

**MUNICIPALITY OF THE COUNTY OF KINGS  
COMMITTEE OF THE WHOLE  
November 19, 2019  
10:00 am  
AGENDA**

**Audio Recording Times Noted in Red  
(Minutes:Seconds)**

1. Roll Call 00:00
2. Approval of Agenda 00:35 Page 1
3. Disclosure of Conflict of Interest Issues None
4. Approval of Minutes
  - a. October 10, 2019 01:24 Page 2
  - b. October 15, 2019 01:57 Page 5
5. Business Arising from Minutes
  - a. October 10, 2019 None Page 2
  - b. October 15, 2019 03:27 Page 5
6. Kings Regional Emergency Management Organization
  - a. Winter Storm Preparedness and Response Plan, September 2019 05:10 Page 12
7. Presentation
  - a. 10:15 am: Pierre Tabbiner - Branding of the County of Kings 19:43 Page 59
8. Administration
  - a. Use of Innovation Hub in the New Municipal Building 59:04 Page 60
  - b. Sale of Cambridge Business Park Lots 105:35 Page 62
  - c. Update - Climate Change Coordinator Activities 125:55 Page 66
  - d. New EPW Building Site Location 190:33 Page 69
9. Recreation Services
  - a. Annual Volunteer Celebration & Awards Policy 225:58 Page 71
  - b. Trails and Active Transportation 242:02 Page 80
10. Correspondence 268:28
  - a. 2019-11-01 Hants County Exhibition Thank You 268:50 Page 100
  - b. 2019-11-12 Nova Scotia Nurses Union re: Nursing Potential (click [here](#)) 269:14 Page 102
11. External Board/Committee Reports 269:53
  - a. Annapolis Valley Trails Coalition 270:24 Page 103
  - b. Kings Point to Point Transit Society 271:03 Page 104
  - c. Trails Conference 271:15 Verbal
  - d. Other: See Attached Table Page 105
12. Other Business: Recreation Needs Assessment 272:29; NSFM Fall Conference 273:49; Building Items 277:56
13. Comments from the Public None
14. In Camera & Adjournment 282:14
  - a. Approval of October 15, 2019 Private Session Minutes
  - b. Contract negotiations
  - c. Litigation or potential litigation

**COMMITTEE OF THE WHOLE**  
**October 10, 2019**  
**MINUTES**

**Meeting Date and Time**

A meeting of the Committee of the Whole was held on Thursday, October 10, 2019 at 8:04 pm in the Council Chambers, Municipal Complex, Coldbrook, NS.

**1. Attendance**

All Councillors were in attendance.

Deputy Mayor Lutz chaired the meeting.

**Results for Roll Call**

For 10  
 Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Trish Javorek, Director, Planning & Inspections
- Janny Postema, Municipal Clerk/Recording Secretary

**2. [Approval of Agenda](#)**

**On motion of Councillor Armstrong and Councillor Hirtle, that Committee of the Whole approve the October 10, 2019 agenda as circulated.**

**Motion Carried.**

**Results**

For 10  
 Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**3. Disclosure of Conflict of Interest Issues**

No Conflict of Interest issues were declared.

4. **Approval of Minutes**

4a. [September 17, 2019](#)

**On motion of Councillor Hirtle and Councillor Allen, that the minutes of the Committee of the Whole meeting held on September 17, 2019 be approved as circulated.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

5. **Business Arising from Minutes**

5a. [September 17, 2019](#)

In response to a question from Councillor Raven, Deputy Mayor Lutz noted that staff had started work on the Healthy Eating Environment Policy.

6. **Administration**

6a. [Non-Union Salary Administration Policy](#)

The CAO presented the Request for Decision as attached to the October 10, 2019 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Hirtle and Mayor Muttart, that Committee of the Whole recommend Municipal Council adopt Policy HR-06-019: Non-Union Salary Administration as attached to the October 10, 2019 Request for Decision.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7. **Other Business**

Councillor Raven requested an update on the Mee Road sidewalk.

Councillor Winsor noted that the motion regarding Remuneration for Elected Officials had been tabled to January 2020, but asked whether it could be brought back sooner.

Councillor Hirtle reported that the Task Force on Human Trafficking came up at the Police Association Conference and Police Services Advisory Committee and he proposed that members of the Task Force be invited to speak at Committee of the Whole.

8. **Comments from the Public**

No members of the public were present.

9. **Adjournment**

**On motion of Councillor Best and Councillor Armstrong, there being no further business, the meeting adjourned at 8:21 pm.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**Approved by:**

\_\_\_\_\_  
Emily Lutz  
Deputy Mayor

\_\_\_\_\_  
Janny Postema  
Municipal Clerk/Recording Secretary

<b>Results Legend</b>	
-	Absent
COI	Conflict of interest
For	A vote in favour
Against	A vote in the negative or any Councillor who fails or refuses to vote and who is required to vote by the preceding subsection, shall be deemed as voting in the negative.

**COMMITTEE OF THE WHOLE**  
**October 15, 2019**  
**MINUTES**

**Meeting Date  
and Time**

A meeting of the Committee of the Whole was held on Tuesday, October 15, 2019 at 9:00 am in the Council Chambers, Municipal Complex, Coldbrook, NS.

**1. Attendance**

All Councillors were in attendance, with the exception of Councillor Hirtle with notice. Councillor Raven arrived at 9:05 am and Deputy Mayor Lutz arrived at 9:10 am.

***Results for Roll Call***

For 7  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT (until 10:20 am)
- Scott Quinn, Director, EPW, Lands & Parks
- Janny Postema, Municipal Clerk/Recording Secretary

**On motion of Councillor Best and Councillor Spicer, that Councillor Hirtle's absence from the October 15, 2019 Committee of the Whole meeting be excused.**

**Motion Carried.**

***Results***

For 7  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

2. [Approval of Agenda](#)

On motion of Councillor Winsor and Councillor Allen, that Committee of the Whole approve the October 15, 2019 agenda as circulated.

**Motion Carried.**

**Results**

For 7  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

3. **Disclosure of Conflict of Interest Issues**

No Conflict of Interest issues were declared.

4. **Presentation**4a. [Immigration Services Association of Nova Scotia \(ISANS\)](#)

James Rumble, Onboarding Employer Engager, Central Region, provided a [presentation](#) and responded to Councillors' questions.

It was noted that Councillor Raven arrived at 9:05 am and Deputy Mayor Lutz arrived at 9:10 am.

**On motion of Councillor Allen and Councillor Hodges, that Committee of the Whole receive the Immigration Services Association of Nova Scotia (ISANS) presentation for information.**

**Motion Carried.**

**Results**

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

5. **Kings Regional Rehabilitation Centre & Municipality of the County of Kings**5a. [Subdivision and Conveyance of Lands, PID 55158794](#)

The CAO and Judy Heffern, CEO, Kings Regional Rehabilitation Centre, presented the Request for Decision as attached to the to the October 15, 2019 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Best and Councillor Armstrong, that Committee of the Whole recommend Municipal Council direct the CAO subdivide and convey a portion of the property described as PID 55158794 and identified in Appendix C to the Kings Regional Rehabilitation Centre (KRRC), with KRRC being fully responsible for all related costs.

**Motion Carried.**

**Results**

For 8  
Against 1

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	Against
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**6. Administration**

**6a. Community Grants Policy: Amendments**

Vicki Brooke, Policy Analyst, presented the Request for Decision as attached to the October 15, 2019 Committee of the Whole agenda and provided a [presentation](#).

It was moved but not seconded to include alignment with the 2050 vision of the County. The amendment was therefore not considered.

**On motion of Councillor Armstrong and Deputy Mayor Lutz, that Committee of the Whole recommend Municipal Council adopt revisions to Policy FIN-05-018: Community Grants as detailed in the October 15, 2019 Request for Decision.**

**Motion Carried.**

**Results**

For 8  
Against 1

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	Against
District 9	Peter Allen	For

On motion of Councillor Best and Councillor Spicer, that Committee of the Whole recommend Municipal Council provide seven days' notice to repeal Policy PARS-08-001: Community Hall Assistance Program.

Motion Carried.

*Results*

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7. **Engineering and Public Works, Lands and Parks Services**

7a. [Priority List for Speed Display Devices \(FY 2019-20\)](#)

Scott Quinn presented the Request for Decision as attached to the October 15, 2019 Committee of the Whole agenda.

On motion of Councillor Best and Councillor Raven, that Committee of the Whole recommend Municipal Council approve the new Priority List for Speed Radar Signs for FY2019-20 as attached to the October 15, 2019 Committee of the Whole agenda.

Motion Carried.

*Results*

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7b. [Information Session: Drainage and Localized Flooding](#)

Scott Quinn provided a [presentation](#).

On motion of Councillor Spicer and Councillor Best, that Committee of the Whole receive the presentation on Drainage and Localized Flooding for information purposes.

Motion Carried.

*Results*



For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Committee of the Whole took a short break from 10:54 - 11:13 am.

8. **Financial Services**

8a. [2019/20 Capital Investment Plan and Gas Tax Allocation to Villages](#)

Kevin Wheaton, Financial Analyst, presented the Request for Decision as attached to the October 15, 2019 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Winsor and Councillor Best, that Committee of the Whole recommend Municipal Council approve amending the 2019/20 Gas Tax Allocation to Villages attached to the Request for Decision dated July 31, 2019 as follows:**

- **Village of Cornwallis Square Harvest Moon Trail Rest Area project (#CS-10) to be revised to include Gas Tax funding in the amount of \$4,937 and the Village Funds be reduced to \$2,468.**
- **Village of Greenwood Tremont Mountain Rd Sidewalk project (#GW-01) to be added with a budget of \$11,900 and funding sources of \$7,935 Gas Tax and \$3,965 Village Funds.**

**Motion Carried.**

***Results***

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9. **Correspondence**

Mayor Muttart provided an overview of the correspondence as attached to the October 15, 2019 Committee of the Whole agenda.

**On motion of Councillor Allen and Councillor Spicer, that Committee**

of the Whole receive the Correspondence as attached to the October 15, 2019 Committee of the Whole agenda.

**Motion Carried.**

***Results***

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 9a. [Aldershot Elementary School Thank You](#) For information.
- 9b. [Evergreen Home for Special Care 50<sup>th</sup> Anniversary Invite](#) For information.
- 9c. [Office of the Ombudsman Annual Report 2018-2019](#) For information.
10. **External Board and Committee Reports**
- 10a. [Kings Point to Point Transit Society](#) Councillor Allen presented the report as attached to the October 15, 2019 Committee of the Whole agenda.
- 10b. [Valley Regional Enterprise Network Liaison & Oversight Committee](#) Deputy Mayor Lutz presented the report as attached to the October 15, 2019 Committee of the Whole agenda.
- 10c. [Other: See Attached Table](#)

**On motion of Councillor Armstrong and Councillor Raven, that Committee of the Whole receive the External Board and Committee Reports as attached to the October 15, 2019 Committee of the Whole agenda.**

**Motion Carried.**

***Results***

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For

District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

11. **Other Business**

Councillor Best suggested that Council have more input into the allocation of Community Festivals and Special Events Grants and requested a report.

12. **Comments from the Public**

No members of the public were present.

13. **In Camera**

**On motion of Deputy Mayor Lutz and Councillor Raven, that Committee of the Whole adjourn to move in camera in accordance with Section 22 (2) (e) *Municipal Government Act*: contract negotiations.**

**Motion Carried.**

**Results**

For 9

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	-
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Committee of the Whole moved in camera at 11:28 am and adjourned at 12:29 pm.

**Approved by:**

\_\_\_\_\_  
Peter Muttart  
Mayor

\_\_\_\_\_  
Janny Postema  
Municipal Clerk/Recording Secretary

<b>Results Legend</b>	
-	Absent
COI	Conflict of interest
For	A vote in favour
Against	A vote in the negative or any Councillor who fails or refuses to vote and who is required to vote by the preceding subsection, shall be deemed as voting in the negative.



# Municipality of the County of Kings

## Request for Decision

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**TO** Committee of the Whole

**PREPARED BY** Dan Stovel, Kings REMO Regional Emergency Management Coordinator

**MEETING DATE** November 19, 2019

**SUBJECT** Draft Kings REMO Emergency Management Support Plan:  
Winter Storm Preparedness and Response Plan, September 2019

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### **ORIGIN**

- Kings County Inter-Municipal Services Agreement (IMSA), January 16, 2018
- September 17, 2018 Committee of the Whole Presentation - Kings REMO
- [Kings REMO Regional Emergency Management Plan](#), September 2018

### **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council adopt the Kings REMO Emergency Management Support Plan - Winter Storm Preparedness and Response Plan, dated September 2019.

### **INTENT**

For Committee of the Whole to review the Draft Kings REMO Emergency Management Support Plan - Winter Storm Preparedness and Response Plan, dated September 2019 and consider adoption for Kings County REMO.

### **DISCUSSION**

On April 1, 2018, the four municipalities of Kings County (Municipality of the County of Kings, the Towns of Berwick, Kentville and Wolfville) adopted a Kings Regional Emergency Management Organization under an Inter-Municipal Services Agreement (IMSA), dated January 16, 2018.

In support of Kings REMO Strategic Outcome (Appendix A) of a 'Safe and Resilient Kings County' and the activity of Emergency Management Planning, the Kings REMO REMC has developed a Draft Emergency Management Support Plan - Winter Storm Preparedness and Response Plan.

The purpose of the Emergency Management Support Plan is to unify the efforts of Kings County resources for a comprehensive approach in responding to and reducing the impacts of a severe winter storm emergency. The Draft Emergency Management Support Plan will increase emergency response capacity across all of Kings County.

The EM Support Plan is applicable to all municipalities within Kings County. The Regional Emergency Management Coordinator (REMC) will coordinate an annual review of the Plan with support from the Kings REMO Emergency Management Planning Committee.

### **FINANCIAL IMPLICATIONS**

- No immediate financial implications.



# Municipality of the County of Kings

## Request for Decision

### COMMUNITY ENGAGEMENT

- The Draft Plan was reviewed by the Kings County Regional Emergency Management Planning Committee (REMPC) on September 19, 2019 and supported for submission to the Regional Emergency Management Advisory Committee.
- The Kings REMO Regional Emergency Management Advisory Committee supported forwarding the Draft Plans to Kings County municipal Councils at the October 19, 2019 meeting.
- Upon approval by all Kings County Municipal units, the Plan will be made available on Municipal websites.

### ALTERNATIVES

- Committee may opt to return the Draft Plan to staff for amendment.

### IMPLEMENTATION

- The Draft Plan is in the process of being submitted to Municipal Councils in accordance with the following schedule to obtain Municipal Council approval:
  - 2019-11-05      Wolfville COW
  - 2019-11-12      Kentville CAC
  - **2019-11-19**      **MoK COW**
  - 2019-11-19      Wolfville Council (for approval)
  - 2019-11-25      Kentville Council (for approval)
  - 2019-11-26      Berwick COW
  - **2019-12-03**      **MoK Council (for approval)**
  - 2019-12-10      Berwick Council (for approval)
- Approved Plans are to be posted to the [Kings REMO Website](#).

### APPENDICES

- Appendix A: Kings REMO Strategic Outcome
- Appendix B: Draft Winter Storm Preparedness and Response Plan, September 2019

### APPROVALS

Scott Conrod, Chief Administrative Officer

Date: November 15, 2019

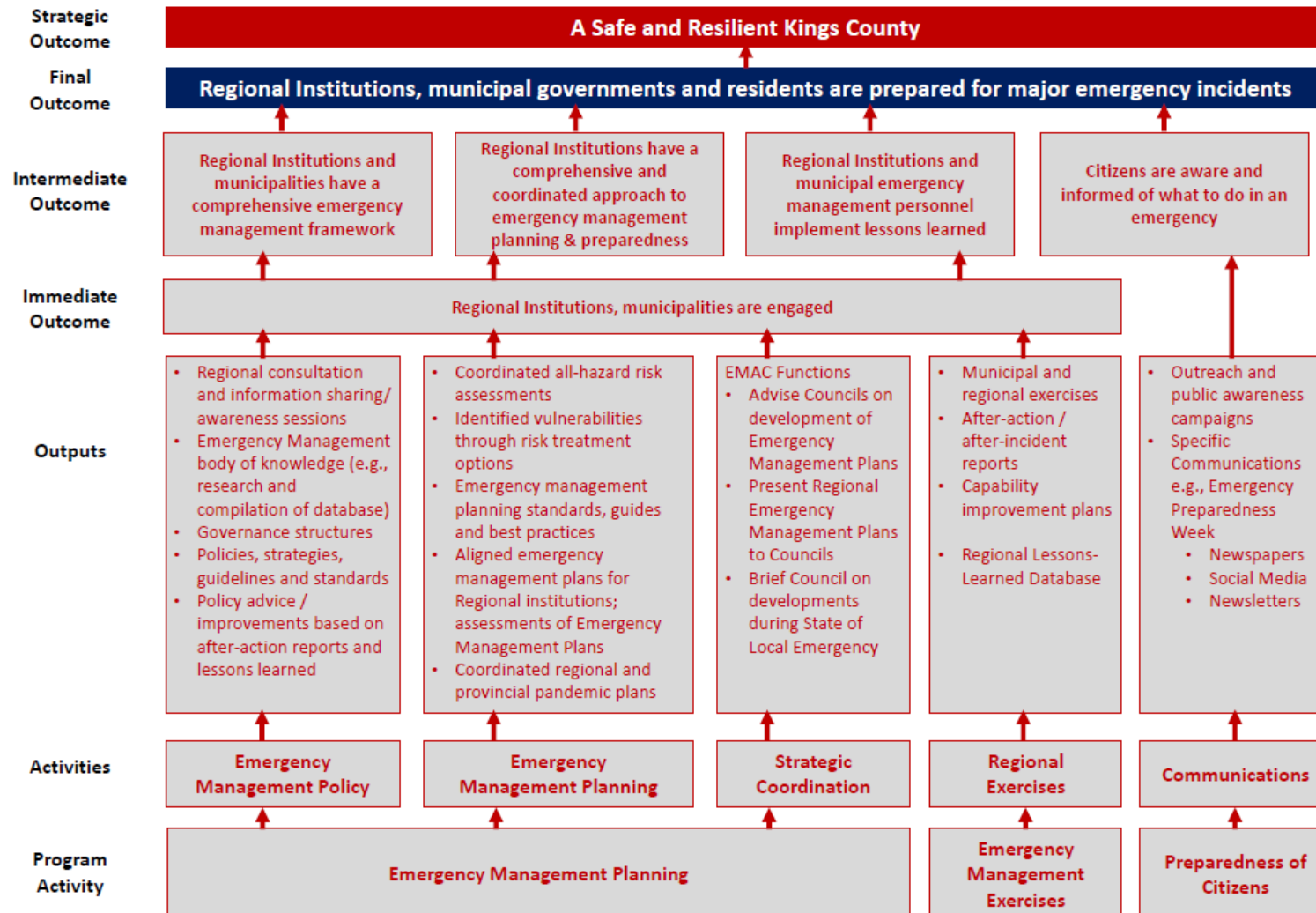


# Municipality of the County of Kings

## Request for Decision

Appendix A: Kings REMO Strategic Outcome

### Kings County – Regional Emergency Management





# Kings County, NS Winter Storm Preparedness & Response Plan

September 2019



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## FOREWORD

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

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

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

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Peter Muttart

Mayor

Municipality of the County of Kings

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Don Clarke

Mayor

Town of Berwick

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Sandra Snow

Mayor

Town of Kentville

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Jeff Cantwell

Mayor

Town of Wolfville

## 1.0 INTRODUCTION

### 1.1 Background

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

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



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

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

## 1.2 Authorities

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

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

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

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

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

### 1.3 References

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

### 1.4 Purpose

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

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

### 1.5 Aim and Scope

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

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



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

## 2.0 CONCEPT OF OPERATIONS (CONOPS)

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



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

### 2.1 Planning Assumptions

The plan assumes the following:

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

### 2.2 Plan Limitations

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

### 2.3 Incident Planning

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

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

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

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

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

### 2.3.1 Public Messaging

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

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

### 2.3.2 Vulnerable Populations

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



## 2.4 Winter Storm Hazards/Impacts

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

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

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



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

## 2.5 Characteristics of Risk

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

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

## 2.6 Planning for Winter Weather

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

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



## 2.7 Winter Storm Emergency Management

### Considerations

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



## 2.8 Winter Storm Emergency Management Priorities

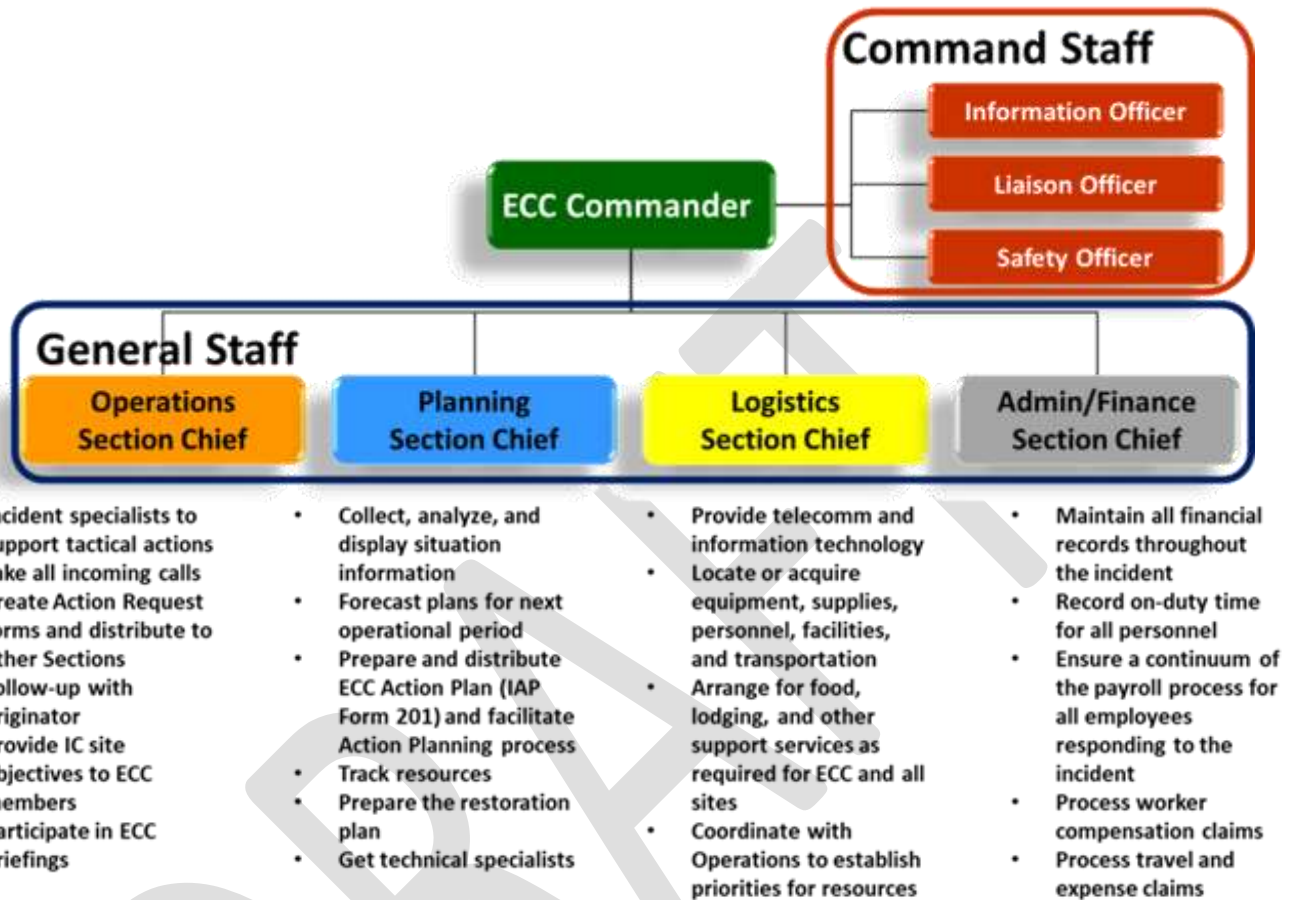
In a winter storm situation, Kings REMO and its partner agencies will focus their efforts on achieving the following objectives:

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



## 2.9 Winter Storm Organizational Structure

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



## 2.10 Municipal Public Warning Strategy

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

## 2.11 Recovery

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

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

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

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## 3.0 RESPONSIBILITIES

### 3.1 Federal

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

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

### 3.2 Provincial

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

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

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

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

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



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

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

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

### 3.3 Regional – Kings REMO

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

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

#### 3.3.1 Prevention and Mitigation

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

These strategies include:

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

#### 3.3.2 Response / Recovery Responsibilities

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

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

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

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

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

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

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

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

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

The Incident Commander is responsible for:

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



### **3.3.5 Fire Services**

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

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

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

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

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

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

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

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

- Provide transportation for residents and emergency responders as required.

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

- Provide assistance to residents displaced by flooding as required.

- Coordinate Emergency Shelter operations.

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

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

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## 4.0 PUBLIC EDUCATION & AWARENESS OF WINTER STORM PREPAREDNESS

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

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

### 4.1 Evacuation Warnings

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

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

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

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

## 5.0 PLAN TESTING, REVIEW & MAINTENANCE

### 5.1 Plan Testing Schedule & Responsibility

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

### 5.2 Plan Review & Maintenance

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

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

#### REVIEWS

MONTH	DAY	YEAR	BY

#### PLAN REVISIONS

MONTH	DAY	YEAR	CHANGE	APPROVED

## 6.0 DISTRIBUTION LIST

Distributed electronically:

### Municipal Units:

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

### Fire Departments

- Kings County Fire Departments

### Regional Emergency Management Planning Committee (REMPC)

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

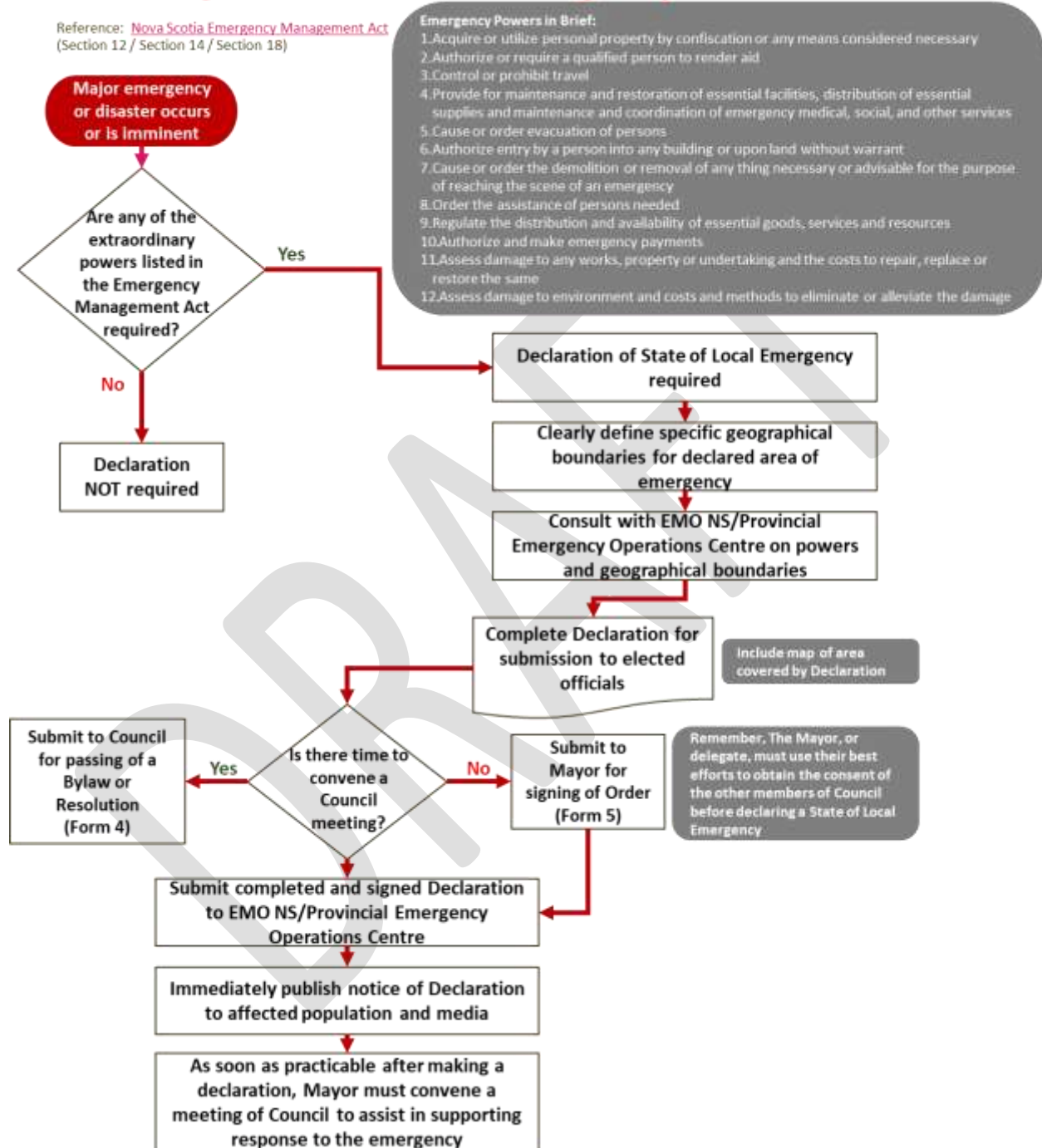
## Annexes

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

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

### Declaring a State of Local Emergency

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





FORM 4

DECLARATION OF A STATE OF LOCAL EMERGENCY

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

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

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

**Emergency Area:**

The area general described as:

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

Yes

No

**Nature of the Emergency:**

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

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

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

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

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

Name \_\_\_\_\_

Positions \_\_\_\_\_

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

FORM 5

DECLARATION OF A STATE OF LOCAL EMERGENCY

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

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

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

Emergency Area:

The area general described as:

[Empty rectangular box for describing the emergency area]

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

Yes

No

Nature of the Emergency:

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

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

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

AND WHEREAS the undersigned has (check appropriate box)

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

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

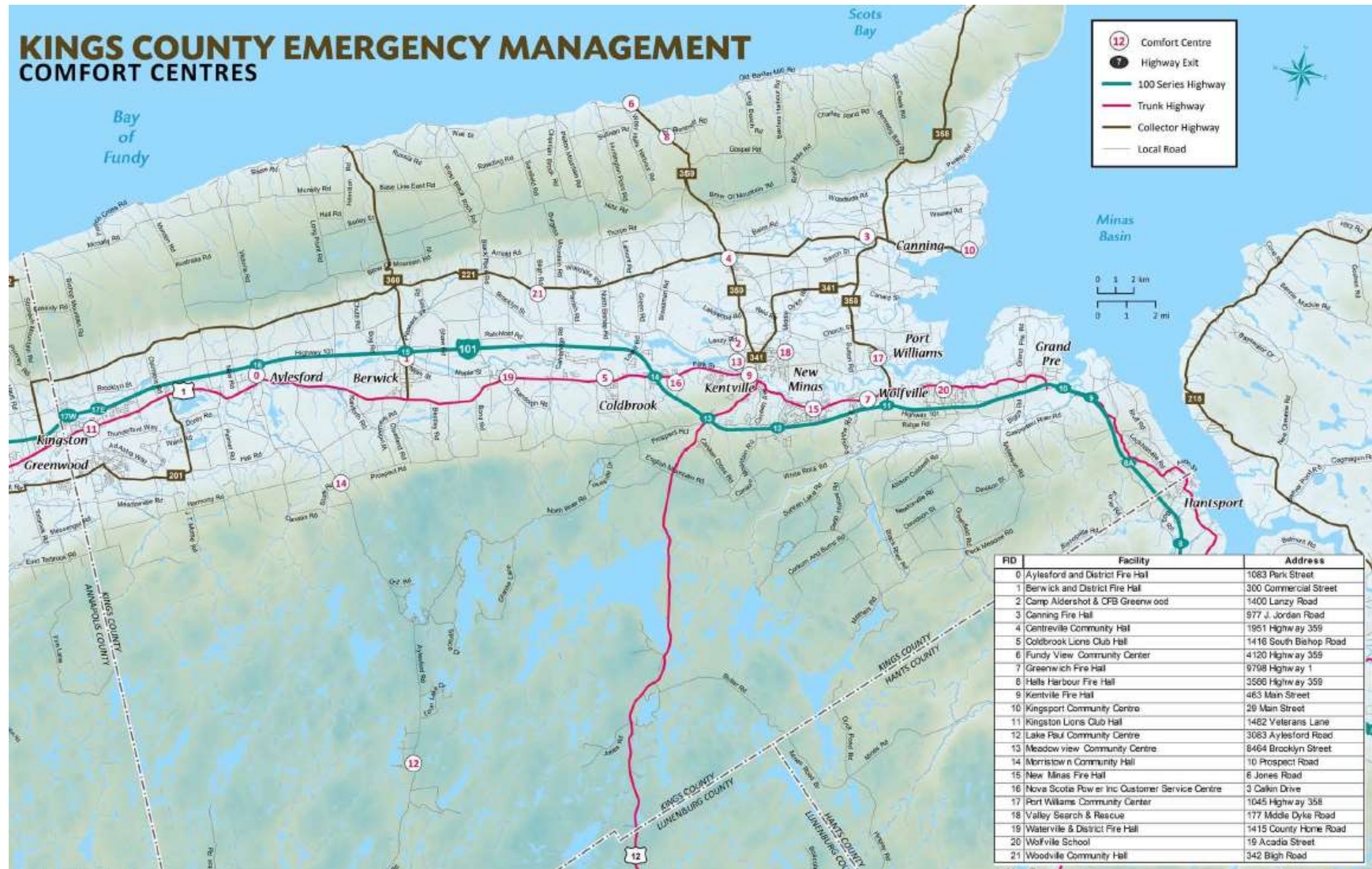
THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until \_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of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

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

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

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

## Annex B – Kings County Comfort Centres/Emergency Shelters



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

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

### Snow Storm

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

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

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

## Annex D – Winter Storm Event Checklist

### Pre-Incident Phase

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

## Response Phase

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

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

## Recovery Phase

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

## Annex E – Criteria for Public Weather Alerts

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

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



## Annex F – Lessons Learned – Winter Storm Disasters

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

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

DRAFT

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

### Winter Preparedness & Safety

#### Preparedness for Winter

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

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

#### Planning Ahead

##### Home

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

##### Vehicle Preparation

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

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

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

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

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

### **Personal Winter Safety**

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

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

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

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

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

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

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

#### Protecting Your Home

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

#### Facing the Cold

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

#### How to keep your car safe

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

### What are the Provincial Plowing Service Levels?

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

## Annex I – Winter Storms - References

### Federal

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

### Provincial

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

### Regional

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



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

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



## Annex K – Glossary

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

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



## Presentation to Committee of the Whole

**Subject:** Branding of The County of Kings

**Organization:** ptabbiner design + illustration

**Name of Presenter(s):** Pierre Tabbiner

**Date:** November 19, 2019

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### **Organization:**

*(Who) Summary of the organization you will represent: ptabbiner design + illustration is a full-service creative outlet located in Dartmouth, NS. Pierre Tabbiner has been working with Halifax's advertising agencies for over 15 years, and brings countless clients' and projects' worth of expertise and strategy as the awarded consultant for this project.*

### **Discussion:**

*(What) Brief summary of the topic you wish to discuss: We have begun the process of re-branding The Municipality of the County of Kings. In a short presentation, we would like to discuss the power of a brand and its values, and how best to represent a population when designing for a municipality.*

### **Request:**

*(Why) Please indicate the purpose of the presentation - is your organization requesting a commitment? (funding, letter of support, etc.) Or providing the presentation for information? The purpose of this presentation is to communicate the nature of the work, the approach that we'll be undertaking, and the goal that we've given ourselves.*



# Municipality of the County of Kings

## Request for Decision

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**TO** Committee of the Whole

**PREPARED BY** Rob Frost, Deputy Chief Administrative Officer

**MEETING DATE** November 19, 2019

**SUBJECT** Use of Innovation Hub in the New Municipal Building

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### **ORIGIN**

- May 21, 2019 Committee of the Whole [Request for Decision](#)
- June 13, 2019 Council motion

### **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council direct the CAO to utilize the Innovation Hub space as a Municipal Election Headquarters for the 2020 Municipal Election, and develop a long term innovation plan in partnership with the Valley Community Fibre Network.

### **INTENT**

Committee of the Whole to receive information regarding, and consider the possible usages of the innovation hub in the new municipal building.

### **DISCUSSION**

Following discussion at the May 21, 2019 Committee of the Whole meeting, Council passed the following motion on June 13, 2019:

*That Municipal Council direct the CAO to develop a draft policy/partnership for the use of the Incubation Centre in the new municipal building, and return to Committee for further review and acceptance.*

Potential partners in the community were consulted to evaluate interest and potential use of the innovation hub space in the new municipal building. Various models were discussed, including a non-profit organization, rental space, and straight incubation space. In order to offer space at less than market value, it would have to be run by a non-profit organization. If this model is not feasible, the Municipality is required to provide space at fair market value.

The Valley Regional Enterprise Network (VREN), Peopleworx, Annapolis Valley Chamber of Commerce, Hants-Kings Community Business Development Corporation (CBDC), and Acadia Entrepreneurship Centre (AEC) participated in the evaluation. The representatives of these organizations are of the opinion that being involved in the potential Innovation Hub is out of scope of their mandate, and in some cases in direct competition or duplication of the services they currently provide. In general, they believe the businesses that may use such space are either currently receiving services through other organizations, have their own current locations/home offices, or would not have a use for an innovation hub due to their nature. There was agreement that there may be a need for space that could be rented for meetings. It would be possible to create meeting space that could be rented on an as needed basis at market rates.

The demand for innovation hub space has been changing continuously over the past five years. The need for such space has been on a quick decline due to the accessibility of free wi-fi at many locations and due to support for businesses provided by organizations such as the VREN, AEC, CBDC and Peopleworx. The innovation hub model does still play a role in Nova Scotia, but mainly in more rural areas that do not have ready access to the services mentioned above.

The Municipality was also approached by i-Valley to set up a GigaPort within the new municipal building. According to i-Valley, "A gigaport is a High-speed network hub where Kings Municipality would offer



# Municipality of the County of Kings

## Request for Decision

leading-edge development space for organizations to build new digital-era businesses and linkages.” This concept has strong potential and would fit well with the Municipality’s current and potential projects as related to our broadband initiatives. Should this direction be pursued, Council would have to discuss available funding, and proper procurement methods would need to be followed.

Another concept that has been discussed is a Municipal Centre of Excellence. Such a centre would provide a space to invite students from the Dalhousie Master of Public Administration program, the NSCC Centre of Geographic Sciences, and others to come to participate in municipal problem solving on a rotational basis. This would be an opportunity for real municipal application by using the Municipality’s data and situations, or to work with other Municipal units from across the Province to address municipal issues that affect all Municipalities.

Lastly, one more consideration should be factored into any decision making: current office space availability. The Returning Officer and Deputy Returning Officer will soon be hired for the 2020 Municipal Election and they will need office space to conduct their business for the next year. As we are currently tight on additional work space, the Innovation Hub area would be a good location for them to work, as well as to function as an Election Headquarters to assist with the goal of increasing voter turnout.

### **FINANCIAL IMPLICATIONS**

- None at this time; properly equipping the space with required infrastructure to be included in budget discussions.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
✓	Economic Development	Supporting business growth and innovation
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	

### **ALTERNATIVES**

- Other uses of the space, which could include additional office space, daycare, or Councillor space

### **IMPLEMENTATION**

- CAO and staff proceed with direction provided by Council

### **COMMUNITY ENGAGEMENT**

- Consultation with potential users and partners for the Innovation Hub to explore the need and possible use of the space

### **APPENDICES**

- None

### **APPROVALS**

Scott Conrod, Chief Administrative Officer

Date: November 13, 2019



# Municipality of the County of Kings

## Request for Decision

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**TO** Committee of the Whole

**PREPARED BY** Mark Strickland, Business Development Specialist

**MEETING DATE** November 19, 2019

**SUBJECT** Sale of Cambridge Business Park Lots

---

### **ORIGIN**

- July 31, 2019 report in closed session

### **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council deem the properties described as PIDs 55531388 and 55531511 as surplus and instruct the CAO to sell same by tender, with stipulations that the successful bidder(s) on the above noted PIDs and PID 55531396 be required to develop the property within two years of a signed Agreement and that tender evaluations be based on sale values, proposed use, and construction values.

### **INTENT**

For Committee of the Whole to consider the lots PID 55531388 and PID 55531511 in the Cambridge Business Park surplus and consider selling by way of tender.

### **DISCUSSION**

#### Cambridge Municipal Holdings

The Cambridge Business Park was created with the lands remaining after sale of a portion of the Municipal Airport to Michelin Tire North America. The remaining lands were subdivided to partially address the lack of shovel-ready commercial lands within the Municipality (see Appendix A). The majority of the lots were sold within the first few months of the Park being established.

There are presently three remaining lots:

- Lot # 1 (PID 55531396) with a hangar and 25,640<sup>2</sup> ft of land (approved for sale by tender on July 3, 2018)
- Lot # 12 (PID 55531511) with approximately 3.85 acres of land
- Lot # 13 (PID 55531388) with approximately 31,800<sup>2</sup> ft, which was created upon completion of the final road design

Tenders in this regard relate to the broader strategic objective of generating new commercial assessment within the Municipality. Given this strategic direction, it is recommended that the:

- structure and evaluation of tenders include price, proposed use, and estimated value of construction; and
- conveyance include a requirement for development to proceed within two-years of a signed Purchase and Sale Agreement.

#### Sale Proceeds and the New Engineering and Public Works Building

In closed session on July 31, 2019, Council instructed the CAO to proceed per the Request for Decision Report titled "New EPW Building Site Location, Costing, and Financing Plan". Per that instruction, sale proceeds of the Cambridge lots described herein are to be applied to costs of constructing the new Engineering and Public Works building.



# Municipality of the County of Kings

## Request for Decision

### Sale of Municipal Property - Procedures and Authority

Section 50 (5) (b) *Municipal Government Act* (MGA) stipulates:

(5) A municipality may

(b) sell property at market value when the property is no longer required for the purposes of the municipality;

As detailed in the MGA Information Bulletin #33 Municipal Property: Transfer and Sale, “Market value is generally defined as the amount a willing seller would take and a buyer would pay for the property in question. In order to ensure municipalities receive market value for land, it should be sold by tender. This provides reasonably satisfactory evidence that the best price is being obtained. Alternatively, property can be listed for sale with a realtor at the recommended price. When a private transition is arranged, an appraisal may be the best way to protect the municipality”.

### **FINANCIAL IMPLICATIONS**

Accounting for sale proceeds are to be in accordance with the Nova Scotia Financial Accounting and Reporting Manual as published by the Nova Scotia Department of Municipal Affairs and Housing, with the proceeds of sale being applied to the construction costs of the new Engineering and Public Works Building.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
✓	Economic Development	Development and sale of commercial lots
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	

### **ALTERNATIVES**

- That a commercial realtor be engaged to sell the lots.
- That an accredited commercial appraiser be engaged to verify acceptability of bids submitted under either a municipal tendering process or through a commercial realtor.

### **IMPLEMENTATION**

- Council December 3, 2019 - final approval
- Tender documentation prepared
- Tender released week of January 13, 2020
- Tender submissions received by February 10, 2020
- Purchase and Sale Agreements implemented by March 31, 2020

### **COMMUNITY ENGAGEMENT**

- The public procurement process.



# Municipality of the County of Kings

## Request for Decision

### APPENDICES

- Appendix A: Map of Cambridge Business Park

### APPROVALS

Rob Frost, Deputy Chief Administrative Officer

Date: November 8, 2019

Scott Conrod, Chief Administrative Officer

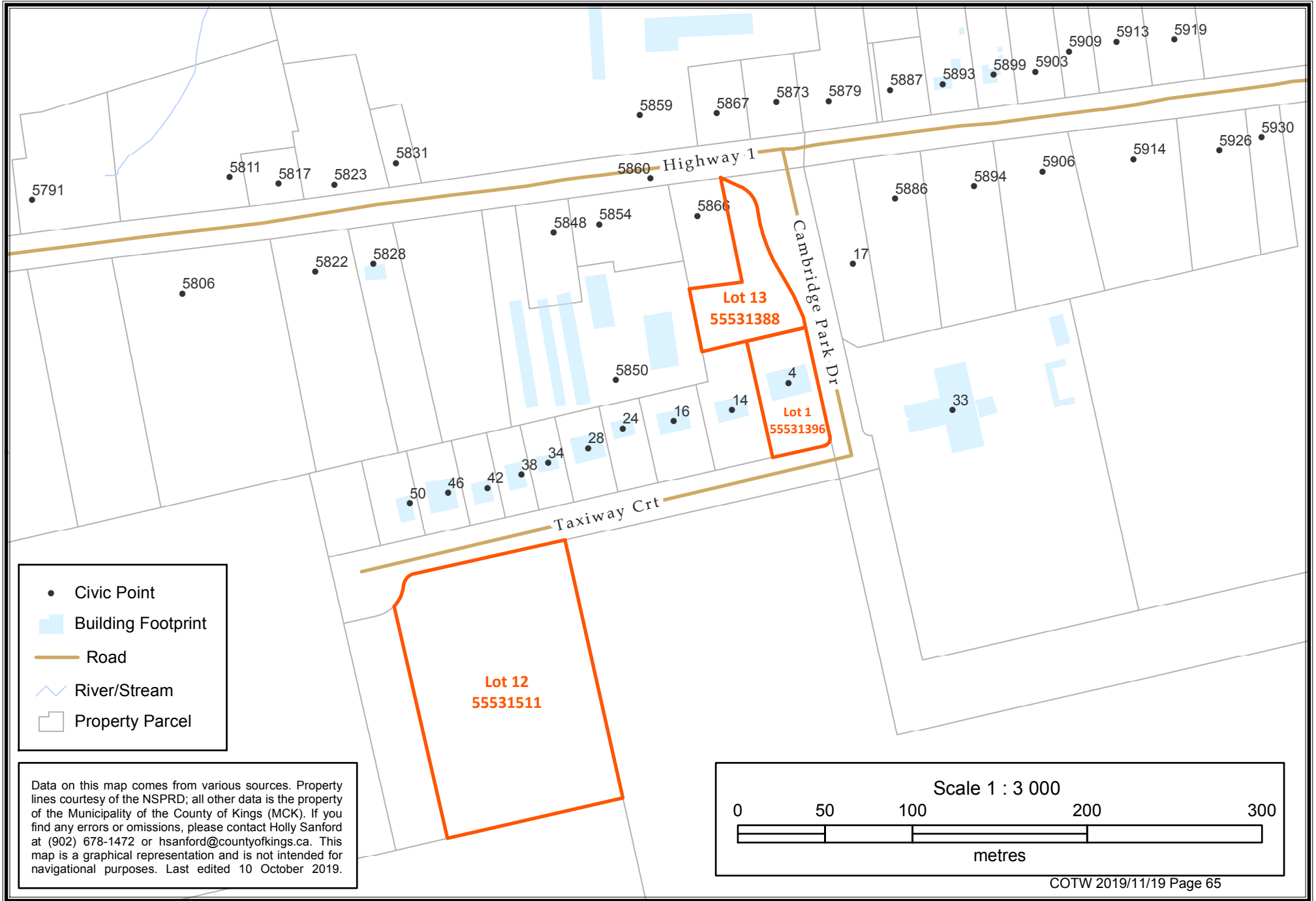
Date: November 13, 2019





# Cambridge Business Park

55531396 (Lot 1), 55531511 (Lot 12), and 55531388 (Lot 13)





# Municipality of the County of Kings

## Briefing

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Emily Kennedy, Climate Change Coordinator
<b>MEETING DATE</b>	November 19, 2019
<b>SUBJECT</b>	Update - Climate Change Coordinator Activities

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### **ORIGIN**

- September 9, 2019 – Hiring of Climate Change Coordinator
- Quarterly update to Council per requirements of Federation of Canadian Municipalities funding

### **RECOMMENDATION**

That the Committee of the Whole receive the Briefing on the Climate Change Coordinator's activities as information.

### **INTENT**

To update Committee of the Whole on activities of the Climate Change Coordinator.

### **DISCUSSION**

Per terms of the Federation of Canadian Municipalities (FCM) funding agreement, the mandate of the Climate Change Coordinator position is to:

1. Assess where the Municipality stands from a Climate Change adaptation standpoint;
2. Develop steps moving forward; and
3. Develop metrics to track implementation.

As part of the assessment identified in item 1 above, the Municipality has made several efforts to acknowledge and act in an environmentally sustainable manner. The creation of a Climate Change Coordinator position is but one of those initiatives. Also, the 2010 Integrated Community Sustainability Plan (ICSP) and 2013 Municipal Climate Change Action Plan (MCCAP) both outline some of the potential threats to the region because of Climate Change. Both of these documents are the result of community engagement and serve as a starting point moving forward. However, they do not provide any actions related to mitigating or adapting to these threats. This will be part of the Climate Change Coordinator's role.

The new Municipal Complex is another example of the Municipality's commitment to environmental initiatives, which can be seen through a number of features within the building, e.g., reduced energy use compared to the former municipal building.

Since September, a number of tasks have been underway that relate to the FCM funding milestones. These tasks include identifying internal and external stakeholders, creating an internal Green Team to examine corporate operations, and assessing current municipal policies as a means of identifying gaps.

Baseline data from the ICSP and MCCAP are currently being compiled, as this is necessary to determine the current state of Climate Change in the region. These documents speak to constraints and potential impacts of Climate Change locally. This work will also require further engagement of which the objectives are twofold: to provide educational tools related to Climate Change and to host opportunities for residents of the Municipality to share insights and concerns. The latter will provide an update on the current state of Climate Change in the region and is an important component of the development of the Climate Change Adaptation Plan.



# Municipality of the County of Kings

## Briefing

On engagement, a presentation on Environmental Justice and Racism was delivered to the Diversity Kings County Committee. A collaborative presentation with Dr. Edith Callaghan from Acadia University has also taken place at Central Kings High School. A specific engagement strategy is currently in the planning stage and will play an important part in the development of environmental and Climate Change related initiatives throughout the duration of the position.

In addition to these efforts, FCM has outlined a number of milestones for Years 1 and 2 of the funding. By the end of the first year, community engagement and educational tools will be developed and implemented. Municipal objectives of Climate Change adaptation and risk will be defined, along with a list of adaptation measures and best practices. A Monitoring and Evaluation Strategy for the Municipal Climate Change Adaptation Policy will be developed, along with the policy itself. The MCCAP will also be updated.

In Year 2, a budget for the implementation of priority items identified in Year 1 will be developed. The updated MCCAP and related Policy will be implemented following successful approval from Council. Further milestones are likely to be added to Year 2 and will be updated as they arise.

### **FINANCIAL IMPLICATIONS**

- No immediate financial implications.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
✓	Good Governance	Activity update in accordance with FCM funding Agreement
✓	Environmental Stewardship	Supports efforts and commitment to environmental action
	Economic Development	
	Strong Communities	
✓	Financial Sustainability	Supports Asset Management activities
	Supports a Strategic Project	
	Supports a Core Program Enhancement	

### **ALTERNATIVES**

- No alternatives recommended.

### **IMPLEMENTATION**

- No applicable.

### **COMMUNITY ENGAGEMENT**

- No community engagement was undertaken for this report.

### **APPENDICES**

- Appendix A: FCM Milestone Schedule, Years 1 and 2

### **APPROVALS**

Scott Quinn, Director, Engineering and Public Works, Lands and Park Services

Date: November 12, 2019

Scott Conrod, Chief Administrative Officer

Date: November 12, 2019

<b>Milestone 2</b> <b>Year 1</b> <b>(September 2019 - February 2020)</b>		September				October					November				December				January					February			
		Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4
1	Identification of project stakeholders																										
2	Creation of project team																										
3	Project team meetings																										
4	Development of strategy for engaging external stakeholders																										
5	Community of practice																										
6	Consultation with stakeholders																										
7	Gather baseline data on current state of Municipality																										
8	Research and develop list of current climate change impacts and affected municipal services																										
9	Analysis and prioritization of risks to Municipality																										
10	Research on policy issues and constraints surrounding climate change adaptation in the region																										
11	Define municipal objectives on climate change adaptation and risk																										
12	Assemble cross-functional climate adaptation steering committee to oversee planning and development																										
13	Preparation of reports to FCM																										

<b>Milestone 3</b> <b>Year 1</b> <b>(March 2020 - August 2020)</b>		March				April					May				June				July					August			
		Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4
1	Define vision, objectives and actions for Climate Adaptation																										
2	Review of best practices in climate change adaptation																										
3	Creation of initial list of adaptaion measures to be implemented																										
4	Development of strategy to monitor and evaluate progress																										
5	Write municipal climate change adaptaion plan																										
6	Develop municipal policy detailing organization commitment to climate adaptation																										
7	Develop guidelines and criteria for local and regional climate adaptation																										
8	Needs assessment of municipal informations systems to support climate change initiatives																										
9	Present climate change adaptation plan to council for approval of plan and proposed initiatives																										
10	Project team meetings																										
11	Community of practice																										
12	Consultation with stakeholders																										
13	Collection of supporting documents and preparation of reports to FCM																										

<b>Milestone 4</b> <b>Year 2</b> <b>(September 2020 - February 2021)</b>		September					October				November				December				January					February			
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4
1	Assignment of "easy wins" to relevant municipal departments																										
2	Development of budget for implementation of priority actions																										
3	Project team provides support to municipal departments implementing actions identified																										
4	Leveraging information from IS needs assessment to implement monitoring and evaluation																										
5	Project team meetings																										
6	Community of practice																										
7	Consultation with stakeholders																										
8	Collection of supporting documents and preparation of reports to FCM																										



# Municipality of the County of Kings

## Request for Decision

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**TO** Committee of the Whole

**PREPARED BY** Scott Conrod, Chief Administrative Officer  
Scott Quinn, Director Engineering and Public Works, Lands and Park Services

**MEETING DATE** November 19, 2019

**SUBJECT** New EPW Building Site Location

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### **ORIGIN**

- December 15, 2015 Council motion
- June 6, 2017 Council motion
- July 31, 2019 Request for Decision Report (in closed session per s.22(2)(e) *Municipal Government Act*) *New EPW Building Site Location, Costing, and Financing Plan*

### **RECOMMENDATION**

The Committee of the Whole recommend Municipal Council:

Provide notice of motion to rescind the following June 6, 2017 motion:

*That Municipal Council confirm that the Municipal Public Works Building be located on a site separate from the Municipal Administration Building.*

Acknowledge the purchase of approximate 20,000 ft<sup>2</sup> of land from Coldbrook Electric Supply Company Ltd. for the purchase price of \$52,750 (net of HST), for the purpose of constructing the new Engineering and Public Works Building;

Authorize the CAO to:

1. Revise the 2016 design of the new Engineering and Public Works Building by increasing the square footage from approximately 6,032 to 6,782; and
2. Issue tenders for design and construction of the new Engineering and Public Works Building on lands owned and acquired by the Municipality adjacent to 181 Coldbrook Village Park Drive.

### **INTENT**

For Committee of the Whole to recommend approval to proceed with design and construction of the new Engineering and Public Works (EPW) Building on lands owned and acquired by the Municipality adjacent to 181 Coldbrook Village Park Drive.

### **DISCUSSION**

On December 15, 2015, Council resolved to construct the new EPW Building on the same site as the new Administration Building. On June 6, 2017, Council further resolved to not construct the new EPW at 181 Coldbrook Village Park Drive, in part due to space limitations.

In accordance with the July 31, 2019 Request for Decision, which was addressed in closed session due to commercial negotiations, Council instructed that the CAO proceed with the purchase of a portion of an adjacent lot owned by Coldbrook Electric Supply Company Ltd. This acquisition of lands, together with lands already owned by the Municipality, provides adequate area to co-locate the Administration building and EPW Building on the consolidated lot. As a result of this acquisition, the June 6, 2017 Council motion should be rescinded.



# Municipality of the County of Kings

## Request for Decision

The July 31, 2019 Request for Decision evaluated four possible locations: one parcel owned by the Municipality, and three owned privately. The siting analysis considered both capital and operating costs of potential sites. The Municipally-owned site was eliminated due to anticipated higher operating costs (travel time to-and-from the majority of municipal facilities). The Coldbrook Electric Supply Company Ltd. site was the most cost effective from both an operational and capital perspective, e.g. existing central services, lower site preparation costs, and the potential use of geothermal wells servicing the Administration Building.

Per July 31, 2019 Council instruction, a draft Request for Proposals has been developed to solicit bids from qualified vendors for design of the new EPW Building which includes:

- Increased square footage by 750 ft<sup>2</sup> to accommodate for long term file storage and 2-4 work stations; and
- Energy efficiencies, e.g. including projections for a net zero build.

Subject to review and acceptance of a design by Council, staff will proceed with a call for construction tenders.

### **FINANCIAL IMPLICATIONS**

- Project budget identified and approved as part of 2019/20 Capital Budget.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
✓	Supports a Strategic Project	Completion of new Administration and EPW facilities
	Supports a Core Program Enhancement	

### **ALTERNATIVES**

- None recommended.

### **IMPLEMENTATION**

- Council services notice of motion to rescind June 6, 2017 motion.
- Council rescinds June 6, 2017 motion.
- Design RFP issued; staff will return to Committee of the Whole with results of the RFP and recommendation.

### **COMMUNITY ENGAGEMENT**

- 2017: Three public consultation sessions in addition to three Council/Committee meetings.

### **APPENDICES**

- None



# Municipality of the County of Kings

## Request for Decision

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**TO** Committee of the Whole

**PREPARED BY** Nichole Gilbert, Coordinator of Recreation Services

**MEETING DATE** November 19, 2019

**SUBJECT** Annual Volunteer Celebration & Awards Policy

---

### **ORIGIN**

- March 5, 2019 Council motion

### **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council provide seven days' notice to adopt Policy PARS-08-002: Annual Volunteer Celebration & Awards as detailed in the November 19, 2019 Request for Decision.

### **INTENT**

For the Committee to review and recommend adoption of Policy PARS-08-022: Annual Volunteer Celebration & Awards.

### **DISCUSSION**

At the March 5, 2019 Council meeting, the following motion was passed:

*That Council approve the Port Williams Lions Club as the location for the 2019 Kings County Volunteer Celebration on April 10, 2019 and direct the CAO to develop a policy regarding the Volunteer Celebration for future years.*

The draft Annual Volunteer Celebration & Awards Policy has been developed to provide direction for staff to organize and execute the annual event in Kings County.

The event takes place during (or close to) National Volunteer week in April each year. The event has previously been held at multiple locations across the County including: Berwick Lions Club, Port Williams Lions Club, and the Kingston Legion. The celebration has grown from 125 attendees in 2015, to more than 200 in 2019.

Through a Request for Quotation, the Policy directs that vendors and venues must meet the following criteria:

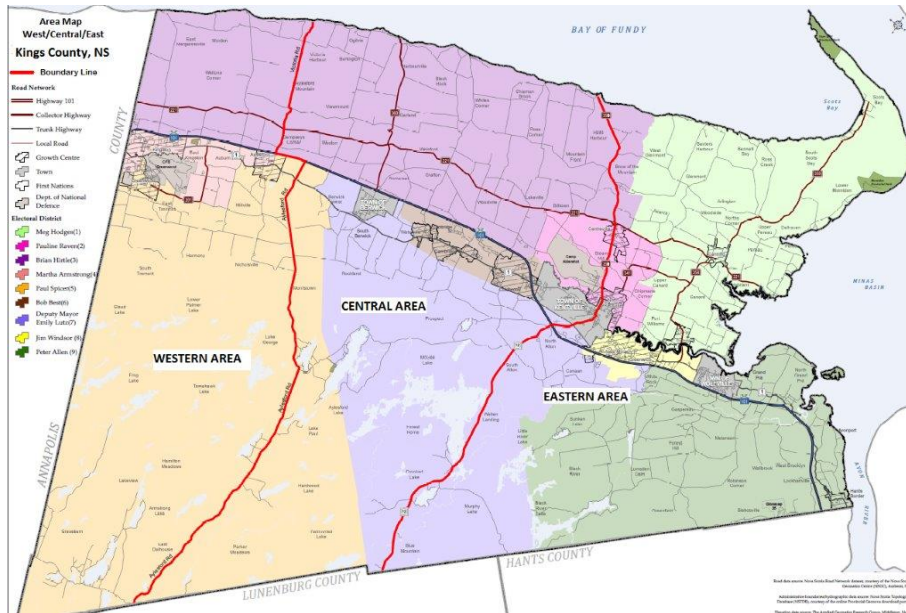
- Can accommodate between 150-300 people for a seated meal.
- Onsite service including:
  - full meal service (possibly in partnership with a separate entity);
  - clean up; and
  - space for entertainment.
- Submission of a written quotation for total cost of celebration

The draft Policy reflects Council's preference to award the contract to a non-profit organization. Additionally, the Request for Quotation shall be issued in accordance with the Municipality's Procurement Policy.

The Policy recommends that Kings County be divided into three geographical regions: Western, Central, and Eastern. These regions are detailed in the Policy and depicted as:



# Municipality of the County of Kings Request for Decision



The volunteer celebration will rotate through each of the three regions. A Request for Quotations will be available for organizations on the County of Kings website and sent to organizations in hosting area for that year asking for a quote for hosting the event.

The Policy will support three volunteer awards: Volunteer of the Year, Ted Meldrum Award, and the Youth Volunteer of the Year. Additional details are contained in s.2.5 of the Policy.

The Youth Volunteer of the year award is newly proposed for the Municipality. This award would honour the contribution and dedication of a Kings County youth for their community service and volunteerism. Staff propose the award would be available to all youth between the ages of 13-24 years of age. This age aligns with the age set by the provincial volunteer award criteria.

### **FINANCIAL IMPLICATIONS**

- There are no immediate financial implications of the recommendation. In fiscal year 2019/20, \$7,000 was budgeted for annual celebration from GL 01-2-271-136.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
✓	Good Governance	Policy development to ensure accuracy and efficiency
	Environmental Stewardship	
	Economic Development	
✓	Strong Communities	The Policy supports volunteerism and the work of community organizations, individuals, and groups
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	

### **ALTERNATIVES**

- Committee of the Whole refer the matter back for further review.





# Municipality of the County of Kings

## Request for Decision

### **IMPLEMENTATION**

- Policy will be added to the municipal website.
- Volunteer Celebration will take place annually based on Policy.

### **COMMUNITY ENGAGEMENT**

- Policy development is reflective of feedback provided from Municipal Council.
- The seven days' notice to Council per s. 48(1) *Municipal Government Act* provides an opportunity for public comment prior to adoption.

### **APPENDICES**

- Appendix A: Policy PARS-08-002: Annual Volunteer Celebration & Awards

### **APPROVALS**

Rob Frost, Deputy Chief Administrative Officer      Date: November 8, 2019

Scott Conrod, Chief Administrative Officer      Date: November 13, 2019



## MUNICIPALITY OF THE COUNTY OF KINGS

### Annual Volunteer Celebration & Awards

**Creation Date:** October 2019

**Approval Date:**

**Revision Date:**

**Policy Category:** Parks & Recreation Services

**Next Review Date:** October 2023

#### 1. Purpose

The Municipality of the County of Kings (“the Municipality”) proudly supports the many volunteers that selflessly contribute time and resources to enriching and nurturing communities. This Policy establishes guidelines relating to planning and implementing an annual volunteer celebration.

This Policy ensures volunteerism is celebrated annually and that there are clear guidelines and fair opportunities for organizations to host the event across Kings County.

#### 2. Policy

2.1 The Municipality will host a volunteer celebration each year during National Volunteer Week. The celebration will include a meal, entertainment, and award presentations for the following:

- All Volunteer of the Year nominees;
- Kings County Volunteer of the Year;
- Ted Meldrum Award; and
- Youth Volunteer of the Year.

2.2 Regions

The volunteer celebration will be hosted in one of three regions of the County depicted in Schedule A of this Policy. Each year the event will rotate to a different region. The three regions shall be Eastern, Central, and Western, and are described as:

- Western Area: The part of the Municipality which borders with Annapolis County and the Municipality of the District of Lunenburg to Victoria Road to Highway 1 to Aylesford Road.
- Central Area: The part of the Municipality which borders Aylesford Road to Highway 1 to Victoria Road, extending to the border with the Municipality of the District of Lunenburg, and to Highway 12 to Highway 359.
- Eastern Area: The part of the Municipality which borders Highway 12 to Highway 359, the Municipality of the District of West Hants and the Municipality of the District of Lunenburg.

**DRAFT**



## MUNICIPALITY OF THE COUNTY OF KINGS Annual Volunteer Celebration & Awards

- 2.3 Venue Selection & Procurement Policy FIN-05-006  
The Procurement Policy shall guide the venue selection process. Venues that can accommodate the below criteria shall be considered on a rotating basis in order to support a variety of non-profit organizations.
- A Request for Quotations (RFQ) shall be posted on the Municipality's website annually and sent to all known non-profit associations within the designated region meeting the following criteria:
- Can accommodate between 150 - 300 people for a seated meal.
  - Full onsite service including:
    - full meal service (possibly in partnership with a separate entity);
    - clean up; and
    - space for entertainment.
  - Submission of a written quotation for total cost of celebration:
    - Without limitation, the Request for Quotation shall also be issued in accordance with the Municipality's Procurement Policy.
  - Priority will be given to a non-profit organization.
- 2.4 Invitation to Celebration  
Each year, staff will make invitations available to all known organizations with volunteers to permit two volunteers from each organization to be honoured at the celebration.
- Depending on available space and anticipated attendance, additional invitations may be available for Councillors to distribute collectively to individuals or community organizations.
- 2.5 Awards  
The volunteer awards recognize individuals from the Municipality for their volunteer contributions.

### Volunteer of the Year Award

The Volunteer of the Year Award honours one individual's contributions and dedication to their community through community service.

**DRAFT**



## MUNICIPALITY OF THE COUNTY OF KINGS Annual Volunteer Celebration & Awards

The selected volunteer shall be notified by the designated staff person and will be invited to attend the provincial volunteer awards ceremony.

### Ted Meldrum Award

Ted Meldrum, a former employee of the Municipality, was an active volunteer – particularly in the recreation field. In memory of Ted Meldrum, this award honours an individual who demonstrates an enthusiasm for community through volunteerism.

The selected volunteer shall be announced at the volunteer celebration.

### Youth Volunteer of the Year Award

The youth volunteer of the year award honours one youth's contribution and dedication to their community through community service. The award is open to all youth between the ages of 13-24 years of age. The selected age coincides with the age set by the provincial volunteer award criteria.

The selected youth volunteer will be notified by the designated staff person.

### Selection and Awarding

- A call for nominations for all awards will be issued in December each year. The call shall be posted on the Municipality's website and e-mailed to the community volunteer distribution list.
- All nominations will be reviewed by the Mayor and Deputy Mayor. Nominees will be assessed on the following criteria: variety of service, years of service, impact of service, and time committed to volunteerism.

### **3. Roles and Responsibilities**

#### 3.1 Municipal Council will:

- 3.1.1 allocate a budget for the Volunteer Celebration & Awards during annual budget deliberations;
- 3.1.2 distribute additional celebration invitations to deserving individuals and volunteer organizations within their districts who are not already attending;
- 3.1.3 serve attendees at the annual celebration event;
- 3.1.4 provide direction to the Chief Administrative Officer regarding future volunteer events; and

**DRAFT**



## MUNICIPALITY OF THE COUNTY OF KINGS Annual Volunteer Celebration & Awards

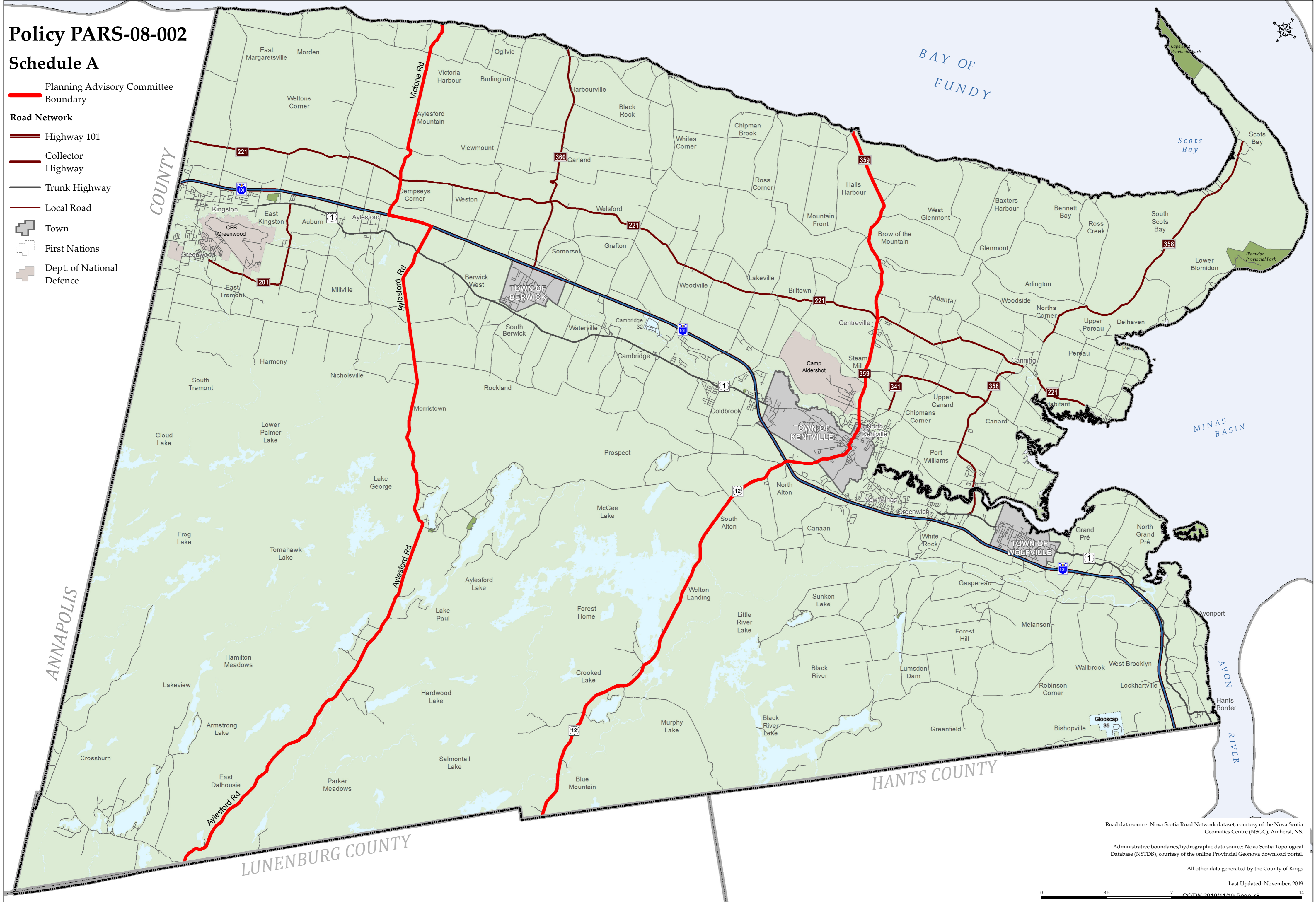
- 3.1.5 Mayor and Deputy Mayor will review and score applications and select volunteer award winners.
- 3.2 The Chief Administrative Officer will:
  - 3.2.1 identify necessary revisions to this Policy; and
  - 3.2.2 provide updates regarding volunteer celebrations to Council as necessary.
- 3.3 Staff will:
  - 3.3.1 implement the Volunteer Policy;
  - 3.3.2 annually reach out to local community groups for invitees/award applicants;
  - 3.3.3 create an RFQ and post in a timely manner; reach out to local venues for proposals;
  - 3.3.4 conduct and evaluate annual celebration to make any necessary adjustments for following year celebration.
- 4. **Schedules**
  - Schedule A: Area Boundary Map
  - Schedule B: Volunteer Scoring Criteria

**DRAFT**

# Policy PARS-08-002

## Schedule A

- Planning Advisory Committee Boundary
- Road Network
  - Highway 101
  - Collector Highway
  - Trunk Highway
  - Local Road
- Town
- First Nations
- Dept. of National Defence



Road data source: Nova Scotia Road Network dataset, courtesy of the Nova Scotia Geomatics Centre (NSGC), Amherst, NS.

Administrative boundaries/hydrographic data source: Nova Scotia Topological Database (NSTDB), courtesy of the online Provincial Geonova download portal.

All other data generated by the County of Kings

Last Updated: November, 2019



**Policy PARS-08-002  
Schedule B**

**Municipality of the County of Kings - Volunteer of the Year**

Volunteer Nominee	Variety of Service (10 Points)	Years of Service (10 Points)	Impact of Service (10 Points)	Time Commitment (10 Points)	Total
					/40
					/40
					/40
					/40
					/40
					/40
					/40
					/40

**Municipality of the County of Kings - Ted Meldrum**

Volunteer Nominee	Variety of Service (10 Points)	Years of Service (10 Points)	Quality of Service (10 Points)	Time Commitment (10 Points)	Total
					/40
					/40
					/40
					/40
					/40
					/40
					/40
					/40

**Municipality of the County of Kings - Youth Volunteer**

Volunteer Nominee	Variety of Service (10 Points)	Years of Service (10 Points)	Quality of Service (10 Points)	Time Commitment (10 Points)	Total
					/40
					/40
					/40
					/40
					/40
					/40
					/40
					/40



# Municipality of the County of Kings

## Briefing

**TO** Committee of the Whole

**PREPARED BY** Ashley Brooker, Active Living Coordinator

**MEETING DATE** November 19, 2019

**SUBJECT** Trails and Active Transportation

### **ORIGIN**

- First introduction to Council.

### **RECOMMENDATION**

That Committee of the Whole accept the November 19, 2019 presentation on Trails and Active Transportation as information.

### **INTENT**

For Committee of the Whole to receive information related to an application pending under the provincial Connect 2 Program.

### **DISCUSSION**

A number of stakeholders, including the Annapolis Valley Trails Coalition, have been discussing the relationship among trails, active transportation, and active living. With Council adoption of the [Sidewalk Construction Priority List Policy](#) (February 5, 2019) and the [Speed Display Device Priority List Policy](#) (September 3, 2019), trails and active transportation are now formally linked to several municipal Policies.

To take advantage of funding opportunities, provincial paving projects, and future development of the Active Transportation network in the Municipality, the Municipality requires an Active Transportation Plan. An application has been submitted to the Connect 2 Program for assistance in the funding of such Plan. Staff will be returning to Council with a suggested Terms of Reference for assembling this Plan by the January 2020 Committee of the Whole.

### **FINANCIAL IMPLICATIONS**

- There are no financial implications at this time. Municipal cost sharing may be required should a grant be received to pursue an Active Transportation Plan.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Good Governance	
✓	Environmental Stewardship	Active transportation helps support reduced greenhouse gas emissions.
	Economic Development	
✓	Strong Communities	Trails and active transportation are core elements of efforts to develop vibrant, resilient, and sustainable communities.
	Financial Sustainability	
	Supports a Strategic Project	

### **ALTERNATIVES**

- No alternatives are recommended.





# Municipality of the County of Kings

## Briefing

### **IMPLEMENTATION**

- Implementation will be determined at a future date.

### **COMMUNITY ENGAGEMENT**

- November 2017 – Citizens Survey on physical activity was completed which highlighted active transportation and trails for recreation and active living.
- Additional information gathered in the development of the Recreation Needs Assessment.

### **APPENDICES**

- Appendix A: Presentation

### **APPROVALS**

Rob Frost, Deputy Chief Administrative Officer

Date: November 8, 2019

Scott Conrod, Chief Administrative Officer

Date: November 15, 2019



# Trails & Active Transportation

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*Connecting our communities*

Ashley Brooker, Active Living Coordinator  
Committee of the Whole  
November 19, 2019



**MUNICIPALITY OF THE  
COUNTY OF KINGS**

# Presentation Overview

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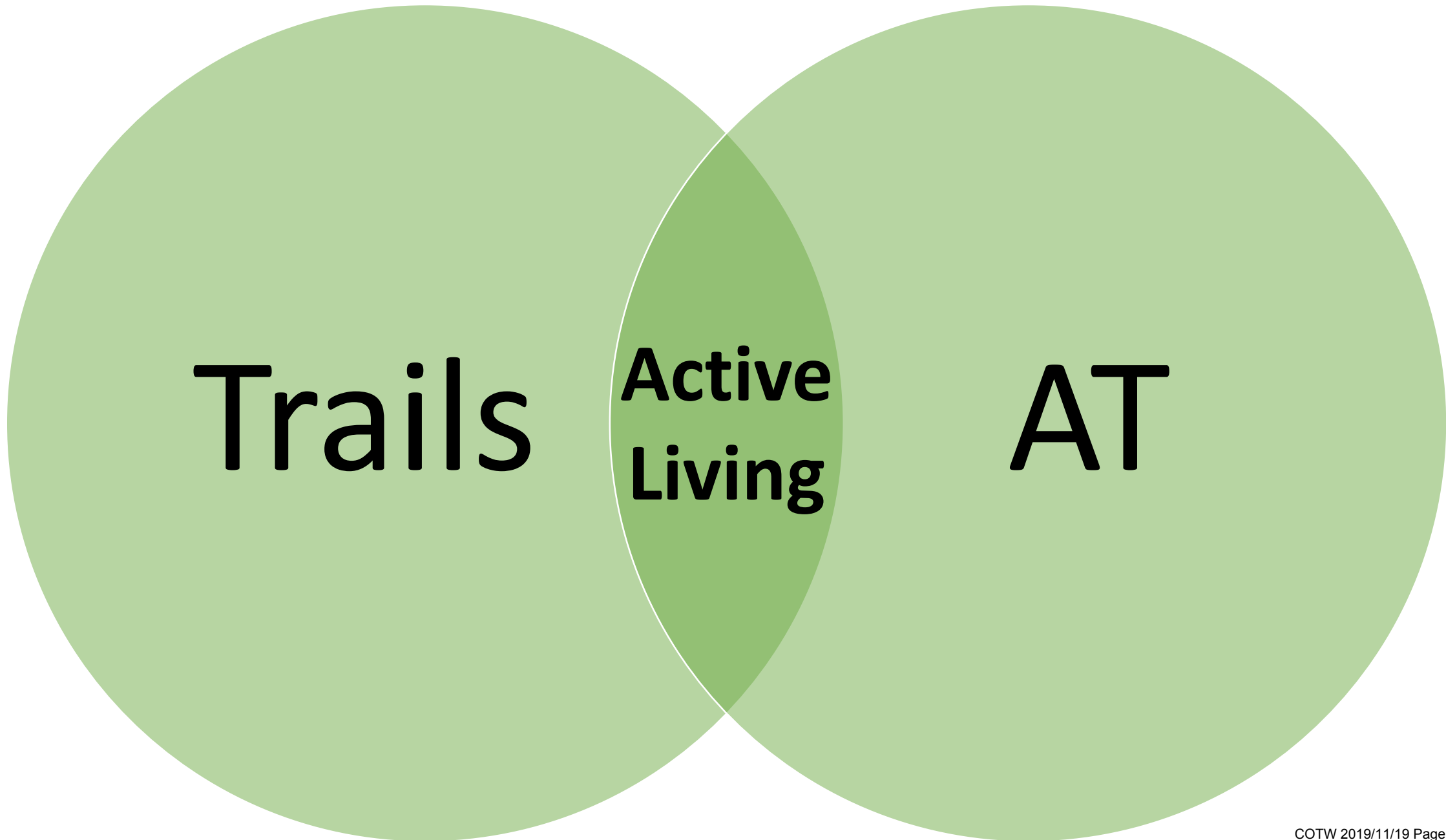
Investments in Trails

Vision & Strategic Plan for Trails

Challenges

Opportunity





**Trails**

**Active  
Living**

**AT**

# Trails vs Active Transportation

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Trails: a marked or established path or route especially through nature

Active Transportation:  
using your own power to  
get from one place to  
another



# Investments in Trails

AVTC: \$20,000

Park, Playground, and Trail  
Maintenance & Development

Grant: \$170,000

(\$77,419 to trail groups 2019/20)



# Vision & Strategic Plan For Trails (2009)

*The Municipality of the County of Kings shall support residents and groups within its boundaries and cooperate with others outside its jurisdiction to develop a comprehensive, safe trails network connecting communities, workplaces, and facilities for Active Transportation and healthy recreation.*



# Vision & Strategic Plan For Trails (2009)

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## Priorities

1. Linkage by a network of trail systems
2. Safe and accessible routes for cyclists and pedestrians
3. Encourage coordinated action of all users and trails groups working together





# Active Transportation vs Active Living

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Active Transportation: using your own power to get from one place to another

Active Living: A way of life in which physical, social, mental, emotional and spiritual activities are valued and are integrated into daily living



# Active Transportation vs Active Living Strategies

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Active Transportation: a pillar  
within Active Living

Active Living: extends beyond  
Active Transportation,  
encompasses other pillars to  
Active Living



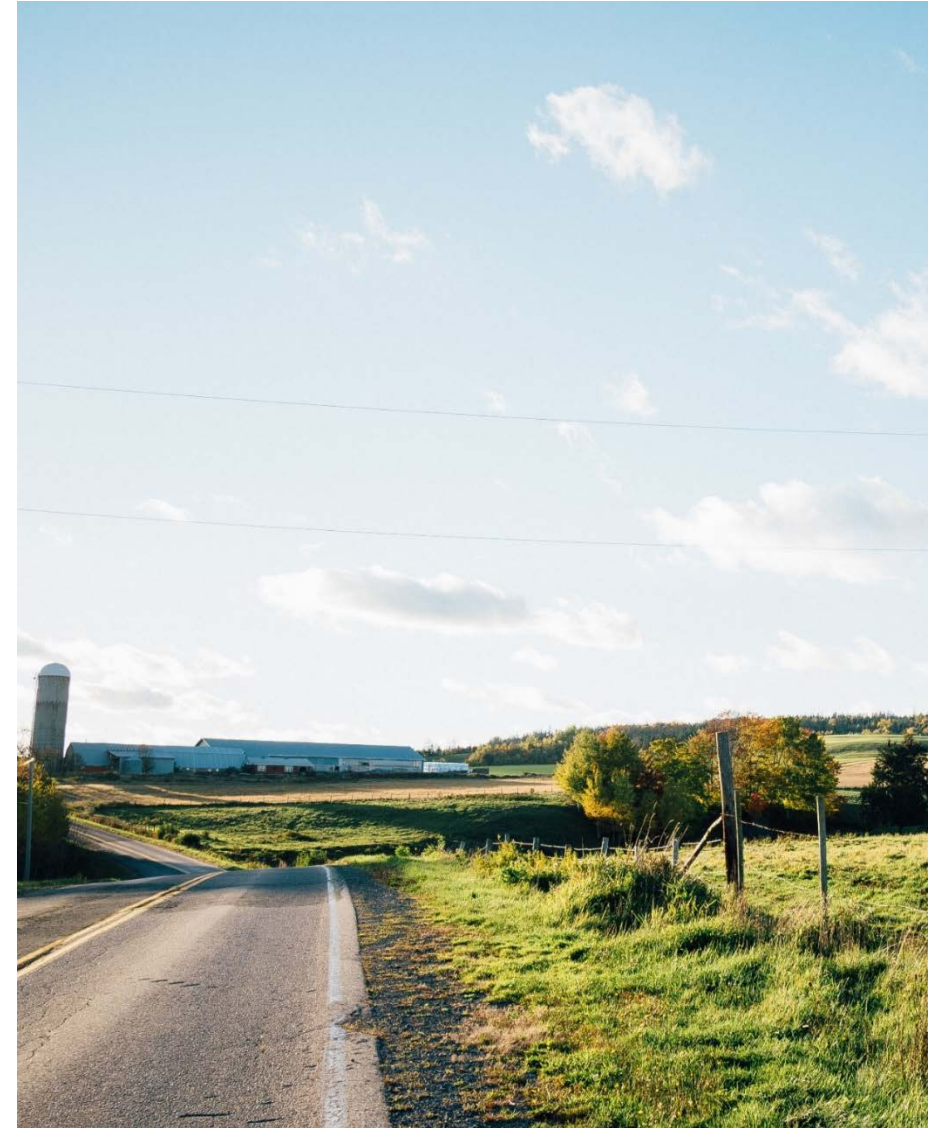
# Challenges

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How do we make room for a bike lane?

How do we widen the road or add a paved shoulder?

How can we better connect our communities to the Harvest Moon Trail or Highway 1?



# The Opportunity

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Connect2: provincial grant administered by Department of Energy & Mines.

*Connect2 is about providing more mobility options to more people, and greater connectivity between the places we need to go.*



# Community Need

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In the 2017 PA Citizens Survey:

- 78 % indicated they did not use a bicycle as a means of transportation
  - 49% indicated they wished to make this change
- 54% noted they did not use walking as a primary mode of transportation
  - 66% said they would like to



# Project Goal

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Create a comprehensive Active Transportation Plan to inform an Active Transportation Policy

*By generating and implementing an AT plan, we would be opening further possibilities to make our region a safer, more active and healthy place to live, work, learn and play.*



# Proposed Project Timeline

## Project Phases

Milestone date

### Phase 1: Terms of Reference and RFD for Municipal Council

JAN 2020

- Create ToR and present RFD to Council.
- Council accept ToR

### Phase 2: RFP and awarding the Contract

31 MAR 2020

- Prepare and post RFP
- Selection criteria and committee development
- Award contract

### Phase 3: Community Consultation

- Planning and delivering community engagement
- Develop Infrastructure and Opportunity Inventory, draft AT plan, along with recommendations derived from the community engagement sessions.

31 DEC 2020

### Phase 4: Final plan to Council and adoption

- Presenting final AT Plan to Council for approval and adoption

31 MAR 2021

# Proposed Project Expenses

Expense	Expense Description	\$
Professional fees (technical, consulting, contracting)	Consulting fees to design and supply an AT Plan	\$60,000
Meeting and convening expenses	Facilities, catering, other related expenses for engagement	\$10,000
Communications/ marketing	Promotion of community engagement	\$4,000
Travel costs	Travel costs for consultants	\$1,000
In-kind	Staff time and travel for community outreach and engagement, printing supplies as necessary	\$25,000
<b>Project Total</b>		<b>\$100,000</b>



# Proposed Project Funding

<b>Description</b>	<b>Contribution (\$)</b>	<b>\$ of project total</b>	<b>Confirmed?</b>	<b>Tentative Date of Approval?</b>
Connect2 Program	\$ 50,000	50%	No	December 2019
In-kind contribution(s)	\$ 25,000	25%	Yes	
Other cash sources	\$ 25,000	25%	No	March 2020
<b>Total</b>	<b>\$ 100,000</b>	<b>100%</b>	<b>No</b>	

**Subject to Connect2 approval, request will be going to Council and other funding organizations to complete this project (FCM, etc.)**

# Municipal Priorities

AT identified in:

- 2018-2021 Strategic Plan
- Integrated Community Sustainability Plan (2010)
- Trails and Vision Plan (2009)
- Kings 2050
- Active Living Strategy (unofficial, but updating)



# Questions & Comments

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To the Municipality of the County of Kings  
(Mayor + Council)

Oct 26/19

Your support of our 2019 HCEX was a difference maker! The oldest Agricultural Fair in North America remains relevant to our Annapolis Valley and is still a big hit with fairgoers and competitors. The fair was well attended and we received lots of positive comments + feedback (even with construction going on

**WE HAD A SUCCESSFUL 254th.**

**THANK YOU FOR BEING PART OF IT!**

(at our parking lot of new Sports park).

A few notable things to be aware of.

→ in 2019 100% of our entertainment budget was spent locally — between →

Thank you friends!



Kings County and HRM (Roughly 45,000).

→ Our agricultural shows were well attended, with entries from all over the Maritimes. Multiple shows had a waiting list! This is a positive sign for the future of farming and agriculture. On behalf of our board, volunteers + staff. Thank you! Lisa Hines



31 October 2019

Dear Mayor or Warden,

As you know, our healthcare system faces many challenges. Emergency departments across the province are under immense stress. Patients are being treated in hallways and nurses are working short-staffed. Homecare nurses are treating increasingly complex clients and are often pushed to do more in less time. Long-term care staffing continues to be a serious problem. Many Nova Scotians continue to lack access to primary healthcare when and where they need it.

Municipalities across the province are now playing an increasing role in efforts to recruit and retain healthcare professionals for their communities. For this reason, I wanted to share with you some important research produced by the Nova Scotia Nurses' Union.

Enclosed, you will find a copy of our recent publication entitled *Nursing Potential, Optimizing Nursing and Primary Healthcare in Nova Scotia*. This evidence-based book will help Nova Scotians better understand the role of nurses and what they can do to help build the primary healthcare system of tomorrow. Our vision is one where collaborative care is central, with primary healthcare doctors and nurse practitioners providing oversight and continuity of care, and where nurses practice to the full extent of their abilities.

Our goal with *Nursing Potential* is to be part of the solution. Beyond pointing out problems, we need to enact changes that nurses and other experts tell us will build a better health system. There is no one fix to the myriad challenges we face, but enhancing the roles of nurse practitioners, primary healthcare nurses, VON nurses and emergency department nurses, with the appropriate supports, will go a long way to improving primary healthcare and the health of Nova Scotians.

I encourage you to read *Nursing Potential* and share it with your colleagues, friends and family. It can also be found online at [www.nsnu.ca/nursingpotential](http://www.nsnu.ca/nursingpotential). If you wish to speak further about any of these issues, please reach out via my Executive Assistant ([Lorna.Myers@nsnu.ca](mailto:Lorna.Myers@nsnu.ca)).

Sincerely,

A handwritten signature in blue ink that reads "Janet Hazelton". The signature is written in a cursive style.

Janet Hazelton, BScN, RN, MPA  
President, Nova Scotia Nurses' Union

# THE MUNICIPALITY OF THE COUNTY OF KINGS

**To:** Committee of the Whole  
**Subject:** Highlights Annapolis Valley Trails Coalition Board  
**From:** Paul Spicer  
**Date:** November 19, 2019

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Highlights from the Annapolis Valley Trails Coalition meeting of October 31 which was held at the Municipal Complex in Coldbrook.

- AVTC applied for and was approved for Storm damage funding from both CCH (Department of Community, Culture and Heritage) and the OHVIF (Off Highway Vehicle Infrastructure Fund).

This money will then go back to KCTS (Kings County Trails Society) and ACTS (Annapolis County Trails Society) to pay for storm damage clean up supervised by the AVTC Trail Coordinator Rick Jacques.

- I would like to extend a Thank you to the contractors and individuals who donated materials, labour and equipment to the storm damage clean up.
- Shared Strategy for Trails in Nova Scotia launched in August 2019. The TSCG (Trails Strategy Coordination Group) is now being formed and calls will be going out to municipalities as there are 2 positions on the TSCG for senior municipal folks.
- The Valley region is hosting the NS Trails Conference in the fall of 2020. I will give future updates as they become available.
- Good discussion on strategic priorities, i.e. trail connectivity and trail surfacing. Members were asked to go back to their respective groups and get some feedback. A full Board meeting will be devoted to this topic in the new year.
- Next meeting at COGS in Lawrencetown on December 10 at 9 am. Students will present the latest version of the GIS project.

Respectfully submitted,

Paul Spicer  
Councillor District 5

# THE MUNICIPALITY OF THE COUNTY OF KINGS

**To:** Committee of the Whole  
**Subject:** Kings Point to Point Transit Society Board  
**From:** Peter Allen  
**Date:** November 19, 2019

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Held at: Kings Transit Authority, 29 Crescent Ave, New Minas, NS  
Date: October 21, 2019

1. A presentation was given by Mayor Muttart, Municipality of the County of Kings, titled "Initiatives in all sectors and partnership initiatives in the transportation sector".
2. Financial Report - Reviewed August & September Financial Report.  
Reviewed and approved CTAP Report for period ending September 30, 2019.
3. Third quarter 2019 revenue is up 21.1 % compared to third quarter of last year 2018.

Next meeting date: Tuesday, November 26, 2019 at 5:15pm  
Location: KTA Board Room, 29 Crescent Drive, New Minas

Respectfully submitted,

Peter Allen  
Councillor District 9



## External Board and Committee Reports - November 19, 2019

Board/Committee	Reporting Councillor	Date of Last Meeting	Written Report
Annapolis Valley Regional Library Board	Meg Hodges Brian Hirtle - Alternate	*June 13, 2019 Next: Sept. 12, 2019	*Written Report Provided June 18, 2019
Annapolis Valley Trails Coalition Board	Paul Spicer Brian Hirtle - Alternate	October 31, 2019	✓
Eco-Kings Action Team	Meg Hodges Pauline Raven - Alternate	No recent meetings (Climate Change Coord. looking into)	
Fences Arbitration Committee	Peter Allen	No recent meetings	
Kentville Joint Fire Services Committee	Pauline Raven	Next: Nov. 21, 2019	
Kentville Water Commission	Bob Best	No recent meetings?	
Kings Point To Point Transit Society Board	Peter Allen	October 21, 2019	✓
Kings Region Emergency Advisory Committee	Bob Best, Emily Lutz	Next: Oct. 21, 2019	
Kings Regional Rehabilitation Centre Board	Peter Allen, Martha Armstrong, Bob Best, Paul Spicer	*June 24, 2019 Next: Sept. 30 & Oct. 28, 2019	*Written Report Provided July 16, 2019
Kings Transit Authority Board	Meg Hodges	*July 2019	*Written Report Provided Sept. 17, 2019
Landscape of Grand Pré Inc. Board	Emily Lutz - Monthly Peter Allen - Annually	*AGM: July 19, 2019 Next: Oct. 10, 2019	*Written Report Provided Sept. 3, 2019
Nova Scotia Federation of Municipalities Board	Emily Lutz	September 19, 2019	
Trans County Transportation Society Board	Martha Armstrong Paul Spicer	*June 19, 2019	*Written Report Provided July 16, 2019
Valley Community Fibre Network Board	Peter Muttart	AGM: September 30, 2019	
Valley Regional Enterprise Network Liaison & Oversight Committee	Emily Lutz	*September 26, 2019	*Written Report Provided Oct. 15, 2019
Valley Waste-Resource Management Authority Board	Martha Armstrong Jim Winsor - Alternate	*June 19, 2019 July 17, 2019 Next: Sept. 18, Oct. 16, Nov. 20, 2019	*Written Report Provided July 16, 2019
Wolfville Source Water Protection Committee	Peter Allen	No recent meetings?	