

**MUNICIPALITY OF THE COUNTY OF KINGS
COMMITTEE OF THE WHOLE
December 19, 2017
9:00 am
AGENDA**

1. Roll Call **00:00**
2. Approval of Agenda **02:28** Page 1
3. Approval of Minutes Page 2
 - a. November 21, 2017 Committee of the Whole **03:05**
4. Business Arising from Minutes Page 2
 - a. November 21, 2017 Committee of the Whole **05:08**
5. Human Resources Page 8
 - a. Service Awards **07:15**
 - b. Excellence in Public Service Awards **20:51**
 - c. HR-06-014 Training & Professional Development Policy **34:10** Page 21
 - d. HR-06-015 Employee Performance Management Policy **39:33** Page 25
 - e. HR-06-016 Pregnancy/Parental Leave Policy **43:30**
6. Presentation: Page 28
 - a. 10:20am: Community Sector Council of Nova Scotia **75:08**
7. Administration Page 29
 - a. Community Grants Policy **83:50**
8. Engineering & Public Works, Lands and Parks Services
9. Correspondence - General **160:53**
 - a. Valley Waste Management Minute November 2017 Page 53
 - b. Valley Waste Management Minute December 2017 Page 55
10. Councillor and Committee Reports Page 57
 - a. Nominating Committee: **172:03**
 - Committees Contact Form Page 58
 - Record of Attendance Page 59
 - b. Annapolis Valley Trails Coalition **161:23** Page 60
 - c. Activity Update - Councillor Raven **161:59** Page 62
 - d. Kings Transit Authority **167:35** Page 64
 - e. Budget and Finance Committee **168:12** Page 65
 - f. Regional Sewer Committee **170:33**
11. Other Business **175:39**
12. Comments from the Public **None**
13. Adjournment **185:50**

**COMMITTEE OF THE WHOLE
November 21, 2017
MINUTES**

**Meeting Date
and Time**

A meeting of the Committee of the Whole was held on Tuesday, November 21, 2017 at 9:00 am in the Council Chambers, Municipal Complex, Kentville, NS.

1. Attendance

All Councillors were in attendance.

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
- Janny Postema, Recording Secretary

2. [Approval of Agenda](#)

The agenda was approved as circulated.

3. Approval of Minutes

3a. [October 17, 2017](#)

On motion of Councillor Spicer and Councillor Allen, that the minutes of the Committee of the Whole meeting held on October 17, 2017 be approved.

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

4. **Business Arising from Minutes**4a. [October 17, 2017](#)

- Councillor Raven requested that links to reports from previous agendas be provided in the minutes.
- Councillor Winsor expressed concerns around the approved Provincial/Village Subdivision Road Resurfacing Program 2018-19 Priority List.
- Councillor Raven asked that the meeting with MLAs be scheduled soon.
- Mayor Muttart provided an update on the dangerous and unsightly properties on Kars Street, Port Williams.

5. **Administration**5a. [Community Flag Raising: Valley Restorative Justice](#)

The Mayor presented the report as attached to the November 21, 2017 Committee of the Whole agenda.

5b. [Councillor Attendance at 2018 FCM Annual Conference, Halifax and 2018 FCM Sustainable Communities Conference, Ottawa](#)

The Mayor presented the report as attached to the November 21, 2017 Committee of the Whole agenda.

Deputy Mayor Lutz and Councillors Allen, Hirtle, Hodges and Winsor expressed an interest in attending the 2018 FCM Annual Conference in Halifax.

Councillors Best, Hodges and Raven expressed an interest in attending the 2018 FCM Sustainable Communities Conference in Ottawa; Councillor Hodges noted that she had a preference for attending the Sustainability Conference.

It was agreed that attendees at each conference would be determined based on the Councillor Travel Budget.

5c. [Council Action Items Progress Report](#)

The Mayor presented the report as attached to the November 21, 2017 Committee of the Whole agenda.

On motion of Deputy Mayor Lutz and Councillor Hirtle, that Committee of the Whole receive the Council Action Items Progress Report for information purposes.

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

6. **Presentations**

- 6a. [Kings County Family Resource Centre](#) Melissa Connell, Executive Director, provided a presentation and responded to questions from Councillors.
- 6b. [Annapolis Valley Regional Library Annual Report](#) Ann-Marie Mathieu, Chief Executive Officer, and Shirley Pineo, Board Chair, provided a presentation and responded to questions from Councillors.

7. **Correspondence**

Mayor Muttart provided an overview of the correspondence as attached to the November 21, 2017 Committee of the Whole agenda.

On motion of Councillor Hirtle and Councillor Armstrong, that Committee of the Whole receive the Correspondence as attached to the November 21, 2017 Committee of the Whole agenda.

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

- 7a. [Valley Waste Management Minute October 2017](#) For information.
- 7b. [Nova Scotia Police Long Service Award Ceremony](#) For information.
- 7c. [4-H Nova Scotia Thank You](#) For information.
- 7d. [Wharf Rat Rally Thank You](#) For information.

8. **Committee Reports**

- 8a. [Kentville Joint Fire Services Committee](#) Councillor Raven presented the report as attached to the November 21, 2017 Committee of the Whole agenda.
- 8b. [Kings Transit Authority](#) Councillor Raven presented the report as attached to the November 21, 2017 Committee of the Whole agenda.
- 8c. [Nominating Committee](#) Councillor Raven presented the report as attached to the November 21, 2017 Committee of the Whole agenda.

- 8d. [Budget and Finance Committee](#) Councillor Winsor presented the report as attached to the November 21, 2017 Committee of the Whole agenda.
- 8e. [Regional Sewer Committee](#) Councillor Winsor presented the report as attached to the November 21, 2017 Committee of the Whole agenda.
- 8f. [Kings Point to Point Committee](#) Councillor Winsor presented the report as attached to the November 21, 2017 Committee of the Whole agenda.
- 8g. [Fire Services Advisory Committee](#) Councillor Winsor presented the report as attached to the November 21, 2017 Committee of the Whole agenda.
- 8h. [Kings Partnership Steering Committee](#) Councillor Winsor presented the report as attached to the November 21, 2017 Committee of the Whole agenda.
- 8i. [Annapolis Valley Trails Coalition](#) Councillor Spicer presented the report as attached to the November 21, 2017 Committee of the Whole agenda.
- 8j. Race Relations and Anti-Discrimination Committee Deputy Mayor Lutz provided a verbal report.
- 8k. Kings Youth Council Councillor Hodges provided a verbal report.
- 8l. Valley Region Solid Waste-Resource Management Authority Councillor Hirtle provided a verbal report.

On motion of Councillor Spicer and Deputy Mayor Lutz, that Committee of the Whole receive the Committee Reports as attached to the November 21, 2017 Committee of the Whole agenda and as provided verbally.

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

- 8m. [Proposal for Standing Committee of Mayors](#) Mayor Muttart presented the report as attached to the November 21, 2017 Committee of the Whole agenda.

On motion of Councillor Raven and Councillor Best,

Whereas the Mayors of Berwick, Kentville, Kings and Wolfville do meet on a regular basis to discuss matters of common interest

between our respective communities;

And Whereas the Mayors have determined to commit to the enshrinement and formalization of this model of cooperation and consensus building by requesting their respective Councils to approve the creation of a standing committee of Mayors;

BE IT RESOLVED THAT Committee of the Whole recommend that Council of the Municipality of the County of Kings approve the creation of such a standing committee, with the following terms and mandate:

1. The Committee serving in an advisory role to the respective Councils;
2. The serving Mayor of each municipal unit is, ex-officio, the member of the Committee representing the Mayor's municipal unit;
3. Councils shall receive reports from the Committee in the same manner as other standing committees of the municipal unit;
4. Each Mayor's unit will be responsible for any and all of its Mayor's individual expenses associated with participation on the Committee; and
5. The Committee shall:
 - Annually appoint one Mayor as Chair (with the Chair's municipal unit providing administrative support to the Committee, e.g., recording and distribution of minutes);
 - Develop a work plan, the elements of which are to be supported by the member CAOs; and
 - Not less than annually convene a meeting of all elected officials of the member units for purposes of reviewing work plans of the Committee and other items of mutual interest.

Motion Withdrawn.

Following discussion, Mayor Muttart offered to withdraw the motion; the mover and seconder of the motion agreed and the motion was withdrawn.

9. **Other Business**
 - Deputy Mayor Lutz asked whether the County would undertake any initiatives during Municipal Awareness Week and if not, later in the year or in the spring.
 - Deputy Mayor Lutz requested an update on the Returning Officer's recommendation to strike an Elections Committee.
 - The CAO made note of these two inquiries.
 - Councillor Raven noted that there was an open invitation to a Valley Regional Enterprise Network meeting at 2:30pm at the Louis Millett Community Complex in New Minas.
10. **Comments from the Public**
 - Chris Cann, Baxter's Harbour commented on citizens' rights to attend meetings of Committees of Council.
 - Mayor Muttart pointed out that all Council Committee meetings were open to the public as regulated by the Municipal Government Act.
11. **Adjournment**

On motion of Councillor Best and Councillor Allen, there being no further business, the meeting adjourned at 11:00 am.

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:

Mayor Muttart

Janny Postema
Recording Secretary

Results Legend	
-	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
Training & Professional Development Policy**

Creation Date	December 19, 2017	Policy Category	Human Resources
Approval Date	To be Determined	Next Review Date	December, 2022
Revision Date	Not Applicable	Replaces	HR Policy 5.002

1. Purpose

The Municipality of the County of Kings (“the Municipality”) values training and professional development as a means of attracting, developing, motivating and retaining excellent employees. The Municipality believes in the development of employees to enhance their skills in their current positions and to prepare them for future career opportunities. We value cultivating employees that are confident about improving efficiency and productivity and supporting a culture of life-long learning.

The development of Municipal staff is an essential business investment that enables the Municipality to maintain and extend our employee’s knowledge and skills as the Municipality’s needs and required skill sets evolve. Training and Professional Development allows for employees to be prepared for future organizational needs and advances the Municipality’s strategic priorities.

2. Policy Statements

This Policy:

- 2.1 Defines who is eligible to take advantage of training and professional development opportunities
- 2.2 Defines the responsibilities of the Municipality and employees in relation to training and professional development;
- 2.3 Allows the Municipality and employee to assess existing skills and knowledge, identify training and environmental gaps or needs and identify required training areas;
- 2.4 Identifies types of training and professional development opportunities;
- 2.5 Encourages and fosters a concept of self-learning among employees within the organization thereby increasing the knowledge and skills in the organization through employee initiatives;
- 2.6 Outlines the procedure for approval of training and professional development requests;
- and
- 2.7 Outlines the financial support options available from the Municipality.



MUNICIPALITY OF THE COUNTY OF KINGS

Training & Professional Development Policy

3. Scope

This policy applies to all employees (union and non-union, contract or term, and management and Supervisors) of the Municipality and the Chief Administrative Officer.

4. Training Classifications

In training and professional development activities, staff may be provided with the following types of training:

- Mandatory Training & Professional Development
Training to meet mandatory minimal job requirements (e.g. fall protection, WHMIS, building inspection courses, water treatment certifications, etc.).

Employees will be expected to take and pass mandatory training as identified by their supervisor.

- Job Related Training & Development (for current needs)
Training directly related to an employee's job which will enhance their contribution to the Municipality or improve job performance.
- Developmental Training & Professional Development (for future needs)
Employees may participate in professional development activities such as professional associations and external/internal committees as approved by their supervisor.
- Conferences (for current or future needs).
Elective conferences related to the employees professional organization or field of work as approved by their supervisor.
- Other
Recognizing training and professional development may not always take the form of the traditional classroom, workshop, or seminar, other training opportunities may be pursued. On-the-job training, cross-training of another's position, online training programs, seminars and courses, special projects, task force or group work may be pursued as approved by their supervisor.

5. Rationale and Financial Support for Training & Professional Development

- 5.1 The Municipality recognizes two levels of training and professional development and will provide financial support accordingly.



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- Short term training and development opportunities (i.e. courses, seminars and conferences).
- Long term training and professional development opportunities (i.e. degree, license, or designation). All long-term training requests require approval by the CAO.

5.2 In determining the appropriate level of training, the following guide shall be used:

Training Opportunity	Rationale for Training and Professional Development
Short-term training and development opportunities (e.g. courses, seminars and conferences)	Short-term training will be provided for employees in positions with mandatory training requirements, when there is an immediate operational need, or when training is directly related to the employee’s job and will enhance their contributions to the Municipality.
Long-term training and development opportunities (e.g. degree, license, or designation)	When considering training and development that involves a long-term course of study that will result in the employee obtaining a degree, license or designation, there are multiple factors to be considered: <ul style="list-style-type: none"> • Has a skills gap been identified in the annual PDP? • What is the minimum training and education required for the position? If the employee has the minimum training and education, how will this proposed training and development benefit the employer and employee? • Does this training and development opportunity prepare the employer and employee for future organizational needs and advancement within the municipality?

5.3 Funding

When training or professional development activities are identified and approved as part of the employee’s Performance Development Plan, the following funding formulas will be used to determine the level of funding support provided by the Municipality. These percentages are subject to budgetary approval.

- 100% Municipal funding support for direct job related training, including expenses and time away from work (i.e. short term courses, seminars and conferences), subject to budgetary approval.



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- 50% Municipal funding support where it is reasonably evident that equal benefit will accrue to both the Municipality and the employee (i.e. a degree, license or designation that is not a job requirement) subject to budgetary approval;
 - No funding will be provided where the advanced educational training and development is employee generated and the benefit accrues to the employee rather than the Municipality; and
 - Funding arrangements within these levels (0-100%) based on the Municipality's judgment of the relative benefit to be accrued to the Municipality and employee.
- 5.4 In cases of long-term training or professional development, and before any approval is given, the Municipality reserves the right to require the employee to guarantee a specified number of years of employment, or reimburse the Municipality for expenses paid on behalf of the employee after completion of the training and development program through a *Return of Service Agreement & Training Reimbursement Agreement* (see Appendix A).

A payroll deduction process may be used for payment of tuition by the employee upon agreement by the CAO.

6. Administration

- 6.1 During the annual performance management process (as established in HR - 06-015 Performance Management Policy), the employee and supervisor will fill out an individual Performance Development Plan (PDP - Appendix B) and any associated costs will be recommended for incorporation into the department's next annual operating budget.
- 6.2 Discussions pertaining to training and development may occur throughout the year and can be initiated by either the employee or the employee's supervisor.
- 6.3 The training and development needs identified during the annual performance management process will be communicated in writing via the PDP and signed off by both the employee and supervisor.
- 6.4 For training and development opportunities that are identified outside of the annual Performance Management process and outside of budget allocations, an Application for Training and Development (Appendix C) is to be completed by the employee and requires approval by the CAO where the budget exceeds \$1500. All completed forms are to be submitted to Human Resources.



MUNICIPALITY OF THE COUNTY OF KINGS
Training & Professional Development Policy

6.5 When all criteria or conditions for training and development are met, the Municipality will release final payment of the training program. The employee's participation and results of the training program will be documented in the employee's personnel file.

7. Responsibilities

7.1 Council will:

- 7.1.1 ensure the Municipality has a current and comprehensive policy to address employee training and professional development; and
- 7.1.2 review, amend, and adopt changes to the Training & Professional Development Policy as needed.

7.2 The Chief Administrative Officer will:

- 7.2.1 administer and implement this Policy;
- 7.2.2 identify necessary revisions to the Training & Professional Development Policy;
- 7.2.3 ensure that staff are advised of the Training & Professional Development Policy.
- 7.2.4 promote an organizational culture that encourages training and professional development.

7.3 Employees will:

- 7.3.1 be familiar and act in accordance with this Policy.

8. Related Policies, Procedures, and Legislation

- HR - 06-015 Performance Management Policy



**MUNICIPALITY OF THE COUNTY OF KINGS
Training & Professional Development Policy**

**APPENDIX A
RETURN OF SERVICE & TRAINING REIMBURSEMENT AGREEMENT**

This Training Reimbursement agreement (“Agreement”) is entered into by and between Municipality of the County of Kings (“the Municipality”) and _____ (“Employee”).

WHEREAS, “the Municipality” has offered to provide certain outside training to “Employee”, which “the Municipality” believes will enable “Employee” to provide valuable services on behalf of “the Municipality” to its residents;

WHEREAS, “the Municipality” is providing such training to “Employee” in anticipation of “Employee” continuing to work for “the Municipality” for at least (2) years so that “the Municipality” recovers some of the benefit of the investment in the training;

WHEREAS, “the Municipality” and “Employee” recognize that this Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment;

WHEREAS, the undersigned “Employee” understands that “the Municipality” would not provide such training unless “Employee” intended to continue to work for “the Municipality” and were to agree to reimburse “the Municipality” in the event that “Employee” voluntarily terminated his or her employment prior to two (2) years from the conclusion of the training;

NOW, THEREFORE, in consideration of the premises and the promise stated below, the undersigned “Employee” agrees that;

1. The Municipality of the County of Kings intends to provide the following training to “Employee” on the date(s) indicated:

Training: _____ Date: _____

2. If “Employee” voluntarily terminates his/her employment with “the Municipality” within two (2) years following the date of the completion of the training, “Employee” agrees to reimburse “the Municipality” the cost of the training incurred by “the Municipality” as determined by the schedule shown below.

NUMBER OF MONTHS OF SERVICE FROM THE COMPLETION DATE OF TRAINING:	REIMBURSEMENT
MONTHS 1-6	100%
MONTHS 6-12	75%
MONTHS 12-18	50%
MONTHS 18-24	25%



MUNICIPALITY OF THE COUNTY OF KINGS
Training & Professional Development Policy

TRAINING REIMBURSEMENT AGREEMENT

The training cost incurred by “the Municipality” on behalf of “Employee” will be determined after the date of the completion of the training, and the accumulation of all receipts, invoices or other supporting documents. The training cost incurred will include but may not be limited to registration fees, transportation to and from the training site, food, lodging, and any other costs or expenses directly related to the training incurred by “the Municipality”. The total cost will be computed as shown on Exhibit 1, and along with copies of all receipts, invoices and other supporting documentation will be attached here to, and become an integral part of this agreement.

3. This agreement shall be cancelled two (2) years following the date of completion of the training or if “Employer” terminates employment.

4. “Employee” expressly authorizes “the Municipality” to deduct the reimbursement amount owed under the terms of the Agreement from any compensation owed by “the Municipality” to “Employee” at the time of or following the termination of employment. “Employee” shall promptly pay “the Municipality” the full balance of any amount owed that is not deducted from compensation.

5. “Employee” may request that a subsequent employer of “Employee” pay the amount owed to “the Municipality” by “Employee”, but “Employee” shall remain personally liable until the entire amount owed is paid in full.

6. “Employee” agrees to sign such further documents, if any, requested by “the Municipality” to confirm the precise sum of the amount owed by “Employee” to “the Municipality” following notice by “Employee” to “the Municipality” of termination of employment.

7. This Agreement shall be construed under the laws of the Province in which the office where “Employee” is principally employed is located.

8. If any provision or part of a provision of the Agreement is finally decided to be invalid by any tribunal of competent jurisdiction, such part shall be deemed automatically adjusted, if possible, if not possible, it shall be deemed deleted from this agreement as though it had never been included herein. In either case, the balance of any such provision and of the Agreement shall remain in full force and effect.



**MUNICIPALITY OF THE COUNTY OF KINGS
Training & Professional Development Policy**

TRAINING REIMBURSEMENT AGREEMENT

Municipality of the County of Kings	
Company Name	Employee Name
Representative Name & Title	Employee Position
Date	Date
Signature	Signature
Witness Name	
Witness Signature	

TRAINING COST

Attach copies of all receipts, invoices, or other supporting documents as applicable.

Registration Fees	\$ _____
Transportation Costs	\$ _____
Food Costs	\$ _____
Lodging Costs	\$ _____
Other Costs	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Training Costs	\$ _____
Employee Signature	
Date	



MUNICIPALITY OF THE COUNTY OF KINGS
Training & Professional Development Policy

APPENDIX B

Personal Development Plan

A Personal Development Plan (PDP) is a planning document that identifies what your goals and objectives are for the upcoming year and what training and development opportunities will help you to achieve them.

Goals are general statements about what you need to accomplish in order to achieve your broader aspirations. These goals can pertain to professional development needs and career plans. Some categories to consider relative to professional development and career planning include:

- a. Identify your knowledge, skills, and abilities: Self-knowledge will make it easier for you to identify gaps and create new goals that will help you to be successful in your current and future roles.
- b. Review your career options and identify the skills you will need to help achieve them.
- c. Develop the skills necessary to be successful in your current and future roles: take courses, attend conferences/workshops, cross train, pursue designations etc...
- d. Connect with people in your desired field to learn what training and development opportunities may exist to build competencies.

To help you determine what your training/development needs are, take a few minutes to complete a Needs Assessment prior to meeting with your manager/supervisor to review your PDP.



**MUNICIPALITY OF THE COUNTY OF KINGS
Training & Professional Development Policy**

Needs Assessment

Major job tasks for the position	Training/skills development required?		If yes, identify training need exist?	How will this be achieved? (e.g. on the job, external training)	When?	Who will organize? Training Provider?
	Yes	No				
What do we want to achieve in the upcoming year?						
Where can you/we see your career moving in the next two years?						
How are we going to make this happen?						



**MUNICIPALITY OF THE COUNTY OF KINGS
Training & Professional Development Policy**

Personal Development Plan (PDP)

New Goals Identified in THIS review period for next year (minimum 2)	
<p>List any goals, projects, job duties, and special assignments to be continued and/or completed in the coming year. Set these goals with the understanding that corporate priorities are subject to change as business situations change. Update this section as necessary throughout the next review period. Goals should be SMART+C (specific, measurable, attainable, realistic, timely, and challenging)</p> <p>Note: Please include time estimates and approximate costs, if any, to achieve each goal (i.e. duration of training, course, travel, registration, etc.) as this information is required for the departmental work plan and annual budget process.</p>	
Goal	Cost
Goal #1	
Goal #2	
Goal #3	
Goal #4	
Proposed Training Budget	

REQUIRED SIGNATURES

EMPLOYEE _____

DATE _____



**MUNICIPALITY OF THE COUNTY OF KINGS
Training & Professional Development Policy**

SUPERVISOR _____

DATE _____

APPENDIX C

Application for Training and Professional Development

DRAFT



**MUNICIPALITY OF THE COUNTY OF KINGS
Training & Professional Development Policy**

Municipality of the County of Kings Application for Training and Development	
Name: _____	Department: _____
Date Hired: _____	Job Classification: _____
Educational Background: _____ _____	
Name of Course/Seminar: _____ _____	
Institution/Location: _____ _____	
Dates/Length: _____	Anticipated Costs →
State why you think this course/seminar should prove beneficial both to yourself and the County of Kings. _____ _____ _____ _____	Mileage
	Lodging
	Meals
	Air Travel
	Car Rental
	Taxi/Bus
	Parking/Tolls
	Registration Fee
	Other
	Total
Employee's Signature _____	
Reason for recommendation: _____ _____	
Department Head's Signature _____	
Chief Administrative Officer's Signature (if outside budget) _____	
Form CSH-1	



**MUNICIPALITY OF THE COUNTY OF KINGS
Employee Performance Management Policy**

Creation Date	December 19, 2017	Policy Category	Human Resources
Approval Date	To be Determined	Next Review Date	December, 2022
Revision Date	Not Applicable	Replaces	HR Policy 2.020

1. Purpose

The Municipality of the County of Kings (the “Municipality”) believes in ensuring employees are provided with accurate and timely feedback regarding their performance that enables employees to be successful in their jobs and meaningfully contributes to the work of the Municipality.

In developing a highly skilled workforce and address performance gaps, all employees will participate in a performance review during their probationary period and subsequent annual performance reviews. The Municipality believes in maintaining open, effective, and ongoing communication between supervisors and staff about individual performance and goal setting.

2. Policy Statements

This Policy:

- 2.1 establishes a system of consistent, systematic and fair assessment of each employee’s performance and skill set;
- 2.2 ensures employees have a clear understanding of the work expected from them and receive ongoing feedback regarding performance relative to expectations;
- 2.3 enables the creation of professional development plans that will identify employee development;
- 2.4 ensures well-performing employees are recognized.

3. Definitions

Annual Performance Review: A consistent method of assessing and reporting on employee performance, as it relates to the strategic goals and expectations set out for them, as well as identifying employee performance gaps or issues requiring an improvement plan of action.

Probationary Review Period: The period of time given to evaluate a new employee’s adjustment and potential ability to perform his/her job expectations.

Managed Performance: Throughout the year, managers will provide employees with feedback, training, and coaching in an effort to assist them in meeting job expectations or to develop them for future opportunities and career advancement.



MUNICIPALITY OF THE COUNTY OF KINGS Employee Performance Management Policy

4. Scope

This policy applies to all employees (union and non-union, contract or term, and management and Supervisors) of the Municipality.

5. Probationary Performance Review Period

5.1 All new employees are classified as “probationary employees” during the following time periods:

- Supervisory level and above – during first twelve (12) months of employment.
- All other employees– during first six (6) months of employment.

Note: For Unionized employees, probationary period is covered under the collective agreement.

5.2 The Municipality reserves the right to waive or extend probationary review periods as needed (non-union only) for certain positions and/or individuals.

5.3 Employees on a probationary review period will receive a probationary performance review during his/her probationary period, but no later than six weeks prior to the end of the probationary period.

6. Annual Performance Reviews

6.1 All full-time, term and part-time employees (Union members or otherwise) will be given an annual performance review that is based on the preceding calendar year which is January 1st to December 31st.

6.2 The annual performance review is a recap of the employee’s performance over the past year and will be benchmarked against previously-determined goals and objectives set for and with them. The performance review will:

- i. recognize the accomplishments made by the employee throughout the year;
- ii. identify the current state and desired future state of the employee’s skill set;
- iii. establish new goals and objectives that align with the strategic plan and department goals for the upcoming year;
- iv. identify additional training to develop the employee’s skills so they may achieve his/her full potential within the organization through a personal development plan (PDP);



MUNICIPALITY OF THE COUNTY OF KINGS

Employee Performance Management Policy

- v. identify what training and associated budgetary requirements were noted in the PDP that will be recommended to the CAO for inclusion in the upcoming annual operating budget;
- vi. provide the employee with an opportunity to give optional feedback regarding his/her own performance and career aspirations;
- vii. identify the suitability of the employee for additional responsibilities or future career advancements;
- viii. establish the need for a performance improvement plan for an employee who needs to work on competencies that are not meeting expectations; and
- ix. Identify any performance gaps and opportunities for improvement.

6.3 The Supervisor shall meet with the Employee to complete their performance review prior to the January 31st deadline.

6.4 The Supervisor and employee will sign the original performance review that is to be submitted, along with any other supporting documentation to Human Resources no later than January 31st.

The employee's signature on the performance review only indicates he/she received it, not necessarily that he/she agrees with it.

6.5 If an employee feels there are discrepancies in the ratings or comments contained in his/her performance review the employee may, in writing, provide his/her feedback that will be included in the submission of the annual performance review which is maintained on his/her personnel file.

6.6 Outside of the annual performance review process, employees will receive ongoing feedback and coaching from their supervisors as needed.

7. Responsibilities

7.1 Council will:

7.1.1 ensure the Municipality has a current and comprehensive policy to address employee performance management; and

7.1.2 review, amend, and adopt changes to the Employee Performance Management Policy.

7.2 The Chief Administrative Officer will:

7.2.1 administer and implement this Policy;



MUNICIPALITY OF THE COUNTY OF KINGS
Employee Performance Management Policy

- 7.2.2 identify necessary revisions to the Employee Performance Management Policy;
and
- 7.2.3 ensure that staff are advised of the Employee Performance Management Policy.

- 7.3 Employees will:
 - 7.3.1 be familiar and act in accordance with this Policy.

8. Related Policies, Procedures, and Legislation

- HR - 06-014 Training & Professional Development Policy



**MUNICIPALITY OF THE COUNTY OF KINGS
Pregnancy & Parental Leave Policy**

Creation Date	December 19, 2017	Policy Category	Human Resources
Approval Date	To be Determined	Next Review Date	December, 2020
Revision Date	Not Applicable	Replaces	HR Policy 5.006

1. Purpose

The Municipality of the County of Kings (“the Municipality”) believes in supporting the employees who take leave to care for newborn or adopted children.

The Municipality of the County of Kings will grant Pregnancy and Parental Leave in accordance with the Nova Scotia Labour Standards Code or Federal Employment (EI) Standards, whichever is more beneficial to the Employee. Should there be any discrepancies between this policy and Provincial and Federal legislation, legislation will override this policy.

This policy ensures that Municipal employees have a clear statement of their rights and responsibilities when taking parental or pregnancy leave.

2. Scope

This policy applies to all non-unionized employees. Unionized employees are subject to the Collective Agreement.

3. Policy Statements

- 3.1 Pregnancy and Parental leave shall be granted in accordance with the Labour Standards Code or Federal Employment Insurance (EI) Standards; whichever is more beneficial to the Employee.
- 3.2 Each Employee shall notify his/her respective supervisor no later than the commencement of the fifth (5th) month of pregnancy as to when the anticipated leave of absence will commence.

Benefits

- 3.3 If the Employee chooses to maintain their benefits while on leave, then the Employer shall pay all contributions required to continue Employee benefit plans, other than Long-Term Disability (LTD), while the Employee is on Pregnancy and Parental leave.

The Employer will collect the Employee’s share of benefit plan contributions upon the Employee’s return to work in a manner not to exceed double the amount of the Employee’s regular benefit plan contributions per pay.



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Pregnancy & Parental Leave Policy

- 3.4 If the Employee chooses to contribute to the pension plan while the Employee is off on Pregnancy/Parental leave, they will continue on making regular contributions which will be matched by the Employer during their 17 weeks of Supplementary Benefits.
- 3.5 Pension benefit contributions will be based on the wages for the four (4) weeks prior to the leave.
- 3.6 If an Employee chooses to continue to make their contributions beyond the Supplementary benefits period, the Employee is responsible for making arrangements to this effect with Human Resources and Payroll.
- 3.6 It shall be the Employee's responsibility to remit LTD premiums to the Employer during the period of the Pregnancy and/or Parental leave.

Continuing LTD contributions on pregnancy/parental leave is mandatory.

Supplementary Employment Benefits

- 3.7 If a full time Employee is on Pregnancy, Parental, or Adoptive Parental leave pursuant to this section and is in receipt of benefits under the terms of the Employment Insurance Act, the Employer shall pay to the Employee a Supplemental Employment Benefit for a maximum period of seventeen (17) weeks.

Employees who have not successfully completed their probationary period are not eligible for this benefit.

- 3.8 The Employer agrees to supplement Employment Insurance payments according to the following schedule:
 - a) The first two (2) weeks shall be paid at the rate of seventy-five (75%) percent of the Employee's salary.
 - b) The remaining fifteen (15) weeks shall be shared by Employment Insurance and the Employer up to ninety (90%) percent.

- 3.9 If an Employee resigns or has their employment terminated by the Employer less than six (6) months after returning from their Pregnancy/Parental leave, the Employee must repay the Municipality's total contribution during the seventeen (17) week period as outlined above in Section 3.4.



MUNICIPALITY OF THE COUNTY OF KINGS
Pregnancy & Parental Leave Policy

4. Responsibilities

- 4.1 Council will:
- 4.1.1 ensure the Municipality has a current and comprehensive policy to address pregnancy and parental leave for non-unionized employees.
 - 4.1.2 review and amend this policy as needed.
- 4.2 The Chief Administrative Officer will:
- 4.2.2 administer and implement this Policy;
 - 4.2.3 identify necessary revisions to the Pregnancy & Parental Leave Policy.
- 4.3 Non-unionized Employees will:
- 4.3 be familiar with and act in accordance with this Policy.

Presentation to Committee of the Whole

Subject: Community Sector Council of Nova Scotia-Nonprofits

Organization: Community Sector Council of Nova Scotia

Name of Presenter(s): Dana Perry

Date: Dec 19, 2017

Organization:

(Who) Summary of the organization you will represent:

The Community Sector Council of Nova Scotia (CSCNS) helps build organizational capacity within the nonprofit and voluntary sector (community sector) We also act as a non-partisan voice for the Community Sector, to help tell Nova Scotians about the contributions that the Community Sector makes to our province.

Discussion:

(What) Brief summary of the topic you wish to discuss:

Purpose of presentation from CSCNS is to inform the Committee of the Whole of the services and capacity of the CSCNS. The hope is that this initial conversation will foster collaboration with CSCNS and the Municipality of the County of Kings.

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?

Presentation if for informational purposes.



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Vicki Brooke, Policy Analyst

MEETING DATE December 19, 2017

SUBJECT Community Grants Policy

ORIGIN

- Workshop: November 20, 2017
- March, July 2017 Committee of the Whole Meetings

RECOMMENDATION

That Committee of the Whole recommend that Municipal Council adopt the Community Grants Policy.

INTENT

For the Committee to consider recommending adoption of the revised draft Community Grants Policy.

DISCUSSION

The following does not address Major Facility Funding; this will be addressed at the January 12, 2018 Council Workshop.

The Community Grants Policy has been revised to reflect changes discussed at the November 20, 2017 Council Workshop. Specifically, the revised draft contains the following:

- That the total funding available for the grant programs subject to this policy be based on a three year rolling average that is subject to Council approval (s. 2.3)
- That any requests for less than \$10,000 be administered in full by the Chief Administrative Officer or his designate and a report of recipients will be provided to Council quarterly (s. 5.7).
- In-kind good or services may now count for up to 50% of the applicant's contributions (meaning the applicant must be able to provide 50% of their share of the project in cash (s. 7.12)
- For accountability, the Chair and one other member of the Board of the grantee organization must sign financial statements for awards between \$30,000 and \$50,000 (per discussion at the Workshop).
- Conditions for grantees claiming final disbursements have been added (s. 9.2).

Respecting the schedules:

- Several grant program names have been updated: *Park, Playground and Trail Maintenance and Development, Community Recreation Programming Assistance, Councillor Grants to Organizations, and Major Community Initiatives & Civic Services Grant.*
- Council requested that Staff consider addition of a playground category in the Park, Playground, and Trail Maintenance and Development Grant. Given capital and maintenance costs could be similar for a playground or park and that it is often difficult to differentiate between what is park space and playground space, staff did not create a separate category for playgrounds but identified playgrounds as something applicants can request funding for.



Municipality of the County of Kings

Request for Decision

- Youth Travel Assistance: A category that would fund in-NS travel differently than travel to NB/PEI has not been created as some travel within NS is farther than travel to other Maritime communities.
- Festivals and Special Events: Maximum assistance per event set at \$2,000 for festivals and fairs, \$4,000 for milestone anniversaries, and \$14,000 for major events. In 2016/17, applicants were typically requesting funding for three or fewer days.
- Councillor Grants to Organizations: Per discussion at the Workshop, the Mayor has not been included.

At the workshop, Council requested details on the financial implications of permitting *per park* requests rather than a maximum request per organization under the Park, Playground, and Trail Maintenance and Development grant. Staff anticipate that there will be budget pressures by permitting applicants to request funding on a maximum amount per project basis rather than maximum amount per total request basis. There are typically only three organizations that would request funding for multiple parks. In 2016/17, only one organization (Village of Kingston) requested funding for multiple parks.

FINANCIAL IMPLICATIONS

- There are no financial implications of the recommendation.

ALTERNATIVES

- That Staff be directed to return to Committee of the Whole with another revised draft.

IMPLEMENTATION

- Applications will be developed and made available to applicants and applications accepted per the deadlines in the schedules.

APPENDICES

- Appendix A: Community Grants Policy
- Appendix B: Community Grants Policy: Grant Schedules

APPROVALS

Shawn West, Manager of Finance & Information Services Date: December 13, 2017

Scott Conrod, Chief Administrative Officer Date: December 13, 2017



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Creation Date	To be Determined	Policy Category	Department of Finance
Approval Date	To be Determined	Next Review Date	One Year after Approval
Revision Date	Not Applicable	Replaces	Not Applicable

1. Purpose

The Municipality of the County of Kings (“the Municipality”) believes in supporting the work of community organizations and residents through grants to non-profit organizations. The Community Grants program demonstrates Council’s commitment to working with organizations and individuals providing programs, infrastructure, services, events and stimulating economic growth.

The purpose of the Municipality’s Community Grants Policy (the “Policy”) is to provide Council, Administration and the public with a framework for the application, review, awarding, and claiming of grants. This Policy:

- creates an efficient and equitable process for administration of grants;
- establishes open and transparent guidelines for the evaluation of applications and awarding of grants while respecting limited resources;
- standardizes applications and reporting requirements for applicants to reduce inherent risks and administrative burdens; and
- establishes eligibility and accountability criteria for grants.

2. Policy Statements

- 2.1 Grants will only be awarded to non-profit organizations as defined in s.65 (au) *Municipal Government Act* (MGA), and eligible youth applicants.
- 2.2 Grants will be awarded in a manner that is consistent with the Strategic Plan of the Municipality and the purpose of each grant program. Administration of this process will be consistent and transparent.
- 2.3 Available funding will be based on a three-year running average, subject to Council approval.
- 2.4 Subject to financial thresholds, Municipal Council and the Chief Administrative Officer (CAO) will consider grant applications annually. Applications will be accepted per the deadlines established in the schedules attached to this policy.

3. Scope

This policy applies to all Municipal grant programs as identified in the attached schedules which form part of this Policy.



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Community Grants Policy

4. Grant Programs

All grant opportunities are detailed in the attached schedules which form part of this Policy. (NTD: As part of the roll out a communications plan will assist applicants in determining the most appropriate program.)

1) Community Active Living Grants (Schedule A)

Grants in this category are intended to encourage active living across Kings County and may be awarded to community organizations involved in the delivery of leisure, artistic and education services.

Individual grant programs in this category are:

- Park, Playground, and Trail Maintenance and Development
- Youth Travel Assistance
- Community Recreation Programming Assistance

2) Community Enhancement Grants (Schedule B)

Grants in this category are intended to assist in the provision of community-related activities.

Individual grant programs in this category are:

- Festivals and Special Events
- Councillor Grants to Organizations
- Community Hall Assistance

3) Kings Economic Advancement Grant (Schedule C)

The Economic Advancement Grants are intended to assist innovative projects that provide economic benefit to the County.

4) Major Community Initiatives & Civic Services Grant (Schedule D)

This grant supports initiatives, projects, and services that might otherwise be a responsibility of the Municipality to provide. Eligible applicants must be requesting more than \$10,000 and are not otherwise eligible to apply for funding under one of the other grant programs

5. General Guidelines

- 5.1 Schedules of all grant programs subject to this policy will be posted on the Municipality's website and shall include an overview of the program, eligibility criteria, application deadlines, application forms, and submission requirements.
- 5.2 A report of grant recipients and those properties which have been partially or wholly exempted (per s. 71, MGA) will be published by the Municipality in accordance with s. 65 (au) MGA.
- 5.3 Within 12 months of being awarded, grants must be spent on the sole purpose for which it was awarded. If grants have not been fully expended within the 12 months following the award, a written status update to the Municipality must be provided to evaluate continued viability. The decision shall solely rest with the Municipality in regard to carrying forward the approved amount for disbursement in a subsequent fiscal year.



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- 5.4 Recipients must provide appropriate records to demonstrate the grant has been spent for the intended purpose.
- 5.5 Ineligible applications and a list of recipients that have failed to submit the necessary accountability reports by the required deadline will be provided to the Chief Administrative Officer.
- 5.6 With the exception of the Youth Travel Assistance Program or Councillor Grants to Organizations, the Municipality shall not be the sole source of funding for a project and applicants must demonstrate how the project is being supported and funded.
- 5.7 Any request of less than \$10,000 (excluding Councillor Grants to Organizations) will be administered by the Chief Administrative Officer or their designate. The CAO will accept and evaluate applications and make awards of grants in a way that is consistent with this Policy.
- The Chief Administrative Officer will provide a quarterly report to Council on what organizations have been funded and for what amounts.

6. Applications

- 6.1 The level of information required from an applicant will be relative to the request amount and the materiality threshold and value-for-money considerations of the Municipality.
- 6.2 Applications & Administration – Applications will be standardized and capture:
- Information about the applicant;
 - The amount of the request (supported by detailed budgets and quotes);
 - Details of the project or program;
 - Details and documentation of how applicants meet eligibility requirements;
 - How the grant would help meet program objectives;
 - Financial condition of the applicant, including financial need and fiscal sustainability; and
 - Expected impact of the grant.
- Additional information may be required to determine eligibility.
- Submission of an application does not guarantee funding.
- 6.3 Budget Information from Applicants – Excluding Youth Travel Assistance, the detail of financial information required from applicants will be proportional to the amount of the request:
- Requests for less than \$10,000 – Must provide a detailed report of the organization's financial operations and position.
 - Requests \$10,000 and above – Must provide current balance sheet and proposed budget/income statement.



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(NTD: Forms will be created for applicants to provide details of their financial condition).

- 6.4 Application Deadlines – Applications must be submitted on the appropriate form with all required information by the deadline. It is the sole responsibility of applicants to submit a complete application. Failure to submit a complete application by the deadline will exclude the application from consideration.

Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Application deadlines will be held firm with no exceptions.

- 6.5 Redirection of Applications – The Chief Administrative Officer reserves the right to redirect applications to a more suitable program.

7. Eligibility

Specifics of eligibility are detailed in the attached schedules which form part of this Policy.

General Eligibility Statements

- 7.1 If an organization is registered with the Nova Scotia Registry of Joint Stocks, it must be in good standing; or,
- 7.2 If an organization is a registered charity with Canada Revenue Agency, it must be in good standing; or,
- 7.3 If an organization is not registered with the Registry of Joint Stocks and is not a Registered Charity, it must provide supporting organizational documents indicating the identity of the persons responsible for the organization and accountable for any funds advanced by the Municipality. (NTD: This requirement is the same as what a chartered bank would require from a non-profit organization to open a charitable bank account.)
- 7.4 The responsible individual(s) for an unregistered organization must provide a Canada Revenue Agency identification number(s) for all awards more than \$500.
- 7.5 Youth applying for travel assistance under the Youth Travel Assistance Program must provide a Social Insurance Number for grants above \$500.

Eligible Funding

- 7.6 Grants are restricted to the annual budgets established by Council and any related documents.
- 7.7 Awards will not exceed the amount requested.



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- 7.8 Only one request per organization to each program per year will be considered.
- 7.9 Particular programs may limit eligibility for repeat funding.
- 7.10 Grants will not be awarded if previously-funded projects have not been completed or if accountability requirements have not been met.
- 7.11 Retroactive funding is not available for any projects underway, i.e., work completed or travel taken prior to the application deadline is ineligible for funding.
- 7.12 In-kind goods or services may count for up to 50% of the applicant's contributions, provided that contributions are valued at market rates. Otherwise stated, the applicant must provide 50% of their contributions in cash.
- 7.13 Multiple-year applications will require approval of Council and be subject to an annual approval. In rendering a decision on a multi-year request, Council shall consider:
- S.88(4) *MGA* – Requirements for Ministerial approval, and
 - Potential impact on subsequent fiscal years or future Councils.

8. Application Review and Evaluation

Priority may be given to projects or organizations that:

- 8.1 address an under-served area or demographic of Kings County;
- 8.2 are innovative;
- 8.3 have long-term social and economic viability;
- 8.4 make the most efficient use of resources and funds;
- 8.5 demonstrate self-reliance and sound business practice.

The following evaluation criteria will be applied when reviewing grant applications:

- 8.6 the initiative aligns with the Strategic Plan of the Municipality;
- 8.7 the program, event, facility, or project is available for public use, with the exception of the Councillor Grants to Organizations and Youth Travel Assistance grants;
- 8.8 the applicant organization has, or is actively sourcing, other partners and/or engaged in fundraising to fully finance the project;
- 8.9 the program, event, facility or project brings value to residents of the County of Kings;
- 8.10 the expected benefit from the Municipality's investment;
- 8.11 efficient use of resources;



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- 8.12 anticipated risks and benefits of the proposed project or program; and
8.13 the initiative is in the public interest.

Grant Awarding Process

- 8.14 Funds will not be disbursed until the applicant has provided proof of their sources of funding and compliance with prerequisite conditions.
8.15 Awards of less than \$2,000 will be disbursed in full when approved. Accountability requirements, as established in Section 9, are applicable.
8.16 Awards of \$2,000 or more will be disbursed 80% when approved and prerequisite conditions, if any, are met. The remaining 20% will be provided after fulfilling accountability requirements and will be adjusted to reflect actual revenues and/or expenditures.
8.17 Recipients that do not meet the accountability requirements will be required to return monies advanced by the Municipality.

In awarding grants:

- 8.18 Terms and conditions may apply.
8.19 Recipients may be required to acknowledge the Municipality as a contributor.

9. Accountability

- 9.1 Accountability – All funding recipients are required to submit a report on the use of Municipal funds. To promote greater accountability and transparency, organizations or individuals must report actual expenses, proof of payment and other funding, and provide details on how they meet the terms of the award.

Failure to submit accountability reports by the required deadline will result in remaining funds being withheld and render the organization ineligible for future funding until such time that the necessary reports are received. Grants will be revoked should there be a misappropriation of funds or misrepresentation by the receiving organization.

For accountability:

- With the exception of Youth Travel Assistance, awards less than \$30,000 will require proof of actual expenses and payment.
- Awards between \$30,000 and \$50,000, will require proof of actual expenses and payment, internally-approved financial statements, and proof of acceptance by the organization's Board (financial statements signed by the Chair of the Board and one other member).
- Awards for more than \$50,000 will require proof of actual expenses and payment, and a review engagement undertaken by a licensed Chartered Professional Accountant.



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9.2 Claiming Process – With the exception of Youth Travel Assistance, applicants will be required to submit a claim to receive final payment allocations of an approved grant upon the following terms and conditions:

- Only non-recoverable HST amounts will be considered eligible expenses;
- Statement of Certified Expenses signed by the Treasurer;
- Statement of actual project financing;
- Copy of Certificate of Substantial Completion (if applicable) per *Builders' Lien Act*;

Per Section 8.16, the Municipality will adjust the final payment to reflect actual revenues and/or expenditures.

The final payment may be adjusted to reflect the lesser of the amount of grant approved and the percentage funding approved (if applicable).

10. Responsibilities

10.1 Council:

- 10.1.1 will ensure the Municipality has a current and comprehensive policy to address the allocation of funding for non-profit organizations. Such policy will be reviewed within one year of implementation and every subsequent five years;
- 10.1.2 will identify an amount to be allocated for grants to non-profit organizations through each of the programs identified in Section 4 that in aggregate does not exceed the amount identified in Section 2.3.
- 10.1.3 will allocate grants consistent with this Policy for the betterment of the entire Municipality;
- 10.1.4 may delegate the administration of any request in accordance with Section 5.7; and
- 10.1.5 will promote awareness of opportunities across the Municipality.

10.2 The Chief Administrative Officer:

- 10.2.1 may further delegate administration of grants as required;
- 10.2.2 will administer and implement grant programs in a way that is consistent with this Policy;
- 10.2.3 identify necessary revisions to the Community Grants Policy; and
- 10.2.4 promote awareness of grant opportunities.



MUNICIPALITY OF THE COUNTY OF KINGS

SCHEDULE A: COMMUNITY ACTIVE LIVING GRANTS

Grants in this category are intended to encourage active living across the County and may be awarded to community organizations involved in the delivery of leisure, artistic, and education services.

- Park, Playground, and Trail Maintenance and Development
- Youth Travel Assistance
- Community Recreation Programming Assistance



MUNICIPALITY OF THE COUNTY OF KINGS

Park, Playground, and Trail Maintenance and Development¹

This fund supports the creation and maintenance of active living infrastructure. These grants support communities through well-maintained public parks, playgrounds, trails, and assets to improve opportunities and promote active living. Funding is to support all capital aspects of development and maintenance, excluding the purchase of land for future development.

Maximum Assistance Available

Community Parks & Playgrounds: Capital ²	50% of costs to a maximum of \$7,500 per park or playground ³
Community Parks & Playground: Maintenance	50% of costs to a maximum of \$4,500 per park or playground
Trails: Capital	50% of costs to a maximum of \$40,000
Trails: Maintenance	50% of costs to a maximum of \$20,000

Over the useful life of a project, an organization may apply for a one-time capital fund that covers up to 50% of project costs to a maximum of \$25,000.⁴

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

Applicants must:

- Have authority to manage the site through ownership, an easement, or right-of-way for use of the land for at least 10 years.
- Where the trail involves Crown land, the applicant must have a Letter of Authority from the appropriate having jurisdiction.
- Proof of liability insurance for at least \$5,000,000. If applicable, this insurance must also name the Municipality as an additional insured.

Application Deadline

Applications are due no later than April 1 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Notes to Document (will be removed once approved)

¹ This grant incorporates the Community Parks Development Program (CPDP), Trails Assistance Program (TAP), and Special Projects Fund as they are complementary funds serving the same sector and largely seeking to achieve the same goal.

² Though these are capital funds, they are funded through the Operating budget as they are non-County assets.

³ Staff are proposing a change from the current approach of a maximum request per application to a maximum request per park. The current approach disadvantages organizations managing multiple parks by limiting their funding request to the same amount an organization managing one park can request.

⁴ This \$25,000 comes from 5% of the Open Space Fund.



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Emergency Funding

Unanticipated events that cause damage and threaten use of the trail or park or that pose a risk to personal safety may qualify for emergency funding, subject to budgetary availability. Please contact the Municipality for more information.

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MUNICIPALITY OF THE COUNTY OF KINGS

Youth Travel Assistance Program

The Municipality believes in supporting youth in academic, leisure, artistic, or athletic activities.⁵

This fund supports youth teams and individuals in the Municipality who have won the right or been selected to participate in events that require travel. This fund assists with any type of travel an individual or team requires for academic, athletic, and art and cultural pursuits, or conferences and summits in which the knowledge gained would build leadership skills and present unique growth opportunities for the youth.

Maximum Assistance Available

Maximum assistance for teams and individuals depends on the destination of travel.

NS, NB, PEI	Up to \$250 for individuals Up to \$750 for teams
NL, QC, ON, USA Eastern time zone	Up to \$400 for individuals Up to \$1,000 for teams
MB, SK, AC, BC, all other USA	Up to \$600 for individuals Up to \$1,300 for teams
YK, NWT, NT, all other international	Up to \$750 for individuals Up to \$1,600 for teams

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7)

- Individuals or teams must have won the right and/or been selected to compete in a sanctioned event at the Maritime, Atlantic, national, or international level.
- Applicants must be residents of the Municipality.
- Applicants must be under the age of 18 at the time of application.
- For teams, the majority of the members must reside in the Municipality and members must apply under the team category, not as individuals. Teams must provide a list of members that includes their civic addresses when applying.
- School related trips or activities are not eligible for assistance.
- Individuals or teams are only eligible to receive one award per year from this fund.
 - Where an individual has already received funding, they are still eligible as part of a team for a different event.

Notes to Document (will be removed once approved)

⁵ References to competition and 'winning the right to participate' have been addressed by changing verbiage to include pursuits and invitations to participation.



MUNICIPALITY OF THE COUNTY OF KINGS

Application Deadlines

Applications are due no later than April 1 or November 1 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Community Recreation Programming Assistance

This fund assists with recreation programming in partnership with other funding. Applications will be considered for programming targeted at youth (age 18 and under).

Programming costs, part-time staffing or program equipment are permitted expenses. Funds may also be directed at new or established programming, leadership, leisure activities, or group education. Tournaments or regional events are not eligible for funding.

Maximum Assistance Available

Recreation programming Up to 100% of net program cost (expenses less revenue) per program⁶

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

- Proof of liability insurance for at least \$5,000,000.

Application Deadline

Applications are due no later than February 1 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Notes to Document (will be removed once approved)

⁶ The current program, CRAF, assists organizations, not individual programs. To make the program more equitable, Staff propose that funding be allocated per program, not per organization.



MUNICIPALITY OF THE COUNTY OF KINGS

SCHEDULE B: COMMUNITY ENHANCEMENT GRANTS

Grants in this category are intended to assist in the provision of community-related activities.

- Festivals and Special Events
- Councillor Grants to Organizations
- Community Hall Assistance



MUNICIPALITY OF THE COUNTY OF KINGS

Festivals and Special Events

To build pride and celebrate communities by showcasing achievements, culture and heritage, or to commemorate milestone anniversaries, the Festivals and Special Events Grant assists community organizations with the costs of festivals, fairs, or special events marking civic or national holidays (excluding Canada Day),⁷ and other noteworthy events.

To be eligible, the event must be designed to serve the residents of the County and recognize the unique character of communities across the County.

Maximum Assistance Available

Grants are determined by the expected attendance and duration of the event.

Festivals, fairs or special events	Up to 25% of estimated costs to a maximum of \$500 per day and \$2,000 for the entire event ⁸
Celebrations to mark milestone anniversaries by quarter century increments (25 th , 50 th , 75 th , etc)	Up to 25% of estimated costs to a maximum of \$1,000 per day and \$4,000 for the entire event
Major Event	Expected attendance of 5,000 ⁹ or more for the duration of an event that happens over multiple days Up to \$2,000 per day to a maximum of \$14,000 for the entire event

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

- Events must be open for people of all ages and abilities.
- Events must be open for the greater public to attend.

Application Deadlines

Applications are due no later than February 1 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Notes to Document (will be removed once approved)

⁷ The current program does not fund any civic holidays. Staff's proposal permits funding for events on civic holidays, excluding Canada Day as the Municipality hosts a celebration.

⁸ Per-event maximums provide for four days of funding for festivals and milestone anniversaries, and seven days of funding for major events. In 2016/17, applicants were typically requesting funding for three or fewer days.

⁹ The current Major Events grant requires an expected attendance of 30,000 people.



MUNICIPALITY OF THE COUNTY OF KINGS

Councillor Grants to Organizations

Councillors may support requests from community organizations that are not otherwise eligible to receive funding from the Municipality through another grant program. Councillors allocate funds directly to organizations to provide modest support of community initiatives.

Disbursement of these funds is solely at the discretion of individual Councillors but payments are issued to the recipient by the Municipality.

Maximum Assistance Available

Councillors equally share a budget that is determined annually during budget deliberations. Each member of Council determines the amount of support they wish to provide to any one organization. At their discretion, Councillors may select one or more project from any District to receive funding.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

- Organizations that have received funding from any other another program under the Community Grants Policy are ineligible to receive funding under the Councillor Grants to Organizations fund.

Application Deadline

Applications are due no later than November 1 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.



MUNICIPALITY OF THE COUNTY OF KINGS

Community Hall Assistance

To assist with capital repairs and renovations of halls, the Community Hall Assistance program contributes to the ongoing preservation of halls across the Municipality. Priority for funding is given to those projects that are directly related or attached to the hall structure and address structural safety and integrity.

Maximum Assistance Available

Capital Project or Renovation 50% of costs to a maximum of \$5,000

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

- The community hall must be open to the public.
- The applicant must have authority to manage the property through ownership or a long-term lease of at least 10 years.
- To be eligible, halls must have fire insurance.
- Confirmation by the Fire Inspector that the Hall is compliant with the **Fire Act – Fire Safety Act? NBC?**
- Activity related items (such as chairs and tables, games, or kitchen items) will not be funded.
- Funding will not be released until proof of current fire insurance coverage and a current fire inspection is provided.
- For work where a building permit may be required, proof of permit is required before any funds will be released. Any unpaid funds from the Municipality will not be released until all permits from the Municipality are closed.

Application Deadline

Applications are due no later than April 1 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Emergency Funding

Unanticipated events that cause damage and threaten use of a hall or that pose a risk to personal safety may qualify for emergency funding, subject to budgetary availability. Please contact the Municipality for more information.



MUNICIPALITY OF THE COUNTY OF KINGS

SCHEDULE C: KINGS ECONOMIC ADVANCEMENT GRANT

The Economic Advancement Grant is intended to assist innovative project that provide economic benefit to the County.



MUNICIPALITY OF THE COUNTY OF KINGS

Kings Economic Advancement Grant

The Municipality of the County of Kings is committed to supporting projects that advance economic development and enhance the prosperity of Kings County. The Kings Economic Advancement Grant helps to actualize innovative ideas and high-impact initiatives that are expected to create measurable economic benefit to Kings County. To be considered, initiatives must contribute to the economic vitality of the County and be consistent with the Municipality's Strategic Plan.

Assistance Available (maximum)

The availability of funding is determined annually by Council.

Funding can be used to cover up to 50%¹⁰ of any project. Recipients must provide at least 50% of the total project costs, or fund this amount from other sources.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

Applications to the Kings Economic Advancement Grant must demonstrate:

- How and to what extent economic benefit will accrue to the County; without limitation economic impact assessments, employment opportunities, or increased local spending.
- Economic sustainability.
- A realized return on investment that exceeds the original investment by the Municipality.
- A strengthening of local enterprise and community networks.
- Long-term benefit to the Municipality, community, or a community organization.
- How new business or prosperity will be attracted to Kings County on a continued basis.
- How collaboration and partnership among relevant stakeholders is fostered.
- Building or strengthening tourism or the economic capacity.
- How the Municipality's strategic priorities will be advanced.

Economic Advancement grants may be directed at any expenses that are integral to the success of the proposed project or program. Applicants will be expected to provide details of why particular expenses require funding. This fund will not support for-profit activity or the purchase of readily moveable equipment suitable for personal use such as computers.

This fund may be used as seed money to leverage other funding opportunities to achieve a greater benefit.

Organizations interested in applying to the Kings Economic Advancement Grant are encouraged to contact the Municipality for assistance with their application.

Notes to Document (will be removed once approved)

¹⁰ This is a significant reduction in what assistance is presently offered. Applicants can currently request up to 90% of the expected project costs. Current practices is that if the applicant is successful, funds are immediately disbursed in full.



MUNICIPALITY OF THE COUNTY OF KINGS

Conditions on Funding¹¹

- When applying, organizations must provide either an economic impact or cost-benefit analysis.
- Organizations in receipt of funds must collaborate with the Municipality to develop evaluation criteria to determine success of the initiative.

Application Deadline

Applications are due no later than June 1 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Notes to Document (will be removed once approved)

¹¹ Council may want to deliberate whether organizations can receive assistance from this fund every year as the intention is that this program be an initial injection of support. Staff recommend that limitations be put on this grant.



MUNICIPALITY OF THE COUNTY OF KINGS

SCHEDULE D: MAJOR COMMUNITY INITIATIVES & CIVIC SERVICES GRANT

This fund supports organizations where their activities might otherwise be a responsibility of the Municipality and for which the request is more than \$10,000.



MUNICIPALITY OF THE COUNTY OF KINGS

Major Community Initiatives & Civic Services

This grant supports initiatives, projects, and services that might otherwise be a responsibility of the Municipality to provide. Eligible applicants must be requesting more than \$10,000 and not otherwise eligible to apply for funding under one of the other grant programs. This grant excludes libraries outside of the Annapolis Valley Regional Library system.

To qualify for consideration initiatives must be consistent with the Municipality's Strategic Plan.

Maximum Assistance Available

Any one initiative

The Municipality may fund up to 50% of a project's cost.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

Multiple-year applications may be considered but will require approval of Council and be subject to annual approval.

Application Deadline

Applications are due no later than January 15 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

VALLEY WASTE-RESOURCE

NOVEMBER 2017

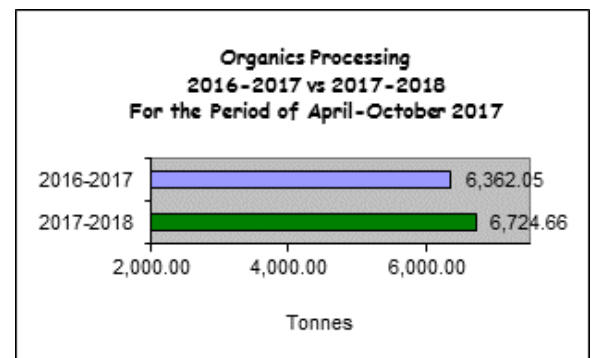
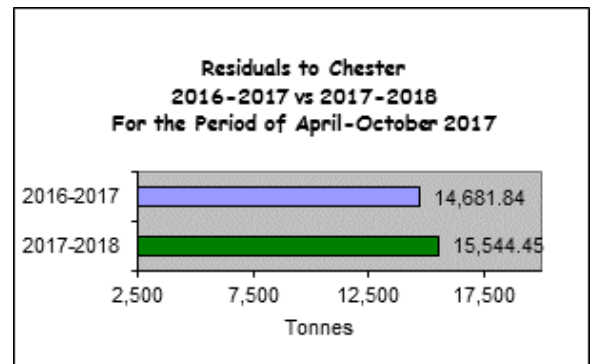
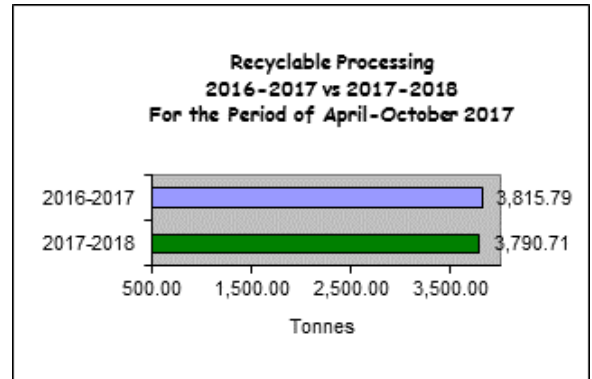


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Management Minute

KEY TOPICS

The Valley Region Solid Waste-Resource Management Authority met on November 15, 2017. The Authority awarded the contract to Fundy Compost Incorporated effective April 1, 2018, for Organics Processing. It was agreed that the 1st draft of the 2018-2019 operating and capital budgets will be reviewed by the Authority during the Regular Monthly Meeting in January 2018. The Authority also confirmed Heather MacKay as citizen representative on the Investment Committee. It was noted that the recruitment process to replace retiring General Manager Maybee is well underway with Gerald Walsh and Associates facilitating the process with the Selection Committee. Richard G. Ramsay has been engaged to serve as Interim General Manager as this process moves forward and will be at his desk on Monday, November 20, 2017.



Chair Bustin extends hearty congratulations to General Manager Maybee in recognition of his retirement after almost 20 years of service to the Authority. As you can see, as Ross always loves sweets, there was a cake involved! Ross has left a legacy that staff will strive to build upon into the future. Thank you Ross! We wish you and Donna nothing but great happiness!



THE MUNICIPALITIES OF ANNAPOLIS AND KINGS AND THE TOWNS OF ANNAPOLIS ROYAL,
BERWICK, KENTVILLE, MIDDLETON AND WOLFFVILLE:
YOUR PARTNERS IN WASTE REDUCTION

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PROVINCIAL ACTIVITY REGIONAL CHAIRS AND REGIONAL COORDINATORS

Activity on the provincial level continues with key topics of interest including:

- **Collaboration with UNSM:** Minister Iain Rankin sent a letter to Regional Chairs on September 6. The letter noted that if Regional Chairs wish to advance the policy objective for Extender Producer Responsibility (EPR) for paper and packaging, there must be a collaborative approach with UNSM to bring forth a detailed, consensus-based proposal which includes several key points and addresses concerns that have been expressed by the business sector and a number of municipalities. The proposal must include:
 - A model with proven track record for cost efficiency
 - Demonstrated consensus amongst municipalities large and small, urban and rural
 - Demonstrated consensus amongst small, medium and large business
 - Low or no impact to small business
 - Sufficient detail in order for the province to consider the public policy impacts
 - Maintenance of the environmental performance of the current system while containing or reducing costs
 - Consistency with other programs across the country.

The Regional Chairs Executive will be requesting a meeting with the UNSM Executive to move this important initiative forward.

- **Efficiency Study Update:** The work on developing the scope for the Efficiency of the Solid Waste-Resource Management System in Nova Scotia study is nearing completion. Regional input was reviewed and on October 20, 2017, Chairs representatives will present the Draft RFP to both the Minister of Environment and the Minister of Municipal Affairs. Following this, the RFP will be considered final and posted on the procurement website. The study will analyze and benchmark all aspects of solid waste management across the province. Underlying principles consist of ensuring any recommendations focus on maintaining a standard level of service for all residents while remaining in compliance with the regulations. Ideally, any recommendations will maintain or improve environmental impact. Stakeholder engagement and cross-jurisdictional review is key to providing the best management practices.



Seasonal collection bins in cottage country in the Valley Region. Using these depots for this purpose is **unacceptable, illegal and an occupational health and safety issue!**



This is wrong and simply Illegal—please help us share the message! Every effort is being made to ensure that Violators will be prosecuted! Dealing with issues such as shown above are draining resources and costing money!

UPCOMING MEETING

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on **Wednesday, December 13, 2017** beginning at **9:00am** in the Board Room. Please note that this is a deviation from the normal meeting schedule.

VALLEY WASTE-RESOURCE

DECEMBER 2017



PAGE 1 OF 2

Management Minute

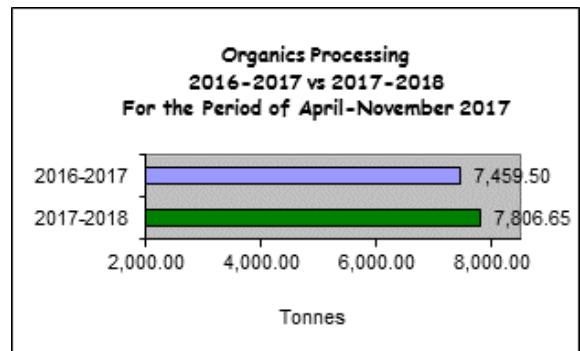
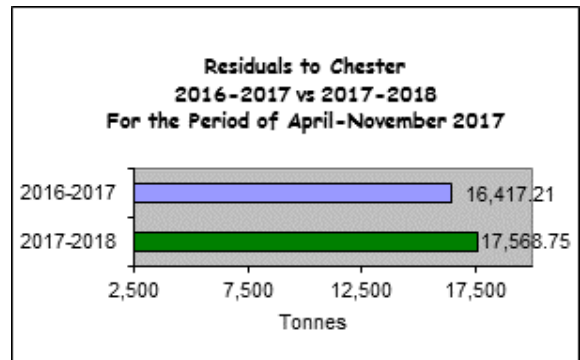
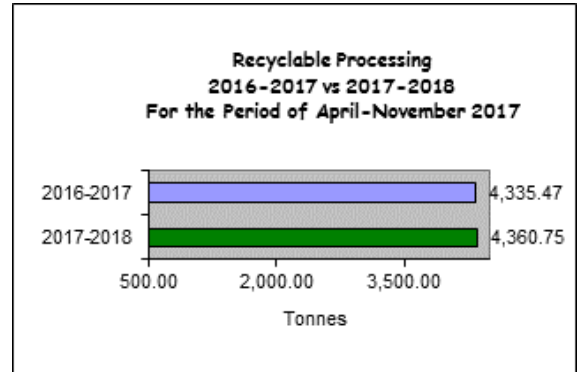
KEY TOPICS OF INTEREST

The Valley Region Solid Waste-Resource Management Authority met on December 13, 2017. It was reported during the meeting that the development of the Draft Operating and Capital Budget for the 2018-2019 fiscal year is well underway.

The Authority is pleased to be embarking on the development of a Corporate Strategic Plan drawing upon Interim General Manager Ramsay's expertise, as facilitator, for this important project. All involved recognize the benefit of taking the necessary steps to ensure direction in planning for the future provision of programs and services offered under the umbrella of the Authority's operations. The goal will be to develop key strategic priorities and to identify objectives to accomplish each priority while understanding that the Strategic Plan will be a living document requiring flexibility and constant review.

The General Manager recruitment process is successfully moving forward under the guidance of Consultant, Gerald Walsh and Associates.

The Authority held the annual election of Chair and Vice-Chair in keeping with Policy. The elections resulted in incumbent, Jane Bustin, representing the Town of Berwick, being re-elected to serve in her position of Chair and incumbent, John Kinsella, representing the Town of Annapolis Royal, re-elected to serve in his position of Vice-Chair. A hearty congratulations is extended to both and the Authority is looking forward to a successful 2018!



THE MUNICIPALITIES OF ANNAPOLIS AND KINGS AND THE TOWNS OF ANNAPOLIS ROYAL,
BERWICK, KENTVILLE, MIDDLETON AND WOLFFVILLE:
YOUR PARTNERS IN WASTE REDUCTION

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PROVINCIAL ACTIVITY: REGIONAL CHAIRS AND REGIONAL COORDINATORS

Activity at the provincial level continues with key topics of interest including:

Regional Chairs Workshop: The Regional Chairs as well as members of the Regional Coordinators, Managers & Directors, NSE, Divert NS and UNSM met on Thursday, November 30th.

Presentations were provided that explained the history of solid waste legislation in Nova Scotia, how municipalities work together to manage materials, educate and enforce the public, and work with Divert NS and industry to reach a high diversion rate. Also shared were the costs associated with our diversion program. Following the presentations, a workshop was conducted that prioritized what key areas the stakeholders could work together on. The workshop discussion resulted in five key areas of focus for stakeholders:

- Extended Producer Responsibility (EPR) - Collaborate and reach consensus for new legislation for packaging and paper as well as for household hazardous waste (HHW) materials. Expansion of the electronics stewardship program.
- Development of a commodities board to manage and market difficult items such as construction and demolition debris and low grade blue bag materials. Include procurement for recycled materials.
- Province-wide education strategy on waste reduction, reuse and repair.
- Education of solid waste challenges, uncertainties and costs to municipal councils.
- Diversion credit stabilizing/smoothing.

Recycling Markets: The seriousness of global recycling markets is beginning to cause issues for Nova Scotia recycling facilities. Plastic film (bags) is being stockpiled in at least two recycling facilities. They are asking the province for permission to temporarily landfill plastic film until markets become available. There are also some challenges with mixed paper, mixed plastics and glass. As a step toward acknowledging and addressing this important issue, the Authority has directed staff to prepare a Report regarding plastic film (single use shopping bags) for further consideration during the next meeting.



The Valley Waste Team wishes our participating municipal partners, their teams, and families all the very best of the Holiday Season and a safe, healthy, happy and successful 2018!



UPCOMING MEETING

The next meeting of the **Valley Region Solid Waste-Resource Management Authority** will be held on **Wednesday, January 17, 2018** beginning at **9:00am** in the Board Room in keeping with the normal meeting schedule.

Name of Committee: _____

Date information was updated: _____

Main Committee/Board Contact: _____

Email: _____

Day Time Phone # _____ **Cell #** _____

Committee Chair: _____ **Day Time Phone #** _____

Frequency of meeting: (example: monthly, every other month, quarterly): _____

Meeting Dates on the 1st 2nd 3rd 4th week of the month **Day of the Week:** _____

Time: _____ am pm **Location of Meeting:** _____

The municipal appointees are:

Name:	Representative:	Phone:	Email:
Alternates Names:	Representative:	Phone:	Email:

The citizen appointees are:

Name:	Address Location:	Phone:	Email:

The staff support member(s) are:

Name:	Representative:	Phone:	Email:

Quarterly Record of Committee Attendance

Please return the completed form to Finance Department at end of each Quarter.

Name of Committee					
Name of Main Councillor Contact					
Quarter Reported	Year	Jan-Mar	Apr-June	July-Sep	Oct-Dec
Enter Year/Tick Quarter					

Committee Details

Usual Location of Meeting				
Describe Planned Frequency of Committee Meetings	For Example. Monthly, monthly with exception of July/August, every other month, quarterly.			
Does your committee meet in a particular week of the month?	Week of the Month Committee Meets---Please Circle			
	1st	2nd	3rd	4th
Does your committee meet on a particular day of the week?	Day of the Week Committee Meets---Please Circle			
	Mon	Tues	Wed	Thurs Fri
Enter Meeting Time Frame	Usual Start Time		Usual End Time	

Attendance Record

	Enter Date of Meeting			Regrets?/Alternate
Enter Names of <u>Citizen</u> Appointees	Record Attendance ✓ = present; X = Absent			✓ = regrets received
Enter Names of <u>Councillor</u> Appointees				

Date Received by/Delivered to Finance Department: _____

MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Highlights from the Annapolis Valley Trails Coalition Meeting held
November 16, 2017
From: Paul Spicer
Date: November 17, 2017

The AVTC November meeting was held at the Municipal Complex in Kentville.

November Meeting:

This meeting was a review of Mike Trinacty's "draft" Harvest Moon Trailway Assessment and Implementation Plan.

This Plan consists of Mr. Trinacty's observations having traveled the trail several times on bicycle. As soon as this report becomes available electronically I will forward to all Councillors.

Next meeting date December 21 in Greenwich.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Activity Update
From: Pauline Raven
Date: December 19, 2017

1. I attended a teleconference meeting on December 8, called by UNSM, to hear an update on the joint initiative of the Province of Nova Scotia and UNSM on Asset Management. A strong emphasis was put on the following:
 - i. “Partnering up” to address issues of concern to municipalities.
 - ii. Construction of a province-wide data base because the Government of Canada is looking for applications that cover an entire province. (Looks like the provinces will play a large role in prioritizing projects).
 - iii. Municipalities need to address cashflow issues and balance with debt.
 - iv. The Federation of Canadian Municipalities is rolling out direct funding to municipal units. A.M.P. (Asset Management Planning) will be based on 80 cent dollars up to \$50,000 for 12-month projects. The hiring of contractors is permitted. They have a budget for 550 projects and to date only 100 applications have been received. Topics permissible are: Data collection; Reporting mechanisms; Training for Staff; Risk Assessment.
 - v. Municipalities are being encouraged to:
 - a) De-emphasis age and look at condition assessment as the key factor.
 - b) Focus on the top 15%, based on most pressing needs.
 - c) Find a “chief architect/project champion” to work on asset management.
 - d) See this as more than a technical exercise.
 - e) Strike an asset management committee that includes elected officials.
 - vi. There is a need to pay attention to built assets being transferred from developers that then become a cost to the municipality (depreciation, management, maintenance).
2. I attended the Nova Scotia Health Authority Meeting “Shaping Our System” on December 7. For the most part, this was an update and information session regarding the Western Region. A strong emphasis was put on the following:
 - i. Kings County has been relatively unimpacted by doctor shortages until very recently, now the people without a family doctor is steadily climbing. With a few more retirements and a few more doctors relocating and we could enter the “red zone” that other municipalities have been experiencing for some time.
 - ii. NSHA focus is on establishing Family Practice Teams. To date the uptake in Kings has been slow but 2-3 are currently under development.
 - iii. There is a need for municipal and provincial leaders to help on the local level by assisting in the shift... people may wish to have a private family doctor under the old model... but the future is in Family Practice Teams... that is the way young professionals prefer to practice.

- iv. Valley has a 90 percent retention rate of doctors doing their residency at Valley Regional. Residents are here for 2-years (5 first year residents and 5 second year residents from Dalhousie U.).
 - v. Doctors can now choose to operate under an Alternate Payment Plan (basically a contract with the Province of NS) or the traditional fee for service (\$25 per visit for a Family Practice License). The Province is emphasizing that NS is a good place to practice under either model.
3. I attended the Kentville Volunteer Fire Department Award dinner on December 2. Dozens of firefighters were provided with certificates and/or medals. The highlight of the night was the award of a 55-year service bar to Captain Clem Fairclough.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council, Committee of the Whole
Subject: Kings Transit Update
From: Pauline Raven
Date: December 19, 2017

1. Kings Transit's held its regular monthly board meeting on November 22 at 4 PM. All members were present.
2. An in-camera session was held for personnel reasons. Subsequently, a salary increase was recommended for inclusion in the 2018-19 budget and a salary band of \$70,000-\$95,000 was established for the position of General Manager.
3. A contract to install on-board technology has been finalized and expected to be operational by February, 2018.
4. On November 30, General Manager Stephen Foster and I had a debrief with Clean NS to discuss the strengths and weaknesses of Kings Transit application to the Province of NS Community Solar Electricity for Community Buildings Program. We learned that the application passed all technical and financial standards and was assessed under the municipal groupings. Price comparisons of KT's bid relative to other municipal applications was not favourable (33 cents/kWh versus all others being under 25 cents per kWh). We were encouraged to reapply in 2018.
5. Councillors Raven and Hodges (Municipality of the County of Kings) and Councillor Brian (Town of Wolfville) were present to answer questions on December 5, at Acadia's Student Union meeting. The ASU sent the question of referendum regarding a U-pass to Review Committee. The time-line attached does permit the referendum question to be considered by the student body at large. We are hopeful the review committee will recommend putting the question to referendum at the February 2018 General Election.
6. The two new bus shelter projects (Digby and at the New Minas depot) will be delayed due to a backlog of orders. The earliest date expected is April 2018.
7. Councillors Spicer, Raven (Municipality of the County of Kings) and Deputy Warden Gregory (District of Digby) rode the bus on December 6 to Annapolis Royal. We spoke with several of those riding the bus. We got an interesting sample of who uses the bus:
 - i. An Evangeline Club volunteer taking the bus from Deep Hollow Road to Berwick. This rider also uses the bus for medical appointments and to run errands.
 - ii. An Acadia University Practicum student travelling Wolfville to Kentville to complete her student teacher assignments.
 - iii. A resident of the Western Housing Authority's Senior Housing riding from New Minas to Kentville for a doctor's appointment.
 - iv. A person who rode a bike from Coldbrook to New Minas to stay overnight with family and friends and was using the bus for a return trip to Coldbrook because it was raining.
 - v. Two friends riding from Kentville to Berwick for the morning club at the Evangeline Club.

- vi. Middle-aged couple riding from Waterville to Kingston to volunteer at the soup kitchen.
 - vii. An employee of a call centre travelling from Kentville to Coldbrook who says it's a quick trip and cheaper than using a car.
 - viii. A person travelling west to job search in Berwick, Greenwood and Middleton.
 - ix. A high school student riding from West Kings home... only able to attend a half day as a disciplinary measure.
 - x. A person going to Kingston to bank at CIBC.
 - xi. A person who says the bus is the cheapest option and that travel is needed 9-10 times a week... with so much time on the bus the Wi-Fi is great.
 - xii. A person whose partner is using the car for work and says the bus allows him to still get out and visit friends.
8. The next regular meeting of Kings Transit will be held on Wednesday January 24, at 4PM, at the Kings Transit building on Crescent Drive, New Minas.

Committee Reports – Jim Winsor
Reporting period – December 19, 2017 Committee of the Whole

Budget and Finance Committee

Last Meeting – December 11:

- **Election of Chair and Vice Chair** was postponed as the mayor was not in attendance. The Mayor subsequently joined the group but we continued with the amended agenda and plan for the election of Chair and Vice Chair at the January Meeting.
- **The Budget Management Policy** was presented and the Group had a full discussion with the inclusion of Finance staff in a workshop format. Finance will bring back an updated version for review and hopefully recommendation to Council (February) for broader discussion and approval (subject to the feedback of Council). While this is not in place as early as we would like for the 2018/19 budget development year, its principles and work is certainly helping shape the process for the work.
- Finance presented the **Schedule for Budget Development** for the 2018/19 fiscal year. This was recommended forward to Council for consideration at the January 2 meeting.
- The **membership of the Committee** was discussed from two perspectives:
 - **The addition of a fifth Councillor** - Given the importance to the work of this Committee, the Committee approved a motion for the addition of a fifth Council member to the Committee:
 - **The addition of a Citizen member** – this was briefly discussed from the perspective of including outside professional expertise from our community to add balance and knowledgeable opinion to the discussions; from the perspective that the province has approved legislation mandating a Citizen appointee to the “Audit Committee”. Our Budget and Finance committee also serves the function of the Audit Committee. Our intent is to have a fuller discussion on this matter based on a discussion paper which our staff will bring to the January B & F Committee.
 - Recommendations will likely come forward to the February Council meeting from the B&F on these and other pertinent matters falling out of Bill 10 related to Municipal Government Administration.

Kings Regional Sewer Committee

Last Meeting - November 30, 2017:

- **Terms of Reference for the Committee and for the Technical Sub-Committee** were reviewed again and essentially agreed to by the Committee. Subject to sanctioning by the other three partners' organizations, our Committee will be recommending at our January 11 meeting that they come forward to the February Council Meeting for approval.
- Generally, the approach of the Kings Sewer Committee is to plan for the Regional Sewer system in a manner that meets the future needs of all the partners...Pepsico, the Village and the two municipalities. We may need to do more specific work in this regard in the near future.
- Operationally, things are running pretty well.

Kings Point to Point Committee

Last Board Meeting – November 28

- Operations are Normal. Budgets and ridership are within range.
- Given recent legislation changes they will have to focus more intently on integrated mobility in the future.

Fire Services Advisory Committee

Last Meeting: September 21

Planning Advisory Committee

Last meeting: Monday, December 18