEE**

### **Recommendation to Council**

#### **Equity Plan and Diversity and Belonging Report**

At the February 10, 2025 meeting of Council Advisory Committee, Strategic Initiatives Coordinator Alisha Christie reviewed her report on the provincial mandate for municipalities to complete an equity and anti-racism policy, including the development of a separate equity and diversity committee.

#### **Council Advisory Committee recommends**

**That Council approve the request from the Kentville Inclusion and Access Advisory Committee and the Diversity and Belonging Task Team (DBTT) to direct the CAO to update the DBTT Terms of Reference and transition the Task Team to a Committee of Council.**

February 24, 2025

This recommendation is based on discussion and or reports which are attached.

## Equity and Diversity Committee Request and Mandated Equity and Anti-Racism Plans - 2025 TOK202517

Meeting Date: February 10, 2024  
Department: Administration

### RECOMMENDATION

That Council approve the request from the Kentville Inclusion and Access Advisory Committee and the Diversity and Belonging Task Team (DBTT) to direct the CAO to update the DBTT Terms of reference and transition the Task Team to a Committee of Council.

### SUMMARY

The Provincial Government Dismantling Racism and Hate Act (the Act) was passed on April 1, 2022. The Act was the first of its kind in Canada and signified the provincial government's commitment to addressing systemic hate, inequity, and racism in government policies and programs.

Municipalities and villages are the first public sector bodies prescribed under the *Dismantling Racism and Hate Act*, requiring them to have plans to address systemic hate, inequity and racism.

### Municipal Equity and Anti-Racism plans must be:

- Informed by engagement with underrepresented and underserved communities within the jurisdiction that the plan covers;
- In place by April 1, 2025;
- Publicly available in an accessible format; and
- Updated every three years, in line with Accessibility Act requirements.

### BACKGROUND

#### Town of Kentville Involvement in Equity and Anti-Racism:

Since the announcement of provincial commitment, the Town of Kentville has been involved in the work of equity and belonging in various ways. In 2022, the Town of Kentville was one of the first signatories of the [Recreation Nova Scotia Anti-Racism Charter](#), which was created as a resource to name and address the harm and exclusion caused by racism in communities.

Furthermore, the Town of Kentville has taken steps towards decolonization by enacting opportunities such as the Names Committee, which resulted in the renaming of Cornwallis St. to Bridge St. as a step toward reconciliation. Since then, in 2023, the Kentville Inclusion and Access Advisory Committee of Council also approved the creation of the Diversity and Belonging Task Team (DBTT) as a sub-committee with the initial mandate to inform the municipality with first voice and cultural representation. Though steps have been taken, there is more work to be done.

In 2023, town staff drafted an Anti-Racism Policy, and the Task Team provided first-voice and lived expertise feedback. As a result of conversations with the Task Team, the Town was advised to first focus on creating a framework from which the anti-racism policy can be generated. Town staff utilized the feedback to develop the proposed direction of the Town of Kentville Equity and Belonging Framework Development Plan to meet the provincial Equity and Anti-Racism Plan mandate.

With the development of the provincial mandate for Equity and Ant-Racism Plans, the Town of Kentville can take the **next step in solidifying a commitment to fostering an equitable and inclusive community**. Staff will bring the formalized Town of Kentville Equity and Belonging Framework Development Plan to the March 2025 Council Advisory Committee meeting. However, at this stage, staff want to provide the council with an overview of the proposed plan and outline goals and objectives. See the attached PDF.

### **Diversity and Belonging Task Team (DBTT)**

As a result of the Inclusion and Access Advisory Committee creation of the DBTT in 2023, the Task Team was tasked to work over 12 months to review the Kentville anti-racism policy and provide advisory input on whether black, Indigenous and equity-deserving community members are adequately represented through town governance, policy, services, and programming. The 12-month mandate will end in July 2025.

Since its inception, the DBTT has relied on Council members who sit on the Inclusion and Access Advisory Committee to update the Council at large on items related to the work of DBTT. At this stage, both Inclusion and Access Advisory and DBTT feel that both groups have different priorities and represent different commitments. Furthermore, the groups feel the provincial mandate of plan development and the requirement to review both the Accessibility and Equity plans on the same three-year cycle would be a challenge for the groups moving forward if required to do the work within the same committee.

The group hopes to become a standing committee of council to provide accountable oversight to the Town of Kentville Equity and Belonging Framework Development Plan and represent an ongoing commitment to improving equity and addressing racism within the community.

### **DISCUSSION**

There are two items related to the discussion in this report:

## **1. Council thoughts on the current direction of staff's approach to the development of Town of Kentville Equity and Belonging Framework Development**

See the attached PDF provided with this report.

## **2. DBTT requests to become a Committee of Council**

At this stage, and based on the recommendation from the Inclusion and Access Advisory Committee, the DBTT is looking to become a standing Committee of Council. Creating the Committee is viewed as an opportunity to build trust between the Municipality and citizens who are part of equity-deserving community groups as well as increase representation and inclusivity.

The attached Jurisdictional Scan highlights other Municipalities that have created a standing Equity and Diversity Committee of Council that is separate from the Inclusion and Access Advisory Committee.

### **IMPORTANT DATES OR BENCHMARKS**

- April 1<sup>st</sup>, 2025 – required date for municipalities to post their plans publicly
- July 1<sup>st</sup>, 2025 – Current end of DBTT Task Team Mandate
- April 1<sup>st</sup>, 2028 – Equity Plan must be reviewed and updated

### **POLICY IMPLICATIONS**

There are no current policy implications. Once the framework is developed, it will result in future opportunities for policy updates and implementation related to equity and anti-racism.

### **BUDGET IMPLICATIONS**

No current budget requests or implications.

### **RECOMMENDATION**

That Council approve the request from the Kentville Inclusion and Access Advisory Committee and the Diversity and Belonging Task Team (DBTT) to direct the CAO to update the DBTT Terms of Reference and transition the Task team to become a Committee of Council.

## **EQUITY AND DIVERSITY COMMITTEE - JURISDICTIONAL SCAN**

### **Municipality of the County of Kings**

Equity and Anti-Racism, February 10, 2025, TOK202517, Administration

Plan: 2022 - [Toward Equity and Diversity](#): A Strategy for Belonging in the Municipality of the County of Kings  
Advisory Committee: Diversity Kings County Committee  
Separate from Accessibility Committee: Yes

## **Municipality of Annapolis County and Town of Annapolis Royal**

Plan: *Equity and Anti-Racism Plan in -progress*  
Advisory Committee: Annapolis County Inclusion, Diversity, Equity and Accessibility (IDEA) Advisory Committee.  
Separate from Accessibility Committee: No

## **Municipality of West Hants**

Plan: *Equity, Anti-Racism and Accessibility Plan in -progress*  
Advisory Committee: Diverse and Inclusive Communities Committee  
Separate from Accessibility Committee: Yes

## **Town of Amherst**

Plan: 2021 [Inclusion, Diversity and Equity Strategy](#)  
Advisory Committee: Inclusion, Diversity and Equity Committee  
Separate from Accessibility Committee: Yes

## **Town of Berwick**

Plan: *Equity and Anti-Racism Plan in -progress*  
Advisory Committee: looking to combine the Accessibility Committee and Equity  
Separate from Accessibility Committee: No

## **Town of Bridgewater, Lunenburg, District of Lunenburg and District of Chester**

Plan: Regional [Equity, Diversity and Inclusion Advisory Committee Action Plan](#)  
Advisory Committee: Anti-Racism & Anti-Discrimination Advisory Committee  
Separate from Accessibility Committee: Yes

## **Town of New Glasgow**

Plan: [Inclusive Communities Action Plan](#)  
Advisory Committee: New Glasgow Coalition of Inclusive Communities Committee  
Separate from Accessibility Committee: Yes

## **Town of Pictou**

Plan: *Equity and Anti-Racism Plan in -progress*  
Advisory Committee: Diversity Advisory Committee  
Separate from Accessibility Committee: Yes

## **Town of Truro**

Plan: *Equity and Anti-Racism Plan in -progress*  
Advisory Committee: Diversity Advisory Committee  
Separate from Accessibility Committee: Yes

## **Town of Wolfville**

Plan: *Equity and Anti-Racism Plan in -progress*

Advisory Committee: Equity and Anti-Racism Advisory Committee

Separate from Accessibility Committee: Yes

## **Town of Yarmouth**

Plan: *Equity and Anti-Racism Plan in -progress*

Advisory Committee: Equity, Diversity and Inclusion Committee

Separate from Accessibility Committee: Yes



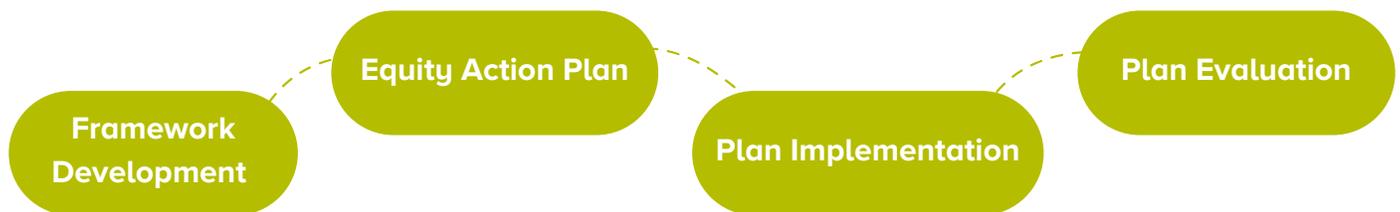
# Equity and Belonging Framework Development Plan | 2025

## OVERVIEW

The Equity and Belonging Framework Development Plan will outline a pathway to create a Framework to guide and inform the Town of Kentville's goals and objectives to enhance community equity, anti-racism and belonging.

As a result of intentional consultation with the Diversity and Belonging Task Team and community partners combined with the provincial mandate to have an Anti-Racism plan in place for April 2025, The Town of Kentville will implement a plan to develop an Equity and Belonging Framework to inform the approach to further plans, programs or policies.

### Development Plan Pathway



### ← Ongoing Community Engagement →

Note: the Plan is required to under-go review and update on the same three-year cycle as Municipal Accessibility Plans

# Approach to Framework Development



## Engage with equity-deserving community members

- Work with the Diversity and Belonging Task Team/Equity and Belonging Committee to inform and develop the Framework.
- Incorporate the Anti-Racism Charter resources into Framework Development.
- Review the proposed Framework with Council, community and community partners.



## Celebrate the voices and histories of equity-deserving community members

- Utilize the Framework Development process to continue learning about the diverse of history within the community and amplify those stories.
- Continue to identify opportunities to centre community diversity in recreational programs and offerings.



## Document how the Town of Kentville, as an organization, can identify and eradicate racism and hate within the organizational structure and operations

- By completing an Equity Self-Assessment in partnership with the Association of Municipal Administrators.
- By collaborating with the Kentville Police Service on Framework Development, community engagement and implementation
- By completing community engagement to highlight opportunities to improve equity, access and inclusion throughout Town of Kentville services, resources, leadership and programming.





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Will Marshall, Chair  
Environment and Energy  
Task Team

Date 17<sup>th</sup> February 2025

RE: TOK Environment Task Team support for the Low Carbon Community – Colchester Partnership Opportunity (TOK202516) with recommendation that Council approve a contribution of \$6,000 toward a feasibility study for a Community Solar Garden.

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The Town of Kentville Environment Task Team has carefully reviewed the Low Carbon Community – Colchester Partnership Opportunity (**TOK202516**) and **recommends** that Council **approve** a contribution of \$6,000 toward a feasibility study for a Community Solar Garden in the 2025-2026 fiscal year.

We believe that the benefits of participating in a Community Solar Garden project with the Municipality of Colchester are many:

- Expand access to affordable renewable energy for all Kentville residents.
- Manage allocation of our energy share through a subscription model, ensuring targeted access.
- Generate new revenue from energy sales to Nova Scotia Power.
- Stimulate the local economy by lowering energy costs and creating new jobs.
- Leverage partnerships with the Municipality of Colchester and the Clean Foundation to maximize benefits while minimizing Kentville’s financial burden.
- Demonstrate leadership in supporting Nova Scotia’s goal of 80% renewable energy by 2030.

Based on the Town of Berwick’s project and RETScreen Clean Energy Management Software analysis, Kentville can expect an estimated capital cost of \$120,000 per 1MW system, generating \$37,500 in annual revenue over a 25-year life span. Scaling up to a 5MW system would require a \$600,000 investment but would yield \$187,500 annual revenue - a strong return on investment. Additionally, due to

the substantial funding opportunities available for this type of project, a community solar garden tends to be more financially viable than traditional solar installations. This project would also result in a carbon reduction of 664 tonnes per year, equivalent to the emissions of approximately 128 Kentville homes.

Submitted to council for consideration or information.

Will Marshall  
On behalf of the  
Environment and Energy Task Team

Supporting information:

	Based on Berwick capitol cost, MODL estimates and RETScreen Expert model.	Amherst (Nova Scotia Power pilot project)	Berwick	MODL	100% COLTOK 85% COL 15% TOK
System Size (MWac)	<b>1</b>	2	3.45	7	<b>5</b>
Site Area (acres)	4.28	10	15	30 acres* (*actual 60, includes other facility buildings)	22
Panels (#)	2,857	4,550	9,857	20,000	14,285
Homes Powered (#/year)	171= 145 COL <b>26 TOK</b>	240	543	1200	855= 727 COL <b>128 TOK</b>
Carbon Savings (tonnes/year)	886= 753 COL <b>133 TOK</b>	1318	3859	6000	4430= 3766 COL <b>664 TOK</b>
Project Capital Costs (\$)	\$3.1mil capital budget = estimate <b>actual</b>	<b>\$5 mil capital budget</b>  <b>\$3.5 mil federal, remainder NSP, NS, Amherst</b>	<b>\$10.8mil capital budget</b>  <b>\$4.3mil federal</b> <b>\$3.6 mil prov</b> <b>\$2.9 mil town</b>		\$15.5mil capital budget = \$6.5mil federal \$5 mil prov \$3.4mil COL <b>\$600,000 TOK</b>
25-year lifespan					
Annual Electricity Export Revenue (\$)	\$250,000 annual rev \$212,500 COL <b>\$37,500 TOK</b>	Amherst Annual Production			\$1.25 mill annual rev \$1,062,500 COL <b>\$187,500 TOK</b>
Modeled with RETScreen software, Berwick project cost as input.	Electricity exported to grid at 0.184 \$/kWh	Estimated: 2.68mil kWh <b>Actual 2024: 2.53mil kWh</b>			

Amherst - Nova Scotia Power Pilot Project (built by Natural Forces Solar)

- <https://www.nspower.ca/about-us/press-releases/details/2021/11/29/nova-scotia-s-first-community-solar-garden-is-open-for-applications>
- <https://www.nspower.ca/cleanandgreen/innovation/smart-grid-nova-scotia/community-solar-garden-performance>
- <https://naturalforcessolar.ca/utility/amherst-solar-garden/>

Berwick (Towns: Berwick, Mahone Bay, Antigonish) built by AREA)

- <https://www.berwick.ca/solar-garden.html>
- <https://community-solar.ca/>

MODL (Municipalities: Lunenburg, Shelburne, Argyle, Towns: Shelburne, Lockport)

- <https://engage.modl.ca/community-solar-garden-project>

RETScreen Clean Energy Management Software

- <https://natural-resources.canada.ca/science-data/science-research/data-analysis/geospatial-data-portals-tools-services/retscreen>

## John Andrew

February 24, 2025

### Highlights:

This past month included a number of calls and connections around what many consider a worsening homeless situation in Kentville. Given my former roles and given my continued volunteer work with vulnerable and at-risk people, these calls may be especially directed to me. These calls and connections come from a diverse range of people including residents, business owners and other elected officials. Many of these folks have identified a need for coordination between various community supports and I hope this can be encouraged.

Communications have begun to shift more recently to pool closures and interest in a regional recreation facility.

### Committee and Commission Appointments:

#### Joint Fire Service:

Budget:

We are reviewing the JFS finances / approved budget extensively as our budget requires approval.

Discussion or Decisions:

Kentville is a growth center and the influx of new residents has translated into an increase in calls. Our fire service continues to be the busiest in the region by far and the JFS is committed to assuring we are equipped with all that is needed to maintain an exemplary service.

#### Valley REN:

Regional Resilience

A cohesive and expanded vision is evolving to further encourage resilience around agriculture and to draw both skilled labour and tourist alike to our region.

### Events and Meetings:

- Environmental Task Force: Wednesday, January 29<sup>th</sup>
  - Exploring clean energy options for Kentville
  - Kentville has a history of energy independence
  - Active living & car share concept
- NSP has the ultimate say re independent energy options.
- VIDA Living Development presentation: Tuesday, February 4<sup>th</sup>
- CMHA Rep. re coordinated access for unhoused people: Thursday, February 6<sup>th</sup>
- Meeting with CAO re JFS budget: Friday, February 7<sup>th</sup>
- CAC: February 10<sup>th</sup>
- Meg Hodges re KBC: Wednesday, February 12<sup>th</sup>

## **Rob Baker, Councillor** **February 24, 2025**

### **Highlights:**

1. Follow up from January CAC meeting KIAAC recommends that the [Diversity and Belong Task Team](#) become a full Committee of Council.
2. [Accessibility Action Plan 2024-2029](#) Council to have the opportunity to review the Plan ahead of its presentation to Council at April's CAC / once elevator is repaired.
3. Recommendation of [KIAAC to include the Recreation Center](#) (all buildings on Town Hall site) when considering a redesign to make the site more accessible. Council to have opportunity to review ahead of April's CAC / once elevator is repaired.

### **Committee and Commission Appointments:**

None since last Council meeting on January 27, 2025

### **Events and Meetings:**

Jan 20 – met with Deputy Clerk J. West and CAO Lawrence – discuss how to bring three topics from KIAAC to Jan 27 Council meeting  
Jan 27 – Council Meeting  
Feb 4 – Tour of KVFD by Chief Hamilton  
Feb 4 – Public Engagement meeting on VIDA Development Application  
Feb 6 – Municipality of the County of Kings, Diversity Kings Black Heritage Month Launch  
Feb 10 – Public Engagement Meeting re: Subdivision Bylaw  
Feb 10 – Council Advisory Committee  
Feb 11 – For the Love of Tourism hosted by Valley REN  
Feb 11 – Public meeting about Regional Recreation Center hosted by concerned citizens  
Feb 14 – Coffee with M. Hodges, ED of KBC

### **Upcoming –**

TBD - Heritage Committee Meeting in February  
Feb 20 – Annapolis Valley Regional Library Board Meeting  
Feb 21 – Kentville Inclusion and Access Advisory Committee Meeting  
Feb 22 – Kentville Historical Society Open House 1pm – 4 pm

### **Training and Development:**

Registered for Nova Scotia Federation of Municipalities Spring Conference, Truro, NS  
April 30 to May 2 – carpooling with councillor from Town of Wolfville

## **Debra Crowell Deputy Mayor February 2025**

### **Highlights:**

- Public Information Session re VIDA application
- Audit Committee Orientation
- Kentville Heritage Centre Open House

### **Committee and Commission Appointments:**

#### **Investment Advisory Committee**

##### Key Agenda Items:

- Review portfolio for January 2025
- Y-T-D performance is 2.35% where we expect to be. Fund Manager indicated that despite recent global developments, the “sky is not falling”.
- The portfolio has protected itself by increased diversification in more sectors.
- The Chair, Councillor Savage, will give a fulsome report.

#### **Kentville Business Community:**

##### Key Agenda Items:

- Committee Reports
- Old Business- Fire & Ice Festival, Coldest Night of the Year
- New Business- 2025-2028 Strategic Plan, 2025-16 KBC Operating Budget

##### Decisions:

- Coldest Night of the Year will be held on February 22, 2025.
- Strategic Plan will be further discussed at a future KBC meeting.
- The 2025-26 Operating Budget was ratified by the Board.

#### **Joint Fire Services Committee:**

##### Key Agenda Items:

- 2025/2026 Operating Budget and Area Rate Budget
- Kentville Volunteer Fire Department appeared before Town Council at the February CAC meeting to present its Operating and Area Rate budgets to Town Council.

#### **Audit Committee:**

Key Agenda Items: POSTPONED to March 5, 2025

##### Decisions:

### **Events and Meetings:**

Meeting 1: January 23, 2025- Joint Fire Services Committee

Meeting 2: February 3, 2025- Valley REN (alternate)

- Meeting 3: February 4, 2025- Public Information Session VIDA application
- Meeting 4: February 7, 2025- Audit Committee Orientation
- Meeting 5: February 7, 2025- Mayor, CAO, Councillor Andrew, Finance Director
- Meeting 6: February 8, 2025- Meeting with Council
- Meeting 7: February 10, 2025- Planning recommendation & CAC
- Meeting 8: February 11, 2025- Kentville Business Community
- Meeting 9: February 12, 2025- Investment Advisory Committee
- Meeting 10: February 13, 2025- Meeting with Council
- Meeting 11: February 19, 2025- Meeting with Council and Interim CAO
- Meeting 12: February 24, 2025- Council

Event 1: February 22, 2025- Kentville Heritage Centre Open House

### **Training and Development:**

February 7, 2025- Audit Committee Orientation

## **Samantha Hamilton, Councillor** **February 18, 2025**

### **Highlights:**

February is Black Heritage Month, a time to recognize and celebrate Black Nova Scotians' rich history, culture, and contributions. I was privileged to attend the Proclamation of Black Heritage Month at the County of Kings on February 6.

At the Kings REMO meeting, we received a presentation from the Canadian Red Cross on their role in emergency response. We reviewed the 2024 hurricane season, winter outlook, and strategic work plans, including risk and hazard assessments.

The Environmental Task Team discussed floodplain mapping, tree policies from other communities, and ways to engage residents in sustainability efforts, such as promoting rain barrel use. We also reviewed a potential solar project and will draft a letter to the council regarding concerns and benefits. A spring workshop will increase citizen involvement in energy and climate initiatives.

It has been a busy and productive period, and I appreciate the continued efforts of all involved in making progress on these important issues.

### **Committee and Commission Appointments:**

#### **Committee 1:**

- ***Kings REMO Meeting – January 22***

I attended the Kings Regional Emergency Management Organization (REMO) meeting. Congratulations to Councillor Hiltz from the County of Kings for being elected Chair and to Councillor Andrew for being elected Vice Chair. The meeting included a presentation from the Canadian Red Cross, which provided an overview of its role in emergency response and community support. We also reviewed the 2024 hurricane season, discussed the upcoming winter season outlook, and examined the strategic work plan, which includes a focus on risk and hazard assessment.

#### **Committee 2:**

- ***Environmental Task Team – January 29 & February 12***

Unfortunately, I could not attend the January 29 meeting due to a prior commitment. On February 12, discussions covered several key topics:

- We reviewed the *biodiversity plan*, including an interesting discussion about tree policies in other communities.
- Looked at *floodplain mapping* and considerations for small-scale initiatives that could make a difference, such as encouraging residents to adopt rain barrels to support sustainable water management.

- Discussed the *potential solar project* and its value to our town, with some surprise that the vote was 4-3 despite its clear benefits. The committee will write a letter to the council outlining concerns and recommendations.
- Reviewed the *Community Energy Plan* and discussed various energy projects.
- Note that a *workshop* will be held in the spring to increase citizen involvement in this important initiative.

## Events and Meetings:

### Events:

- **Proclamation of Black Heritage Month – February 6**  
Attended the Proclamation of Black Heritage Month at the County of Kings, recognizing and celebrating the contributions of Black Nova Scotians.

### Meetings:

- **Council Meeting – January 27**  
Participated in discussions on municipal matters, community initiatives, and upcoming projects.
- **Public Participation Meetings – February 4 & February 10**  
Attended public participation meetings regarding the VIDA development agreement, providing an opportunity for community input and discussions on the project.
- **Council Advisory Committee Meeting – February 10**  
Engaged in discussions on municipal priorities and community concerns.

### Upcoming Meetings & Events:

- **Kings Point-to-Point Budget Review – February 19**
- **Police Commission Meeting – February 21**
- **Coldest Night Walk – February 22** (I cannot participate in the walk but will be supporting the event.)

### Closing remarks:

As we navigate ahead, we remain focused on moving forward in Kentville's best interest. I look forward to upcoming strategic planning and budgeting sessions as we continue to shape a strong future for our community. I hope you are enjoying the last of winter and looking forward to spring and its renewal. Please feel free to reach out with any questions or feedback.

Respectfully submitted, Councillor Samantha Hamilton

## **Cathy Maxwell**

**February Council Meeting – Feb. 24/25**

### **Highlights**

Since my last report we have had a series of in-camera meetings to deal with a change in the CAO. At the time of writing, we have put in place an interim CAO who will be introduced shortly. I have also had no committee meetings at this time but will have several by next report.

### **Committee and Commission Appointments:**

**None**

### **Events and Meetings:**

Jan 4/25 – VIDA Living Public Information Meeting

This meeting was to explain the housing project by VIDA Living on Hartland Court.

Jan 10/25 – Public Participation Meeting

This meeting was to inform the public about changes to our Subdivision Bylaw

### **Training and Development:**

**None**

## Cate Savage – Councillor Savage

### February 19, 2025

#### Highlights:

Series of “in camera” council meetings held throughout the last month. Various dates – not required for the purpose of this report. Subject – personnel

Various meetings with residents – Paul Dixon (KBC) – Lorenzo Caterini (AVMBA) – Corrie Hobers (subdivision development discussion)

Public Participation Meeting – VIDA Living – Re DA Jan 2025

Last Council Meeting – Jan 27<sup>th</sup>

Last CAC – February 10<sup>th</sup>

PP Meeting – Subdivision Bylaw Amendment – February 10<sup>th</sup>

#### Committee and Commission Appointments:

##### Committee 1:

IAC – Feb 12<sup>th</sup>

The portfolio is just north of 14MM (\$14.575,534)

Money Weighted net against the balanced income CAD for the 2024 year is 2.349% versus 1.70% ...

Our current equity state is positioned just as it should be.

We are slated to WD the \$560,000 by the end of our fiscal year 2025 – the bulk of the funds are sitting in the cash account (ISA) with a portion coming due prior to the end of March 2025 (Bell and LBC) that converts to cash.

Our stock allocation is mixed amongst energy/materials/industrials/consumer discretionary/utilities / real estate /financials ..etc.

##### Committee 2: RSC

Next meeting slated for March 2025

##### Committee 3: BOPC

**No meeting since Jan – next meeting is Friday Feb 21<sup>st</sup> – Councillor Hamilton and myself will report @ next council meeting.**

**Events and Meetings:**

**N/A**

**Training and Development:**

**N/A**

**TO:** Council

**SUBMITTED BY:** Dan Stovel, Kings REMO REMC

**DATE:** February 10, 2025

**SUBJECT:** Kings REMO Regional EM Advisory Committee Meeting, 2025-01-22

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**ORIGIN** Kings REMO Regional EM Advisory Committee Meeting, January 22, 2025

**BACKGROUND**

The Kings REMO Regional Emergency Management Advisory Committee met on Wednesday, January 22, 2025.

Key issues of discussion included:

**Appointment of Chair & Deputy Chair**

Chair: Councillor Robbie Hiltz, Municipality of the County of Kings  
Deputy Chair: Councillor John Andrew, Town of Kentville

**Presentation: Canadian Red Cross (CRC)**

Services Provided:

- Food
- Clothing
- Lodging
- Hygiene Kits
- Personal Services
- Referral

Average of 1 response every day in Atlantic Canada

In Nova Scotia, there is an Agreement in place with the Department of Community Services since 2001. The Agreement 'activates' when 25 or more people are impacted (need assistance) or 10 units of something (generally apartments) are evacuated/require support. In Red Cross terms, this is a level 2 response

Medium & large disaster response – services provided:

- Emergency Shelters
- Clothing
- Personal Services (ex. hygiene kits)
- Clean Up Kits
- Family Reunification
- Registration and Information
- Safety & Well Being (SWB)
- Mental Health & Psychosocial Supports (MHPSS)
- Other assistance as supported by public authorities, including financial assistance

Canadian Red Cross Priorities & Pressures:

- Workforce planning, volunteer engagement/recruitment & capacity building for large, non-traditional and simultaneous responses.
- Disaster Risk Reduction, Indigenous programming and Community Resilience.
- Systems, training & tools to allow us to work seamlessly across the country.
- Out of scope requests.



**Kings REMO Annual Workplan 2025/26**

**Strategic Outcome: A Safe & Resilient Kings County**

1. Regional Emergency Management Organization
2. Legislation and Policies & Procedures
3. Public Health (COVID-19, Influenza & RSV)
4. Emergency Management Plans / Operational Guidelines
5. Emergency Coordination Centre (ECC)
6. Regional MOUs / Agreements
7. Training and Exercise Programs
8. Public Awareness and Education Programs
9. EM Support Planning – Regional Events

**Key issues in the 2025/26 Kings REMO Annual Workplan:**

- Regional EM Plan, Change 4
  - Hazard Risk Vulnerability Assessment
- Winter Storm Preparedness & Response Plan, Change 1
- Kings REMO – Salvation Army MOU
- Comfort Centre Standard Operating Procedure (SOP)
- Training & Exercise Program
- Community Outreach

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE 2025/26 KINGS REMO ANNUAL WORKPLAN**

**Emergency Preparedness Public Survey:**

- Feedback received from nine members of the Kings REMO Regional Emergency Management Planning Committee & feedback included from Emergency Preparedness Public Survey with 289 surveys completed
  - Emergency Preparedness Survey distributed to the public on October 31, 2024 (email, social media, and website) with a closure date of Friday, November 22, 2024
  - Top five 'Very Concerned' hazards:
    - Electrical Power Outage ranked 5 in 2023
    - Wildfire ranked 1 in 2023
    - Hurricane ranked 14 in 2023
    - Flood ranked 2 in 2023
  - Greatest barrier faced in being Emergency Prepared: Financial (31%)
  - 80% (77% in 2023) of those surveyed indicated that their family is prepared to be on their own for a minimum of 72 hours
- Most concerned with when they think of a disaster happening in their community or at their work/school: "I just want to know what is happening and why – I can take care of myself"(65%)

**Kings REMO Hazard Risk Vulnerability Assessment (HRVA) & Public Survey**

## 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	• Major Frost and Freeze	• Power Blackout • Freezing Rain	• Blizzards • Hurricane Winds • River Flood
	4	Likely to Occur: Once every 10 years	• Major Infrastructure Failure • Major Water Main Break • Small Boat accident	• Major Structure Fire • Long-Term closure of Hwy 101	• Extreme Heat Event • Major Forest Fire • Flash Flood • Major Rd Accident	
	3	Might Occur: Once every 20-30 years	• Bomb Threats • Severe Fog	• Water Shortage • Fuel Shortage • Pandemic/Epidemic	• Chemical Spill or Contamination • Major Industrial Accident	• Cyber Attack
	2	Not Expected: Could Occur every 50 years	• Major Gas Main break • Hostage Incident	• Plane Crash • Tornado	• Drought • Earthquake • Major Hailstorm	• Dam Rupture • Water Pollution • Mass Shooting • Major Solar Flare
	1	Rare: Once every 100+ years			• Civil Disobedience • Pipeline-CNG Explosion	• Actual Bombing • Mud or Landslide • Radiological Accident

Effective 2024-12-12

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

Ref: Kings REMO Emergency Management Plan

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE 2025/26 HAZARD RISK VULNERABILITY ASSESSMENT**

**Next Steps:**

REMC to incorporate 2024/25 HRVA into Change 4 of the Regional EM Plan for submission to REMPC (March 2025) / REMAC (April 2025)

**Comfort Centres**

[www.KingsREMO.ca/comfort.aspx](http://www.KingsREMO.ca/comfort.aspx)

- 27 Comfort Centres (as of 2024-01-23)
  - Coldbrook Lions Community Centre removed from list of active Comfort Centres – generator repairs being investigated

Pending Additions (Provincial & Municipality of the County of Kings Generator Program Funding):

- Salvation Army Church (Kentville)
- Morden Community Centre (Morden)
- Bethany Memorial Baptist Church (Aldershot)
- Valley Community Learning Association (Kentville)

**Community Outreach**

Total number of 2024 presentations 25

2025 Presentations Scheduled:

- 2025-01-14 Port Williams Community Centre
- 2025-02-03 Kids Action Program (Valley Community Learning Association)
- 2025-02-05 Canning Multiplex
- 2025-02-10 Horton Community Centre
- 2025-02-## Senior Home Care by Angels (Berwick)

**Kings REMO Social Media**

- Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings, and preparedness messages
- Kings REMO actively uses Social Media to increase community awareness:
  - Facebook followers – annual increase:
    - 8983 2024-01-15 + 4,634
    - 10,745 2025-01-22 + 1,762
  - X followers – annual increase:
    - 963 2024-01-15 + 137
    - 953 2025-01-22 - 10
  - Instagram followers – annual increase:
    - 295 2024-01-15 + 53
    - 307 2025-01-22 + 12

**Vulnerable Persons Registry (VPR) Program**

- Kings REMO working to develop a ‘Community of Champions’ to increase awareness of the VPR Program
  - 2023-01-16 32 registrations
  - 2024-01-15 47 registrations
  - 2025-01-22 55 registrations

**Training & Exercises**

- 2024-07-11 Hurricane-ECC Activation Workshop After-Action-Review & Improvement Plan
  - 35 participants from Municipal staff & Agency Representatives
  - What went well:
    - Good Situational Discussion
    - Hands-on Activity: Interaction with other municipal staff, resulting in group conversations and critical thinking
    - Interactive group activity
  - Areas for Improvement
    - Further group discussion to learn from past experience
    - Live situation practice – understanding the chain of command
    - Clarification of specific roles within the ECC – delve deeper into roles & responsibilities
  - Improvement Plan
    - Exercise-play to be constructed into group discussion for future exercises
    - Functions-based exercise to better understand roles & responsibilities
- 2024-11-21 Winter Storm-ECC Activation After-Action-Review & Improvement Plan
  - 37 participants from Municipal staff & Agency Representatives
  - What went well:
    - Exercise Participation & Engagement: Well organized, planned & executed
    - Jeopardy-style Training: Excellent opportunity for participants to engage in the exercise
    - Exercise Material: Clearly presented and easy to follow

- Areas for Improvement
  - Position Specific Training: General staff positions
  - Templates to support Finance/Admin Section
  - Real-world exercise
- Improvement Plan
  - REMC to follow-up with NS DEM for position-specific training
  - Kings REMO to participate in NS DEM Provincial-level Nova series exercises (real-world play), Spring 2025
- 2025 Training & Exercise Program:
  - BEM
    - 2025-03-13 (Thu)
    - 2025-06-26 (Thu)
    - 2025-09-25 (Thu)
    - 2025-12-11 (Thu)
  - ECC
    - 2025-02-20 (Thu)
  - I100
    - 2025-03-12 (Wed)
    - Additional courses as required
  - I200
    - 2025-04-23/24 (Wed/Thu)
  - I300
    - 2025-10-15/16/17 (Wed/Thu/Fri)

2025 Exercise program for Kings REMO:

- 2025-03 or 04 Community Evacuation Training (NS DEM)
- 2025-05-14/15 NSEMO Exercise Nova Charlie
  - Kings REMO Participation (to be determined)
- 2025-07-17 (Thu) Hurricane-ECC Activation TTX
- 2025-11-20 (Thu) Winterstorm – Shelter TTX

**Roundtable Discussion**

- REMC highlighted the letter from Minister Masland to Mayors, CAOs & Wardens regarding moving towards consistent and impactful Emergency Response. REMC recommended a letter of response, as reviewed by CAOs, to be submitted to Kings REMO REMAC Chair for signature and emailing to Minister Masland

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE DIRECT REMC TO DRAFT A LETTER TO THE MINISTER OF EMERGENCY MANAGEMENT, FOR REVIEW AND SUBMISSION TO KINGS REMO REMAC CHAIR FOR SIGNATURE**

**Next Meeting:** Tuesday, April 22, 2025

Town of Kentville Decision Wheel:



## **Mayor Andrew Zebian** **February 24<sup>th</sup> 2025**

### **Highlights:**

VIDA Living Presentation February 4, 2025

Kentville Fire & Ice : Earth and Sky Crafting Event : February 15, 2025. Well attended. I realized I am not very creative but I did end up testing my painting skills and creating a rock with the Kentville logo on it. My 11 year old was far more successful with her creations.

Kentville Historical Society OPEN HOUSE: February 22, 2025. Always a treat to visit this centre and take a visit into the history of Kentville. Well done.

### **Committee and Commission Appointments:**

#### **Committee 1:**

IMSA February 19, 2025- This meeting occurred after this report was crafted. I will provide an update in my next report.

#### **Committee 2:**

Audit Committee was scheduled for February 12<sup>th</sup>, but rescheduled until March 5

Kentville Water Commission/Source Water Meetings – these will be held on March 26

**[Continue for all committees]**

### **Events and Meetings:**

Meeting with Jason Clarke, Principal of NSCC- Met to discuss ideas on how to improve student relations and projects/ideas that have occurred in the past. This could pave the way for students to gain experience. He also discussed the accommodations coming in 2027 (95 beds) : January 21, 2025

Meeting With Richard Galpin: Dog Park : January 24, 2025

Council Meeting: January 27, 2025

Meeting With CAO: January 28, 2025

Meeting With CAO Regarding Kentville Pool : January 29, February 1/2025

Meeting With CAO: Agenda February 4, 2025

Public Information Session VIDA application- February 4, 2025-

Funeral – Councillor Maxwell’s 101 year old Mother, Mrs. Maxwell – February 6, 2025

Meeting With CAO, Director of Finance, Deputy Mayor Crowell, Councillor Andrew :  
regarding Fire Services – February 7, 2025

Audit Committee Orientation – February 7, 2025

Council Meeting In Camera – February 8, 2025

Planning recommendation 5 pm February 10, 2025

CAC Meeting – February 10, 2025

Meeting With CAO – February 12, 2025- Deputy Crowell Present

Met With Staff @ Town Hall February 12, 2025

Council Meeting In Camera – February 13, 2025

Meeting With Deputy Clerk West/Alisha Christie regarding upcoming agendas – February  
14, 2025

Meeting With Director of Recreation Regarding Kentville Pool : February 14, 2025

Meeting With Director of Finance : February 14, 18, 2025

Discussions with Interim CAO, February 13, 14, 17. Introduced Interim CAO to Staff February  
18-2025

## **Training and Development:**

Date and Summary

## **Security Assessment Report: Annapolis Valley Regional Library, Kentville Branch - SafetyWorks Consulting Services TOK202501**

Meeting Date: February 10, 2025  
Department: Parks and Recreation  
Strategic Priority: Parks, Trails, and Facilities

### **SUMMARY**

Through correspondence with Town of Kentville Staff, the Annapolis Valley Regional Library Association (AVRL) has expressed the following concerns regarding their current Kentville location:

- The size of their current space and its implications on their ability to improve expand service delivery
- The safety of staff and patrons when on the premises or in the facility
- Repeated problematic conduct and reported incidents within both the library and common areas of the facility
- And the overall accessibility of the facility

AVRL is seeking support from both the Town of Kentville, and the property owners in implementing measures to address these issues. They are also considering an alternate location for the branch under the next contract (current contract expires in August 2026).

### **BACKGROUND**

The Annapolis Valley Regional Library (AVRL), Kentville Branch is located in the former United Church, at 440 Main St, in Kentville. The operation consists of a main library space with an adjacent, glassed-in community space with tables and chairs, as well as a management office and staff lounge located one floor below the main library space. The building is owned and managed by Parsons Investments Limited, with the spaces used by the library being leased by the Town of Kentville and provided to the AVRL through a formal agreement.

The building also houses the following organizations:

- Family Service Nova Scotia
- The Portal Outreach Association and Edge on Employment
- A private counselling service

- Valley Cheer Athletics

The library's hours of operation are:

- Monday, Wednesday, Friday, Saturday: 10:00 am – 5:00 pm
- Tuesday, Thursday: 10:00 am – 8:00 pm

The library intends to serve all age groups and demographics. In addition to library materials and community spaces, the library offers free Wi-Fi, and computer access, with 6 computers and a printer available for public use during operating hours.

In recent years, the Kentville Library has experienced an increase in behavior related incidents. From January 8 to November 7, 2024, there were 37 incidents documented in the library's spaces, with additional incidents being reported in the facility's common spaces. These incidents include behaviors such as:

- Incivility
- Shouting
- Profanity
- Accessing and printing of inappropriate images
- Substance abuse and impairment
- Harassment in the form of verbal abuse, and aggression towards others

The report goes on to state that some behaviors have escalated to what could be described as violence. Patrons and staff have expressed concern for their own safety, and police intervention has been sought and received on multiple occasions. Both suspensions of individuals from the facility, and Property Protection Acts have been administered in an attempt to remove and discourage aggressive behaviors in the space.

The library has also seen an increase in shelter seeking, with staff regularly arriving to discover a group lined up at the door waiting to gain access to the facility and its amenities. Some individuals regularly spend a great deal of their day in the library, with some even require prompting from staff to leave ahead of closing.

TOK and AVRL staff have met on several occasions to discuss these issues, TOK staff have also worked with the building owner (Parsons Investments) to have temporary security on site.

AVRL staff have expressed dissatisfaction with both the location of the Kentville Branch, and the behavior of the customer base which they currently attract. The inability to expand or improve services has been brought forward as an additional issue regarding the size of their current space. AVRL staff have expressed interest in exploring new locations for the branch within the new contract.

The contract between AVRL and TOK expires on August 14<sup>th</sup>, 2026.

At the request of the Chief Executive Officer, Annapolis Valley Regional Library, and with the support of TOK staff, SafetyWorks Consultant Services were retained to assess the Kentville Branch to ensure that security related infrastructure and protocols are adequate to ensure the safety of AVRL staff and others.

## **DISCUSSION**

On November 19, 2024, a SafetyWorks Consultant met with AVRL staff to conduct on site observations at their Kentville Branch, located at 440 Main St, Kentville. Interviews with two staff members, including the CEO, were conducted and observations were made of all library-related spaces, as well as common areas inside and outside the facility. A summary report of behavioral incidents was also reviewed by the consultant.

On November 25, 2024, the SafetyWorks Consultant also met with members of the Kentville Police Service (KPS) to discuss their experiences with incidents at AVRL's Kentville Branch. During this conversation, the frequency, and nature of incidents expressed by AVRL was confirmed by the KPS Members.

Observations and recommendations from the meetings and site visits outlined above are listed in detail on pages 3 – 6 of the assessment report.

## **Summary of Report Recommendations**

- AVRL shall collaborate with Parsons Investments and TOK to:
  - provide consistent supervision and security presence in the facility's common spaces;
  - arrange for all common spaces to be cleared of occupants prior to locking the front entrance after closing;
  - have a security system installed to monitor the building's common spaces after hours;
- AVRL shall consider improving the ability to monitor behaviors by either:
  - reorganizing the layout of the library space to improve sightlines from the main desk to seating and computer access areas;
  - or
  - installing one or more cameras to provide real-time video of the problematic spaces to be displayed on the staff computer monitor.
- AVRL shall consider improvements to the physical security of the staff's front desk, including the installation of a door or gate to restrict access to staff only.
- AVRL shall consider:
  - increasing the space between public access computer monitors to prevent conflicts between users;
  - blocking public computer and Wi-Fi access to inappropriate online materials.

- When updating its Violence Risk Assessment and Violence Prevention Plan, AVRL shall assess:
  - the need for fixed location or wearable duress alarms;
  - the need for additional security measures in the Supervisor’s office and staff lounge;
  - all potential working alone situations to ensure adequate preventative and protective measures are in place.
- AVRL shall advise staff who may be leaving when it is dark outside not to park near the storage shed at the rear of their parking lot.
- AVRL shall develop, clearly display, and provide education to the public on a code of conduct by which patrons and staff must abide.
- AVRL shall ensure the consistent application of consequences, including suspensions and Protection of Property Acts.

## **TIMELINE**

The current lease agreement between Parsons Investments Limited and The Town of Kentville expires on August 14<sup>th</sup>, 2026. This was a 10-year lease agreement, commenced on August 15<sup>th</sup>, 2016.

## **POTENTIAL IMPACTS TO SERVICE DELIVERY**

According to the findings of the assessment referenced in this document, the implementation of the recommended remedial actions would theoretically improve the safety, efficiency, and overall accessibility of the library’s operations from the perspective of both staff and the public.

Should AVRL decide to relocate the Kentville Branch to a facility outside of town, the Town of Kentville would be losing a valuable, well-attended, and centrally located asset that is welcoming to all age groups and demographics.

## **BUDGET IMPLICATIONS**

If the site remains in the current location and the safety measures outlined in the assessment are implemented, this will require an increase in Town of Kentville’s operational costs associated with the Kentville branch of AVRL.

If a new site is determined, that could imply a potential increase or decrease to leasing expenditures.

If construction of a new facility is proposed, this would carry an estimated cost of \$20,000,000.00 - \$30,000,000.00. As the Town of Kentville does not currently own a building or land compatible with public library operation.

## **REFERENCED MATERIALS AND SUPPORTING DOCUMENTS**

SafetyWorks Consulting – 2025 Assessment Report: Kentville Branch – Annapolis Valley Regional Library

2016 Lease Agreement: Parsons Investments Limited -and- The Town of Kentville

Nova Scotia Occupational Health and Safety Act:

*Section 2 – Internal responsibility system*

*Section 13 – General precautions and duties of employers*

*Section 19 – General precautions and duties for owners*

# Assessment Report

**SAFETYWORKS CONSULTING SERVICES**  
A DIVISION OF ACCOUNTABILITIES CONSULTING INC.  
Mobile: (902) 300-9317 mike@accountabilities.ca

**Assessment Location:** Kentville Branch, Annapolis Valley Regional Library

**Assessment Focus:** Factors affecting the risk of harassment and violence at the Kentville Library

**Date of this Report:** 6 December, 2024

## INTRODUCTION

SafetyWorks received a request from Ms. Julia Merritt, Chief Executive Officer, Annapolis Valley Regional Library (AVRL), to conduct an assessment at AVRL's Kentville Library. Ms. Merritt requested this assessment to ensure that security-related infrastructure and protocols at the Kentville Library are appropriate to ensure the safety of AVRL staff and others.

The Kentville Library has encountered an increasing number of behaviour-related incidents with patrons and the public. From 8 January to 7 November 2024, there were 37 documented reports of behavior-related incidents at the Kentville Library. Additional behaviour-related incidents have reportedly occurred in the building's common spaces adjacent to the Library. Library incidents have included incivility, shouting, profanity, accessing and printing of pornographic images, consumption of alcohol and signs of impairment, belittling comments, verbal abuse and aggression. In some incidents, the reported behaviours could reasonably be described as harassment and/or violence. Other patrons have reported feeling unsafe while in the Library. In some cases, police intervention was requested and provided. Suspensions of Library access and Protection of Privacy Act notices have been used, in some cases, to exclude aggressors from the Library.

The primary focus of this report is to describe facility-related observations affecting the risk of harassment and violence at the Kentville Library, and to make recommendations. Other observations and recommendations for the general prevention and management of harassment and violence are also included.

Mike Carter is the founder of SafetyWorks Consulting Services and has authored this report. Mike is a Canadian Registered Safety Professional (CRSP) with 24 years of experience supporting employers with the assessment and management of workplace health and safety risks. In particular, Mike has considerable experience with the assessment and management of workplace harassment and violence.

## BACKGROUND

The main area of the Kentville Library is located in the renovated sanctuary of the former United Church of St. Paul and St. Stephen, 440 Main St, Kentville NS. The adjacent former choir loft was converted to a glassed-in community space and is part of the Library's operations. Located one floor below the main Library space is the Library Branch Supervisor's office and a staff lounge.

The former United Church of St. Paul and St. Stephen is owned by Parsons Investments Limited. The spaces used by the Kentville Library are leased by the Town of Kentville and are provided to the AVRL through a formal agreement. Access to the Library and public washrooms is through the building's common spaces. In addition to the Kentville Library, the building houses the operations of other organizations:

- Family Service Nova Scotia
- The Portal Youth Outreach Association and Edge on Employment
- A private counselling service
- Valley Cheer Athletics

The Kentville Library is open to the public Monday – Saturday, 10 AM – 5 PM (8 PM Tuesdays and Thursdays). AVRL intends for the Library to be a welcoming, safe, inclusive and accessible space. The Library has collections

and programs to serve all age groups; children, youth and adults. Six computers and a printer are available for public use. Public Internet access is available with free WiFi.

The Library serves a wide variety of wants, needs and demographic groups. During most days, a significant percentage of Library users regularly come seeking shelter and respite; the Library provides them with a comfortable, reasonably safe environment with access to water, washroom facilities and computers/WiFi. Members of this demographic group may line up at the door, waiting for the Library to open, and often spend a significant amount of their day in the Library. Although some public libraries now offer nutritional support and/or specialized social supports (e.g. on-site social workers) for this demographic group, the Kentville Library does not provide that level of service.

There are several obligations, in Nova Scotia law, that describe and inform the responsibilities for maintaining a safe workplace. These obligations provide significant background for this assessment. Select relevant obligations are described below.

- Section 2 of the Nova Scotia Occupational Health and Safety Act (the Act) describes the Internal Responsibility System, whereby the various workplace parties share the responsibility for the health and safety of persons at the workplace. The Internal Responsibility System assumes that the primary responsibility for creating and maintaining a safe and healthy workplace should be that of each of these parties, to the extent of each party's authority and ability to do so. In the case of the Kentville Library, those parties include the building owner, the Town of Kentville, AVRL, AVRL employees and other building tenants.
- Section 13 of the Act sets out the general precautions and duties for employers. Of particular relevance to this assessment, Section 13 of the Act requires (only select responsibilities are shown herein):  
*13 (1) Every employer shall take every precaution that is reasonable in the circumstances to:*
  - (a) ensure the health and safety of persons at or near the workplace;*
  - (b) provide such information, instruction, training, supervision and facilities as are necessary to the health or safety of the employees; and*
  - (f) ...conduct the employer's undertaking so that employees are not exposed to health or safety hazards as a result of the undertaking.*
- Section 19 of the Act describes owners' precautions and duties:  
*19 Every owner shall*
  - (a) take every precaution that is reasonable in the circumstances to provide and maintain the owner's land or premises being or to be used as a workplace*
    - (i) in a manner that ensures the health and safety of persons at or near the workplace, and*
    - (ii) in compliance with this Act and the regulations; and*
  - (b) give to the employer at the workplace the information that is*
    - (i) known to the owner or that the owner could reasonably be expected to know, and*
    - (ii) necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.*
- The Nova Scotia Violence in the Workplace Regulations, made under the Nova Scotia Occupational Health and Safety Act, describe the specific responsibilities related to the assessment, prevention, and management of workplace violence.
- On 5 September 2024, the Nova Scotia Government introduced Bill 464, Stronger Workplaces for Nova Scotia Act. Bill 464 proposes, in part, significant amendments to the Nova Scotia Occupational Health and Safety Act and mandates the development of a workplace harassment prevention policy. Bill 464 also provides a new definition of health and safety to include both physical and psychological health and safety of employees. These proposed changes would come into effect on and after 1 September, 2025.

## ASSESSMENT

On 19 November, 2024, the author met with Ms. Merritt and Ms. Julie Johnson, Kentville Library Branch Supervisor, to conduct on-site observations at the Kentville Library. The Library spaces, interior building common spaces and the building exterior were observed. Ms. Merritt and Ms. Johnson were interviewed.

AVRL provided a summary report of behavioural incidents for the author's review. Some of the reported behaviours could reasonably be described as harassment and/or violence.

On 25 November, 2024, the author met with members of the Kentville Police Service (KPS), on behalf of AVRL, to discuss the KPS's experience with behavioural incidents at the Kentville Library. The frequency and nature of behavioural incidents recorded in the AVRL summary report were confirmed. Observations and recommendations from that meeting are incorporated in this report.

## OBSERVATIONS AND RECOMMENDATIONS

Observations and recommendations are offered, below, for AVRL's consideration. Before taking action, it is advised that AVRL should:

- a) review this report with the Kentville Library Health and Safety Representative, seeking their input, and
- b) verify the appropriateness of the recommendations offered below by updating its Kentville Library Violence Risk Assessment and Violence Prevention Plan, in consultation with the Kentville Library Health and Safety Representative.

### 1. BUILDING AND LIBRARY ACCESS

#### Observations

- The building's front entrance is usually unlocked, prior to 10 AM, by staff working for one of the other building tenants. This provides uncontrolled, unsupervised public access to the building's common spaces.
- Access to the main Library space is through the building's front entrance, through a common space and up a short flight of stairs to the Library's entrance door. Access to the Library's glassed-in community space is from the main Library space. There is one emergency exit from the main Library space, at the North-west corner.
- When Library staff members arrive for work, and prior to the Library's entrance door being unlocked and opened for the public at 10 am, there reportedly can be several patrons lined up, waiting to enter the Library. It was reported that behaviours encountered by staff members entering the Library at this time can be unsettling.
- Access to the Library Branch Supervisor's office and staff lounge, located one floor below the main Library space, is through a door that is kept locked. There is no secondary or emergency exit from this office and staff lounge.
- The Library's entrance door is closed and locked each day, by Library staff members, after the main Library space and community space are cleared of occupants at closing time. It was reported that, in some cases, patrons have been reluctant to leave and that some incivility can be experienced, at this time, by staff members.
- The building's front entrance is locked, at the end of each day, by the last authorized person exiting the building.

#### Recommendations

- It is recommended that AVRL collaborate with the building owner and the Town of Kentville to have them provide a consistent level of supervision or security presence for the building's common spaces.

- It is recommended that AVRL review the safety risks of having no secondary or emergency exit from the Library Branch Supervisor's office and staff lounge.

## **2. BUILDING COMMON SPACES**

### **Observations**

- There are many locations, within the building's common spaces, where persons could seclude themselves. These locations include public-access washrooms, under the stairs leading to the Library's entrance, and in out-of-sight corners. There is no clearing of public spaces, coordinated between all affected organizations, before the building is locked at the end of each day. This could allow a person to remain in the building after the building's entrance door has been locked for the night. This could present a harassment or violence risk, especially for a lone person who unlocks and enters the building that same evening or the following morning.
- It was reported that behavioural incidents have occurred in the building's common spaces. On occasion, reports indicate that these behavioural incidents in the common spaces have resulted in Library staff members being called to assist and to help resolve issues. Library staff members have been sworn at and yelled at while providing this assistance.

### **Recommendations**

- It is recommended that AVRL collaborate with the building owner and the Town of Kentville to arrange for all common spaces of the building to be cleared of all occupants prior to the building's front entrance being locked at the end of each day.
- As per 1. above, it is recommended that AVRL collaborate with the building owner and the Town of Kentville to have them provide a consistent level of supervision or security presence for the building's common spaces.

## **3. LIBRARY LAYOUT**

### **Observations**

- The main Library space includes a circulation desk, conventional shelving for books and other collections, seating, tables, and 6 public access computers with printing capability.
- The circulation desk, where Library staff often work, is located near the Library's entrance door with good sightlines to the entrance door.
- There are good sightlines from the circulation desk to the glassed-in community space.
- Several sightlines within the main Library space are restricted. For example, from the circulation desk, it is impossible to see the main seating areas, the public computer area and the hallway leading to the glassed-in community space. This makes it difficult for staff to monitor for behaviours that can become unsafe to staff members and patrons.
- Construction of the circulation desk provides very little protection, for staff, from a person who may become physically violent. The circulation desk is fully open at the North-west corner, allowing unrestricted access for a violent person who could trap staff behind the desk. The low counter area, intended for improved accessibility, provides for easy physical contact with a staff member. Plexiglass barriers provide good infection protection from droplet contact but would not stop a violent person from physically contacting staff.

### **Recommendations**

- It is recommended that AVRL consider improving the ability to monitor behaviours by:
  - reorganizing the layout of the main Library space to improve sightlines from the circulation desk to the main seating areas and the public access computer area; and/or

- utilizing one or more cameras to provide real-time video images of the main seating areas and the public access computer area, with the images displayed at a circulation desk computer monitor. This option may be easier and less expensive to implement than reorganizing the layout.
- It is recommended that AVRL consider improvements to the physical security of the circulation desk, including the installation of a door or gate to restrict access to staff only.

#### **4. PUBLIC COMPUTER AND WIFI ACCESS**

##### **Observations**

- The six public access computer stations are located closely together on one table. This increases the risk of conflict arising between users.
- Incident reports indicate that pornography can be accessed using the Library's public access computers and WiFi. This can require staff to engage in managing that behaviour, leading to conflict, sexualized comments, aggression, harassment and, potentially, violence.

##### **Recommendations**

- It is recommended that AVRL consider increasing the distance between computer workstations to decrease the risk of conflict between users.
- It is recommended that AVRL block public computer and WiFi access to pornographic and other offensive websites, eliminating the need for staff to monitor and manage that behaviour.

#### **5. BUILDING AND LIBRARY SECURITY SYSTEMS**

##### **Observations**

- There is no security system installed for monitoring the building's front door or common spaces.
- A Library security system is used, after-hours, to monitor the Library's entrance door, emergency exit and door to the community space.
- There are no fixed location or wearable duress alarms for staff to use for summoning police assistance. A phone must be used.
- There is no security system installed for monitoring the lower-level entrance door or space used as the Library Branch Supervisor's office and staff lounge.

##### **Recommendations**

- It is recommended that AVRL collaborate with the Town of Kentville and the building owner to request that a security system be installed and used to monitor the building's common spaces after the building is closed and locked each day.
- It is recommended that AVRL, when updating its Kentville Library Violence Risk Assessment and Violence Prevention Plan, assess a) the need for fixed location or wearable duress alarms, and b) the need for additional security measures at the Library Branch Supervisor's office and staff lounge.

#### **6. BUILDING EXTERIOR**

##### **Observations**

- Exterior building lighting appeared to be adequate for safety purposes.
- There is some evidence that loitering sometimes occurs adjacent to the storage shed, at the South-east corner of the main building. This area connects to an informal pathway behind the main building.

### **Recommendations**

- It is recommended that AVRL advise its staff, who leave the building when it is dark outside, to park their vehicles away from the storage shed.

## **7. GENERAL PREVENTION AND MANAGEMENT OF HARASSMENT AND VIOLENCE**

### **Observations**

- There is currently no posted code of conduct or similar posting to establish clear guidelines for patron behaviours and responsibilities while in the Library.
- There is no evidence that negative consequences are consistently applied when patron behaviours are unacceptable.
- It was reported that two or more Library staff members are present in the Library at most times, other than during the staff lunch break on Saturdays. Working alone increases the risk associated with harassment and violence.
- Kentville Police Service has indicated a willingness to ask its members, while on foot patrol, to make occasional, random visits to the Library. This could yield several benefits for Kentville Police Service and AVRL, including an enhanced working relationship between the two.

### **Recommendations**

- It is recommended that AVRL develop, clearly post, and provide education on a code of conduct so that patrons and staff are clear on the expected behaviours and responsibilities.
- When acceptable limits of behaviour are crossed, it is recommended that AVRL ensure the consistent application of consequences, including suspensions and the use of Protection of Property Act notices.
- When updating its Kentville Library Violence Risk Assessment and Violence Prevention Plan, it is recommended that AVRL evaluate all working alone situations to ensure that adequate preventive and protective measures are implemented.
- It is recommended that AVRL collaborate with the Kentville Police Service to request occasional, random visits of KPS members at the Library.

----- End of Assessment Report -----



February 13<sup>th</sup>, 2025

The Town of Kentville fully supports the application of the Kings Transit Authority (KTA) in all of its endeavors, particularly its mandate to provide efficient, scalable, energy-efficient, and accessible public transportation. As a key player in Nova Scotia's public transit system, KTA is vital to the province's connectivity.

The Rural Transit Solution Fund is an essential funding body that will help KTA fulfill its mandate and enhance the services it offers to rural communities. The Town of Kentville looks forward to a positive and productive partnership with this federal funding initiative.

Sincerely,

A handwritten signature in blue ink, appearing to be "A. Zebian", with a long horizontal line extending to the right.

Mayor Andrew Zebian

Town Of Kentville



---

Will Marshall, Chair  
Environment and Energy  
Task Team

Date 17<sup>th</sup> February 2025

RE: TOK Environment Task Team support for the Low Carbon Community – Colchester Partnership Opportunity (TOK202516) with recommendation that Council approve a contribution of \$6,000 toward a feasibility study for a Community Solar Garden.

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The Town of Kentville Environment Task Team has carefully reviewed the Low Carbon Community – Colchester Partnership Opportunity (**TOK202516**) and **recommends** that Council **approve** a contribution of \$6,000 toward a feasibility study for a Community Solar Garden in the 2025-2026 fiscal year.

We believe that the benefits of participating in a Community Solar Garden project with the Municipality of Colchester are many:

- Expand access to affordable renewable energy for all Kentville residents.
- Manage allocation of our energy share through a subscription model, ensuring targeted access.
- Promote energy equity by ensuring that marginalized communities have fair and affordable access to energy resources.
- Generate new revenue from energy sales to Nova Scotia Power.
- Stimulate the local economy by lowering energy costs and creating new jobs.
- Leverage partnerships with the Municipality of Colchester and the Clean Foundation to maximize benefits while minimizing Kentville’s financial burden.
- Demonstrate leadership in supporting Nova Scotia’s goal of 80% renewable energy by 2030.

Based on the Town of Berwick’s project and RETScreen Clean Energy Management Software analysis, Kentville can expect an estimated capital cost of \$120,000 per 1MW system, generating \$37,500 in annual revenue over a 25-

year life span. Scaling up to a 5MW system would require a \$600,000 investment but would yield \$187,500 annual revenue - a strong return on investment. Additionally, due to the substantial funding opportunities available for this type of project, a community solar garden tends to be more financially viable than traditional solar installations. This project would also result in a carbon reduction of 664 tonnes per year, equivalent to the emissions of approximately 128 Kentville homes.

Submitted to council for consideration or information.

Will Marshall  
On behalf of the  
Environment and Energy Task Team

Supporting information:

	Based on Berwick capitol cost, MODL estimates and RETScreen Expert model.	Amherst (Nova Scotia Power pilot project)	Berwick	MODL	100% COLTOK 85% COL 15% TOK
System Size (MWac)	1	2	3.45	7	5
Site Area (acres)	4.28	10	15	30 acres* (*actual 60, includes other facility buildings)	22
Panels (#)	2,857	4,550	9,857	20,000	14,285
Homes Powered (#/year)	171= 145 COL 26 TOK	240	543	1200	855= 727 COL 128 TOK
Carbon Savings (tonnes/year)	886= 753 COL 133 TOK	1318	3859	6000	4430= 3766 COL 664 TOK
Project Capital Costs (\$)	\$3.1mil capital budget = estimate actual	\$5 mil capital budget  \$3.5 mil federal, remainder NSP, NS, Amherst	\$10.8mil capital budget  \$4.3mil federal \$3.6 mil prov \$2.9 mil town	\$15.5mil capital budget = \$6.5mil federal \$5 mil prov \$3.4mil COL	\$600,000 TOK
25-year lifespan	\$120,000 TOK				
Annual Electricity Export Revenue (\$)	\$250,000 annual rev \$212,500 COL \$37,500 TOK	Amherst Annual Production			\$1.25 mill annual rev \$1,062,500 COL \$187,500 TOK
Modeled with RETScreen software, Berwick project cost as input.	Electricity exported to grid at 0.184 \$/kWh	Estimated: 2.68mil kWh Actual 2024: 2.53mil kWh			

Amherst - Nova Scotia Power Pilot Project (built by Natural Forces Solar)

- <https://www.nspower.ca/about-us/press-releases/details/2021/11/29/nova-scotia-s-first-community-solar-garden-is-open-for-applications>
- <https://www.nspower.ca/cleanandgreen/innovation/smart-grid-nova-scotia/community-solar-garden-performance>
- <https://naturalforcessolar.ca/utility/amherst-solar-garden/>

Berwick (Towns: Berwick, Mahone Bay, Antigonish) built by AREA)

- <https://www.berwick.ca/solar-garden.html>
- <https://community-solar.ca/>

MODL (Municipalities: Lunenburg, Shelburne, Argyle, Towns: Shelburne, Lockport)

- <https://engage.modl.ca/community-solar-garden-project>

RETScreen Clean Energy Management Software

- <https://natural-resources.canada.ca/science-data/science-research/data-analysis/geospatial-data-portals-tools-services/retscreen>

January 29, 2025

The Honourable Dave Ritcey  
Minister of Communities, Culture, Tourism and Heritage  
Department of Communities, Culture, Tourism and Heritage  
1741 Brunswick St., 3rd Floor  
P.O. Box 456, STN Central  
Halifax, NS B3J 2R5

Via email: MIN\_CCTH@novascotia.ca

Dear Minister Ritcey,

Congratulations on your election win and on your important appointment to the Communities, Culture, Tourism and Heritage portfolio.

We are writing to you on behalf of our respective councils to request your department's finalization and implementation of a fair and equitable funding formula to support our library system.

On December 11, 2024, elected representatives of all member units of the Annapolis Valley Regional Library (AVRL) (the units from West Hants, Kings and Annapolis counties), met and received an impactful presentation on the state of the vital services provided by AVRL.

As a collective, we were duly impressed by the:

- significant growth in usage over the last three years
- amount and diversity in services being offered
- efficiency improvements being garnered through the creation of the Same Page provincial consortium of libraries and increased access to digital collections; and
- the large number of age groups and newcomers being served

We also heard tangible examples of how the AVRL branches are front and center in our communities, offering services such as rapid testing kits for COVID virus detection, and serving as a referral agency for vulnerable populations.

Unfortunately, as a collective we also heard and are dismayed by the:

- high turnover of staff and the present disparity between the current remuneration levels and a living wage
- unsustainable occurrences of deficit budgeting; and
- the resulting impact that these and other negative factors are having on the volume and reliability of services being offered by AVRL

Mr. Minister, we know you will agree that our province and region is presently in a state of unprecedented transition. We also believe, Mr. Minister that you will agree that many of these impacts couldn't have been planned for, but that our library system is integral in addressing the challenges and benefits our communities are facing.

Many of our municipalities are stepping up with significant capital improvements with respect to physical libraries. Creating modern and accessible libraries and community spaces has been and will continue to be a growing priority.

The Honourable Dave Ritcey  
January 27, 2025  
Page 2

We believe that a refreshed funding formula to support a vibrant library system is an important part of the government's plan to grow the population of our province. We would be most appreciative if you would action the vital work your government has been undertaking in modernizing the financial relationship.

Respectfully,

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Mayor Dave Corkum  
Municipality of the County of Kings  
mayor.corkum@countyofkings.ca

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Mayor Andrew Zebian  
Town of Kentville  
azebian@kentville.ca

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Mayor Mike Trinacty  
Town of Berwick  
[mayor@berwick.ca](mailto:mayor@berwick.ca)

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Mayor Jodi MacKay  
Town of Wolfville  
jmackay@wolfville.ca

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Mayor Abraham Zebian  
West Hants Regional Municipality  
mayor.zebian@westhants.ca

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Warden Diane LeBlanc  
Municipality of the County of Annapolis  
dleblanc@annapoliscounty.ca

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Mayor Gail Smith  
Town of Middleton  
gsmith@town.middleton.ns.ca

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Mayor Amery Boyer  
Town of Annapolis Royal  
mayorboyer@annapolisroyal.com

- c. The Honourable Tim Houston, Premier  
Christopher Shore, Deputy Minister of Communities, Culture, Tourism and Heritage  
Stephanie Smith, Executive Director, Archives, Libraries and Museums, Dept of  
Communities, Culture, Tourism and Heritage  
Lynn Somers, Director, Nova Scotia Provincial Library, Dept of Communities,  
Culture, Tourism and Heritage



**Delivered via email**

February 12, 2025

**RE: Letter from Honourable John Lohr (February 11)**

Hello Elected Municipal Officials,

With regard to the letter received by Mayors and Wardens from the Honourable John Lohr, Minister of Municipal Affairs, dated February 11 (a copy is enclosed for your reference), we recognize that this letter raises important questions and want to let you know that we are actively seeking clarity on these matters. Our goal is to provide you with the insights needed to make informed decisions on these complex issues.

NSFM is aware that there are possible impacts on each municipality, and on you as elected officials, and that more information is needed before you can respond to the request put forth. Know that we are working with the Province to gather that information. Specifically, we are focused on the call for greater resource development within Nova Scotia and the reduction of inter-provincial trade barriers and what this means. We know both are important as we move forward as a province. With regard to the resource development, it is imperative we are clear on the ask and that the Province is aware of limitations, for example, on protection of our watersheds and other water sources, so that we can all move forward together in the best way.

We remain committed to supporting all Nova Scotia municipalities. Through collaboration and open communication, we can leverage our collective strength to navigate these challenges in a way that benefits our communities and benefits the province as a whole. A win-win.

We will reach out as we have further information.

If you have any questions or concerns, please reach out to us at [info@nsfm.ca](mailto:info@nsfm.ca). Hoping this helps!

Sincerely,

Pam Mood  
President  
Nova Scotia Federation of Municipalities



**Municipal Affairs  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • [novascotia.ca](http://novascotia.ca)

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February 11, 2025

Dear Mayors and Wardens:

Recent events in our world are changing the landscape of our province and country. We are experiencing new fiscal challenges that will have a significant impact on our economy. It is clear we need to become more self-reliant. And, at the same time, we need to better integrate our economy with other Canadian provinces and territories.

Our Government has recently announced that Nova Scotia must say “yes” to both a reduction in inter-provincial trade barriers, and to resource development within our province. Both steps need to be taken carefully and in consultation with our communities. Resource development, in particular, is of incredible importance.

If you are supportive and agree, I am asking for you and your council to signal your support for greater resource development within our province - by letter or press release.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr  
Minister of Municipal Affairs

c: Chief Administrative Officers  
Juanita Spencer, NSFM