

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
MUNICIPAL COUNCIL**

**January 5, 2016**

**AGENDA**

Audio Recording Times Noted in Red

1. Roll Call 00:00 (minutes:seconds)
2. Approval of Agenda 00:45 Page 1
3. Business Arising from Minutes
  - a. November 3, 2015 Council 01:10 Page 2
  - b. December 1, 2015 Council 02:59 Page 30
  - c. December 14, 2015 Special Council 09:02 Page 47
  - d. December 15, 2015 Special Council 09:45 Page 51
4. Approval of Minutes
  - a. November 03, 2015 Council 10:50 Page 2
  - b. December 01, 2015 Council 11:25 Page 30
  - c. December 14, 2015 Special Council 15:30 Page 47
  - d. December 15, 2015 Special Council 17:10 Page 51
5. Planning and Development Services
  - a. Application for a development agreement to permit an addictions rehabilitation and counselling centre at 5324 Hwy #1, Waterville (File 15-14) 25:30 Page 61
  - b. Request to Refund Planning Application Fees for Bert Magee (File 15-11) 27:45 Page 62
6. Administration
  - a. General Aviation Business Case & Governance Study 14 Wing Greenwood 31:31 Page 66
  - b. Waterville Business Park 56:58 Page 76
  - c. Kentville Library 103:45 Page 78
  - d. Roles, Responsibilities and Goals & Objectives of the CAO 153:34 Page 80
  - e. Eastern Kings Memorial Community Health Centre Liaison Team - Councillor Representation 233:30 Page 88
7. Recommendations from Budget and Finance Committee Page 92
  - a. Strategic Priorities 182:15
  - b. Kings Point-to Point, Trans County Transportation Society, Valley Search and Rescue 187:58
  - c. Capital Budget Project Sheet 188:40 Page 94
  - d. Multi-Year Community Grant Commitments 189:22
  - e. Service Partners 191:28
  - f. Budget Process Timelines 192:00 Page 95
  - g. Evaluation of Grant Applications 196:11
  - h. Multi-Year Community Grant Commitments - Defeated Motion 196:55
8. EPW, Lands and Parks Services
  - a. North Greenwood Phase 2 Water Extension 263:30 Page 96
9. Public Safety Page 98
  - a. Amendment to Civic Address and Street Name Bylaw 96 - Second Reading 280:15
  - b. Amendment to Police Services Advisory Committee Bylaw 82 - Second Reading 282:18
10. Recommendations from Committee of the Whole December 15, 2015 283:12 Page 99
  - a. MEDF - Northville Farm Heritage Centre
  - b. MEDF - Canning & District Recreation Commission
  - c. CFSE - Centreville & District Park & Recreation Association
  - d. CFSE - Horticulture NS
  - e. CFSE - Village of Kingston
  - f. CFSE - Sheffield Mills Community Association
  - g. Youth Travel Assistance Program Applications
  - h. Road Reserve Delisting - Loretta Avenue, Coldbrook
11. Correspondence
  - a. 2015-12-08 NSCC Report to the Community 293:35 Page 100
12. Adjournment 294:11
13. Comments from the Public 269:30

## **MUNICIPAL COUNCIL**

### **November 3, 2015**

#### **Meeting Date and Time**

A meeting of Municipal Council was held on Tuesday, November 3, 2015 at 2:00 pm in the Council Chambers, Municipal Complex, Kentville, NS.

#### **1. Attending**

All Councillors were in attendance with the exception of Councillor MacQuarrie with notice.

#### ***Results for Roll Call***

For 9  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Vacant	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Also in attendance were:

- Tom MacEwan, CAO
- Jonathan Cuming, Municipal Solicitor
- Janny Postema, Recording Secretary

#### **2. Swearing In Ceremony**

Tom MacEwan, Municipal Clerk, asked Councillor-elect Peter Muttart to take his seat around the horse shoe for the swearing in ceremony.

Tom MacEwan swore in Councillor Muttart. Councillor Muttart read and signed the Oath of Allegiance and of Office, as well as the Oath Book which had been signed by Councillors taking their oath since the Municipality's first Council was sworn in on January 13, 1880.

#### **3. Declaration of Elected Candidate**

Tom MacEwan, in accordance with Section 129 (1) of the Municipal Elections Act, declared Councillor Muttart elected for the term 2015 - 2016.

#### **4. Code of Conduct**

Tom MacEwan explained the Code of Conduct for Elected Officials. Councillor Muttart signed the Code of Conduct.

Council recessed to allow staff to add the new Councillor to the electronic voting system.

Warden Brothers welcomed Councillor Muttart.

#### **5. Approval of Agenda**

**On motion of Councillor Winsor and Deputy Warden Hirtle, to add Recommendations from the Nominating Committee to the agenda.**

**Motion Carried.**

#### ***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**On motion of Councillor Raven and Deputy Warden Hirtle, to add an update from the CAO on the Regional Governance Study Terms of Reference to the agenda.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**On motion of Councillor Deputy Warden Hirtle and Councillor Atwater, that Council approve the November 3, 2015 agenda as amended.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For

District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

## 6. Presentation by MMM Group Limited

### 6a. General Aviation Business Case and Governance Study CFB Greenwood

The CAO presented the report as circulate to Councillors.

Adam Martin, Project Manager and Dr. David Bell, Senior Governance Advisor, MMM Group Limited, provided a presentation.

#### Discussion Points:

- Councillor Atwater noted that CFB Greenwood was now referred to as 14 Wing Greenwood. He expressed concern that if the airport would not be ready by the end of March 2016 there would be no place in Kings County for people to land and stated that Michelin was not building yet.
- Adam Martin noted he could make the adjustment with respect to the name. In terms of timelines, he noted that DND needed up to a year from signing the lease with the MOK to being operational but that they had already started making arrangements and it could be as little as six months.
- The CAO noted that Michelin would not be able to turn sod until the sale of the Waterville Airport lands on March 31, 2016. Options were under review with 14 Wing to make available space for aircraft in the event that the Waterville Airport would close prior to the lease being in place. Every effort was being made to have the lease in place prior to March 31, 2016.
- Councillors Raven and Winsor expressed concern about the small footprint and lack of room for growth in terms of economic development.
- Adam Martin noted that the land shown was what had been provided by DND to-date and that DND was currently not in a position to commit to more land, but was open to expansion in the future. He added that DND would be providing snow clearing and other services without which the airport would not be financially sustainable.
- Councillor Winsor inquired as to why this business plan calls for the airport operator to build and lease hangar space since the more traditional model for airport operations is for the aviation business community to lease land from the airport operator to develop and lease hangar space in association with another primary business or as a standalone business opportunity.
- Adam Martin responded: It was our understanding that the funds available for developing this site were going to be based on the closure of the Waterville Airport. I don't want to use the word 'compensation' but I'm going to - to aid the relocation of the current users to a new facility (these people have established hangars, infrastructure there) in order to keep some of the businesses going or to continue the operation there has to be some infrastructure investment there. If you just left a clean slate of land and said we are welcoming developers to come, it might be a much different story. You don't have as much to offer and I think in terms of whether that \$1.8 million is going to be used by the Municipality to build the facilities and then lease them to an operating entity versus handing over the money and having the operating entity build is something that can be

discussed between the Municipality and the future operating entity. But in this particular case it was our assumption that those funds were available to aid in the relocation.

- In response to a question from Councillor Raven whether investments at the federal and provincial level had been reviewed, Adam Martin noted that the consultants had been told at the start of the study that \$1.8 million was available and had not reached out to other levels of government.
- In response to a question from Councillor Winsor whether the report was a draft as DND was still making changes, Adam Martin responded that some changes to site development were required but that projections, expected revenue, government regulations, etc. would not change.
- In response to a question from Councillor Winsor whether there was still an issue around endangered turtles, Adam Martin noted that an environmental assessment had shown that turtles were not endangered at this particular site.
- Councillor Winsor expressed concern that the Prior Permission Required (PPR) had not yet been resolved.
- Adam Martin noted that a firm commitment would be a condition for signing the agreement.
- Deputy Warden Hirtle regarded the study as a very good first step. He asked how many aircraft had committed to go to 14 Wing Greenwood.
- Adam Martin responded that 10-15 aircraft were willing to come.
- Councillor Muttart noted the importance of the commercial component and asked whether it would be possible to approach 14 Wing to obtain an option on additional lands to the west.
- Adam Martin stated that 14 Wing would have to declare the lands as surplus before being able to lease them to someone else.
- The CAO noted that the draft lease being prepared included an option to seek expansion. This space being provided by DND at this point was identified as surplus. There was another empty site but this was inhabited by the wood turtle, which could be available in the future depending on the environmental study.
- Councillor Ennis asked whether some of the businesses at the Waterville Airport had ceased operations as there was no business or because they did not know whether there was going to be an airport or not.
- Adam Martin noted that DND was offering a long-term, 20-25 year lease which was what banks required to finance businesses.

Committee of the Whole took a short break at 3:55 pm and reconvened at 4:08 pm.

## **7. Business Arising from the Minutes**

- 7a. **Minutes of October 1, 2015**      There was no business arising from the October 1, 2015 minutes.
- 7b. **Minutes of October 6, 2015**      There was no business arising from the October 6, 2015 minutes.

## **8. Approval of Minutes**

- 8a. **Minutes of October 1, 2015**      **On motion of Councillor Atwater and Councillor Winsor, that the minutes of the Council meeting held on October 1, 2015 be approved.**

**Motion Carried.**

**Results**

For 9  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

It was noted that Councillor Muttart did not vote as the meeting had taken place before he was elected.

**8b. Minutes of October 6, 2015**

**On motion of Councillor Ennis and Deputy Warden Hirtle, that the minutes of the Council meeting held on October 6, 2015 be approved.**

**Motion Carried.****Results**

For 9  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

It was noted that Councillor Muttart did not vote as the meeting had taken place before he was elected.

**9. EPW, Lands & Parks Services****9a. North Greenwood Phase 2 Water Extension - Presentation by Greenwood Village Commission**

Brian Banks, Chair of the Village Commission of Greenwood, reiterated the Village Commissioners' concerns pertaining to the potential failure to install the North Greenwood Phase 2 Water Extension. He stated that significant health risks would remain, primarily in the form of a plume of migrating perchloroethylene (PERC) identified in 2005. He noted that should the PERC migrate into existing wells, as happened in the Bowlby subdivision, people would be forced to find alternate sources of drinking and bathing water. Granular Activated Carbon filters could be used to filter out the PERC but it was imperative that they be changed every three

months. Levels of PERC above 400 ppb in a well required two filters. He noted that documentation from the Nova Scotia Department of Environment deemed this solution to be short term and not a permanent one.

He stated that the Commissioners of the Village of Greenwood were asking Council to proceed to have the water extension installed and noted that they were prepared to contribute \$50,000 toward the cost of this project if Council would be willing to do so. They hoped that perhaps this would help some residents to look more favourably on the project and become utility customers. They asked that Council weigh carefully the import of any decision regarding the water extension in Greenwood given that the health and well-being of their citizens was at stake.

9b. **North Greenwood Phase 2  
Water Extension -  
Presentation of Citizen  
Petition**

The CAO/Municipal Clerk noted that he had received a petition from Greg Spradbrow, a resident of Greenwood.

Greg Spradbrow stated that he was the spokesperson of a group of concerned citizens of the Pineview, Marshall and Planesview Phase 2 Subdivisions in Greenwood in favour of the North Greenwood Water Extension project. He noted that the neighbourhood had a diverse population with military and transient residents, retired military and lifelong residents. The group thought that the petition had failed to due misinformation or lack of information. The group had met on October 25 and had decided to put together a fact sheet, including that well decommissioning was not mandatory, and circulated a petition to ask the County to proceed with the water extension project. They had gathered 132 signatures representing 91 households. The group had met again on October 31 to share insights on why the plebiscite had failed. Some homeowners had not received the package and were not aware of the problem, some had not been aware of testing needed for PERC/arsenic and one had said the issue was for his children to deal with when they settled the estate. On behalf of the group of residents he urged Council to proceed with the project today.

Discussion Points:

- Councillor Raven stated that some residents had concerns about how to pay for the extension but that the issue needed to be addressed. She asked Greg Spradbrow what he believed to be the source of the problem.
- Greg Spradbrow stated that the primary source was the old fire fighter training area at the base and that the fire at the dry cleaning business was secondary.
- Councillor Raven and Deputy Warden Hirtle stated that this was new information. The Deputy Warden asked whether the base had taken any responsibility with respect to the contamination.
- Scott Quinn noted that they had acknowledged the contamination issues on the base but there was a pending a lawsuit whether the contamination had migrated off the base.

The Warden left the Chair and Deputy Warden Hirtle took the Chair.

- In response to a question from Councillor Winsor how much the proposed \$50,000 contribution from the Village of Greenwood would reduce the cost per resident, Deputy Warden Hirtle noted that the property owner contribution amount would be reduced by \$284

(\$2,494 to \$2,210).

- In response to a question from Councillor Bishop what measures residents were taking now, Greg Spradbrow noted that many had installed reverse osmosis systems because of high levels of arsenic but did not know about the PERC contamination. He had installed an extra filter in his own house. Quite a few residents were not doing anything. He had heard of only five or six residents who resisted the extension because of the cost of the investment in their homes.

9c. **North Greenwood Phase 2  
Water Extension**

Scott Quinn presented the reports as attached to the November 3, 2015 Council agenda package and provided a presentation on the supplemental report regarding the proposed \$50,000 contribution by the Village of Greenwood. He noted that the petition presented by Greg Spradbrow asked for Option 4, that Council proceed with the project via Bylaw.

Discussion Points:

- Councillor Raven stated that a decision would be premature given new information received today regarding the source of the pollution. She suggested speaking with the new federal government and 14 Wing Greenwood, but recognized there were pending lawsuits. She did not agree with waiving the requirement for a public meeting.
- Scott Quinn noted that the overriding issue was the pollution, regardless of the source. He noted that staff did not think there was enough value to having another public information session given how much information had already been provided, but that it was the prerogative of Council to have one if it felt strongly that another public meeting was needed.
- Warden Brothers noted that in case of a safety issue the County needed to be able to address the emergency by policy. She pointed out that the DND information was under litigation. She noted that a \$1.1 million BCF grant was available for the water extension and that although the cost per resident was still high for people on a fixed income, there would be an option to pay over a 10-year period. She felt that the petition had failed partly due to the area being transient, but also due to fearmongering and noted that a document that looked like a municipal document had been passed out in the community which had incorrect information. Many residents wanted the water system and did not want to go through a petition again. If there was a decision to re-petition, it was important to go door to door to ensure that all residents were informed and would vote, whether yes or no. She did not agree with waiving the requirement for a public meeting.
- Councillor Winsor stated that bad water went beyond this area and that the County needed to be able to react. He wanted to provide another opportunity and would support a repetition. He did not understand why a transient population would not want to deal with the issue given that they would have to sell their home at some point. He suggested having a discussion with the resident who was strongly opposed to the water extension.
- Scott Quinn clarified that under the MGA, the County could not compel residents to become customers of a water utility after the extension had been put in, as was the case with sewer. He noted that transient residents were more prevalent in this area but that two previous petitions for water extension in other areas had also barely met the required votes.
- In response to a question from Councillor Bishop why the recommendation was to repetition and not proceed by bylaw as the

- Village Commission preferred, Scott Quinn noted that new information in terms of the \$50,000 contribution from the Village had been received since the options had been provided to Council.
- Councillor Atwater agreed with Greg Spradbrow that the contamination had started in 1977 at 14 Wing. He did want to have a public meeting and suggested that the Minister of Health be invited.
  - Councillor Muttart agreed with not having a public meeting but suggested having a discussion with the strong opponent. He asked who the lawsuit parties were and whether the County had an opportunity to affect recovery through that suit. He asked why people were drinking the water and whether they had not been warned of any health effects.
  - The CAO noted that he just emailed the lawsuit parties to Councillor Muttart.
  - The Warden noted that people had been buying drinking water for years.
  - Deputy Warden Hirtle stated that the Village could still hold a meeting. He would support the recommendation but was concerned that the petition would fail again.
  - The CAO noted that as a municipal unit, the County could put information out but that had to maintain impartiality.

The Warden resumed the Chair and the Deputy Warden resumed his regular seat.

- Councillor Lloyd stated that it was a human right to have clean water and asked if there were opportunities to apply for more money. He agreed that a public meeting was not necessary and that providing the right information was key.
- The Warden noted that she had requested the Minister to look at more funding but had not heard back.

**On motion of Councillor Bishop and Councillor Atwater, that Council adopt the following resolution, subject to confirmation that the Village of Greenwood will contribute \$50,000 to the North Greenwood Phase 2 Water Extension project:**

**WHEREAS pursuant to section 6.3 of Policy EPW-04-011 Infrastructure Extension, the Municipality issued a petition on July 21, 2015, which closed on August 28, 2015, with the intent to determine whether there was sufficient support of the residents to financially contribute to the North Greenwood Phase 2 Water Extension project;**

**AND WHEREAS said petition did not obtain the necessary votes for Council to consider proceeding further with the project;**

**AND WHEREAS the Village of Greenwood has committed to contributing \$50,000 to the North Greenwood Phase 2 Water Extension project;**

**AND WHEREAS the Village of Greenwood's contribution now alters the financial model that the petition issued on July 21, 2015 was based upon;**

**AND WHEREAS Municipal Council considers this new information**

substantial enough to warrant re-petitioning the affected residents to see if there is sufficient support of the residents to financially contribute to the North Greenwood Phase 2 Water Extension project based on the new financial model;

**BE IT RESOLVED THAT MUNICIPAL COUNCIL** set aside the results of the August 28, 2015 petition for the North Greenwood Phase 2 Water Extension project.

**FURTHER RESOLVED THAT** that the Chief Administrative Officer be and is hereby authorized and instructed to execute a new petition for the North Greenwood Phase 2 Water Extension project based on the updated financial information.

**FURTHER RESOLVED THAT MUNICIPAL COUNCIL** waive the requirement for a public information session under section 6.3 of Policy EPW-04-011 Infrastructure Extension for the new petition.

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Council recessed at 5:30 pm and reconvened at 6:40 pm following the Public Hearing.

**On motion of Councillor Atwater and Deputy Warden Hirtle, that Council recess.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For

District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**Remembrance Day Poem**

Roman Javorek read his Remembrance Day poem which won a National Literacy award for the Legion last year.

**On motion of Councillor Atwater and Councillor Bishop, that Council reconvene.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**Government Finance  
Officers Association Award**

The CAO presented Shawn West and the Finance team with the GFOA Distinguished Budget Presentation Award. Ashley Crocker, former Financial Analyst, was the recipient of the individual award.

**10. Administration****10a. Structure of Regional Sewer System**

The CAO presented the report as attached to the November 3, 2015 Council agenda package.

**Discussion Points:**

- The CAO proposed a motion.
- Councillor Muttart suggested including 'feasibility' of an agreement.
- Deputy Warden Hirtle, seconder of the motion, agreed to add this as a friendly amendment.
- Councillor Raven noted that this issue had been discussed since 2012 and hoped to have something in place by the end of this Council's term.
- The CAO noted that eleven items had to be dealt with and suggested providing monthly updates to Council.
- Councillor Winsor preferred to leave out 'feasibility' given that the Regional Sewer Committee expected the parties to work towards an agreement.
- The CAO noted that he interpreted the motion to have a discussion with Kentville and New Minas and that as long as all parties agreed on the same objects, they would move toward an agreement.
- Councillor Muttart suggested that perhaps 'development' of an

agreement would be better.

- The Warden noted that the seconder of the motion had agreed to include 'feasibility'.
- The CAO noted that he expected all components of the agreement to come to Council for approval.

**On motion of Councillor Muttart and Deputy Warden Hirtle, to direct the CAO to continue discussions with the Town of Kentville and the Village of New Minas to move toward the feasibility of an Inter-Municipal Sewer Agreement.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**10b. Kentville Library**

The CAO presented the report as provided earlier today; the report had been distributed late as discussions with the Town of Kentville had continued till late morning.

**Discussion Points:**

- Councillor Atwater stated that if the County would be cost-sharing, that should be reflected in the name.
- The CAO noted that the name could be discussed.
- Councillor Best noted that the proposal was for a significant increase in square footage but visitor numbers were declining. He supported the recommendation but stressed the importance of being consistent.
- Councillor Bishop supported the recommendation but expressed concern about not having all the parameters and a budget line.
- The CAO noted that if approved, this would be in next year's budget.
- Councillor Winsor agreed in principle, but expressed concern that the issue was not dealt with through the Budget and Finance Committee or the budget process so that funding for other organizations could be taken into consideration.
- The CAO pointed out that Council had instructed him to prepare a report and provide options and a recommendation to Council, not the Budget and Finance Committee. He noted that the MOK was mandated to provide funding to the AVRL but that if Towns did not provide facilities, there was no place for the AVRL to provide services.
- Councillor Raven stated that she would support the recommendation given that this was community space where people could learn and that it was a service used by people who were not well off. She

suggested that the discussion on preferred locations be done jointly with the Town of Kentville Council.

- Councillor Ennis agreed with Councillor Raven that the decision should be made jointly with Town of Kentville Councillors. He asked that the Hantsport Library be taken into consideration as well.
- Deputy Warden Hirtle pointed out that the Kentville Library had to move because of the new bridge and that this created an opportunity. He stated that consistency throughout the County was needed and noted that some libraries, such as Canning, Greenwood and Kingston, were not part of the regional library system.
- Councillor Muttart noted that although there was only so much funding available, literacy was fundamental for the whole County. He agreed that consistency was important.
- The Warden noted that the options would come back to Council and pointed out that the Town of Kentville request was time-sensitive.
- Councillor Bishop regarded the recommendation as a good starting point and hoped for a decision by consensus.

**On motion of Councillor Atwater and Councillor Muttart, that Council agrees that the annual lease costs associated with the premises for the relocated Kentville branch of the AVRL shall be shared between the Town of Kentville and the MOK with each municipal unit responsible for 50% of the annual lease costs provided that**

- (a) the MOK and the Town of Kentville have equal input into the relocation site; and**
- (b) the MOK and the Town of Kentville are able to agree on a relocation site; and**
- (c) the MOK and the Town of Kentville are able to successfully negotiate a lease agreement which is acceptable to both municipal units**

**Council directs the CAO to work with the CAO for the Town of Kentville to review the two (2) proposals (Whynott Group and Parsons) and make joint recommendation on the preferred relocation site to the Councils of the Town of Kentville and the MOK in December 2015 (or earlier if possible).**

**Motion Carried.**

### ***Results***

For 9

Against 1

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	Against

District 12	Mike Ennis	For
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10c. **Tourism Funding Devour Food Festival**

The CAO presented the report as attached to the November 3, 2015 Council agenda package. He noted that the request was brought to Council today due to the timing of the event.

Discussion Points:

- Councillor Raven supported the event but expressed concern that the application had been submitted too late for the County to be recognized in printed promotional materials.
- The CAO noted that the application had been received ahead of the November 1 deadline and that the County would still be recognized. He noted that he could request the event website to be updated and pointed out the significant economic impact of the event.
- Councillor Best stated that the application should have been submitted earlier.
- Councillor Bishop noted that a slide show was presented at all event locations to promote sponsors. She noted the economic impact and tourism and pointed out that Devour was doing special events throughout the year.
- Councillor Winsor regarded this a pure MEDF application given the economic impact of the event which was growing exponentially year over year. He suggested that the amount be increased to \$20,000 given that the amount requested was \$35,000 and there was \$20,000 available in the MEDF - Tourism account.
- Deputy Warden Hirtle stated that a consistent policy was needed around the expectations for recognition at all events the County was sponsoring.
- Councillor Ennis noted that he would support the recommendation and suggested that the organization be asked to apply in a more timely fashion next year.
- Councillor Atwater wanted to see the County's logo on all materials.

**On motion of Councillor Atwater and Councillor Winsor, that the MOK contribute \$15,000 to the Devour Food Film Festival (2015) with funding from the MEDF - Tourism budget.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

10d. **Update on Terms of Reference for Regional Governance Study**

The CAO reported that the Town of Berwick had confirmed it did not want to be involved in a study that included amalgamation. The Councils of the Towns of Kentville and Wolfville planned to address the issue and the CAO would further update Council.

Discussion Points:

- Councillor Muttart stated that there should be no restrictions on the parameters of the study and noted that there would be no obligation to accept the recommendations.
- Councillor Raven stated that this was a serious issue across the Province and that the units needed to be willing to do a study with an open mind.
- The Warden noted that a letter had been sent to the Mayors of the three Towns which included the motion passed by Council on October 1. The letter stated that the primary consideration at this point was whether and to what extent the Towns would be prepared to take part in the study and that Kings County Council would receive progress updates once a month. A letter had also been sent to the seven Villages to inform them.
- Councillor Raven requested that Councillors receive a copy of the letter.
- The Warden agreed to send a copy.
- In response to a question from Councillor Atwater about the cost of the study, the Warden noted that \$25,000 had been committed to do the study.
- Councillor Winsor noted that one Town was opting out, but three large municipal units were willing to go forward.
- Councillor Muttart pointed out that the Province had funds available for governance studies.

**Recommendations from Nominating Committee**

**Hantsport Library Committee**

Councillor Winsor presented the report that had been circulated at the start of the meeting. He noted that the annual process for committee appointments had been deferred until the new Councillor had been sworn in. The Nominating Committee had reviewed the list of committees to determine whether Councillor representation was still required. The Hantsport Library Committee was established for a period of transition to a new Library and that project was now complete. The County was invited to provide a representative to the Wolfville and Area School Board when there was a detailed boundary review taking place which was no longer the case. The Nominating Committee therefore recommended that Councillor membership on these committees be discontinued.

Discussion Points:

- Councillor Ennis noted that following the opening of the new Hantsport Library everything had been turned over to the Friends of the Library. Early next year the library would be back for funding from the County. He planned to attend the next meeting of the Wolfville and Area School Board as it still involved his area.
- Councillor Raven noted that given that only one year was left in this Council's term, it would be disruptive to make a lot of changes in membership.
- The Warden pointed out that it was not mandatory for Councillors make changes but that rather it was an opportunity.

**On motion of Councillor Winsor and Deputy Warden Hirtle, that Municipal Council discontinue its membership on the Hantsport Library Committee.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**Wolfville and Area School Board**

**On motion of Councillor Winsor and Councillor Ennis, that Municipal Council discontinue its membership on the Wolfville and Area School Board.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**11. Planning Considerations**

**11a. Application for a development agreement to permit multi-unit residential development on a portion of property fronting on Oak Island Road in Avonport (File 14-23)**

Leanne Jennings presented the report as attached to the November 3, 2015 Council agenda package.

**Discussion Points:**

- The Warden asked whether answers could be provided to questions asked during the Public Hearing.
- Leanne Jennings noted that she could speak to the Planning rationale for the recommendation.
- Councillors Muttart moved to refer the item back to Planning.

- Councillor Ennis noted that as Councillor for the area he had not received negative comments but that questions had been asked about water and the proposed apartment building being in a remote area. He stressed the importance of being clear that we were not stepping outside bylaws.
- In response to a question from Councillor Bishop, the Municipal Solicitor noted that this was not to introduce new information, rather this was clarification of comments made by a speaker at the Public Hearing which would help to inform the decision.

**On motion of Councillor Muttart and Councillor Winsor, to refer the item back to Planning for a legal opinion to be brought back to the December Council.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**11b. Application to add retail uses to existing development agreement for property at 812 King Street, Kingston (File 15-11)**

Leanne Jennings presented the report as attached to the November 3, 2015 Council agenda package.

The Warden noted that Councillor Raven was not eligible to vote on this application as she had not been present at the Public Hearing.

**On motion of Councillor Atwater and Deputy Warden Hirtle, that Council gives Final Consideration and approves entering into the Amending Development Agreement for PID 55122196, to add retail uses to the existing Development Agreement which is substantively the same (save for minor differences in form or revisions for clarification) as the draft set out in Appendix A of the report dated September 3, 2015.**

**Motion Carried.**

***Results***

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	-

District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

## 12. Recommendations from Committee of the Whole October 20, 2015

- 12a. **911 Street Renaming Project** The CAO presented the report as attached to the November 3, 2015 Council agenda package.

It was noted that Councillor Muttart would not vote on the Recommendations from Committee of the Whole as he had not yet been Councillor at that time.

It was noted that Councillor Atwater was not in his seat during the vote on the 911 Street Renaming Project.

**On motion of Councillor Ennis and Councillor Atwater, that Council give First Reading to amend Bylaw 96, being the Civic Address and Street Name Bylaw of the Municipality of the County of Kings, according to the proposed amendment for Part 15, Section g as recommended by staff.**

**Motion Carried.**

### *Results*

For 8

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	-
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 12b. **Strategic Plan for Comfort Centres and Emergency Shelters**

**On motion of Councillor Ennis and Councillor Atwater, that Council approve the Kings Region EMO Comfort Centre and Emergency Shelter Strategy to meet our emergency needs for comfort and shelter following a catastrophic or severe weather event.**

**Motion Carried.**

### *Results*

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

12c. **Fire and Emergency Service Providers Registration Policy**

The CAO noted that Council had requested that Brian Desloges obtain comments from the Fire Officers Working Group.

Brian Desloges reported that the Fire Chiefs had accepted the County's proposal with two minor changes and the registration would go ahead.

**On motion of Councillor Atwater and Councillor Ennis, that Council approve a fire department registry in compliance with the Municipal Government Act.**

**Motion Carried.**

***Results***

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

12d. **MEDF: Kentville Farmers Market**

**On motion of Councillor Atwater and Councillor Ennis, that Council approve MEDF funding to the Kentville Farmers Market in the amount of \$4,230 for the operation of the all year round farmers market held in Kentville.**

**Motion Carried.**

***Results***

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For

District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

12e. **MEDF: Uncommon Common Art**

Discussion Points:

- Councillor Raven noted that this was one of three applications on which she had concerns around timing in that the event took place prior to the August 1 application deadline.
- Councillor Bishop noted that this was an all season event.
- The Warden noted that the recommendation from staff met the MEDF guidelines.
- Councillor Raven noted that the Sheffield Mills Eagle Watch had been denied part of the funding because the first day of the event had been prior to the deadline.
- The CAO advised Council that the MEDF guidelines and the associated funding policies under the various recreation programs were under review with the intent of creating a policy rather than guidelines which would address issues with the language, timelines, etc. and would be brought forward to Council.

**On motion of Councillor Atwater and Deputy Warden Hirtle, that Council approve MEDF funding to the Uncommon Common Art in the amount of \$7,500 for the seasonal art project throughout Kings County.**

**Motion Carried.**

***Results***

For 8

Against 1

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

12f. **CFSE: Kings Regional Rehabilitation Centre**

On motion of Deputy Warden Hirtle and Councillor Atwater, that Council approve Community Festivals and Special Events funding to the Kings Regional Rehabilitation Centre in the amount of \$1,000 according to the table attached to the October 20, 2015 agenda package.

**Motion Carried.**

***Results***

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

12g. **CFSE: Port Williams & District Lions Club**

On motion of Councillor Best and Councillor Atwater, that Council approve Community Festivals and Special Events funding to the Port Williams & District Lions Club in the amount of \$1,000 according to the table attached to the October 20, 2015 agenda package.

**Motion Carried.**

***Results***

For 8

Against 1

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

12h. **CFSE: Harbourville Restoration Society**

On motion of Deputy Warden Hirtle and Councillor Lloyd, that Council approve Community Festivals and Special Events funding to the Harbourville Restoration Society in the amount of \$500 according to the table attached to the October 20, 2015 agenda package.

**Motion Carried.**

***Results***

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

12i. **CFSE: Berwick Gala Days**

It was noted that Councillor Best declared a conflict of interest and left his seat during the vote.

**On motion of Councillor Lloyd and Deputy Warden Hirtle, that Council approve Community Festivals and Special Events funding to the Berwick Gala Days in the amount of \$2,500 according to the table attached to the October 20, 2015 agenda package.**

**Motion Carried.**

***Results***

For 8

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	COI
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

It was noted that Councillor Best returned to his seat.

12j. **CFSE: Kingston Steer BBQ & Village Fair**

**On motion of Councillor Atwater and Councillor Best, that Council approve Community Festivals and Special Events funding to the Kingston Steer BBQ & Village Fair in the amount of \$750 according to the table attached to the October 20, 2015 agenda package.**

**Motion Carried.**

***Results***

For 8

Against 1

District	Name	Result
District 01	Kim MacQuarrie	-

District 02	Peter Muttart	-
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

12k. **CFSE: Kentville  
Development Corporation**

**On motion of Councillor Ennis and Councillor Lloyd, that Council approve Community Festivals and Special Events funding to the Kentville Development Corporation in the amount of \$500 according to the table attached to the October 20, 2015 agenda package.**

**Motion Carried.**

***Results***

For 9  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

12l. **Youth Travel Assistance  
Program Applications**

**On motion of Councillor Lloyd and Deputy Warden Hirtle, that Council approve funding for the Youth Travel Assistance Program in the amount of \$3,575 according to the table attached to the October 20, 2015 agenda package.**

**Motion Carried.**

***Results***

For 9  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For

District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 12m. **Overpayment of Funds to Annapolis Valley Regional Library**

On motion of Councillor Best and Councillor Ennis, that the Annapolis Valley Regional Library be permitted to retain the overpayment amounts of \$6,196 and \$6,196 to use within their own programming.

**Motion Carried.**

***Results***

For 7  
Against 2

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	Against
District 12	Mike Ennis	For

- 12n. **Request for Funding for Emergency Generator Meadowview Community Hall**

On motion of Councillor Atwater and Councillor Winsor, that Council approve the funding request submitted by the Meadowview Development Association for the purchase of an Emergency Generator in the amount of \$7,154.90 (+ the municipal portion of the HST) with the funds to be released upon the Meadowview Development Association providing Staff with following:

1. A copy of the Emergency Response Plan;
2. A list of Key Contacts;
3. Confirmation, in writing, that the Association is prepared to be operational as a Comfort Centre within 12 hours of being requested to do so by the MOK;
4. Confirmation, in writing, that at least 6 members of the Association have been trained in the set-up and safe operations of the emergency generator; and
5. Confirmation, in writing, that the Association will exercise its Emergency Response Plan at least once per year.

**Motion Carried.**

***Results***

For 9  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For

District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 12o. **Smoke Free Outdoor Spaces** On motion of Councillor Atwater and Councillor Ennis, that Council approve the Smoke Free Kings County Pilot Project as outlined in the report attached to the October 20, 2015 Committee of the Whole agenda package.

**Motion Carried.**

***Results***

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 12p. **Promotion of Kings County for Tourism and Relocation** On motion of Councillor Ennis and Councillor Winsor, that Council direct the CAO to look into options to engage NSCC Kingstec and/or Acadia University students in the development of a promotional strategy for Kings County and bring back options.

**Motion Carried.**

***Results***

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 12q. **Race Relations & Anti-**

Discussion Points:

- Councillor Raven noted that the Centreville Baptist Church was one of

**Discrimination Committee**

a number of churches sponsoring the family and that this week, word had been received that the family's application had been fully processed and were expected to arrive in a few weeks. Other items such as linens were needed.

- Councillor Bishop thanked Councillor Raven and noted that this was a direct action related to the importance of immigrants to Nova Scotia which had been outlined in the Ivany Report.

**On motion of Councillor Best and Councillor Atwater, that Council, on recommendation of the Race Relations & Anti-Discrimination Committee, approve \$500 in funding to the Centreville Baptist Church towards the resettlement of a Somalian family to the Kings County region and that the funds be deducted from the Race Relations & Anti-Discrimination budget - GL 01-2-211-210.**

**Motion Carried.**

***Results***

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**Comments from the Public**

Mark Phillips, CAO of the Town of Kentville, expressed his appreciation for the range of issues that Municipal Council dealt with and noted the group dynamic in terms of how Councillors were working together with more players around the table and more diversity.

**13. Correspondence**

The CAO gave an overview of the correspondence as attached to the November 3, 2015 agenda package.

**On motion of Councillor Ennis and Councillor Atwater, that Council receive the Correspondence as attached to the November 3, 2015 agenda package.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For

District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

13a. Greenwood Military Aviation Museum - Appreciation For information.

13b. DTIR re: J Class Roads 2016-17 For information.

13c. Royal Canadian Legion Kingston Branch - Appreciation For information.

14. In Camera **On motion of Councillor Atwater and Councillor Ennis, that Council move in camera to discuss two contractual matters.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Council moved in camera at 9:15 pm and reconvened at 10:28 pm.

14a. Contract Negotiations **On motion of Councillor Muttart and Deputy Warden Hirtle, that Council return to open session.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For

District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

On motion of Councillor Atwater and Councillor Best, given that all compliant proposals were substantially higher than the established budget estimates, Council decides to proceed with a materially different scope of work for the new Municipal Building including the following:

- on the issue of costs, the total cost of the new municipal building and PW garage shall be substantially less than \$8,700,000, and,
- on the issue of energy efficiency, the new scope of work shall delete the requirement for Net Zero and include a design that requires a minimum level of energy efficiency @ 40% below the MNEBC (which does not apply to the PW Garage) and,
- on the issue of LEED Certification, the design shall provide for less than LEED Gold and,

based upon the reduced costs and the new scope of work (as described above), Council decides to cancel the current RFP.

**Motion Carried.**

#### *Results*

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

14b. Personnel Matter

It was noted that Councillor Muttart left at 10:33 pm.

On motion of Councillor Atwater and Deputy Warden Hirtle, that Council move in camera to discuss a personnel matter.

**Motion Carried.**

#### *Results*

For 9  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	-

District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Council moved in camera at 10:33 pm and reconvened at 12:00 am.

# 15. Adjournment

**On motion of Councillor Bishop and Councillor Raven, there being no further business, the meeting adjourn at 12:00 am.**

**Motion Carried.**

## ***Results***

For 9

Against 0

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**Approved by:**

Warden Brothers

Janny Postema  
Recording Secretary

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

## MUNICIPAL COUNCIL

### December 1, 2015

#### Meeting Date and Time

A meeting of Municipal Council was held on Tuesday, December 1, 2015 at 6:00 pm in the Council Chambers, Municipal Complex, Kentville, NS.

#### 1. Attending

All Councillors were in attendance.

#### *Results for Roll Call*

For 11

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Also in attendance were:

- Shawn West, Acting CAO
- Jonathan Cuming, Municipal Solicitor
- Janny Postema, Recording Secretary

#### 2. Approval of Agenda

**On motion of Deputy Warden Hirtle and Councillor Atwater, to remove item 9d CAO Goals and Objectives and item 11a In Camera - Contract Negotiations and to move up the Planning Items before Administration Items.**

**Motion Carried.**

#### *Results*

For 9

Against 2

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	Against
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	Against
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**On motion of Councillor MacQuarrie and Deputy Warden Hirtle, to remove items 8a and 8b, Recommendations from Nominating Committee.**

**Motion Carried.*****Results***

For 8  
Against 3

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	Against
District 11	Jim Winsor	Against
District 12	Mike Ennis	For

**On motion of Councillor Raven and Councillor Muttart, to add an item to appoint Tom Cosman to the Planning Advisory Committee effective December 1, 2015 to the agenda.**

**Motion Defeated.*****Results***

For 3  
Against 8

District	Name	Result
District 01	Kim MacQuarrie	Against
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	Against
District 05	Wayne Atwater	Against
District 06	Warden Diana Brothers	Against
District 08	Dale Lloyd	Against
District 09	Bob Best	Against
District 10	Patricia Bishop	For
District 11	Jim Winsor	Against
District 12	Mike Ennis	Against

**On motion of Councillor Best and Councillor Atwater, that Council approve the December 1, 2015 agenda as amended.**

**Motion Carried.*****Results***

For 9  
Against 2

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	Against
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For

District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	Against
District 12	Mike Ennis	For

### 3. Business Arising from the Minutes

- 3a. **Minutes of October 27, 2015**
- Councillor Winsor asked whether the final configuration of the airport lands at 14 Wing Greenwood was available.
  - The Warden noted that she did not have that information.
- 3b. **Minutes of November 3, 2015**
- There was no business arising from the November 3, 2015 minutes.

### 4. Approval of Minutes

- 4a. **Minutes of October 27, 2015**
- It was noted that Councillor Muttart would not vote as he had not yet been sworn in as Councillor at the time of the meeting.

**On motion of Councillor Atwater and Councillor Ennis, that the minutes of the Council meeting held on October 27, 2015 be approved.**

**Motion Carried.**

### *Results*

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	-
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 4b. **Minutes of November 3, 2015**
- On motion of Councillor Winsor and Councillor Raven, to add to November 3, 2015 minutes: "Councillor Winsor inquired as to why this business plan calls for the airport operator to build and lease hangar space since the more traditional model for airport operations is for the aviation business community to lease land from the airport operator to develop and lease hangar space in association with another primary business or as a standalone business opportunity?"**

**Adam Martin replied to the effect that the approach taken in this business plan includes an element of compensation to operators who were forced to move from Waterville and would be moving to 14 Wing Greenwood."**

***Motion Withdrawn.***

**On motion of Councillor Muttart and Councillor Bishop, to table approval of the minutes of the Council meeting held November 3, 2015.**

**Motion Carried.*****Results***

For 11

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**5. Planning Items**

- 5a. **Application for a development agreement to permit multi-unit residential development on a portion of property fronting on Oak Island Road in Avonport (File 14-23)**

Leanne Jennings presented the report as attached to the December 1, 2015 Council agenda package.

**On motion of Councillor Ennis and Councillor Best, that Council move in camera for a legal opinion.**

**Motion Carried.*****Results***

For 11

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Council moved in camera at 6:33 pm and returned to open session at 6:47 pm.

**On motion of Councillor Atwater and Councillor Best, that Council**

return to open session.

**Motion Carried.**

***Results***

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

It was noted that Councillor MacQuarrie was not eligible to vote on this Planning Item as she had not attended the Public Hearing.

**On motion of Councillor Ennis and Councillor Atwater, that Council give Final Consideration and approve entering into a Development Agreement to permit multi-unit dwellings on lands on Oak Island Road in Avonport (PID 55236483) which is substantively the same (save for minor differences in form) as the draft set out in Appendix A of the report dated November 3, 2015.**

**Motion Carried.**

***Results***

For 6  
Against 4

District	Name	Result
District 01	Kim MacQuarrie	-
District 02	Peter Muttart	Against
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	Against
District 11	Jim Winsor	Against
District 12	Mike Ennis	For

- 5b. **Application for a development agreement to permit recreational vehicles at 103 O3 Road on Lake George (File 15-08)**

Mark Fredericks presented the report as attached to the December 1, 2015 Council agenda package and provided a presentation.

**On motion of Councillor Winsor and Councillor Muttart, that Council refuse the application for a Development Agreement to permit multiple RVs in addition to the existing cottage at 103 O3 Road, Lake George. Further, Council also wishes to reiterate that requirement**

for immediate compliance by the removal of the RV's.

***Motion Defeated.***

***Results***

For 4  
Against 7

District	Name	Result
District 01	Kim MacQuarrie	Against
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	Against
District 05	Wayne Atwater	Against
District 06	Warden Diana Brothers	Against
District 08	Dale Lloyd	Against
District 09	Bob Best	Against
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	Against

On motion of Councillor Lloyd and Councillor Ennis, that Council instruct the CAO to instruct staff to draft a Development Agreement pertaining to allowing existing RVs on 103 O3 Road, Lake George.

***Motion Carried.***

***Results***

For 7  
Against 4

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	Against
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	Against
District 11	Jim Winsor	Against
District 12	Mike Ennis	For

- 5c. **Application for a development agreement to permit an addictions rehabilitation and counselling centre at 5324 Hwy #1, Waterville (File 15-14)**

Leanne Jennings presented the report as attached to the December 1, 2015 Council agenda package.

It was noted that Councillor Bishop left at 9:00 am.

On motion of Councillor Best and Councillor Atwater, that Council give initial consideration and will hold a public hearing regarding entering into a development agreement to permit an addictions rehabilitation and counselling centre at 5324 Highway #1, Waterville, which is substantively the same (save for minor differences in form) as the draft set out in Appendix G of the report dated November 10, 2015.

**Motion Carried.****Results**

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

5d. **Application to register the Old Tremont Cemetery as a Municipal Heritage Property (File 14-24)**

Leanne Jennings presented the report as attached to the December 1, 2015 Council agenda package.

Before Council consideration of the resolution, an opportunity for the property owner to speak on the proposed registration was provided. The Warden called three times for speakers and no speakers came forward.

**On motion of Councillor Atwater and Deputy Warden Hirtle, that Council register in the Municipal Registry of Heritage Property, the Old Tremont Cemetery located behind the Church at 738 Tremont Mountain Road in Tremont as described in Appendix 'A' of the report dated October 6, 2015.**

**Motion Carried.****Results**

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

5e. **Appointments to the Area Advisory Committees**

Trish Javorek presented the report as attached to the December 1, 2015 Council agenda package.

**On motion of Councillor Lloyd and Councillor Atwater, that Council appoint the following Responsible Organization Members for one (1) year terms and the following Citizen Members for two (2) year terms**

**for the Municipality's Area Advisory Committees:****Centreville Area Advisory Committee****Responsible Organization Members**

David Briggs

Ted Davison

**Citizen Members**

Jim Hoyt

Beverley Greening

**Kingston Area Advisory Committee****Responsible Organization Members**

Martha Armstrong

Paul Parsons

Bruce Carter

**Citizen Members**

Muriel Craig

Muriel West

Wayne Fowler

**New Minas Area Advisory Committee****Responsible Organization Members**

Dave Chaulk

Kenneth Pineo

Mary Munroe

**Citizen Members**

John Owen

Mark Redmond

Gerard Hamilton

John Bourgeois

**Port Williams Area Advisory Committee****Responsible Organization Members**

Craig Newcombe

Ernie Hovell

Lewis Benedict

**Citizen Members**

David Acton

Wade Noiles

1 vacancy

**Motion Carried.*****Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-

District 11	Jim Winsor	For
District 12	Mike Ennis	For

5f. **Next Public Hearing Date**

Trish Javorek noted that the next Public Hearing was scheduled for Tuesday, January 5, 2016 at 6:00 pm.

Councillor Raven stated for the record that she preferred Public Hearings to be held the Thursday prior to Council.

6. **Administration**6a. **General Aviation Business Case & Governance Study CFB Greenwood (Councillors' Questions)**

The Acting CAO presented the report as attached to the December 1, 2015 Council agenda package and noted that responses to the questions would be provided at the December Committee of the Whole.

6b. **Kentville Library Update**

The Acting CAO noted that the CAO's of the Town of Kentville and the Municipality of the County of Kings were discussing the library and an update would be provided at the December Committee of the Whole.

6c. **Electoral Boundary/Mayor vs. Warden Survey**

The Acting CAO and Warden provided a verbal update.

Council agreed by a show of hands on the following dates:

- December 10, 1:00-4:00pm Workshop on Municipal Complex;
- December 14, 1:00-4:00pm Special Council on Municipal Complex, Electoral District Boundaries/Warden vs. Mayor and In Camera item (Owen Road);
- December 15, Special Council following Committee of the Whole on Aviation Business Case Study.

6d. **Restorative Justice Flag**

The Acting CAO presented the report as attached to the December 1, 2015 Council agenda package.

6e. **Update on Regional Governance Study**

The Acting CAO noted that an update would be provided following approval of the recommendation from Committee of the Whole.

6f. **CPDP Funding Request for Centreville & District Park & Recreation Association**

The Acting CAO presented the report as attached to the December 1, 2015 Council agenda package.

**On motion of Councillor Best and Councillor Atwater, that Council approve Community Park Development Program funding to the Centreville & District Park & Recreation Association in the amount of \$7,061.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For

District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

6g. **CHAP Funding Request for  
Nicholsville Community  
Club**

The Acting CAO presented the report as attached to the December 1, 2015 Council agenda package.

**On motion of Councillor Lloyd and Councillor Atwater, that Council approve Community Hall Assistance Program funding to the Nicholsville Community Club in the amount of \$1,200.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

7. **Public Safety**

7a. **Amendment to Civic  
Address and Street Name  
Bylaw (Second Reading)**

The Acting CAO presented the report as attached to the December 1, 2015 Council agenda package.

**On motion of Deputy Warden Hirtle and Councillor Atwater, that Council give Second Reading to amend Bylaw 96, being the Civic Address and Street Name Bylaw of the Municipality of the County of Kings, according to the proposed amendment for Part 15, Section g as recommended by staff.**

***Motion Tabled.***

**On motion of Councillor MacQuarrie and Councillor Raven, to defer the Second Reading of the amendment to Bylaw 96 to the January Council.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
----------	------	--------

District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

8. **Recommendations from Nominating Committee November 19, 2015 - Removed from Agenda**

9. **Recommendations from Committee of the Whole November 17, 2015**

9a. **General Aviation Business Case and Governance Study CFB Greenwood - Receive Report**

The Acting CAO presented the report as attached to the December 1, 2015 Council agenda package.

**On motion of Councillor Muttart and Councillor Atwater, that Council receive the General Aviation Business Case and Governance Study CFB Greenwood for information purposes only.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

9b. **General Aviation Business Case and Governance Study CFB Greenwood - Questions to Council**

**On motion of Councillor Atwater and Councillor Winsor, that Council direct the CAO to compile the list of questions that members of Council have submitted regarding the Study and present the final list of questions for approval of Council at the December Council meeting.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For

District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 9c. **General Aviation Business Case and Governance Study CFB Greenwood - Questions to MMM Group Limited**

On motion of Councillor Winsor and Deputy Warden Hirtle, that Council direct the CAO to provide the final list of questions and any questions posed by Councillors at the November 3, 2015 Council to MMM Group Limited with a requested response date by December 11<sup>th</sup>, 2015.

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 9d. **CAO Goals and Objectives 2015-2016**

Removed from Agenda.

- 9e. **Update on Owen Road**

On motion of Councillor Atwater and Deputy Warden Hirtle, that Council receive the Update on Owen Road Report for information purposes only.

**Motion Carried.**

***Results***

For 9  
Against 1

District	Name	Result
District 01	Kim MacQuarrie	Against
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For

District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

9f. **Regional Governance Study**

**On motion of Councillor Muttart and Councillor Atwater, that Council is interested in pursuing discussions with the Towns regarding a Governance Study and, in the spirit of cooperation,**

**For the Warden to invite the Councils of all municipal units to a jointly hosted meeting on governance and to have the Municipal Advisor/Municipal Affairs assist with facilitating that meeting.**

**Motion Carried.**

**Results**

For 9

Against 1

District	Name	Result
District 01	Kim MacQuarrie	Against
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

9g. **2015 J Class Road Paving Priority List**

The Acting CAO noted that a legal opinion had been provided by Inhouse Legal Counsel confirming that the J Class Road Program did not violate the Street Improvement Bylaw 50. The opinion would be provided to Councillors.

**On motion of Deputy Warden Hirtle and Councillor Lloyd, that Council approve the 2016-22 J Class Road Paving Priority List as attached to the report included in the November 17, 2015 Committee of the Whole agenda package.**

**Motion Carried.**

**Results**

For 8

Against 2

District	Name	Result
District 01	Kim MacQuarrie	Against
District 02	Peter Muttart	For
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-

District 11	Jim Winsor	For
District 12	Mike Ennis	For

9h. **Paving Cost Share for Canning 2016 Capital Upgrades**

On motion of Councillor Atwater and Deputy Warden Hirtle, that Council request cost sharing to DTIR for the repaving of Queen Street, Seminary Avenue, Bigelow Street, Elm Street and Pleasant Street, with the Municipal portion of funding to be allocated from GL #21-3-382-103 in the 2016/17 Capital Budget and not to exceed \$40,000 + HST.

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

9i. **Council and Committee of the Whole Minutes**

On motion of Councillor Atwater and Councillor Ennis, that Council agree to have only motions, actions and voting results reflected in Committee of the Whole and Council minutes and that Council have complete audio recordings with item bookmarks and searchability of all Council and COTW sessions put immediately online and be fully accessible to the public.

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

9j. **Local Government Finance for Elected Municipal**

It was noted that the upper limit cost was \$250.00 plus mileage and parking costs per person.

**Officials Workshop**

On motion of Deputy Warden Hirtle and Councillor Lloyd, that Council approve the participation of Councillors MacQuarrie and Muttart to attend the workshop “Local Government Finance for Elected Municipal Officials” on December 11, 2015 in Halifax.

**Motion Carried.**

**Results**

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

9k. **Hillaton Plant and  
Department of Environment**

On motion of Deputy Warden Hirtle and Councillor Atwater, that Council direct the Warden to send a letter to the federal Department of Environment to invite them to present to Council an explanation of their decision with respect to the Hillaton Plant.

**Motion Carried.**

**Results**

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

9l. **Strategic Planning Session**

On motion of Councillor Atwater and Councillor Winsor, that Council direct the CAO to immediately engage the appropriate expertise to plan and organize a strategic planning workshop to establish priorities for Council for the 2016/17 fiscal year in advance of the budget development process.

**Motion Defeated.**

**Results**

For 4  
Against 6

District	Name	Result
District 01	Kim MacQuarrie	Against
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	Against
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	Against
District 08	Dale Lloyd	Against
District 09	Bob Best	Against
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	Against

#### 10. Correspondence

The Acting CAO gave an overview of the correspondence as attached to the December 1, 2015 agenda package.

**On motion of Councillor Muttart and Councillor Atwater, that Council receive the Correspondence as attached to the December 1, 2015 agenda package.**

**Motion Carried.**

#### *Results*

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 10a. Municipal Affairs re: National Disaster Mitigation Program

For information.

- 10b. Municipality of the County of Colchester re: Gateway Project

It was agreed that this project would be discussed at a future Committee of the Whole with information provided by staff.

11. In Camera - Contract Negotiations

Removed from Agenda.

12. **Adjournment**

**On motion of Councillor Atwater and Councillor Muttart, there being no further business, the meeting adjourn at 10:31 pm.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**13. Comments from the Public**

No members of the public were left at the end of the meeting.

**Approved by:**

Warden Brothers

Janny Postema  
Recording Secretary

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

## SPECIAL MUNICIPAL COUNCIL December 14, 2015

### Meeting Date and Time

A special meeting of Municipal Council was held on Monday, December 14, 2015 at 1:00 pm in the Council Chambers, Municipal Complex, Kentville, NS.

### 1. Attending

All Councillors were in attendance.

#### *Results for Roll Call*

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Also in attendance were:

- Tom MacEwan, CAO
- Janny Postema, Recording Secretary

### North Greenwood Phase 2 Water Extension

Tim Bouter provided an update on the petition results of the North Greenwood Phase 2 Water Extension and reported that the petition passed. A report would be presented at the January Council session and the next step would be to go to tender.

### 2. Approval of Agenda

**On motion of Deputy Warden Hirtle and Councillor Best, that Council approve the December 14, 2015 agenda.**

**Motion Carried.**

#### *Results*

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

### 3. Administration

#### 3a. Municipal Complex

The CAO presented the New Municipal Complex Strategy as provided at start of the meeting.

Scott Quinn provided a presentation.

**On motion of Councillor Winsor and Councillor Muttart, to delete item 1 from the New Municipal Complex Strategy.**

**Motion Defeated.**

#### *Results*

For 4

Against 7

District	Name	Result
District 01	Kim MacQuarrie	Against
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	Against
District 05	Wayne Atwater	Against
District 06	Warden Diana Brothers	Against
District 08	Dale Lloyd	Against
District 09	Bob Best	Against
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	Against

**On motion of Deputy Warden Hirtle and Councillor Atwater, Council hereby approves and adopts the New Municipal Complex Strategy (as presented by the CAO to Council on December 14<sup>th</sup>, 2015) and authorizes the CAO to do all things necessary to implement the actions associated with the New Municipal Complex Strategy.**

**Motion Carried.**

#### *Results*

For 7

Against 4

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	Against
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	Against
District 11	Jim Winsor	Against
District 12	Mike Ennis	For

#### 6. Comments from the Public

Chris Cann, Baxter's Harbour.

## 4. In Camera

**On motion of Councillor Atwater and Deputy Warden Hirtle, that Council move in camera to discuss a contractual matter.**

**Motion Carried.**

***Results***

For 9

Against 2

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	Against
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	Against
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Council moved in camera at 1:59 pm and reconvened at 3:38 pm.

It was noted that Councillor Lloyd left at 2:15 pm.

**On motion of Deputy Warden Hirtle and Councillor Atwater, that Council return to open session.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	-
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

## 5. Adjournment

**On motion of Councillor Atwater and Deputy Warden Hirtle, there being no further business, the meeting adjourned at 3:40 pm.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For

District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	-
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Approved by:

Warden Brothers

Janny Postema  
Recording Secretary

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

## **SPECIAL MUNICIPAL COUNCIL**

### **December 15, 2015**

#### **Meeting Date and Time**

A special meeting of Municipal Council was held on Tuesday, December 15, 2015 at 1:00 pm in the Council Chambers, Municipal Complex, Kentville, NS.

#### **1. Attending**

All Councillors were in attendance with the exception of Councillor Bishop who arrived at 1:10 pm.

#### ***Results for Roll Call***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Also in attendance were:

- Tom MacEwan, CAO
- Janny Postema, Recording Secretary

#### **2. Approval of Agenda**

**On motion of Councillor Atwater and Deputy Warden Hirtle, that Council approve the December 15, 2015 agenda.**

**Motion Carried.**

#### ***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

#### **3. Administration**

##### **3a. Electoral District Boundaries/Mayor vs. Warden**

John Heseltine, Senior Planner at Stantec, provided a presentation.

It was noted that Councillor Bishop arrived at 1:10 pm.

The Warden left the Chair at 1:51 pm and Deputy Warden Hirtle took the Chair.

Following her comments, the Warden resumed the Chair at 1:55 pm and the Deputy Warden resumed his regular seat.

**On motion of Deputy Warden Hirtle and Councillor Atwater, for Kings County to be led by a Mayor System.**

**Motion Carried.**

***Results***

For 11

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**On motion of Councillor MacQuarrie and Deputy Warden Hirtle, that in any Kings County policies the wording be changed from Warden to Mayor and Deputy Warden to Deputy Mayor.**

**Motion Carried.**

***Results***

For 11

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**On motion of Deputy Warden Hirtle and Councillor Atwater, that Council adopt the Proposed 8 Districts - Alternative.**

**Motion Carried.**

***Results***

For 6

Against 5

District	Name	Result
District 01	Kim MacQuarrie	Against
District 02	Peter Muttart	Against
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	Against
District 11	Jim Winsor	Against
District 12	Mike Ennis	For

- 3b. **General Aviation Business Case and Governance Study 14 Wing Greenwood** Deferred.

4. **Recommendations from Nominating Committee**

- 4a. **Councillor Appointments to Committees** On motion of Councillor Winsor and Councillor Best, that Municipal Council adopt the Nominating Committee's 2015-2016 Committee structure report as attached to the December 15, 2015 Municipal Council agenda package, effective immediately.

**Motion Carried.**

***Results***

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 4b. **Citizen Appointment on Kings Regional Rehabilitation Board of Directors** On motion of Councillor Winsor and Councillor Bishop, that Council appoint Garry Michaud to the Kings Regional Rehabilitation Centre Board of Directors for a term ending November 30, 2018.

**Motion Defeated.**

***Results***

For 4  
Against 7

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For

District 04	Brian Hirtle	Against
District 05	Wayne Atwater	Against
District 06	Warden Diana Brothers	Against
District 08	Dale Lloyd	Against
District 09	Bob Best	Against
District 10	Patricia Bishop	Against
District 11	Jim Winsor	For
District 12	Mike Ennis	Against

**On motion of Councillor Lloyd and Deputy Warden Hirtle, that Council appoint Harold Rafuse to the Kings Regional Rehabilitation Centre Board of Directors for a term ending November 30, 2018.**

**Motion Carried.**

***Results***

For 8

Against 3

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	Against
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	Against
District 12	Mike Ennis	For

**4c. Citizen Appointment on Kings Regional Rehabilitation Board of Directors**

It was noted that Councillor Bishop left her seat at 3:42 pm.

**On motion of Councillor Winsor and Councillor Lloyd, that Council appoint Faye Best to the Kings Regional Rehabilitation Centre Board of Directors for a term ending November 30, 2018.**

**Motion Carried.**

***Results***

For 10

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

4d. **Citizen Appointment on Race Relations and Anti-Discrimination Committee**

On motion of Councillor Winsor and Councillor Lloyd, that Council appoint Garry Michaud to the Race Relations and Anti-Discrimination Committee for a term ending November 30, 2018.

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	-
District 11	Jim Winsor	For
District 12	Mike Ennis	For

4e. **Citizen Appointment on Race Relations and Anti-Discrimination Committee**

It was noted that Councillor Bishop returned to her seat at 3:44 pm.

On motion of Councillor Winsor and Councillor Lloyd, that, given that no other applications were received, Council extend Rita Jardine's term by six months to allow re-advertising to fulfil the second vacancy on the Race Relations and Anti-Discrimination Committee.

**Motion Carried.**

***Results***

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

4f. **Police Services Advisory Committee Bylaw 82**

- Councillor Muttart proposed a friendly amendment to change 'particular' to 'designated'.
- The mover and seconder of the motion agreed.

On motion of Councillor Winsor and Deputy Warden Hirtle, that Council give First Reading to amend Bylaw 82, being the Police Services Advisory Committee Bylaw of the Municipality of the County of Kings, to add to Section 3b "Should Council not receive any applications for citizen members from a designated geographic

area, Council may appoint an applicant from another part of the Municipality to represent that area.”

**Motion Carried.**

***Results***

For 11

Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**Citizen Appointment on  
Planning Advisory  
Committee**

It was noted that Councillor Lloyd left his seat at 3:48 pm.

**On motion of Deputy Warden Hirtle and Councillor Ennis, that Council move in camera for a legal opinion.**

**Motion Carried.**

***Results***

For 8

Against 2

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	Against
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	-
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

Council moved in camera at 4:00 pm and returned to open session at 4:21 pm.

The Warden left the Chair at 4:37 pm to take a telephone call and Deputy Warden Hirtle took the Chair.

The Warden resumed the Chair at 4:42 pm and the Deputy Warden resumed his regular seat.

**On motion of Councillor Raven and Councillor Muttart, that Council appoint Tom Cosman as citizen member to the Planning Advisory Committee for the Eastern area for a term ending November 30, 2017.**

**Motion Carried.*****Results***

For 6

Against 4

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	Against
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	Against
District 08	Dale Lloyd	-
District 09	Bob Best	Against
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	Against

**5. Recommendations from Budget and Finance Committee****5a. Fire Services**

It was noted that Councillor Lloyd returned to his seat at 4:45 pm.

**On motion of Councillor Raven and Councillor Muttart, to amend the motion to “that Municipal Council approve for the 2016-17 Fiscal Budget Year the Fire Department funding be a Budget Line item and listed as an essential service”.**

**Motion Defeated.*****Results***

For 5

Against 6

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	Against
District 05	Wayne Atwater	Against
District 06	Warden Diana Brothers	Against
District 08	Dale Lloyd	Against
District 09	Bob Best	Against
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	Against

**On motion of Councillor MacQuarrie and Deputy Warden Hirtle, that Municipal Council approve for the 2016-17 Fiscal Budget Year the Fire Department funding be a Budget Line item and listed as an essential service; that Fire Departments prepare this year's budget targeting last year's County expenditure levels; and the same criteria for operating and capital be used again this year with no presentations required.**

**Motion Carried.**

**Results**

For 9  
Against 2

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	Against
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	Against
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**5b. Fire Services**

**On motion of Deputy Warden Hirtle and Councillor Atwater, that Municipal Council suspend the Fire Grant Policy for the 2016-17 Fiscal Year.**

**Motion Carried.**

**Results**

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

**5j. Budget Process Timelines**

**On motion of Councillor Raven and Councillor Muttart, to refer the Budget Process Timelines back to the Budget and Finance Committee with the request that some Saturday or late afternoon meetings be scheduled and to spread the dates so that Councillors have more time to prepare.**

**Motion Withdrawn.**

**On motion of Councillor Bishop and Councillor Muttart, to refer the Budget Process Timelines to the January 5, 2016 Council meeting taking into consideration the discussion at the December 15, 2015 Special Council.**

**Motion Carried.**

**Results**

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

5f. **Deadline for Grant Applications**

**On motion of Councillor MacQuarrie and Councillor Best, that Municipal Council approve January 15, 2016 as the deadline for Grant Applications.**

**Motion Carried.**

***Results***

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

5d. **Budget Applications**

- Councillor Winsor suggested that the last part of the motion, “funding evaluations to be completed referencing the Strategic Plan”, be deleted.
- The mover and seconder of the motion agreed.
- Councillor Raven suggested that “unless requested by Council” be added to the motion.
- The mover and seconder of the motion agreed.

**On motion of Councillor MacQuarrie and Councillor Best, that Municipal Council approve the status-quo for budget applications for the upcoming 2016-17 budget deliberations with no presentations required unless requested by Council.**

**Motion Carried.**

***Results***

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For

District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

- 5c. **Strategic Priorities** Deferred.
- 5e. **Kings Point-to-Point, Trans County Transportation Society, Valley Search and Rescue** Deferred.
- 5g. **Capital Budget Project Sheet** Deferred.
- 5h. **Multi-Year Community Grant Commitments** Deferred.
- 5i. **Service Partners** Deferred.
6. **Adjournment** **On motion of Councillor Atwater and Councillor Muttart, there being no further business, the meeting adjourned at 5:54 pm.**

**Motion Carried.*****Results***

For 11  
Against 0

District	Name	Result
District 01	Kim MacQuarrie	For
District 02	Peter Muttart	For
District 03	Pauline Raven	For
District 04	Brian Hirtle	For
District 05	Wayne Atwater	For
District 06	Warden Diana Brothers	For
District 08	Dale Lloyd	For
District 09	Bob Best	For
District 10	Patricia Bishop	For
District 11	Jim Winsor	For
District 12	Mike Ennis	For

7. **Comments from the Public** There were no comments from the public.

**Approved by:**

Warden Brothers

Janny Postema  
Recording Secretary

# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO COUNCIL

**Subject:** Planning Item

**Date:** January 5, 2016

A	<b>Application for a development agreement to permit an addictions rehabilitation and counselling centre at 5324 Hwy #1, Waterville (File 15-14)</b>	Be it resolved that <b>Municipal Council gives Final Consideration and approves entering into a Development Agreement to permit an addictions rehabilitation and counselling centre at 5324 Highway #1, Waterville, which is substantively the same (save for minor differences in form) as the draft set out in Appendix G of the report dated November 10, 2015.</b>
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# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO COUNCIL

**Subject:** Request to refund Planning Application Fees for Bert Magee's Planning Application file 15-11

**From:** Planning and Development Services

**Date:** January 5<sup>th</sup> 2015

---

### 1. Background

In 2015, Bert Magee applied for an amendment to an existing Development Agreement, in order to add 'Retail Uses' to the list of permitted uses allowed on his property at 812 King Street in Kingston (PID 55122196). This Amending Agreement was approved by Council on November 3, 2015 and has been registered to the property. Mr. Magee has requested that Council refund his planning application fee of \$1,100 because Retail Uses were not considered during the original Development Agreement, and he believes these should have been included at that time.

The original Development Agreement application (File 14-18) was submitted by, and paid for by Kerry Lees of Atlantic Roll Converting in September of 2014. Mr. Lees was a tenant of Mr. Magee's property at 812 King St in Kingston and had planned to open a paper processing facility in the existing building. This business was working under short timeframes, and Municipal Staff were given direction to process the application as quickly as possible to allow Atlantic Roll Converting to begin operations. A timeline for approval was set out for PAC at the Oct 14<sup>th</sup> 2014 PAC meeting where PAC passed the following motion:

#### **PAC Motion October 14 2014**

**On motion of Councillor MacQuarrie and Councillor Ennis, that the Planning Advisory Committee recommends that Municipal Council follow the proposed timeline as set out for the proposal by Atlantic Roll Converting Inc. to enter into a development agreement for property at 812 King Street, Kingston, NS.**

On the same day, Council held a special meeting to consider the original Development Agreement and passed the following motion:

#### **Council Motion October 14 2014 (Special Council meeting)**

**On motion of Deputy Warden Hirtle and Councillor Atwater, that Municipal Council give Initial Consideration and hold a Public Hearing regarding entering into a development agreement to allow a Paper Products Processing Facility in the existing structure at 812 King St in Kingston which is substantively the same (save for minor differences in form or revisions for clarification) as the draft set out in Appendix G of the report dated October 8, 2014.**

During the 2015 application filed by Mr. Magee, PAC considered an amendment to the existing Development Agreement to permit Retail Uses on Sept 8, 2015. The request to permit Retail uses was to assist in attracting a new tenant as Atlantic Roll Converting was no longer a tenant of Mr. Magee's property at 812 King Street, Kingston. At this meeting PAC passed the following motion:

**Planning Advisory Committee recommends that Municipal Council give Initial Consideration and hold a Public Hearing regarding the Amending Development Agreement for PID 55122196 which is substantively the same (save for minor differences in form or revisions for clarification) as the draft set out in Appendix A of the report dated Sept 3rd 2015.**

The staff report discussed the ability of Council to refund the application fee, but PAC did not include any recommendation regarding fee refunds into their motion to Council.

The Amending Agreement was approved by Council on November 3, 2015.

## **2. Discussion**

### **2.1 Process**

Due to the reduced timeline during the original 2014 Development Agreement process, staff were directed to accommodate Atlantic Roll Converting through a Development Agreement. Staff prepared a Development Agreement that permitted this business, and also listed other land uses that would generate similar impacts. Retail Uses were not considered at that time because this type of land use required additional analysis and land use controls to address specific issues including increased parking and road access requirements. Under the direction given to Staff to draft a Development Agreement as quickly as possible, Retail Uses were not considered as this use was not required for the operations of Atlantic Roll Converting.

### **2.2 Refund of Planning Application Fees**

Council, through their fees policy (FIN-05-003) can, by motion, refund a portion or all of the planning application fees. The applicant has requested that Council consider refunding the \$1,100 planning application fee. These fees are used in part to help cover newspaper advertising costs and are determined in Council's Fees Policy. In **Section 12 b.** of this policy, applications for Development Agreements or Substantive Amendments to an existing Development Agreements are charged a total fee of \$1,100. This amount is broken into a \$700 application fee and a \$400 advertising fee. Municipal planning staff processed the application resulting in the Development Agreement ultimately adopted by Council on November 3, 2015. All advertising required by the MGA was arranged by the Municipality as per the timelines prescribed in the MGA. In **Section 12 h.**, Council's Fees Policy provides Council with the ability to refund all or a portion of these fees collected for a planning application.

Policy FIN-05-003 Section 12h.

*“Council, by motion, may choose to not collect, or refund all, or a portion of, the fees charged for a planning application. In doing so, Council shall indicate the reason for not collecting or refunding the usual fees.”*

Council may choose to make a motion to refund a portion or the full \$1,100 collected for this Amending Development Agreement application (file 15-11) and in doing so would be required to provide a reason for the refund.

### **3. Recommendation**

Council can decide whether to refund the planning application fees, but must provide a reason. Staff do not consider it necessary and recommend that Council pass the following motion to refuse the requested refund.

**Municipal Council refuses the request to refund the \$1,100 planning application fee paid by Bert Magee for an Amending Development Agreement for property at 812 King Street, Kingston to add Retail Uses to the existing Development Agreement.**

### **4. Appendixes**

#### **Appendix A – Refund request letter from Bert Magee**

Appendix A – Refund request letter from Bert Magee

Laura Mosher  
87 Cornwallis St  
PO Box 100  
Kentville N.S.  
B4N 3W3

Dec 2nd 2015

Dear Laura Mosher

Re Amending Development Agreement for Property 812 King St Kingston  
PID 55122196

Please be advised when the Nova Scotia Utility and Railways Board were making up a list of company I called. But this building too. they did not add Retail to the list. They told me if I wanted Retail added, I would have to give them \$1100.00 and I could ask for the \$1100.00 back when it was added to the list of company I called. I sent it to them. They have approved Retail to the list and I am asking to have the \$1100.00 return to me.

Yours Truly  
Bert Magee

## General Aviation Business Case & Governance Study CFB Greenwood - Questions for MMM Group Ltd.

Councillor Winsor:

### A General Aviation Airport Business Case

Waterville Airport was a general aviation airport that was home to a lot of individual flyers in the County and as far away as Halifax and the South shore. It was also home to aviation businesses: a flying school, a parachute club, charter services, an AME operation, etc. It also played a role in other essential community services such as forest fire services, search and rescue etc. These activities were substantial but could have been considerably more if the airport was not encumbered by the constraints of its leasing relationships with the County (which gave no certainty of future to allow for investment) and if there was proactive marketing (which was again encumbered by the business relationship with the County).

I would expect that any business case brought forward would have given due consideration to the full gambit of such activities and would have examined the future prospects for developments in these areas as well as the potential for the development of other aviation related businesses. It would have been visionary in scope in the context of how it could prosper in itself as an entity, but more important, how it would contribute to the business growth and development of this region's economy, job creation and tax base.

This study is severely lacking in all of this scope of a business case for a general aviation airport, particularly given that it is counting on municipal investment for its development. The scope of this study seems to be limited to how many personal aircraft do we need to convince to move to Greenwood for it to cover its cost and that only of operational cost without any consideration of capital investment. This does not produce any case for municipal investment in a general aviation airport. I am concerned that this approach is not likely going to produce the general aviation airport that is going to contribute to the economy of this County/Region.

- a) The General Aviation (GA) Business Case and Governance Study for 14 Wing differs from a 'traditional' study that would be completed for a typical airport site. A full GA Business Case would look at opportunities throughout a 20 to 30-year timeline, complete with a full industry scan and identification of future business opportunities and revenues. The budget available for this assignment did not allow for a full-scale industry scan, examination of revenues and opportunities beyond a 10-year period, identification of all potential business opportunities for the site, and capital cost and revenue estimates to support all GA business sectors.

In addition, it is important to note that a question and comment period for our study was made available to the MOK, the Freedom Aviation Society and DND. Comments were provided from the Freedom Aviation Society and MMM was directed to finalize the study with the understanding that there may be some additional non-material changes coming as a result of modifications to the boundary for the development parcel at 14 Wing Greenwood. It was agreed that these changes could be made following Council approval of the project.

In addition to the limited scope that was agreed at the commencement of the study, the GA Business Case for 14 Wing was much smaller in nature because the Department of National Defense (DND) provided a specific parcel of land that could be made available for relocated operations from the Waterville Aerodrome. The size of this parcel of land is limited and will only allow for development of certain GA businesses and operations, much narrower in scope than a traditional airport with a large supply of land. Our study focused on realistic and tangible businesses and economic activity that could be realized at the site within a 10-year period. Flight training, aircraft

maintenance, a small aircraft charter, and the potential for future air cadet operations were the only realistic short to medium-term opportunities that were identified for 14 Wing. DND was not able to commit to a larger parcel of land during the study; however, they did indicate that future lands could be made available for expansion but this would require discussion with the MOK, and the new operating entity (Freedom Aviation Society?).

It was our understanding that the purpose of the GA Business Case and Governance Study was to demonstrate that General Aviation operations at 14 Wing can be sustainable based on a modest level of aviation activity contained within the identified site footprint provided by DND. If a greater scope was defined and a larger portion of land was made available, the study could have been expanded (with an agreed expanded budget) to include a full analysis of all opportunities and larger economic benefit throughout a 20 to 30 year planning horizon; however, the scope and budget agreed at study commencement did not allow for this.

In addition, it was our understanding that the \$1.8 Million received by the MOK as a result of the sale of Waterville Aerodrome lands would be available as a relocation allowance for current users at Waterville Aerodrome. In order to minimize the risk to the MOK and taxpayers, we tailored the financial projections so the MOK would provide approximately \$1.54 M of funding for startup expenses, with the remainder being held by the MOK as an equivalent to 20 years' of lease revenues, released back to the operating entity on a yearly basis. We felt that this was a good way for the MOK to mitigate risk of the future operating becoming financially insolvent and would allow the MOK to be held harmless by having funds available to pay the remaining lease amount to DND.

The Business Case and Governance Study quantified economic impact, job creation, etc. based on the site provided and realistic business projections that would be permitted based on the site footprint provided by DND. If a larger development area was defined by DND and the scope of the study was increased, additional opportunities could have been researched and quantified accordingly

### Concerns and questions:

1. **Study Objectives** - In the presentation and subsequent questions at the November 3rd Council meeting, the consultant was asked why was the development project contemplating developing hanger space at its cost and being the leaser of space to aircraft owners instead of leaving that function to the business of the aviation community, which is the traditional way that this business is usually conducted on general aviation airports. The consultant responded to the effect that this essentially embodied the principal of compensation to the operators moving to the Airport. I believe this was a shock to most in the room for the following reasons, which in my view needs to be addressed before finalizing the study for the following reasons:
  - € This County has never discussed, entertained or approved the concept of compensation to any of the carriers displaced or incurring lost by virtue of the airport relocation. This is significant to the County given that by virtue of funding flowing from the County to the Operator (Likely Freedom Aviation), it would essentially be the County paying the compensation.
  - € If this project is approved with this element of compensation inherent in it for operators moving to Greenwood, it will most likely open up compensation debates for those who have relocated to locations other than Greenwood. It may also invite claims from those

who felt that they had no option but to close down operations in the face of so much uncertainty given the forced relocation options.

€ Compensation was not part of the study objectives

- b) It was indicated to the MMM project team at the commencement of the study that \$1.8 M in funds could be made available for relocation of current operations at Waterville Aerodrome to 14 Wing, provided that a business case could be provided showing that operations would be financially sustainable, and there would be minimal (or no) risk to the MOK and the tax payers. This was demonstrated within the study. The term 'compensation' may have given councilors the wrong impression during the presentation. 'Relocation allowance' is a better description of how the funds might be allocated.

In our view, the MOK provided an aviation facility at Waterville for users for many years, and with the sale of lands to Michelin this facility will no longer be available for use. It would be reasonable to expect that since the facility is closing and several businesses and users have investments in hangars and other facilities at the site, the MOK would be willing to provide a relocation allowance to a future operating entity that can develop and manage similar facilities at 14 Wing Greenwood. It is also important to note that GA airports are not just places where wealthy people go to fly on weekends. They should be considered as economic drivers that allow access to local businesses and visitors that may not spend money at the airport, but may use the airport to support other businesses in the area. The MOK currently has an asset that provides this positive economic benefit, but this facility is expected to close. With DND's offer to establish GA facilities at 14 Wing, the MOK has an opportunity to provide such a facility, at a much lower cost and risk.

2. **Capital Cost** - The business case study is silent on the recovery of capital cost. Why?

- c) This was discussed with the Freedom Aviation Society following the Council meeting on November 3<sup>rd</sup>. It was agreed that capital cost recovery could be obtained by adding a 'capital cost recovery' line item on monthly invoices issued to users for hangar fees, tie-down fees, etc. This was suggested after the final report was issued; however, it can be formalized in subsequent stages of the site's development.

3. **Disparity in Capital Cost, CBCL Report versus MMM Group Limited** - The CBCL Project for Greenwood discussed a project cost that was in the magnitude of \$6 million plus where the MMM Group Plan is proposing a project with a cost estimate of \$1,548,800. Explain the difference in scope of projects that would lead to such disparity. On the surface it has the appearance of the CBCL Project that contemplates a visionary general aviation airport with economic development potential for the region whereas the MMM Group proposal appears to be a plan to accommodate a few displaced aircraft owners?

- d) Our Business Case and Governance Study included capital cost estimates for infrastructure requirements within the identified DND land parcel at 14 Wing. The land parcel identified is located within a 'built up' area on the base with direct access to aprons, runways, taxiways, and site services. The CBCL report recommended development of a new 'airpark' in the northeast corner of the base, requiring construction of access roads, taxiways, electrical service connections, significant site preparation, etc. Utilizing a partially developed site for GA operations resulted in significant cost reductions compared to the CBCL report.

4. **Available space for a General Aviation Airport** - The plans presented has the appearance of a minor operation being shoe-horned into a minimum amount of space that DND was able to offer with no visible options for future growth. In fact, there does not appear to be any space for even one business proposal for a development requiring land to Lease. In fact land was taken away from the plans at the

last moment to satisfy DND requirements. This is not appropriate for a plan requesting \$1.5 million of the taxpayers' dollars into a piece of public infrastructure? Land for a reasonable general aviation airport must be provided prior to approving County investment into the project. There must be land available for immediate leasing and for future growth.

- e) During preparation of the study, DND was only able to commit to lease a land area of approximately 1.0 Ha beside Hangar 2; however, they did indicate that they would be willing to expand the site footprint to accommodate additional GA businesses. However, at this time they were unable to identify specific lands areas that would be available in the future.
5. **Leasing of Land to Tenants** - It is the natural business of airports to lease land to tenants for the development of their aviation business projects and plans? Will the airport operator be permitted by virtue of the lease from DND to the County and the sublease of said lands to the Airport Operator be further able to sub-sub lease these lands to tenants? Please describe how this will be made possible and who will develop the legal framework for the Airport operator to conduct its leasing and licensing business....involvements of DND, County, etc. Are there any general restrictions on leasing of land to tenants being imposed by the master lease from DND?
- f) Leasing of airport lands to tenants for development is an acceptable business practice at airports, provided that the lease agreements are established for the long-term (20+ years) to allow businesses to secure funding/loans from financial institutions and other investors. Current arrangements at Waterville Aerodrome did not allow for this type of investment by interested parties because of the short-term (90 day?) lease cancellation clause. Our Governance Study section of the report was prepared in consultation with DND, and they agreed that sub-leasing to an operating entity (Freedom Aviation Society) would be an acceptable governance/development model. The legal framework will be developed by the Freedom Aviation Society in subsequent phases of the project, with assistance from the MMM team (if required). We are unaware of any land leasing restrictions that could be imposed by the master lease from DND, provided the land use is specific to aviation operations. Any additional restrictions (if any) can be discussed with DND when the lease agreement is drafted and negotiated with the operating entity.
6. **Land Lease rates** - If DND leases the land to the County at established rate, and the County leases to the airport operator at what rate does the operator lease land to aviation business who want to develop on the airport? Does DND lease at market rate to the County? Will this be flowed through at the same rate to the Airport Operator? If this is Market rate, would the Airport Operator then not have to lease at more than market rate in order to have land lease as a source of revenues? If the Airport operator at Greenwood has to lease land at more than market rate to its tenants, then how can it compete with other airports in attracting business to the airport. Airport land rates is one of the fundamental economic factors in operating a competitive airport.
- g) Lease rates provided by DND are approximately \$1.51 per square metre per annum. This rate was not analyzed to determine if it is 'fair market value'; however, based on the services DND will provide (access to runways, taxiways, aprons, snow clearing, etc.) we are of the opinion that this is a very competitive rate. Lease rates for future operators have been established based on comparable rates for other GA airports: \$250/month for heated aircraft storage; \$1,000/month for an air charter hangar lease; and \$150/month for non-heated hangars. Lease revenues for the operating entity have been calculated based on these values and based on the amount of modest projected activity, the operation can be sustainable based on the lease rates and revenues and the financial projections provided in Table 5.1 of our report.
7. **Landing fees, other competitive rate factors and revenues**- The report does not do a good job in discussing/summarizing the other possible sources of income of a general aviation airport. That is

important to the business case. It was acknowledged that the Landing fees are higher than most airports. That again will affect the airports ability to compete. Revenues need to be addressed in terms of the competitiveness of the airport with other GA airports in the region. Many small GA airports do not have any landing fees.

- h) Other sources of income outside the footprint of the provided development site were not included within the scope of our study. Landing fees are higher than most airports; however, DND is providing a higher level of service than most GA airports (Instrument Approach Procedures, Air Traffic Control, Snow Clearing, Airfield Maintenance, Security, etc.). In addition, there is very limited competition from GA airports in the region (Digby and Debert are the closest GA airports at a considerable distance from 14 Wing Greenwood).

- 8. **Land Fee collection system** – What is the administrative practices for the collection of landing fees? Will the airport Operator make any revenues at all from the collection of landing fees?

- i) Landing fees will be collected by the future operating entity (Freedom Aviation Society), at \$40 per month, collected, and paid to DND at \$30 per month for locally-based aircraft. Landing fees for itinerant aircraft will be collected at \$15 each, and paid to DND at \$12 each, also generating revenue.

9. **DND Lease to the County** - The present proposal calls for a twenty-five year lease of land to the County. Twenty five years is a short period in the life of infrastructure and the prerequisite financial approvals and safeguards around investments. In fact once the arrangement passes the 20 year mark of remainder life (five years into the lease) it may be difficult to obtain finances where the lending institutions want to see a twenty year commitment? When under lease arrangements, airports are normally leased for 99 years, with contemplations of renewals. Can we not obtain a lease period for a longer than 25 years? What are the renewal provisions and when do they kick in?

- j) In our experience, financial institutions and other lenders look for a lease term of at least 20 years in order to provide funding for infrastructure development. The contemplated 25-year lease period for GA lands will be sufficient to allow for lending to support infrastructure development. In discussions with DND, a 25-year lease was all that is currently being offered. Renewal provisions can be discussed when lease documentation is drafted in subsequent project phases.

- 10. **Interim period between the closure of the Waterville Airport and the opening of the Greenwood operation** - What are the bridging plans?

- k) Bridging plans were outside the scope of our study. However, discussions with the Freedom Aviation Society indicate that discussions will occur with DND in the near future to determine the feasibility of locating aircraft at 14 Wing after Waterville Aerodrome is closed, and before the GA site is opened for business.

- 11. **Initial traffic predictions and assumptions** - Predictions of initial traffic seems to be overly optimistic. Assumptions seem overly generous without much supporting reason. Activity Forecast seems to be a mathematical calculation without much supporting arguments.

- l) In our view, the predictions of initial traffic are quite realistic. Projections are based on historical activity at Waterville Aerodrome, with initiation of various activities being phased-in. Modest growth rates have been used. See Section 2.3 of our study for further details.

- 12. **GA opportunities** - These seemed more speculative than well researched possibilities.

m) The GA opportunities identified within our study (flight training, air charter, aircraft maintenance, and local and itinerant traffic levels) were researched and determined to be quite feasible based on industry consultations, previous and current activities at Waterville Aerodrome, and through discussions with Freedom Aviation Society representatives. Our study aimed at determining realistic opportunities that could be realized in the short-term, without over-inflating activity projections.

13. **Provision of Hanger Facilities** - The business case for this airport need to be developed along the traditional model lines. It needs to be predicated on the aviation business community leasing the lands from the airport operator and investing in this infrastructure. This will minimize the initial capital investment which seemingly is all expected to come from MOK. Otherwise the Operator may end up in competition with future tenants who want to develop such businesses. Further a proper development by an aviation business may see the development of a more permanent structure than a Sprung building which does not create the impression of a prosperous GA airport with a long term vision and permanency...especially when it has been developed by the airport operator.

n) The GA facilities at 14 Wing Greenwood will be developed by a single operating entity. Although DND owns and operates the airport infrastructure and supporting operational facilities, they indicated that they do not want to operate the GA portion of the airport in the 'traditional' airport operating sense. More specifically, DND wishes to deal with a single operating entity who will develop, manage and collect revenue from the facility. This entity (Freedom Aviation Society) will then pay the required lease and operational fees to DND after being collected from businesses and users. Freedom Aviation Society will be operated as a business with a sub-lease with the MOK. A sub-lease agreement with MOK can be established so that all revenues, expenses, etc. can be fully transparent and to demonstrate that the funding provided by MOK is being used to develop an economically sound GA operation. Competition from other parties is not a concern since DND has stated they only wish to entertain one lease agreement, with a single entity. Any future businesses interested in establishing operations within the current and future development area will need to discuss their intentions with the future operating entity.

14. **Support Facility** - Is this supposed to be the air terminal building? If so why is it labeled a support facility as if it will be somewhat lesser of a service building.

o) The support facility is proposed to be located adjacent to the heated aircraft hangar and will provide space for flight planning, a small waiting lounge, washrooms, and a meeting area. It is anticipated that this space would be occupied by the operating entity, and/or a flight school in the future. This is discussed in Section 3.1.1 in our study.

15. **Land Reduction and available Land** – The amount of land being made available seems to be in a state of flux and shrinking even before the Business case is concluded. This needs to be fully determined prior to the conclusion of this business case study and must have land available for leasing to the aviation business community immediately. Presently it has the appearance of a flying club, shoe ironed to minimal space.

p) The lands shown are the only areas at 14 Wing Greenwood that have been made available by DND. Although DND has stated that additional lands may be available in the future, they are not currently in a position to identify the expansion area(s) and dimension of these lands. Following issuance of the Final Report, DND indicated that there may need to be some slight modifications to the site plan based on specific DND building cost and construction requirements; however, these changes were not considered to be material. We are of the strong opinion that a viable GA operation can be established on the lands provided by DND, even with small modifications to the site plan. It is anticipated that land parcel boundaries will be finalized in the next phases of preliminary design and

lease negotiation.

16. **Security Gates** - One of these gates seems massive and its availability could only be determined by consultation with the factory. Where else has these gates been established and what is the experience, especially in snow conditions such as we have here in the valley.
  - q) Security gates need to provide adequate clearance for a Code A taxi lane as per Aerodrome Standards and Recommended Practices (TP312). In addition, DND has a requirement that these gates be remotely operated from the Air Traffic Control tower. Preliminary consultations with the gate manufacturer suggest that these sliding gate types have been implemented in several locations throughout Canada, and are deemed to be quite effective even in areas with heavy amounts of snowfall.
17. **Critical Aircraft/ most demanding aircraft** - Essentially the apron and other design features are for small aircraft and this has no vision of growth. This is too restrictive for a GA airport that must have vision. But this is likely the result of limited land being made available.
  - r) The critical aircraft for the GA development area was determined to be the King Air 200 (BE20). In our view, this is a good representative aircraft to support an air charter operation (supported by consultations) and multi-engine IFR flight training. The space provided by DND will not allow for a larger critical aircraft; nonetheless, adequate space is provided to make the operation commercially viable, as shown within the Business Case Study.
18. **Fuel** - Will the airport Operator make any revenues from the sale of Jet A fuel.
  - s) No revenues have been calculated from the sale of Jet A fuel. 100LL (Avgas) fuel sales will generate revenue for the operating entity; however, Jet A fuel will be purchased from current fuel tankers provided on-site by DND. As business levels increase, Jet A fuel could be provided within the GA development area and adequate space has been provided for the installation of an additional fuel tank.
19. **Security Matters, Prior Permission Required and Security Clearance** - These factors must be agreed to and be sufficient before a lease is signed. This is recommended in the report.
  - t) Agreed – This should be formalized with DND as soon as possible as per the report recommendations.
20. **Small Tractor for snowplowing and grass mowing** – This piece of equipment is totally inadequate for snow maintenance of the runways and taxiways...just won't handle the snow.
  - u) Snow clearing and grass cutting operations for areas outside of the security fence will be the responsibility of DND. The operating entity will be responsible for snow clearing and grass cutting within the development area only and discussions with the Freedom Aviation Society suggest that a tractor with mower, plow and snow blower attachment will be sufficient for operations. This is outlined in Section 1.5.3 of our study.
21. **Garage and current equipment** – What happens to the current maintenance equipment at the Waterville Airport. The plans do not contemplate a garage for the airport Maintenance equipment. This must be addressed.
  - v) Discussions with representatives from the Freedom Aviation Society indicated there is a 1950's vintage snow blower at Waterville Airport used for snow clearing on the runways, taxiways and

aprons, and the equipment is owned by the MOK. In addition, a small truck with a plow attachment is owned by the Waterville Airport Cooperative Limited (WACL). It is anticipated that the future operating entity (Freedom Aviation Society) will enter talks with WACL to have the small truck and other small pieces of equipment relocated to 14 Wing. The required pieces of equipment can be stored within the heated hangar facility.

22. **Report conclusions and recommendations** - Unfortunately, the contemplations of future business prospects must be tempered with land availability. Without available land it is difficult to give those possibilities much weight in a business case rationale...pretty speculative.

w) The Business Case demonstrates that a sustainable GA operation can be established within the identified land parcel, and based on a modest level of infrastructure development as shown in Figure 3.1. Without a definition of future land areas to be made available, it is difficult to quantify capital costs and revenues that could be realized by a larger development site.

23. **Airport Master Plan, a vision of the future** - Further to various points above, the business case has no vision of growth and shows no capacity for growth other than to accommodate a few local aircraft owners. It appears that even a local operator who presently owns facilities on the Waterville airport could not find space on the Greenwood airport to build a similar facility. There must be some capacity for growth and some vision for the future, even if only from a reasonable desk top exercise. Fundamental to that is land availability and that seems to be a huge problem with this business case.

x) An Airport Master Plan differs from the GA Business Case developed for 14 Wing. Our study focused specifically on developing a sustainable GA operation on the lands identified by DND, and only these lands. Although a Master Plan shows capacity for future growth and additional businesses, this was outside the scope of our study which focused on developing a Business Case for a sustainable operation within the land areas provided.

24. **Economic Impact** - This does not make much of a case for an investment of \$1.5 million.

y) The economic impact realized by the development of GA operations at 14 Wing is modest; however, it has been shown to be positive. Greater economic impact will certainly be realized once additional expansion area and future business opportunities are identified. However, given the small site footprint provided by DND, the economic benefits will be modest until such a time when a larger development area can be provided to attract additional business opportunities.

25. **Financing and partnership** - how come the Province was our partner and was point at on many occasions as the driver behind the need for the Waterville Airport lands resulting in closure of the airport but seemed to have dropped off the map once the agreement for disposing the airport was signed. Will they be partnering in financing this project. The consultant mentioned that the federal government was not into financing airports but failed to mention the Airport Capital Assistance Program. Can this program be useful in attaining funds. Or is it a situation where the federal ACAP by virtue of criteria cannot be used as a source of funding into a government asset...if that is what this airport is considered to be even though it is leased. If so this airport will never be in a position to apply for any ACAP funding?

z) Funding under the ACAP program is only available for non-military airports that provide scheduled year-round air services. This type of funding is not available to support the relocation of GA facilities to 14 Wing. During the course of our study, we were not made aware of any financial involvement by the Province of Nova Scotia other than their commitment to fund a portion of the GA Business Case and Governance Study.

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## Councillor Raven

I've looked at the business case study in some detail. Basically, I had some specific expectations. With that in mind I read with three key questions in mind. I was looking for:

1. A sufficiently strong case for MOK to ask the province to share in the costs of relocation.
2. A way to demonstrate to taxpayers that we are making a sound investment on their behalf.
3. An ability for MOK to potentially attract Build Canada Fund contributions to our cause of relocation.

I've found the business case very weak. I'd like to see more details regarding:

4. Direct profit from fuel sales... this used to contribute \$30,000 in annual profits at Waterville. What is the projection of profits from annual sales of fuel at Greenwood?
  - aa) Fuel sales revenues were included in Table 5.1 of our study, and discussed in Section 5.1. They range from approximately \$4,400 in Year 1, to \$13,000 in Year 1. These revenues are based on a \$0.12/L mark-up above cost. Fuel revenues are directly linked to the anticipated number of aircraft movements per year, which are expected to be lower than Waterville Airport movement volumes in the first few years of operation.
5. Cost drivers... Salaries & Benefits; utilities; snow clearance, etc. (all appear under estimated to me).
  - bb) These cost drivers are much lower than what might be experienced at Waterville Aerodrome because DND will be responsible for all airfield maintenance and security activities outside of the identified parcel for development. Salaries, benefits, etc. are based on industry standards for a small operating entity, flight school, air charter operation, and Aircraft Maintenance Engineer (AME).
6. Marketing costs... my expectation is that there would need to be a substantial annual investment if the airport is to grow and become self-sufficient.
  - cc) Specific costs for marketing the development of GA operations at 14 Wing were not specifically identified as part of our study. The initial demand for aircraft parking, aircraft hangar space, etc. indicates that the facility could be at capacity within the first few years of operation. The Freedom Aviation Society has already completed an informal marketing program to solicit interest for GA users to relocate to 14 Wing and have commitments from recreational users, an Aircraft Maintenance Engineer (AME), and a future air charter operation. If supply were to exceed known demand, then a marketing program may be appropriate. Once a larger land parcel is identified for expansion, marketing activities could occur by the operating entity to generate additional demand for GA facilities at 14 Wing.
7. Is there a plan for economic development that fits with the strengths of the Greenwood location? There is very little space available even for the use that is currently being projected. If things can be configured to permit expansion I would like to hear what the options are surrounding that. If such options are tentative it would be difficult to accept that there is a business case for this location.
  - dd) Our study indicates that development of GA facilities at 14 Wing can be financially sustainable based on the infrastructure and operations identified within our Business Case. The 14 Wing location presents many advantages such as a long runway, Air Traffic Control services, Instrument Flight Procedure (IFP) capability, etc. If additional lands were made available by DND beyond what has currently been discussed, there could be a potential for other types of aviation businesses to establish operations at the site, including but not limited to: A larger aircraft maintenance

organization, government services base (e.g. air ambulance, fire patrols), Fixed Base Operator (FBO) catering to corporate aviation, air cargo, high-volume flight training, etc. Quantification of the economic impact of these additional opportunities was outside the scope of our study and would have been difficult to determine without additional lands beyond what has currently been provided by DND.

8. Council's plan was to move away from the need for external support. That is we didn't want to either hold the lease or contribute an annual amount for many years into the future (in fact we didn't want to contribute annually at all), but we see this support in all 20 years of this lease. Is there an option for less municipal financial support being assigned to the airport.
- ee) DND indicated that in order to allow GA operations at 14 Wing in the immediate term, a lease would have to be signed by another government entity (i.e. MOK). If the intent was to lease to a traditional commercial organization, DND would have to go through a competitive process that could take years to complete. Our Business Case has been set up so the MOK provides an initial 1.54 M 'relocation allowance' to the future operating entity (Freedom Aviation Society) which will cover the cost of capital development and initial start-up. It has been assumed that the MOK will hold back 20 years' of lease revenues and release the funds back to the operating entity on a yearly basis. This has been proposed in order to save the MOK financially harmless in the event that the proposed 14 Wing GA facilities cannot be financially sustainable. Based on the Business Case provided, we feel that financial stability will be strong and the operation can be sustainable.
9. The only job opportunity that seems assured by this business case is an aircraft maintenance position. Is that sufficient to describe the case as a driver for new jobs?
- ff) Job opportunities have been outlined within Section 6.3 of our study and consist of:
  - a. Year 1 – 1 part-time Aircraft Maintenance Engineer (AME), 1 full-time operating entity staff, 1 part-time staff supporting an air charter operation;
  - b. Year 2 – 1 part-time AME, 1 full-time operating entity staff, 2 full-time flight instructors for a flight school, and 1 part-time staff supporting and air charter operation; and
  - c. Year 3 and beyond – 1 full-time AME, 1 full-time operating entity staff, 3 full-time flight instructors, and 1 part-time AME, and 1 full-time staff supporting air charter.

In summary, the Business Case shows that in Year 3 and beyond, a total of 7.5 full-time person-years of employment will be generated. Further information is provided within Section 6.4 of our report. Although modest, this is still considered to be a positive economic benefit to the region.

10. Can an economic development plan be linked to the proximity of either the Halifax Region population or businesses in Halifax or at Stanfield International?

gg) Yes, it is possible to make this correlation; however, it is outside the scope of our study.

In closing I would note that I thought the funds from the sale of the land would be used for capital, not operational costs (as a way to protect the taxpayers assets). It was with this in mind that I saw away forward that would be acceptable to the general taxpayers regarding relocation.

- hh) The estimated capital funds required for relocation to 14 Wing are \$1,546,600 as shown in Table 5.1. Assuming a \$1,585,545 relocation allowance from the MOK, (\$1.8 M minus a 20-year lease holdback to be released on an annual basis) less than \$40,000 of the relocation allowance will be used to support operational expenses. This is much lower than the 'Management Fees' paid to WACL as shown within the Financial Statements for 2014.

# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO MUNICIPAL COUNCIL

**Subject:** Engineering Services: Waterville Business Park

**From:** Engineering and Public Works

**Date:** January 5, 2015

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### **Background**

On December 10, 2015, two proposals were received for engineering services work related to the detailed design of a business park at the Waterville Municipal Airport site. Engineering has developed a concept plan for the project site, which is included in Appendix A. The engineering services work under this RFP includes the preparation of a traffic impact study and “tender ready” detailed design based on the concept plan to allow the Municipality to obtain all of the necessary permits for construction.

### **Project Location**



## **Discussion**

Selection of the successful consultant was based on the following point system:

<b>Category</b>	<b>Points</b>
1. Understanding Objectives	10
2. Methodology	25
3. Project Team	15
4. Similar Experience	25
5. Price	25

Municipal Staff reviewed the two proposals received and evaluated them according to the categories set forth in the RFP. The final results (maximum 100 points) are presented below:

<b>Bidder</b>	<b>Bidder's Location</b>	<b>Technical Score</b>	<b>Financial Score</b>	<b>Total Score</b>	<b>Price (before HST)</b>
Stantec Consulting Ltd.	Dartmouth, NS	71	19	89	\$59,898.00
WSP Canada Inc.	Dartmouth, NS	72	25	97	\$39,695.00

## **Financial Impact**

This work will be funded from GL #01-2-249-204 — Outside Engineering Services in the approved 2015/16 Operating Budget, which has a total budget of \$40,000. To date, approximately \$12,700 has been committed to this project.

This project will require Council approval of additional funding from reserves. Staff recommend allocating \$25,000 from GL #61-4-460-230 — Street Resurfacing Operating Reserve (which has an account balance of \$1,246,598) to GL #01-2-249-204.

## **Recommendation**

1. **BE IT RESOLVED** that Municipal Council allocate \$25,000 from GL #61-4-460-230 to GL #01-2-249-204 for the Waterville Business Park engineering services work.
2. **BE IT RESOLVED** that Municipal Council award the Waterville Business Park engineering services work to WSP Canada Inc. for the total price of \$39,695.00 + HST.

# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO COUNCIL

**Subject:** Kentville Library

**From:** Administration

**Date:** January 5, 2016

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### **Motion Approved at November 3, 2015 Council:**

That Council agrees that the annual lease costs associated with the premises for the relocated Kentville branch of the AVRIL shall be shared between the Town of Kentville and the MOK with each municipal unit responsible for 50% of the annual lease costs provided that:

- (a) the MOK and the Town of Kentville have equal input into the relocation site; and
- (b) the MOK and the Town of Kentville are able to agree on a relocation site; and
- (c) the MOK and the Town of Kentville are able to successfully negotiate a lease agreement which is acceptable to both municipal units

Council directs the CAO to work with the CAO for the Town of Kentville to review the two (2) proposals (Whynot Group and Parsons) and make joint recommendation on the preferred relocation site to the Councils of the Town of Kentville and the MOK in December 2015 (or earlier if possible).

### **Review of Proposals**

The Request for Proposals was re-issued to the two (2) proponents (Parsons and Whynot) on December 12<sup>th</sup>, 2015 with a closing date of December 18<sup>th</sup>, 2015. Both proponents confirmed that they could respond within the time-frame provided in the RFP. Proposals were submitted by Parsons and the Whynot Group.

### **Scoring Criteria and Evaluation**

Selection of the successful proposal was based on the following criteria:

<b>Scope of Work:</b>	<b>25 pts</b>
<b>Location:</b>	<b>25 pts</b>
<b>Building:</b>	<b>50 pts</b>
<b>Cost:</b>	<b>50 pts</b>
<b>TOTAL:</b>	<b>150 pts</b>

### **Scoring by MOK (CAO and Economic Development Specialist)**

The proposals were reviewed and evaluated by the CAO and the Economic Development Specialist. The total scoring of the proposals is as follows:

Parsons Investment:	147/145
Whynot Group:	118/111

As indicated above, both the CAO and the Economic Development Specialist scored Parsons Investment as the highest scoring proponent by a significant margin.

Based upon the above scoring criteria, MOK staff concluded that the successful proponent (highest scoring proposal) was Parsons Investment with the proposed adaptive reuse of the United Church of St. Paul and St. Stephen.

The result of the review and evaluation conducted by TOK staff is unknown.

### **Request by the Town for County Council to attend Special (In Camera) Meeting of Town Council**

Kentville Town Council is requesting a meeting of the two councils to discuss the library issue and, to that end, Town Council has extended an invitation to Kings County Council to attend a Special (In Camera) Council meeting to be held by the Town at a time mutually acceptable to both councils.

Kentville has advised that it is the intent of Town Council to be very accommodating as it relates to the scheduling of the meeting.

### **Recommendation to Council**

#### **Site Selection**

Given the review, evaluation and scoring of the proposals as conducted by MOK Staff, it is recommended that Council confirm that the preferred relocation site for the Kentville Branch of the AVRL is 440 Main Street, Kentville (formerly the United Church of St. Paul and St. Stephen).

It is further recommended that Council direct the CAO to work with the CAO of the Town of Kentville to negotiate a lease agreement for the new library space at 440 Main Street with Parsons Investments.

#### **Table Discussion**

However, given the request from the Town of Kentville to attend a Special (in camera) Meeting of Kentville Town Council, it is recommended that deliberation on the site selection for the relocation of the Kentville Branch of the AVRL be tabled until such time as the Kentville Town Council Special (in camera) meeting has taken place.

### **Recommended Motion**

**Council accepts the invitation from Kentville Town Council to attend a Special (In Camera) Meeting of Kentville Town Council to discuss the relocation site for the Kentville Branch of the AVRL and Council tables further deliberation on the site selection for the relocation of the Kentville Branch of the AVRL until after the Special (In Camera) Meeting has taken place.**

# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO COUNCIL

**Subject:** Roles, Responsibilities and Goals & Objectives of the CAO

**From:** Administration

**Date:** January 5, 2016

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### Chief Administrative Officer

The CAO is the head of the administrative branch of the government of the municipality and is responsible to Council for the proper administration of the affairs of the municipality in accordance with the bylaws of the MOK and the policies adopted by Council.

The Council shall provide direction on the administration, plans, policies and programs of the municipality to the CAO.

### Professional Advisor to Council

The CAO is the professional advisor to Council. The prime responsibility of the CAO is to assist in the development, **administration**, and implementation of the policies **and bylaws** of Council.

### General Goals & Objectives

As an advisor to Council in the development of public policy **and bylaws** that CAO is responsible for:

- ☐ providing directions **to the Warden (or their designate)** in the preparation of agendas for Council and COTW meetings,
- ☐ communicating with the Warden on policy issues and relevant information that arise between Council and Committee of the Whole meetings,
- ☐ attending, or be adequately represented at, all meetings of Council and any other meetings that Council may establish including Committee of the Whole,
- ☐ providing advice to Council on agenda items during Council and COTW meetings,
- ☐ developing and maintaining liaisons with officials, groups, agencies and government, departments as is necessary to secure information and advice that

will assist Council and promote the interests of the MOK, **as defined by policy and bylaws**

- ☐ maintaining a thorough working knowledge of Provincial Legislation and Regulations that affect the policy decisions of Council,
- ☐ ensuring that Council receives staff reports on agenda items that provide a background, **financial analysis**, technical analysis, alternatives (if any) and recommendations sufficient for Council to make an informed decision,
- ☐ ensuring that sound public relations are maintained by communicating information on the actions and decisions of Council to the general public through the media, and **/or to particular organizations and/or individuals who are affected by the actions and/or decisions.**
- ☐ discharging such other duties as Council may assign from time to time by resolution **or direction.**

### **Implementing Council's Initiatives**

The role of the CAO (and the administration staff) is to implement the resolutions, ~~and policies,~~ **and bylaws** approved by Council and to carry out the day-to-day business of the MOK.

### **General Goals & Objectives**

With respect to ensuring that Council's initiatives ~~and policies~~ **and bylaws** are executed and implemented the CAO is responsible for:

- ☐ meeting with managers collectively on a regular basis to review the policy/**bylaw** directions of Council and assigning responsibility for implementation and execution,
- ☐ developing appropriate communications procedures to ensure that all members of staff **and Council** are informed regarding the policies and directions of Council,
- ☐ monitoring the implementation and execution of all Council policies by the responsible departments,
- ☐ ensuring that all bylaws **and policies** are enforced, **and that policies and bylaws are brought to Council for review and update on a regular basis**

- **Creating and** reviewing drafts of proposed bylaws and policies and making recommendations to Council,
- identifying and examining problems, evaluating policy options and making recommendations regarding the possible courses of action,
- developing comprehensive funding policies for Community Development Grants including but not limited to **the Municipal Economic Development Fund program**, Community Park Development Program, Community Hall Assistance Program, Special Projects Program, Trails Assistance Program, and Community Recreation Assistance Fund, and
- providing **regular** periodic reports to Council on the status of programs, initiatives and the financial condition of the MOK.

### **Senior Municipal Administrator**

In the role of Senior Municipal Administrator, the CAO is responsible for the overall performance **and internal procedures** of the organization and, in this capacity, the CAO directs a team of managers and supervisors and support staff in order to manage the affairs of the MOK and deliver **efficient and effective** public services.

### **General Goals & Objectives**

The CAO is responsible for the effective utilization of the municipality's human, financial and physical resources including:

- making or authorizing expenditures, and entering into contracts on behalf of the MOK, **where the amount of the expenditure is budgeted, based on a motion of Council, or by policy**
- co-ordination of the preparation of operating and capital budgets and business plans consistent with the directions provided by Council and requirements of the Province of NS,
- **Accountability and control of the budget**
- **Oversee the administration and enforcement of bylaws**

- **Administering and** monitoring the delivery of municipal services through the various departments to ensure that Council's budget and business plans are followed,
- establishing departments of the municipal administration,
- monitoring the administration of human resources to ensure that all departments conform to approved Council policies, **that all legislative requirements are followed, and that regular performance reviews are completed for every staff member**
- presenting to Council for its consideration recommendations from the Senior Management Team, along with appropriate commentary from the CAO, concerning any aspect of internal operations, along with proposed Bylaws and Resolutions to give effect to such recommendations as may be adopted by Council,
- **Subject to Council's approval,** directing or conducting collective bargaining with CUPE and determining salaries, wages and emoluments to be paid to unionized and non-unionized municipal employees including payment pursuant to the Job Evaluation Classification System (currently in place) **and ensuring that there are appropriate levels of staffing**
- monitoring purchasing and tendering procedures to ensure that all policies of Council **and Provincial procurement policies** are followed,
- administering and implementing the External Communications Policy of the MOK, identifying necessary revisions to the External Communications Policy, and serving as the Administrative Spokesperson for the MOK, and
- Co-ordinating and directing the preparation of plans and programs to be submitted to Council for the construction, rehabilitation and maintenance of all municipal properties and facilities.

### Specific Goals and Objectives 2015 - 2016

In addition to the General Goals and Objectives, as identified above, the areas of focus for the upcoming year include:

GOAL	OUTCOMES/MEASURES	TARGET COMPLETION DATE
1. New Municipal Complex	<ul style="list-style-type: none"> <li>a. Recommendations to Council re RFP</li> <li>b. Workshops with Council - 'Go Forward Plan'</li> <li>c. Prepare 'Go Forward' Recommendation</li> <li>d. Implement Decision of Council re 'Go Forward Plan'</li> <li>e. Oversee the Building Process to Completion</li> <li>f. Regular Status Reports to Council</li> <li>g. Substantial Completion of New Complex</li> </ul>	<ul style="list-style-type: none"> <li>a. November 2015 /Completed</li> <li>b. On Going / Completed</li> <li>c. On Going / Completed</li> <li>d. On Going</li> <li>e. On Going</li> <li>f. On Going</li> <li>g. On Going</li> </ul>
2. Old Municipal Complex	<ul style="list-style-type: none"> <li>a. Complete Sale</li> <li>b. Confirm Terms of License and Determine Costs</li> <li>c. Negotiate Extension of License (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>a. February 2016</li> <li>b. February 2016</li> <li>c. Completed</li> </ul>
3. Civilian Air Facility (14 Wing Greenwood)	<ul style="list-style-type: none"> <li>a. Discussions with Federal Departments re creation of Civilian Air Facility</li> <li>b. Negotiate Draft Lease for lands (subject to positive Business Case Study)</li> <li>c. Review Business Case Study (prepared by MMM Consulting)</li> <li>d. Report to Council re Business Case Study</li> <li>e. Discussions with FAS re Business Case Study</li> <li>f. Discussions with FAS re sublease and operation of Civilian Air Facility</li> <li>g. Negotiate Sublease of Property for Civilian Air Facility</li> <li>h. Recommendation to Council re funding FAS</li> </ul>	<ul style="list-style-type: none"> <li>a. Fall / Winter 2015</li> <li>b. Fall / Winter 2015</li> <li>c. December 2015</li> <li>d. January 2016</li> <li>e. Nov / Dec 2015</li> <li>f. Fall / Winter 2015</li> <li>g. Fall / Winter 2015</li> <li>h. Winter 2015</li> </ul>

4. Waterville Municipal Airport	<ul style="list-style-type: none"> <li>a. Finalize Extension of Management Agreement (WACL)</li> <li>b. Review of Operations at Airport</li> <li>c. Prepare for Closure of Airport</li> <li>d. Complete Sale of Lands to Michelin</li> <li>e. Prepare Recommendation for Council re Future Plans for Remaining Airport Lands</li> <li>f. Conclude Issues with Hanger Owners</li> <li>g. Complete Purchase of Alta Nova Hanger</li> <li>h. Prepare Draft Zoning for Airport Lands</li> <li>i. Recommendation to Council re Future Use of Airport Lands</li> <li>j. Revise Lease Agreement with Coldbrook Lions Club for Drive-In Property</li> <li>k. Seek interest from Business in relocating to Business Park</li> </ul>	<ul style="list-style-type: none"> <li>a. Fall 2015</li> <li>b. Ongoing</li> <li>c. Ongoing</li> <li>d. March 2016</li> <li>e. December 2016</li> <li>f. Fall / Winter 2015</li> <li>g. October 2015</li> <li>h. Fall 2015</li> <li>i. January 2015</li> <li>j. Winter 2015/2016</li> <li>k. Ongoing</li> </ul>
5. Administration	<ul style="list-style-type: none"> <li>a. Commence shift to Single Point Service</li> <li>b. Complete Shift to Single Point Service</li> <li>c. Review efficiencies of Departments and Service Streams</li> <li>d. Identify Areas for Improvement</li> <li>e. Implement Improvements (if necessary)</li> <li>f. Collective Bargaining</li> <li>g. Prepare draft Budget</li> <li>h. Implement Budget Process</li> <li>i. Adopt Budget</li> <li>j. Kentville Library Request</li> <li>k. Regional Government Study - Draft Terms of Reference</li> <li>l. Hillaton Foods – Municipal Infrastructure Option</li> </ul>	<ul style="list-style-type: none"> <li>a. Fall 2015</li> <li>b. Summer 2016</li> <li>c. Spring / Summer 2016</li> <li>d. Summer 2016</li> <li>e. Fall 2016</li> <li>f. Fall / Winter 2015</li> <li>g. Fall / Winter 2015</li> <li>h. Jan - Mar 2016</li> <li>i. April 2016</li> <li>j. Oct - Nov - Dec 2015</li> <li>k. Oct - Nov - Dec 2015</li> <li>l. November 2015</li> </ul>

6. Bylaw and Policy Development	<ul style="list-style-type: none"> <li>a. Draft Citizen Engagement Strategy and Policy to Council</li> <li>b. Draft Land Use Bylaw to Council</li> <li>c. Draft Municipal Planning Strategy to Council</li> <li>d. Draft Modeling for Commercial Customers - Sewer Bylaw (98) - to Council</li> <li>e. Community Development Policy to Council</li> </ul>	<ul style="list-style-type: none"> <li>a. Later Winter 2016</li> <li>b. October 2015 (released to Council)</li> <li>c. January 2016 (released to Council)</li> <li>d. January 2015</li> <li>e. Spring 2016</li> </ul>
7. Special Election and General Election	<ul style="list-style-type: none"> <li>a. <b>Oversee Special Election</b></li> <li>b. Retain Returning Officer for General Election</li> </ul>	<ul style="list-style-type: none"> <li>a. <b>October 2015</b></li> <li>b. Summer 2016</li> </ul>
8. Regional Sewer	<ul style="list-style-type: none"> <li>a. Prepare Recommendation to Council re Governance Model for Regional Sewer</li> <li>b. Discussions with Partners re Governance Model (Intermunicipal Service Agreement)</li> <li>c. Prepare Draft Terms of Intermunicipal Service Agreement for Review by Council</li> <li>d. Negotiate Intermunicipal Service Agreement</li> </ul>	<ul style="list-style-type: none"> <li>a. Winter 2015/2016</li> <li>b. Winter 2015/2016</li> <li>c. Winter / Spring 2016</li> <li>d. Spring / Summer 2016</li> </ul>
9. Electoral Boundary Review	<ul style="list-style-type: none"> <li>a. <b>Oversee work of Stantec re Report and Recommendations</b></li> <li>b. <b>Stantec Presentation to Council (COTW)</b></li> <li>c. <b>Recommendation to Council re Mayor or Warden and Electoral Boundary Review (number of councillors and electoral boundaries)</b></li> <li>d. <b>Council Decision – Mayor or Warden and Electoral Boundary Review</b></li> <li>e. Prepare Application to UARB</li> <li>f. Implement Change to Mayor System</li> </ul>	<ul style="list-style-type: none"> <li>a. <b>Oct - Nov 2015</b></li> <li>b. <b>Nov and Dec 2015</b></li> <li>c. <b>December 2015</b></li> <li>d. <b>December 2016</b></li> <li>e. Jan - Feb 2016</li> <li>f. Spring - Summer 2016</li> </ul>

10. Budget Development & Approval	<ul style="list-style-type: none"> <li>a. Review 'Best Practices' for Operational and Capital Budget Development</li> <li>b. Recommendation to B&amp;F Committee re Process for 2016/2017 Operational and Capital Budget Development</li> <li>c. Implement Process for 2016/2017 Operational and Capital Development (adopted by Council)</li> <li>d. Prepare draft Operating and Capital Budget</li> <li>e. Finalize Operating and Capital Budget</li> <li>f. Adoption of Operating and Capital Budget</li> <li>g. Review Options for Strategic Planning Process</li> <li>h. Recommendation to New Council re Strategic Planning Process</li> <li>i. Implement Strategic Planning Process (adopted by Council)</li> </ul>	<ul style="list-style-type: none"> <li>a. Fall 2015</li> <li>b. December 2015</li> <li>c. Winter 2016</li> <li>d. Winter 2016</li> <li>e. Spring 2016</li> <li>f. Spring 2016</li> <li>g. Spring - Summer 2016</li> <li>h. Fall 2016</li> <li>i. Fall - Winter 2016</li> </ul>
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December 1, 2015

Tom MacEwan  
Chief Administrative Office  
P.O. Box 100  
87 Cornwallis Street  
Kentville, NS B4N 3W3

Dear Mr. MacEwan:

**Kings Municipality Representative -- Eastern Kings Memorial Community Health Centre Liaison Team**

The EKMCHC is one of three Community Health Centres that support the primary health care mandate of the Nova Scotia Health Authority (NSHA). CHCs are a key component of the primary health care strategy.

Patricia Bishop stepped down last year as the Municipality of the County of Kings representative on the EKMCHC Liaison Team, so we invite your Council to appoint a replacement. The representative does not necessarily have to be a councillor.

Membership on the Liaison Team includes representatives from the community-at-large, NSHA, Eastern Kings Community Health Board, Central Kings Community Health Board, EKM Health Foundation, Acadia University, Port Williams Health Auxiliary, the Town of Wolfville, Kings Municipality, and the Wolfville Farmers Market.

Through this community-based representation, the Liaison Team serves as an information liaison between the Nova Scotia Health Authority health care initiatives and the community-at-large. This is also a great way for the various organizations to learn about each other and provides the opportunity to build partnerships for their common goals. The EKM Liaison Team meets a maximum of four times per year. The first meeting in the New Year will be in March.

For more information on the Liaison Team or to discuss this invitation further, please feel free to contact me at 902-542-1137. A copy of the Terms of Reference is also attached for your reference. I look forward to your response at your earliest convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read "Valerie Davis", is written over the printed name.

Valerie Davis  
Health Services Manager, EKMCHC

cc Warden Diana Brothers, Municipality of the County of Kings

Attachment: Terms of Reference, EKMCHC Liaison Team

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EKM Community Health Centre  
23 Earnscliffe Avenue  
Wolfville, NS B4P 1X4  
Tel (902) 542-2266  
Fax (902) 542-4619

## EKMCHC Liaison Team Terms of Reference

### Purpose

To provide a forum for information sharing among key community stakeholders in order to support the development of the EKMCHC for the provision of community based health services in the Eastern Kings Community within the context of Nova Scotia Health Authority provincial guidelines and directions.

### Key Objectives

- To support enhanced individual and organizational knowledge, understanding, communication and capacity re health issues, CHC development and strengthened community based health care service planning and delivery
- To inform membership about the development of community Based Health Service planning for the EKMCHC and NSHA.
- To facilitate the development of and/or strengthening of key community health partnerships
- To provide a forum for the exchange of knowledge and information among membership
- To strengthen communication opportunities between the Eastern Kings Memorial Community Health Centre and Nova Scotia Health Authority and the larger Eastern and Central Kings Communities

### Reporting

EKMCHC Health Services Manager will report to the Executive Director, Operations, Western Zone. Liaison Team members will report to their respective organizations.

### Membership

Membership may include representation from:

- Eastern Kings Memorial Health Foundation, Port Williams Health Auxiliary, Eastern Kings CHB, Central Kings CHB, Town of Wolfville, Acadia University Student and Administration, EKMCHC staff, EKMCHC Health Services Manager, Municipality of the County of Kings, and Wolfville Farm Market.
- Additional key community partners, including members-at-large, with a vested interest in supporting the development of healthy communities.

The Health Services Manager will act as Co-Chair with another of the key stakeholder representatives. Administrative Support will be provided by EKMCHC Site Administrative Assistant.

Members will serve a minimum two-year term which may be renewed annually. Maximum term will be six years.

### **Meeting Frequency**

The EKMCHC Liaison Team will meet a minimum of four times a year in September, December, March and June. Additional meetings may be held at the discretion of the Co-Chairs. Subcommittees with at least one member of the Liaison Team may be formed and will report to the Liaison Team during regular meetings.

### **Decision making**

The Liaison Team will operate on a consensus basis

Consensus to us means (1) we can live with the decision and (2) we will support the decision publicly.

1. The option to stand aside exists and consensus decision will still be supported by that individual.
2. We will document if someone stands aside.
3. If more than one individual stands aside, then consensus has not been reached and further dialogue will continue.
4. If consensus is not possible, then a majority recommendation will take place.

### **Guiding Documents**

- Nova Scotia Primary Health Care Report
- AVH Strengthening Primary Health Care January 2005 & Renovation Report 2004-2007
- AVH Strategic Directions, Mission, Vision and Values
- Community Health Board Health Plan (current version)
- AVH Community Based Health Services Planning Framework
- AVH Healthy Communities/Population Health Framework
- Relevant policies and guidelines of Nova Scotia Health Authority

### **Terms of Reference Review**

The Terms of Reference will be reviewed and approved every two years at the June meeting.

### **Evaluation**

An informal meeting process evaluation will occur at the end of each meeting and an annual evaluation of progress on key objectives will occur at the June Team meeting.

# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO COUNCIL

**Subject:** 2016/17 Budget Update and Process Clarification

**From:** Financial Services

**Date:** January 5, 2016

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### **Budget Update:**

- The budget spreadsheet has been updated with current year figures for most operational costs.
- Meetings have been held with department managers. Their input has been incorporated into the budget spreadsheet.
- Budget Request Forms have been posted to the County website. Applications were also emailed on November 9, 2015 to all organizations who had applied in the previous year for funding.
- Service Partners who are required to submit budgets as part of signed service agreements have been contacted. These include Valley Waste Resource Management, Kings Transit Authority, Valley Community Fibre Network Authority, Kentville Fire Department, and Wolfville Fire Department. They have been reminded of their applicable deadlines for budget submissions.
- Various Provincial agencies have been contacted to request their anticipated rate increases for the coming year. These include the School Board (enrollment numbers), RCMP, Library, and Housing Authority.
- Budget Presentations have been rolled forward and updated to show three years of budget figures. The slides have been sent to department managers to be updated and returned to Finance by Mid January. These presentations will be presented on February 8, 2016.
- Budget binders have been started with tabs being updated as information becomes available.
- Budget books have been updated and sections have been provided to department managers for their inputs.

## **Process Clarification:**

**Below is clarification on specific dates as outlined on the budget process timeline:**

**Wednesday, February 17, 2016 Budget Workshop** (Presentations from Service Partners /

1:00 p.m. – 4:30 p.m.

External Organizations as required

*This session will include presentations from the following service providers:*

- Valley Waste Resource Management
- Kings Transit Authority
- RCMP
- Kentville Fire Department

**Thursday, February 18, 2015 Budget & Finance meeting**

9:00 a.m. – 6:00 p.m.

Operating budget discussions (Grant Evaluations)

*This session will focus on evaluation of the grant applications received.*

*There will also be an opportunity to discuss any questions that there might be on the budget binder contents.*

**Monday, February 22, 2016 Budget & Finance meeting**

9:00 a.m. – 6:00 p.m.

Capital Budget Discussions

*This session will provide an overview of the capital budget and anticipated projects for the upcoming year.*

**Monday, March 7, 2016**

6:00 p.m. – 8:00 p.m.

**COTW**

Release of Draft Operating & Capital Budgets

*The proposed budget will be provided in bound book format. A high level presentation will be provided on the operating and capital budgets.*

**COTW sessions on March 21, 29 and tentatively on April 4<sup>th</sup> will be used for budget review and deliberations with a specific day allocated to both the operating and capital budgets.**

# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO COUNCIL

**Subject:** Budget and Finance Committee Recommendations

**Date:** January 5, 2016

BF-1	Strategic Priorities	Be it resolved that <b>Municipal Council</b> reaffirm the <b>Strategic Priorities</b> .
BF-2	Kings Point-to-Point, Trans County Transportation Society, Valley Search and Rescue	Be it resolved that <b>Municipal Council</b> approve the inclusion of funding to <b>Kings Point-to-Point, Trans County Transportation Society and Valley Search and Rescue</b> in the base budget due to their nature of public transportation and emergency services.
BF-3	<u>Capital Budget Project Sheet</u>	Be it resolved that <b>Municipal Council</b> approve the <b>Capital Budget Project Sheet</b> as attached to the January 5, 2016 agenda package with a detailed explanation of the funding breakdowns included at the bottom of the sheet.
BF-4	Multi-Year Community Grant Commitments	Be it resolved that <b>Municipal Council</b> approve the continuation of the current multi-year community grant commitments.
BF-5	Service Partners	Be it resolved that <b>Municipal Council</b> approve having <b>Service Partners</b> present their budgets.
BF-6	<u>Budget Process Timelines</u>	Be it resolved that <b>Municipal Council</b> approve the <b>Budget Process Timelines</b> as attached to the January 5, 2016 agenda package.
BF-7	Evaluation of Grant Applications	Be it resolved that <b>Municipal Council</b> have Staff evaluate community grant applications using the <b>Strategic Plan</b> .
BF-8	Multi-Year Community Grant Commitments - <i>Defeated Motion</i>	Be it resolved that the <b>Budget and Finance Committee</b> recommend to Council that, moving forward, there be no new multi-year commitments of community grants made by the County and a new process for large community funding requests be put in place. <i>Motion Defeated</i>



The Municipality of the County of Kings  
CAPITAL PROJECT JUSTIFICATION SHEET  
2015/16 to 2019/20 CAPITAL FORECAST

NEW PROJECT ☐CARRY OVER PROJECT ☐

GL ACCOUNT # 0

## PROJECT

DEPARTMENT LOCATION DISTRICT	0	PROJECT # NEW OR REPLACEMENT ASSET LEVEL OF SERVICE IMPACT	0	PRIORITY ASSET CATEGORY EXPECTED LIFE	0	years	EXPECTED OUTCOMES:	QUANTITATIVE: GAS TAX: ICSP:	-
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## DESCRIPTION

## NEED FOR PROJECT

CARRYOVER  
PROJECT STATUS

## FIVE YEAR PRIORITY CRITERIA

- 1 PROVIDE EFFICIENT AND EFFECTIVE SERVICE DELIVERY TO OUR RESIDENTS AND BUSINESSES ☐
- 2 ADDRESS INFRASTRUCTURE DEFICIT AND AGING WATER AND SEWER INFRASTRUCTURE ☐
- 3 SECURE KINGS COUNTY ECONOMIC FUTURE, WITH FOCUS ON ECONOMIC DEVELOPMENT STRATEGY AND INFRASTRUCTURE ☐
- 4 UTILIZE GREEN TECHNOLOGIES AND MAXIMIZE ENERGY EFFICIENCIES TO ENCOURAGE ENERGY CONSERVATION IN MUNICIPAL & VILLAGE INFRASTRUCTURE ☐
- 5 FOSTER AN ENVIRONMENT WHICH INCREASES OPPORTUNITIES AND INVESTMENTS IN ACTIVE TRANSPORTATION NETWORKS ☐
- 6 FURTHER ENCOURAGE ACCESSIBLE AND INCLUSIVE PROGRAMS ☐
- 7 IMPROVE ROAD NETWORK AND INFRASTRUCTURE ☐

## OTHER CONCERNS

- 1 MANDATED BY LAW ☐
- 2 REPLACING END OF LIFE ASSET ☐
- 3 REQUIRED FOR HEALTH & SAFETY ☐
- 4 ENVIRONMENTAL IMPACT - PREVENTION OR MITIGATION ☐
- 5 SIGNIFICANT IMPACT IF DEFERRED ☐
- 6 IMPACTS OTHER GOVERNMENTS ☐
- 7 PREVIOUSLY COMMITTED ☐
- 8 GAS TAX OUTCOME - PROVIDES CLEANER WATER OR AIR - REDUCES GREENHOUSE GAS EMISSIONS ☐
- 9 SUPPORTS ICSP (INTEGRATED COMMUNITY SUSTAINABILITY PLAN) ☐

ESTIMATED CAPITAL COST	CARRYOVER PROJECTS			2015/16	2016/17	2017/18	2018/19	2019/20	Total
	Actual Costs to 12/31/2014	Budget Remainin	Prior Year Budnet Total						
Engineering/consulting	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-
PROPOSED FINANCING	Actual Costs to 12/31/2014	Budget Remainin	Prior Year Budnet Total	2015/16	2016/17	2017/18	2018/19	2019/20	Total
From Operating	-	-	-	-	-	-	-	-	-
Fed/Prov Grants	-	-	-	-	-	-	-	-	-
Reserves - Capital	-	-	-	-	-	-	-	-	-
Reserves - Operating	-	-	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-

ANNUAL IMPACT ON OPERATING BUDGET FOR MAINTENANCE AND OPERATIONS		
	1st Year	2nd Year
LABOUR		
PURCHASED MATERIALS		
PURCHASED SERVICES		
TRANSFER TO RESERVES		
OTHER		
TOTAL OPERATING COST	-	-
FINANCING COST		
DEPRECIATION		
TOTAL COST	-	-
REVENUE		
NET COST	-	-

## Timelines Council – 2016/17 Budget Process

<b>Monday, December 7, 2015</b>	<b>Budget Process &amp; Timelines approved at Budget and Finance with recommendation to Council</b>
<b>Tuesday, January 5, 2016</b>	<b>Council approves Budget process</b>
<b>Friday January 15, 2016</b>	<b>Deadline for Grant Applications</b> <ul style="list-style-type: none"><li>• <b>Fire department budgets</b></li><li>• <b>Service provider grant applications:</b><ul style="list-style-type: none"><li>○ Kings Point to Point</li><li>○ Valley Search and Rescue</li><li>○ Trans County Transportation</li></ul></li><li>• <b>Other community groups</b></li></ul>
<b>Monday, February 1, 2016</b>	<b>Budget information (binders?) provided to Council</b>
<b>Monday, February 8, 2016</b> 1:00 p.m. – 6:00 p.m.	<b>Budget Workshop</b> (Municipal & Department Overview) Council Chambers
<b>Wednesday, February 17, 2016</b> 1:00 p.m. – 4:30 p.m.	<b>Budget Workshop</b> (Presentations from Service Partners / External Organizations as required) Council Chambers
<b>Thursday, February 18, 2015</b> 9:00 a.m. – 6:00 p.m.	<b>Budget &amp; Finance meeting</b> Operating budget discussions (Grant Evaluations) Council Chambers
<b>Monday, February 22, 2016</b> 9:00 a.m. – 6:00 p.m.	<b>Budget &amp; Finance meeting</b> Capital Budget Discussions Council Chambers
<b>Monday, March 7, 2016</b> 6:00 p.m. – 8:00 p.m.	<b>COTW</b> Release of Draft Operating & Capital Budgets
<b>Monday, March 21, 2016</b> 9:00 a.m. – 4:30 p.m.	<b>COTW</b> (Operating Budget Review & Deliberations) Council Chambers
<b>Tuesday, March 29, 2016</b> 9:00 a.m. – 4:30 p.m.	<b>COTW</b> (Capital Budget Review & Deliberations & Recommendation for adoption by Council) Operating Budget Recommendation for adoption by Council) Council Chambers
<b>Monday, April 4, 2016</b> 9:00 a.m. – 4:30 p.m.	<b>COTW</b> (Tentative – if required) Council Chambers
<b>Thursday, April 14, 2016</b>	<b>Special Council Meeting</b> (Operating & Capital Budget Adopted by Council) Council Chambers

# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO MUNICIPAL COUNCIL

**Subject:** Petition Results – North Greenwood Phase 2 Water Extension

**From:** Engineering and Public Works

**Date:** January 5, 2015

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### **Synopsis**

The second petition to determine the level of support for proceeding with the water extension project closed on December 8, 2015. The petition received the required public support (as per Policy) and Staff is seeking Council's authorization to proceed with the project.

### **Background**

As Council is aware, the North Greenwood Water Phase II project (project area shown in Figure 1) was originally requested due to potential health risks associated with perchloroethylene (PERC) contamination discovered in 2005 in the Bridge Street/Bowlby Park. There are concerns that the PERC contamination will migrate westward. More recently, high levels of arsenic have been detected in a number of wells in the area west of Bridge Street.

**Figure 1 - Greenwood Expansion Area**



The first petition, which closed on August 28, 2015, failed to gain the required support. At its November 3, 2015 session, Council authorized a second petition conditional on the Greenwood Village Commission confirming their pledge to contribute \$50,000. The Village Commission confirmed its contribution at its November 18, 2015 meeting.

Staff then proceeded as per Policy EPW-04-011 Infrastructure Extension ("the Policy") to determine if there is sufficient resident support for the project to proceed to tender. Staff is submitting this report to Council to report the results of the petition and gain Council direction on how to proceed.

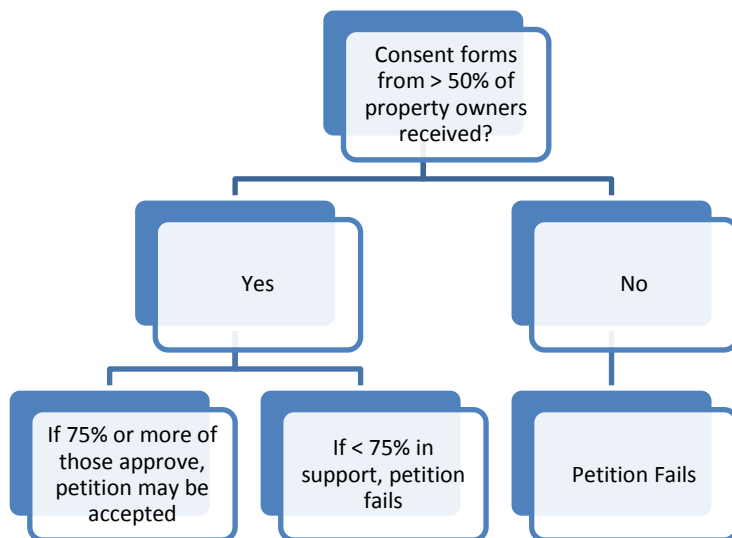
### **Petition Results**

The chart on the right summarizes what constitutes a successful petition. For this petition, there are 168 eligible properties that can participate.

As of the December 8, 2015 closing, the results are as follows:

- 101 consent forms received (85 min required)
- 77 consent forms approved of the project (76%)

**The petition has obtained the necessary votes for Council to consider proceeding further with the project.**



Staff is seeking Council's approval to proceed to tender. Upon Council's consent, Staff expects the tender to be issued in the February/March 2016 timeframe since this is usually the optimum time for bid prices.

### **Financial Impact**

The project cost is estimated at \$1.56 million with \$1.043 million of funding from the Build Canada Fund. The Municipality has committed \$100,000 and the Village of Greenwood has committed \$50,000. Per Section 6.3(v) of the Policy, if Council proceeds to tender, it is obliged to recover the remaining cost of the project by a Capital Charge levied on all properties located in the project area.

This requirement will be fulfilled by amending Bylaw 100 – Water Capital Recovery. Staff will bring forward the required draft amendments for Council's consideration upon completion of the project when the final cost can be tabulated.

### **Recommendation**

**BE IT RESOLVED THAT MUNICIPAL COUNCIL accept the December 8, 2015 petition results and authorize Staff to issue the construction tender for the North Greenwood Phase 2 Area A Water Extension.**

# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO COUNCIL

**Subject:     Public Safety**

**Date:         January 5, 2016**

A	<b>Civic Address and Street Name Bylaw 96</b>	Be it resolved that <b>Municipal Council</b> give <b>Second Reading</b> to amend <b>Bylaw 96</b> , being the <b>Civic Address and Street Name Bylaw</b> of the <b>Municipality of the County of Kings</b> , according to the proposed amendment for <b>Part 15, Section g</b> as recommended by staff.
B	<b>Police Services Advisory Committee Bylaw 82</b>	Be it resolved that <b>Municipal Council</b> give <b>Second Reading</b> to amend <b>Bylaw 82</b> , being the <b>Police Services Advisory Committee Bylaw</b> of the <b>Municipality of the County of Kings</b> , to add to <b>Section 3b</b> "Should Council not receive any applications for citizen members from a designated geographic area, Council may appoint an applicant from another part of the Municipality to represent that area."

## RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE

December 15, 2015

a.	<b>MEDF - Northville Farm Heritage Centre</b>	That Municipal Council approve MEDF funding to the Northville Farm Heritage Centre in the amount of \$5,900 for the purchase of new aluminum bleachers for events.
b.	<b>MEDF - Canning &amp; District Recreation Commission</b>	That Municipal Council approve MEDF funding to the Canning & District Recreation Commission in the amount of \$5,000 in support of a new Visitor Information Centre (VIC) Kiosk.
c.	<b>CFSE - Centreville &amp; District Park &amp; Recreation Association</b>	That Municipal Council approve Community Festivals and Special Events funding to the Centreville & District Park & Recreation Association in the amount of \$500 according to the table attached to the December 15, 2015 agenda package.
d.	<b>CFSE - Horticulture NS</b>	That Municipal Council approve Community Festivals and Special Events funding to the Horticulture NS in the amount of \$1,000 according to the table attached to the December 15, 2015 agenda package.
e.	<b>CFSE - Village of Kingston</b>	That Municipal Council approve Community Festivals and Special Events funding to the Village of Kingston in the amount of \$500 according to the table attached to the December 15, 2015 agenda package.
f.	<b>CFSE - Sheffield Mills Community Association</b>	That Municipal Council approve Community Festivals and Special Events funding to the Sheffield Mills Community Association in the amount of \$2,500 consisting of a \$500 contribution towards the last event and a \$2,000 contribution towards the upcoming event.
g.	<b>Youth Travel Assistance Program Applications</b>	That Municipal Council approve funding for the Youth Travel Assistance Program in the amount of \$1,025 according to the table attached to the December 15, 2015 agenda package.
h.	<b>Road Reserve Delisting - Loretta Avenue, Coldbrook</b>	That Municipal Council remove Road Reserve PID 55451389 from the Municipality's Master Road List.

# **nsc**

## Board of Governors

RECEIVED

DEC 08 2015

December 1, 2015

Diana Brothers  
Warden  
Municipality of the County of Kings  
P.O. Box 100  
Kentville, NS B4N 3W3

Dear Diana Brothers,

On behalf of Nova Scotia Community College and the volunteer members of the NSCC Board of Governors, we are pleased to share with you our 2015 Report to the Community.

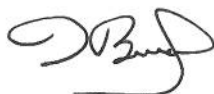
Each year, as part of our commitment to public accountability and financial stewardship, we share our complete financial statements along with compelling examples of NSCC's impact on our province.

In this report, you will meet NSCC students, alumni and employees. They are the people building Nova Scotia – the creators, makers and inventors. They are the people following their passions and ideas to create their own opportunities. And, more and more, they are doing it all right here in Nova Scotia.

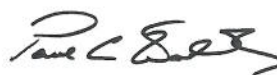
For many, it is not a straightforward path, but a journey of testing and pushing the limits to be the best they can be. At NSCC, we provide our students with the tools they need to succeed, but the road does not stop there. It is our students' belief in themselves that paves the way for their future.

Go ahead and explore our 2015 Report to the Community and other stories at [nscnow.ca](http://nscnow.ca). Be inspired and join the many members of our NSCC community who are doing something great.

Sincerely,



Don Bureaux  
President, NSCC



Paul L. Walter  
Chair, NSCC Board of Governors