

**MUNICIPALITY OF THE COUNTY OF KINGS
COMMITTEE OF THE WHOLE
October 15, 2019
9:00 am
AGENDA**

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

1. Roll Call **00:00**
2. Approval of Agenda **01:45** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Presentation
 - a. 9:10 am: Immigration Services Association of Nova Scotia (ISANS) **02:38** Page 2
5. Kings Regional Rehabilitation Centre & Municipality of the County of Kings
 - a. 9:30 am: Subdivision and Conveyance of Lands, PID 55158794 **21:30** Page 3
6. Administration
 - a. Community Grants Policy: Amendments **45:30** Page 16
7. Engineering and Public Works, Lands and Parks Services
 - a. Priority List for Speed Display Devices (FY 2019-20) **86:51**
 - b. Information Session: Drainage and Localized Flooding (*presentation*) **93:49** Page 64
8. Financial Services
 - a. 2019/20 Capital Investment Plan and Gas Tax Allocation to Villages **132:07** Page 69
9. Correspondence **142:26**
 - a. 2019-10-02 Aldershot Elementary School Thank You Page 73
 - b. 2019-10-03 Evergreen Home for Special Care 50th Anniversary Invite Page 74
 - c. 2019-10-08 Office of the Ombudsman Annual Report 2018-2019 (click [here](#)) Page 75
10. External Board/Committee Reports
 - a. Kings Point to Point Transit Society **143:40** Page 76
 - b. Valley Regional Enterprise Network Liaison & Oversight Committee **143:50** Page 77
 - c. Other: See Attached Table Page 78
11. Other Business: Community Festivals and Special Events Grants **144:53**
12. Comments from the Public **None**
13. In Camera & Adjournment **146:08**
 - a. Approval of September 17, 2019 Private Session Minutes
 - b. Contract Negotiations
14. Adjournment

Presentation to Committee of the Whole

Subject: Employer Supports

Organization: Immigration Services Association of Nova Scotia (ISANS)

Name of Presenter(s): James Rumble

Date: October 15th, 2019

Organization:

(Who) Summary of the organization you will represent:

The Immigrant Services Association of Nova Scotia (ISANS) is Nova Scotia's largest settlement provider organization whose mission is: "Helping immigrants build a future in Nova Scotia" and whose vision is: "A community where all can belong and grow."

Discussion:

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

Employer Supports regarding the hiring and retention of newcomers to Nova Scotia's rural employers and communities.

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?

Presenting for information for the County, its communities and its employers. A letter of support would be wonderful.



Municipality of the County of Kings

Request for Decision

TO Board of Directors, Kings Regional Rehabilitation Centre
Committee of the Whole, Municipality of the County of Kings

PREPARED BY Judy Heffern, CEO, Kings Regional Rehabilitation Centre
Scott Conrod, CAO, Municipality of the County of Kings

MEETING DATE October 15, 2019

SUBJECT Subdivision and Conveyance of Lands, PID 55158794

ORIGIN

- September 30, 2019 Kings Regional Rehabilitation Centre Board Motion supporting subdivision and conveyance.
- [January 22, 2019 Committee of the Whole Presentation: Western Regional Housing Authority](#)
- Kings Regional Rehabilitation Centre Act (1990)
- Incorporation of Kings County Residential Services Corporation (1981)

RECOMMENDATION

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

INTENT

For Municipal Council to consider a request from the KRRC Board of Directors to subdivide and convey a portion of PID 55158794 to the Kings Regional Rehabilitation Centre.

DISCUSSION

In 2019, the Chief Administrative Officer met with Judy Heffern to clarify the incorporating documents of the KRRC and to discuss the possibility of developing clustered housing on the lands adjacent to the KRRC. This housing would be supported community living for clients of the KRRC. The lands KRRC is interested in developing are best subdivided from the larger parcel, and conveyed to the KRRC. The KRRC Board passed the following motion at their September 30, 2019 meeting:

It was moved by Don MacDonald, seconded Bob Best, for the Board of Directors of Kings Regional Rehabilitation Centre, to support moving forward with a joint report with the County of Kings asking the Municipality to subdivide a portion of PID 55158794, and that the Municipality would deed same to KRRC for future development for a nominal fee of \$1. It is understood that the building in which KRRC is housed is part of this deed. Motion carried.

Legal Framework for Pursuing Subdivision

The Kings Regional Rehabilitation Centre (KRRC) is incorporated through two sets of constating documents:

1. *Municipal Housing Corporations Act* – The Municipality incorporated the “Kings County Residential Services Corporation” in 1981.
2. *Kings Regional Rehabilitation Centre Act (1990)* – This Act identifies the continuation of the Kings Regional Rehabilitation Centre as a body corporate as established by an Order in Council in 1979.

These constating documents for each legal entity direct how the Board may pursue development on the lands immediately fronting the KRRC building.



Municipality of the County of Kings

Request for Decision

In effect, the *Kings Regional Rehabilitation Centre Act* creates a holding company, and the *Municipal Housing Corporations Act* incorporation of the "Kings County Residential Services Corporation" is more related to operations of the facility.

Section 6(1)(b) of the *Kings Regional Rehabilitation Centre Act* (the holding company) states:

(b) acquire by donation, **deed**, devise, bequest, purchase or gift real or personal property, hold and enjoy the same, erect and maintain such buildings or structures on such real property as are necessary or conducive to attaining its object, and sell, transfer, convey, dispose of and deal with such real and personal property;... (emphasis added)

Subdivision Considerations

The Municipality owns the lands the Board is interested in developing. For this matter to be pursued, the lands should first be subdivided. An approximate plan of subdivision is attached in Appendix C.

Of note, there is a sewage treatment facility north of the KRRC, and fiber optic lines located on the parent lot. The Municipality will need to retain the associated lands for this infrastructure and possible future commercial development.

Additionally, the lands to be subdivided and conveyed would include all current holdings which are appropriately zoned for residential use as an accessory to the main KRRC facility.

Summary & Future Work

Pursuing subdivision and conveyance of the lands adjacent to the KRRC is enabled through s.6(1)(b) of the *Kings Regional Rehabilitation Centre Act* and would provide the KRRC with security for future financing.

To proceed with subdivision and conveyance:

- The subject lands will be surveyed and a plan of subdivision submitted.
- The subject lands and existing KRCC facilities will be conveyed to KRRC.
- An accredited appraiser will determine the book value of the conveyed lands.

FINANCIAL IMPLICATIONS

- The Municipality will engage a qualified commercial appraiser to determine the value of the land. The associated value would be deducted from the Municipality's balance sheet and added to KRCC's. The buildings are fully depreciated.
- KRCC would reimburse the Municipality for the full cost of conveyance. Without limitation, this includes costs associated with migration, survey, preparation of the plan of subdivision, and preparation and recording of the deed.
- The Municipality would convey the land to KRRC for a nominal \$1 fee.

ALTERNATIVES

- Council may consider amendments to the proposed area of subdivision.
- Council may decide not to convey lands to KRRC.

IMPLEMENTATION

- The terms of conveyance agreed to and executed by KRRC and the Municipality
- The Municipality proceeds with a plan of sub-division and title conveyance

APPENDICES

- Appendix A: Kings Regional Rehabilitation Centre Act
- Appendix B: *Municipal Housing Corporations Act*
- Appendix C: Map of Proposed Subdivision



Kings Regional Rehabilitation Centre Act

CHAPTER 16

OF THE

ACTS OF 1990

amended 1991, c. 17

NOTE - This electronic version of this statute is provided by the Office of the Legislative Counsel for your convenience and personal use only and may not be copied for the purpose of resale in this or any other form. Formatting of this electronic version may differ from the official, printed version. Where accuracy is critical, please consult official sources.

An Act to Incorporate the Board of Management of Kings Regional Rehabilitation Centre

Short title

1 The Act may be cited as the *Kings Regional Rehabilitation Centre Act*. 1990, c. 16, s. 1.

Interpretation

2 In this Act,

- (a) "Management Corporation" means Kings Regional Rehabilitation Centre, incorporated by this Act;
- (b) "Municipality" means the Municipality of the County of Kings. 1990, c. 16, s. 2.

Continuation of Kings Regional Rehabilitation Centre

3 The unincorporated body known as "Kings Regional Rehabilitation Centre" established by Order in Council 79-1537, dated the twenty-seventh day of November, 1979, and amended on the first day of February, 1988, is hereby continued as a body corporate under the name "Kings Regional Rehabilitation Centre". 1990, c. 16, s. 3.

Object

4 The object of the Management Corporation is to manage and operate the Kings Regional Rehabilitation Centre. 1990, c. 16, s. 4.

Members

5 (1) The Management Corporation consists of

- (a) four members appointed by the Governor in Council; and
- (b) six members appointed by the Municipality.

Term of office

(2) Unless an appointment otherwise prescribes, a member of the Management Corporation holds office for a term of three years and may be re-appointed.

Cessation of membership

(3) A person ceases to be a member of the Management Corporation when that person dies, resigns, becomes incapable of performing that persons duties as a member or fails to perform those duties or, where the person was a member of the Council of the Municipality at the time that person was appointed a member of the Management Corporation, when that person ceases to be a member of that Council.

Casual vacancies

(4) Where a person ceases to become a member of the Management Corporation other than by reason of expiration of a term of office as a member of the Management Corporation, the body which appointed that person shall appoint another person as a member of the Management Corporation for the unexpired portion of the term.

Effect of vacancy

(5) A vacancy in the membership of the Management Corporation does not affect the exercise by the remaining members of the powers, rights and privileges of the Management Corporation or the corporate capacity of the Management Corporation. 1990, c. 16, s. 5.

Powers of Management Corporation

6 (1) The Management Corporation may exercise such powers as are necessary or conducive in attaining its object and, without restricting the generality of the foregoing, may

(a) subject to subsection (2), make such by-laws, rules and regulations as the Management Corporation deems necessary for, or conducive to, attaining its object;

(b) acquire by donation, deed, devise, bequest, purchase or gift real or personal property, hold and enjoy the same, erect and maintain such buildings or structures on such real property as are necessary or conducive to attaining its object, and sell, transfer, convey, dispose of and deal with such real and personal property;

(c) determine its fiscal year;

(d) with the consent of the Municipality, borrow from time to time such sums of money as may be necessary for, or conducive to, attaining its object and upon such terms and conditions as the Board determines.

Ministerial approval

(2) A by-law, rule or regulation made pursuant to clause (a) of subsection (1) is not effective unless and until it is approved by the Minister of Community Services. 1990, c. 16, s. 6.

Annual meeting

7 (1) The Management Corporation shall have an annual meeting each year within three months of the end of the fiscal year of the Management Corporation and such other regular meetings as may be required.

Officers

(2) The Management Corporation shall, from among its members, appoint a Chairman, a Vice-chairman, a Secretary-treasurer and such other officers as the Management Corporation from time to time considers necessary or conducive in attaining its object. 1990, c. 16, s. 7.

Records and accounts

8 (1) The Management Corporation shall maintain proper records and accounts of all transactions, information, finances, receipts and disbursements, revenues and expenditures, assets and liabilities and other matters under its control.

Annual report

(2) The Management Corporation shall annually prepare and submit to the Municipality a report of its affairs, including a balance sheet, statement of revenue and expenditure and such other financial reports as will disclose its operations and financial condition, prepared in accordance with generally accepted accounting principles consistently applied.

Audit

(3) The annual report of the Management Corporation shall be audited in accordance with generally accepted auditing standards by a public accountant within the meaning of the *Public Accountants Act* and licensed pursuant to that Act.

Copy of report available

(4) The Management Corporation shall make a copy of every report prepared in accordance with subsection (2) available to any person who requests the report on reasonable notice and on payment of a reasonable fee for production of the report. 1990, c. 16, s. 8.

Transfer of existing property

9 (1) Any right, title or interest in personal property which, immediately before the coming into force of this Act, is vested or held in trust for the unincorporated body known as Kings Regional Rehabilitation Centre established by Order in Council 79-1537 dated the twenty-seventh day of November, 1979, and amended the first day of February, 1988, is hereby vested in the Management Corporation.

Assumption of existing liabilities

(2) All the obligations and liabilities of the said unincorporated body known as Kings Regional Rehabilitation Centre, existing immediately before the coming into force of this Act, are the obligations and liabilities of the Management Corporation.

Use of Fund

(3) As long as the Kings Regional Rehabilitation Centre is being used for the same purposes as it was being used immediately prior to the coming into force of this subsection, the Management Corporation may use money donated to the fund that, immediately prior to the coming into force of this subsection, was known and administered as the Bus and Pool Fund, to construct a front entrance to the Kings Regional Rehabilitation Centre enabling access to the Centre by physically handicapped persons, and to renovate the recreation hall in the Centre to provide additional program space. 1990, c. 16, s. 9; 1991, c. 17, s. 1.

Winding up

10 In the event of the Management Corporation ceasing operations or winding up, all the property, assets and undertaking of the Management Corporation vest in the Municipality and all the obligations and liabilities of the Management Corporation are obligations and liabilities of the Municipality. 1990, c. 16, s. 10.

Financial assistance

11 (1) The Municipality has the same power to render financial assistance to the Management Corporation, including, for greater certainty, the power to guarantee a borrowing, and the same power to raise money to render such financial assistance as the Municipality has, pursuant to the *Municipal Housing Corporations Act*, as amended from time to time to

(a) render financial assistance to a housing corporation, within the meaning of that Act, whose instrument of incorporation was executed by the Municipality; and

(b) raise money for the purpose of rendering such financial assistance.

Powers retained

(2) Notwithstanding subsection (1), no repeal or amendment of the *Municipal Housing Corporations Act* operates to abolish the powers which the Municipality has, from time to time, pursuant to subsection (1) or to reduce the extent of those powers. 1990, c. 16, s. 11.



This page and its contents published by the Office of the Legislative Counsel, Nova Scotia House of Assembly, and © 1999 Crown in right of Nova Scotia. Created September 1, 1999. Send comments to legc.office@gov.ns.ca.



Municipal Housing Corporations Act

CHAPTER 304

OF THE

REVISED STATUTES, 1989

NOTE - This electronic version of this statute is provided by the Office of the Legislative Counsel for your convenience and personal use only and may not be copied for the purpose of resale in this or any other form. Formatting of this electronic version may differ from the official, printed version. Where accuracy is critical, please consult official sources.

Municipal Housing Corporations Act

Short title

1 This Act may be cited as the *Municipal Housing Corporations Act*. R.S., c. 304, s. 1.

Interpretation

2 In this Act,

- (a) "by-laws" means by-laws of a corporation;
- (b) "corporation" means a non-profit corporation wholly owned by a municipality;
- (c) "Minister" means Minister of Municipal Affairs;
- (d) "municipality" means a municipality to which the *Municipal Act* applies, a city or an incorporated town. R.S., c. 304, s. 2.

Municipal housing corporation

3 A municipality or two or more municipalities, by instrument in writing approved by resolution of the council or councils thereof and executed in a manner provided in this Act, may establish a municipal housing corporation. R.S., c. 304, s. 3.

Content of instrument of incorporation

4 (1) An instrument of incorporation shall include a statement of the name of the corporation, the number of members, the manner of their appointment, the name of the provisional chairman of the corporation and such

other matters as appear to the municipality or municipalities to be advisable, and may be in the Form in the Schedule.

Execution of instrument of incorporation

(2) The instrument shall be executed on behalf of a municipality by the mayor or warden and by the clerk or by such other officers as the council authorizes or directs. R.S., c. 304, s. 4.

Certificate of incorporation

5 (1) Where an instrument of incorporation of a corporation is delivered to the Minister and the Minister is satisfied that it conforms to this Act and has been approved and executed as required by this Act, the Minister may register the instrument in his office and issue a certificate of incorporation to the corporation.

Body corporate

(2) Upon the issue of the certificate of incorporation, the corporation is constituted a body corporate under the name and in accordance with the particulars contained in the instrument of incorporation.

Evidence of incorporation

(3) A certificate of the Minister that a corporation is incorporated is conclusive evidence that the corporation is incorporated under this Act without proof of signature or office.

Delivery of certificate of incorporation

(4) The Minister shall send or deliver the certificate of incorporation to the person named in the instrument of incorporation as the provisional chairman of the corporation. R.S., c. 304, s. 5.

Notice of incorporation

6 (1) Upon receiving the certificate of incorporation, the provisional chairman shall notify the clerk of the municipality or municipalities that established the corporation and all other persons or organizations entitled to appoint members to the corporation that the corporation is established and request them to appoint to the corporation the number of members that each is entitled to appoint.

Appointment of members

(2) As soon as conveniently may be, each municipality, person and body entitled to appoint a member or members shall make the appointments and send to the provisional chairman the names and addresses of the persons so appointed.

Organizational meeting

(3) Upon receiving the names, of all persons appointed to be members of the corporation the provisional chairman shall convene an organizational meeting of the members at a place and time chosen by him. R.S., c. 304, s. 6.

Presiding officer

7 (1) The provisional chairman shall preside at the organizational meeting until the members of the corporation have chosen a chairman from among their number whereupon the provisional chairman shall relinquish the office of chairman to the person so chosen.

Term of office of member

(2) Subject to the by-laws, a member holds office until his successor is appointed.

Officers and term of office

(3) The members shall elect from among themselves a chairman, a vice-chairman, a secretary and such other officers, if any, as they consider advisable who, subject to the by-laws, hold office until their successors are elected.

Quorum

(4) Subject to the by-laws a majority of the members of the corporation constitutes a quorum. R.S., c. 304, s. 7.

Remuneration

8 Each member of the corporation shall be paid such remuneration as may be fixed by by-law and may be reimbursed by the corporation for reasonable expenses necessarily incurred by the member in performing his functions as a member. R.S., c. 304, s. 8.

Personnel

9 A corporation may appoint or engage such officials and employees and professional, scientific or technical experts and other staff as it considers advisable for the attainment of its objects or the exercise of its powers and may pay them such remuneration as the corporation from time to time determines. R.S., c. 304, s. 9.

Committees

10 Subject to the by-laws, a corporation may appoint such standing or special committees as it considers desirable for the carrying out of its objects and may prescribe their functions and powers. R.S., c. 304, s. 10.

Objects

11 The objects of the corporation are

(a) to construct, hold and manage accommodation for the aged, mentally handicapped or physically disabled or others requiring nursing or custodial care; and

(b) in combination with the objects set out in clause (a), to provide personal-care programs and rehabilitative programs for the aged, mentally handicapped or physically disabled. R.S., c. 304, s. 11.

Powers

12 A corporation may

(a) receive from any government or governmental body or agency grants of money or land and use, apply or convey them in accordance with the terms upon which they were made or for any purposes of the corporation that are not inconsistent with the grant;

(b) accept gifts, assignments, devises and bequests of real and personal property and apply them to the general purposes of the corporation or to a specific purpose of the corporation;

(c) acquire real and personal property by deed, will, gift or lease or in any other manner, and with the approval of the municipalities participating in the formation of the corporation mortgage, lease, sell or otherwise dispose of it or any part of it;

(d) borrow on the security of its real and personal property, or either of them or any part thereof, or any other security or without security such money as the corporation considers necessary and mortgage, pledge or

otherwise charge its property or any part of it for the purpose of securing any money borrowed;

(e) improve, enlarge, repair, alter, equip, service, insure and maintain any building or buildings owned or leased by it;

(f) invest and deal with funds of the corporation not immediately required for its purposes in such securities and in such manner as the corporation from time to time determines;

(g) do such other acts and things as are incidental to the attainment of its objects or the exercise of its powers. R.S., c. 304, s. 12.

Execution of document

13 Subject to the provisions of this Act, a corporation may at any duly called meeting by a majority of the members present direct or authorize its chairman or vice-chairman and its secretary to make and execute under its corporate seal any deed, lease, mortgage or instrument relating to its real and personal property. R.S., c. 304, s. 13.

By-laws

14 (1) A corporation may make by-laws with respect to

(a) meetings of the corporation and committees, the method of calling those meetings, their frequency, the conduct of business at them and rules of order and proceedings at meetings;

(b) the election or appointment and term of office of members and officers of the corporation;

(c) the filling of vacancies in the corporation or in offices of the corporation;

(d) the qualifications of members and officers;

(e) vacating or terminating membership or office in the corporation;

(f) the appointment or election of standing or special committees and their functions, duties and powers;

(g) the general management, use and good government of any project or accommodation owned, held, or managed by the corporation, the medical attendants, officers and employees thereof, the discipline and admission of tenants or patients thereto, and their discharge therefrom, including all things and matters incidental to any of the matters mentioned in this clause;

(h) any matter relating to the conduct of the business and affairs of the corporation not specifically provided for in this Act.

Effective date of by-law

(2) A by-law of a corporation or an amendment or repeal of a by-law comes into force when approved by, and filed in the office of, the Minister. R.S., c. 304, s. 14.

Amendment of instrument of incorporation

15 (1) A corporation, with the approval of the council or councils of the municipality or municipalities that establish the corporation, may amend the instrument of incorporation by which it was established by changing its name, the number of its members, the manner of appointment of members or any of them.

Amendment to add municipality

(2) Where an amendment of an instrument of incorporation provides for participation by an additional municipality in the activities of a corporation or the appointment of members, the amendment is not effective unless the council of the additional municipality consents to it.

Effective date of amendment

(3) An amendment to an instrument of incorporation has effect when it is filed in the office of the Minister. R.S., c. 304, s. 15.

Annual report and financial statement

16 Not later than the first day of February of each year, each corporation shall submit to the council of each municipality that executed the instrument of incorporation or consented to an amendment to the instrument a report covering the activities of the corporation in the preceding year, together with a financial statement of the corporation for that year. R.S., c. 304, s. 16.

Grant or loan by municipality

17 (1) A municipality that executed the instrument of incorporation of a corporation or consented to an amendment to the instrument may grant or lend to or guarantee a borrowing by the corporation to assist the corporation in carrying out its objects such sums and on such terms as the council of the municipality determines.

Source of funds

(2) Any money required by a municipality for the purpose of subsection (1) may be raised, levied and collected in the same manner as money required for its ordinary purposes is raised, levied and collected or may be borrowed by the municipality pursuant to the statutes applying to the municipality and in that event the making of a grant shall be deemed to be a purpose of the municipality for the purposes of the *Municipal Affairs Act*. R.S., c. 304, s. 17.

Qualifications for membership

18 A person who is otherwise qualified is not disqualified from being appointed and acting as a member of a corporation by reason only of Sections 38 and 39 of the *Municipal Act*, or of any similar provision in any Act relating to a municipality. R.S., c. 304, s. 18.

Property held in trust

19 Any corporation incorporated under this Act shall hold all property both real and personal and the profits and income arising therefrom, acquired by it by purchase, gift, bequest or otherwise in trust for the objects and purposes for which the company may be incorporated and no part of the income of the said corporation shall be payable to or otherwise available for the personal benefit of any member thereof nor shall the company carry on any trade or business for the profit of its members. R.S., c. 304, s. 19.

SCHEDULE

Form

Municipal Housing Corporations Act

Instrument of Incorporation

The (*City, Town, Municipality*) of in the County of (and the (*City, Town, Municipality*) of in the County of) pursuant to the *Municipal Housing Corporations Act* hereby (establish) a municipal housing corporation for (*here set out the area for which the corporation is established*).

The name of the corporation is

The corporation consists of members who shall be appointed as follows:

(here set out the manner of appointment of members)

The provisional chairman of the corporation is

The objects of the corporation are

(here describe normal activities)

Executed this day of, 19. on behalf of the (*City, Town, Municipality*) by
in the presence of) (*City, Town, Municipality*))

.))

)

) (*Mayor, Warden*)

)

)

) Clerk

R.S., c. 304, Sch.



This page and its contents published by the Office of the Legislative Counsel, Nova Scotia House of Assembly, and © 1998 Crown in right of Nova Scotia. Created September 1, 1998. Send comments to legc.office@gov.ns.ca.

Remainder

potential subdivision

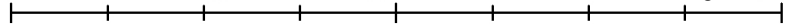
County Home



bing™

© 2019 Microsoft Corporation © 2019 DigitalGlobe
© CNES (2019) Distribution Airbus DS

0 100 200 2019-10-15 COTW Page 15 400 Meters





Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Vicki Brooke, MPA, Policy Analyst

MEETING DATE October 15, 2019

SUBJECT Community Grants Policy: Amendments

ORIGIN

- Community Grants Policy Review: Due November 2019
- Amendments to *Municipal Government Act* (MGA)

RECOMMENDATION

That Committee of the Whole recommend Municipal Council adopt revisions to Policy FIN-05-018: Community Grants as detailed in the October 15, 2019 Request for Decision.

That Committee of the Whole recommend Municipal Council provide seven days' notice to repeal Policy PARS-08-001: Community Hall Assistance Program.

INTENT

For the Committee to consider revisions to Policy FIN-05-018: Community Grants.

DISCUSSION

The Community Grants Policy ("the Policy") is due for review by November 2019. As detailed in Appendix A, staff propose a number of necessary and non-substantive text amendments. Recent MGA amendments necessitate revisions to Sections 2.1 (eligible organizations) and 5.2 (reporting of grant recipients). Minor amendments proposed include:

- s.2.3 – Removed to reflect how the budget for grants is developed.
- s.5.8 – Changed from quarterly to annual reporting of grants from the CAO to Council.
- s.7.6 – Changed to include differing rules for ownership and authority to organizations undertaking capital and maintenance projects to parks, trails, and playgrounds.
- s.9.3 – Criteria added for instances where projects come in considerably under-budget to allow for final disbursements to be adjusted as needed.
- s.9.5 – Reference added to contribution agreements, which are agreements recipients may have to sign to acknowledge particular terms and conditions of their grant.

The most significant proposed changes relate to two grant programs: Kings Economic Advancement Grants and the Major Community Initiatives and Civic Services program. Currently, these grants are deliberated by Council following a recommendation from staff. In an effort to make grants more accessible to applicants, permit a broader range of projects to be funded, and aid in deliberations, staff propose the current grant programs and budgets be amalgamated into one. Further, staff recommend the new grant program support initiatives that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: strong communities, economic development, environmental stewardship, good governance, and financial sustainability.

As described in Schedule C of the attached draft revisions, the new grant program has been titled *Vision Grants* and is open any request of more than \$7,500. It is proposed that Council administer this grant program following staff review of applications for eligibility. Staff contend this reorganization of the largest grant programs will help advance the Strategic Plan and aid in Council's deliberations in awarding grants.



Municipality of the County of Kings

Request for Decision

The Budget and Finance Committee has recently considered options for participatory budgeting, which in the future may include increased community involvement in the grant review and awarding process. Additional details on this will be provided to Council at a future date.

FINANCIAL IMPLICATIONS

- Staff do not anticipate any financial implications from the proposed changes. Council will deliberate the budget for grant programs as part of the 2020/21 budget process.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Good Governance	Policy review to ensure accuracy and efficacy.
	Environmental Stewardship	
	Economic Development	
✓	Strong Communities	The Policy supports the work of community organizations and residents through providing a mechanism to receive grants.
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable (explain why project should be considered)	

ALTERNATIVES

- The Committee may refer the matter back to staff for further review.

IMPLEMENTATION

- Policy will be posted to municipal website.
- Staff will revise applications as needed.
- Workshops and information sessions will held for community groups

COMMUNITY ENGAGEMENT

- Policy amendments are reflective of feedback received from grant recipients through the last two grant cycles.
- Workshops and information sessions will again be held for community groups (tentatively planned for Winter 2020).
- The seven days' notice to Council per s. 48(1) *Municipal Government Act* provides an opportunity for public comment prior to adoption.

APPENDICES

- Appendix A: [Policy FIN-05-018: Community Grants with tracked changes](#)
- Appendix B: [Policy FIN-05-018: Community Grants, clean copy](#)
- Appendix C: [Administrative Process of Vision Grants](#)

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: October 8, 2019



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

Creation Date	March 2017	Policy Category	Finance
Approval Date	January 2, 2018	Next Review Date	November 2019
Revision Date	February 6, 2018 November 6, 2018	Replaces	N/A <u>ADMIN-01-005</u> <u>PARS-08-001</u>

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 non-profit organizations, Villages, and youth providing programs, infrastructure, services, and events, and stimulating economic growth that enhance the livability and vibrancy of the Municipalityour communities.

The ~~purpose of the~~ Municipality’s Community Grants Policy (the “Policy”) ~~is to provide~~s 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 may only be awarded to eligible youth applicants and organizations that are one of the following:

- Any non-profit club, association, society, or organization registered with the Nova Scotia Registry of Joint Stocks;
- Charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, religious, recreational, sporting, or social organization within the Province that are non-profits or charitable organizations that are registered pursuant to the Nova Scotia Societies Act; Registered Canadian charities and Legions;
- Towns, Villages, and First Nations governments within the County of Kings; or
- A school within the County of Kings affiliated with the Annapolis Valley Regional Centre for Education.
- ~~Registered Canadian charitable organizations;~~

DRAFT

Page 1 of 26



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

- ~~— Villages within the County of Kings;~~
- ~~— A non-profit club, association, or exhibition within the meaning of the *Agriculture and Marketing Act*;~~
- ~~— A registered society that is a non-profit;~~
- ~~— A non-profit society within the meaning of the *Children and Family Services Act*;~~
- ~~— A non-profit mental health clinic in receipt of financial assistance from the Province;~~
- ~~— A day care licensed under the *Day Care Act*; or,~~
- ~~An exhibition held by an educational institution in the Municipality.~~

- 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 considerations, 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~~ schedules, which form part of this Policy.

4. Grant Programs

All grant opportunities are detailed in the attached schedules, which form part of this Policy.

4.1 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

4.2 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

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

- Community Hall Assistance

4.3 Kings Vision Grants (Schedule C)

Vision grants contribute to the Municipality's vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: Strong Communities, Environmental Stewardship, Good Governance, Economic Development, and Financial Sustainability.

~~1) Kings Economic Advancement Grant (Schedule C)~~

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

~~2) 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, submission requirements, and scoring criteria.
- 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. The~~ A report of grant recipients and properties partially or wholly exempted shall be published to the municipal website by May 1 each year and include all grant recipients from the previous fiscal year and, the amount of the grant, and purpose of each award.
- 5.3 Within 12 months of being awarded, ~~a 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.
- 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. Unless

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

otherwise specified in the Schedules attached to this policy, the required deadline to submit accountability reports shall be-12 months following award of funds.-

- 5.6 With the exception of ~~the Youth Travel Assistance Program and~~ 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 ~~All eligible applications will be scored and ranked by staff based on the operating procedure.~~ The Chief Administrative Officer will administer the following grants: all Community Active Living Grants, Festivals and Special Events, and Community Hall Assistance. All eligible applications to grant programs administered by the CAO will be scored and ranked in accordance with the Standard Operating Procedure and Section 8 of this Policy.
- ~~Council will administer Councillor Grants to Organizations and Vision Grants, Kings Economic Advancement Grant, and the Major Community Initiatives & Civic Services Grant.~~
- ~~The CAO will accept and evaluate applications and make awards of grants in a way that is consistent with this Policy.~~
- 5.8 The CAO will provide an annual quarterly report to Council ~~on of~~ what organizations and youth have ~~been funded~~ received grants, and for what amounts.

6. Applications

- 6.1 The level of detail required from an applicant will be relative to the requested amount , and the Municipality' 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 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:

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

- Requests for less than ~~\$7,500~~~~10,000~~ – Must provide a report of the organization's financial operations and position and proposed budget/income statement.
- Requests ~~\$10,000~~7,500 and above – Must provide current balance sheet and proposed budget/income statement.

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 any applications to a more suitable program than the program to which the organization applied.

7. Eligibility

~~Specifies of Additional~~ 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 or the Canada Revenue Agency (as a registered Canadian charity), 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.~~

~~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~~24 Youth applying for travel assistance under the Youth Travel Assistance Program must provide a Social Insurance Number for grants above \$500.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

- ~~7.635~~ Any organization applying for funding must be in good standing with the Municipality of the County of Kings (~~i.e.g., not owe no outstanding~~ property taxes, sewer rates, water rates, or other fees.)
- ~~7.746~~ For ~~capital and capital projects under \$5,000-maintenance projects~~, the organization 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.
- ~~For capital projects over \$5,000, the organization must have the authority to manage the site through ownership, an easement, or right-of-way for use of the land for at least 10 years, and with at least with at least three years of the lease remaining of the lease.~~
- ~~For maintenance projects, the organization must demonstrate authority to manage the site for the year in which they are applying.~~

Eligible Funding

- ~~7.857~~ The Municipality may fund a maximum of 50% of any project, excluding Councillor Grants to Organizations and Youth Travel Assistance.
- ~~7.986~~ Grants are restricted to the annual budgets established by Council and any related documents.
- ~~7.4097~~ Awards will not exceed the amount requested.
- ~~7.4084~~ Only one request per organization to each program per year will be considered.
- ~~7.4192~~ Particular programs may limit eligibility for repeat funding.
- ~~7.42103~~ Grants will not be awarded if previously-funded projects have not been completed or if accountability requirements have not been met.
- ~~7.1314~~ Retroactive funding is not available for any projects underway, i.e., work completed or travel taken prior to ~~the application-application submission deadline~~ is ineligible for funding.
- ~~7.1425~~ In-kind goods or services may count for up to 50% of the applicant's contributions, provided ~~that~~ in-kind contributions are valued at ~~or below market rates as provided annually on the Municipality's website~~. Without limitation, the remaining 50% of the applicant's share of the total project cost must be made in cash from any source.
- ~~7.1536~~ 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

DRAFT

Page 6 of 26



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

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

8.9 Grant Awarding Process

- 9.144 Funds will not be disbursed until the applicant has provided proof of their sources of funding and compliance with prerequisite conditions.
- ~~89.152~~ Awards of less than \$24,000 will be disbursed in full when approved. Accountability requirements, as established in Section ~~910~~, are applicable.
- ~~89.163~~ Awards of \$24,000 or more will be disbursed 80% when approved and prerequisite conditions, (if any,) are met. The ~~remaining final~~ 20% will be provided after fulfilling accountability requirements and will be adjusted to reflect the lesser of either actual revenues and/or expenditures, or the percentage of the project for which funding approved (if applicable), and will be adjusted to reflect the actual revenues and expenditures to the maximum allowable funding limit of the program; or where applicable the percentage identified in the funding agreement.

DRAFT

Page 7 of 26



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

In instances where the Municipality has advanced funds in excess of the percent of the project agreed to be funded when award was made, recipients will be invoiced for the difference. Failure to pay the invoice will render the organization ineligible for future funding until such time that payment is received.

~~8.179.4~~ Recipients that do not meet ~~the~~ accountability requirements will be required to return monies advanced by the Municipality.

In awarding grants:

~~8.189.5~~ Terms and conditions may apply. Successful applicants may be required to execute a contribution agreement prior to receiving any funds.

~~8.199.6~~ Recipients will be required to acknowledge the Municipality's contributions. ~~as a contributor as part of the awards process.~~

9.10. Accountability

~~9.410.1~~ Accountability – All funding recipients are required to submit a report on the use of **Municipal 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 (as established in Section 5.5) 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, Councillor Grants to Organizations, 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.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

9-210.2 Claiming Process

—With the exception of Youth Travel Assistance, Councillor Grants to Organizations, and awards of less than \$4,000, 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 (net of amounts paid and collected, or the 50% HST expended if the organization is registered as a Public Service Body) 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 8-169, the Municipality will adjust the final payment to reflect actual revenues and/or expenditures.

For Councillor Grants to Organizations and awards of less than \$4,000, applicants will be required to submit a summary of how funds were used.

10-11. **Responsibilities**

101.1 Council:

101.1.1 will ensure the Municipality has a current and comprehensive policy to address the allocation of funding on grants for non-profit organizations. Such policy will be reviewed within one year of implementation and every subsequent five years;

110.1.2 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.

110.1.3 will allocate grants consistent with this Policy for the betterment of the entire Municipality;

110.1.4 may delegate the administration of any request in accordance with Section 5.7; and

110.1.5 will promote awareness of opportunities across the Municipality.

110.2 The Chief Administrative Officer:

110.2.1 may further delegate administration of grants as required;

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

119.2.2 will administer and implement grant programs in a way that is consistent with this Policy;
119.2.3 identify necessary revisions to the Community Grants Policy; and
119.2.4 promote awareness of grant opportunities.

DRAFT

Page 10 of 26



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

DRAFT

Page 11 of 26



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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

DRAFT

Page 12 of 26



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Park, Playground, and Trail Maintenance and Development

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 50% of costs to a maximum of \$7,500 per park or playground
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

One Time Capital Fund for a Special Project

~~Over the useful life of an entire 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.~~

Additional Eligibility Requirements

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

In addition, Applicants 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 jurisdiction having authority.
- Proof of liability insurance for at least \$2,000,000. 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.

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. Provisions in sections 8, 9, and 10 apply to emergency funding. Please contact the Municipality for more information.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Youth Travel Assistance Program

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

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)

In addition:

- 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; Town residents do not qualify.
- 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.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Application Deadlines

Applications are ~~due on the following dates: January 1, April 1, July 1, and October 1~~ ~~due prior to travel, 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.

DRAFT

Page 15 of 26



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Community Recreation Programming Assistance

This fund assists with recreation programming in partnership with other funding. Applications will be considered for youth 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 75% of net program cost (expenses *less* revenue) per program to a maximum of 50% of the total program cost. Maximum grant of \$25,000.~~00.~~

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7), as well as the General Guidelines in the Community Grants policy (Section 5).

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.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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

DRAFT

Page 17 of 26



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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, 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 \$1,000 per day and \$2,000 for the entire event
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 or more for the duration of an event that happens over multiple days

Up to \$2,000 per day_ to a maximum of \$10,000 for the entire event.
Eligible days must have at least four hours of programming provided or endorsed by the host organization.

Additional Eligibility Requirements

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

In addition:

- Events must be open for people of all ages and abilities.
- Events must be open for the greater public to attend.
- Event must be designed to serve the residents of the County and recognize the unique character of communities across the County.
- Events in ~~Kings County~~ Municipality of the County of Kings will be given ~~grant~~ priority when applications are evaluated.-

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.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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

Any one project Maximum of \$7,500

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 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.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Community Hall Assistance

To assist with capital repairs and renovations of halls, the Community Hall Assistance program contributes to the ongoing preservation of halls ~~that are available for community use, 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).

In addition:

- 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 Safety Act*.
- 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. Provisions in sections 8, 9, and 10 apply to emergency funding. Please contact the Municipality for more information.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

SCHEDULE C: KINGS VISION GRANTS

DRAFT

Page 21 of 26



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Kings Vision Grants

Vision grants contribute to the Municipality’s vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality’s Strategic Plan: Strong Communities, Environmental Stewardship, Economic Development, Good Governance, and Financial Sustainability.

Maximum Assistance Available

Any one initiative 50% of the cost of a single project ~~a project’s cost~~ with a minimum request of \$7,500.

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 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.

~~SCHEDULE C: KINGS ECONOMIC ADVANCEMENT GRANT~~

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

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

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% of any project to a maximum amount of \$25,000. 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.

Conditions on Funding

- When applying, organizations must provide either an economic impact or cost-benefit analysis.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

- ~~• 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 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.~~

DRAFT

Page 24 of 26



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

~~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.~~

DRAFT

Page 25 of 26



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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 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.~~

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Creation Date	March 2017	Policy Category	Finance
Approval Date	January 2, 2018	Next Review Date	November 2019
Revision Date	February 6, 2018 November 6, 2018	Replaces	ADMIN-01-005 PARS-08-001

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 non-profit organizations, Villages, and youth providing programs, infrastructure, services, and events, that enhance the livability and vibrancy of our communities.

The Municipality’s Community Grants Policy (the “Policy”) provides 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 may only be awarded to eligible youth applicants and organizations that are one of the following:

- Any non-profit club, association, society, or organization registered with the Nova Scotia Registry of Joint Stocks;
- Registered Canadian charities and Legions;
- Towns, Villages, and First Nations governments within the County of Kings; or
- A school within the County of Kings affiliated with the Annapolis Valley Regional Centre for Education.

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.

DRAFT

Page 1 of 19



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

- 2.3 Subject to financial considerations, 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.

4. Grant Programs

All grant opportunities are detailed in the attached schedules, which form part of this Policy.

4.1 Community Active Living Grants (Schedule A)

Grants in this category are intended to encourage active living across Kings County and may be awarded to 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

4.2 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

4.3 Kings Vision Grants (Schedule C)

Vision grants contribute to the Municipality's vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: Strong Communities, Environmental Stewardship, Good Governance, Economic Development, and Financial Sustainability.

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, submission requirements, and scoring criteria.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

- 5.2 A report of grant recipients shall be published to the municipal website by May 1 each year and include all grant recipients from the previous fiscal year and the amount of the grant.
- 5.3 Within 12 months of being awarded, a grant 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.
- 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. Unless otherwise specified in the Schedules attached to this policy, the required deadline to submit accountability reports shall be 12 months following award of funds.
- 5.6 With the exception of Youth Travel Assistance and 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 The Chief Administrative Officer will administer the following grants: all Community Active Living Grants, Festivals and Special Events, and Community Hall Assistance. All eligible applications to grant programs administered by the CAO will be scored and ranked in accordance with the Standard Operating Procedure and Section 8 of this Policy.
- Council will administer Councillor Grants to Organizations and Vision Grants.
- 5.8 The CAO will provide an annual report to Council of what organizations and youth have received grants, and for what amounts.

6. Applications

- 6.1 The level of detail required from an applicant will be relative to the requested amount and value-for-money considerations.
- 6.2 Applications & Administration – Applications will be standardized and capture:
- Information about the applicant;
 - The amount of the request (supported by 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

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

- 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 \$7,500 – Must provide a report of the organization’s financial operations and position and proposed budget/income statement.
- Requests \$7,500 and above – Must provide current balance sheet and proposed budget/income statement.

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.

6.5 Redirection of Applications – The Chief Administrative Officer reserves the right to redirect any application to a more suitable program than the program to which the organization applied.

7. Eligibility

Additional 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 or the Canada Revenue Agency (as a registered Canadian charity), it must be in good standing.
- 7.2 Youth applying for travel assistance under the Youth Travel Assistance Program must provide a Social Insurance Number for grants above \$500.
- 7.3 Any organization applying for funding must be in good standing with the Municipality of the County of Kings (e.g., no outstanding property taxes, sewer rates, water rates, or other fees.)

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

- 7.4 For capital projects under \$5,000, the organization 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.
- For capital projects over \$5,000, the organization must have the authority to manage the site through ownership, an easement, or right-of-way for at least 10 years, with at least three years of the lease remaining.
- For maintenance projects, the organization must demonstrate authority to manage the site for the year in which they are applying.

Eligible Funding

- 7.5 The Municipality may fund a maximum of 50% of any project, excluding Councillor Grants to Organizations and Youth Travel Assistance.
- 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.
- 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 application submission is ineligible for funding.
- 7.12 In-kind goods or services may count for up to 50% of the applicant's contributions, provided in-kind contributions are valued at or below rates as provided annually on the Municipality's website. Without limitation, the remaining 50% of the applicant's share of the total project cost must be made in cash from any source.
- 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;

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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

9. Grant Awarding Process

- 9.1 Funds will not be disbursed until the applicant has provided proof of their sources of funding and compliance with prerequisite conditions.
- 9.2 Awards of less than \$4,000 will be disbursed in full when approved. Accountability requirements, as established in Section 10, are applicable.
- 9.3 Awards of \$4,000 or more will be disbursed 80% when approved and prerequisite conditions (if any) are met. The final 20% will be provided after fulfilling accountability requirements and will be adjusted to reflect the actual revenues and expenditures to the maximum allowable funding limit of the program; or where applicable the percentage identified in the funding agreement.

In instances where the Municipality has advanced funds in excess of the percent of the project agreed to be funded when award was made, recipients will be invoiced for the difference. Failure to pay the invoice will render the organization ineligible for future funding until such time that payment is received.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

9.4 Recipients that do not meet accountability requirements will be required to return monies advanced by the Municipality.

In awarding grants:

9.5 Terms and conditions may apply. Successful applicants may be required to execute a contribution agreement prior to receiving any funds.

9.6 Recipients will be required to acknowledge the Municipality's contributions.

10. Accountability

10.1 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 (as established in Section 5.5) 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, Councillor Grants to Organizations, 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.

10.2 Claiming Process

With the exception of Youth Travel Assistance, Councillor Grants to Organizations, and awards of less than \$4,000, 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 (net of amounts paid and collected, or the 50% HST expended if the organization is registered as a Public Service Body) will be considered eligible expenses;
- Statement of Certified Expenses signed by the Treasurer;
- Statement of actual project financing;

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS Community Grants Policy

- Copy of Certificate of Substantial Completion (if applicable) per *Builders' Lien Act*;

Per Section 9, the Municipality will adjust the final payment to reflect actual revenues and/or expenditures.

For Councillor Grants to Organizations and awards of less than \$4,000, applicants will be required to submit a summary of how funds were used.

11. Responsibilities

11.1 Council:

- 11.1.1 will ensure the Municipality has a current and comprehensive policy on grants for non-profit organizations. Such policy will be reviewed within one year of implementation and every subsequent five years;
- 11.1.2 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.
- 11.1.3 will allocate grants consistent with this Policy for the betterment of the entire Municipality;
- 11.1.4 may delegate the administration of any request in accordance with Section 5.7; and
- 11.1.5 will promote awareness of opportunities across the Municipality.

11.2 The Chief Administrative Officer:

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

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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

DRAFT

Page 9 of 19



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Park, Playground, and Trail Maintenance and Development

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 50% of costs to a maximum of \$7,500 per park or playground
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

Additional Eligibility Requirements

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

In addition:

- Where the trail involves Crown land, the applicant must have a Letter of Authority from the appropriate jurisdiction having authority.
- Proof of liability insurance for at least \$2,000,000. 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.

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. Provisions in sections 8, 9, and 10 apply to emergency funding. Please contact the Municipality for more information.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Youth Travel Assistance Program

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

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)

In addition:

- 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; Town residents do not qualify.
- 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.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Application Deadlines

Applications are due on the following dates: January 1, April 1, July 1, and October 1. 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.

DRAFT

Page 12 of 19



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Community Recreation Programming Assistance

This fund assists with recreation programming in partnership with other funding. Applications will be considered for youth programming (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 75% of net program cost (expenses less revenue) per program to a maximum of 50% of the total program cost. Maximum grant of \$25,000.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7), as well as the General Guidelines in the Community Grants policy (Section 5).

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.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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

DRAFT

Page 14 of 19



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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, 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 \$1,000 per day and \$2,000 for the entire event
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 or more for the duration of an event that happens over multiple days Up to \$2,000 per day to a maximum of \$10,000 for the entire event. Eligible days must have at least four hours of programming provided or endorsed by the host organization.

Additional Eligibility Requirements

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

In addition:

- Events must be open for people of all ages and abilities.
- Events must be open for the greater public to attend.
- Event must be designed to serve the residents of the County and recognize the unique character of communities across the County.
- Events in Municipality of the County of Kings will be given priority when applications are evaluated.

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.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

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

Any one project Maximum of \$7,500

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 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.

DRAFT



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

Community Hall Assistance

To assist with capital repairs and renovations of halls, the Community Hall Assistance program contributes to the ongoing preservation of halls that are available for community use. 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).

In addition:

- 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 Safety Act*.
- 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. Provisions in sections 8, 9, and 10 apply to emergency funding. Please contact the Municipality for more information.

DRAFT

Page 17 of 19



**MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy**

SCHEDULE C: KINGS VISION GRANTS

DRAFT

Page 18 of 19



MUNICIPALITY OF THE COUNTY OF KINGS
Community Grants Policy

Kings Vision Grants

Vision grants contribute to the Municipality's vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: Strong Communities, Environmental Stewardship, Economic Development, Good Governance, and Financial Sustainability.

Maximum Assistance Available

Any one initiative 50% of the cost of a single project with a minimum request of \$7,500.

Additional Eligibility Requirements

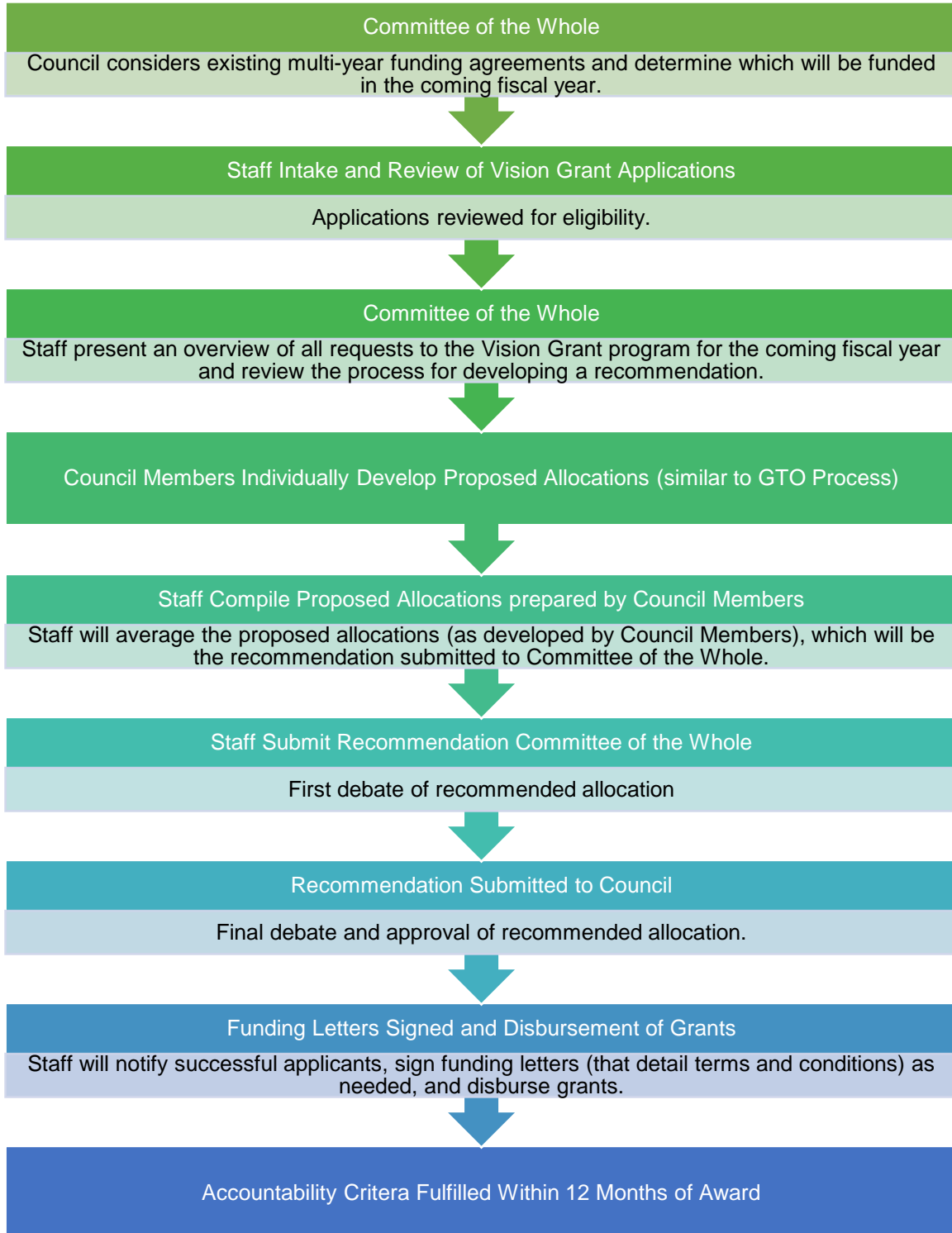
Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

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 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.

DRAFT





Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Scott Quinn, P. Eng., Director of Engineering & Public Works, Lands and Parks

MEETING DATE October 15, 2019

SUBJECT Priority List for Speed Display Devices (FY 2019-20)

ORIGIN

- April 18, 2019 - Municipal Council approved the creation of the Crosswalk Construction and Speed Radar Sign capital project as part of the approved FY2019-20 Capital Budget.
- September 3, 2019 - Municipal Council adopted the Policy: [ADMIN-01-018 Speed Display Device Priority List](#).

RECOMMENDATION

That Committee of the Whole recommend Municipal Council approve the new Priority List for Speed Radar Signs for FY2019-20 as attached to the October 15, 2019 Committee of the Whole agenda.

INTENT

To gain Council approval of the proposed 2019-20 Priority List for Speed Radar Signs and proceed with gaining regulatory approval for their installation.

DISCUSSION

The projects proposed for FY2019-20 are presented in the table below.

Location	Score (100pts Max)
Highway 359 Aldershot (Aldershot Elementary)	76
Highway 1 Auburn (West Kings District High School)	75

The Aldershot request came through a May 1, 2019 request from Aldershot Elementary School (see Appendix A) while Highway 1 Auburn was mentioned during Council deliberations on Policy: ADMIN-01-018 Speed Display Device Priority List (Policy). Both projects were evaluated as per Policy and Staff proposes proceeding with these projects now.

The Orchard St (Highway 1 to Town of Berwick boundary) project was identified via a Councilor request and evaluated per the Policy. However, this project only scored 35/100. Staff recommends deferring this project to the FY2020-21 Priority List process.

Consistent with Policy: [ADMIN-01-015 Asset Management](#), staff will try to source solar powered signs where practical.

Please note that each of the projects noted above require approval from the Nova Scotia Department of Transportation and Infrastructure Renewal (“DTIR”) traffic authority prior to installation.



Municipality of the County of Kings

Request for Decision

FINANCIAL IMPLICATIONS

- Council has approved \$60,000 in funding for speed radar signs and crosswalks from the Transportation Capital Reserves (GL#41-4-460-402) in the approved FY2019-20 Capital Budget.
- Current cost estimate is between \$8,000 to \$11,000 per location for supply and installation.
- No other projects have been identified for FY2019-20 under this capital program.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
✓	Strong Communities	Active transportation is a component of this Priority. Policy is intended to enhance pedestrian safety, particularly near schools.
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable	

ALTERNATIVES

- Include the Orchard St. project in FY2019-20 Priority List.
- Defer all projects to FY2020-21.

IMPLEMENTATION

- Upon Council approval, EPW staff will apply to DTIR for a permit to install speed radar signs at approved locations.
- Upon DTIR approval, EPW will issue tenders for the supply and installation of speed radar signs at approved locations.

COMMUNITY ENGAGEMENT

- No community engagement has been undertaken. The Policy has been discussed on several occasions at Council and Committee of the Whole, including FY2019-20 budget deliberations.

APPENDICES

- Appendix A: Aldershot Elementary Request

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: October 8, 2019

Aldershot Elementary School
446 Aldershot Road
P.O. Box 67, Kentville, NS B4N 3V9

Principal: Ms. Crystal Turner-Tracy

ctracy@avrce.ca

Telephone: 902-690-3820

Email: aes@avrsb.ca

Vice Principal: Ms. Jill Reese

jill.reese@avrce.c

Fax: 902-690-3830

Website: www.aldershot.ednet.ns.ca

“Valuing children in a respectful learning community.”

RE: Speed Radar Sign

May 1, 2019

Councillor Pauline Raven,
Municipality of Kings County,
87 Cornwallis Street,
Kentville, NS
B4N 2E5

Dear Councillor Raven:

This letter supports our recent conversations about school safety and our request to have council consider the installation of a **radar speed sign** in front of our school at 446 Aldershot Road prior to the crosswalk.

The traffic moves very fast past our school and I regularly receive complaints and concerns from our parent community and concerned community members. The local RCMP as well as Kentville Police are unable to provide consistent traffic monitoring outside of schools. Safety is a priority to our students, parents and staff members and we feel the installation of a speed radar sign would visually alert drivers to a vulnerable area, their travel speed and thus reduce speed and risk.

My understanding is that there had been traffic studies to support the installation of the crosswalk, and there have been speed radar checks showing that most do not adhere to the speed limit and the posted speed is often exceeded to a large extent. So our situation is well known and has been previously studied.

With your leadership the council has supported a considerable amount of road safety work at Aldershot since 2012 for which we are truly appreciative. This has included:

- Installation of new industry standard community crosswalk and crosswalk lights at McKittrick Road and Hwy 359 to serve Aldershot Elementary School.
- Facilitation of change from volunteer to municipal management of the Aldershot Elementary crossing guard program when the Home & School Association felt this was beyond their scope.
- The inclusion of McKittrick Road on the sidewalk priority list and its installation in 2016.

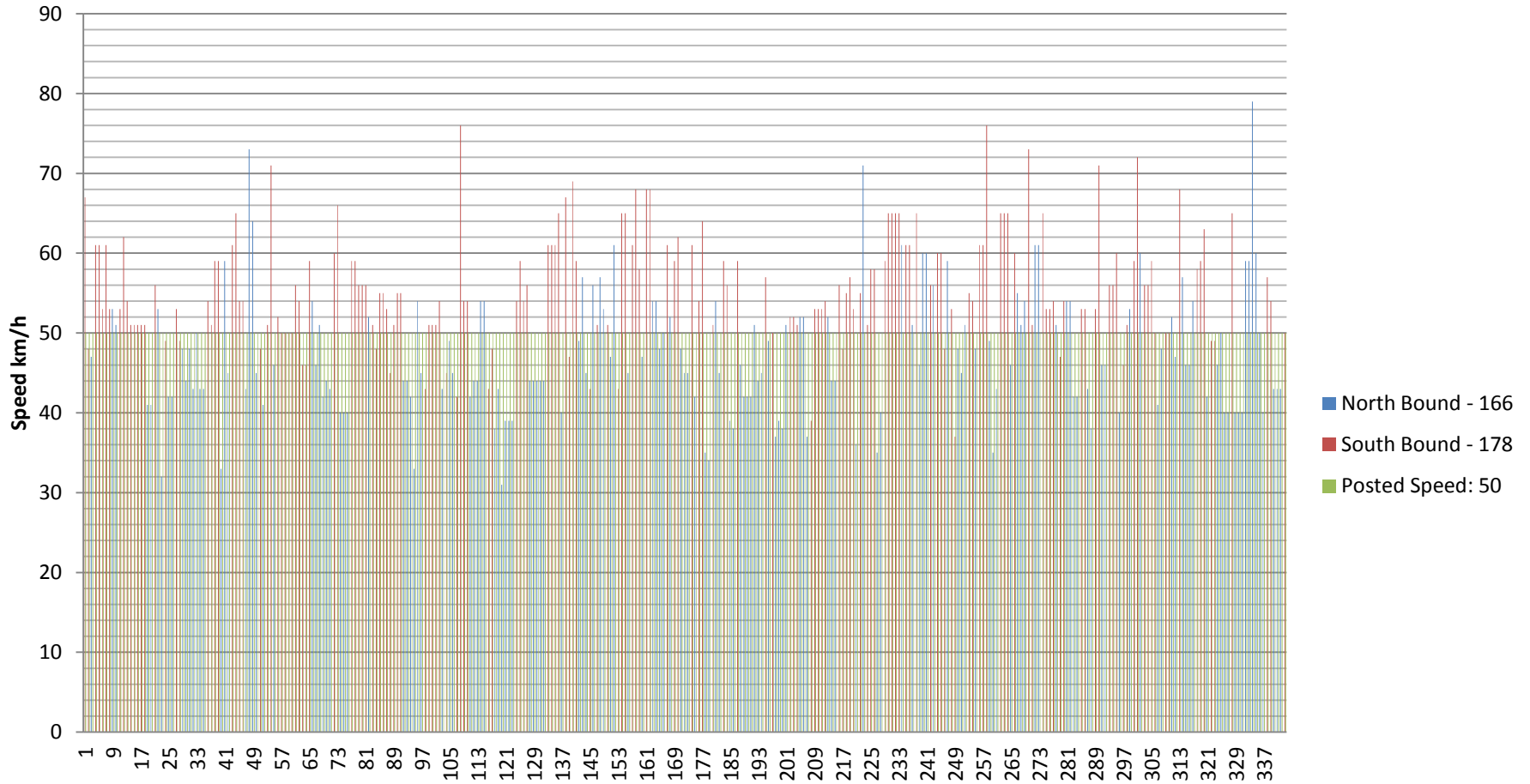
Our school community feels that a permanent radar speed sign would certainly round out this work and be an effective way to slow traffic as the posted speed limits do not appear to help much even when a cruiser is present! If you have any questions please do not hesitate to contact me.

Your Community Partner in Education,

C. Turner-Tracy

Crystal Turner-Tracy,
Principal
Aldershot Elementary School

Posted Speed: 50 - Vehicle Pointing South
489 HWY 359 ALDERSHOT
Exceeding Posted Speed: 57 %
Exceeding Speed Limit, North Bound: 31 % South Bound: 81 %



Observations - 489 HWY 359 ALDERSHOT - Tuesday - October 10, 2017 - 08:18:35 hrs to 10:30:40 hrs
Samples North Bound: 166 + South Bound: 178 = Total : 344, Maximum Speed Recorded: 79
Avg. North Bound: 47.02 Avg. South Bound: 55.99



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Kevin Wheaton, Financial Analyst, BBA

MEETING DATE October 15, 2019

SUBJECT 2019/20 Capital Investment Plan and Gas Tax Allocation to Villages

ORIGIN

- July 31, 2019 - Special Council Minutes
- August 12, 2019 - Correspondence from the Village of Cornwallis Square
- September 16, 2019 - Correspondence from the Village of Greenwood

RECOMMENDATION

That Committee of the Whole recommend Municipal Council approve amending the **2019/20 Gas Tax Allocation to Villages** attached to the Request for Decision dated July 31, 2019 as follows:

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

INTENT

Subsequent to the July 31, 2019 approval of Council:

- To provide Council with information about the change in funding requested by the Village of Cornwallis Square for the Harvest Moon Trail Rest Area project
- To provide Council with information regarding the Village of Greenwood's requested addition of the Tremont Mountain Rd Sidewalk project

DISCUSSION

The Village of Cornwallis Square originally asked for the Harvest Moon Trail Rest Area project to be included in the 2019/20 Capital Investment Plan, with Village Funds as the sole source of funding. The request was submitted and approved by Special Council on July 31, 2019 as part of the Municipality's 2019/20 CIP. In August, the Village of Cornwallis Square contacted the Municipality and asked for the funding sources for the project to be revised to include Gas Tax in the amount \$4,937 and the Village Funds source to be reduced, accordingly, with the budget to remain unchanged at \$7,405.

In September, the Village of Greenwood contacted the Municipality and asked for the Tremont Mountain Rd Sidewalk project (final holdback & signage payments) to be added to the 2019/20 CIP and Gas Tax Allocation to Villages. The project was essentially completed in December of 2018; but a portion of the holdback was not released at the time, as there were a few deficiencies remaining to be rectified by the contractor. The Village did not include the project in its 2019/20 CIP submission to the Municipality.



Municipality of the County of Kings

Request for Decision

Finance staff have determined the two Village projects are eligible for Gas Tax funding and have confirmed with the Department of Municipal Affairs and Housing that the Municipality is not required to file an amended 2019/20 Capital Investment Plan. The Department of Municipal Affairs and Housing has asked that the Municipality inform the Department of the changes via e-mail.

FINANCIAL IMPLICATIONS

Within the Municipality, there are four Villages with sewer or water infrastructure and three Villages with no sewer or water infrastructure. The four Villages with sewer or water infrastructure receive an automatic allocation of Gas Tax funds. The three Villages with no sewer or water infrastructure, which include Cornwallis Square and Greenwood, must apply for a portion of the Municipality’s allocation. Council has previously approved the allocation of a portion of the Municipality’s Gas Tax to the Village of Cornwallis Square and the Village of Greenwood. If approved, the recommended amendment would result in the Municipality allocating an additional \$4,937 to the Village of Cornwallis Square and an additional \$7,935 to the Village of Greenwood. As a result, the Municipality would have \$12,872 less Gas Tax funds available for future municipal projects and a projected Gas Tax account balance of \$1,129,073 as at March 31, 2020.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
✓	Financial Sustainability	Long-term capital planning in order to ensure efficient use of funding resources.
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	

ALTERNATIVES

- Council could decide not to approve the additional Gas Tax funding requested by the Village of Cornwallis Square and/or the Village of Greenwood.

IMPLEMENTATION

- Department of Municipal Affairs and Housing will be informed of the changes
- Villages of Cornwallis Square and Greenwood will be advised of Council’s decision
- Villages will submit Gas Tax claim documentation for reimbursement throughout the year



Municipality of the County of Kings

Request for Decision

COMMUNITY ENGAGEMENT

- The Village Clerk from each requesting Village has affirmed that the amended Capital Budget submitted was approved by the Village Commission, during a duly called public meeting of the electors of each Village
- Council has previously approved the Municipality's **2019/20 Capital Investment Plan and Gas Tax Allocation to Villages** at a meeting of Special Council, on July 31, 2019 which meeting was open to the public

APPENDICES

- Appendix A: Gas Tax Projects 2019-20 (First Amendment)

APPROVALS

Greg Barr, Director of Finance & IT Services

Date: October 1, 2019

Scott Conrod, Chief Administrative Officer

Date: October 8, 2019

Unit	Project	Current Year Gas Tax	Gas Tax on Open Projects from Last Year	Total Gas Tax	Total Gas Tax Approved
Municipality of Kings					
	Gas Tax Account Balance, Beginning of Year				983,373
	Annual Allocation 2019/20				2,672,788
	Gas Tax Available				3,656,161
	Sidewalk Construction	-	191,962	191,962	(191,962)
	Lift Station Replacements	75,000	189,121	264,121	(264,121)
	Sewer Treatment Plant Infrastructure Renewal	310,000	40,000	350,000	(350,000)
	Sewer Collection System Line Replacements	50,000	175,000	225,000	(225,000)
	Infrastructure Upgrades - Mee Rd (Sewer Line, Sidewalk & Storm Drainage)	1,000,000	-	1,000,000	(1,000,000)
	Total Gas Tax Projects	1,435,000	596,083	2,031,083	(2,031,083)
Village of Aylesford					
	Sidewalk Upgrade - Hwy 1 (Thai Memory to Schoolhouse Street)	29,880	-	29,880	
	Sidewalk Upgrade - Hwy 1 (Schoolhouse Street to New Road)	58,500	-	58,500	
	Sidewalk Upgrade - Hwy 1 (Needs eastward to Village boundary)	34,087	-	34,087	
	Sidewalk - New Road (Civic #1171 to Civic #2829)	266,666	-	266,666	
	Total Gas Tax Projects	389,133	-	389,133	(389,133)
Village of Greenwood					
	Sidewalk - Tremont Mountain Rd	7,935	-	7,935	
	Sidewalk Design - Central Avenue & Rocknotch Road	20,000	-	20,000	
	Total Gas Tax Projects	27,935	-	27,935	(27,935)
Village of Cornwallis Square					
	Bus Shelters - 4 Units	-	26,000	26,000	
	Harvest Moon Trail Rest Area	4,937	-	4,937	
	Bus Shelters - 6 Units	48,000	-	48,000	
	Total Gas Tax Projects	52,937	26,000	78,937	(78,937)
	Gas Tax Account Balance, End of Year		Municipality of Kings		1,129,073
Village of Canning					
	Gas Tax Account Balance, Beginning of Year				448,538
	Annual Allocation 2019/20				220,538
	Gas Tax Available				669,076
	Sidewalk - Chapel St (Main St to Summer St)	377,000	9,150	386,150	
	Water Line - Chapel St (Main St to North Ave)	-	9,150	9,150	
	Total Gas Tax Projects	377,000	18,300	395,300	(395,300)
	Gas Tax Account Balance, End of Year		Village of Canning		273,776
Village of Kingston					
	Gas Tax Account Balance, Beginning of Year				195,432
	Annual Allocation 2019/20				364,479
	Gas Tax Available				559,911
	No 2019/20 Gas Tax Projects	-	-	-	
	Total Gas Tax Projects	-	-	-	-
	Gas Tax Account Balance, End of Year		Village of Kingston		559,911
Village of Port Williams					
	Gas Tax Account Balance, Beginning of Year				452,650
	Annual Allocation 2019/20				349,474
	Gas Tax Available				802,124
	Sewer Lagoon Rehabilitation (Phase 1)	-	238,000	238,000	
	Well Replacement	65,000	-	65,000	
	Total Gas Tax Projects	65,000	238,000	303,000	(303,000)
	Gas Tax Account Balance, End of Year		Village of Port Williams		499,124
Village of New Minas					
	Gas Tax Account Balance, Beginning of Year				937,076
	Annual Allocation 2019/20				736,515
	Gas Tax Available				1,673,591
	Village Sidewalk Program	100,000	-	100,000	
	Water Tank - South of Hwy 101	500,000	-	500,000	
	Household Meter Reader Boxes - 400 Units	65,000	-	65,000	
	Chemical Storage Building Expansion - White Rock	-	220,000	220,000	
	Stationary Generator - Lockhart Ryan Well	-	40,000	40,000	
	Water Meters - 150 Units	15,000	-	15,000	
	Total Gas Tax Projects	680,000	260,000	940,000	(940,000)
	Gas Tax Account Balance, End of Year		Village of New Minas		733,591



Aldershot Elementary School
446 Aldershot Road
Kentville, Nova Scotia
B4N 3A1

Municipality of the County of Kings
P O Box 100
Kentville, Nova Scotia B4N 3W3



September 19, 2019

Dear Pauline Raven

On behalf of the students and staff of Aldershot Elementary, we would like to take this opportunity to say a HUGE thank you for your amazing support and generosity. This wonderful donation to the Aldershot School Breakfast Program is greatly appreciated

Once again, from all of us at Aldershot Elementary, THANK YOU!

A handwritten signature in blue ink that reads "Mrs. Turner-Tracy".

Mrs. Turner-Tracy
Principal



Date: October 16, 2019 Time: 2:00pm

Place: Evergreen Home for Special Care

Occasion: 50th Golden Anniversary Celebration



Office of
the Ombudsman

PO Box 2152
Halifax, Nova Scotia
B3J 3B7

Bus 902 424-6780
Fax 902 424-6675
Toll free 1 (800) 670-1111



October 1, 2019

TO: Mayors and Wardens

I am pleased to enclose a copy of the Nova Scotia Office of the Ombudsman bilingual Annual Report which covers the period of April 1, 2018 to March 31, 2019. This report will also be available on our website at www.novascotia.ca/ombu

Respectfully,

William A. Smith
Ombudsman

/mls
Enc.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Kings Point to Point Transit Society Board
From: Peter Allen
Date: October 15, 2019

The Kings Point to Point Transit Society Board Meeting was held September 17, 2019.

Financial report:

- Reviewed July Financial Report
- Reviewed and approved April 1-June 30, 2019 CTAP Report

Next meeting date: Monday, October 21, 2019 at 5:15 pm at Kings Transit Authority Board Room, 29 Crescent Drive, New Minas. Mayor Muttart will be providing a presentation.

Respectfully submitted,

Peter Allen
Councillor District 9

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: October 15, 2019 Committee of the Whole
Subject: Valley REN Liaison and Oversight Committee
From: Deputy Mayor Emily Lutz
Date: October 7, 2019

The Valley REN LOC was scheduled to meet in the afternoon of September 17th, 2019. This meeting was cancelled due to lack of agenda items. The CEO of the REN has been meeting with and presenting to member Councils in the last month. I attended the last Board Meeting of the REN which was held at the Kings Municipal Complex on September 26th.

Respectfully submitted,

Emily Lutz

External Board and Committee Reports - October 15, 2019

Board/Committee	Reporting Councillor	Date of Last Meeting	Written Report
Annapolis Valley Regional Library Board	Meg Hodges Brian Hirtle - Alternate	*June 13, 2019 Next: Sept. 12, 2019	*Written Report Provided June 18, 2019
Annapolis Valley Trails Coalition Board	Paul Spicer Brian Hirtle - Alternate	September 4, 2019 Next: Oct. 31, 2019	*Written Report Provided Sept. 17, 2019
Eco-Kings Action Team	Meg Hodges Pauline Raven - Alternate	No recent meetings (Climate Change Coord. looking into)	
Fences Arbitration Committee	Peter Allen	No recent meetings	
Kentville Joint Fire Services Committee	Pauline Raven	June 13, 2019	
Kentville Water Commission	Bob Best	No recent meetings?	
Kings Point To Point Transit Society Board	Peter Allen	September 17, 2019 Next: October 21, 2019	✓
Kings Region Emergency Advisory Committee	Bob Best, Emily Lutz	Next: Oct. 21, 2019	
Kings Regional Rehabilitation Centre Board	Peter Allen, Martha Armstrong, Bob Best, Paul Spicer	*June 24, 2019 Next: Sept. 30 & Oct. 28, 2019	*Written Report Provided July 16, 2019
Kings Transit Authority Board	Meg Hodges	*July 2019	*Written Report Provided Sept. 17, 2019
Landscape of Grand Pré Inc. Board	Emily Lutz - Monthly Peter Allen - Annually	*AGM: July 19, 2019 Next: October 10, 2019	*Written Report Provided Sept. 3, 2019
Nova Scotia Federation of Municipalities Board	Emily Lutz	September 19, 2019	
Trans County Transportation Society Board	Martha Armstrong Paul Spicer	*June 19, 2019	*Written Report Provided July 16, 2019
Valley Community Fibre Network Board	Peter Muttart	AGM: September 30, 2019	
Valley Regional Enterprise Network Liaison & Oversight Committee	Emily Lutz	September 26, 2019	✓
Valley Waste-Resource Management Authority Board	Martha Armstrong Jim Winsor - Alternate	*June 19, 2019 July 17, 2019 Next: Sept. 18, 2019 Next: October 16, 2019	*Written Report Provided July 16, 2019
Wolfville Source Water Protection Committee	Peter Allen	No recent meetings?	