

THE MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
December 6, 2016
AGENDA

Audio Recording Times Noted in Red
(Minutes:Seconds)

1. Roll Call **00:00**
2. Approval of Agenda **02:36** Page 1
3. Business Arising from Minutes Page 2
 - a. November 1, 2016 Council **05:32**
4. Approval of Minutes Page 2
 - a. November 1, 2016 Council **06:34**
5. Planning Considerations Page 10
 - a. County-wide Land Use Bylaw Text Amendments to Lot Requirements M1 Zone (File 16-10) **07:07**
 - b. Application to rezone property at 1499 Bridge Street, Kingston, from R1-B to C4 (File 16-12) **09:00**
 - c. Application to enter into a development agreement to permit multiple Recreational Vehicles at 103 O3 Road, Lake George (File 15-08) **10:14**
6. Recommendations from Nominating Committee November 22, 2016 Page 33
 - a. Councillor Appointments to Boards and Committees **17:05**
 - b. Citizen Appointments to Grand View Manor Board **22:10**
7. Administration Page 40
 - a. Attendance at Financial Management Workshop for Elected Municipal Officials **23:50** Page 43
 - b. Grand View Manor - Recommended Letter to Department of Health and Wellness **27:51**
 - c. New Municipal Complex - Discussion **35:28**
8. Engineering and Public Works, Lands and Parks Services Page 49
 - a. Long Term J Class Road Paving Priority List **52:18** Page 55
 - b. Contract Award: Contract 16-11 - 2017/19 Infrastructure Maintenance Services **84:41**
9. Building and Enforcement Services Page 64
 - a. Appointment of Building Official **93:15**
10. Recommendations from Committee of the Whole November 15, 2016 **96:35** Page 65
 - a. Accept Post Municipal Election Report
 - b. Municipal Economic Development Fund (MEDF) - Kentville Silver Gliders
 - c. Community Festivals & Special Events (CFSE) - Village of Kingston
 - d. Community Festivals & Special Events (CFSE) - Nova Scotia Fruit Growers' Association
 - e. Youth Travel Assistance Program (YTAP) - Applications
 - f. Youth Travel Assistance Program (YTAP) - Criteria
 - g. Trails Assistance Program (TAP) - Annapolis Valley Ridge Runners
 - h. Receive Flag Raising Requests Report
 - i. Receive Petition re: Foleaze Park Subdivision Roads
 - j. Proposed Amendments - Bylaw 100 Water Capital Recovery
 - k. Proposed Amendments - Policy FIN-05-003 Fees
 - l. Receive Service Area Update
 - m. Grant Application Process
 - n. County Advertising **103:50**
11. Recommendation from Fire Services Advisory October 20, 2016 Page 67
 - a. Proposed Amendment to Terms of Reference re: Election of Secretary **116:08**
12. Correspondence - General: **117:41**
 - a. 2016-11-01 Kings Citizens Coalition - Congratulations Page 68
 - b. 2016-11-10 Chamber of Commerce Congratulations and Updates Page 70
 - c. 2016-11-14 Valley REN Congratulations and Information Page 75
 - d. 2016-11-14 Kentville Fire Department Christmas Party Invite Page 80
 - e. 2016-11-23 Waterville Fire Department Christmas Party Invite Page 81
 - f. 2016-11-29 Berwick & AVCC Holiday Reception Invite Page 82
 - g. 2016-11-29 Government House Christmas Reception Invite Page 83

Correspondence - Requests:

 - h. 2016-11-15 New Minas Community Plan **121:18** Page 85
 - i. 2016-11-22 CUPW Postal Banking Resolutions Page 87
13. Adjournment **133:19**
14. Comments from the Public **134:32**

**MUNICIPAL COUNCIL
November 1, 2016**

**Meeting Date
and Time**

A meeting of Municipal Council was held on Tuesday, November 1, 2016 at 6:00 pm in the Council Chambers, Municipal Complex, Kentville, NS.

1. Swearing In Ceremony

Tom MacEwan, Municipal Clerk and CAO, invited the Honourable Alan T. Tufts, Associate Chief Judge of the Provincial Court, to conduct the Swearing In Ceremony.

The Mayor-elect and Councillors-elect, in accordance with Section 147 of the Municipal Elections Act, read and signed the Oath of Allegiance and of Office. They also signed 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.

2. Declaration of Elected Candidates

Associate Chief Judge Tufts, in accordance with Section 129 (1) of the Municipal Elections Act, declared the Mayor and Councillors elected for the term 2016 - 2020.

Mayor Muttart took the Chair.

Council took a short break from 6:22 - 6:25 pm.

3. Code of Conduct for Elected Municipal Officials

The CAO provided an overview of the Municipality of the County of Kings Code of Conduct for Elected Municipal Officials. The Mayor and Councillors read the Code of Conduct Declaration and signed the Code of Conduct.

4. Roll Call

All Councillors were in attendance.

Results for Roll Call

For 10
Against 0

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

Also in attendance were:

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

5. Approval of Agenda

On motion of Councillor Lutz and Councillor Spicer, to remove item 11a, the Tender Award 16-16 for the New Municipal Complex Building Construction, from the agenda.

Amendment Carried.**Results**

For 10
Against 0

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

On motion of Councillor Hirtle and Councillor Winsor, that Municipal Council approve the November 1, 2016 agenda as amended.

Motion Carried.**Results**

For 10
Against 0

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

6. Business Arising from the Minutes

6a. **Minutes of October 4, 2016** There was no business arising from the October 4, 2016 minutes.

7. Approval of Minutes

7a. **Minutes of October 4, 2016** **On motion of Councillor Hirtle and Councillor Spicer, that the minutes of the Municipal Council meeting held on October 4, 2016 be approved.**

Motion Carried.**Results**

For 10
Against 0

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

District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

8. **Election of Deputy Mayor**

Mayor Muttart called for nominations for the position of Deputy Mayor.

Councillor Raven nominated Councillor Lutz; seconded by Councillor Hirtle.

Councillor Lutz accepted the nomination.

The Mayor called for further nominations three successive times. There were no further nominations and the Mayor declared Councillor Lutz Deputy Mayor for a two-year term.

9. **Administration**

9a. **Second Reading of By-Law 102, The Committees Governance By-Law**

The CAO presented the report as attached to the November 1, 2016 Council agenda.

On motion of Councillor Winsor and Councillor Hirtle, that Municipal Council give second reading to By-Law 102, “The Committees Governance By-Law” as attached to the November 1, 2016 Council agenda package.

Motion Carried.

Results

For 10
Against 0

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

9b. **Councillor Appointments to Nominating Committee**

The CAO presented the report as attached to the November 1, 2016 Council agenda.

On motion of Councillor Winsor and Councillor Allen, that Municipal Council authorize the Mayor to appoint three Councillors to the Nominating Committee.

Motion Carried.

Results

For 7
Against 3

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

9c. **Schedule of Upcoming Meetings and Conferences**

The CAO presented the schedule as attached to the November 1, 2016 Council agenda and the Mayor highlighted a number of dates.

9d. **Attendance at Department of Municipal Affairs New Councillor Orientation Session**

The CAO presented the report as attached to the November 1, 2016 Council agenda.

On motion of Councillor Raven and Councillor Best, that Municipal Council approve the attendance of the five newly elected Council members, Mayor Muttart and Councillor Winsor at the Department of Municipal Affairs New Councillor Orientation Session on November 9 - 10, 2016 in Truro.

Motion Carried.

Results

For 10
Against 0

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

9e. **Attendance at Union of Nova Scotia Municipalities (UNSM) Fall Conference**

The CAO presented the report as attached to the November 1, 2016 Council agenda.

On motion of Councillor Hirtle and Deputy Mayor Lutz, that Municipal Council approve the attendance of all interested Council members at the UNSM Fall Conference on November 29 - December 2, 2016 in Halifax.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For

District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9f. **Attendance at Remembrance Day Ceremonies**

Mayor Muttart asked that Councillors indicate their availability for the various Remembrance Day ceremonies.

10. **Planning Considerations**

10a. **County-wide Land Use Bylaw Text Amendments to Lot Requirements M1 Zone (File 16-10)**

Laura Mosher presented the report as attached to the November 1, 2016 Council agenda.

On motion of Councillor Hirtle and Councillor Spicer, that Municipal Council give First Reading and hold a Public Hearing regarding amendments to the text of the Land Use Bylaw related to the regulations of the Light Industrial Commercial (M1) Zone as described in Appendix C of the report dated September 13, 2016.

Motion Carried.

Results

For 9
Against 1

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

10b. **Application to rezone property at 1499 Bridge Street, Kingston, from R1-B to C4 (File 16-12)**

Laura Mosher presented the report as attached to the November 1, 2016 Council agenda.

On motion of Councillor Armstrong and Councillor Best, that Municipal Council give First Reading and hold a Public Hearing regarding the proposed rezoning at 1499 Bridge Street, Kingston, from the Residential Single Dwelling (R1-B) Subzone to the Residential Commercial (C4) Zone as described in Appendix C of the report dated September 28, 2016.

Motion Carried.

Results

For 10
Against 0

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

10c. **Next Public Hearing Date**

Laura Mosher noted that the next Public Hearing was scheduled for December 6, 2016 at 6:00 pm (prior to Council).

On motion of Councillor Hirtle and Councillor Hodges, that Municipal Council set the next Public Hearing date as Tuesday, December 6, 2016 at 6:00 pm.

Motion Carried.

Results

For 10
Against 0

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

11. **Engineering and Public Works, Lands and Parks Services**11a. **Tender Award 16-16
Municipal Complex -
Building Construction**

Removed from agenda by motion.

12. **Recommendation from Police Services Advisory Committee September 29, 2016**12a. **Funding for Domestic
Violence/Sexual Assault
District Investigator/
Coordinator Position**

At the request of the Mayor, Inspector Dan Morrow, Kings District RCMP, provided a presentation. Also in attendance was Staff Sergeant Paul Coughlin of the Kings District RCMP.

Mayor Muttart ruled the recommendation from the Police Services Advisory Committee out of order due to it being contrary to the County's budget process and noted that it would be referred to the Budget and Finance Committee for a report to Council.

13. **Correspondence**

The CAO gave an overview of the correspondence as attached to the November 1, 2016 agenda.

On motion of Councillor Hirtle and Councillor Best, that Municipal Council receive the Correspondence as attached to the November 1, 2016 agenda package.

Motion Carried.

Results

For 10
Against 0

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

- 13a. Girl Guides Thank you For information.
- 13b. Housing Authority Board Appointment For information.
- 13c. Canadian Union of Postal Workers re: Canada Post Review For information.
- 13d. NS Provincial Lotteries 10th Anniversary Social Responsibility Charter For information.
- 13e. Lake Water Quality Monitoring to Minister of Environment For information.
- 13f. Nova Scotia Fruit Growers Association 2017 Annual Convention Invite For information.
- 13g. Acadia Performing Arts Series Invite For information.
- 13h. Request for Raising of Down Syndrome Flag Request to be dealt with in accordance with the Community Flag Raising Policy.
14. **Adjournment** **On motion of Deputy Mayor Lutz and Councillor Armstrong, there being no further business, the meeting adjourned at 7:42 pm.**

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For

District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

15. **Comments from the Public** Patricia Bishop, Port Williams (former Councillor).

Approved by:

Mayor Muttart

Janny Postema
Recording Secretary

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

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

Subject: Planning Items

Date: December 6, 2016

A	County-wide Land Use Bylaw Text Amendments to the Lot Requirements of the M1 Zone (File 16-10)	Be it resolved that Municipal Council gives Second Reading and approves the text amendments of the Land Use Bylaw related to the regulations of the Light Industrial Commercial (M1) Zone as described in Appendix C of the report dated September 13, 2016.
B	Application to rezone property at 1499 Bridge Street, Kingston, from R1-B to C4 (File 16-12)	Be it resolved that Municipal Council gives Second Reading and approves the map amendment to the Land Use Bylaw to rezone property at 1499 Bridge Street, Kingston, from the Residential Single Dwelling (R1-B) Subzone to the Residential Commercial (C4) Zone as described in Appendix C of the report dated September 28, 2016.
C	Application to enter into a development agreement to permit multiple Recreational Vehicles at 103 O3 Road, Lake George (File 15-08)	Be it resolved that Municipal Council refuse the application to enter into a Development Agreement to permit multiple Recreational Vehicles at 103 O3 Road, Lake George (File 15-08), as recommended by the Planning Advisory Committee at its meeting on November 10, 2015. *Report Attached.



Municipality of the County of Kings Report to Council

Application to enter into a development agreement to permit multiple Recreational Vehicles at 103 O3 Road, Lake George (File #15-08)

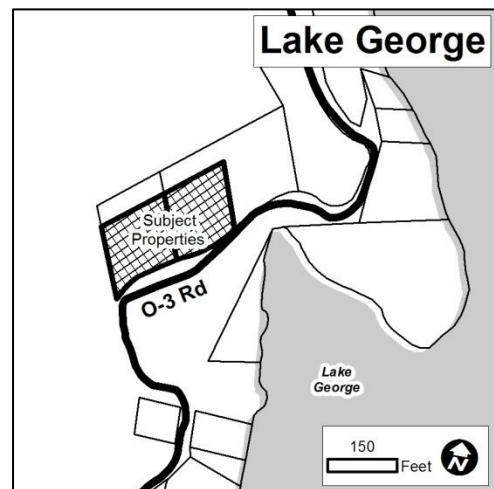
December 6th, 2016

Prepared by: Planning Services

Applicant	Lori Stoddart
Land Owner	Wendy and Jeff Carty, Heather and Rick Rood, Lori and Mike Stoddart, and Juanita and Donovan Methot
Proposal	To permit four (4) RV's on two adjacent lots in the Seasonal Residential (S1) Zone in addition to an existing dwelling
Location	103 O3 Road, Lake George (PID numbers 55146880 and 55337729)
Area	Two properties total approximately 41,900 square feet (~ 3,890 square metres), if combined.
Designation	Shoreland District
Zone	Seasonal Residential (S1) Zone
Surrounding Uses	Low density residential uses (seasonal cottages and year round homes)

1. PROPOSAL

Lori Soddart has applied to enter into a development agreement to permit the use of four (4) Recreational Vehicles (RVs) at 103, O3 Road, Lake George. The application includes two adjacent properties on O3 Road (PID 55146880 & PID 55337729). These properties are located in the Seasonal Residential (S1) Zone. The applicants have added 4 RVs to this lot, which are generally located to the northwest (rear) of the cottage. Staff believe these RVs have been located on this lot since the summer of 2014.



2. BACKGROUND

The application results from a complaint in July 2014. A subsequent investigation by County staff confirmed the illegal activity which resulted in the desire on behalf of the owners of the subject properties to bring the illegal RVs into conformity with Municipal regulations.

An application for a development agreement was received in May 2015. A Public Information Meeting was held in June 2015. The proposal was presented to the Planning Advisory Committee on November 10th, 2015. At that time, staff submitted a report to Planning Advisory Committee recommending refusal of the application since the application does not meet the policies of the Municipal Planning Strategy. The report can be found as Appendix A to this report. The Planning Advisory Committee forwarded the following motion to Council:

Planning Advisory Committee recommends that Municipal 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 RVs.

At its meeting on December 1st, 2015, Council considered the item and directed staff to prepare a development agreement to permit the applicant's proposal. On May 10th, 2016, staff presented a report to Committee of the Whole indicating that the preparation of a development agreement was contrary to the policies of the Municipal Planning Strategy and therefore, in accordance with the *Municipal Government Act*, could not occur without an amendment to the Municipal Planning Strategy. This report can be found as Appendix B to this report. At that meeting, Council passed the following motion:

On motion of Councillor Lloyd and Councillor Atwater, to defer the motion with respect to Lake George RVs until the study on RVs is completed with respect to the direct engagement of residents in the Seasonal Residential (S1) Zone and Future Shoreland (S2) Zone.

In the intervening period, staff have met with a number of residents on a number of occasions with regard to development on the South Mountain Lakes and have discussed the matter of RVs and how best to accommodate this alternative form of seasonal accommodation. In that time, Staff have released a Draft Land Use By-law that contains regulations related to RVs. The draft regulations propose that an RV could be permitted as a main use, provided a dwelling is not currently located on the lot. Infrastructure such as a septic system, electrical service or a deck would also be permitted on the lot and the RV would be subject to the setback requirements of the zone. An additional visiting RV would also be permitted to locate on the lot for no more than a total of 30 days per calendar year. A visiting RV would not be permitted to have associated infrastructure. The regulations can be found in Appendix C to this report. Staff have also received comments on the proposed regulations which have generally been positive.

Although the Draft LUB and the proposed regulations related to RVs have not been adopted by Council, the proposed regulations related to RVs continue to represent the recommendation of Staff on this particular issue.

3. CONCLUSION

Staff are seeking direction from Council with regard to moving forward with this application. The options before Council are as follows:

- (A) That Council direct the CAO to continue moving forward with the public consultation process with the owners of properties within the Seasonal Recreation (S1) Zone and the Future Development (S2) Zone regarding the matter of RVs;

or,

(B) That Council refuse the application to enter into a development agreement to permit multiple RVs in addition to the existing cottage at 103 O3 Road, Lake George.

4. STAFF RECOMMENDATION

Staff have not received any information to date that has resulted in a change of professional opinion with regard to the appropriateness of the proposal before Council. Therefore, Staff recommend that Council pass the following motion:

Be it resolved that Municipal Council refuse the application to enter into a Development Agreement to permit multiple Recreational Vehicles at 103 O3 Road, Lake George (File #15-08), as recommended by the Planning Advisory Committee at its meeting on November 10, 2015.

5. APPENDIXES

Appendix A – Report to Planning Advisory Committee, November 10th, 2015

Appendix B – Report to Committee of the Whole, May 10th, 2016

**Appendix C – Municipality of the County of Kings Draft Land Use By-law, June 3, 2016,
section 9.3.4.4 Recreational Vehicles**

APPENDIX A – REPORT TO PLANNING ADVISORY COMMITTEE



**Municipality of the County of Kings
Report to the Planning Advisory Committee**

Application to enter into a development agreement to permit multiple Recreational Vehicles at 103 O3 Road, Lake George (File #15-08)

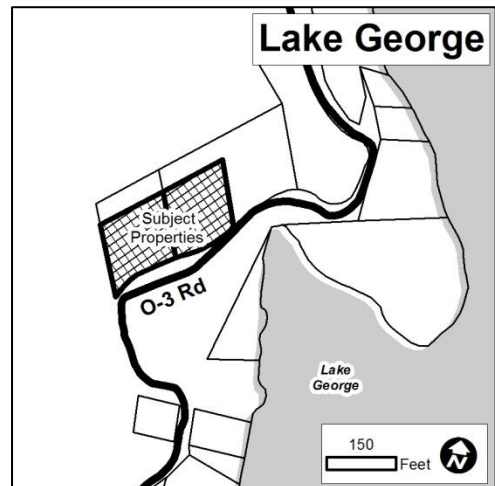
Nov 10th 2015

Prepared by: Planning Services

Applicant	Lori Stoddart
Land Owner	Wendy and Jeff Carty, Heather and Rick Rood, Lori and Mike Stoddart, and Juanita and Donovan Methot
Proposal	To permit four (4) RV's on two adjacent lots in the Seasonal Residential (S1) Zone in addition to an existing dwelling
Location	103 O3 Road, Lake George (PID numbers 55146880 and 55337729)
Area	Two properties total approximately 41,900 square feet (~ 3,890 square metres), if combined.
Designation	Shoreland District
Zone	Seasonal Residential (S1) Zone
Surrounding Uses	Low density residential uses (seasonal cottages and year round homes)
Neighbour Notification	Staff sent notification letters to the 18 owners of property within 500' of the subject property

1. PROPOSAL

Lori Soddart has applied to enter into a development agreement to permit the use of four (4) Recreational Vehicles (RVs) at 103, O3 Road, Lake George. The application includes two adjacent properties on O3 Road (PID 55146880 & PID 55337729). These properties are located in the Seasonal Residential (S1) Zone but do not meet the zone standards for minimum lot area or road frontage. The eastern subject property is currently occupied by an existing cottage located close to O3 Road. The applicants have added 4 RVs to this lot, which are generally located to the northwest (rear) of the cottage. Staff believe these RVs have been located on this lot since the summer of 2014. The combination of 4 illegal RVs and the existing non-conforming cottage (existing cottage appears to not meet zone setbacks and is on an under-sized lot) result in an impact that is equal to 5 dwelling units on the subject property. The proposed RVs are not a permitted use within the S1 Zone. Notwithstanding, the MPS does allow Council to consider medium scale residential developments through a development agreement process. In doing so, the intent is to allow for summer camps, resorts and campgrounds with careful site analysis and development



agreement conditions aimed as preserving natural vegetation and maintenance of septic systems to help maintain lake water quality.

2. OPTIONS

In response to the application, the Planning Advisory Committee may:

- A. Recommend that Council refuse the Development Agreement Application
- B. Provide Staff with direction on preparing a draft Development Agreement to accommodate the request

3. BACKGROUND

The application results from complaints by nearby landowners, a subsequent investigation by County staff which confirmed the illegal activity which resulted in the desire on behalf of the owners of the subject properties to bring the illegal RVs into conformity with Municipal regulations. The current underlying zone does not permit RVs nor does the LUB allow several RVs to be used in addition to the existing cottage. Multiple RV's arranged in this way could be considered a Campground use, which is not permitted within the S1 zone. The application seeks to legalize the illegal use by considering a development agreement for a medium scale residential development as enabled through the MPS.

4. INFORMATION

The application covers two adjacent properties, both of which are co-owned by 8 individuals. Each property is under 21,000 sq ft in size, and has approximately 150' of road frontage per lot. The properties are also approximately 150' deep. The LUB requires a minimum frontage of 200' and a minimum lot area of 50,000 sq ft for lots in this zone. Therefore, both individually, and cumulatively, these lots are undersized based on the current LUB lot requirements for the Seasonal Residential (S1) Zone. Both properties are back lots, and therefore do not have lake water frontage. However, the applicants have made use of the waterfront property across the road. Staff understand from the applicants that there was confusion over where property lines fell, and over the ownership of this land but regardless, they do not own the water frontage they are utilizing. These issues are cause for an ongoing dispute between the surrounding landowners, because the applicants have cut down trees and landscaped an area on this property, for seating and campfires. The alterations to the lands do not comply with the regulations contained in in section 14.4.8 of the LUB regarding minimal alteration within the Shoreline Setback and riparian areas.



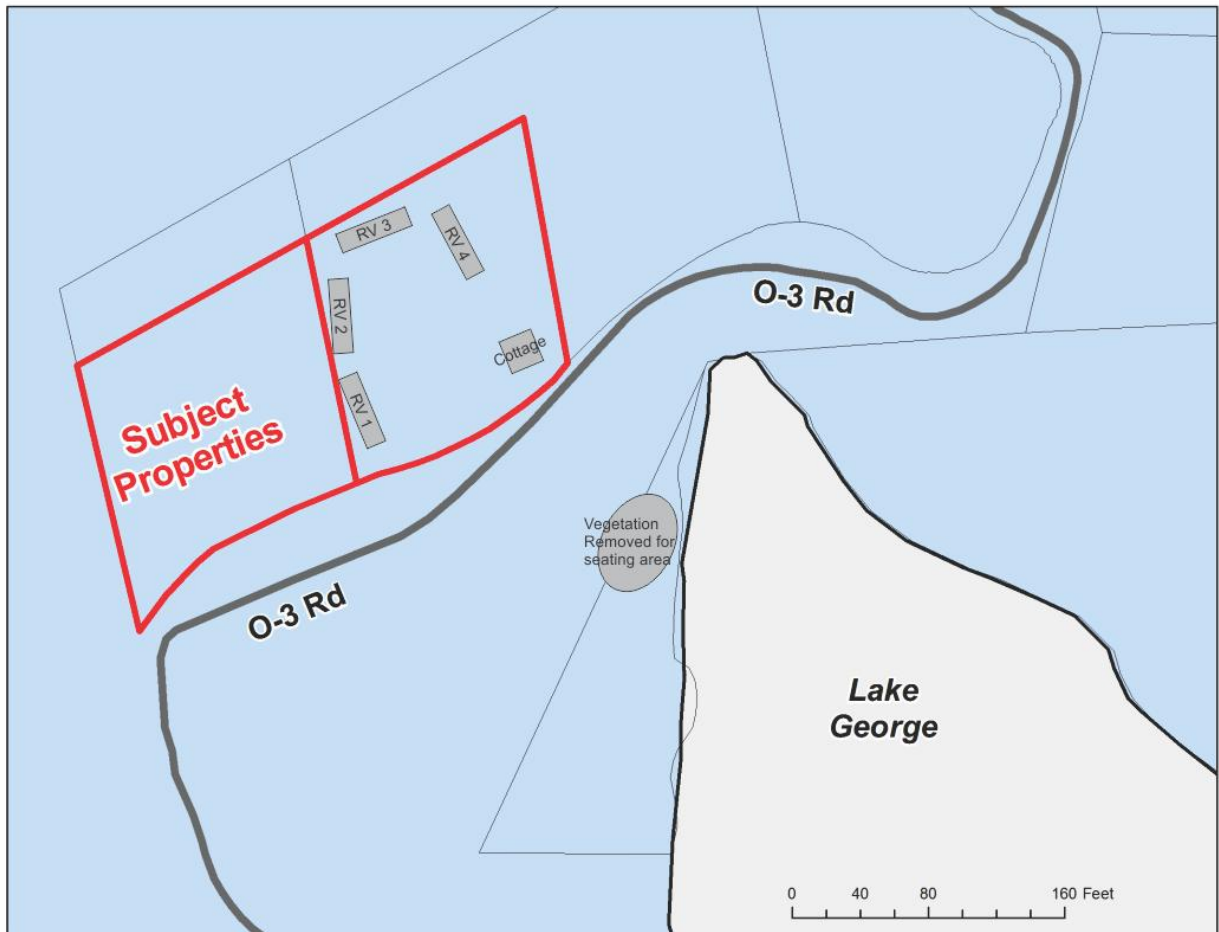
Lake George is above its carrying capacity threshold of Chlorophyll a concentrations, which requires properties within 350' of the shoreline to be developed by Site Plan in LUB Section 14.4.13. The intent of requiring Site Plan Approvals is to allow development while ensuring vegetation is maintained, steep slopes are avoided, and the shoreline setback is protected and that development is occurring in a sensitive manner around the lakes that have reached their maximum carrying capacity specified in LUB Section 14.4.13 and MPS Section 3.5.11. The condition created on the lakefront lands by the applicants has not maintained the natural vegetation and the required shoreline setback has not been provided. If an application for Site Plan Approval was considered today it would not be approved.

The maximum number of dwellings permitted as of right, has also been surpassed on Lake George. The LUB Section 14.4.13 specifies a maximum of 110 dwellings around Lake George, and a recent review has estimated there are at least 113.

The subject properties are adjacent, and the western lot is vacant and mostly forested, although the RV's on the other lot may encroach on the side lot line between the two properties. The eastern lot is occupied by the existing cottage depicted below in photographs. The 4 illegal RVs have been located on this lot, to the rear of the existing cottage in a circular arrangement around a common grassed area. Each illegal RV has been arranged in a semi-permanent way including the construction of a small deck. The applicants have informed staff that these vehicles are inspected and insured, and can be moved at any time.



The following graphic is an estimated layout of the current activity on the subject properties and the nearby waterfront property where the applicants have created a seating area.



Staff contacted provincial departments for comment on the proposed use in relation to criteria discussed in the Policy Review section.

- Nova Scotia Department of Natural Resources (DNR) was contacted to provide context on the significant habitat that is identified within Lake George. The correspondence received from the local Wildlife Biologist indicated that Lake George is considered a significant wildlife habitat associated with the Common Loon. They indicated that the development of the type proposed could contribute to detrimental conditions for loons and other wildlife, especially during the months when loons are vulnerable to disturbance, which coincide with the summer months when the proposed development would be active.
- Nova Scotia Environment (NSE) was contacted to provide comments on the proposal's ability to meet their septic system requirements. NSE has provided a Letter of No Objection to the current arrangement of using two 1,000 gallon holding tanks for waste water resulting from the 4 RV units. In this letter, they acknowledge the work conducted by a Qualified Person (Hiltz and Seamone Ltd) who performed a site assessment and found that the two 1,000 gallon holding tanks were not malfunctioning. It was also indicated that if the properties were consolidated, there would be adequate land area to

accommodate a replacement system if one should be required. NSE did not provide an approval for the existing holding tank system to serve four RVs, and they did not indicate whether the current system complies with today's requirements.

A Public Information Meeting (PIM) was held on June 18th 2015 at the Lake Paul/Lake George Community Hall. There were 20 members of the public in attendance. Many of these spoke in favor of the applicant's request and of the proposed use. Others expressed some concern over the septic system. See Appendix D for the PIM meeting notes. After the PIM, staff received several emails and phone calls from other residents around Lake George expressing concern over the density, noise and level of activity from the subject properties. These concerned residents noted how inequitable it would be to permit four illegal RVs, given that other landowners are only permitted to have a single cottage or home.

5. POLICY REVIEW

5.1 Ability to enter into a Development Agreement

The following LUB regulation allows a DA to be considered for medium or large scale residential developments in the Seasonal Residential (S1) Zone.

LUB 5.5 Within the Shoreland Districts the following shall be permitted by Development Agreement:

5.5.1 Medium or large scale residential, commercial, recreational, institutional, or resource development in the Seasonal Residential (S1) and Future Shoreland (S2) Zones, as provided for in Policy 3.5.8.1 of the Municipal Planning Strategy.

5.2 Medium and Large Scale Development DA policies

The following MPS policy also states that Council may consider a residential development by DA within the S1 or S2 Zones, and it goes on to list the criteria that Council shall be satisfied with.

MPS 3.5.8.1 Within the S1 and S2 Zones Council may consider a variety of residential, commercial, recreational, institutional, resource development or other medium and large scale permanent or seasonal residential development proposals by development agreement.

MPS 3.5.8.3 In considering development agreement proposals under policy 3.5.8.1 (above) Council shall be satisfied that the proposal:

- a. will not create or contribute to erosion issues*
- b. any silt, nutrients or other contaminates flowing into a lake, tributary stream or wetland shall not exceed acceptable levels or negatively impact the natural ecosystem*

- c. *can meet the waste and septic systems requirements of Nova Scotia Environment*
- d. *will not negatively impact sensitive wildlife habitats shown on the Nova Scotia Department of Natural Resources Significant Habitat map*
- e. *can meet the General Development Agreement Criteria contained in Section 6.3.3 of this Strategy*

These criteria are reviewed in Appendix B. Staff's primary concerns are with criteria c. and d. where Staff believe the proposal does not meet the intent of these criteria. NS Environment Staff have provided a Letter of No Objection to the current arrangement of wastewater holding tanks. However it is Staff's belief that the non-conforming lot area of the subject properties would not allow for the proposed development to be approved if an application prior to the installation of the illegal RVs had been received. Criteria d. requires the development to not negatively impact significant wildlife habitats identified by DNR. Staff believe that the proposed development may contribute to long term negative impacts to significant wildlife habitats shown on the NS DNR Significant Habitat Map. A continued increase in residential density around the lake is linked to a decrease in the quality of the habitat for Loons and other wildlife. DNR's Wildlife Biologist provided the following note: *"the RVs and their users are most likely to be present at the lake during the months when loons are most vulnerable to disturbance. In the case of loons, stress and disturbance from boating-related traffic is known to disrupt breeding, nesting and the rearing of young."*

The DNR staff recognized that it is difficult to ascertain exactly when residential densification and the associated recreational activity will result in significant negative impacts on the habitat of the loon and other wildlife, and it is unlikely that the proposed RVs will cause immediate negative impacts however, this type of development on a large scale could have significant impacts on the habitat of the loon and other wildlife. Therefore, the proposal does not satisfy this criterion.

5.3 General Development Agreement Policies

Municipal Planning Strategy Section 6.3 contains a number of general criteria for considering all Development Agreements (Appendix C). These criteria consider the impact of the proposal on the road network, services, development pattern, environment, finances, and wellfields, as well as the proposal's consistency with the intent of the Municipal Planning Strategy.

In terms of the general development criteria contained in Municipal Planning Strategy Section 6.3.3.1 the proposed development is not consistent with criterion a. which requires that the proposed development be "in keeping with the intent of the Municipal Planning strategy," as outlined above.

6. CONCLUSION

Staff are recommending refusal of the application as the proposed development does not meet the requirements of the underlying zone and is not consistent with the DA and general policies of the MPS. Lake George is above its carrying capacity threshold of Chlorophyll a concentrations, and this lake has passed the number of as-of-right dwelling units outlined in the LUB Section 14.4.13. The proposal is not compatible with adjacent low density uses and poses a level of risk to the lake water based on the current septic configuration, relying on a frequently pumped out holding tank rather than a traditional septic system. There is also concern related to negative impacts on the significant wildlife habitat identified on Lake George. However, if the application is refused, the applicants may find some compromise with the proposed Kings 2050 LUB that may allow a less intense use of their RV's on these properties.

7. STAFF RECOMMENDATION

Staff recommend that the Planning Advisory Committee forward a negative recommendation to the application by passing the following motion that also reaffirms Councils desire for compliance by having the 4 RV's removed prior to winter 2015.

Planning Advisory Committee recommends that Municipal 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.

8. APPENDIXES

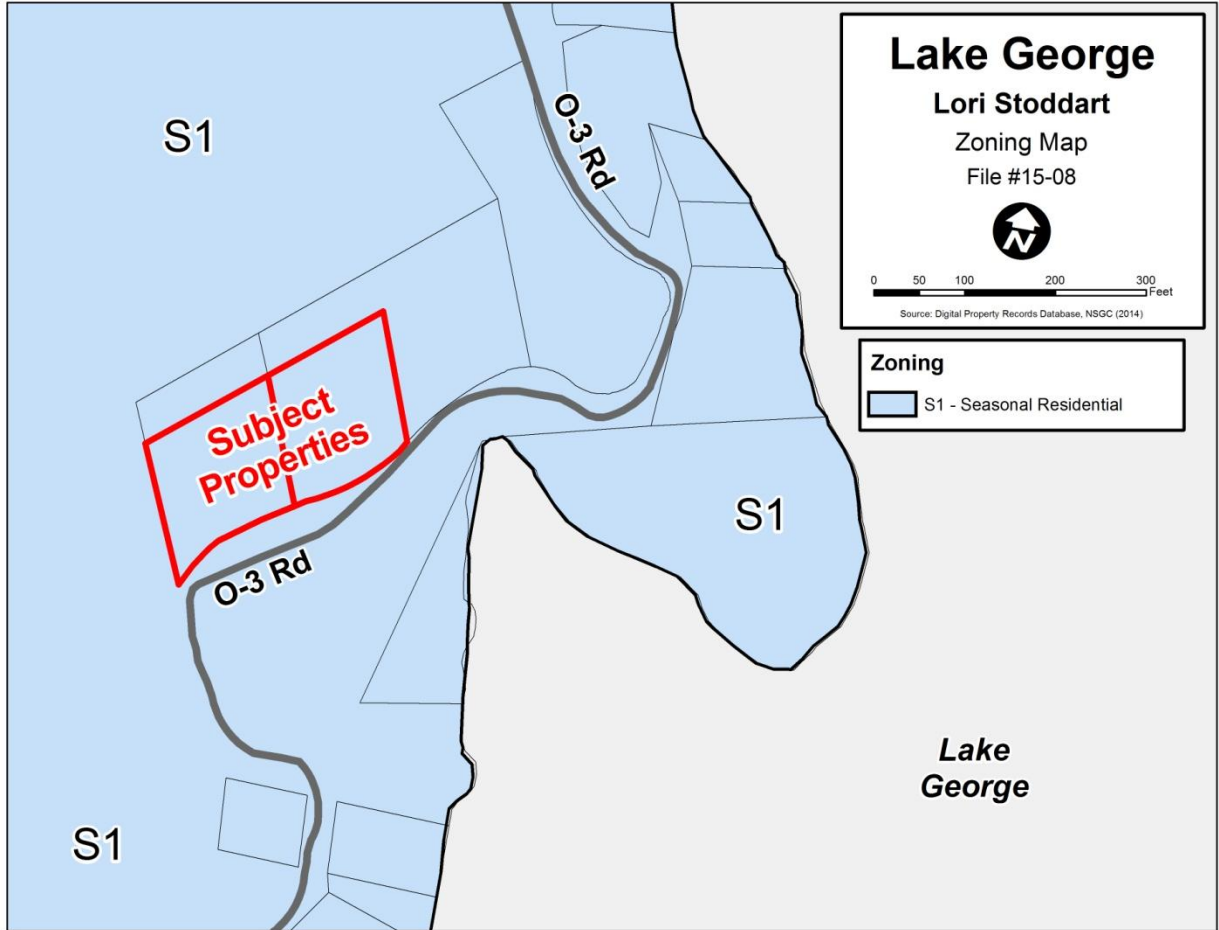
Appendix A – Reference Zoning Map

Appendix B – Medium and Large Scale Development DA policies

Appendix C – General Development Agreement Criteria – MPS 6.3.3.1

Appendix D – Notes from the June 18th Public Information Meeting

Appendix A – Reference Zoning Map



Appendix B – Medium and Large Scale Development DA policies

Criteria	Comments
<p><i>3.5.8.3 In considering development agreement proposals under policy 3.5.8.1 (above) Council shall be satisfied that the proposal:</i></p>	
<p><i>a. will not create or contribute to erosion issues</i></p>	<p>There is no indication that the proposed development as applied for would create or contribute to erosion issues. There does still remain the issue of the water frontage alteration, which can contribute to erosion issues.</p>
<p><i>b. any silt, nutrients or other contaminants flowing into a lake, tributary stream or wetland shall not exceed acceptable levels or negatively impact the natural ecosystem</i></p>	<p>There is some risk associated with the holding tank system. If not regularly pumped out, there is a risk that contaminants could flow directly into Lake George.</p>
<p><i>c. can meet the waste and septic systems requirements of Nova Scotia Environment</i></p>	<p>NSE has provided a Letter of No Objection to the current arrangement of holding tanks used to collect the wastewater from the 4 RVs. However Staff understand that because of the size of these lots, gaining septic approval for the proposed use would be challenging if the use was not already in place. NSE has not provided their approval or confirmation that the current system is compliant with their septic system requirements.</p>
<p><i>d. will not negatively impact sensitive wildlife habitats shown on the Nova Scotia Department of Natural Resources Significant Habitat map</i></p>	<p>The proposed development may negatively impact significant wildlife habitats shown on the NS DNR Significant Habitat Map. The entire boundary of Lake George is considered significant wildlife habitat for the Common Loon. A continued increase in density around the lake is linked to a decrease in quality habitat for Loons and other wildlife. DNR's Wildlife Biologist provided the following note: <i>"the RVs and their users are most likely to be present at the lake during the months when loons are most vulnerable to disturbance. In the case of loons, stress and disturbance from boating-related traffic is known to disrupt breeding, nesting and the rearing of young."</i></p>
<p><i>e. can meet the General Development Agreement Criteria contained in Section 6.3.3 of this Strategy</i></p>	<p>Reviewed below in Appendix C</p>

Appendix C – General Development Agreement Criteria – MPS 6.3.3.1

A Development Agreement shall not require an amendment to the Land Use Bylaw but shall be binding upon the property until the agreement or part thereof is discharged by the Municipality. In considering Development Agreements under the Municipal Government Act, in addition to all other criteria as set out in various policies of this Strategy, Council shall be satisfied:

Criteria	Comments
<i>a. the proposal is in keeping with the intent of the Municipal Planning Strategy, including the intent of any Secondary Planning Strategy</i>	The proposal is <u>not</u> in keeping with the intent of the Municipal Planning Strategy.
<i>b. that the proposal is not premature or inappropriate by reason of:</i>	
<i>i. the financial capability of the Municipality to absorb any costs related to the development of the subject site</i>	There would be no related financial impact on the Municipality
<i>ii. the adequacy of municipal sewer and water services if services are to be provided. Alternatively, the adequacy of the physical site conditions for private on-site sewer and water systems</i>	There is concern that the properties cannot adequately meet the required land area for on-site septic and water systems. However the local NSE department has no objection to the current arrangement of 2 holding tanks.
<i>iii. the potential for creating, or contributing to, a pollution problem including the contamination of watercourses or the creation of erosion or sedimentation during construction</i>	There is potential to create pollution that could contaminate watercourses with the current arrangement of holding tanks which require regular pump outs. This is necessary to prevent any septic related pollution. The applicants have indicated they always have these tanks pumped out, but the risk of pollution still exists when a holding tank system is used in close proximity to a lake or other watercourse.
<i>iv. the adequacy of storm drainage and the effect of same on adjacent uses</i>	The property's storm drainage does not appear to be creating any significant areas of erosion. The alterations made to the property across the road along the lake could contribute to erosion and have impact on adjacent uses from the removal of natural vegetation along the lake shore.
<i>v. the adequacy of street or road networks in, adjacent to, and leading to, the development</i>	The location is on a private road, which is common around the lakes in Kings County. There is no obvious sign of inadequacy in the road itself; however, staff did not seek an opinion from the Municipal Engineer, nor the public roads leading to O3 Road, owned by NS Transportation and Infrastructure Renewal.

<p><i>vi. the adequacy, capacity and proximity of schools, recreation and other community facilities</i></p>	<p>Nearby community facilities exist, with a Community Centre approximately 7km away, and a public beach also located on Lake George. Since the primary use is seasonal, the proximity to schools is not a factor.</p>
<p><i>vii. adequacy of municipal fire protection services and equipment</i></p>	<p>The location is within the fire district covered by the Aylesford Fire department, which is approximately 16km away. There is also the Lake Paul sub-station also operated by the Aylesford Fire department which is approximately 7km away.</p>
<p><i>viii. creating extensive intervening parcels of vacant land between the existing developed lands and the proposed site, or a scattered or ribbon development pattern as opposed to compact development</i></p>	<p>The properties are existing lots near other homes and cottages and the proposal does not create a scattered development pattern.</p>
<p><i>ix. the suitability of the proposed site in terms of steepness of grades, soil and/or geological conditions, and the relative location of watercourses, marshes, swamps or bogs</i></p>	<p>The site is relatively flat. There did not appear to be any overly steep slopes or watercourses on the site, but there are some steep slopes surrounding the site.</p>
<p><i>x. traffic generation, access to and egress from the site, and parking</i></p>	<p>The proposed use including 4 RVs would generate more traffic than a single unit dwelling or cottage as would be typical around the lake.</p>
<p><i>xi. compatibility with adjacent uses</i></p>	<p>The proposed use is not compatible with the existing pattern of single unit homes or cottages around this lake and the others in Kings County, nor is it a permitted use under the LUB. The properties are undersized based on the requirements of the current LUB, and the number of units represents a much higher density than is permitted within the S1 Zone.</p>

Appendix D – Notes from the June 18th Public Information Meeting

MUNICIPALITY OF THE COUNTY OF KINGS

PLANNING SERVICES

PUBLIC INFORMATION MEETING NOTES

**Proposed Development Agreement to permit recreational vehicles
on two lots at 103-O3 Road on Lake George (File 15-08)**

Meeting, Date and Time	A Public Information Meeting was held on Thursday, June 18, 2015 at 7:00 p.m. at the Lake Paul Community Centre, 3083 Aylesford Road, Lake Paul, NS.
Attending	In Attendance:
Councillor and Planning Advisory Committee Member	Councillor Dale Lloyd – District 8
Planning Staff	Mark Fredericks – GIS Planner Cindy Benedict – Recording Secretary
Applicants	- Lori Stoddart on behalf of the lot owners - Jeff & Wendy Carty – Bligh Road, Waterville - Rick & Heather Rood – Cambridge Road, Cambridge - Juanita Methot – Ronald Avenue, Cambridge
Public	20 Members
Welcome and Introductions	Chair Councillor Dale Lloyd called the meeting to order, introductions were made and those in attendance were welcomed to the meeting. The Chair explained that the Public Information Meeting provides an opportunity for interested citizens to express concerns and/or receive clarification on any aspect of the proposal. No evaluation or decisions have been made at this point.
Presentation	Mark Fredericks provided a brief overview of the planning process and the criteria that will be used to evaluate the application from Lori Stoddart. The proposal is to permit recreational vehicles on two lots at 103 O-3 Road on Lake George (PIDs 55146880 and 55337729). Heather Rood read the letter submitted as part of the application explaining the proposed use of the two (2) lots at 103 O-3 Road, Lake George (copy of letter attached). Following the presentations, the floor was opened for comments from the public.
Comments from	Bob Stewart – O-3 Road, Lake George

the Public

- Also speaking on behalf of Jack & Suzanne Smellie – O3 Road, Lake George
- Have no objections to what is being proposed on the lots.

Mike MacEachern – O-3 Road, Lake George

- Has no objection or complaints to what has taken place on the lots.

Fred Hayden – Q-12 Road, Lake George

- Family has three lots on Q-12 Road, Lake George
- Is in favour of the proposal as long as the environment is not damaged and the quality of the lake remains as pristine as it is now.
- The more people that come to enjoy our lakes the better education we can put forth.

Peter Worthylake – representing mother Pauline Worthylake – O-3 Road, Lake George

- Have no objections to the development. Like to have more people around to increase security.

Mr. Worthylake's brother

- There is already a lot on that street that has had 2-3 trailers on it during the summertime and that have been removed during the wintertime. Does that set some kind of precedence in terms of what is being discussed tonight?

Mark Fredericks commented that other trailers may very well be locating illegally under the Land Use Bylaw on other lots in the County. The situation in this case was the result of a formal complaint and the owners are looking at a way to formalize a solution to enable the vehicles to remain on the lots.

Orley Lutz – Co-owner of lot on O-3 Road, Lake George

- Are the culprits in that they have been bringing their trailers to their lot for 22 years. There is no water or sewer. They take their own water and the sewage is hauled away.
- They have no problem with having the trailers on the lots. They have been good neighbours.

Greg Henderson – Q-8 Road, Lake George

- Is directly across the lake and has a clear view of the said property. Has no problem at all with the situation.

Mark Fredericks entered into the record a letter from Karen Hamblin, part owner of a lot on O-3 Road, Lake George, expressing her concerns with the proposed development agreement on the subject lots (copy of letter attached).

Mike MacEachern – O-3 Road, Lake George

- Referenced the aforementioned area where 7 large trees had been cut down. It is a common area that is used for boats as well and he has no objections to it.

Peter Worthylake – O-3 Road, Lake George

- It is an issue of multiple owners and having only one owner give permission and it has nothing to do with this situation.

Heather Rood commented that they were given permission from the prime owner of the lot in question to remove some trees, place sod down, etc. They should not be held accountable if the owner did not inform the other parties of the permission that was given.

Mark Fredericks read a letter into the record from Tim Harding, owner of a lot on O-3 Road, Lake George, stating the positives of what the development has done on the lots and for the condition of the O-3 Road (copy of letter attached).

Gloria Armstrong – G-2 Road, Lake George, and Vice President of the Lake George Property Owners Association

- The role of the Property Owners Association is to ensure that the lake is kept safe for all to enjoy.
- The subject lots are well maintained and landscaped.
- The main concern is the septic system. When the septic system was inspected were the officials aware that five different households would all be using the one septic system or is there a separate holding tank for each recreational vehicle?
- Will the current situation set a precedence whereby other people will bring in their recreational vehicles and perhaps not be so respectful of the neighbouring properties?

Heather Rood responded that the holding tanks are pumped out every year. The proposed development agreement is only for their two lots and the agreements are applied for on an individual basis.

Bob Stewart – O-3 Road, Lake George

- Holding tanks are the best systems to use in this situation as everything is trucked away.

Mark Fredericks commented that Nova Scotia Environment regulates septic systems.

Fred Hayden – Q-12 Road, Lake George

- A development permit would affect any lot on the lake.

Mark Fredericks commented that a development agreement enables a particular use on a specific property but that a development permit would also be required.

Rick Rood – O-3 Road, Lake George

- Asked that any concerns be brought to their attention.

Adjournment

There being no further discussion, the Chair thanked those in attendance and adjourned the meeting at 7:40 p.m.

Cindy L. Benedict
Recording Secretary

APPENDIX B – REPORT TO COMMITTEE OF THE WHOLE



Municipality of the County of Kings Report to the Committee of the Whole

Application to enter into a development agreement to permit multiple Recreational Vehicles at 103 O3 Road, Lake George (File #15-08)

May 10th 2016

Prepared by: Planning and Development Services

Applicant	Lori Stoddart
Land Owner	Wendy and Jeff Carty, Heather and Rick Rood, Lori and Mike Stoddart, and Juanita and Donovan Methot
Proposal	To permit four (4) RVs on two adjacent lots in the Seasonal Residential (S1) Zone in addition to an existing dwelling
Location	103 O3 Road, Lake George (PID numbers 55146880 and 55337729)
Area	PID 55146880 is 20,881 ft sq in area and PID 5537729 is 20,988 ft sq, in area with the two properties totaling approximately 41,900 square feet (~ 3,890 square metres), if combined. Staff believe the 5 units are occupying 1 lot only.
Designation	Shoreland District
Zone	Seasonal Residential (S1) Zone
Surrounding Uses	Low density residential uses (seasonal cottages and year round homes)
Neighbour Notification	Staff sent notification letters to the 18 owners of property within 500' of the subject property

1. Background

At the December 1st 2015 Council session, Council directed Staff to prepare a development agreement to accommodate the proposed land use of 4 RVs plus the existing cottage on the property.

Council Motion from Dec 1st 2015:

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.

2. Review

Review

Staff have reviewed the matter and are of the opinion that no applicable policy exists within the current Municipal Planning Strategy (MPS) which would permit the Municipality of the County of Kings to enter into a Development Agreement pertaining to allowing existing RVs on the subject property.

The MPS identifies a number of options for development agreements in the Municipality, which are generally dependent on a property's location including by Land Use District, specific Growth Centre or a Hamlet area. There are also a limited number of development agreement options that apply to all properties within the Municipality. The options are generally very specific and related to a very narrow context or location. Uses considered by Development Agreement are described throughout the MPS, as necessary. A list of these uses is also included in Part 5 of the Land Use Bylaw (LUB). For example, the following developments may be considered by Council by way of a Development Agreement:

- 5.1.8 Multiple Unit residential dwellings within Residential Districts in the Coldbrook Growth Centre, as provided for in Policy 2.4.9 of the Municipal Planning Strategy.*
- 5.2.4 Development for multi unit residential uses of up to 8 units per acre in Hamlets where central sewer services are available as provided for in Policy 3.6.7.8 of the Municipal Planning Strategy.*
- 5.3.1 Development of buildings of historical significance for uses not normally permitted within a district pursuant to Policy 4.4.1 in the Municipal Planning Strategy.*
- 5.6 Within the Forestry and Country Residential Districts development within 350 feet of a watercourse which flows into any of the lakes listed in Schedules 1S to 32S in accordance with Policy Section 3.5.7.*

As mentioned previously, all the examples are quite specific either by way of a specific use (multi unit dwellings), specific location (Coldbrook, Hamlets, or within 350 feet of a watercourse) or specific context (reuse of a building of historical interest).

As indicated above, Staff are of the opinion that the proposed development, as currently configured, cannot be accommodated through the existing policies of the MPS.

If Council believes this type of development is appropriate and should be encouraged then an amendment to the MPS would be required to establish a set of criteria and enabling policy to consider RVs on properties around lakes through a development agreement.

It should be noted that such an amendment would apply to **all properties located within Shoreland Districts around South Mountain lakes** which includes thousands of properties.

The last significant amendment to the LUB applicable to these areas was related to increasing the maximum permitted building footprint of cottages, garages, sheds, etc. for properties in the Seasonal Residential (S1) Zone. At that time, a letter was sent to each property owner in the Seasonal Residential (S1) Zone and future Shoreland (S2) Zone to explain the amendment and its impacts and to provide the residents with the opportunity to provide input.

3. Conclusion

Staff are not able to follow the direction of Council as the proposed development agreement is not consistent with the development agreement criteria and general policies of the MPS.

If Council is considering an amendment to the MPS to accommodate development agreement options for RVs in the Seasonal Residential (S1) Zone and Future Shoreland (S2) Zone then it is recommended that a similar practice regarding the notification of property owners in the S1 and S2 zone be followed in this case.

The notice would include information on the amendment as well as the potential impacts associated with considering by Development Agreement of RV developments on properties around the South Mountain lakes as well as the associated environmental impacts on the freshwater lakes and their related habitats.

It should be noted that the applicants may find some compromise with the proposed LUB, slated for draft release in June 2016, that may provide an option for a limited number of RVs to be located on a lot as-of-right.

**APPENDIX C – MUNICIPALITY OF THE COUNTY OF KINGS DRAFT LAND USE BY-LAW,
JUNE 3, 2016 DRAFT**

9.3.4.4 Recreational Vehicles

A recreational vehicle shall be permitted as a main use provided all of the following criteria are met:

- (a) A development permit could be issued for a one unit dwelling and there is not a dwelling or recreational cabin already developed on the lot;
- (b) The recreational vehicle does not meet the definition of a derelict vehicle under the *Act*;
- (c) The location of the recreational vehicle on the lot meets the setback requirements for a dwelling in the zone in which it is located;
- (d) One additional visiting recreational vehicle is permitted on a lot at any given time subject to the following:
 - (i) The visiting recreational vehicle is not located on the lot for more than 30 days in a calendar year; and
 - (ii) Infrastructure associated with the additional recreational vehicle including, but not limited to decks, electrical service, or septic service shall not be permitted.

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

Subject: Nominating Committee Report & Recommendations

Date: December 6, 2016

Councillor Appointments to Committees

The Nominating Committee worked in collaboration with staff member Lisa Amon to create a selection process aimed at:

1. Even distribution of work.
2. Providing councillors with their choice of committees to the largest extent possible.

Councillors were provided with an opportunity to make selections that took into consideration a number of factors including:

1. The mandate of the committees.
2. Service required by virtue of status on council (Mayor/Deputy Mayor/District).
3. The number of councillors permitted to serve on committees (1-5).

The Nominating Committee met on November 22, 2016 (9:30AM-12:50PM). Decisions regarding the selection of councillor and citizen representatives were unanimous.

A Master Binder for Committees is now available. It provides valuable information for committee members including:

- Terms of References
- By-Laws
- Agreements

Councillors are encouraged to make copies of this information for each of the committees they are appointed to.

The recommendations are listed below.

NC-1	Be it resolved that Municipal Council approve the appointment of Councillors to Committees as outlined in Table A: Councillor Committee Appointments (December 6, 2016)
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Citizen Appointments to Grandview Manor Board:

NC-2

The municipality received 5 applications for 2 available positions on the Grand View Manor Board.

Be it resolved that Municipal Council extend the current term of appointee **Larry MacDonald** to the **Grand View Manor Board**.

Note. The recommendation of Larry MacDonald recognizes his active/valued contribution to the board and his broad volunteer roles at Grand View Manor. The extension of Mr. MacDonald term is aimed at bringing continuity during this time of governance change. The need for 2-4 members of the current board to remain for a term of 1-3 years was clearly identified by the current board and administration.

Be it resolved that Municipal Council appoint **Donald Rawding** to the **Grand View Manor Board**.

Note. The recommendation of Donald Rawding is based on his strong financial background. He has 30 years' experience in Financial Planning in addition to considerable knowledge of the long term care facilities in the region. He has underscored an ongoing interest in government policy regarding seniors housing and assisted living. He has a strong interest in policy development and has undertaken activities to become broadly informed about options that help seniors remain in their home communities as they age.

Appointments to this board are for an interim period after which any compensation related to board membership will be the responsibility of the new board (see below).

Background

The selection process took into consideration the imminent change in governance structure underway. It is anticipated that Kings County Senior Citizens Home (Grand View Manor) will be independent of the Municipality of the County of Kings in the immediate future. The following motions are included

here to provide an overview of this change for new councillors:

October 6, 2015... Council approved “the transfer of Kings County Senior Citizens Home and all of the Corporation’s assets to a newly incorporated not for profit society.”

October 6, 2015... Council authorized “the CAO to carry out duties required facilitating the transfer.

The work for this transfer is nearing completion and the Nominating Committee is working to ensure the last appointments made by this council will assist in a smooth transition from the current board to the newly incorporated society.

Table A: Councillor Committee Appointments (December 6, 2016)

Mandatory Committees:	
KINGSTON AREA ADVISORY COMMITTEE	Councillor Armstrong
CENTREVILLE AREA ADVISORY COMMITTEE	Councillor Raven Councillor Hirtle
PORT WILLIAMS AREA ADVISORY COMMITTEE	Councillor Hodges
PORT WILLIAMS SOURCE WATER PROTECTION COMMITTEE	Councillor Hodges
GREENWOOD SOURCE WATER PROTECTION COMMITTEE	Councillor Spicer
MCMASTER MILL HISTORIC PARK COMMITTEE	Councillor Spicer
SANDY COURT SOURCE WATER PROTECTION COMMITTEE	Councillor Spicer
NEW MINAS AREA ADVISORY COMMITTEE	Councillor Winsor
VALLEY REGIONAL ENTERPRISE NETWORK LIAISON & OVERSIGHT COMMITTEE	Mayor Muttart

RECOMMENDATIONS OF NOMINATING COMMITTEE:		
COMMITTEE	Recommended Councillor	Recommended Alternate
ANNAPOLIS VALLEY REGIONAL LIBRARY BOARD (As of Jan. 2017 – 1 Councillor)	Bob Best	
ANNAPOLIS VALLEY TRAILS COALITION BOARD (1 Councillor & 1 alternate)	Paul Spicer	Jim Winsor
BUDGET AND FINANCE COMMITTEE (Mayor, Deputy Mayor & 2 Councillors)	Mayor Muttart Deputy Mayor Lutz Paul Spicer Jim Winsor	
FIRE SERVICES ADVISORY COMMITTEE (1 Councillor East & 1 Councillor Central & 1 Councillor West)	East - Jim Winsor Central - Bob Best West - Paul Spicer	
GRAND VIEW MANOR BOARD (4 Councillors)	Brian Hirtle Deputy Mayor Lutz Pauline Raven Bob Best	
KENTVILLE JOINT FIRE SERVICES COMMITTEE (3 Councillors)	Peter Allen Deputy Mayor Lutz Pauline Raven	
KENTVILLE WATER COMMISSION (1 Councillor)	Meg Hodges	
KINGS PARTNERSHIP STEERING COMMITTEE (Mayor & 2 Councillors)	Mayor Muttart Jim Winsor Martha Armstrong	
KINGS POINT-POINT TRANSIT (1 Councillor)	Jim Winsor	
KINGS REGION EMERGENCY ADVISORY COMMITTEE (Mayor & 1 Councillor)	Mayor Muttart Martha Armstrong	

KINGS REGIONAL REHABILITATION CENTRE BOARD (4 Councillors)	Meg Hodges Bob Best Brian Hirtle Peter Allen	
KINGS TRANSIT AUTHORITY BOARD (3 Councillors)	Pauline Raven Paul Spicer Meg Hodges	
LAKE MONITORING COMMITTEE (1 Councillor)	Deputy Mayor Lutz	
LANDSCAPE OF GRAND-PRÉ INC. BOARD (1 Councillor)	Mayor Muttart	
PLANNING ADVISORY COMMITTEE (5 Councillors & 2 alternates)	Brian Hirtle Meg Hodges Deputy Mayor Lutz Pauline Raven Bob Best	Jim Winsor Peter Allen
POLICE SERVICES ADVISORY COMMITTEE 3 Council Members New Minas RCMP Area & 2 Council Members Kingston RCMP Area	<u>New Minas Area RCMP:</u> Peter Allen Meg Hodges Bob Best <u>Kingston Area RCMP:</u> Martha Armstrong Brian Hirtle	
RACE RELATIONS AND ANTI-DISCRIMINATION COMMITTEE (2 Councillors)	Deputy Mayor Lutz Peter Allen	
REGIONAL SEWER COMMITTEE (1 Councillor and 1 alternate)	Jim Winsor	Peter Allen
TRANS COUNTY TRANSPORTATION SOCIETY (WEST) (1 Councillor and 1 alternate)	Martha Armstrong	Paul Spicer

VALLEY COMMUNITY FIBRE NETWORK (1 Councillor)	Pauline Raven	
VALLEY WASTE RESOURCE MANAGEMENT AUTHORITY BOARD (1 Councillor and 1 alternate)	Brian Hirtle	Meg Hodges
WOLFVILLE SOURCE WATER PROTECTION COMMITTEE (1 Councillor)	Peter Allen	

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

Subject: AMANS Financial Management Workshop for Elected Municipal Officials

From: Administration

Date: December 6, 2016

Background:

The Association of Municipal Administrators Nova Scotia (AMANS) is a professional association of current and future municipal government managers dedicated to excellence in municipal government administration. As part of its Municipal Management Modules, AMANS is offering a Financial Management Workshop for Elected Municipal Officials on January 12 and 13, 2017 in Halifax.

The workshop is intended to improve skills in budget review, financial decisions, and communication about financial matters for elected municipal officials. Due to sponsorship by the Municipal Finance Corporation, the registration fee is reduced from \$585 to \$450. The [workshop brochure](#) is attached for more information.

The estimated cost per person is \$825, which includes registration, accommodation, meals and mileage.

The Council Travel & Conference account has a budget for 2016/17 of \$52,000 and to date, \$16,137 has been spent. Taking into account the estimated cost incurred for the New Councillor Orientation in Truro and the UNSM Fall Conference, as well as estimates based on the same period last year, the projected amount to be spent for the remainder of the fiscal year is \$29,650, which would leave a balance of \$6,213 available for Councillors to attend the Financial Management Workshop.

Suggested Motion:

That Council approve the attendance of Deputy Mayor Lutz and all interested Councillors at the Financial Management Workshop for Elected Municipal Officials to be held in Halifax on January 12 and 13, 2017.

who we are

The Association of Municipal Administrators Nova Scotia (AMANS) is a professional association of current and future municipal government managers dedicated to excellence in municipal government administration.

what we offer

AMANS recognizes the value of education, training and development and the importance of having municipal government staff and elected officials who have the capacity to meet today's challenges.

To ensure that the critical knowledge and skills required for municipal governance and administration are in place, AMANS assessed the current and future education, training, and development needs of key positions within municipalities across Nova Scotia.

Working in collaboration with municipal subject matter experts and professional curriculum developers, we designed the *Municipal Management Modules* to build the capacity of established and aspiring municipal leaders in core areas, such as:

- Leadership
- Strategic Planning
- Legislation and Policy
- Financial Management
- Human Resource Management

developed by



MUNICIPAL
MANAGEMENT
MODULES
FOR ELECTED AND APPOINTED OFFICIALS

FINANCIAL MANAGEMENT for Elected Municipal Officials



January 12th and 13th, 2017

Halifax, NS



amans

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ASSOCIATION OF MUNICIPAL
ADMINISTRATORS NOVA SCOTIA

background

Financial Management for Elected Officials is a skills-based training module intended to improve skills in budget review, financial decisions, and communication about financial matters for municipal elected officials.

Who Should Attend?

The workshop is Councillors, Mayors and Wardens whether you are in your first term or your tenth.

We believe that participants learn from each other so this workshop has been developed to be interactive using real life case studies and holding group discussions.

Each workshop will have a maximum of 25 participants and will be in an interactive classroom environment.

Workshop Objectives

At the end of this workshop you will have an ability to:

- Understand the function of internal controls
- Understand the relationship between strategic plan and budget priorities;
- Identify, compile and select priorities;
- Understand the financial information required to make tax rate or structure decisions and the impact of those decisions;
- Determine how and what financial information to communicate to public;
- Interpret financial statements and reports;
- Establishing financial by-laws and policies.

registration

Please contact Andrea Jeffs by email ajeffs@amans.ca and indicate who you are registering.

Sponsor



The Municipal Finance Corporation recognizes the importance of financial literacy and have sponsored this module to enable us to reduce the cost per delegate from \$585 to \$450.

Cost

\$450 + HST per AMANS or UNSM member

\$750 + HST per non-member


Lunch, refreshments and a participant's workbook will be provided at the workshop.


Cancellation Policy

Members who cancel after December 30th will be subject to the full registration fee. Cancellations in writing prior December 30th will be refunded.

contact us


Association of Municipal Administrators
Suite 1106, 1809 Barrington Street
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 info@amans.ca

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 Visit us on the web: amans.ca

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

Subject: Grand View Manor - Recommended Letter to Department of Health and Wellness

From: Administration

Date: December 6, 2016

RECOMMENDED LETTER TO DHW

December ____, 2016

Department of Health and Wellness
PO Box 488
Halifax, NS B3J 2T8
Attention: Bob Lafferty
Manager, Investigation & Compliance

Mr. Lafferty:

We write further to your letter to Jorge VanSlyke, CEO of Kings County Senior Citizens Home, operating as Grand View Manor (“Grand View”), dated February 2, 2016. For your reference, we attach a copy of this letter here.

As you are aware, the Municipality of the County of Kings (the “Municipality”) currently owns Grand View pursuant to the *Municipal Housing Corporations Act* (the “MHCA”). However, the Municipality and Grand View have agreed to begin the process to legally separate from each other. At the end of this process, the intended result is for Grand View to be run by a new, separate legal entity, which will be unconnected to the Municipality. It is with this background in mind which Ms. VanSlyke contacted the Department of Health and Wellness (the “DHW”) to determine what process is required to obtain a licence for the new entity under the *Homes for Special Care Act*.

In your letter to Ms. VanSlyke dated February 2, 2016, you requested that the Municipality provide certain information to understand the specifics of what the Municipality and Grand View are proposing. As we understand your letter, you require the following information from the Municipality:

1. A copy of detailed information from the Municipality outlining the Municipality’s intentions to cease operating Grand View;
2. Details of the Municipality’s intended plan of devolution;

3. Legal opinion on the authority to sell Grand View; and
4. Resolutions of the Municipality to sell Grand View.

Each of these items is discussed further below. In your letter, you also requested additional information regarding the proposed new operator of Grand View. We will touch on this information briefly in this letter; however, as Grand View has been primarily responsible for setting up this new structure, most of the information regarding the new operator will be provided directly from Grand View.

1. Information regarding the Municipality's intentions to cease operating Grand View

We want to clarify that since the mid-1990s, the Municipality's involvement in the operations of Grand View has been very limited. Instead, Grand View's Administrator and staff are primarily involved in the actual operations and day-to-day management of Grand View.

Currently, the Municipality's involvement with Grand View is generally limited to the following responsibilities:

1. The Municipality is responsible for appointing Grand View's board members (the "Board") on an annual basis. For clarity, Grand View's Board consists of seven members, four of which are councillors of the Municipality and three of which are individuals of the public who are appointed by the Municipality (called "Citizen Appointees"). The Board's responsibilities are primarily limited to approval of projects over \$50,000, approval of monthly financial statements, evaluation of the administrator's performance, etc.
2. The Municipality consolidates Grand View's financial statements with its own financial statements each year. For clarity, Grand View prepares and pays for its own financial statements and the audit of their accounts. The Municipality is not involved in this process.

We provide this clarification so that you are aware that Grand View has been operating effectively autonomously for many years. As such, a legal separation from the Municipality is intended to only alter the legal structure of the organization, and is not expected to have any significant negative impact on Grand View's operations. Further, we recognize that long-term care facilities are becoming increasingly complex legal bodies. Therefore, the Municipality believes that it will be beneficial if Grand View's Board is comprised of individuals who are experienced and knowledgeable about these issues. It is for these reasons that the Municipality supports Grand View's legal separation from the Municipality. More details regarding the specific process that will be involved in this separation are discussed further below.

2. Details of the Municipality's intended plan of devolution

Grand View began looking into the process of separating from the Municipality in early 2015. At that time, Grand View sought legal advice regarding the various options available to it to achieve this outcome. Grand View decided that the best option would be to create a not-for-profit society which would eventually become the operator of the long-term care facility which Grand View currently operates. After these initial discussions, on June 30, 2015, Grand View's Board passed a resolution to separate from the Municipality and for Grand View's operations to be run by a newly incorporated not-for-profit society. For your records, a signed copy of this resolution is attached to this letter.

After the Board's resolution was passed, the Municipality discussed the separation at a meeting of the Municipality's Committee of the Whole on September 15, 2015. Subsequently, at a Municipal Council Meeting on October 6, 2015, a motion was passed by the Municipality to approve a transfer of Grand View and all of Grand View's assets to a new not-for-profit society. The Municipality also passed a motion authorizing the Chief Administrative Officer of the Municipality to facilitate the transfer and to deal with all matters associated with the transfer. With these approvals in place, Grand View began the process of separating from the Municipality.

The separation of Grand View from the Municipality will involve the following process:

1. Creating a not-for-profit entity:

In order to separate from the Municipality, a new organization must be created which will eventually become the entity responsible for owning and operating the facility on a go-forward basis. The Board decided that this new entity would be a society created pursuant to the *Societies Act* (Nova Scotia) (the "New Organization"). As mentioned above, the Municipality approved this decision by its motion on October 6, 2015. The New Organization – called Grand View Manor Continuing Care Community – has already been created. To be clear, while the New Organization currently exists as a legal entity, it is not operating as the steps below will first need to be completed.

2. Obtain a licence from the DHW:

We recognize that before the New Organization can operate, it will need to obtain a licence to operate a nursing home pursuant to the *Homes for Special Care Act*. This must be received before the subsequent steps are completed.

3. Obtain Charitable Status:

Once approval from the DHW is obtained, the New Organization will begin the process to obtain registered charity status from the Canada Revenue Agency. We expect that obtaining registered charity status will take at least several months and therefore this process may occur simultaneously with the subsequent steps.

4. Transfer of Grand View's Assets/Liabilities:

After a licence is obtained from the DHW, the assets/liabilities of Grand View will be transferred to the New Organization. This process will involve preparation of various legal documents. All the details of the transfer have not yet been determined and discussions between the Municipality and Grand View will continue regarding this transfer. Once this transfer occurs, the New Organization will become the operator of the

facility in accordance with the New Organization's By-laws. As mentioned above, Grand View will provide more specific details about this.

5. Wind-up of Grand View:

The *MHCA* has no provisions associated with the wind-up or dissolution of a corporation created under the *MHCA*. In addition, Grand View's incorporation documents or By-laws do not have any procedural guidelines on how to dissolve or wind up the corporation. As such, Grand View will follow the process in the *Companies Winding Up Act*. This is discussed further below.

While there are no procedural mechanisms for winding up Grand View in its By-laws, section 15 the By-laws states: "Upon the dissolution or winding up of the Corporation, all its remaining assets, after payments of its just debts and obligations shall be distributed or transferred to the Municipality of the County of Kings". To be clear, when this step is reached, it is anticipated that there will be no assets/liabilities of Grand View as these will have already been transferred to the New Organization in accordance with step 4; we make this point to emphasize that the Municipality or Grand View's existing Board will not receive a financial benefit from this transaction.

6. New Organization begins operating the facility:

Grand View will provide more details regarding the structure and logistics of this New Organization directly. As a preliminary point, the New Organization will be unrelated and completely independent from the Municipality. However, in order to achieve an effective transition between the existing structure of Grand View and the New Organization, Grand View's existing Board members will continue to act as the directors of the New Organization. Grand View intends for this transitional board of the New Organization to continue for the first several years that it operates. Eventually, the initial directors of the New Organization (i.e. the current Grand View Board members) will be replaced with new directors, who will ideally have backgrounds and experience that are better suited to tackle the challenges facing long-term care facilities.

Please note that steps 4, 5 and 6 will occur essentially simultaneously. Obviously, this proposed separation is currently in its beginning phases. Additional details will be provided once we move forward with this process.

3. Legal opinion on the authority to sell Grand View

There is nothing in the *MHCA* which prevents the Municipality from winding up or dissolving a corporation created under that legislation. Section 14(h) of the *MHCA* allows for the corporation to create by-laws with respect to 'any matter relating to the conduct of the business or affairs of the corporation not specifically provided for in this Act'. As mentioned above, neither the incorporation documents nor the By-laws of Grand View has procedural guidelines on how to dissolve or wind up the corporation. As such, the *Companies Winding Up Act* (the "CWUA") would apply.

Under the *CWUA*, a company may be wound up if a majority of its members approve a special resolution requiring the company to be wound up. Once this resolution is passed, the process of

winding up the company begins. The assets of the company are first used to satisfy any outstanding liabilities. Under the *CWUA*, any remaining assets are then distributed to the members.

Applying the *CWUA*'s process to this situation, winding up Grand View would require the passing of a resolution by the Board, with subsequent approval from the Municipality and the Province. We are not at this stage yet. However, we are confident that these approvals will not be an issue given the Board and the Municipality's prior agreement with respect to the transfer of Grand View. Further, as mentioned above, once Grand View reaches this stage of wind up, the assets/liabilities of Grand View will already have been transferred to the New Organization. As such, no assets or liabilities will need to be dealt with upon the winding up of Grand View. In the event that there are any assets, they will be transferred to the Municipality pursuant to section 15 of Grand View's By-laws, as stated above. However, we want to emphasize again that Grand View's existing Board members or the Municipality will not financially benefit from the transfer of assets to the New Organization.

Further, in addition to the *MHCA* not preventing the Municipality from winding up Grand View, the *MHCA* authorizes the corporation to acquire or sell real or personal property. Specifically, section 12(c) states as follows:

12 A corporation may

...

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

However, while section 12(c) allows Grand View to sell its real and personal property, in accordance with section 19 of the *MHCA*, any decision to do so must be in the best interest of the objects and purpose of the corporation. Specifically, section 19 states as follows:

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

In our opinion, the decision to separate from the Municipality by transferring the operations to the New Organization will be in the best interests of Grand View. The primary driving force behind this proposed separation is to ensure that the facility is run more efficiently. Currently, the Administrator and staff at Grand View are primarily involved with the operations and day-to-day management. As mentioned above, the Municipality currently has a very limited role in operations. Further, if Grand View was independent from the Municipality, it would not be required to appoint Municipal Councillors to Grand View's Board. Instead, the New Organization can recruit individuals to act as board members who have greater experience and

knowledge of those unique issues facing long-term care facilities. This will allow the facility to run more effectively and efficiently.

Finally, as mentioned above, the New Organization will be registered as a charity with the Canada Revenue Agency. With registered charity status, it is expected that the facility may have access to more funding opportunities than the current legal structure.

All of these intended outcomes are in the best interests of the corporation, as required by the *MHCA*. Therefore, in our opinion, there is nothing in the *MHCA* which prevents Grand View and the Municipality from undertaking this proposed separation. Further, we understand that a similar transaction occurred under the *MHCA*. For example, we understand that Oceanview Manor changed from a municipal unit to a society in 1999.

For those reasons cited above, there is authority and precedent to complete this desired transaction. If you have any questions about this, please do not hesitate to contact us.

4. Resolutions of the Municipality to sell Grand View

Finally, as mentioned above, approval to transfer assets from the Municipality to the New Organization has already been obtained. For your reference, we attach a copy of the motions made at the Municipal Council Meeting on October 6, 2015 (see pages 12-13 of the Council Meeting Minutes).

We trust this information is useful. If you require any additional information, please do not hesitate to contact us.

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COMMITTEE OF THE WHOLE

Subject: Long Term J Class Road Paving Priority List

From: Administration/Engineering and Public Works

Date: November 15, 2016

Overview

Staff is seeking Council confirmation of a long term J Class Resurfacing Priority List for the remaining roads eligible for paving. Under the current agreement, the Municipality may submit a priority list each year to the Department of Transportation and Infrastructure Renewal (DTIR) to resurface provincially own J-Class roads. Any funding proposals related to this program will be presented during budget deliberations.

Background

The Municipality and DTIR entered into a cost sharing agreement in October 2014 for resurfacing provincially owned J Class roads. Per this agreement, each year the Municipality may submit an updated priority list to DTIR for the upcoming calendar year. Although not all J-class Roads are eligible for paving, the ones that are eligible for paving and are paved become the full responsibility of DTIR (once paved) and are no longer subject to cost sharing (the Province being totally responsible for all future resurfacing). In 2013, the Municipality and DTIR agreed upon methodology for preparing the Priority Lists based primarily on technical considerations.

The previous Council expressed a desire to see a long term plan for its various capital programs. To that end, Staff has developed a set of priority lists to confirm the general sequence to complete the remaining roads eligible for paving. Council approved the 2016-2022 J-Class Paving Priority List (the "List") at its December 1, 2015 session. Staff has updated the List based on the roads DTIR approved for paving for the 2016 construction season.

This report is being submitted to gain Council approval of the revised List which needs to be submitted to DTIR by December 7, 2016.

Discussion

The proposed revised 2016-22 Priority List, included as Attachment 1 to this report, was organized around the remaining 14.8 kilometers (centerline length) of J-Class roads eligible for upgrade to asphalt surface. A list of the remaining roads eligible for upgrade to asphalt surface is included as Attachment 2 to this report. Similar to previous priority lists; Staff also included adjoining J-Class roads (about 5.2 km) eligible for upgrade to chip sealing on the proposed List. In total, there is about 20 km of roads included on the proposed 2016-22 Priority List.

As per current practice, the proposed List was developed based on these parameters:

- Technical scoring as previously agreed upon by Council and DTIR
- Paving Cost of \$225,000 per km (based on 2015 J-Class Resurfacing bids received by DTIR)
- Chip sealing \$135,000 per km (60% of Paving Cost)
- Annual budget of \$290,000 for Municipality's contribution (using 2015-16 approved budget)

The List is organized into three phases based on estimated surface upgrade costs:

- Phase 1 - 2016-18;
- Phase 2 - 2019-2020; and
- Phase 3 - 2021-22.

The intent of this approach is to confirm Council's direction on the general sequence that projects are to be completed while providing Staff some level of flexibility to adjust the order within each phase. For example, the Phase 1 list has been reorganized to have the roads within the North Greenwood Phase 2 Water Extension area as Project Group 1. This is to account for the fact that given the construction work was carried out this past summer and DTIR's previous condition ratings it makes sense from a construction standpoint to resurface these roads once the water system has been installed in the project area.

If approved, Council would consent to a group of roads being completed within a specified timeframe, subject to completion of any preceding phases. Staff, within a specific phase, may adjust the order of the roads to account for other factors (i.e., other capital work, construction costs, budget allocation) while ensuring that all roads within that phase are completed before moving onto a future phase.

This phased approach can provide better budgetary planning for both DTIR and Municipality and improve stakeholder communications by being able to better identify the timeframe on when a particular road would be resurfaced.

Financial Impact

At this stage, the revised List that the Committee would be recommending is not the final commitment. It just indicates to DTIR what our "wish list" is for their budget preparations. DTIR will evaluate our List and send us a confirmation of projects they will approve each year. Council will then have an opportunity to either accept or reject DTIR's offer.

Please note that the funding level from DTIR is not guaranteed from year to year. Staff will bring forward a proposal to fund the J-Class Road Resurfacing Capital budget item program during each budget season. The revised List is based on an assumed annual budget of \$580,000 between DTIR and the Municipality, which is the original budget amount for the 2015-16 List.

Recommendation

BE IT RESOLVED THAT COMMITTEE OF THE WHOLE recommend that MUNICIPAL COUNCIL approve the revised 2016-22 J Class Resurfacing Priority List as attached to the November 15, 2016 Committee of the Whole agenda.

ATTACHMENT 1

PROPOSED 2016-22 J-CLASS RESURFACING PRIORITY LIST

Proposed J-Class Roads Priority List (Phase 1 - 2016-18)

Project Group ¹	Road Name	CL Length (km)	Houses	AADT	Surface Grade ²	Surface Type	Community Name	District	Estimated Cost	
									Total ³	MoK Share
1	WADE Street	0.064	2	600	3	CS	GREENWOOD	6	\$14,400	\$7,200
	WILLIAM Street	0.085	6	500	3.5	CS	GREENWOOD	6	\$19,125	\$9,563
	ALDRED Avenue	0.41	22	440	3	CS	GREENWOOD	6	\$92,250	\$46,125
	NEILY Crescent	0.33	13	440	3	CS	GREENWOOD	6	\$74,250	\$37,125
	WHITTINGTON Drive	0.4	14	440	3	CS	GREENWOOD	6	\$90,000	\$45,000
	GLENGARY Row	0.389	14	400	3	CS	GREENWOOD	6	\$87,525	\$43,763
	TUFTS Avenue	0.736	18	340	3	CS/SS	GREENWOOD	6	\$165,600	\$82,800
Total									\$271,575	
2	Applecrest Drive	0.13	4	600	3.5	CS	N. KENTVILLE	2	\$29,250	\$14,625
	BEZANSON Court	0.096	8	400	3	CS	N. KENTVILLE	2	\$21,600	\$10,800
	NOSCO Court	0.08	7	50	3.5	CS	N. KENTVILLE	2	\$10,800	\$5,400
	PINE CONE Drive	0.14	5	250	3	CS	CENTREVILLE	3	\$31,500	\$15,750
	PINE CREST Drive	0.72	39	200	3	CS	CENTREVILLE	3	\$97,200	\$48,600
	LONE PINE Drove	0.142	3	50	3	CS	CENTREVILLE	3	\$19,170	\$9,585
	WHITE PINE Drive	0.148	2	50	2.5	CS	CENTREVILLE	3	\$19,980	\$9,990
	PARKSIDE Drive	0.385	11	400	2	GR	CENTREVILLE	3	\$86,625	\$43,313
	MONICA Crescent	0.308	11	60		GR	CENTREVILLE	3	\$41,580	\$20,790
	NATALIE Street	0.272	16	160		GR	CENTREVILLE	3	\$36,720	\$18,360
	PARKVIEW Drive	0.22	12	120		GR	CENTREVILLE	3	\$29,700	\$14,850
	POPLAR Drive EXT	0.479	51	450	3	SS	COLDBROOK	9	\$107,775	\$53,888
	CROSBY Drive	0.09	1	100		GR	COLDBROOK	9	\$12,150	\$6,075
Total									\$272,025	
3	MATTHEWS Lane	0.557	37	370	3	CS	KINGSTON	5	\$125,325	\$62,663
	PINE Avenue	0.3	21	250	3	CS	AYLESFORD	5	\$67,500	\$33,750
	MARKLAND Road	0.45	5	280	3	CS	KINGSTON	6	\$101,250	\$50,625
	BISHOP Avenue	0.51	18	265	2.5	CS	KINGSTON	6	\$114,750	\$57,375
	WINDSOR Street	0.268	15	265	2	CS	KINGSTON	6	\$60,300	\$30,150
	VARNER Street	0.1	4	40	2.5	SS	KINGSTON	6	\$13,500	\$6,750
	VICTORIA Drive	0.394	19	120	2.5	CS	KINGSTON	6	\$53,190	\$26,595
	GEORGE Street	0.24	13	90	3	CS	KINGSTON	6	\$32,400	\$16,200
Total									\$284,108	
Totals		8.443	km						\$1,655,415	\$827,708

Notes

- 1) Project Group 1 includes J-Class Roads affected by North Greenwood Phase 2 Water Extension Project.
- 2) Surface grades from DTIR 2013 database. Green highlighted surface grades completed by EPW Staff Sept 2015.
- 3) Assuming \$225,000 per km for paving and \$135,000 per km chip seal based on tender results for 2015 J-Class Priority List.

- Roads eligible for asphalt resurfacing (AADT > 250)
- Roads eligible for chip seal only (AADT < 250)
- Roads approved by DTIR to be paved during 2016 construction season.

Proposed J-Class Roads Priority List (Phase 2 - 2019-20)

Project Group	Road Name	CL Length (km)	Houses	AADT	Surface Grade ¹	Surface Type	Community Name	District	Estimated Cost	
									Total ²	MoK Share
1	RAWDING Drive	0.569	32	300	2	CS	PT WILLIAMS	2	\$128,025	\$64,013
	SHAWN Drive	0.3	44	420	2	GR	KINGSTON	5	\$67,500	\$33,750
	DOUGLAS Street	0.108				SS	KINGSTON	5	\$14,580	\$7,290
	OLD FRENCH Road	0.327	21	300	2	CS	KINGSTON	5	\$73,575	\$36,788
	CHAMPLAIN Court	0.1	7	70		GR	KINGSTON	5	\$13,500	\$6,750
	CORNWALLIS Crescent	0.879	40	400	2	SS/CS	COLDBROOK	9	\$197,775	\$98,888
	WEBSTER Street	0.123	1	225	3	CS	COLDBROOK	9	\$16,605	\$8,303
	EVANGELINE Drive	0.115		225	2	SS	COLDBROOK	9	\$15,525	\$7,763
Total									\$263,543	
2	PLANES VIEW Drive	0.4	17	800	2	GR	GREENWOOD	6	\$90,000	\$45,000
	PATTYS Drive	0.377	14	100		GR	GREENWOOD	6	\$50,895	\$25,448
	PENT Road	0.81	19	600	2	CS	COLDBROOK	9	\$182,250	\$91,125
	MARIE Drive	0.188	3	30	3	CS	COLDBROOK	9	\$25,380	\$12,690
	GERALD Drive	0.66	13	60	2.5	CS	COLDBROOK	9	\$89,100	\$44,550
	SHERMAN Street	0.241	5	50	3	CS	COLDBROOK	9	\$32,535	\$16,268
	LAURIE Lane	0.344	9	90	1.5	CS	COLDBROOK	9	\$46,440	\$23,220
	BORDEN Street	0.58	14	200	1.5	CS	COLDBROOK	9	\$78,300	\$39,150
Total									\$297,450	
Totals		6.121 km							\$1,121,985	\$560,993

Notes

- 1) Surface grades from DTIR 2013 database. Green highlighted surface grades completed by EPW Staff Sept 2015.
- 2) Assuming \$225,000 per km for paving and \$135,000 per km chip seal based on tender results for 2015 J-Class Priority List.

Roads eligible for asphalt resurfacing (AADT > 250)
 Roads eligible for chip seal only (AADT < 250)

Proposed J-Class Roads Priority List (Phase 3 - 2021-22)

Project Group	Road Name	CL Length (km)	Houses	AADT	Surface Grade ¹	Surface Type	Community Name	District	Estimated Cost	
									Total ²	MoK Share
1	ANDREW Drive	0.24	3	400	1	GR	CENTREVILLE	3	\$54,000	\$27,000
	ANTHONY Avenue	0.439	36	350	1	GR	CENTREVILLE	3	\$98,775	\$49,388
	KAISER Drive	0.1	3	30		GR	CENTERVILLE	3	\$13,500	\$6,750
	MARY Avenue	0.35	25	130		GR	CENTREVILLE	3	\$47,250	\$23,625
	SUNSET Drive	0.627	37	800	1	GR	KINGSTON	5	\$141,075	\$70,538
	MAPLEWOOD Drive	0.2	15	150		GR	KINGSTON	5	\$27,000	\$13,500
	CENTENNIAL Drive	0.079	19	500	1	GR	PT WILLIAMS	2	\$17,775	\$8,888
	KIDSTON Avenue	0.851	34	350	1	GR	PT WILLIAMS	2	\$191,475	\$95,738
Total									\$295,425	
2	ELIZABETH Drive	0.256	14	760	1	DG	KENTVILLE	2	\$57,600	\$28,800
	MARIE Crescent	0.447	47	400	1	CS	N. KENTVILLE	2	\$100,575	\$50,288
	MARIE Court	0.133				CS	N. KENTVILLE	2	\$17,955	\$8,978
	GOVERNOR Court	0.382	23	200	1.5	CS	N. KENTVILLE	2	\$51,570	\$25,785
	GOVERNOR Court EXT	0.25	4	50		GR	N. KENTVILLE	2	\$33,750	\$16,875
	ROSEDALE Avenue	0.4				DG	N. KENTVILLE	2	\$54,000	\$27,000
	STEPHEN Court	0.086	31	150		GR	N. KENTVILLE	2	\$11,610	\$5,805
	GRACIE Drive	0.444	27	135	1.5	CS	N. KENTVILLE	2	\$59,940	\$29,970
	PENNY Lane	0.325	19	100	2	CS	KENTVILLE	2	\$43,875	\$21,938
	WIND RIDGE Road	0.109	3	250	1	GR	KINGSTON	5	\$24,525	\$12,263
HEATHER Crescent	0.25				GR	N. KINGSTON	5	\$33,750	\$16,875	
Total									\$244,575	
Totals		5.609	km						\$1,080,000	\$540,000

Notes

- 1) Surface grades from DTIR 2013 database. Green highlighted surface grades completed by EPW Staff Sept 2015.
- 2) Assuming \$225,000 per km for paving and \$135,000 per km chip seal based on tender results for 2015 J-Class Priority List.

Roads eligible for asphalt resurfacing (AADT > 250)
 Roads eligible for chip seal only (AADT < 250)

ATTACHMENT 2 REMAINING J-CLASS ROADS ELIGIBLE FOR PAVING

Remaining J-Class Roads Eligible for Upgrade to Asphalt Surface (as of November 2015)

Road Name	CL Length (km)	Houses	AADT	Surface		Community Name	District	Estimated Cost	
				Grade ¹	Surface Type			Total ²	MoK Share
Applecrest Drive	0.13	4	600	3.5	CS	N. KENTVILLE	2	\$29,250	\$14,625
CENTENNIAL Drive	0.079	19	500	1	GR	PT WILLIAMS	2	\$17,775	\$8,888
KIDSTON Avenue	0.851	34	350	1	GR	PT WILLIAMS	2	\$191,475	\$95,738
RAWDING Drive	0.569	32	300	2	CS	PT WILLIAMS	2	\$128,025	\$64,013
ELIZABETH Drive	0.256	14	760	1	DG	KENTVILLE	2	\$57,600	\$28,800
MARIE Crescent	0.447	47	400	1	CS	N. KENTVILLE	2	\$100,575	\$50,288
BEZANSON Court	0.096	8	400	3	CS	N. KENTVILLE	2	\$21,600	\$10,800
ANDREW Drive	0.24	3	400	1	GR	CENTREVILLE	3	\$54,000	\$27,000
PARKSIDE Drive	0.385	11	400	2	GR	CENTREVILLE	3	\$86,625	\$43,313
ANTHONY Avenue	0.439	36	350	1	GR	CENTREVILLE	3	\$98,775	\$49,388
PINE CONE Drive	0.14	5	250	3	CS	CENTREVILLE	3	\$31,500	\$15,750
SUNSET Drive	0.627	37	800	1	GR	KINGSTON	5	\$141,075	\$70,538
SHAWN Drive	0.3	44	420	2	GR	KINGSTON	5	\$67,500	\$33,750
OLD FRENCH Road	0.327	21	300	2	CS	KINGSTON	5	\$73,575	\$36,788
MATTHEWS Lane	0.557	37	370	3	CS	KINGSTON	5	\$125,325	\$62,663
WIND RIDGE Road	0.109	3	250	1	GR	KINGSTON	5	\$24,525	\$12,263
PINE Avenue	0.3	21	250	3	CS	AYLESFORD	5	\$67,500	\$33,750
PLANES VIEW Drive	0.4	17	800	2	GR	GREENWOOD	6	\$90,000	\$45,000
WADE Street	0.064	2	600	3	CS	GREENWOOD	6	\$14,400	\$7,200
WILLIAM Street	0.085	6	500	3.5	CS	GREENWOOD	6	\$19,125	\$9,563
ALDRED Avenue	0.41	22	440	3	CS	GREENWOOD	6	\$92,250	\$46,125
NEILY Crescent	0.33	13	440	3	CS	GREENWOOD	6	\$74,250	\$37,125
WHITTINGTON Drive	0.4	14	440	3	CS	GREENWOOD	6	\$90,000	\$45,000
GLENGARY Row	0.389	14	400	3	CS	GREENWOOD	6	\$87,525	\$43,763
TUFTS Avenue	0.736	18	340	3	CS/SS	GREENWOOD	6	\$165,600	\$82,800
MARKLAND Road	0.45	5	280	3	CS	KINGSTON	6	\$101,250	\$50,625
BISHOP Avenue	0.51	18	265	2.5	CS	KINGSTON	6	\$114,750	\$57,375
WINDSOR Street	0.268	15	265	2	CS	KINGSTON	6	\$60,300	\$30,150
KENNETH Avenue	0.46	23	900	1.5	CS	COLDBROOK	9	\$103,500	\$51,750
PENT Road	0.81	19	600	2	CS	COLDBROOK	9	\$182,250	\$91,125
POPLAR Drive EXT	0.479	51	450	3	SS	COLDBROOK	9	\$107,775	\$53,888
CORNWALLIS Crescent	0.879	40	400	2	SS/CS	COLDBROOK	9	\$197,775	\$98,888
CUMBERLAND Drive	0.11	30	300	2	SS	COLDBROOK	9	\$24,750	\$12,375
CUMBERLAND Drive	0.482	30	300	2	CS	COLDBROOK	9	\$108,450	\$54,225
LANGILLE Drive	0.83	95	270	1	GR	COLDBROOK	9	\$186,750	\$93,375
MAPLE Court	0.52	51	270	1	GR	COLDBROOK	9	\$117,000	\$58,500
WARD Street	0.346	27	250	2	SS	COLDBROOK	9	\$77,850	\$38,925
Totals	14.81	km						\$3,332,250	\$1,666,125

Notes

- 1) Surface grades from DTIR 2013 database except as noted below.
- 2) Cost estimate using \$225,000 per km based on tender results for 2015 J-Class Priority List.

1	Highlighted grades completed by EPW Staff Sept 2015.
	Roads approved by DTIR to be paved during 2016 construction season.

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO MUNICIPAL COUNCIL

Subject: Contract Award: Contract 16-11 — 2017/19 Infrastructure Maintenance Services

From: Engineering and Public Works

Date: December 6, 2016

Background

On October 20, 2016, tenders were received for the 2017/19 Infrastructure Maintenance Services contract. This contract covers day-to-day activities to ensure that the Municipality's infrastructure is maintained to a standard level of acceptance. Deficiencies noted during routine staff inspections will be repaired under this contract. The work includes the provision of equipment, materials, and labour for the maintenance of Municipality owned roads, sidewalks, drainage systems, parks, trails and facilities for a three-year period extending to December 31, 2019. Individual projects completed under this contract will not exceed a value of \$25,000. Projects over this threshold will be publically tendered through the Capital Program. This report is being submitted to Council for the award of Contract 16-11.

Discussion

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

Category	Points
1. Material resources	15
2. Equipment resources	15
3. Experience of firm and personnel	15
4. Proposed turn-around time	5
5. Price	50

The complete schedule of quantities and unit prices contained in the Tender Form of this contract is included in Appendix A for information purposes. Tenders were reviewed for compliance by Engineering Services staff. Tender results are as follows:

Tenderer	Tenderer's Location	Technical Score (50 pts)	Price Score (50 pts)	Total Evaluation Score (100 pts)
Howard Little Excavating Ltd.	Cambridge, NS	47	44	91
Dexter Construction Co. Ltd.	Wolfville, NS	45	28.5	73.5

Financial Impact

The majority of the work will be funded from GL #01-2-232-330 — Road Maintenance in the Municipality's Transportation Operating Budget. This account has a total budget of \$188,500.00 for the current fiscal year. There are other funds within the Transportation and Recreation Facilities Operating Budgets for items such as signage, storm drainage and sidewalk maintenance that will also be drawn on as required, within the allocated budget amounts.

This process only confirms which contractor may perform the work during the term of the service agreement. Individual unit prices for this contract are generally within 2% of the previous contract (material rates on average are equal, and equipment rates on average are 1.6% higher).

Recommendation

BE IT RESOLVED that Municipal Council award Contract 16-11 to Howard Little Excavating Ltd. at the unit rates identified in their October 20, 2016 tender submission.

APPENDIX A - SCHEDULE OF QUANTITIES & UNIT PRICES

2017/2019 Infrastructure Maintenance Services Contract No. 16-11	TENDER FORM	September 2016 Page 3 of 10
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.1 List of Material Resources

Material	Supplier	Availability	Location
Asphalt/Chip Seal			
Concrete			
Topsoil/Mulch			
Sod/Hydroseed			
Dust Control			
Gravel			
Sand			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			

.2 List of Material Unit Costs

Item Description	Unit of Measure	Estimated Quantity	Unit Price (excluding HST)	
			Maintenance Service	Emergency Service
.1 Chip Seal Patching	m ²	n/a		
.2 Asphalt Patching	tonne	n/a		
.3 Asphalt Paving	tonne	n/a		
.4 Concrete Curb and Gutter (hand placed)	m	n/a		
.5 Topsoil	m ³	n/a		
.6 Seeding				
.1 By Hand	m ²	n/a	_____	_____
.2 Machine Application (hydroseed)	m ²	n/a	_____	_____
.3 Sod	m ²	n/a	_____	_____
.7 Mulch				
.1 Dark wood mulch	m ³	n/a	_____	_____
.2 Brown wood mulch	m ³	n/a	_____	_____
.3 Red wood mulch	m ³	n/a	_____	_____
.4 Clean straw mulch	m ³	n/a	_____	_____
.8 Liquid Calcium Chloride Dust Control	kg	n/a		
.9 Gravels				
.1 Type 1	m ³	<10m ³	_____	_____
.2 Type 1	m ³	>10m ³	_____	_____
.3 Type 2	m ³	<10m ³	_____	_____
.4 Type 2	m ³	>10m ³	_____	_____
.5 Pitrun	m ³	<10m ³	_____	_____
.6 Pitrun	m ³	>10m ³	_____	_____
.7 Clear Stone 1" minus	m ³	<10m ³	_____	_____
.8 Clear Stone 1" minus	m ³	>10m ³	_____	_____
.9 4" Crushed Gravels	m ³	>10m ³	_____	_____
.10 4" Crushed Gravels	m ³	<10m ³	_____	_____
.11 Crusher Dust	m ³	<10m ³	_____	_____
.10 Headwalls				
.1 Stone rip-rap	each	n/a	_____	_____
.2 Precast concrete headwall	each	n/a	_____	_____
.11 Sign installation (post kit & signs)				
.1 Within 15km of Municipal Complex	each	n/a	_____	_____
.2 15-30km from Municipal Complex	each	n/a	_____	_____
.3 Over 30km from Municipal Complex	each	n/a	_____	_____
.12 Mark-up on supplier costs for pipe/fittings/manholes: ____%				
.13 Mark-up on sub-contractor items (line painting, crack sealing, etc.): ____%				
.14 Monthly Provisional Fee (excluding HST): _____				

- Notes:**
- Unit prices for 4.2.1 to 4.2.8 shall include material placement/labour costs, but shall not include transportation costs.
 - Unit prices for 4.2.9 to 4.2.10 are for cost of material only. Equipment costs shall be calculated according to Sections 4.3 and 4.4 of the Tender Form. Labour costs shall be calculated according Section 4.5 of the Tender Form.

.3 List of Contractor's Equipment

Model Year	Qty	Equipment Information (i.e. Manufacturer, attachments function, capacity)	Hourly Rate (excluding HST)		Location
			Maintenance Service	Emergency Service	

- Notes:**
- Hourly rates shall include equipment operator.
 - Mobilization costs for equipment that can be mobilized independently shall be billed at hourly rate indicated.
 - Mobilization costs for equipment that cannot be mobilized independently shall be billed at hourly rate of floating equipment.

.4 List of Subcontractor's Equipment

Model Year	Qty	Equipment Information (i.e. Manufacturer, attachments function, capacity)	Hourly Rate (excluding HST)		Location
			Maintenance Service	Emergency Service	

- Notes:**
- Hourly rates shall include equipment operator.
 - Mobilization costs for equipment that can be mobilized independently shall be billed at hourly rate indicated.
 - Mobilization costs for equipment that cannot be mobilized independently shall be billed at hourly rate of floating equipment.

.5 List of Personnel

Name	Position	Experience	Hourly Rate (excluding HST)		Location
			Maintenance Service	Emergency Service	

- Notes:**
- Include supervisors and “non equipment operator” labourers.
 - Hourly rates shall include travel costs.

.6 Experience of Firm

Submit company information brochure containing corporate overview and relevant experience, and minimum of three (3) references:

Name of Reference	Contact Information	Organization	Work Completed for Reference

.7 Proposed Maintenance Action Turn-Around Time

Maintenance Activity	Turn-Around Time
Routine Maintenance	
Pavement Maintenance	
Patching	
Re-shaping Shoulders	
Gravel Surface Maintenance	
Grading	
Dust Control	
Storm Water Drainage	
Erosion Control	
Vegetation Control	
Mowing	
Brush and Tree Cutting	
Miscellaneous	
Litter Clean-up	
Sign Installation and Replacement	24 hrs
Project Maintenance	
Road Surface	
Spot Paving	
Spot Patching	
Storm Drainage	
Cross Culverts	
Driveway Culverts	
Ditching	
Capital Renewal	
Replacement paving	
Chip Seal	
Re-gravelling	
Roadbed Reconstruction	
Sidewalk, Curb and Gutter Replacement	

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

**Subject: Council Appointments of Building Official
Erin Schurman-Kolb**

**From: Terry Brown
Supervisor of Building and Enforcement Services**

Date: December 6, 2016

Background:

The Municipality of the County of Kings has adopted the Building Code Act and references the National Building Code of Canada.

By adopting the Building Code Act, each Council is responsible to appoint Building Officials, which will allow each Official to administer and enforce the Act in the Municipality.

Discussion:

The Municipality of the County of Kings now has a total of four Building Officials, three are full time and one is on a six month paternity leave. The most recent addition to our staff is Erin Schurman-Kolb who holds the title as Municipal Fire Official but is also a qualified level one Building Official. Erin's position and qualifications will allow our service area to utilize her from time to time to assist with building inspections. With the addition of Erin, she requires to be appointment by Council as a Building Official.

Section 5 (2) of the Building Code Act states:

A Building Official or Building Officials shall be appointed by each Council to administer and enforce this Act in the municipality.

Recommendation:

BE IT RESOLVED THAT MUNICIPAL COUNCIL hereby appoint Erin Schurman-Kolb as Building Official for the Municipality of Kings as permitted under Section 5(2) of the Building Code Act.

RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE

November 15, 2016

a.	Post Municipal Election Report	That Council accept the report on the 2016 Municipal Election.
b.	Municipal Economic Development Fund (MEDF) - Kentville Silver Gliders	That Council approve funding the Kentville Silver Gliders in the amount of \$1,600 in support of hosting the Skate Canada NS Fall Figure Skating Competition.
c.	Community Festivals & Special Events (CFSE) - Village of Kingston	That Council approve funding the Village of Kingston in the amount of \$500 in support of the New Year's Eve Community Celebration.
d.	Community Festivals & Special Events (CFSE) - Nova Scotia Fruit Growers' Association	That Council approve funding the Nova Scotia Fruit Growers' Association in the amount of \$1,000 in support of the Annual Convention.
e.	Youth Travel Assistance Program (YTAP) - Applications	That Council approve funding the Youth Travel Assistance Program in the amount of \$700 according to the table attached to the November 15, 2016 agenda package.
f.	Youth Travel Assistance Program (YTAP) - Criteria	That Council direct the CAO to revisit the Youth Travel Assistance Program eligibility criteria to include academic, cultural and artistic travel pursuits.
g.	Trails Assistance Program (TAP) - Annapolis Valley Ridge Runners	That Council approve Trails Assistance Program funding for the Annapolis Valley Ridge Runners in the amount of \$11,054 in support of trail improvements.
h.	Flag Raising Requests	That Council receive the report on Flag Raising Requests dated November 15, 2016 for information purposes.
i.	Petition re: Foleaze Park Subdivision Roads	That Council receive the petition regarding Foleaze Park Subdivision Roads for information.
j.	Proposed Amendments - Bylaw 100 Water Capital Recovery	That Council give First Reading to amend By-Law # 100, being the Water Capital Recovery By-Law of the Municipality of the County of Kings, as attached to the November 15, 2016 Committee of the Whole agenda.
k.	Proposed Amendments - Policy FIN-05-003 Fees	That Council amend Policy FIN-05-003, being the Fees Policy of the Municipality of the County of Kings, as attached to the November 15, 2016 Committee of the Whole agenda.
l.	Service Area Update	That Council receive the Service Area Update presented at the November 15, 2016 Committee of the Whole for information purposes.

m.	Grant Application Process	<ol style="list-style-type: none"> 1. That Council approve the Grant Application form for the 2017/18 Budget process, including the changes identified in the report dated November 15, 2016. 2. That Council approve posting the Grant Application form and relevant information on the Municipal Website. 3. That Council direct the CAO to direct staff to contact those organizations in the middle of a multi-year funding commitment to advise them of the current Grant Application form.
n.	County Advertising	That Council direct the CAO to reinstate its advertising activity in the Advertiser/Register.

RECOMMENDATION FROM FIRE SERVICES ADVISORY COMMITTEE

October 20, 2016

a.	Proposed Amendment to Terms of Reference re: Election of Secretary	That Council endorse the removal of the requirement of the election of a Secretary from the Fire Services Advisory Committee terms of reference.
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Kings Citizens Coalition
Rethinking our approach to local government

November 1, 2016

Mayor Peter Muttart and Council Municipality of Kings

Mayor Sandra Snow, and Councillors Town of Kentville

Mayor Jeff Cantwell , and Councillors Town of Wolfville

Mayor Don Clarke and Councillors Town of Berwick

Dear Mayors and Councillors,

May we join with the many who will be congratulating you all on your election.

The elections in the municipalities in Kings County have resulted in major changes and we are excited about the positive opportunities. Of the 31 elected mayors and Councillors in the towns and County there are 19 new faces representing a change of 61%.

The Kings Citizens Coalition was founded in 2012 to pursue better governance in Kings County by reducing duplication that would reduce costs and improve economic opportunities. Three of the four municipalities and the KPSC endorsed our recommendation for a study of municipal governance. A two day workshop held in February 2015 was attended by all municipalities when 32 possible areas where the municipalities could cooperate were identified that would result in cost saving and avoid duplication of services. These are opportunities that need to be explored.

Kings County is one of the most beautiful areas in Canada. It is close to international airports and shipping routes. It is nestled in a valley of abundance offering all of the modern amenities and educational opportunities, yet close to large urban centres. It is a desirable area for economic development which can be achieved by being better profiled and by working together.



Kings Citizens Coalition
Rethinking our approach to local government

Under your new leadership we hope you will pick up the torch in the interest of all citizens by working together on the 32 areas identified for cooperation while exploring the best form of municipal governance for Kings County.

We are optimistic about the future and the positive change your efforts will bring to the citizens of Kings County and would be delighted to help in any way.

Best wishes,

A handwritten signature in black ink, appearing to read "G. Lummis", is written over a faint horizontal line.

Gordon Lummis Co Chair

A handwritten signature in blue ink, appearing to read "John Calpin", is written in a cursive style.

John Calpin, Secretary



*Supporting & Promoting
Annapolis Valley Businesses*

November 2, 2016



Mayor and Council – Municipality of the County of Kings

Dear Mayor and Councillors:

On behalf of the Annapolis Valley Chamber of Commerce, I congratulate you all on your victories at the polls. It takes significant time, effort, expense, and an ability to resonate with voters to achieve your position. I also thank you for your commitment and willing sacrifice in serving the people of this great County.

I attended your swearing in on November 1. The widespread excitement, optimism, and feeling of celebration among the many attendees was refreshing and extremely encouraging.

The Annapolis Valley Chamber of Commerce supports and promotes businesses from Lawrencetown to Hantsport with almost 400 member businesses and their employees. I have enclosed our current *Executive Update* for Municipal, Provincial, and Federal leaders to bring you up-to-date on AVCC's activities. For the primary benefit of new Councilors, I have also enclosed the previous versions from 2016.

We look forward to a close partnership with you as we work to keep the Annapolis Valley a great place to do business, and continually strive to raise this bar for the benefit of all.

We wish you great success. If you have any questions, or have anything we can help with to further our mutual goals, please never hesitate to reach out.

Respectfully,

A handwritten signature in blue ink, appearing to read "P. DesBarres".

Paul DesBarres
President, Annapolis Valley Chamber of Commerce

A New Day

There has been significant change in municipal leadership across the Annapolis Valley. Voter engagement was enthusiastic leading up to the elections and the higher turnout reflected this.

AVCC's co-sponsored Kings County mayoral forum on October 6 was well attended and provided valuable insights into the positions, priorities, and levels of insight on various topics to help voters make their decisions.

AVCC is pleased with the number of candidates that were willing to serve their local communities, and **thank them all for their efforts and ideas**. There are many new councilors now preparing to serve. We are excited for the fresh approach, and are **filled with optimism and hope** as they begin this new chapter. We look forward to working closely with the new Councils across the Annapolis Valley.

AVCC worked closely with many municipal leaders who are not returning to office. We thank them for their service and wish them well in their future endeavors. We have **valued the many partnerships** that were established.

Tourism

AVCC's tourism volunteers have been hard at work promoting the Valley as a destination. The **Annapolis Valley is a strong brand across the province** and beyond. Promoting our region helps all communities within, and evidence shows increases in visits since AVCC's campaigns have begun.

Annapolis Valley Minute

As part of the fall marketing campaign, *Annapolis Valley Minute* has been launched on C100. These short clips serve to **encourage the Halifax market to make plans and come to the Valley** to enjoy all there is to do!

Simply Extraordinary

The Fall television campaign has been aired on CTV, including during *The Voice*.

Stakeholder Engagement

AVCC has been traveling the Valley to speak to tourism operators and other stakeholders to solicit input on future plans to help promote this great region.

Agriculture

Many are still talking about AVCC's fourth annual **Agriculture Innovation Accelerator Awards** night on September 29. It is truly amazing to see the innovation that exists here in the Valley in such an important sector. Ultimately, **Tap Root Fibre Lab** took the prize package of over \$32,000 in cash and in-kind services to help them continue to make even further progress turning flax into linen. Imagine – clothes from the fields of the Annapolis Valley.

This year's prize and the previous \$100,000 in prizes are a tribute to the generosity and support of our local business community. Without these sponsors, this important tradition could not continue.

Professional Development

AVCC is on track to have **13 40-hour education programs completed in 2016** with the support of the *Nova Scotia Department of Labour and Advanced Education*. These programs have provided professional training for local businesses on topics such as Human Resource Management, Communications, Change Management, Customer Service, and Growth and Profitability. These are in addition to the standalone workshops sponsored by AVCC based on member demand.

Advocacy

AVCC has seen great progress on some important issues for Valley businesses—helping inform on **alternative energy** technology and options particularly relevant to our region, **highway 101 twinning** that is currently being contemplated by the Province following recently completed research, and increased **development of industrial land** in Kentville and Kings County.

AVCC will soon partner to coordinate and promote 'Navigator' meetings among municipal staff and councilors to discuss and educate each other on the **roles and resources available** from various stakeholder organizations serving the Valley. AVCC wants to work closely with other organizations such as the *Valley Regional Enterprise Network*, the *Valley Business Leaders Initiative*, and various **economic and community development officers** to avoid duplication and **promote coordination and cooperation**.

Planning for Growth

AVCC was honoured to be invited to present to the **Nova Scotia Standing Committee on Economic Development** on June 21. We began with a 20-minute presentation that covered the many assets of the Annapolis Valley, the challenges we face in economic development, and recommended solutions to overcome these challenges. This was followed by 90-minutes of questions from the committee. It was a very positive and constructive discussion.

We chose to focus on strategic and structural concepts that can have the greatest long-term benefit for Valley business. One theme of the discussion included the 4 C's that are critical for progress and economic growth in the Valley:

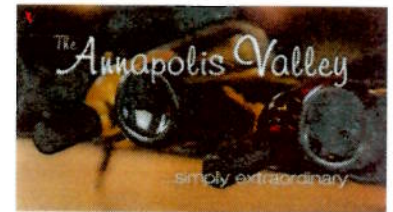
1. **Community** – Fostering and supporting engaged communities and community organizations that can work together effectively to benefit business.
2. **Cooperation** – Valley communities have great examples of cooperation on services. This can be expanded to initiatives at the strategic and planning levels.
3. **Collaboration** – Encourage a municipal governance model that best facilitates collaboration among communities as they develop visions and strategies that will attract people to visit, live, and set up businesses in the Valley.
4. **Coordination** – Develop a system where communities coordinate their visions, brands, and strategies. Communities that plan together and develop complimentary economic strategies can grow together to reach a consistent vision that benefits all.

We also discussed the need for a greater focus on **partnerships with organizations** that can leverage volunteers, expertise within the communities, and engagement of local businesses. These partnerships can provide the most efficient use of resources. For this to be effective, there needs to be **long-term commitments** so these organizations can **focus on long-term planning and thoughtful execution of strategies**. Too often, these important partners spend too much time sourcing funding.

Tourism

Simply Extraordinary Campaign

AVCC has begun to receive commitments that have allowed for the continued, but scaled back due to funding, **“Simply Extraordinary”** television and radio campaign over the summer. The proven success of this campaign should be strong encouragement for all of AVCC's tourism funding partners. We hope the commitments will continue and expand this year and into future years as all Valley communities benefit from this initiative.



Tourism Quarterly

In May, AVCC held their well-attended Tourism Quarterly meeting. In addition to updating members and partners on all the activities of AVCC, we were all privileged to have three brief, but pointed presentations from Valley operators that each uniquely contribute to the local economy. Representatives from **Brigadoon Village** gave an inspiring presentation on how they give extraordinary kids the chance to be ordinary and the collateral impact they have locally by bringing families to the Valley. We also heard how **Wolville's Magic Wine Bus** has grown in popularity since their inception and how they draw tourists from inside and outside the Valley. And the **Flying Apron Inn & Cookery** told the fascinating story of how their *Dining on the Ocean Floor* experience was conceived, the logistical challenges they faced (and overcame), and how they are growing the concept.

The Cat

Two members of the AVCC board recently represented the Valley at an event in Portland, ME and took the inaugural sail of “The Cat” operated by Bay Ferries. They were impressed with the vessel, service, and amenities available on the crossing, and especially the efficiency it provided as a travel option.

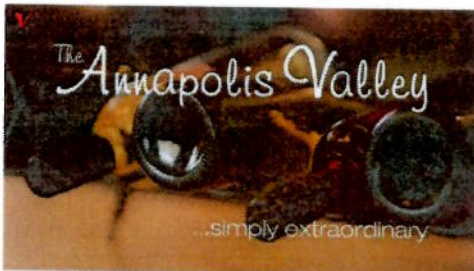
As operators of the Visitor Information Centre, AVCC staff have noticed increased visits to the Valley from those traveling on the ferry from the U.S.

Welcome !

Welcome to the first of AVCC's regular updates to key leaders in the Annapolis Valley. It is important to AVCC that we not only keep you informed of our recent activities, but that we also keep the lines of communication open so we can work together to celebrate and build upon the successes of our business community. We also look for opportunities to partner with you and other organizations that can help promote the Annapolis Valley as **open for business**. It is important that we all continually work to keep this a reality.

Tourism

Acting as the de facto tourism agency for the Annapolis Valley for the past two years, AVCC's Tourism Committee has leveraged over **\$241,000** in provincial and municipal dollars to promote our beautiful region to visitors across the province. The television, radio, and online campaigns have received significant air play, and the large displays (10 continuous booths) promoting the Valley's local providers at **Saltscapes** for two years were a major attraction.



The Province measures tourism impact through overnight accommodation stays, and showed that in 2013 (before the campaigns) visitation was *down 3%*. In the two years following the launch of the campaign, the trend reversed with visitation to the Valley *increasing 3% and 4%*, respectively.

What is even more extraordinary is that all tourism dollars went directly to media buys with no administration costs due to the hard work of AVCC.

Agriculture

Agriculture a major driver of the Valley economy and culture. It is, therefore, one of the key areas of focus for AVCC. Our very active Ag Committee recently held a fascinating **Innovation Symposium** for the Agriculture community where the 20+ attendees had a chance to hear from local start-ups about the challenges, successes, and lessons they learned along the way. It was interview format with follow-up group discussion. This interaction and cooperation provides a healthy learning environment conducive to sector growth.

This is not all, though, from our Ag Committee. AVCC now has three years under our belt in organizing and presenting the **Agriculture Innovation Accelerator Award**. There have been over 30 applicants for this award and three winners that have been awarded over **\$100,000** in prizes. Much of this has been cash, and some in-kind services relevant to the businesses (e.g., legal, accounting, consulting/coaching). All sponsorship dollars have been raised by the hard work of this volunteer committee. The competitors for these awards report the great learning and discipline that comes from the process of applying and presenting their ideas. It helps them think through their innovative concepts in terms of development as well as a go-to-market plan. This is the support AVCC is proud to provide and we are appreciative of the support and involvement of all our community partners.



Agriculture Innovation
Accelerator Award

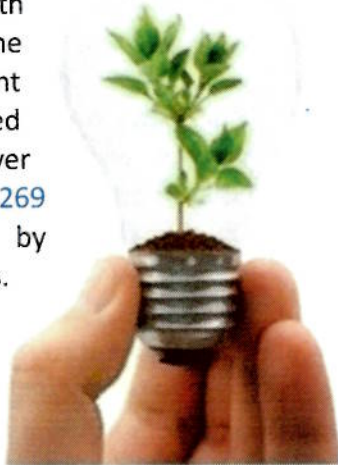
Professional Development

AVCC learned through their membership survey several years ago that opportunities to learn and improve skills relevant to their business was a priority for many members and that it was perceived to be lacking in the local area. So, AVCC established the Professional Development Committee. Since that time, the PD Committee have held many Smart Lunches, Workshops, and 40+ hour programs to meet the needs expressed by the membership. Some sessions have been skills development, and some have been in response to current events or programs that indicated a need to educate the business community.

In the past two years, AVCC has partnered with PeopleWorx and the Nova Scotia Department of Labour and Advanced Education, to deliver **6,304 training hours to 269 participants** funded by **\$297,840** in subsidies.

We have heard time and time again from participants how valuable they find the training, how it gives them the skills to improve the efficiency and performance of their businesses, and the knowledge and skills needed to expand their businesses and hire employees. This is EXACTLY what we love to hear, and what the Annapolis Valley needs to grow and be successful as a region.

Many of the opportunities for program funding are currently under review by the Province of Nova Scotia and may be seeing restrictive changes soon partially in response to Federal requirements. We are advocating to keep these programs accessible in the Valley.



Advocacy

AVCC's Advocacy Committee has been active in researching the issues important to members and developing positions to clearly communicate to decision-makers on their behalf. Some of this research is done in a public way. For example, members have expressed a need for pursuing **alternative energy sources** in the Valley, so AVCC's Advocacy Committee has arranged for keynote speakers on **Wind, Tidal, and Solar** energy to educate members on current technologies, opportunities, and challenges they face in bringing these to our market. The Advocacy Committee also advocates for **a political environment that is open to alternative energy**. Currently, the committee is researching and developing a policy around **natural gas** and how a potential pipeline could more efficiently (and more cleanly) open up access.



In three consecutive annual surveys, AVCC'S membership has told us that an **independent study of governance** is important to them. AVCC has advocated to municipal units to move forward with developing the terms of reference for this study that would examine all the options available to produce the most efficient governance model. This is an important step in creating an environment of greater cooperation and coordination in the Annapolis Valley. Communities that plan together and develop complimentary strategies can grow together to reach a consistent vision that benefits all.

To be successful with a growth-oriented vision, the Valley needs underlying infrastructure ready for development. For several years, AVCC'S Advocacy Committee has advocated for **shovel-ready industrial land**. The communities that have this available will be the first to benefit from growth.

Partnering with the Valley Regional Enterprise Network and iValley, AVCC is beginning the planning phases to transform our region into **Smart Annapolis Valley**. Expect to hear much more on this soon!



Peter Muttart, Mayor
Municipality of the County of Kings
P.O. Box 100
Kentville NS, B4N 3W3



November 10, 2016

Dear Mayor Muttart,

We would like to extend our congratulations to you in your new role as Mayor of the Municipality of the County of Kings.

As an inter-municipal corporation led by a private-sector board, our mandate is to provide leadership and guide economic development across the Valley region on behalf of our seven municipal partners, Glooscap First Nation, and the Province. We connect government and business, helping to establish and foster positive and productive working relationships.

The Board and staff of the Valley Regional Enterprise Network are excited by the opportunities to work with our municipal partners and the local business community to strengthen our economy, building on our many advantages.

In the coming months, we look forward to engaging with you and your council, in an effective partnership, as we unlock opportunities for greater prosperity in the region.

To learn more about our role and our work, we invite you to read the enclosed slide deck created for municipal officials in our region. You can also view and share the slide deck at valleyren.ca (listed under Valley REN Reports in the Knowledge Suite on our website).

Wishing you and council the very best for the year ahead,

Sincerely,

Scott Roberts
Board Chair

Kelly R.M. Ells
Chief Executive Officer

*Peter:
Congratulations on
your historic win!
Looking forward to working
with you Scott*

enclosed: Valley REN slide-deck for municipal officials (October 2016)

Valley **REN**  Regional Enterprise Network

Unlocking Opportunities

A catalyst for economic growth in the Annapolis Valley



Valley **REN**  Regional Enterprise Network **Unlocking Opportunities**

An orientation package for municipal councils

Valley Regional Enterprise Network

Contents

- Regional Enterprise Networks
- Role in regional economic development
- Mission, Vision, Values
- History
- Core Activities / Focus Areas / Strategic Goals
- Building the foundation: 2014-15 & 2015-16
- Implementing the strategy: 2016-17 mandate
- Economic development is a team sport
- Contact info / Supporting documents

Valley **REN**  Regional Enterprise Network **Unlocking Opportunities**


Regional Enterprise Networks

There are five RENs across Nova Scotia
 Valley, Western, South Shore, Eastern Strait, Cape Breton:
 → funded by municipal/First Nations partners and the Province

RENs are part of the provincial economic strategy
 → our job is to grow the economy outside of Halifax

RENs are creating the conditions for business growth
 → we view economic development through a business lens

RENs are tackling issues on the Ivany agenda
 → we speak with a strong voice on shared priorities

Valley **REN**  Regional Enterprise Network **Unlocking Opportunities**

Our role in regional economic development

Valley Regional Enterprise Network

We deliver region-wide economic development services to benefit municipal partners and Nova Scotia

- help local business (referrals, connections, problem-solving)
- set the direction for economic growth in Valley REN region
- develop growth sectors through innovation and collaboration
- promote regional assets and opportunities to investors

Valley **REN**  Regional Enterprise Network **Unlocking Opportunities**

Valley REN: Mission, Vision, Values

Our mission
 To guide and navigate regional economic development while providing support to businesses; operating as a connector among economic development partners; supporting business growth and retention; and providing leadership on economic priorities.

Our vision
 "Communities working together to create a prosperous region."

Our guiding values
 Community | Integrity | Respect | Excellence | Trust

Valley REN  **Unlocking Opportunities**

Valley REN: History

- Regional Enterprise Networks formalized: 2013
- Valley REN incorporated: March 2014
- Inaugural Board Visioning: June 2014
 (setting direction and expectations)
- CEO hired: Nov 2014
- strategy development: 2014-15
- staff hires: 2015-16

Valley REN  **Unlocking Opportunities**

Valley REN: Core activities

- Develop, implement and monitor a regional economic development strategy**
 - Reflective of provincial and regional priorities
 - Considering assets, business community, sector strengths
 - Considering regional challenges and opportunities
- Cultivate working relationships with business**
 - Support development and attraction of new business
 - Support business retention and expansion
- Work with partners and stakeholders**
 - Provide information about local business climate
 - Provide investment readiness support
 - & labour market research

Valley REN  **Unlocking Opportunities**

Valley REN: Focus areas

- People:** entrepreneurship
 immigration
 youth/student retention
- Sectors:** agriculture
 tourism
 manufacturing
 information & communications technologies (ICT)
 sustainable energy
- Assets:** Bay of Fundy
 transportation infrastructure
 telecommunications

Valley REN  **Unlocking Opportunities**

Valley REN: Strategic goals

[Read our Regional Economic Development Strategy](#)

Our people
Develop our workforce advantage

Our sectors
Support strong local businesses & investment attraction

Our assets
Make better use of regional infrastructure



Valley REN  **Unlocking Opportunities**

Building the foundation: 2014-15 & 2015-16

- consulted with stakeholders
- completed a regional community profile & asset inventories for each municipal partner/First Nation
- produced 8 community quick-facts to promote the region
- conducted a workforce advantage study
- established a workforce committee
- implemented a BRE program
- created an operational strategy
- created the regional economic development strategy

Valley REN  **Unlocking Opportunities**

Implementing the strategy: 2016-17 mandate

create five Sector Tables (advisory groups)

- provide insight into industry challenges and opportunities
- identify action items to develop the sector and grow the regional economy
- 2 or 3 action priorities for each Sector Table

deliver our BusinessNow suite of services

- connect businesses with people & resources for growth
- develop insight into business climate in the Annapolis Valley
- work with partners to help overcome barriers for business

Valley REN  **Unlocking Opportunities**

Implementing the strategy: 2016-17 mandate

- launch website
- identify investment opportunities
- support & prepare municipal/First Nations partners for investment (investment readiness)
- prepare regular reports on regional business climate
- share information through our monthly email newsletter
- promote the region: "Live, Work, Invest" campaign
- advance the "Smart Valley" initiative

Valley REN  **Unlocking Opportunities**

Economic development is a team sport

Citizens, business and the public sector are partners in shaping the regional economy.

Like any great team, we need to work together towards a common goal.

We look forward to working with you through your councils.



Unlocking Opportunities

Questions? Contact us:

Please visit valleyren.ca to stay informed.


Valley Regional Enterprise Network
35 Webster St., Suite 102
Kentville, Nova Scotia B4N 1H4



Kelly R.M. Ells
Chief Executive Officer
1 (902) 670-2287
krmells@valleyren.ca



Unlocking Opportunities

A decorative border of red poinsettias with green leaves and small red berries surrounds the central text.

You and a guest are cordially invited to attend

*Kentville Volunteer Fire Department
Annual Banquet and Christmas Party*

Saturday, December 3rd
Happy Hour at 6 pm
Dinner at 7 pm
Dance to follow

463 Main St. Kentville

Please RSVP by November 21 to:
Tel: 678-7798 ext. 3 or
Email: ifairclough@kentvillefire.ca

RECEIVED

NOV 14 2013



You and a Guest
are invited.

Waterville and District
Fire Department

Christmas Party

When: Saturday, December 17th, 2016

Happy Hour 6:00 pm to 7:00 pm

Supper 7:00 to 9:00 pm

Dance: 9:00pm to 1:00am

Children's Party
Sunday, December 18nd, 2016
2:00 pm to 4:00pm

RSVP: December 13,2013
Darrel Geddes: 538-3055

E-mail: Waterville Fire Department< watervillefiredp@eastlink.ca>



*The Town of Berwick &
Annapolis Valley Chamber of Commerce*

invite you to a

Holiday Reception



Thursday, December 8, 2016

4:30 pm to 6:30 pm

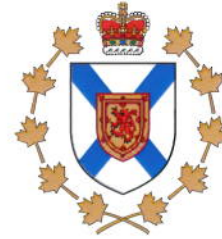
Berwick & District Lions Club

Kings Mutual Century Centre

*Please join us to ring in the festive season with refreshments,
community and holiday cheer!*



Their Honours
Brigadier-General
The Honourable J.J. Grant, CMM, ONS, CD (Ret'd)
Lieutenant Governor of Nova Scotia
& Mrs. Joan Grant



Peace, goodwill and happiness
for you at Christmas
and in the New Year

Meilleurs vœux de paix et de joie
pour Noël et pour la nouvelle année

Wantaqó'ti aq welta'suaqn wjit ki'l ula
Nipi-alasutmamk aqq Pusu'l puna'ne

Sith, deagh ghean agus aoibhneas
dhuibh aig àm na Nollaig
agus anns a' Bhliadh'n' Ùir

2016



GOVERNMENT HOUSE

Their Honours
Brigadier-General
The Honourable J.J. Grant, CMM, ONS, CD [Ret'd]
Lieutenant Governor of Nova Scotia
& Mrs. Joan Grant

Invite you to attend the
New Year's Day Levee

— on —

Sunday, January 1, 2017
11:00 am to 12:30 pm

— at —

Government House
1451 Barrington Street
Halifax, Nova Scotia

For information visit lt.gov.ns.ca
or call (902) 424-7001.

This is a public event. An RSVP is not required.



Their Honours
Brigadier-General
the Honourable J.J. Grant, CMM, ONS, CD (Ret'd)
Lieutenant Governor of Nova Scotia
&
Mrs. Joan Grant

request the pleasure of your company at a

Christmas Reception

Tuesday, December 6th, 2016

4:00 pm - 6:00 pm

Government House
1451 Barrington Street, Halifax, Nova Scotia

Business Dress



Incorporated 1968 as Village of New Minas, 9489 Commercial Street
New Minas, Nova Scotia B4N 3G3
Phone: 902-681-6972 Fax 902-681-0779 www.newminas.com

November 8th, 2016



Mayor Peter Muttart
County of Kings
P.O. Box 100
87 Cornwallis Street
Kentville, Nova Scotia
B4N 3W3

Dear Mayor Muttart:

Re: Village of New Minas Community Plan

Currently the County of Kings is in the process of developing a new Municipal Planning Strategy for the County. This strategy includes the Village of New Minas and the draft plan identifies the New Minas expansion area south of the highway known as Canaan Ridge as "Future Growth Development." This means that the identified Growth Centres within the County plan are sufficient to accommodate expected growth for the next thirty (30) years and the designated "Future Growth Development Areas" would not be required until after that time unless there were significant events to change the projections.

As you might expect, the Village Commission and staff were not satisfied with this proposal and voiced their objections. In response, planning staff attended a meeting with the Village Commissioners and outlined a process indicating that when the Municipal Planning Strategy for the County had been completed and implemented, they would be willing to work with the Village to develop a Community Plan. This Community Plan would need to be finalized prior to consideration of any development in the Canaan Ridge, New Minas South area.

.../2

Mayor Peter Muttart
November 8th, 2016
Page 2

The Village Commission feels that this process will be overly time consuming and will delay prospective development in the New Minas South area for an extended period of time. Currently New Minas has very little land available for development and this delay has the potential to limit our expansion opportunities in a significant manner.

It is our understanding that there is no requirement for the ordering of these plans (Municipal Planning Strategy and Community Plan) meaning that one has to be approved before the other or vice versa. This is clearly the case because there are community plans in place for other areas and the process was completed prior to the Municipal Planning Strategy.

At its meeting on October 11th, 2016, the Village Commission passed the following motion:

THAT the Village of New Minas send a request to Kings County to have Planning staff undertake a Community Plan for New Minas in conjunction with Village staff and Commission concurrent with the Municipal Planning Strategy.

The Commission is requesting that the New Minas Community Planning process begin immediately. This is a very timely request given the recent announcement of the Granite Drive interchange and Minister Scott Bryson's comments regarding the opportunity for development in the New Minas expanded boundary area.

Sincerely,



Brenda Stimpson
Clerk Treasurer

November 16, 2016

**TO: DELEGATES TO THE UNION OF NOVA SCOTIA MUNICIPALITIES
CONFERENCE**

We (the Canadian Union of Postal Workers) have an exhibitor's booth booked for the Union of Nova Scotia Municipalities Conference coming up on the 29th of November, 2016, in Halifax. I would like to ask, if you are able, to take a moment to come by our booth and have a quick conversation about our resolution, as well as take a look at the information we have to offer.

The Union has always tried to keep a working relationship with our Towns and Municipalities, and work together to assist to give the best service possible to our community members. We have come up with many ideas for expansion of services that can better serve both Canada Post and our Towns and Municipalities, and would like to have the support of our governing bodies.

I have attached a copy of a postal banking resolution in both French and English that we have been asking Towns and Municipalities to pass; as well, knowing that some have passed it already, we would like to say thank you. At the moment there are over 500 municipalities/towns that have passed a resolution in Canada. If you have done so already, we still have lots of information available for you regarding expansion of services and many ideas for the inclusion of all Canadians in their Postal Service.

Thank you very much in advance and we look forward to speaking with you at the conference.

Mr. Mike Keefe will be at the conference with me, and we look forward to having a conversation with as many delegates as possible. There are folders available for delegates at the conference, and I am available by any of the methods below if you wish to obtain more information or have any questions.

Sincerely,

Kristen MacEachern
Coordinator Save Canada Post Campaign
Canadian Union of Postal Workers Atlantic Region
Wk 902 454 5813 ext. 25
Cell 902 870 8222
kmaceachern@cupw-sttp.org

Enclosures
ds/cope 225

A bank for everyone – Support postal banking

Whereas the federal government's Canada Post Review will conclude, in the spring of 2017, with the government announcing decisions on the future of Canada Post, including whether or not to create a new service and revenue stream through postal banking.

Whereas there is an urgent need for this service because thousands of rural towns and villages do not have a bank and nearly two million Canadians desperately need alternatives to payday lenders.

Whereas postal banking helps keep post offices viable and financial services accessible in many parts of the world.

Whereas postal banking has the support of over 600 municipalities and close to two-thirds of Canadians (Stratcom poll, 2013).

Be it resolved that the (name of organization, municipality) supports the addition of postal banking at Canada Post.

Be it also resolved that (name of organization, municipality) call on the federal government to instruct Canada Post to add postal banking, with a mandate for financial inclusion.

Be it also resolved that Council direct staff to forward this resolution to other local governments in Canada for whom contact information is readily available, requesting favourable consideration of this resolution to the Federation of Canadian Municipalities.

MAILING INFORMATION

Please send your resolution to: Judy Foote, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5

Please send copies of your resolution to:
Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street,
Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <http://www.parl.gc.ca/common/index.asp?Language=E>.

Clark Somerville, President, Federation of Canadian Municipalities, 24 Clarence St,
Ottawa, Ontario K1N 5P3