MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, September 22, 2026, Following Asset Management
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

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1. Call to Order – Chair, Warden Nicholas MacInnis
2. Approval of Agenda
3. Review of September 8, 2026 Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Delegations
    a. There are no scheduled delegations
6. Continuing Business
    a. Community Evacuation Plan
7. New Business
    a. Fire Letter
8. Reports from Inter-Municipal Boards, Committees and Commissions
    a. Antigonish Heritage Museum Board
    b. Antigonish Arena Association
    c. Eastern District Planning Commission
    d. Eastern Regional Solid Waste Management Committee
    e. Pictou Antigonish Regional Library
    f. RK MacDonald Nursing Home
    g. Helping Healthcare in Antigonish
    h. Antigonish Affordable Housing (AAHS)
    i. Antigonish County Adult Learning Association (ACALA)
    j. Antigonish Community Transit Society (ACTS)
    k. Antigonish Regional Emergency Management Office (AREMO)
    l. Nova Scotia Federation of Municipalities (NSFM)
9. Additions to the Agenda
10. Adjournment

COUNCIL PRIORITIES (JUNE 2026)

NOW

1. **TOWN/COUNTY UTILITY**
2. **5 YEAR CAPITAL PLAN (On-going)**
3. **BOUNDARY REVIEW**
4. **COMMUNICATIONS STRATEGY**
5. **HOUSING: HAF**

Next

- POLICY REVIEW POLICY: (On-going)
- SOURCE WATER
- RECREATION NEEDS ASSESSMENT
- ACTIVE TRANSPORTATION
- LONG TERM SEWER STRATEGY
- MUNICIPAL PLAN: Six MPS Review

ADVOCACY

- *Communication Tower: Installation (BNS)*
- *Communication Towers: Dead Zones (BNS)*
- *ATV Corridors: Map (ATV Club)*

PARTNERS

- *Housing Needs: Status (AAHS)*
- *PFN Collaboration: Meeting*
- *Shelter Providers: Forum*

Guiding Principles

Maximize Community Engagement & Communication
Ensure Fiscal Responsibility & Sustainability
Realizing Collaboration with Town
Pursue Partnerships with Local & External Organizations
Enhance Livable Community Opportunities
Preserve an Accessible, Inclusive & Safe Place to Live

Strategic Themes

RELIABLE UTILITIES - INCLUSIVE COMMUNITY- COLLABORATIVE EFFORTS – STRATEGIC LEADERSHIP

OPERATIONAL INITIATIVES

CHIEF ADMINISTRATIVE OFFICER

1. **TOWN/COUNTY UTILITY**
2. **HOUSING: HAF Action Plan Review**
3. Town/County Relations: Ongoing /Bi-weekly
   - By law Enforcement Proposal

COMMUNIUTY SUSTAINABILITY

1. Accessibility Plan: Review
2. Equity/Anti-Racism: Action Plan
3. Net Zero: Building Review
   - Climate Resilience Plan (HAF initiative)
   - Source Water Planning & Protection: (HAF initiative)
   - Rain Barrel Program

FINANCE

1. **5 YEAR CAPITAL PLAN (On-going)**
2. 2026-27 BUDGET
   - Water Rate Study
   - 2025 -2026 Audit
   - Data Transfer to Cloud

PUBLIC WORKS

1. County Water I & I: Ongoing
2. Source Water: (HAF initiative)
3. EPR
   - Asset Management

ADMINISTRATION

1. **BOUNDARY REVIEW**
2. COMMUNICATION STRATEGY
   - POLICY REVIEW POLICY
   - Gateway Signage
   - Tourism Strategy

COMMUNITY PLANNING

1. Eastern Antigonish MPS
2. Density Review: (HAF initiative)
3. MUNICIPAL PLAN: Overview
   - Subdivision Bylaw: Scope

RECREATION

1. ACTIVE TRANSPORTATION
2. Recreation Management Software
3. Mini-Pitch Phase II: Accessible Washrooms
   - RECREATION NEED ASSESSMENT: RFP Community Use of Schools & Facility Allocation Policy

CODES: **BOLD CAPITALS = NOW PRIORITIES**; CAPITALS = NEXT Priorities; Italics = Advocacy; Regular Title Case = Operational Strategies

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Committee of the Whole Meeting Minutes

Tuesday, September 8, 2026, 5:30pm
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were:	Warden Nicholas MacInnis Deputy Warden John Dunbar Councillor Mary MacLellan Councillor Adam Baden-Clay Councillor Richelle MacLaughlin Councillor Shawn Brophy Councillor Wayne Melanson Councillor Gary Mattie Councillor Harris McNamara Councillor Sterling Garvie
Absent:	None
Staff Present:	Shirlyn Donovan, CAO Beth Schumacher, Municipal Clerk Cole MacIsaac, Director of Public Works Denise Dunn, HAF Coordinator
Others Present:	Gallery (by Zoom)

Call to Order- Warden MacInnis

Warden MacInnis called the meeting to order at 5:33pm.

Approval of Agenda

Warden MacInnis called for approval of the Committee of the Whole meeting agenda.

Moved and Seconded

That the agenda be approved as presented.

Motion Carried

Consideration of the August 25, 2026 Committee of the Whole Minutes

Warden MacInnis called for any errors or omissions in the minutes of August 25, 2026. The minutes were accepted as presented.

Business Arising from the Minutes

There was no business arising from the minutes.

Continuing Business

There was no continuing business.

New Business

Acceptance of BCSF Funding

Mrs. Donovan spoke to the funding options that were explored for the development of a roadway for the Antigonish Affordable Housing (AAHS) development on Sugarloaf just off of Highway 337. The Build Community Strong Fund (BCSF) application was made over a year ago, and staff was contacted in July and informed that 40% of the cost of the roadway will be supported by the BCSF fund. A Council motion is needed to approve accepting the fund, which the municipality will administer to AAHS.

Discussion followed regarding the relationship between AAHS and the municipality with respect to the administration of the fund, and the process that will need to be followed for the procurement of the construction of the roadway.

Moved and Seconded

The Committee recommends that Municipal Council agree to accept the funding from the Build Communities Strong Fund and that the Municipality has the authority and capacity to enter into and execute the funding agreement with Canada.

Motion Carried.

By-law Officer Vehicle Purchase

Ms. Schumacher reviewed the request for quotations (RFQ) process that was followed for the selection of a vehicle for the by-law office following Council's approval of the purchase of a vehicle for that position in the capital budget. Questions followed regarding features such as lighting and a trailer hitch, and the decision process in selecting a new vehicle vs. a used vehicle, and an SUV over a truck.

Moved and Seconded

The Committee recommends that Municipal Council that Municipal Council purchases one 2026 Chev Equinox LT AWD vehicle from Ron MacGillivray Chev Buick GMC at the quoted price of $42,85.75.

Motion Carried.

8 in favour, 1 opposed, 1 abstention

Community Evacuation Plan

Mrs. Donovan spoke to the draft Community Evacuation Plan that was prepared by the EMO Coordinator, Blaise MacDonald. She noted that staff has undertaken community training regarding evacuations, and that the Town is considering the same document. Members of the committee asked a question about sections 2.2.4 and 2.2.5 appearing to be duplicates and wished to have clarification. A concern was

raised with how the after-hours numbers are displayed on page 42 of the report. Staff noted that they would follow-up to amend the document and bring it back to the committee for their consideration at the next meeting. Discussion followed regarding how to share the details of the plan with the community.

Discussion About Basic Income Letter of Support

Members of the committee were provided with copies of the presentation that was made by the Antigonish Coalition to End Poverty on April 28th. Councillor Baden-Clay asked for the discussion to be added to the agenda this evening, and shared that he had been absent from the April meeting and saw that no motion or resolution was made at the end of that presentation. He noted that the Town had made a motion at their last meeting and wondered if County Council would do the same.

Questions followed regarding how such an initiative would be administered. Councillor Baden-Clay spoke to the information in the presentation, sharing that the concept is one that has been discussed for a while and could replace other current support systems. He noted that at the municipal level, there is not specific forms of support systems being advocated, but a general expression of support for the concept from Municipal Council.

Some councillors expressed that they were not comfortable with supporting a motion as proposed, expressing concern with existing taxation and government spending, concern that those who can work will not, and asking for pensions and disability support to be increased instead. Questions were also asked about geographical differences in how a livable income is determined, and generally wanted to know more about the concept before advocating a position on the subject. Others expressed how a single system could reduce the administrative costs of distributing support payments. They noted that many other municipalities have expressed their support for this initiative.

A request was made by the committee to have staff look into the questions that were asked at the meeting for further consideration by the committee. Mrs. Donovan asked for clarity on what information the scope committee is looking for, where the subject falls outside of municipal jurisdiction, to allow for adequate allocation of staff resources to the effort.

A request was made to put a motion on the floor to allow for a vote. The motion provided in the April 28th presentation was used.

Moved and Seconded

> The Committee recommends that Municipal Council request a letter from the Warden to the Prime Minister, Ministers, and Premier of Nova Scotia calling on the Government of Canada to implement a Guaranteed Livable Basic Income, ensuring that everyone has sufficient income to meet their needs, which would contribute to the eradication of poverty and homelessness, relieving pressure on municipalities to use limited resources to fill in the gaps of a failing social safety net.

Motion Defeated.

Staff Reports

Mrs. Donovan reviewed the staff report in detail for the benefit of the committee. Staff was asked to undertake additional messaging about the funding model for the active transportation development, where it has been several years the initial funding announcement. Suggestions for ways to incentivize individuals to become swim instructors was discussed.

Community Events

Warden MacInnis shared a number of thank-you cards received over the summer

- Dolly Parton Imagination Library
- Art Fair / Arts House
- L'Arche Antigonish 23rd Annual Summer Camp

Councillor Brophy shared that he attended the Truck and Tractor Pulls and asked that a note be sent to the organizer for running such a well attended event.

Councillor MacLaughlin shared details about the Lochaber take-out dinner (baked lasagna) on September 11th. She also noted that the St. Joseph's Community Centre 20th anniversary celebrations are happening with month, and they are selling tickets for a shed draw, will have an online auction, and will have a celebration on Saturday September 19th.

Councillor Garvie shared that he hosted a barbeque for the athletes visiting for the Heavy Events at the Highland Games

Councillor MacLellan shared that the Arisaig Fiddlers were very busy over the summer at the Arisaig Hall. Both of the community centres in her districts had several events over the summer.

Deputy Warden Dunbar shared that the ENSE concluded on the weekend, and it was very successful despite the rain. He congratulated all of the members of the Heatherton 4H Club. He also acknowledged the work done by members of the community in Heatherton to upgrade the area where the rink is in the winter.

Warden MacInnis shared that he attended the ENSE, and that despite the rain the event was well attended. He gave his thanks to the volunteers and participants involved in the event.

Additions to the Agenda

There were no additions to the agenda.

Adjournment

Moved and Seconded

That Committee of the Whole meeting adjourns at 6:57 pm.

Motion Carried

Warden Nicholas MacInnis

Shirlyn Donovan, CAO

ANTIGONISH REGIONAL EMERGENCY EVACUATION PLAN

Antigonish, Nova Scotia

Version 1.0
September 10, 2026

Approval Signatures:

Nicholas MacInnis Warden Municipality of the County of Antigonish	Sean Cameron Mayor Town of Antigonish

Record of Amendments

Amendment No.	Version No.	Section/Pages Amended	Amended By	Approval Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Distribution List

Copy No.	Organization
1	Antigonish Regional Emergency Management Organization (EMO Coordinator)
2	Municipality of the County of Antigonish (CAO)
3	Town of Antigonish (CAO)
4	Nova Scotia Department of Emergency Management
5	Municipality of the County of Antigonish Office - EOC (Multi-Purpose Room)
6	Town of Antigonish Office – EOC (Town Chambers)
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1.0 Introduction

1.1 Background

This Evacuation Plan is only one part of preparedness efforts that include training, exercises and the debriefing of actual events. As the Antigonish Regional Emergency Management Organization grows, so will the Evacuation Plan. Due to the nature of major emergencies, there may be a need to adapt the plan during an evacuation or sheltering-in-place as well. Therefore, the following plan should not be seen as a definitive rigid solution, but rather the basis for continuous planning efforts.

As a result of an emergency incident in the Antigonish region an evacuation may be the chosen form of protective action. Evacuation may result in a tremendous psychological effect on those persons directly affected. Adequate communication with people involved is essential and shall include explaining that an evacuation is pending, what they shall be required to do and when they should be required to react if an evacuation is issued. A decision to evacuate should only be made when absolutely required.

First response agencies alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services, provincial resources and volunteer services such as ground search and rescue and humanitarian organizations.

1.2 Authorities

The authority for an evacuation is afforded by the Nova Scotia Municipal Government Act.

The legal authority for local authorities to order an evacuation rest 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/ warden 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 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 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 Purpose

The purpose of this Evacuation Plan is to provide a path through which a timely and effective evacuation and reception of people can be achieved.

The Plan will 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.

Should a major incident occur in our region, the A.R.E.M.O. Emergency Management Coordinator (EMC) or designate, on the advice of the first response agency, will consult with the EOC DIRECTORS (CAOs) to activate the Emergency Management Plan (E.M.P.). The EMC or alternate will activate the notification procedure set out in the Emergency Management Plan (E.M.P.), so members of the Emergency Operations Centre (EOC) are alerted and instructed to report to the EOC.

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

2.0 THEORY OF OPERATION

2.1 General

Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

The community must be prepared to conduct both small-scale (e.g. single facility or limited local) and large-scale (e.g. extensive local and regional) evacuations at all times of the day both from known hazard areas and from unexpected incident locations.

2.2 Types of Evacuation

2.2.1 Pre-Emptive Evacuation

- Given adequate warning about a hazard, sufficient resources, and a likely threat, it will be advisable to conduct pre-emptive evacuations.
- A pre-emptive evacuation may be undertaken when if delayed, conditions (weather or other hazard) would impede evacuation.

2.2.2 No Notice Evacuation

- It may be advisable to carry out an evacuation even while a threat is facing a community.
- With an evacuation of this type, decision may need to be made with limited information.
- Decision-makers, such as the EOC Director/ Incident Commander, must be willing to make decisions with whatever information is available at the time. They may have little or no time to wait for additional information because any delay may have a significant impact on public safety.
- Pre-planning will be instrumental in supporting decision-making in no-notice situations.
- Evacuations of this nature are done when life safety is at extreme risk. Such an evacuation poses increased risk to all involved.
- To acquire resources and expedite the evacuation normally requires extraordinary measures (i.e., a State of Local Emergency has been declared).
- Emergency responders may require personal protective equipment, as responder safety will be critical.
- Provincial or Federal assets may be required to facilitate an evacuation of this type.

2.2.3 Post Incident Evacuations

- After a threat has already impacted a community (i.e., flooding), it may be necessary to:
    - Remove residents from an environment that is no longer able to support them, or
    - Prevent or mitigate the onset of additional consequences leading to a prolonged or new emergency.

2.2.4 Partial Evacuations

- Partial evacuations typically are located to a specific area of a municipality and may be caused by fires, hazardous material incidents, etc.
- There is often on-scene activity by emergency response personnel who may direct the evacuation.

2.2.5 Widespread Evacuations

- Larger incidents may affect the entire region.
- Evacuations of this type often involve a larger number of evacuees, possibly from more than one municipality.
- This will require concentrated effort by emergency management personnel to coordinate, transport, and shelter the affected populations, and will place greater demands on staff and resources.
- Incidents that trigger a wide-spread evacuation typically cause far-reaching damage and are therefore more likely to compromise critical infrastructure in a manner that hampers evacuee movement.
- Structural damage to the transportation systems, such as bridges, and highways, may make them unsafe for use.
- If these sites are located on evacuation routes, those routes may be unavailable, and alternatives will need to be identified.
- In cases where the transportation network is severely restricted by such damage, sheltering in-place may be a safer short-term alternative.

2.2.6 Self-Evacuations

- Self-evacuation is when people choose to evacuate without explicit direction to do so.
- If people self-evacuate, they may still request shelter or other essential services.

2.2.7 Shelter-In-Place

- This is a precaution aimed to keep residents safe while remaining indoors.
- Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building.

2.3 Evacuation Organizational Structure

To support a mass evacuation of within the Antigonish region the Antigonish REMO Emergency Coordination Centre is structured under the Incident Command System.

2.4 Possible Community Hazards

The Antigonish REMO Hazard Identification Risk Analysis (HIRA) will be assessed by the A.R.E.M.O. Planning Committee (E A.R.E.M.O.P.C). The HIRA will determine the potential hazards that may create the need to evacuate. The list below is not extensive, and events are not listed and in any order of risk. The following list is considered potential community hazards that may affect all or part of the region.

- Inland or coastal flooding
- Wildfires
- Weather events (hurricanes, blizzard, ice storms, extreme heat)
- Dangerous goods release (transportation or industrial)
- Highway closures

2.5 Evacuation Considerations

When considering the decision-making process as it relates to evacuations, the following factors need to be evaluated:

- Risk analysis of the underlying cause of the incident such as toxicity of substances, explosive characteristics of substance(s), reactivity characteristics of substance(s), wind direction, topography, fire.
- The number of persons to be evacuated.
- The approximate number of persons requiring special assistance to evacuate.
- Debris and damaged infrastructure.
- Egress routes.
- Time of day.
- Available lead time.
- Safety of emergency workers.
- Potential risk to evacuees during movement.
- Availability of resources to support the movement of evacuees.
- Land use of area – residential, employment, mixed uses.

2.6 Activation of the Evacuation Plan

The Emergency Management Coordinator will periodically evaluate the entire Emergency Management Program, by measuring the performance of selected actions and the achievement of desired results.

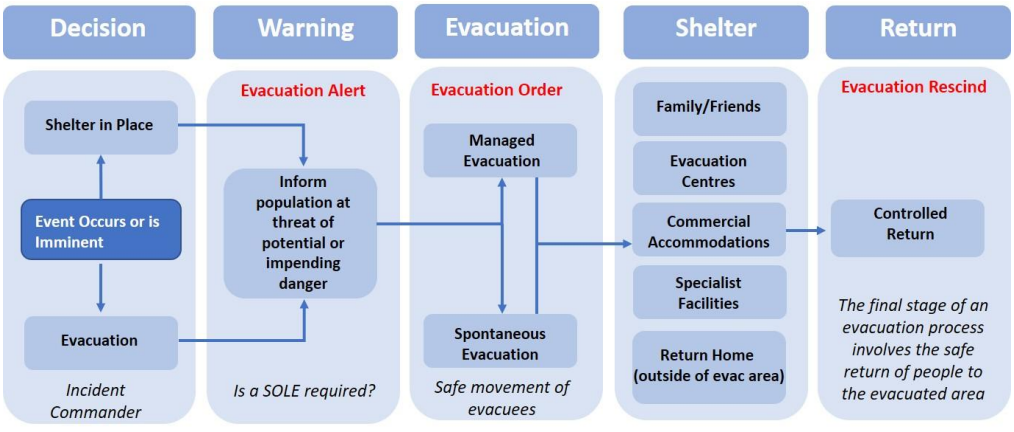
2.7 Evacuation Presumptions

During the development of an evacuation plan, these considerations need to be recognized:

- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 % of the people at risk will self-evacuate before being directed to do so;
- Some people will refuse to evacuate, regardless of the threat;
- Some individuals will require transportation support to evacuate;
- Some owners of animals will refuse to evacuate unless arrangements have been made to care for their animals;
- Approximately 10 to 20 % of the population impacted will require some form of assistance from local Emergency Services teams in the Reception Centres. This figure could vary depending on the composition of the community.
- Many evacuees will seek shelter with relatives, friends or hotels rather than use government provided facilities;
- For some hazards, such as flooding, designated evacuation routes must be used to safely evacuate people;
- The day of the week and time of day will determine if individuals/families will be at their homes or separated at work and/or school; and
- Many hazards provide a warning period which allows for a planned evacuation and re-entry.

2.8 Evacuation Process

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



2.9 Evacuation Operations – Incident Command Team

Once the decision has been made to evacuate an area, the EOC Director shall determine the following:

- Sign the evacuation order;
- Define boundaries of area to be evacuated;

- Indicate main evacuation route(s) to be used and identify necessary traffic control points;
- Assign staging area(s) to be used;
- Time the evacuation will start and if necessary, who will be evacuated first;
- Activate the notification system for affected residents.

2.10 Evacuee Registration and Facility Locations

If an evacuation is necessary, a list of possible facilities is available at the EOC that can be used as Registration Centres, Comfort Centres and/or Emergency Shelters. Once registered, the residents will be directed to appropriate facilities if they require additional support.

The Evacuees who have been relocated to temporary shelters will require a wide range of support services. The Nova Scotia Department of Opportunities and Social Development (DOSD) has the primary responsibility for the provision of all such services, with the assistance of agencies such as the Canadian Red Cross, St. John Ambulance and the Salvation Army. The Canadian Red Cross is under contract with DOSD to provide the following six (6) services in the event of an evacuation.

1. Registration and Inquiry
2. Emergency Clothing
3. Emergency Lodging
4. Emergency Food
5. Personal Services
6. Mental health and psychosocial supports

2.11 Facilities

At first, residents are encouraged to seek shelter with friends, family, hotels or other alternate accommodations. It is important that evacuees register by calling or in person at the reception centre. This will allow authorities to contact you with updates and the re-entry details. There are three types of emergency facilities that may be established:

2.11.1 Comfort Centres

Comfort Centres, sometimes known as Warming or Cooling Centres, are primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, water etc. The centre can provide a place to go to get light snacks pick up small amounts of needed items and attend to personal hygiene matters. Comfort Centres are normally operated by the municipality and/or local volunteer organizations and are not run by DOSD, however, DOSD may assist in some cases with supplies like bottled water, for example.

2.11.2 Reception Centres

During an evacuation situation, residents can use a reception centre to provide a safe area of refuge to assess their individual situation and make

temporary plans. The centre also allows the DOSD through its partners, such as the Canadian Red Cross, to provide a registration and assessment service. In a reception centre, displaced residents can meet with evacuation officials to discuss personal needs and other issues such as security of the evacuation area, re-entry procedures, etc. It is normally at a reception centre that a determination is made on how many residents do not have alternate temporary housing arrangements. If there are enough residents needing overnight accommodation, an emergency shelter may be set up.

Reception centres are provided by the municipality and managed by the DOSD. A reception centre may be open overnight, but by its definition, it does not offer sleeping accommodations. It is normally only used at the beginning of an event and sometimes it may turn into a shelter if the facility it is in meets the needs of the evacuees. There is no requirement to have the reception centre and the emergency shelter in the same facility.

2.11.3 Emergency Shelters

When enough residents are unable to remain in their homes and no other source of temporary housing, an emergency shelter may be established. The shelter is provided by the municipality and is managed by DOSD through its agreement with the Canadian Red Cross. It operates on a 24/7 basis and provides all the six emergency social services (ESS) including overnight sleeping arrangements. Essentially, the shelter turns into the evacuated resident's home. Therefore, more attention is placed on security and issues around comfort and personal services that will be needed over the time the shelter is operational. Shelters have more requirements for personal space, washrooms, expanded personal hygiene areas, as well as feeding. Food preparation may be done on site if the facility is properly equipped or may be prepared off-site and served at the shelter. Support to the DOSD may be needed, so again, there is an important role for community volunteers.

2.12 Special Needs Populations

Residents of the impacted area may have specialized needs in evacuating. The aged, infirm, hospital patients, nursing home/home for the aged residents, daycares, schools etc. may require specialized transport to evacuate. The facilities responsible for the care of special groups must have an evacuation plan for their site and a pre-selected destination where the needs of the special groups can be managed.

A portion of the population with special needs, reside in family homes or their own homes and may not have a personal evacuation plan. Special populations under home care need to have a preparedness plan and identify themselves to emergency services personnel to ensure that they can be safely removed from danger.

EHS will be directed to coordinate with other emergency services to facilitate the evacuation of populations with special needs.

2.13 Domestic Animal Care and Relocation

Evacuation and care of domestic animals is an increasingly important issue for emergency managers and the public. As pets are not allowed in shelters, the Regional Emergency Management Coordinator will coordinate with DEM NS for the Disaster Animal Response Team of Nova Scotia assistance in the establishment of pet shelters.

There are several considerations involved in providing domestic animal services:

- Communication to owners that the ultimate responsibility to find alternative lodging for domestic animals lies with the animal owner.
- Emergency management organizations and animal care agencies should work together to coordinate the expertise and resources of both emergency managers and animal care providers.
- Domestic animals need to be housed in a facility separate from shelter facilities due to potential allergies from exposure.
- Protocols for rescue workers who encounter animals are also helpful.
- Local authorities should become familiar with public health considerations and liability.
- Food and medical care for domestic animals.
- Clear guidelines should be communicated to owners, for example, how much food to bring, if kennel cases are required etc.
- Care of individuals always takes priority over the care of domestic animals.

In most cases, Emergency Social Services coordinates with pet services with assistance from local animal shelters and non-profit organizations

2.14 Traffic Management

In most evacuation scenarios, most evacuee movements will take place on roadways and highways, in both personal vehicles and coordinated transit vehicles like school buses or private vendors. Given the potentially large numbers of vehicles that will be accessing the roadway network at the same time, it is important to consider what can be done to increase the capacity of roadways.

The purpose of traffic management during an evacuation is to ensure:

- Evacuation routes are kept clear and are used as intended
- Emergency vehicles can access the emergency area
- Unauthorized vehicles are kept out of the emergency area

Traffic management tactics may include:

- The assignment of police resources to strategic locations to prevent congestions and unauthorized access to an emergency area.
- The use of additional signage to provide direction to evacuees on routes, destinations, etc.
- Converting two-way roads to one-way.
- Modifying traffic light controls at appropriate intersections.

- Dispatching tow trucks and other equipment as appropriate to remove obstacles.
- Establishing temporary holding lots for disabled vehicles to keep routes clear for evacuating traffic.
- Closure of inbound lanes on selected roads and highways to prevent people from entering an area while evacuations are taking place.
- Establishing a high-occupancy vehicle lane.

In terms of the best tactics to employ in an evacuation, the choice depends on the unique characteristics of our region's transportation network and the characteristics of the emergency.

2.15 Access Control and Security

Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence.

Along with controlling traffic during an evacuation, law enforcement will establish roadblocks to limit entry into evacuated areas and, where possible, conduct periodic roving patrols within such areas to deter theft by those on foot. To the extent possible, fire services will take measures to ensure continued fire protection.

Access control points, devices and procedures are predetermined by law enforcement or would be developed or secured by law enforcement specific to the event. These access points or roadblocks may be manned by law enforcement and/or fire service personnel.

If an evacuated area has sustained damage and cannot be reoccupied for an extended period, it may be desirable to implement a permit system with a sign-in/sign-out protocol, to monitor and limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.

2.16 Demobilization and Re-Entry

2.16.1 Return to the Risk Area

The process for re-entry into the evacuated areas must be coordinated to ensure safety of the public, protection of property, and the continuation of response and recovery activities. The Municipalities will be responsible for notifying residents when it is safe to return to their homes and businesses. Law enforcement will be responsible for ensuring the return occurs in an orderly and safe fashion.

2.16.2 Re-Entry Scenarios

Once the threat has passed, Antigonish REMO's re-entry procedures may be based upon one of three (3) scenarios:

- Incident has passed and there is little or no damages that affect the communities.
- Effects are isolated to a localized area, operational area, or region of the county with minimal or isolated significant damages.
- Total devastation with significant infrastructure damages over a widespread area.

2.16.3 Re-Entry Decision

The decision of when to permit residents to return to the affected area will be made cooperatively between Antigonish's Regional EOC, supporting agencies and municipalities in the impacted areas based upon the three scenarios above. The decision to allow re-entry will be based on an overall evaluation of the situation, including the following major factors:

- Access – Following a major event a survey (ground or aerial) of the impacted areas should be conducted immediately to identify and prioritize the most seriously damaged areas of the locality. This can determine the level of damage to major routes into the area and help to determine the time needed for debris clearance from those routes.
- Essential Emergency Services – Emergency Service agencies that have been moved to safety prior to an evacuation need to return to their service areas.
- Water Levels – Floodwaters have receded from most of the area.
- Wildfire Areas – Wildfire activity is controlled and no longer a threat to the public.
- Public Health – Water and sewer services are operating, or reasonable accommodations are in place or available.
- Subsistence – Food is available or made available in the impacted area.
- Utilities – Electricity, water, telephone, and propane services are operating, or information is available about when they will be available in the affected area or reasonable accommodations are in place or available.
- Existing services can support the people already in the impacted area as well as an additional influx of people.

2.16.4 Re-Entry Teams

Re-entry teams should begin the process of clearing access to critical facilities and roads to facilitate the re-entry process. The Pre-Re-Entry Teams consist of but are not limited to:

- Public Works Team with heavy equipment (front end loader, backhoe, etc.), and chain saw crews.
- Power Crews to identify and remove downed utility lines (Power, Cable, etc.).
- Emergency Medical Service to provide medical support to victims that are relocated while opening roads.

- Fire Service agencies to provide incident, evacuation, and re-entry support.
- Law Enforcement to provide security for crews.

It needs to be understood that the Pre-Re-Entry Teams are not Search and Rescue Teams, they are only tasked with opening roads to gain access so Search and Rescue Teams and Damage Assessment teams can gain access to areas of destruction.

2.16.5 Informing Evacuees of Re-Entry Procedures

Public Information Officers at the Incident Command Post, and the EOC will coordinate messaging regarding re-entry procedures. This will be done through multiple means, including news releases, public briefings, social media, town and county website messaging and the municipal emergency notification system.

2.16.6 Phased Re-Entry

Once the decision to permit re-entry has been established, law enforcement personnel should set up checkpoints and roadblocks as needed based upon the level of damage that has occurred. Re-entry can proceed as recommended based upon a phased re-entry. This can ensure primary access to essential personnel and help to manage the number of people entering the disaster area.

- **Phase 1** – allows the re-entry of agencies and groups that play key roles in restoring normal operations in the impacted areas following a disaster. Law enforcement personnel should restrict access during this phase to provide for area safety and security. Phase 1 agencies and groups may include, but are not limited to, the following:
    - Law enforcement agencies
    - Search and Rescue Responders
    - Fire and EHS crews
    - Facility/Industry Emergency Response Teams
    - Debris Clearing and Removal Crews
    - Infrastructure and Utilities Repair Personnel
    - Official Damage Assessment Teams
    - Other personnel at the direction of the Antigonish EOC
- **Phase 2** – allows for the short-term limited re-entry of other critical groups as well as residents and business owners to assess damages. The EOC in coordination with public safety personnel should determine when it is safe to begin Phase 2 entry. These groups may include, but are not limited to, the following:
    - All agencies and personnel listed under Phase 1

- Resident and Business Owners (with Insurance Adjusters and Contractors) to conduct insurance assessments (access may be temporary)
- Relief Workers
- Health Agencies
- Large Box Store Management and Staff (to support recovery ops)
- Hotel/Motel Staff (to prepare for receiving of Provincial and National relief agencies)

- **Phase 3** - allows for the re-entry of only those residents and business owners who can prove they live, own, rent, lease, or otherwise have a need to be allowed into the affected areas. It includes all agencies and personnel from Phase 1 and 2, as well as residents and business owners within the evacuated area. Phase 3 may still involve roadblocks and areas where access is limited.

2.17 Essential Services

Depending on the risk, designated essential services cannot be fully evacuated and minimal staff must remain on the job. In this instance, a plan must be in place to ensure the staff remain safe and an extraction protocol with triggers in case the staff must be evacuated quickly. Each municipal unit in the County must complete a list of these services and the minimal staffing requirements well before an incident occurs.

3.0 RESPONSIBILITIES

Evacuation will be under the direction of the Police, assisted by the Fire Service when requested. Traffic control will be under the direction of the Police with support as required, including the Nova Scotia Department of Public Works and municipal Public Works Departments.

Notifications will normally be by door-to-door (if it is safe to do so) canvassing by police, fire, or others as designated by police – see **Annex I** (Instructions for Door Knockers – Shelter-in-Place), **Annex J** (Instructions for Door Knockers – Evacuation Alert), and **Annex K** (Instructions for Door Knockers – Evacuation Order). Where appropriate, sirens and emergency vehicle Public Announcement systems will be used. Antigonish REMO Emergency Coordination Centre (EOC) Information Officer, or designate, will coordinate with local media outlets for 24-hour announcements are to be kept current, and standard public announcement messages are to be available for immediate use.

Antigonish REMO shall maintain a current listing of transportation resources that can be immediately deployed. These shall include private buses, school buses, taxis, etc. For special needs, such as during severe weather, local snowmobile clubs, ATV clubs, Ground Search & Rescue teams, and area fire department resources, etc. may also be requested to assist.

Antigonish REMO Regional Emergency Management Coordinator (REMC) shall maintain a current listing of registration centres/comfort centres/emergency shelters that can be immediately assessed, such as fire halls, community centres, and recreation centres, schools, etc., with a current listing of contact names and phone numbers.

Antigonish REMO will liaison with the Red Cross who are responsible to provide (a) registration and inquiry, (b) lodging, (c) feeding, (d) clothing and (e) personal needs during an emergency. The Red Cross is to be notified immediately when an evacuation is being considered or implemented, normally through the 24-hour emergency response number of 1-800-222-9597.

With termination of the need for evacuation, as determined through consultation among the agencies involved, notice shall be given by all appropriate means to evacuees regarding any special procedures or cautions to be taken when returning to their homes.

Antigonish REMO shall be prepared to work with Provincial and Federal authorities as appropriate to arrange any special funding issues that may result from the emergency.

3.1 Site Level – Incident Commander

- Ensure all agencies that will be involved are consulted prior to evacuation
- Determine evacuation area

- Establish a perimeter to exclude people from entering the evacuation area – indicate perimeter on map
- Establish a policy on whether persons will be advised or ordered to evacuate
- Assemble, brief, and deploy personnel
- Announce evacuation plan decisions (boundaries and evacuation routes)
- Distribute evacuation Alerts and/or Orders
- Door-to-door canvassing and house-marking
- Work with local volunteer groups who are providing on the ground support to evacuation such as local Search and Rescue
- Continue to monitor the situation and re-evaluate the need to evacuate, keeping all field units up to date regarding changes
- Provide advice and information on any special precautions that should be taken during and after the event
- Determine the number of people needing transportation
- Determine actions required to establish access control
- Agency in charge: _____
- Resources assigned:
    - Police
    - Fire
    - Public Works
    - Other _____
- Determine any specialized resources required
- Agency in charge: _____
- Resources assigned:
    - HAZMAT Teams (special equipment needed)
    - Fire Service (level of Personal Protective Equipment needed)
    - Decontamination (set up area)
    - Ambulance Service (triage and treatment area)

3.2 Emergency Operations Centre

- Inform agencies of the evacuation order including DEM NS.
- Prepare a media release for immediate broadcast to the public.
- Initiate a state of local emergency (SOLE) if required.
- Provide resource support to the site.
- Select reception centres for registry and inquiry and shelters if necessary to accommodate the evacuees.
- Provide information to the Incident Command Team at the site(s).
- Assist the site in identifying the main evacuation routes.
- Arrange for services and resources from neighbouring municipalities, private contractors, volunteer agencies and service clubs to support the requests from site and meet the objectives of the EOC.
- During the emergency/evacuation, authorizing extraordinary municipal expenditures as required.

- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public
- Information Officer (PIO) for dissemination to the media and to the public.
- Working in conjunction with all stakeholders to handle requests for information, key messaging, and agency media releases to ensure consistency with respect to the emergency.
- Develop a re-entry plan for the inspection of evacuated areas and orderly return of residents after the evacuation order is terminated and inspection is complete.

3.3 Emergency Social Services (ESS)

- Consider Reception Centre locations, number of people who will need to be assisted and for what length of time.
- Establish appropriate facility for Reception Centre outside of any potential risk area
- Activate local ESS to set up needed Reception Centres and Group Lodging facilities
- Ensure Reception Centre locations are announced and provided to people impacted.
- Consider at-risk population evacuation needs.
- Consider potential for domestic animals to be evacuated with families and alert pet care providers.
- Dispatch transportation to special facilities and identified areas where assistance is required.

3.4 Royal Canadian Mounted Police (RCMP)

- *Establish Perimeters* – establishment of inner and outer perimeters at the emergency or disaster site
- *Crowd and traffic control* – control to facilitate the movement of emergency vehicles, and if necessary, disperse crowds within the emergency site
- *Evacuation lead* – lead the evacuation of designated buildings or areas
- *Animal control* – act as liaison with the Humane Society when animal control is required
- *Coroner assistance* – provision of assistance to the coroner

3.5 Strait Area Ground Search and Rescue

- *Search and rescue* – provide search and rescue personnel for missing persons under the direction of the RCMP
- *Evacuation support* – assist in evacuation activities, first aid, and help in assembly areas

3.6 Canadian Red Cross

- *Emergency shelters* – manage designated emergency shelters and reception centres
- *Primary provider* – support affected populations by providing sufficient personnel for food, clothing, shelter, reception and information, registration and inquiry, and other personal services

3.7 Department of Natural Resources

- *Wildfire management* – responsible for wildfire control and management

4.0 PUBLIC EDUCATION & AWARENESS OF EVACUATION PROCEDURES

Since public awareness of evacuation procedures will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this Evacuation Plan, as part of the A.R.E.M.O. Emergency Management Plan, shall be posted on the Municipality of the County of Antigonish and the Town of Antigonish 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.

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 recognized 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 recognize that some modes are

appropriate in reaching many people but with only relatively simple or generalised information (i.e., radio, television) whereas others can provide more specific information to targeted individuals (i.e., telephone, facsimile machine, computer, two-way radio, door knocking or use of community leaders or wardens). Use of the Emergency Warning Signal "Alert Ready" will 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 proximity.

4.2 Essential Content - Evacuation Warning Messages

Evacuation Warning Messages will be prepared by the Public Information Officer in conjunction with advice from available specialists. Information should include:

The issuing authority;

- The date and time of issue;
- An accurate description of the hazard (what has happened or is likely to happen);
- The area that is likely to be affected immediately by the hazard and any areas that may be affected in the longer term, for example, in the case of flood, areas that will be inundated once banks of dykes have been over-topped;
- Advice to those receiving the warning including:
    - evacuating (including anticipated duration of absence, if known) or staying indoors;
    - risk minimizing measures (if staying);
    - what to bring, for example, medication, or what not to bring, for example, pets, unless advised otherwise;
    - listening to a local radio station or monitoring municipal websites and social media for advice;
    - securing of premises and personal effects;
    - evacuation routes;
    - assembly areas;
    - assistance available (transport, medical, relief centres, counselling);
    - not using telephone unless absolutely necessary;
    - safeguarding domestic pets and other animals; and
- What is being done to control the hazard; and
- The time the next warning will be issued or advise that no further warning will be issued.

5.0 PLAN EVALUATION, REVIEW & MAINTENACE

5.1 Plan Evaluation and Responsibilities

The Antigonish Emergency Management Coordinator is responsible for coordinating the exercising of the Emergency Evacuation Plan (EEP). The EEP will be evaluated and compiled biennially.

5.2 Plan Maintenance and Responsibility

The Antigonish EEP will be maintained by the A.R.E.M.O. Emergency Management Planning Committee (A.R.E.M.O.P.C.) and the A.R.E.M.O. Emergency Management Coordinator (EMC).

The EEP will be reviewed biennially and, where necessary, revised by a meeting(s) of the A.R.E.M.O. Planning Committee (A.R.E.M.O.P.C.) and the A.R.E.M.O. Advisory Committee (A.R.E.M.O.A.C.). The EEP shall be revised subject to the approval of Municipal Councils.

ANNEXES

Annex A – Abbreviations and Definitions

Assembly Points/Areas

Assembly Points or areas are designated areas within the community which are to be used in the case of emergency situations. They are intended to provide a safe area for individuals to congregate while either waiting for emergency personnel to respond or to receive transport to Reception Centres and/or Group Lodging facilities. Can also be known as staging areas.

At Risk Populations

For the purposes of this document at-risk populations are described using the functional needs framework as described within the following framework.

The framework includes people with disabilities as well as individuals who do not identify as having a disability, but have limitations in any of the following key functional areas:

Communication needs: limited ability to speak, see and hear, read or understand English, limitations in learning and understanding;
Medical needs: assistance with bathing or feeding, managing medications, on dialysis or oxygen, operating power-dependent equipment to sustain life;
Independence needs: maintaining functional independence with medical equipment such as wheelchairs, walkers, or scooters;
Supervision needs: persons with dementia or Alzheimer's, prisoners and unaccompanied children;
Transportation needs: persons who cannot drive due to disabilities, age, addictions, legal restrictions, socioeconomic factors.

The functional needs approach points to a diverse group of individuals
potentially in need of additional assistance before and during emergencies.

Chokepoint	“Chokepoint" is synonymous with "bottleneck" and is often an area of high centrality in the transportation system.
CRC	Canadian Red Cross
DEM	Department of Emergency Management
DOSD	Depart. of Opportunities and Social Development
EOC	A pre-designated facility established by a local authority to coordinate the overall agency or jurisdictional response and support to site operations. When the site-level response requires resources or coordination not immediately available at site, an EOC should be activated.
ESS	Services that are provided short term to preserve the emotional and physical well-being of evacuees and response workers in emergency situations.
EHS	Emergency Health Services
Emergency Shelter	A location designated by the local ESS team, in cooperation with the local authority, which provides dormitory style accommodation for people displaced from their homes because of an emergency or disaster. These services are usually provided in local community centres, school gymnasiums and arenas. At an Emergency Shelter individuals will normally be provided with a sleeping space, meals as well as information about the emergency.
Evacuation	Removal of people from an area that is either directly or imminently to be impacted by a disaster or emergency.
Evacuation Alert	The population in an area is informed that they may be required to evacuate soon and that they should prepare accordingly. While Evacuation Alerts may give the population an estimated notice period for evacuation, the reality of the situation may require immediate action with very short notice. Evacuation

	Alerts do not require a declaration of a state of local emergency.
Evacuation Order	The population is ordered to evacuate an area according to a formal written document that outlines the area in question and why an evacuation is necessary. Evacuation Orders are based on the authority granted through the declaration of a state of local emergency covering the impacted area under the Emergency Program Act. This is an order and as such does not allow for any discretionary decision on the part of the population. They must leave the area immediately.
Evacuation Rescind	When the emergency which necessitated the evacuation is under control and the hazard/ emergency zone is declared safe, a Rescind of the Evacuation Order is issued.
Group Lodging	See Emergency Shelter.
HAZMAT	Hazardous Materials
HRVA	The purpose of Hazard Risk and Vulnerability Assessment (HRVA) is to help a community make risk-based choices to address vulnerabilities, mitigate hazards and prepare for response to and recovery from hazard events. “Risk-based” means based on informed choices of alternate unwanted outcomes. In other words, communities make risk reduction choices based on the acceptability of consequences and the frequency of hazards. Hazard Risk and Vulnerability Assessment (HRVA) is not an end. The purpose of hazard, risk and vulnerability analysis planning is to anticipate problems and possible solutions to help save lives and property, reduce damage, and speed a community’s recovery. HRVA helps us work towards disaster-resilient communities.

Incident Commander	The individual responsible for the management of all incident operations at the incident site.
Tactical Evacuation	An evacuation resulting from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.
Pre-Planned Evacuation	A pre-planned evacuation is an evacuation resulting from an event that provides adequate warning and preparation time.
RCMP	Royal Canadian Mounted Police
Reception Centre	A location designated by a local authority ESS Team, as a safe gathering place for people displaced from their homes because of an emergency or disaster. At a Reception Centre, individuals may register to receive Emergency Social Services (food, clothing, and/or lodging) as well as information about the emergency.
Relocation	Removing people and animals from an area that is safe at the present time but may become hazardous and/or contaminated soon.
EMC	Emergency Management Coordinator
REMO	Regional Emergency Management Organization
Self-Evacuation	When individuals make the decision to evacuate although there is no official Evacuation Order in place for their area.
Shelter-in-Place	"Shelter-in-Place" is a protective measure that encourages the population to stay indoors and perform safety measures (such as closing windows) for the duration of the threat.
SOLE	State of Local Emergency
Traffic Control Points	Points along the evacuation route that have stations to control the flow of traffic.

Annex B – Evacuation Alert

_____- **EVACUATION ALERT**

DATE: _____ TIME: _____

An Evacuation Alert has been issued by the _____at the Antigonish Emergency Coordination Centre.

(Briefly describe event and potential risk)

Because of the potential danger to life and health, the _____ has issued an Evacuation Alert for the following areas:

Geographic description including boundaries and properties potentially impacted.

An Evacuation Alert has been issued to prepare you to evacuate your premises, or property should it be found necessary. You may need to leave your home because of an emergency. We provide this warning so that you may prepare yourself and your family to leave immediately if requested to do so. Residents will be given as much advance notice as possible prior to evacuation; however, you may receive limited notice due to changing conditions.

** Map/description of potential evacuation route and map of evacuation alert area to be provided **

WHAT YOU SHOULD DO WHEN AN ALERT IS IN EFFECT

Upon notification of an ALERT, you should be prepared for the Evacuation Order by:

- Locating all family members or co-workers and designate a Reception Centre outside the evacuation area, should an evacuation be called while separated.

- Gathering essential items (see 'What you Should Take' section). Have these items readily available for quick departure.
- Preparing to move any disabled persons and/or children.
- Moving pets and livestock to a safe area.
- Arranging to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area, please call _____.
- Arranging accommodation for your family if possible. In the event of an evacuation, Reception Centres will be opened if required.
- Monitoring news sources for information on evacuation orders and locations of Reception Centres.

WHAT YOU SHOULD TAKE IF EVACUATION ORDERED

For your personal comfort and safety, we recommend you take the following items with you:

- Personal information for all family members (birth certificates, health cards, driver's license)
- Money (cash, cheques, debit cards, credit cards)
- Cell phone(s) and chargers
- Medications and medical aids such as wheelchairs or walkers
- House and personal insurance information
- Personal care items for 3-days (72-hours)
- Toys, games, favourite items for children
- Car seats for children that require them
- Change of clothing
- Name and phone numbers of family members and important contacts

Pets

If possible, take your household pets with you in an appropriate carrying case. Take food and any medications your pets will need for 3 days. Leashes or restraining devices should be brought with your pets. Pets should have identifying collars as appropriate. If you need assistance evacuating your pets, please call _____ immediately. If you are unable to take your pets with you, be prepared to evacuate without them and emergency personnel will make all reasonable efforts to ensure their safety.

Further information will be issued at _____or should the situation change. For more information, contact: _____.

_____

Mayor/ Warden

Annex C – Evacuation Order

_____- **EVACUATION ORDER**

DATE: _____ TIME: _____

YOU MUST LEAVE THE AREA IMMEDIATELY

An Evacuation Order has been issued by _____the due to immediate danger to life safety due to:

(Briefly describe event and potential risk)

Members of _____will be expediting this action.

(Agencies)

The Evacuation Order is in effect for the following areas:

(Geographic description)

** Map/description of potential evacuation route and map of evacuation order area to be provided **

WHAT YOU SHOULD DO:

- You must leave the area immediately
- Follow the travel route provided and register at _____ *(ESS Reception Centre address)*
- If you need transportation assistance from the area, please advise the individual providing this notice or call (contact number) _____
- Close all windows and doors
- Shut off all gas and electrical appliances, other than refrigerators and freezers
- Close gates (latch) but do not lock
- Gather your family: take a neighbour or someone who needs help
- Take critical items (medicine, purse, wallet, and Keys) only if they are immediately available.
- Take pets in pet kennels or on leash
- Do not use more vehicles than required
- Do not use the telephone unless you need emergency service.

YOU MUST LEAVE THE AREA IMMEDIATELY

For more information, contact:

_____

_____

Mayor/ Warden

Annex D – Evacuation Rescind

_____- **EVACUATION RESCIND**

DATE: _____ TIME: _____

Evacuation Order issued: Date _____ Time: _____

To the area(s)
Is **rescinded.**

For more information, please contact: _____.

_____
Mayor/ Warden

Annex E – Evacuation Contact

Incident: _____

Date: _____ Time: ___

<table>
<tr><td>Name of Person Contacted:</td><td colspan="4">Signature of Person Contacted:</td></tr>
<tr><td colspan="5">Civic Address Location of Contact:</td></tr>
<tr><td colspan="5">Phone Numbers of Contact Location:</td></tr>
<tr><td>Emergency Contact Name & Number
(once evacuated)</td><td colspan="2">Name:</td><td colspan="2">Phone Numbers:</td></tr>
<tr><td colspan="5"></td></tr>
<tr><td rowspan="3">Number of Persons at Location</td><td colspan="2">Adults</td><td colspan="2">Minors</td></tr>
<tr><td>Males</td><td>Females</td><td>Males</td><td>Females</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td>Transportation Available</td><td colspan="2">Yes</td><td colspan="2">No</td></tr>
<tr><td rowspan="3">Pets/Livestock</td><td colspan="2">Evacuate with People</td><td colspan="2">Could not Evacuate</td></tr>
<tr><td>Species</td><td>#</td><td>Species</td><td>#</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="5">Special Needs or Assistance Required:</td></tr>
<tr><td>Contact Made By: (Print Name)</td><td colspan="4">Signature:</td></tr>
</table>

F – Potential Evacuation Routes

To Be Developed

Annex G – Evacuation Planning Worksheet

Threat Information					
Type	**Details**				
Fire					
Natural Disaster					
Hazardous Materials					
Civil Disobedience					
Other					
Impact	**Details**				
Life Safety					
Environmental					
Other					
Comments:					
Population / Location					
Population Size - # of	Persons:			Animals:	
Density	☐ High	☐ Medium		☐ Low	
Type	☐ Residential	☐ Commercial		☐ Industrial	
Special Considerations					
Type	**Yes**	**No**	**Type**	**Yes**	**No**
Schools			Transport Available		
Hospitals			Translators		
Population (shut-in)			Physical Disabilities		
Secure Treatment / Jail			Non-Housed		
Shelters Available			Visitors / Tourists		
Location / Distance (Plot on Map)					
Distance from incident to population			M:	Km:	
Direction threat is from population	☐ North	☐ South	☐ East	☐ West	
Terrain is:	☐ Flat	☐ Sloped	☐ Steep	☐ V. Steep	
Available Evacuation Routes:					
Comments:					

Hazardous Materials Conditions				
Condition:	☐ Contained	☐ Not Contained	☐ Controlled	☐ Uncontrolled
	☐ Continuous	☐ Not Continuous	☐ Stable	☐ Unstable
Description:	☐ Puff	☐ Pool	☐ Plume	☐ Other
Location:	☐ Ground	☐ Elevated	☐ Accessible	☐ Inaccessible
Temperature:	Ambient:	On Fire:	Heated:	Cooled:

Describe evacuation plan (Plot on Map)

☐ **Confirm area to be evacuated**
☐ **Determine if immediate evacuation or shelter-in-place required**
☐ **Determine evacuation routes (roadways, highways etc.)**
☐ **Determine alternate route in case primary exits are blocked**
☐ **Identify and develop transportation plan for those that request support**
☐ **Identify a safe assembly point for impacted persons to assemble (*ensure plenty of space for everyone to gather so you can perform a head count and double-check that everyone got out safely)***
☐ **Develop communication plan, clearly communicate evacuation instructions to everyone in impacted are**
☐ **Issue evacuation message via alert ready, CJFX, The Hawk (Door knockers)**

Annex H – Acknowledgement of Refusal to Evacuate

A formal advisory of an emergency and instructions to evacuate, were given to:

occupying the residence at:

Despite these warnings, the occupant(s) have chosen not to evacuate the premises.

The occupant has been informed that:

- The safety of occupants of these premises may be compromised;
- Occupants refusing to evacuate may not fully benefit from the emergency services provided by A.R.E.M.O., as resources will largely be assigned to assisting the evacuation effort;
- Occupants' refusal to evacuate may place emergency response personnel in unnecessary danger; and
- Occupants refusing to evacuate may become liable for personal injury or property damage caused directly or indirectly by their refusal to evacuate when so requested by civil authorities.

_____ _____

Responder Date

Annex I – Instructions for Door Knockers – Shelter-in-Place

1. Go to door quickly. Knock loudly or ring doorbell
2. Advise occupants of the need to Shelter-in-Place
3. Advise occupants to take the following measures:
4. Give occupants a copy of the *"Shelter-in-Place Instructions for Residents"*
5. Gather information from the occupants and complete the Shelter-in-Place Information Spreadsheet. The purpose of this spreadsheet is to gather information in case an 'Evacuation Order' is issued.

Tell occupants to monitor media for updates, or go to Municipal Websites for updates:

- Municipality of the County of Antigonish
- Town of Antigonish

Instructions for Residents – Shelter-in-Place

- Get everyone inside immediately, including pets.
- Close all doors and windows.
- Shut down furnace, air conditioners, and exhaust fans and vents.
- Close fireplace dampers.
- If possible, enter a room with no or few windows and seal any doors, windows, vents with plastic sheeting and tape.
- Place wet towels at base of door(s).
- Monitor local media for updates or go to Municipal websites for updates.
- Remain inside until an "All Clear" message has been given by emergency officials.



Annex J – Instructions for Door Knockers – Evacuation Alert

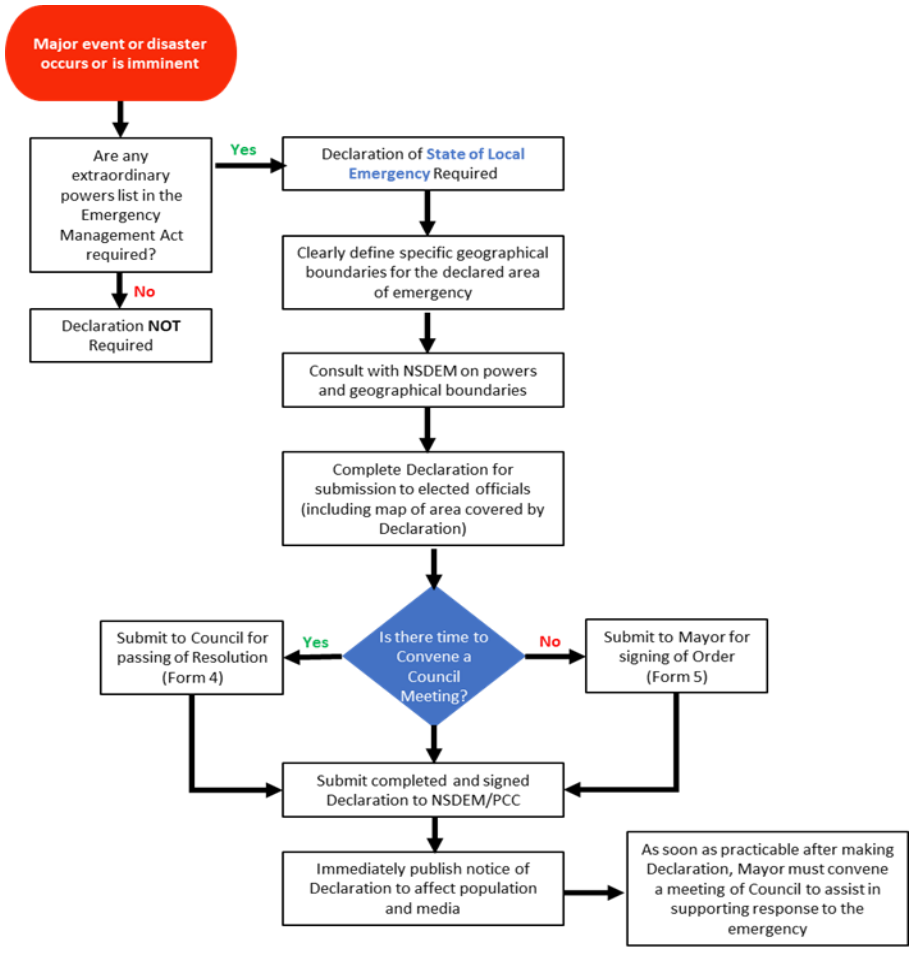
1. Go to door. Knock loudly or ring doorbell
2. Advise occupants of the 'Evacuation Alert' and give them a copy of the Evacuation Alert and map. Make sure occupants understand that they are not required to leave at this time but must leave the area immediately if an 'Evacuation Order' is issued.
3. Advise occupants to have their emergency kit and important documents ready to go, which should include things like insurance and personal papers such as birth certificates. They should also pack:
    a. Several days' clothing.
    b. Medicines, prescriptions, and mobility aids.
    c. Consider pets and get leashes, carriers, and pet food ready to go.
    d. Also consider the kids and bring some comfort items, like a favourite toy or colouring books to help keep them busy.
    e. Don't forget to check in on family, friends and neighbours who may have mobility or other issues to contend with.
    f. This is a good time to collect precious photos and mementos that can't be replaced.
4. Tell occupants to stay tuned to local radio stations and Municipal Websites or follow the Municipalities' Facebook page for updated emergency information.
5. Complete the Evacuee Information Spreadsheet. Make sure you ask if any of the occupants may require assistance to evacuate if an Evacuation Order is issued. Note their names, address and phone number and report this information to the Emergency Coordination Centre.
6. ***People that are not able to evacuate independently, or who need more time to evacuate, should consider evacuating at this time. While the Municipality will try to give as much notice as possible, Evacuation Orders may be issued very quickly. The Emergency Coordination Centre can help arrange transportation for people who want to voluntarily evacuate at this time.***
7. If the occupants are not home, leave the Evacuation Alert in a visible location. Note the address of the home on the Evacuation Alert Information Spreadsheet and note that occupants were not home.
8. Advise occupants that a Reception Centre will be established if an Evacuation Order is issued. Evacuees can bring their pets with their leash and/or kennel. Animals will not be allowed in the Reception Centre (Exception: seeing eye dogs and special service dogs) but will be kept in a secure location outside the Reception Centre.

Annex K – Instructions for Door Knockers – Evacuation Order

1. Go to door quickly. Knock loudly or ring doorbell.
2. Advise occupants of the Evacuation Order and give them a copy of the Evacuation Order and map. Make sure occupants understand that they must leave the area immediately.
3. Complete the Evacuation Contact Information (Annex E). Make sure you ask if any of the occupants require assistance to evacuate. If yes, report this information to the Emergency Operations Centre.
4. If the occupants are not home, leave the Evacuation Order in a visible location. Note the address of the home on the Evacuee Information Spreadsheet and note that occupants were not home.
5. Advise occupants that a Reception Centre has been established and provide the location. Evacuees can bring their pets with their leash and/or kennel. Animals will not be allowed in the Reception Centre (Exception: seeing eye dogs and special service animals) but will be kept in a secure location outside the Reception Centre.
6. If evacuees do not have transportation, provide the location of evacuation transportation muster points.
7. ***Ask occupants if they intend to evacuate. If occupants refuse to leave do not force them. If they have children under the age of 19, note the address and notify your Supervisor at the Emergency Coordination Centre. Ask for the name of their next of kin and dentist. Record this information. If time permits, ask them to sign a simple statement that they understand and accept the risks and that emergency services may not be able to assist them if the threat worsens.***

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

(Reference: Nova Scotia Emergency Management Act)



1. **Cause an Emergency Management Plan or any part thereof to be implemented.**
2. **Acquire or utilize personal property by confiscation or any means concerned necessary.**
3. **Authorize or require a qualified person to render aid.**
4. **Control or prohibit travel to or from an area or road, street or highway.**
5. **Provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medial, social and other essential services.**
6. **Cause or order 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.**
7. **Authorize the entry by a person into any building or upon land without warrant.**
8. **Cause or order 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, of attempting to forestall its occurrence or of combating its progress.**
9. **Order the assistance of persons needed to carry out the provisions mentioned.**
10. **Regulate the distribution and availability of essential goods, services and resources.**
11. **Authorize and make emergency payments.**
12. **Assess damage to any works, property or undertaking and the cost to repair, replace or restore the same.**
13. **Assess damage to the environment and the costs and methods to eliminate or alleviate the damage.**

Annex M – Contact List

NSP Power Outage
1-877-428-6004

Bell Aliant Outage
611 or 1-506-663-4032/ 866-502-2914

Eastlink Outage
1-888-345-1111

NS Department of Emergency Management
1-833-758-4540

Disaster Animal Response Team
1-902-233-4089

Forest Fires/Poaching/Wildlife Emergencies
1-800-565-2224

Transportation and Renewal
1-844-696-7737

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

Maritime Northeast Pipeline Emergencies
1-888-444-6677

Department of Natural Resources Antigonish Office **902-863-4513**

A.R.E.M.O. Regional Emergency Management Organization

Town of Antigonish Office
902-863-2351
After Hours
902-863-9699

Municipality of County of Antigonish Office
902-863-1117
After Hours
902-318-3077

A.R.E.M.O. EMO Coordinator
Blaise MacDonald
902-867-7152
Blaise.MacDonald@Antigonishcounty.ca

911 - This is for emergencies only. If someone's health, safety, and/or property are threatened, and help is needed right away.

511 - For information about Provincial roads in Nova Scotia.

211 - For community and social services.

STAFF REPORT

TO:	Committee of the Whole
FROM:	JACQUELINE CLEARY, ACTING CFO
SUBJECT:	**REQUEST FOR TAX WRITE-OFF FOR HOME DESTROYED BY FIRE**
DATE:	2026-09-08

RECOMMENDATION

THAT the Committee recommend that Municipal Council write-off the taxes for AAN 07202199, which was destroyed by fire, in the amount of $212.21.

SUMMARY

A fire letter was provided by PVSC regarding AAN 07202199. The mini home sustained fire damage on July 24, 2026, and the property owners have requested that Council write off the taxes for the portion of the year following the fire, which would be $212.21.

BACKGROUND

The Municipal Government Act (MGA) 1998, c. 18, s.1 provides at s. 69A that a municipal council may, by policy, provide for reduction or re-imbursement of taxes payable in cases of property destroyed or damaged by fire. This section of the MGA sets out that Property Valuation Services Corporation (PVSC) provide a new opinion of value reflecting the damage or destruction upon request of the Clerk, to support such a policy. A revised assessment was received from PVSC, indicating a revised opinion of value reflecting damage or destruction (for tax purposes).

BUDGET IMPLICATIONS

Finance staff has estimated that the taxes to the written-off for the property in question, based on the previous assessment, would be approximately $212.21.

When a written request for a fire letter is received, a request must be made to PVSC to receive a fire letter with a new assessment.
It must be calculated with the new assessment for the period of payment. Tax bills are from April 1 to March 31.

Calculation for write offs for fire letters						
		Original Assessment		New Assessment		
		$28,600.00	# days full assmt	$0.00	# days reduced assmt	
			114		251	
	Rate					
Taxes	$0.850	$243.10	$75.93	$0.00	$0.00	
Fire Hydrant	$0.079	$22.59	$7.06	$0.00	$0.00	
Fire Dept	$0.15	$42.90	$13.40	$0.00	$0.00	
Total			$96.38		$0.00	amount taxes should have been for x # of days
Sewer		$0.00	$0.00		$0.00	do not charge for sewer b/c structure burned
Total		*$308.59*	*$96.38*		*$0.00*	
Total to be reduced	*$212.211*					

Property Valuation Services Corporation
A truly valued Nova Scotia

Suite 6, 15 Arlington Place
Truro, Nova Scotia
B2N 0G9

Tel 902.893.5800
1.800.380.7775
Fax 902.893.6101
1.888.339.4555
www.pvsc.ca

August 26, 2026

Municipality of the County of Antigonish
285 Beech Hill Rd
Beech Hill, NS B2G 0B4

Re: AAN 07202199

Attn: Darlene Thompson

Your request dated August 26, 2026 indicated the above-referenced property sustained damage on July 24,2026.

Under **section 69A of the *Municipal Government Act* (MGA) 1998, c. 18, s.1**, a municipal council may, by policy, provide for the reduction or reimbursement of taxes payable during a current taxation year when a property is destroyed or damaged by fire or storm. This section also authorizes Property Valuation Services Corporation (PVSC) to provide a **revised opinion of value** reflecting the damage or destruction upon request of the Municipal Clerk.

In response to your request, PVSC is providing the following revised opinion of value for taxation purposes, pursuant to your municipality's policy. This revised value below **will not be reflected on the current year's filed assessment roll.**

	Classification	Assessed Value	Taxable Assessed Value*
Current Filed Roll	01	$30,200	$28,600
Revised Opinion of Value	01	$0	$0

*For eligible residential property, the Taxable Assessed Value reflects the Assessed Value or a Capped Assessment, whichever is lower. A Capped Value cannot be revised via a request under s. 69A of the MGA.

In accordance with the ***Municipal Modernization Act***, the authority to grant tax relief in future years to property owners rebuilding after natural disaster rests with municipalities. PVSC does not have the authority to preserve or carry forward a property's pre-destruction capped assessment.

Future assessments will be completed in accordance with the **Assessment Act**, which requires new construction value to be excluded from the CAP in the first year assessed. New construction value is eligible for CAP savings in the following assessment year. The

property's **assessed and taxable assessed values**, reflecting any reconstruction or changes, will appear on the official assessment roll.

If you have any questions or new information that should be considered, please contact us at 1-800-380-7775 or inquiry@pvsc.ca.

Sincerely,

Ann Smith Macquarrie

Ann Smith Macquarrie
Assistant Director, PVSC