

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

March 8, 2021

Following 6:00 pm Public Hearing

AGENDA

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

1. Roll Call **00:00**
2. Approval of Agenda **00:50** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes Page 2
 - a. February 11, 2021 Council **01:48**
5. Business Arising from Minutes Page 2
 - a. February 11, 2021 Council **02:20**
6. Planning & Inspection Services Page 12
 - a. Application to Discharge a Development Agreement from the property at 252 Prospect Road, Morristown (PID 55348015) (File# 20-18) **03:28** Page 32
 - Planning Advisory Committee Recommendations January 12 and February 9, 2021:
 - b. Application for development agreement at 9146 Highway 221, Sheffield Mills (File 20-02) **07:14**
 - c. Application for rezoning at 673 Cambridge Road, Cambridge (File 20-12) **08:41**
 - d. Application for a telecommunications tower (File 20-14) **09:55** Page 33
 - e. Public Hearing Date: April 6, 2021 **16:53**
7. Administration Page 72
 - a. Proposed Policy FIN-05-023: Council Member & Employee Computer Loan (final approval) **17:13**
 - b. Community Flag Raising and Proclamation: World Autism Awareness Day **18:10** Page 78
8. Financial Services Page 82
 - a. Temporary Borrowing Resolution and Guarantee - Valley Region Solid Waste-Resource Management Authority **22:00**
9. Audit Committee Recommendations January 28, 2021 and February 25, 2021 Page 89
 - a. Assessment and Appointment of Municipal Auditors **25:56**
 - b. Audit Committee Meeting Schedule **27:03**
10. Committee of the Whole Recommendations February 18, 2021 Page 90
 - a. Valley Region Solid Waste-Resource Management Authority 2021/2022 Budget **27:53**
 - b. Municipal Branding/Visual Identity **28:44**
 - c. Youth Participation & Inclusion at the Municipality of the County of Kings **36:18**
 - d. Priority List for Speed Display Devices - Gaspereau Elementary School **37:10**
 - e. Municipal Property Assessed Clean Energy (PACE) Program **37:58**
 - f. Operating Accountability Report (Period Ended December 31, 2020) **40:41**
 - g. Capital Accountability Report (Period Ended December 31, 2020) **41:30**
 - h. Loan Approval - Kings Regional Rehabilitation Centre (KRRC) **42:40**
 - i. Funding Agreement for Kings Point to Point Transit Society (KPPT) **43:26**
11. Correspondence **45:05** Page 92
 - a. 2021-02-17 Minister of Municipal Affairs and Housing re: Safe Restart Agreement **45:30**
 - b. 2021-02-22 Grand View Manor Continuing Care Community Announcement **46:15** Page 93
12. Committee of Council and Working Group Reports Page 94
 - a. Fire Services Advisory Committee **46:11** Page 95
 - b. New Minas Secondary Planning Strategy Working Group **47:32** Page 96
 - c. Regional Sewer Committee **47:49** Verbal
 - d. Planning Advisory Committee **49:05** Verbal
 - e. Nominating Committee **49:53** Verbal
 - f. Asset Management Committee **50:52** Page 98
 - g. Other: See Attached Table
13. Other Business: Rebranding Cost **52:10**; Condolences Kings Regional Rehabilitation Centre Staff **53:17**
14. Comments from the Public **None**
15. Closed Session & Adjournment **54:09**
 - a. Approval of December 1, 2020 Closed Session Minutes
 - b. Litigation or potential litigation

**THE MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
February 11, 2021
DRAFT MINUTES**

**Meeting Date
and Time**

A meeting of Municipal Council was held on Thursday, February 11, 2021 following a Public Hearing at 6:20 pm in the Council Chambers, Municipal Complex, Coldbrook, NS.

1. Roll Call

All Members of Council were in attendance.

Results for Roll Call

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Rob Frost, Deputy Chief Administrative Officer
- Jon Cuming, Municipal Solicitor
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, Engineering & Public Works, Lands & Parks
- Scott MacKay, Revenue Manager (item 9b)
- Laura Mosher, Manager of Planning & Development (item 6)
- Janny Postema, Municipal Clerk/Recording Secretary

2. [Approval of Agenda](#)

On motion of Deputy Mayor Lutz and Councillor Allen, that Municipal Council approve the February 11, 2021 agenda as circulated.

Motion Carried.

RC-2021-02-11-014

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Mayor Muttart noted the passing of former Councillor James "Ted" Stoddart on February 2.

3. **Disclosure of Conflict of Interest Issues** No Conflict of Interest issues were declared.

4. **Approval of Minutes**

4a. [January 5](#) and [January 19, 2021](#) On motion of Councillor Armstrong and Councillor Misner, that the minutes of the meetings of Municipal Council held on January 5 and January 19, 2021 be approved as circulated.

Motion Carried.

RC-2021-02-11-015

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

5. **Business Arising from Minutes**

5a. [January 5, 2021](#) There was no business arising from the January 5, 2021 minutes.

5b. [January 19, 2021](#) There was no business arising from the January 19, 2021 minutes.

6. [Planning and Inspection Services](#)

6a. **Application for a development agreement at 9146 Highway 221, Sheffield Mills (File 20-02)** Councillor Armstrong, Chair, Planning Advisory Committee, presented the recommendations as attached to the February 11, 2021 Council agenda.

On motion of Councillor Armstrong and Councillor Allen, that Municipal Council give Initial Consideration to and hold a Public Hearing regarding entering into a development agreement to permit an event venue and mobile canteen uses accessory to an active farm business at 9146 Highway 221 (PID 55468086), Sheffield Mills, which is substantively the same (save for minor differences in form) as the draft set out in Appendix E of the report dated January 12, 2021.

Motion Carried.

RC-2021-02-11-016

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For

District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

6b. **Application to rezone property at 673 Cambridge Road, Cambridge (File 20-12)**

On motion of Councillor Armstrong and Councillor Winsor, that Municipal Council give First Reading to and hold a Public Hearing regarding a map amendment to the Land Use By-law to rezone the property at 673 Cambridge Road, (PID 55485700), Cambridge, from the Residential One and Two Unit (R2) Zone to the Residential Multi-Unit (R4) Zone, as described in Appendix D of the report dated January 12, 2021.

Motion Carried.

RC-2021-02-11-017

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

6c. **Application to rezone Grand View Manor properties, South Berwick (File 20-15)**

On motion of Councillor Armstrong and Councillor Harding, that Municipal Council give Second Reading to and approve the application to rezone a portion of the property at 108 and 110 Commercial Street (PID 55141121 and 55141139), South Berwick, from the Rural Mixed Use (A2) Zone to the Institutional (I1) Zone, as described in Appendix E of the report dated December 8, 2020.

Motion Carried.

RC-2021-02-11-018

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

6d. **Public Hearing Date** Councillor Armstrong noted that the next Public Hearing was scheduled to be held on Tuesday, March 2, 2021 at 6:00 pm.¹

6e. [Request for Refund - Planning Application Fee](#) On motion of Deputy Mayor Lutz and Councillor Winsor, that Municipal Council issue a refund to Robbie Hiltz in the amount of \$900 in accordance with section 12h of Policy FIN-05-003: Fees for the reason that many properties may benefit from the amendment to the text of the Land Use By-law.

Motion Carried.

RC-2021-02-11-019

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7. Administration

7a. [Petition re: Development Agreement to permit multi-unit dwellings at 77/79 and 83/85 Woodworth Road, North Kentville](#) Mayor Muttart presented the Petition as attached to the February 11, 2021 Council agenda.

On motion of Councillor Armstrong and Councillor Misner, that Municipal Council receive the petition relating to the Development Agreement to permit multi-unit dwellings at 77/79 and 83/85 Woodworth Road, North Kentville as attached to the February 11, 2021 Council agenda for information.

Motion Carried.

RC-2021-02-11-020

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

¹ Rescheduled to March 8, 2021 due to inclement weather.

8. Engineering & Public Works, Lands and Parks Services

8a. [FCM Municipal Asset Management Program Application](#)

Scott Quinn, Director of Engineering & Public Works, Lands and Parks, presented the Request for Decision as attached to the February 11, 2021 Council agenda and provided a [presentation](#).

On motion of Councillor Misner and Councillor Granger, that Municipal Council direct the CAO to apply under the Federation of Canadian Municipalities' *Municipal Asset Management Program* for cost-sharing related to the proposed project outlined in the February 11, 2021 Council agenda.

Motion Carried.

RC-2021-02-11-021

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9. Financial Services

9a. [Community Grants Policy: Reinstatement & Amendments \(final approval\)](#)

Mayor Muttart presented the Policy as attached to the February 11, 2021 Council agenda.

On motion of Councillor Winsor and Deputy Mayor Lutz, that Municipal Council reinstate Policy FIN-05-018: Community Grants with the amendments as attached to the February 11, 2021 Council agenda.

Motion Carried.

RC-2021-02-11-022

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9b. [2021 Property Tax Sale](#)

Scott MacKay, Revenue Manager, presented the Briefing as attached to the February 11, 2021 Council agenda and provided a [presentation](#).

On motion of Deputy Mayor Lutz and Councillor Misner, that Municipal Council receive the Briefing dated February 11, 2021 related to the 2021 Property Tax Sale for information purposes.

Motion Carried.

RC-2021-02-11-023

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

10. [Asset Management Committee Recommendation January 25, 2021](#)

10a. **Multi-Generational Park Concept**

Councillor Hirtle, Chair, Asset Management Committee, presented the recommendation as attached to the February 11, 2021 Council agenda.

On motion of Councillor Hirtle and Councillor Harding, that Municipal Council direct the CAO to provide a presentation to Committee of the Whole (by April 2021 COTW) on the multi-generational park concept and open space requirements based on the staff presentation at the January 25, 2021 Asset Management Committee meeting.

Motion Carried.

RC-2021-02-11-024

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

11. [Budget and Finance Committee/Police Services Advisory Committee Recommendation](#)

11. **RCMP Presentation to Council**

Councillor Hirtle, Chair, Budget and Finance Committee, and Councillor Killam, Chair, Police Services Advisory Committee, presented the recommendation as attached to the February 11, 2021 Council agenda.

On motion of Councillor Killam and Councillor Hirtle, that the RCMP funding request for a civilian Court Liaison Position be presented to Committee of the Whole for further consideration prior to the 2021/2022 budget deliberations.

Motion Carried.

RC-2021-02-11-025

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

12. [Committee of the Whole Recommendations January 19, 2021](#)

- 12a. **Proposed Policy FIN-05-023: Council Member & Employee Computer Loan (7 days' notice)**

Mayor Muttart presented the recommendations as attached to the February 11, 2021 Council agenda.

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt Policy FIN-05-023, the Council Member & Employee Computer Loan Policy, as outlined in the January 19, 2021 Request for Decision.

Motion Carried.

RC-2021-02-11-026

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 12b. **Municipal Fleet Optimization Study Report**

On motion of Deputy Mayor Lutz and Councillor Misner, that Municipal Council direct the Asset Management Committee and CAO to develop a plan to implement the recommendations from the October 2020 Municipal Fleet Optimization Study included in January 19, 2021 Committee of the Whole agenda.

Motion Carried.

RC-2021-02-11-027

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

12c. **Funding Agreement for Annapolis Valley Trails Coalition**

On motion of Deputy Mayor Lutz and Councillor Harding, that Municipal Council enter into an agreement with the Annapolis Valley Trails Coalition with terms and conditions per the January 19, 2021 Request for Decision, with the amendment that renewal after three years be based on a Council review of the agreement.

Motion Carried.

RC-2021-02-11-028

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

13. **Correspondence**

Mayor Muttart gave an overview of the correspondence as attached to the February 11, 2021 Council agenda.

On motion of Councillor Allen and Councillor Misner, that Municipal Council receive the Correspondence as attached to the February 11, 2021 agenda.

Motion Carried.

RC-2021-02-11-029

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For

District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 13a. [Beverley Grant re: Video Feed Council Meeting](#) In response to a question from Councillor Hirtle whether a motion would be appropriate, Mayor Muttart noted that staff would be asked to consider preparing a Request for Decision.
- 13b. [Brigadoon Village Thank You](#) For information.
14. **Committee of Council and Working Group Reports**
- 14a. [New Minas Secondary Planning Strategy Working Group](#) Councillor Winsor presented the report as attached to the February 11, 2021 Council agenda.
- 14b. [Police Services Advisory Committee](#) Councillor Killam presented the report as attached to the February 11, 2021 Council agenda.
- 14c. [Regional Sewer Committee](#) Councillor Winsor presented the report as attached to the February 11, 2021 Council agenda.
- 14d. [Audit Committee](#) Councillor Misner presented the report as attached to the February 11, 2021 Council agenda.
- 14e. [Diversity Kings County](#) Councillor Misner presented the report as attached to the February 11, 2021 Council agenda.
- 14f. **Asset Management Committee** Councillor Hirtle provided a verbal report.
- 14g. [Budget and Finance Committee \(January 11, 2021\)](#) The report provided by Councillor Hirtle to the Municipal Clerk on February 11 was included in the agenda package following the meeting.
- 14h. [Budget and Finance Committee \(February 9, 2021\)](#) The report provided by Councillor Hirtle to the Municipal Clerk on February 11 was included in the agenda package following the meeting.
- 14i. **Other: [See Attached Table](#)** **On motion of Councillor Harding and Councillor Allen, that Municipal Council receive the Committee of Council and Working Group reports as attached to the February 11, 2021 Council agenda and as provided verbally.**

Motion Carried.

RC-2021-02-11-030

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For

District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

15. **Other Business**

Councillor Misner thanked those who had participated in the Moose Hide Campaign against violence towards women and children. Councillor Killam spoke in recognition of Ernest Corbin, founder of the Meadowview Development Association, who had passed away on December 31, 2020.

16. **Comments from the Public**

No members of the public were present.

17. **Adjournment**

On motion of Deputy Mayor Lutz and Councillor Winsor, there being no further business, the meeting adjourned at 7:14 pm.

Motion Carried.

RC-2021-02-11-031

Results

For 10
Against 0

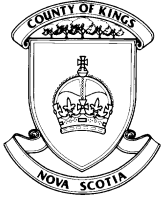
District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

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



Municipality of the County of Kings Report to Municipal Council

Application to Discharge a Development Agreement from the property at 252 Prospect Road, Morristown (PID 55348015) (File# 20-18)

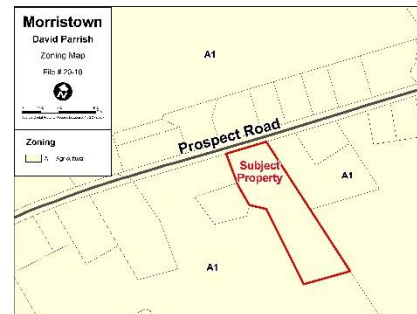
Date: March 8, 2021

Prepared by: Planning Staff

Applicant	David Parrish
Land Owner	Crisp Growers Inc.
Proposal	To discharge a development agreement that enabled an antiques shop
Location	252 Prospect Road, Morristown (PID 55348015)
Area	Property size approximately 4.5 acres. Area covered by development agreement approximately 1.3 acres
Designation	Agricultural (A)
Zone	Agricultural (A1)
Surrounding Uses	Agricultural and rural residential uses
Neighbour Notification	No Neighbour Notification required for a development agreement discharge

1. PROPOSAL

David Parrish has applied to discharge an existing development agreement from a previous owner which enabled an antiques shop to operate in a barn on the property at 252 Prospect Road in Morristown. The discharge of this development agreement would allow the barn to be used for other purposes and unencumber the property of an agreement that the current owners do not need.



2. OPTIONS

In response to the application, Council may:

- A. Discharge the agreement
- B. Refuse to discharge the agreement
- C. Provide alternative direction, such as requesting further information on a specific topic

3. STAFF RECOMMENDATION

Staff recommend that Municipal Council pass the following motion:

Be it resolved that Municipal Council approves the discharge of the development agreement dated May 7, 2004 between Carolyn Worrall and the Municipality of the County of Kings, from the lands located at 252 Prospect Road, Morristown (PID 55348015) as described in Appendix A of the report dated February 2, 2021.

4. BACKGROUND

A development agreement for the subject property was approved by Council on April 6, 2004, and registered on May 4, 2004. This development agreement enabled the development of an antiques shop in an existing barn on the subject property.

The property changed ownership, and was most recently purchased in 2020 by Crisp Growers Incorporated. This organization does not intend to operate an antiques shop on the property and has requested that the development agreement be discharged from the property.

5. INFORMATION

The subject property is 4.5 acres in area, although the development agreement covers 1.3 acres of the subject property. There are several buildings on the property including a garage, barn and dwelling.

Under the Municipality of the County of Kings Planning Policies no Public Information Meeting is required for the discharge of a development agreement. Council holds final consideration only and the decision is not appealable.

6. POLICY REVIEW

Ability to discharge a Development Agreement

The Municipal Government Act (MGA) states that a development agreement is in effect until discharged by Council in accordance with the terms of the agreement or in concurrence with the property owner (s. 229). In this case the property owner is requesting the discharge.

Section 6.8 of the existing development agreement states,

This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Property until this Agreement is discharged by Council.

Additionally, section 5.3.6 of the Municipal Planning Strategy (MPS) recognizes that Council will include discharge policies within development agreements, as described above.

Should Council discharge the agreement, the permissions and requirements of the Agricultural (A1) Zone will apply to the property. The existing residential use on the property is a permitted use within the Agricultural (A1) Zone.

7. CONCLUSION

Staff have reviewed the application for consistency with the Municipal Government Act, the Municipal Planning Strategy and the Agricultural (A1) Zone of the Land Use Bylaw regulating use and development on the property. The property owner does not intend on using the property for

an antiques shop, applied for by a previous owner of the property. The development agreement is no longer needed by the current owners. Discharging the agreement is consistent with Municipal Policy. Therefore, staff recommend that the development agreement on the property at 252 Prospect Road, Morristown be discharged.

8. APPENDIXES

Appendix A – Resolution and Property Description

Appendix B – Original Development Agreement

Appendix A
MUNICIPALITY OF THE COUNTY OF KINGS
DEVELOPMENT AGREEMENT DISCHARGE

Pursuant to Section 229(2) of the Municipal Government Act, the Municipality of the County of Kings discharges the Development Agreement, entered into on May 4, 2004 between Carolyn Worrall Limited and the Municipality of the County of Kings and recorded at the Registry of Deeds as plan number 75465527.

MUNICIPALITY OF THE COUNTY OF KINGS caused this Instrument to be executed and delivered by its duly authorized Officers in its behalf in the presence of

Peter Muttart, Mayor

Witness

Janny Postema, Municipal Clerk

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2021, _____ the subscribing witness to this instrument came before me, made oath, and said that MUNICIPALITY OF THE COUNTY caused the same to be signed and sealed in its name and in its behalf by its duly authorized Officers in his/her presence.

A Commissioner of Oaths in Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2021, MUNICIPALITY OF THE COUNTY OF KINGS executed the foregoing instrument and affixed its corporate seal thereto in my presence by its duly authorized Officers and that I signed such instrument as witness to such execution.

A Commissioner of Oaths in Nova Scotia

Property Description

Parcel Description

ALL that parcel of land situate, lying and being South of Prospect Road, at Morristown in the County of Kings and Province of Nova Scotia, more particularly bounded and described as follows:

BEGINNING at a survey marker set on the Southerly limit of the Prospect Road at the Northwest corner of lands of Leslie Hutchinson and Jacqueline Hutchinson as conveyed to them by Deed recorded at the Registry of Deeds, Kentville, Nova Scotia, in Book 752 at page 118:

THENCE South forty-two degrees 55 minutes 39 seconds East along the Westerly line of lands of Leslie and Jacqueline Hutchinson, the Westerly line of lands reserved by Mountain Crest Farm Limited and the Westerly line of land of Vaughn Nichols, a total distance of 841.31 feet to a survey market set;

THENCE South 64 degrees 20 minutes 16 seconds West a distance of 263.54 feet to a survey marker set;

THENCE North 36 degrees 20 minutes 52 seconds West a distance of 458.60 feet to a survey marker set;

THENCE North 87 degrees 29 minutes 32 seconds West a distance of 94.74 feet to a survey marker found of the Easterly line of the lands formerly of Mountain Crest Farm Limited;

THENCE North 39 degrees 49 minutes West along the Easterly line of lands formerly of Mountain Crest Farm Limited a distance of 119.60 feet to a survey marker found;

THENCE North 30 degrees 53 minutes 29 seconds West a distance of 189.01 feet to a survey marker set on the Southerly limit of the Prospect Road;

THENCE North 63 degrees 22 minutes 42 seconds East a distance of 45.20 feet to a survey marker set and continuing along the Southerly limit of the Prospect Road at the same course a further distance of 183.70 feet to the place of BEGINNING.

BEING Lot 3, comprised of an area of 42,627 square feet and Parcel C, comprised of any area of 3.54 acres, consolidated to form lot 3A, comprised of 4.52 acres, as shown on a Plan of Subdivision and Consolidation prepared by Valle Surveys, dated December 7, 1995, which as been approved by the Municipality of the County of Kings December 28, 1995, Registry No. 950221, a copy of which is on file at the Registry of Deeds, Kentville, Nova Scotia under No. P-10,158.

Appendix B – Original Development Agreement

Form 44

Request to the Registrar of Deeds to Register a Document
Land Registration Act, S.N.S. 2001, c.6, Sections 37 and 46
Land Registration Administration Regulations subsection 4(7)

Registrant User Number:
Registration District: Kings County
Submitter's Name/Firm: Municipality of Kings
Grantor/Declarant/Developer Re: Attached
Document: Development Agreement
PID (if available):

SEE PLAN FILE 7546527
MAY 07 2003
INITIAL JH

IN THE MATTER OF Section 37 or 46 of the Land Registration Act;

TAKE NOTICE THAT the attached document relates to a parcel that is not registered pursuant to the Land Registration Act, and the document may be accepted for registration pursuant to the Registry Act because: (select one only)

- It is not a transfer for valuable consideration as defined in clause 46(1)(a) of the Land Registration Act.
It is not a mortgage as defined in clause 2(2)(f) or security interest as defined in clause 2(2)(k) of the Land Registration Administration Regulations.
It is a transfer of a parcel between persons married to one another.
It is a transfer of a parcel between persons formerly married to one another, where the transfer is for the purpose of division of matrimonial assets.
It is a transfer of a parcel between persons who are parties to a registered domestic partnership agreement.
It is a transfer of a parcel acquired by Her Majesty in right of the Province or a municipality for the purpose of road widening, alignment or movement.
It is a deed that conveys an interest of a predecessor in title to the present Owner/Agent being used to feed the estoppel or clarify title.
It is a transfer of an unregistered parcel that is created for the purpose of consolidation with an abutting unregistered parcel where the parcel being transferred/created is incapable of being approved except as an addition to another parcel.
It is a transfer of a parcel from the Nova Scotia Farm Loan Board to a borrower under the Agriculture and Rural Credit Act.
It is an instrument that is not required to be registered or recorded pursuant to the Land Registration Act and the Land Registration Administration Regulations.

I HEREBY REQUEST THAT this document be registered pursuant to the Registry Act.

DATED at Kentville in the County of Kings, Province of Nova Scotia, this 6th day of May, 2004.

Cindy L. Barker
Signature of Owner/Agent/Transferee/Registrar of Probate
Name: Cindy L. Barker
Address: PO Box 100 - Kentville, NS B4N 3W3
Phone: 690-6139
Email: cbarker@county.kings.ns.ca
Fax: 679-0911

KINGS COUNTY LAND REGISTRATION OFFICE
I certify that this document was registered as shown here.
Christina Dodge, Registrar
75465279
05 07 2004
MM DD YYYY

KINGS COUNTY LAND REGISTRATION OFFICE
I certify that this is a true copy of a full document registered/recorded in the Land Registration Office as shown here.
Christina Dodge, Registrar
75465279
05 07 2004
MM DD YYYY



MUNICIPALITY OF THE COUNTY OF KINGS

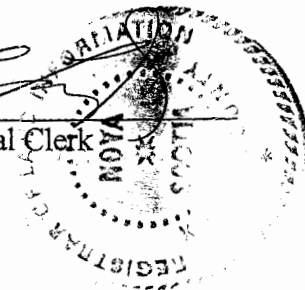
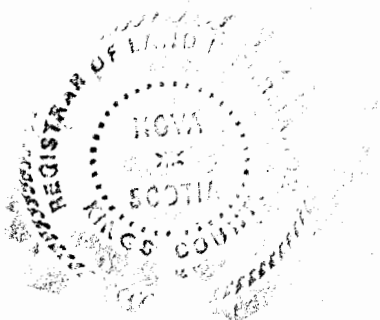
“BE IT RESOLVED that the Municipality of the County of Kings enter into the attached Development Agreement with Carolyn Worrall registered owner of the property, located at civic number 252 Prospect Road, Morristown, and to permit the operation of an Agri-tourism business pursuant to Policy 3.2.8.2.1 of Bylaw 56 of the Municipal Planning Strategy.”

THIS IS TO CERTIFY that the foregoing Agreement was considered and passed by a majority vote of those Councillors present when the vote was taken at the session held on the 6th day of April, A.D., 2004 in the Municipal Administration Building, Kentville, Nova Scotia.

GIVEN under the hands of Warden and Municipal Clerk and under the corporate seal of the Municipality this 6th day of April, 2004.

Fred Whalen, Warden

Ann L. Longley, Municipal Clerk



THIS AGREEMENT made this 3rd day of May, 2004

- BETWEEN:

CAROLYN WORRALL, registered Owner of the properties located at 252 Prospect Road, Morristown, Nova Scotia (hereinafter called the DEVELOPER"),

- OF THE FIRST PART

AND

THE MUNICIPALITY OF THE COUNTY OF KINGS, a body corporate pursuant to the Municipal Government Act, S.N.S., 1998, Chapter 18, as amended, having its chief place of business at Kentville, Kings County, Nova Scotia (hereinafter called the "MUNICIPALITY"),

- OF THE SECOND PART

WHEREAS the Developer is the owner of certain lands (hereinafter called the "Property"), which is more particularly described in Schedule "B", attached hereto;

AND WHEREAS the Developer has requested that the Municipality of the County of Kings enter into a Development Agreement (hereinafter called the "Agreement") pursuant to the provisions of Section 225 of the Municipal Government Act and Policy 3.2.8.2 of the Municipal Planning Strategy so that the Developer may develop and use the Property in a manner which is not presently provided for within the Land Use Bylaw generally applicable to the particular Land Use Designation in which the Property is located;

AND WHEREAS the Developer's proposed use of the Property is intended for an Agri-tourism Business.

THEREFORE, in consideration of the covenants, promises and agreements contained herein, the parties hereto agree as follows:

Part 1 Agreement Context

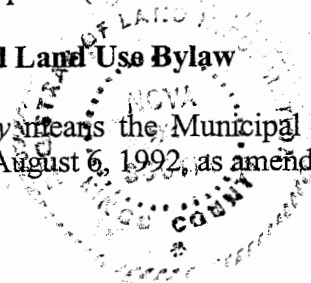
1.1 Schedules

The following attached schedules shall form a part of this Agreement:

- Schedule "A" Site Plan (hereinafter called the "Site Plan")
- Schedule "B" Property Description (hereinafter called the "Property")

1.2 Municipal Planning Strategy and Land Use Bylaw

- (a) *Municipal Planning Strategy* means the Municipal Planning Strategy pertaining to Kings County, approved on August 6, 1992, as amended.



- (b) *Land Use Bylaw* means Bylaw 75 of the Municipality, being the Land Use Bylaw pertaining to Kings County approved on August 6, 1992, as amended.

1.3 Definitions

Unless otherwise defined, all words used herein shall have the same meaning as defined in the Land Use Bylaw. Words not defined in the Bylaw 75 but used herein are:

- (a) *Development Officer*, means the Development Officer appointed by the Council of the Municipality.
- (b) *Driveway* means the vehicular access (ingress and egress) from the property to a public road as well as on-site access to parking and loading areas.
- (c) *Development Envelope* means the portion of the property (as shown on the Site Plan) within which the uses permitted by this Agreement may take place.
- (d) *Antique, Gift and Arts shop* means a building or part of a building used for the retail sale of antiques, crafts, gifts, art and souvenirs oriented substantially toward a tourist market.

Part 2 Development Requirements

2.1 Uses

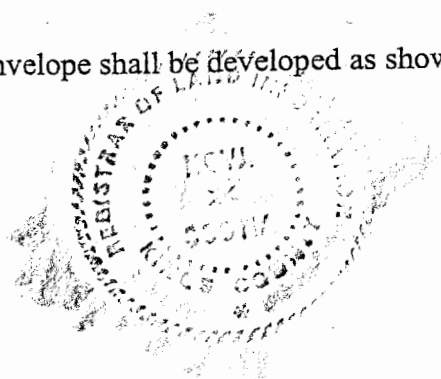
The use of the Development Envelope shall be limited to:

- (a) an Antique, Gift and Arts shop in the "Barn" designated on the Site Plan and located within the Development Envelope;
- (b) one single-family Single Detached Dwelling in the "Dwelling Civic #252" designated on the Site Plan;
- (c) one Residential Garage in the "Garage" designated on the Site Plan and located within the Development Envelope; and
- (d) associated parking as provided for in this Agreement.

The use of the portion of the Property not contained within the Development Envelope shall comply with: (i) the requirements of the Land Use Bylaw applicable to the zone in which the Property is located, and (ii) the applicable portions of this Agreement.

2.2 Site Plan

The Development Envelope shall be developed as shown on the Site Plan.



2.3 Building Alterations and Architectural Design

The developer agrees that no external changes will be made to the Barn to accommodate the Antique, Gift and Arts shop use, except as permitted under section 5.1.

2.4 Vehicle Ingress & Egress

- (a) Vehicle ingress and egress to and from the development are to take place as shown on the site plan and must be approved by the Nova Scotia Department of Transportation and Public Works prior to use.
- (b) All turning radii for driveways shall be designed and constructed to industry and Department of Transportation and Public Works standards.

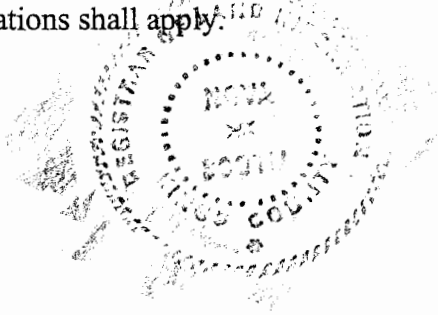
2.5 Exterior Lighting

Any exterior lighting on the Property shall not be directed upon streets, and neighbouring residential properties.

2.6 Signs

For uses permitted within the Development Envelope:

- (a) The current signage constructed of wood shall remain. All other signs must meet the requirements of the Land Use Bylaw, and in addition be constructed of wood or metal. No internally illuminated signage shall be permitted.
- (b) The Developer shall obtain a development permit from the Development Officer prior to the erection or installation of any sign.
- (c) The following standards and restrictions shall apply to all signs, in addition to the Land Use Bylaw requirements:
 - (i) One ground sign measuring no more than one hundred square feet (100 sq. ft.) and positioned so as not to interfere with or obstruct the vision of drivers approaching or leaving the property;
 - (ii) One projecting sign (two-sided) measuring no more than forty square feet (40 sq. ft.); and
 - (iii) Facial signage covering no more than fifteen percent (15%) of the front building facade.
- (d) Where this section is inconsistent with the regulations respecting advertising signs on or near public highways made or administered by the Department of Transportation and Public Works of the Province of Nova Scotia, the more restrictive regulations shall apply.



2.7 Parking General Standards

Within the development envelope, the Developer shall meet the following criteria and standards for parking and in accordance with the locations for parking shown on the Site Plan:

- (a) The Developer shall provide and mark a minimum of one parking space as parking for the physically disabled.
- (b) Parking spaces shall be a minimum dimension of nine feet by eighteen feet (9' x 18') for standard spaces, and thirteen feet by eighteen feet (13' x 18') for the physically disabled spaces.
- (c) Parking areas shall be maintained with a stable surface that is treated to prevent the raising of dust or loose particles.
- (d) The developer shall provide and mark a minimum of one parking space for staff.

2.8 Future Retail Expansion

The gross floor area of the Antique, Gifts and Arts shop shall not exceed 2500 square feet.

2.9 Appearance of Property

The Developer shall at all times maintain the Property in a neat and presentable condition including the structures, lawns, landscaping, driveways and parking and loading areas.

2.10 Site Services

The Developer shall be responsible for providing adequate on-site sewage and water service to accommodate the use of the property. Prior to obtaining a Development Permit, the Developer shall ensure that there are adequate on-site services to the Property, and the Developer shall be responsible for all costs associated with on-site servicing.

Part 3 Operations

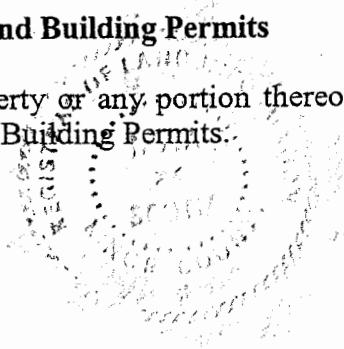
3.1 Hours of Operation

The hours of operation for the Antiques, Arts and Craft shop shall begin no earlier than 10 am and end no later than 6.00 pm, seven days a week.

Part 4 Implementation of the Agreement

4.1 Application for Development and Building Permits

- (a) Development of the Property or any portion thereof shall require applications for Development Permits and Building Permits.



- (b) The Developer must comply with the provisions of the Municipal Building Bylaw, including all requirements for Building Permits and compliance with Orders of Building Inspectors.
- (c) The Developer shall submit to the Development Officer in support of any application for a Development Permit and/or a Building Permit:
 - (i) Building plans and specifications, which are acceptable to the Development Officer and the Municipal Building Inspector;
 - (ii) Consent for Building and Access to the property from the Department of Transportation and Public Works, and
 - (iii) Any other information the Development Officer deems necessary to determine whether the development conforms with the requirements of this Agreement.

4.2 Issuance of Development and Building Permits

- (a) The Development Officer shall not issue Development Permit(s) for the use of the Property and for any construction relating to this Agreement unless such development complies with the terms of this Agreement.
- (b) The decision of the Development Officer as to whether a development meets the terms of this Agreement shall be conclusive.

4.3 Commencement of Operation

No construction or use may be commenced on the Property until the Municipality has issued any Development Permits and Building Permits that may be required.

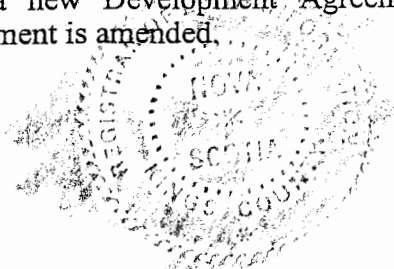
4.4 Completion and Expiry Date

- (a) The Developer shall sign this Agreement within six (6) months of eligibility to execute the Agreement or the unexecuted Agreement shall be null and void.
- (b) The Developer shall complete all construction and be in complete compliance with all provisions of this Agreement within two (2) years of signing this Agreement.

Part 5 Changes and Amendments

5.1 Insubstantial Amendments to this Agreement

The Developer shall not vary or change the use of the Property, except as provided for in this Agreement, unless a new Development Agreement is entered into with the Municipality or this Agreement is amended.



The Municipality and the Developer agree that all matters in this Agreement are substantive matters which shall not be changed or altered except by amendment to this Agreement, except as follows. The following matters are not substantive matters and may be changed or altered by policy of Council, and shall not require a Public Hearing:

- (a) Changes to the site plan that are necessary to accommodate features that are subject to approval or authorization by other authorities such as, but not limited to, the Nova Scotia Department of Transportation and Public Works and the Nova Scotia Department of the Environment and Labour.
- (b) Any changes to increase the size of the Arts, Crafts and Antiques shop by up to 10 percent of the maximum total floor area permitted by this Agreement.
- (c) Changes to any structures required to meet any Bylaw or Building Code requirements.
- (d) Changes in hours of operation.
- (e) Minor landscaping and cosmetic changes to the exterior of the building.

Part 6 Compliance

6.1 Subsequent Development

Any subsequent development not included in this Agreement may only be initiated or carried out upon the entering into of a new or amended Development Agreement with the Municipality.

6.2 Compliance with Other Bylaws or Regulations

Nothing in this agreement shall exempt the Developer or any successor in title from complying with other Bylaws or Regulations in force within the Municipality, including the Building Bylaw, or from obtaining any license, permission, permit authority or approval required hereunder, including any permission required under the Provincial Fire Code, or those of any other authority having jurisdiction.

6.3 Observance of the Law

Subject to the provisions of this Agreement, the Developer shall observe all of the ordinances, bylaws and regulations of the Municipality, Provincial and Federal legislation applicable to the Developer.

6.4 Breach of Terms or Conditions

Upon the breach by the Developer of the terms or conditions of this Agreement, the Municipality may:

- Apply for an injunction or injunction type relief; or
- Prosecute under the Municipal Government Act, Land Use Bylaw or Building Bylaw, and/or Building Code Act;

- Sue for specific performance of any terms or conditions; or
- Sue for breach of contract; or
- Discharge this Agreement; or
- Undertake any remedies permitted by the Municipal Government Act;
- Take no action but by taking no action on any breach or violation shall not bar the Municipality from exercising its rights under the Development Agreement for any other or a subsequent or continuing breach or violation of the same nature; or
- Any combination of the above.

6.5 Registration of Agreement

The Development Agreement shall be recorded by the Municipality in the Registry of Deeds at Kentville in the Province of Nova Scotia.

6.6 Severability of Provisions

It is agreed that the provisions of this Agreement are severable from one another and that the invalidity or unenforceability of one provision shall not prejudice the validity or enforceability of any other provision.

6.7 Interpretations

Where the context requires, the singular shall include the plural, and the masculine gender shall include the feminine and neuter genders.

6.8 Ownership and Control

This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Property until this Agreement is discharged by Council.

Notwithstanding any subdivision approvals granted pursuant to this Agreement or any transfer of any portion of the Property, this agreement shall continue to apply and bind the Developer, the Property and any portion of the Property and, subject to this Part, the Developer shall continue to be bound by all terms and conditions of this Agreement until discharged by Council

Upon transfer of title of any portion of the Property, the owner thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable to the portion of the Property.

6.9 Warranties by the Developer

The Developer warrants as follows:

- (a) The Developer has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance. No other entity has an interest in the Lands that would require their signature on this Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign this Agreement to validly bind the Lands.

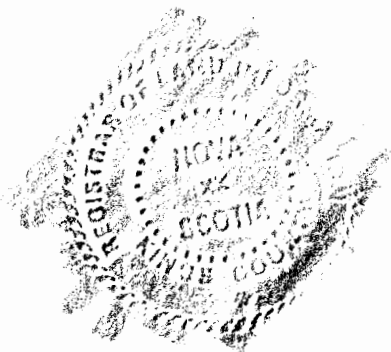
- (b) The Developer has taken all steps necessary to, and it has full authority to, enter into this Agreement.

6.10 Costs

The Developer is responsible for all costs associated with this Agreement.

6.11 Full Agreement

This Agreement constitutes the entire agreement and contract entered into by the Municipality and the Developer. No other agreement or representation, oral or written, shall be binding.



THIS AGREEMENT shall enure to the benefit of and be binding upon the parties hereto, their respective agents, successors and assigns.

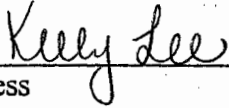
IN WITNESS WHEREOF this Agreement was properly executed by the respective parties hereto on the day and year first above written.

SIGNED, SEALED AND ATTESTED to be the proper signing officers of the Municipality of the County of Kings, duly authorized in that behalf, in the presence of:

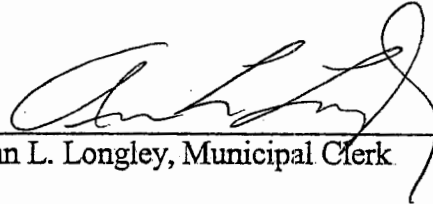
THE MUNICIPALITY OF THE COUNTY OF KINGS



Fred Whalen, Warden



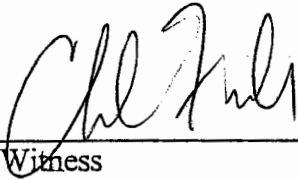
Witness



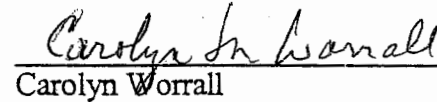
Ann L. Longley, Municipal Clerk

SIGNED, SEALED AND DELIVERED
In the presence of:

Carolyn Worrall



Witness



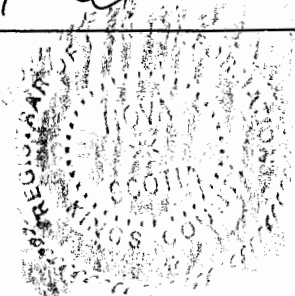
Carolyn Worrall

SIGNED, SEALED AND DELIVERED
In the presence of:

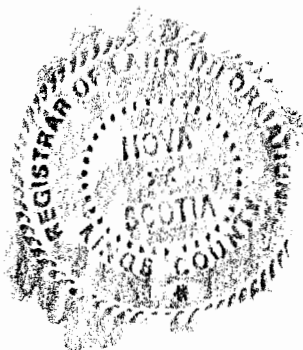
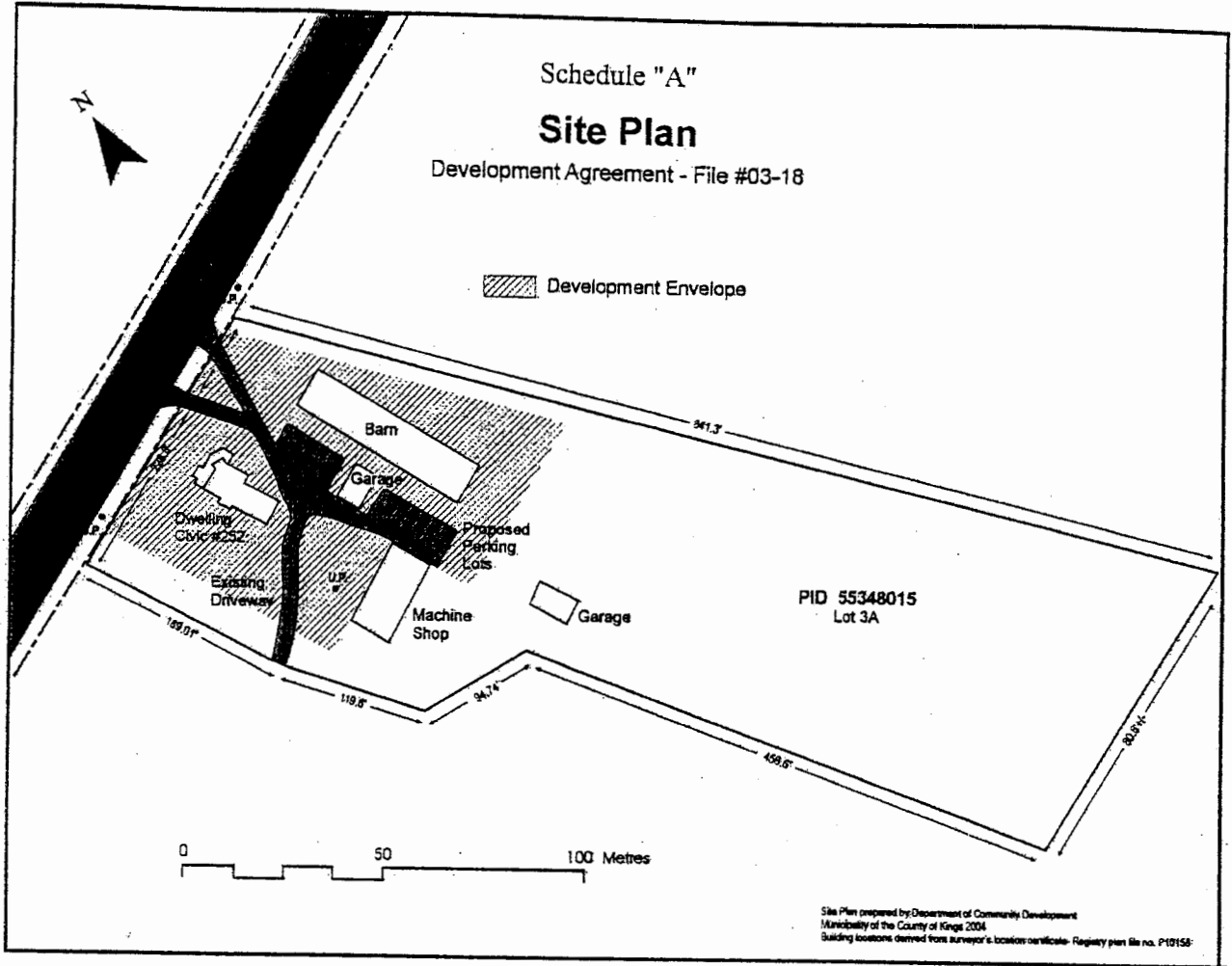
**REGISTERED PROPERTY OWNER OF
252 Prospect Road, Morristown**



Witness



Site Plan



Schedule "B"

Property Description

252 Prospect Road
Morristown, Nova Scotia
AAN 02125846

All that lot of land situate, lying and being on the south side of Prospect Road, at Morristown in the County of Kings and Province of Nova Scotia, more particularly bounded and described as follows:

BEGINNING at a survey marker set on the southerly limit of the Prospect Road at the Northwest corner of lands of Leslie Hutchinson and Jacqueline Hutchinson as conveyed to them by Deed recorded at the Registry of Deeds, Kentville, Nova Scotia, in Book 752 at page 118:

THENCE South 42° 55' 39" East along the westerly line of lands of Leslie and Jacqueline Hutchinson, the westerly line of lands reserved by Mountain Crest Farm Limited and the westerly line of land of Vaughn Nichols, a total distance of 841.31 feet to a survey marker set;

THENCE South 64° 20' 16" West a distance of 263.54 feet to a survey marker set:

THENCE North 36° 20' 52" West a distance of 458.60 feet to a survey marker set;

THENCE North 87° 29' 32" West a distance of 94.74 feet to a survey marker found of the easterly line of the lands formerly of Mountain Crest Farm Limited;

THENCE North 39° 49' 00" West along the easterly line of lands formerly of Mountain Crest Farm Limited a distance of 119.60 feet to a survey marker found;

THENCE North 30° 53' 29" West a distance of 189.01 feet to a survey marker set on the southerly limit of the Prospect Road;

THENCE North 63° 22' 42" East a distance of 45.20 feet to a survey marker set and continuing along the southerly limit of the Prospect Road at the same course a further distance of 183.70 feet to the place of BEGINNING.

BEING Lot 3, comprised of an area of 42,627 square feet and Parcel C, comprised of any area of 3.54 acres, consolidated to form lot 3A, comprised of 4.52 acres, as shown on a Plan of Subdivision and Consolidation prepared by Valle Surveys, dated December 7, 1995, which as been approved by the Municipality of the County of Kings December 28, 1995, Registration No. 950221, a copy of which is on file at the Registry of Deeds, Kentville, Nova Scotia under No. P-10, 158.

BEING AND INTENDED TO BE Lot 3 as shown in a Deed from Hutchinson Investment Limited and Mountain Crest Farm Limited to Hutchinson Investment Limited and Leslie and Jacqueline Hutchinson as Releasees by Deed dated January 21, 1997 and recorded in the Kings County Registry of Deeds in Book 1091 at Page 725.

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

ON THIS 6th day of April, 2004 before me, the subscriber personally came and appeared, Kelly Lee, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the Municipality of the County of Kings, one of the parties hereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunder affixed, under the hands of its proper officers, thereunto duly authorized in her presence.

Cynthia L. Barker

CYNTHIA L. BARKER
A Commissioner of the Supreme
Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

ON THIS 3 day of May, 2004, before me, the subscriber personally came and appeared, Chrystal Fuller, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that Carolyn Worrall, the registered property owner of 252 Prospect Road, one of the parties thereto, signed, sealed and delivered the same in her presence.

Heather Jo Lightfoot

HEATHER JO LIGHTFOOT
A Commissioner of the Supreme
Court of Nova Scotia



Municipality of the County of Kings

Committee Recommendations

COMMITTEE: Planning Advisory Committee

COMMITTEE MEETING DATE: [January 12, 2021](#) and [February 9, 2021](#)

COUNCIL MEETING DATE: March 8, 2021

a.	Application for a development agreement at 9146 Highway 221, Sheffield Mills (File 20-02)	That Municipal Council give Final Consideration to entering into a development agreement to permit an event venue and mobile canteen uses accessory to an active farm business at 9146 Highway 221 (PID 55468086), Sheffield Mills, which is substantively the same (save for minor differences in form) as the draft set out in Appendix E of the report dated January 12, 2021.
b.	Application for rezoning at 673 Cambridge Road, Cambridge (File 20-12)	That Municipal Council give Second Reading to the map amendment to the Land Use By-law to rezone the property at 673 Cambridge Road (PID 55485700), Cambridge, from the Residential One and Two Unit (R2) Zone to the Residential Multi-Unit (R4) Zone, as described in Appendix D of the report dated January 12, 2021.
c.	Application for a telecommunications tower (File 20-14)	That Municipal Council support the application by WSP/Bell Mobility to site a 75-metre telecommunications tower on a leased portion of PID# 55059844, 1194 Cambridge Road, Woodville, as described in Appendix E on the report dated February 9, 2021. <u>Report Attached</u>
d.	Public Hearing Date	Tuesday, April 6, 2021, 6:00 pm



Municipality of the County of Kings
Report to the Planning Advisory Committee
Eastlink Proposed Cell Tower on Cambridge Road, Woodville.
(PID# 55059844)
File #20-14
 Date: February 9, 2021
 Prepared by: Planning and Development Services Staff

Applicant	WSP / Bell Mobility
Land Owner	Sawler Gardens Limited / Nova Scotia Farm Loan Board
Proposal	Construct a 75 metre self support telecommunications tower
Location	1194 Cambridge Road, Woodville
Area	Property size approximately 60 acres
Zone	Rural Mixed Use (A2) Zone
Surrounding Uses	Agricultural and rural residential uses
Neighbour Notification	19 property owners notified within 1,000 foot radius around the subject property

1. PROPOSAL

WSP has submitted an application on behalf of Bell Mobility to build a 75 metre (246 foot) self-support style telecommunication tower on a leased portion of a property, owned by Sawler Gardens Limited located at 1194 Cambridge Road in Woodville.



The Municipal Public Consultation process reached 19 property owners within 1000 feet of the subject property, and did not generate community questions or concerns. The application satisfies the location requirements contained within the Municipal Planning Strategy.

2. STAFF RECOMMENDATION

Staff recommend that the Planning Advisory Committee move this application forward, by passing the following motion.

The Planning Advisory Committee recommends that Municipal Council support the application by WSP//Bell Mobility to site a 75 metre telecommunications tower on a leased portion of PID# 55059844 1194 Cambridge Road, Woodville, as described in Appendix E of the report dated February 9, 2021.

3. BACKGROUND

Municipal Process and Responsibility

The jurisdictional authority to licence and approve telecommunications sites lies completely with the Federal Government as stated in the *Radiocommunication Act section 5.1*. Innovation, Science and Economic Development Canada is responsible for evaluating,

regulating, and granting licences for the construction of all radio and telecommunications infrastructure in Canada. Municipalities however, as the entities responsible for land-use management and planning, are included in the process to provide municipalities and local residents an opportunity to voice and discuss any concerns related to the construction of telecommunication facilities. The proponents, as mandated by Innovation, Science and Economic Development Canada, are required to answer these concerns and to work with the municipality to mitigate potential negative effects these sites might cause to the surrounding area.

As per usual, Staff will provide recommendations to the Planning Advisory Committee. The Planning Advisory Committee will consider the Staff recommendations, staff report and its supporting documentation including input from the public meeting as well as WSP/Bell Mobility's response to those concerns and then make a recommendation to Council. Should Council support the application, WSP/Bell Mobility would be eligible for a building permit and must meet the municipal site requirements. This is the extent of Municipal involvement. Council's resolution forms part of WSP/Bell Mobility's application to Innovation, Science and Economic Development Canada for Federal approval. Bell Mobility may only proceed with construction of the tower when they have received final approval from Innovation, Science and Economic Development Canada.

The Municipality's telecommunication facility siting policy is to provide guidance and direction in the processing of applications to construct telecommunication facilities. A telecommunication facility is defined in the Land Use By-law as a "facility, apparatus or other thing that is used or being used for telecommunications or for any operation directly connected with telecommunication, and includes a transmission facility." The evolution of wireless technology has necessitated the physical development of the land. Accordingly, the telecommunication policy has evolved in order to provide choices for consumers, while respecting the environment, public health, community goals and development plans.

4. INFORMATION

WSP and Bell Mobility worked with Municipal staff to determine a suitable site, which satisfies the Municipal separation distancing requirements.

The leased area is located in the south east portion of PID# 55059844. The proposed structure would be a 75 metre tall self support style tower. The tower would be accessed through a utility easement as shown on the site plan in Appendix B). The base of the tower and equipment shelter will be enclosed with steel fencing.

The proposed tower location meets and exceeds the separation distances required in the Municipal Planning Strategy (MPS). These include separations between the proposed tower and existing homes, schools and hospitals and public open spaces as detailed in Appendix E.

WSP/Bell Mobility have submitted information outlining the proposed tower's compliance with Health Canada's Safety Code 6, included as Appendix C.

5. POLICY REVIEW

The subject property is in the Rural Mixed Use (A2) Zone and the Agricultural Designation. The location of telecommunications are enabled in all zones and designations, provided the Municipal separation distances can be met. The proposed tower is located in a wooded section, near the south east corner of the property.

As described above, a Municipal by-law relating only incidentally to radio-communications may co-exist with federal legislation provided such by-laws do not prohibit nor unduly restrict the conduct of radio services or the operation of federally licensed radio stations. In 2004, Council approved amendments to control the location of telecommunication structures to mitigate the impacts on adjacent property owners and in areas where it is imperative to preserve the landscape and retain view planes and vistas. MPS section 2.3 Antenna Systems, provides direction to staff when processing applications for the siting of telecommunication facilities.

Siting Objectives

Protection of Land Uses

Siting Objectives are set out in policy 2.3.29. The objectives are to be achieved through the policies contained in policy 2.3.30 via site requirements, information and attestations, and public consultation. The Municipality endeavours to manage the location of telecommunication facilities to the extent it can, given the jurisdictional framework. The siting objectives contain policies seeking to encourage the protection of agricultural lands and those areas important to tourism.

Municipal Planning Strategy Siting Policies

Policy	Application/Proposal
<p>MPS 2.3.29 <i>require applicants to submit an application for any new telecommunication facilities requiring federal approval consisting of the following:</i></p> <p><i>(a) a non-refundable application fee similar to the standard rezoning fees established by the Municipality;</i></p>	Submitted
<p><i>(b) a scaled site plan clearly indicating the location, type and height of the proposed telecommunication facility, on-site land uses and zoning, adjacent land uses and zoning, adjacent roadways, proposed means of access, setbacks from property lines, elevation drawings of the proposed tower and any other structures, topography, parking, and other information required by Municipal Staff;</i></p>	Submitted, included in Appendix B

<i>(c) a statement of potential impacts on the surrounding environment (a copy of the Environmental Attestation) to the federal approval body;</i>	Submitted, included in Appendix C
<i>(d) the setback distance between the proposed telecommunication facility and the nearest residential unit, public open space, school or hospital;</i>	Submitted, included in Appendix E Nearest residential use is approximately 280 metres from proposed tower, and there are no hospitals or schools or public open spaces within the immediate area.
<i>(e) authorization from the property owner stating that they are aware of the application and have consented to the proposed location of a telecommunication facility on their property or building; and</i>	Letter of Authorization submitted and signed by the land owner, Peter Sawler.
<i>(f) evidence that the applicant has made a diligent effort to mount the facilities on an existing structure or tower;</i>	Submitted, details included in Appendix E

Setbacks

The Municipality will not normally consider a telecommunications tower proposal if it is to be located within 3 times the height of the tower (225 metres) to an existing residential dwelling unit, school or hospital. The proposed tower is 75 metres high and is approximately 280 metres from the nearest residence. This distance satisfies the separation requirements outlined in the Municipal Planning Strategy (MPS).

Visual Impacts

Site requirements contain efforts aimed at minimizing the visual impact of towers. It is understood that no amount of screening will totally hide these towers. The proponent has taken steps to limit the visual impact by selecting a rural location with low population density.

Health Effects

The Municipality wishes to consider public health and safety to the extent permitted. Health Canada produces Safety Code 6, a safety guideline for exposure to radio frequency fields. It is Innovation, Science and Economic Development Canada that has required compliance with this standard, by incorporating Safety Code 6 into radio regulatory provisions. Bell Mobility has provided a Safety Code 6 Attestation for the proposed tower location. This proposed installation falls below the acceptable Radio Frequency emission limit set by Safety Code 6.

Protection of Adjacent Properties


Another objective of the policy for siting telecommunication facilities is to avoid potential physical damage to adjacent properties through sound engineering practices and the proper siting of antenna/tower support structures. The tower installation must be constructed to comply with the structural standards contained in CSA 37-01 and all applicable engineering and construction standards.

Co-Location

The Municipality promotes and encourages co-location on existing and new towers as an option rather than construction of additional single-antenna towers and to reduce the number of such structures needed in the future. Innovation, Science and Economic Development Canada also has a requirement that the proponent, must demonstrate that co-location is not possible. Co-location is a preferable option as it makes Innovation, Science and Economic Development Canada approvals timelier and is less expensive than going through the process of obtaining a site and erecting a new tower. Bell Mobility has assessed the location of existing towers or other structures and has determined that there are no suitable existing structures located within the search ring for the proposed tower site.

Public Consultation

Public consultation plays a pivotal role in both the Municipal and Federal application processes. MPS Policy 2.3.30 sets out the process to be followed.

Policy	Application/Proposal
<p>MPS 2.3.30 <i>require a public meeting for any application for a telecommunications facility requiring federal approval, the date of which shall be determined in consultation with the Councillor for the district within which the telecommunication facility is proposed. Notification of the public meeting shall include, but shall not be limited to, the following:</i></p> <p><i>(a) a notice distributed to those property owners within 1,000 feet (300 metres) of the property where the proposed telecommunication facility is to be located;</i></p>	<p>Virtual Public Meeting recorded and posted with District 3 Councillor, Dick Killam.</p> <p>Mailed notice was distributed to 19 property owners within 1000 ft. of the subject property.</p>
<p><i>(b) a sign, which is visible to the travelling public, erected by the applicant on the property where the proposed telecommunication facility is to be located. The sign shall be erected a minimum of two weeks prior to the public meeting and shall include the meeting details and contact information for both the applicant and the Municipality;</i></p>	<p>A sign was installed 2 weeks prior to the meeting and provided the necessary information</p> 
<p><i>(c) a notice of the public meeting published in a local paper a minimum of 14 days prior to the meeting;</i></p>	<p>A newspaper ad was published on November 17 and November 24, 2020 in the local <i>Valley Journal Advertiser</i> newspaper.</p>

<i>(d) at the meeting the applicant will explain the application and will solicit feedback from the public;</i>	Presentation and public comment period provided this information and opportunity.
<i>(e) following the meeting, the applicant must provide a written submission to Municipal Staff, itemizing the public feedback and detailing how the applicant will address any public concerns raised;</i>	Applicant provided this, attached as Appendix D.
<i>(f) Municipal Staff will prepare a report with recommendations for consideration by the Planning Advisory Committee. The Planning Advisory Committee shall forward a recommendation to Council; and</i>	This report was prepared for Planning Advisory Committee's consideration.
<i>(g) Council shall consider the recommendation of the Planning Advisory Committee and give a statement of either support or non-support to the application</i>	To be considered by Council.

The public meeting was recorded on December 1st, 2020 and made available to the public. This meeting was chaired by the local Councillor, Dick Killam, with staff from WSP, Bell and the Municipality in attendance and making presentations about the tower, and the municipal consultation process. The recording was posted on the Municipality's website to allow land owners and residents to provide comments or ask questions for a 30-day period. The notice for the public meeting was advertised in the local newspaper and a road side sign was installed on the property, two weeks prior to meeting video being posted. Nineteen (19) surrounding property owners within 1,000 feet of the property were sent a notice advising them of the recording. The purpose of the public meeting was to explain the application and provide an opportunity for the public to express concerns and ask questions.

No comments or questions were received, although the Municipality received 1 phone call from a resident at 1001 Cambridge Road, looking for more information on the tower. Municipal staff returned the call and provided a voice message with more details, and never received a follow up call. Following the comment period, the applicant submitted a report that reviews the process and consultation steps (Appendix D).

6. CONCLUSION

Telecommunications towers are an increasingly important part of the communication infrastructure in the Municipality. Residents often expect a high level of cellular service. It is also the case that these structures may pose some risk to human health, and our environmentally and culturally sensitive areas. While it is in the interest of cellular companies to provide good service to their clients and customers, it is the responsibility of Municipalities and the Federal Government to ensure that the health, safety and interests of residents are protected.

The proposed tower is consistent with the policies and separation requirements of the Municipal Planning Strategy and the Municipality received no opposition during the public comment period.

Bell Mobility has provided an attestation of compliance with Safety Code 6 (attached as Appendix C) and selected a rural location that offers coverage to Cambridge and surrounding areas, while satisfying the separation requirements.

Staff recommends that the Planning Advisory Committee forward a positive motion to Council to support this application by WSP/Bell Mobility for the construction of a telecommunications tower on PID# 55059844 in Woodville.

7. APPENDIXES

Appendix A – Federal Jurisdiction and Context

Appendix B – Maps and Site Plan

Appendix C – Supporting Documents

Appendix D – Public Consultation Follow Up

Appendix E – Application Package and Tower Details

Appendix A Federal Jurisdiction and Context

Innovation, Science and Economic Development Canada may delay the issuance of antennae authorization if it becomes aware that a land use authority has raised an objection to a proposed antenna or modification. If Innovation, Science and Economic Development Canada concludes that the land use authority and the antenna proponent have reached an impasse in their consultation, and a mutually acceptable resolution is not possible, the antenna proponent is permitted to file a written submission (petition) to Innovation, Science and Economic Development Canada requesting that the license be issued. The submission must describe all of the efforts made by the proponent to accommodate the concerns raised by the land use authority. At this point, Innovation, Science and Economic Development Canada can attempt to resolve the matter(s) in dispute, deny the license, issue the license on the terms and conditions set out in the original application or grant the license with modifications intended to provide a balanced resolution for the parties. No time frames are provided for this impasse (dispute resolution) stage.

Mandate

Section 5 of the *Radiocommunication Act* states that the Minister of Industry issues radio authorizations and approves each site on which radio apparatus, including antenna systems, may be located. Under Canadian constitutional law, radio regulatory matters fall exclusively within the jurisdiction of the federal government. As such, provincial governments do not have any direct constitutional jurisdiction over radiocommunication that could be delegated to Canadian municipalities. However, a properly framed by-law, policy, protocol or the like, relating only incidentally to the radiocommunications (e.g. buffering provisions or setbacks) may co-exist with federal legislation provided such by-laws do not prohibit nor unduly restrict the conduct of radio services or the operation of federally-licensed radio stations.

Innovation, Science and Economic Development Canada regulates all significant supporting structures (towers) regardless of the type of radio equipment located on the supporting structure. A significant supporting structure is any structure for the transmission of radiocommunications with a height greater than 15 metres (approximately 49 feet). Cell technology is referred to as a License Spectrum. This type of license covers all cell sites and it must comply with CPC 2-0-03 which includes exposure limits established in Health Canada's Safety Code 6 requirements.

Innovation, Science and Economic Development Canada's Client Procedure Circular 2-0-03

Innovation, Science and Economic Development Canada's Client Procedure Circular 2-0-03 (Client Procedure Circular-Radiocommunication and Broadcasting Antenna Systems) sets out what the applicant (Eastlink) needs to do or submit for their application to Innovation, Science and Economic Development Canada to install or modify a significant telecommunication tower. Circular CPC 2-0-03 provides a general policy framework for the land use consultations that are to occur between certain antenna proponents and Canadian land use authorities when significant antenna and/or supporting structures (including towers) are to be installed or modified. The CPC document itself does not create the consultation obligations for the various categories of

radio station in Canada. For the most part, the local consultation requirements applicable to various categories of radio stations are imposed by Innovation, Science and Economic Development Canada as a condition of licence.

The Consumer and Clinical Radiation Protection Branch of Health Canada produces Safety Code 6. It is a safety guideline for exposure to radio frequency fields. Innovation, Science and Economic Development Canada's CPC 2-0-03 sets out that it is the responsibility of the proponents and operators of installations to ensure that all radiocommunication and broadcasting installations comply with Safety Code 6 at all times, including the consideration of combined effects of nearby installation within the local radio environment. It is Innovation, Science and Economic Development Canada that has required compliance with it by incorporating Safety Code 6 into radio regulatory provisions.

Innovation, Science and Economic Development Canada's CPC 2-0-03 outlines the Federal process that Eastlink is to follow. The broad elements of the process are as follows:

1. Investigating, sharing or using existing infrastructure before proposing new antenna-supporting structures.
2. Contacting the land use authority to determine local requirements regarding antenna systems.
3. Undertaking public notification and addressing relevant concerns, whether by following local land use authority requirements or Innovation, Science and Economic Development Canada's default process, as is required and appropriate.
4. Satisfying Innovation, Science and Economic Development Canada's general technical requirements.

Unless the proposal meets the exclusion criteria, proponents must consult with the local land use authority on any proposed antenna system prior to any construction with the aim of discussing site options; ensuring the local processes related to antenna systems are respected; addressing reasonable and relevant concerns (as set out in Section 4.2) from both the land use authority and the community they represent; and obtaining land use authority concurrence in writing.

Reasonable and Relevant Concerns

The factors that will determine whether a concern is reasonable or relevant (according to Section 4.2 in CPC 2-0-03) in the public consultation process will vary but will generally be considered if they relate to the requirements of the circular and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of concerns that proponents are to address include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of the circular including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc?

Concerns that are not relevant include:

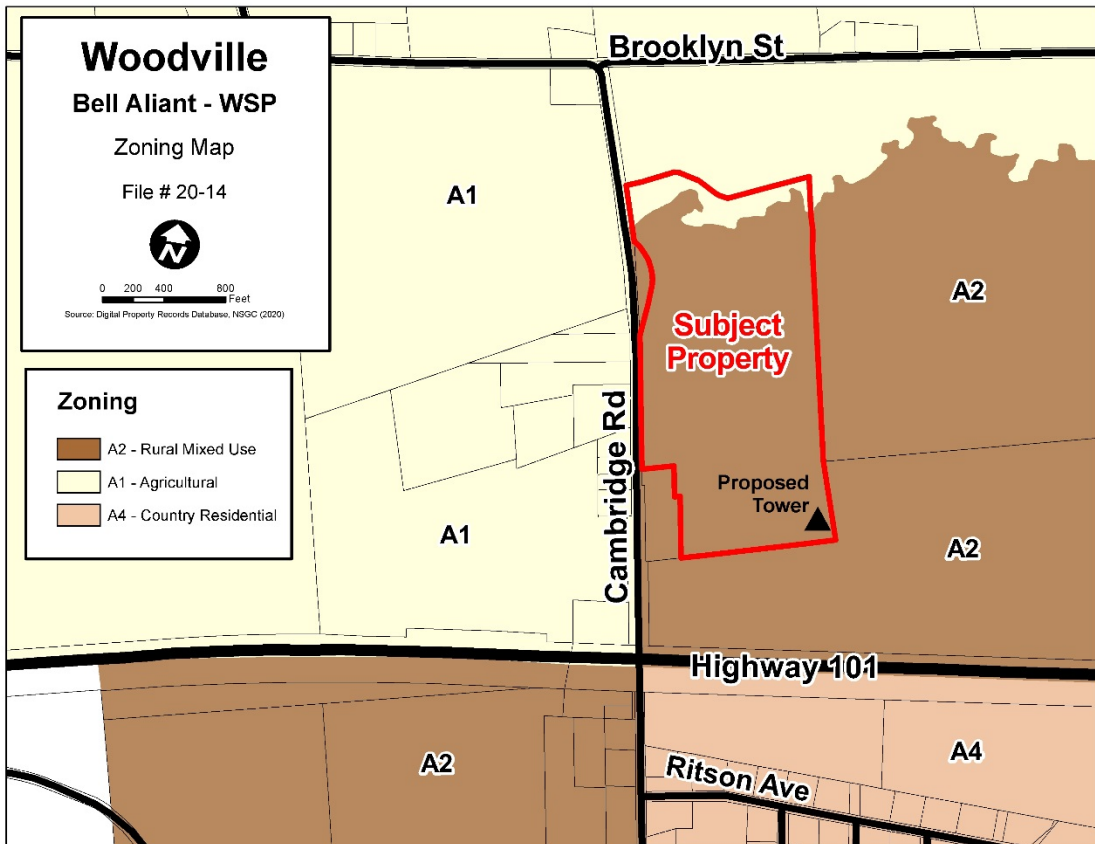
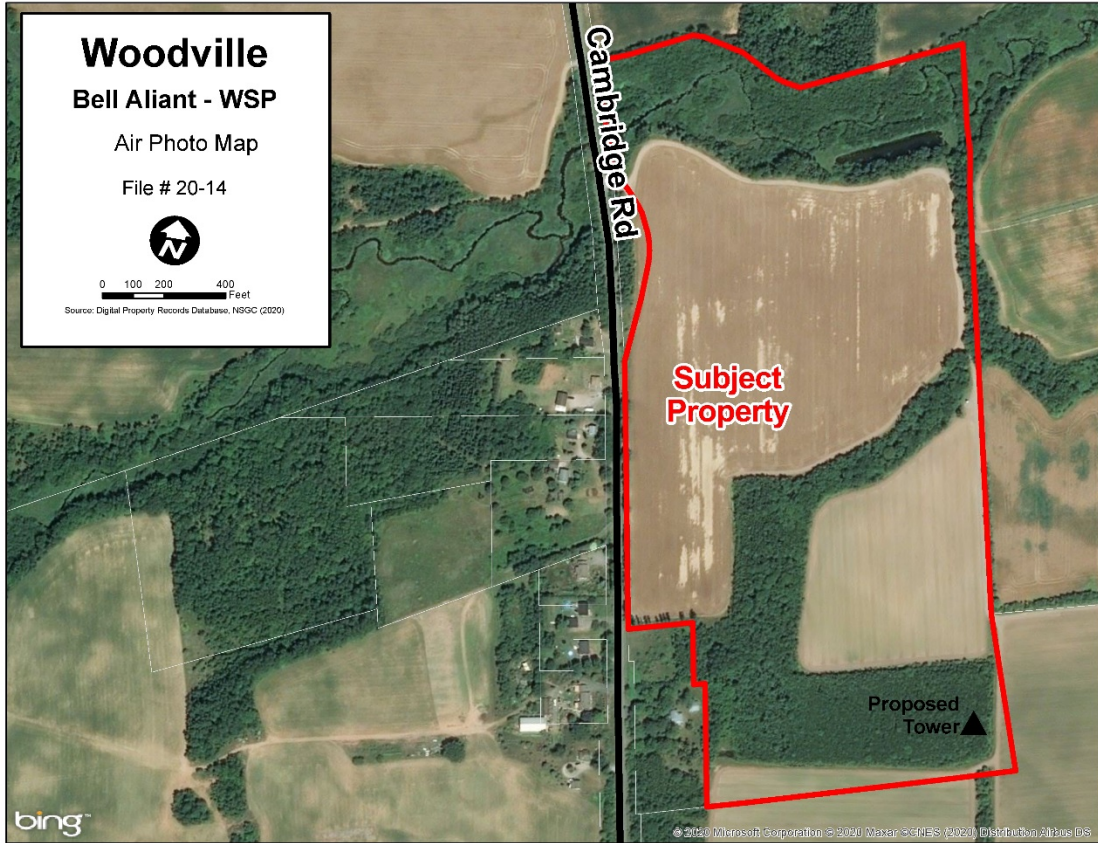
- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;
- questions whether the *Radiocommunication Act*, the circular, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

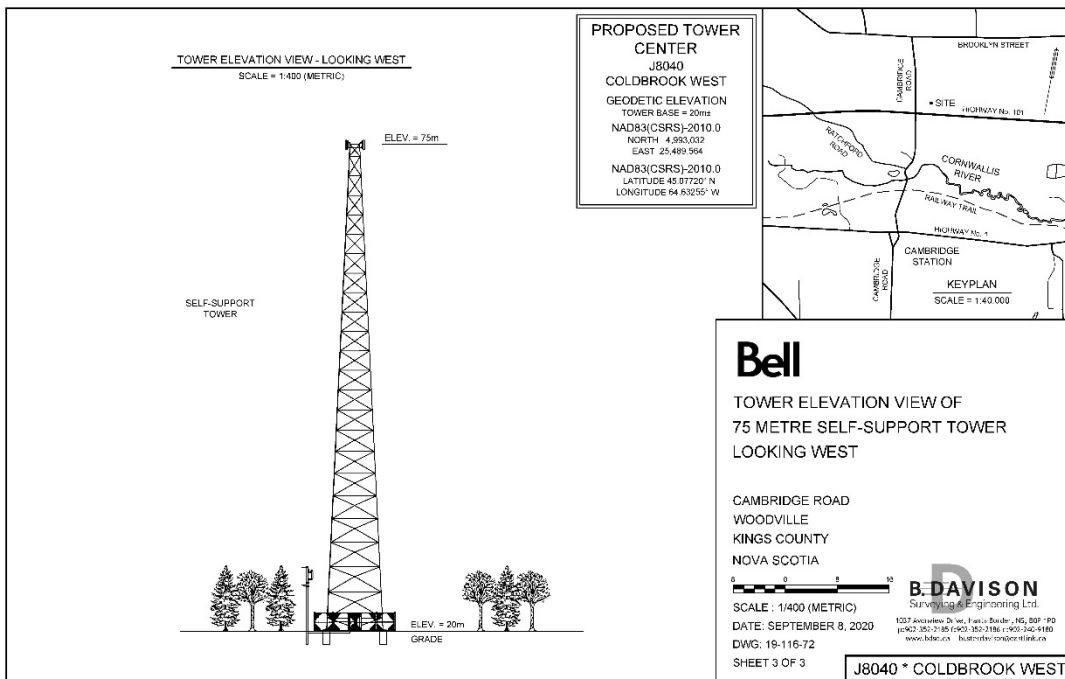
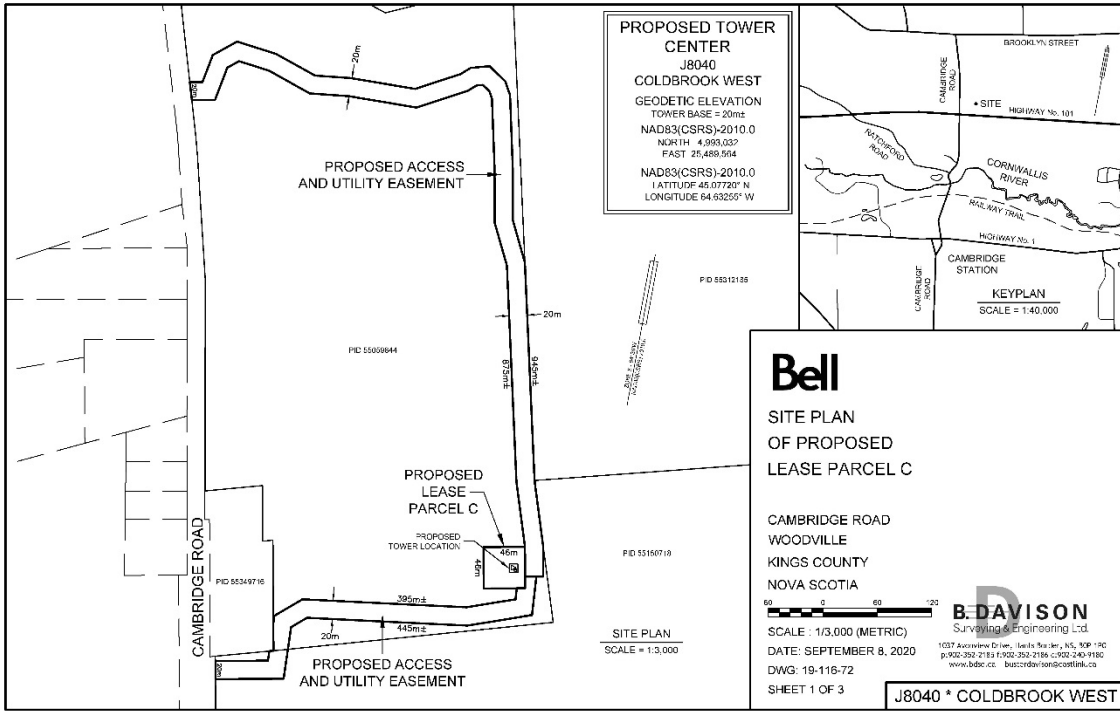
Safety Code 6

Safety Code 6 is Canada's national standard on human exposure to radiofrequency electromagnetic fields. It is a comprehensive document that sets out safety requirements for the installation and use of radiofrequency (RF) and microwave devices that operate in the frequency range from 3 kHz to 300 GHz. Safety Code 6 provides two sets of RF exposure limits that are based upon the status of the individual who may be exposed. One refers to radiofrequency and microwaves for workers who may be exposed in the course of their daily work. The other refers to other persons including the general public who may be exposed at any time or place. It is the responsibility of proponents and operators of installations to ensure that all radiocommunication and broadcasting installations comply to Safety Code 6 at all times, including the consideration of combined effects of nearby installations within the local radio environment. Innovation, Science and Economic Development Canada has required compliance with Safety Code 6 by incorporating it into radio regulatory provisions dealing with antenna installations. The onus is placed on the owner/operator to ensure that the radio equipment is compliant with Safety Code 6 requirements and Innovation, Science and Economic Development Canada may conduct audits of operational radio stations.

Overall, the myriad of interwoven processes, regulation, and governmental departments involved ensure that the siting of telecommunication facilities is conducted in a sensitive manner. Community members are consulted, impact on the environment is taken into account, and health and safety issues are considered. The Municipal process ties into the Federal approval process. It also ensures that community concerns are heard and that opinion at the local level (i.e. Council resolution for support or non-support) is relayed to Innovation, Science and Economic Development Canada via Eastlink's application for federal approval.

Appendix B Maps and Site Plan





Appendix C Supporting Documents

September 15th, 2020

To whom it may concern:

This letter is in reference to concerns raised regarding RF radiation levels produced by the new services to be installed for the temporary cell site J8103, at Coldbrook, Nova Scotia.

As mandated by Industry Canada, we have conducted a preliminary study to predict the non-ionizing radiation levels anticipated to be produced by the antenna system associated with this site. Based on this study, the predicted levels should not exceed the "uncontrolled environment" limits set by Health Canada in their Safety Code 6 ("Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3KHz to 300 GHz") guidelines.

I trust this should address any concerns regarding the health impact in the vicinity of this site. If you have any further concerns or questions please contact me.

Best regards,



Peter Landers, M.Eng., P.Eng.
RF Engineer - RF Network Design
Bell Mobility – Atlantic Region
Bedford, NS, Canada
t: 902-487-5716 m: 902-483-3938

Appendix D
Public Consultation Follow Up

Appendix E – Application Package and Tower Details



January 05, 2021

VIA EMAIL

Laura Mosher
Manager, Planning and Development Services
Municipality of the County of Kings
181 Coldbrook Village Park Drive
Coldbrook, NS, B4R 1B9

Email: lmosher@countyofkings.ca

Subject: Concurrence Request for Proposed Telecommunications Tower

Proposed Location: 1194 Cambridge Road, Municipality of the County of Kings, NS

PID#: 5505984

Coordinates: 45.07720°N 64.63255°W

Bell Site Reference: J8040 – Cambridge

Dear Ms. Mosher,

As you are aware, Bell Mobility Inc. (Bell) is proposing to construct a 75m lattice, self-support telecommunications tower in the Municipality of the County of Kings at 1194 Cambridge Road, Nova Scotia. The purpose of this tower is to provide currently under-served residents, travelers, businesses and first responders in the surrounding area with improved access to high-quality cellular coverage and wireless internet service.

As part of this proposal, Bell is required by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada) to undertake a public consultation process which is outlined in the CPC 2-0-03 document available on ISED's website. We acknowledge that the Municipality of the County of Kings has **Antennas Systems Policies** within their Municipal Planning Strategy for setting criteria and a process for telecommunication antenna siting and design. These policies were followed for the proposed telecommunication tower. This process provided the opportunity for the Municipality of the County of Kings, as well as landowners and residents of the area to ask questions, and provide comments on the proposal.

As part of the **Antennas Systems Policies**, Bell Mobility arranged for a sign to be posted on the subject site notifying nearby landowners of the proposal and inviting them to partake in the public notification process (see Appendix A). The on-site signage included details of the proposal, the date of the virtual public meeting, the location of the recording for the virtual public meeting, the comment period closing date and contact information for both the Municipality and WSP (agent for Bell Mobility) where comments and questions regarding the proposal could be provided. The on-site signage was installed two (2) weeks prior to the virtual public meeting as outlined by the Municipality's policies. The Municipality notified property owners within 1,000 feet (300m) of the proposed tower as well as placed a notice of advertisement in a local newspaper.

A virtual public meeting, hosted by the area Councillor, was held on December 1st, 2020. During this meeting Municipal Staff and WSP (agent for Bell Mobility) each made a presentation on the proposed telecommunication tower. The virtual public meeting was recorded and posted on the Municipality's website to allow landowners and residents to provide comments and questions for a 30-day period.

A 30-day public consultation period was provided following the December 1st, 2020 virtual public meeting. This public consultation period closed January 1st, 2021. During this period, Bell has not received written or phone call questions or comments. We have also not received comments or questions from the Municipality of the County of Kings Staff or Councillors.

It was indicated by Municipal Staff that a call came into their general line on December 11th, 2020 from a nearby resident at 1001 Cambridge Road. Municipal Staff indicated that they returned the phone call December 14th and left a message for the resident to call back. Following up with Staff on January 4th, 2021 it was indicated that no further correspondence occurred and the resident did not return the Municipality's call. Staff indicated they were satisfied with the length of time provided to allow the resident to respond. As a guide, ISED has a timeframe of 21 days that allows the public to further respond once Staff or the proponent have responded to an inquiry. This timeframe was provided during this process.

To complete the Municipality of the County of Kings consultation process, we are required to seek a Letter of Concurrence, which states that the Land Use Authority has been duly notified of the proposal, has been given an opportunity to provide comment, and that you are satisfied that the process has been completed in accordance with the defined consultation process. I have attached a template concurrence letter for your use. We understand that Staff will prepare a report and make a presentation to the Planning Advisory Committee prior to the application going before Council for consideration of concurrence for the proposed telecommunication tower. We would appreciate if a version of the attached template could be signed and returned via email following the next scheduled Council meeting.

Thank you again for your assistance throughout this process, and should you have any questions or comments please do not hesitate to contact me directly.

Yours sincerely,

Bell Mobility Inc., through its agent WSP Canada Inc.



Jess Harper
Planner, WSP Canada Inc.
Agent for Bell
T: 902-536-0928
E: jessica.harper@wsp.com

cc: Chris Fourgnaud, Bell Mobility Inc.;
Mark Fredericks, GIS Planner, Municipality of the County of Kings

ON-SITE SIGNAGE

Photo of the signage that was installed on the subject site:



MUNICIPALITY OF THE COUNTY OF KINGS

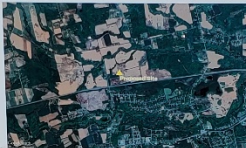
An application (No. 20-14) has been submitted by WSP Canada Inc., on behalf of Bell Mobility, to place a new 70m high self-support telecommunication tower at 1194 Cambridge Road within the Municipality of the County of Kings.

Further information regarding Application No. 20-14 can be found online at the following location: <https://www.countyofkings.ca/engage/pim.aspx>

A virtual public meeting is scheduled for Tuesday December 01, 2020. A presentation will be made by both staff and the applicant with a recording posted following the meeting. The recording can be found at the following location (refer to Application No. 20-14): <https://www.countyofkings.ca/engage/pim.aspx>. In the event of inclement weather or technical difficulties, a revised meeting date will be posted on the County's website if needed.

Comments regarding the application and public presentation can be addressed to staff or the applicant at the following contact information by January 01, 2020:

Mark Frederick	and	Angie Hooper
GIS Planner		Planner
Laura Lee Perry		WSP Canada Inc.
Municipality of the County of Kings		Agent for Bell Mobility
info@kings.ca		ca@wsp.com
(902) 890-6270		(902) 336-7129



MUNICIPALITY OF THE COUNTY OF KINGS

An application (No. 20-14) has been submitted by WSP Canada Inc., on behalf of Bell Mobility, to place a new 75m high self-support telecommunication tower at 1194 Cambridge Road within the Municipality of the County of Kings.

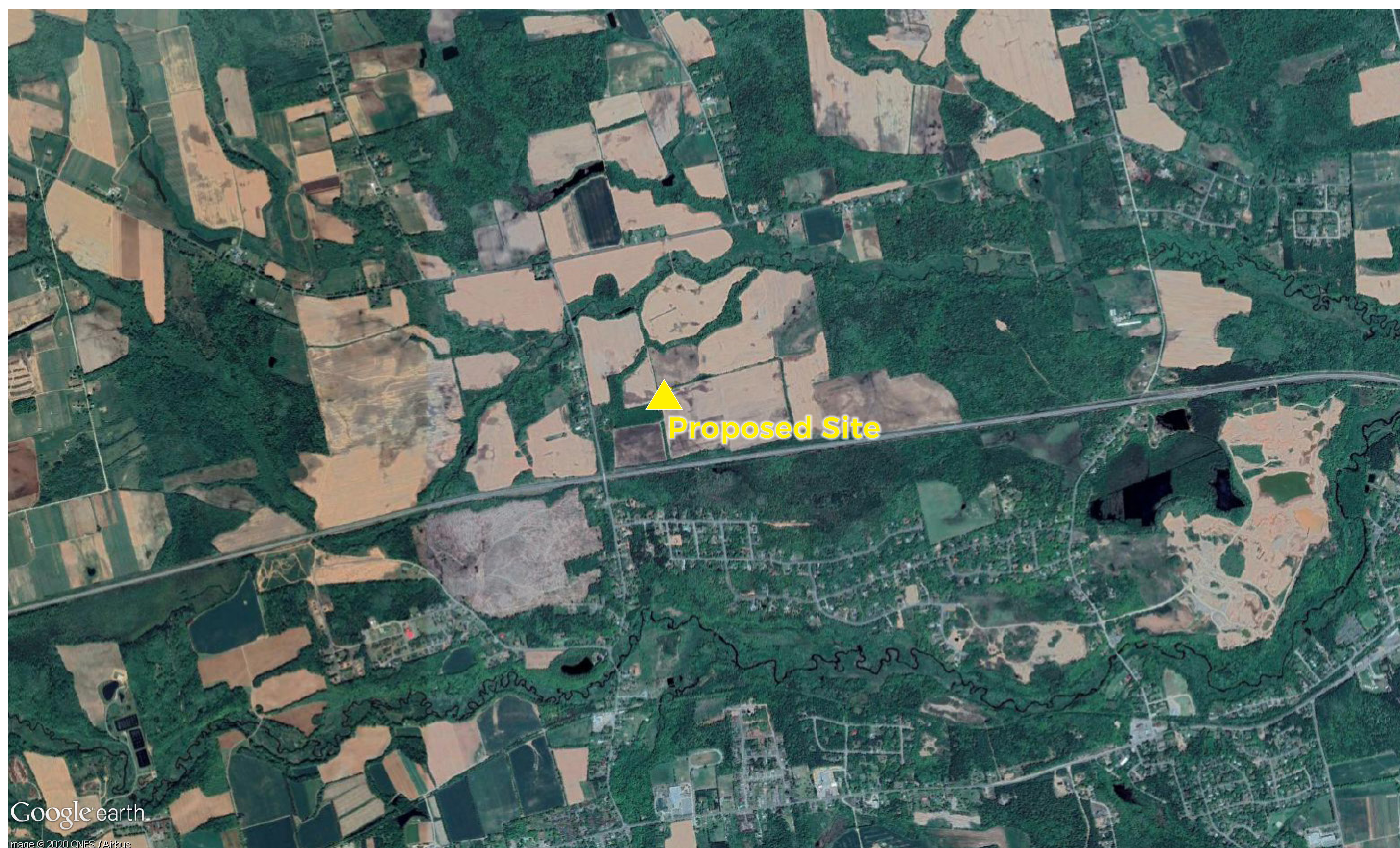
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Comments regarding the application and public presentation can be addressed to staff or the applicant at the following contact information by January 01, 2020:

Mark Fredericks
GIS Planner
Land Use Planning
Municipality of the County of Kings
mfredericks@countyofkings.ca
(902) 690-6276

Jess Harper
Planner
WSP Canada Inc.
Agent for Bell Mobility
ca-pcp@wsp.com
(902) 536-0928



September 28, 2020



Laura Mosher
Manager, Planning and Development Services
Municipality of the County of Kings

181 Coldbrook, Village Park Drive
Coldbrook, Nova Scotia
Canada B4R 1B9
Office: 902-690-6102
Fax: 902-679-0911

Via email: lmosher@countyofkings.ca

Dear Mr. Fredericks

Subject: Information Package
Proposed Telecommunications Tower

Address: 1194 Cambridge Road

PID#: 55059844

Coordinates: 45.07720°N 64.63255°W

Bell Site Reference: Site #J8040 – Cambridge

WSP Canada Inc. is representing Bell Mobility Inc. ("Bell") in the land use consultation for the installation and operation of a radiocommunications facility. As the property is located in the Municipality of the County of Kings, the Municipality is considered the Land Use Authority. Innovation, Science and Economic Development Canada – ISED (formally Industry Canada) has exclusive jurisdiction in the licensing of radiocommunication sites, such as the proposed tower. However, ISED's protocol (Section 4) requires proponents to consult with the local land use authority and follow their protocol as per Section 4.1.

Bell is seeking to locate a new 75-meter, lattice, self-support tower installation to provide improved wireless data and voice communication to Bell customers in the Cambridge area. We acknowledge that the Municipality of the County of Kings has **Antenna Systems Policies** within the Municipal Planning Strategy (Policies 2.3.28 – 2.3.31) for setting criteria and process for telecommunication antenna systems.

This Information Package is to provide detailed information on the new telecommunications tower required to improve wireless service to the area and to invite comment from the Municipality of the County of Kings as part of the consultation process. The purpose of this proposed tower is to respond to the rapid growing demand for wireless data communication products, such as mobile broadband and video service for use on smartphones, computer tablets and laptops. With the growing wireless traffic, dependable service availability has diminished and will continue to diminish until additional wireless telecommunication

infrastructure is installed to relieve this network capacity issue. This infrastructure is essential to providing equitable access to online services for residents, businesses, and visitors to the area. Through the provision of a stronger network, residents, businesses, and visitors are provided better access to online resources, technologies, and information.

Please consider this submission package the official commencement of a 120-day consultation process with the Municipality of the County of Kings on the proposed tower. Bell is committed to working with the Municipality to improve wireless services in the area. If you require anything further, please do not hesitate to contact us at (902) 536-0928 or directly by e-mail at Jessica.Harper@wsp.com.

Sincerely,

A handwritten signature in black ink that reads "Jess Harper". The signature is written in a cursive, flowing style.

Jess Harper
Planner, WSP Canada Inc.
Agents for Bell

cc: Chris Fourgnaud, Bell Mobility

Subject: Site Selection and Justification Report
Proposed Telecommunications Tower

Address: 1194 Cambridge Road

PID#: 55059844

Coordinates: 45.07720°N 64.63255°W

Bell Site Reference: Site #J8040 - Cambridge

1. Proposed Location

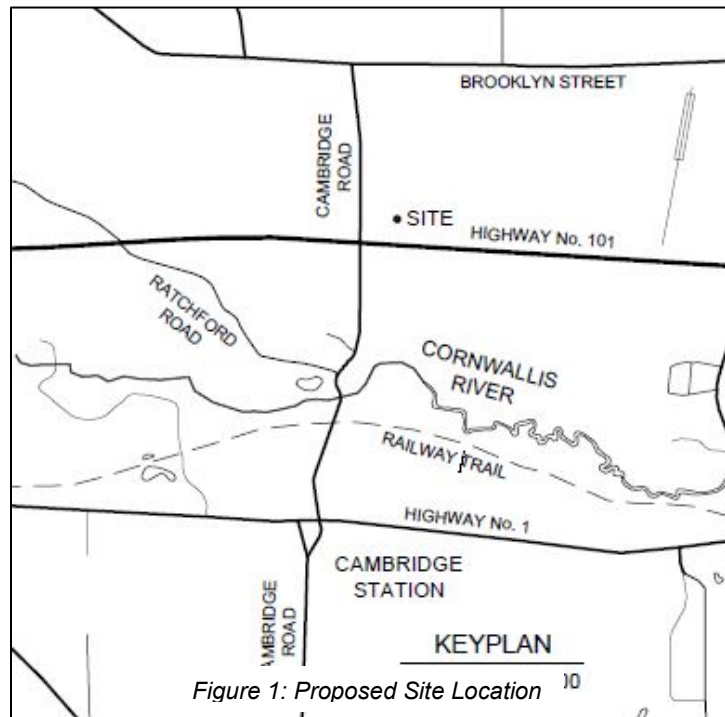
Bell Mobility Inc. is proposing to locate a new 75m telecommunications tower at 1194 Cambridge Road in the Municipality of the County of Kings. The site is located north of Cambridge on the north side of Highway 101. The site is situated on agricultural land and bounded by other agricultural uses. A map illustrating the surrounding zones and land uses is shown in Figure 2.

As noted, Highway 101 is located south of the proposed tower and Cambridge Road is located to the west. The proposed structure will be located along the south-eastern edge of the property, setback approximately 350m from Cambridge

Road and approximately 250m from Highway 101. The proposed structure will be secured from access to the public by means of a chain link fence. Tower access will be provided through an access and utility easement as shown in the attached drawings.

The property is currently owned by Sawler Gardens Limited (see **Appendix 1: Letter of Authorization**) and currently used as agricultural land. Bell has determined that using this existing site would be an efficient location as the site contains the required land area for the tower and is located in a low-density populated area.

Although radio installations are federally regulated and do not need to adhere to local or provincial zoning by-law regulations it is worth noting that the site is located within Agricultural Land as designated in the Municipality's Planning Strategy and is zoned Rural Mixed-Use (A2) in the Municipality's Land Use By-law. As the property is located within the Municipality of the County of



Kings, the Municipality is considered the local Land Use Authority (LUA) for the proposed telecommunication tower and therefore the process provided through the Municipality's **Antenna Systems Policies** located within the Municipal Planning Strategy is being followed.

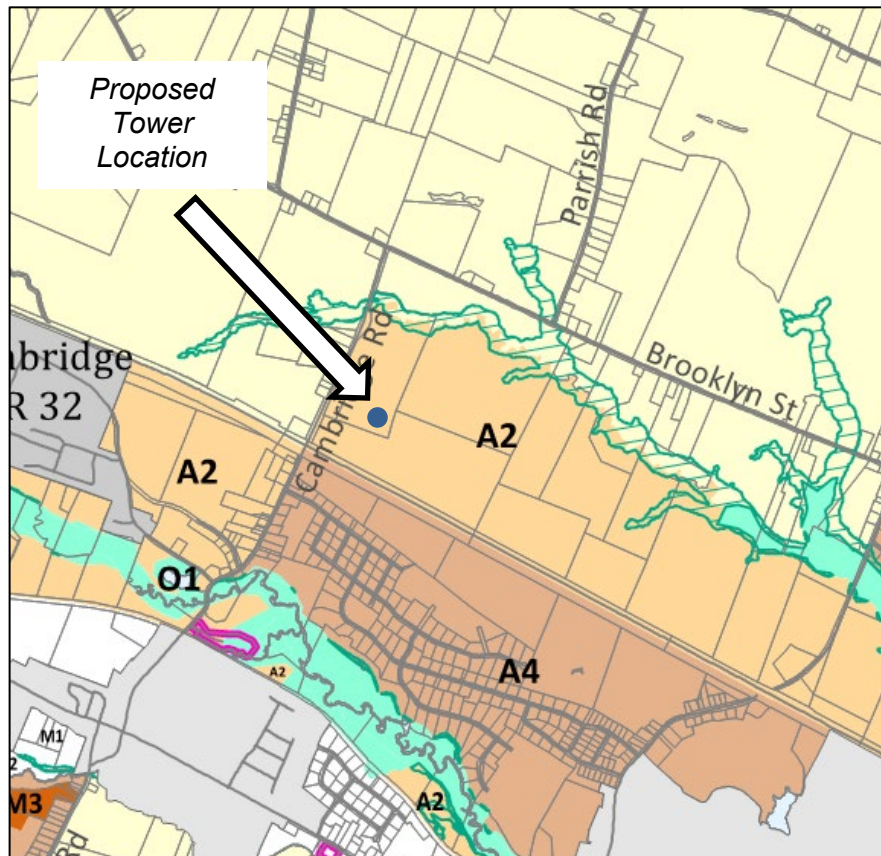


Figure 2: Zoning Map of Proposed Tower Location

In selecting the proposed location, a number of other sites were also considered:

- a. **Evaluation of Existing Structures.** As required by Innovation, Science and Economic Development Canada – ISED (formally Industry Canada), before a new free-standing tower is proposed, a telecommunications carrier must make best efforts to evaluate any existing structures, towers or rooftops, that may be available to support new equipment or to use for co-location. After careful examination, it has been determined there are no existing towers or structures that meet the location requirements to provide the necessary coverage and capacity for the operations of Bell's network. Bell investigated a nearby Eastlink tower (NSC324) approximately 2.8km east of the proposed site and determined that the existing tower is located too far from the required location as well as the available antenna height would not support high band LTE coverage for the area.
- b. **Evaluation of Proposed Structures.** We acknowledge the application for a 55m monopole submitted by Eastlink located approximately 2.2km south of this proposed tower location. Bell has

a requirement to improve call quality and coverage on the north side of Route 101 and the planned Eastlink tower is located too far from the required location and the available antenna height would not support high band LTE coverage for the area.

- c. **Alternative Sites Considered.** Other properties were investigated by Bell but were not feasible for hosting new telecommunications equipment for various reasons. Additional sites considered during the investigation were 1016 Cambridge Road (PID 55150726), the nearest residence is located approximately 105 meters from this site; PID 55150718 also along Cambridge Road, the nearest residence is located approximately 130 meters from this site; and 1082 Cambridge Road (PID 55349716), the nearest residence is located approximately 95 meters from this site.

2. Wireless Coverage

The coverage maps shown below demonstrate the existing wireless coverage provided by the existing towers in close proximity of the municipality, as well as the planned improvements provided by the proposed tower. Distance and topography play an important role in determining coverage.

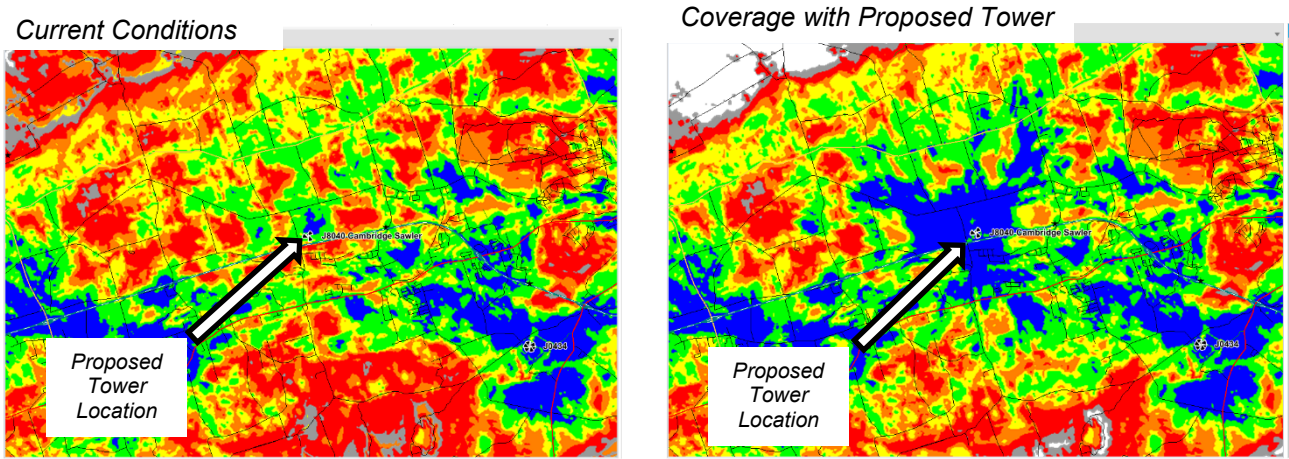


Figure 3 and 4: Coverage Maps (Blue denotes very good coverage; Green denotes good coverage; Yellow is ok coverage, Red denotes poor coverage; and Grey denotes no coverage)

3. Proposed Design

To enhance wireless and cellular service, Bell is proposing to install a 75-meter tower and radio equipment shelter. Bell has planned for 6 initial antennas to be placed on the tower and anticipates the addition of 6 future antennas.

Structure Details:

Height	75m
Design Type	Lattice Self-Support Tower
Distance to Nearest Residence	Approx. 280m
Distance to Street	Approx. 350m to Cambridge Road; Approx. 250m to Highway 101.

Innovation, Science and Economic Development (ISED) require wireless carriers to consider co-location on existing structures wherever possible in order to limit the number of tower structures required in any given area. As mentioned above, there are no suitable structures located in proximity of the site. Bell would accept applications from other carriers to co-locate in the future on this proposed tower, if there is interest. The proposed tower will be designed to accommodate more than one carrier.

Bell has completed preliminary plans (see **Appendix 2: Site Plan and Elevation**) as well as photo simulations (see **Appendix 3: Photo Simulations**). The tower will be enclosed by a chain-link fence with a locked gate preventing public access to the site and equipment. The proposed design has received approval from *Transport Canada* who have indicated that no additional marking or lighting requirements are needed. An application has also been made to *NAV Canada* and we expect to hear their comments and feedback in the weeks to follow.

Bell has made efforts to minimize the conflict of visibility of the telecommunications tower by ensuring the tower is appropriately located within a non-conflicting area of the municipality and is not located in a highly populated area. The tower has been set back on the property in efforts to reduce visibility. Retention of a tree buffer will occur where possible on the site. The existing forest cover on the property (as well as on adjacent properties to the south) will help to shield the base of the tower from view. Given the surrounding land uses, concerns regarding visibility is expected to be minimal as it is located in a largely agricultural vicinity of the municipality. Bell will consider comments from the Municipality regarding the proposed telecommunication towers location and design.

4. **Public Consultation Process**

Although ISED has exclusive jurisdiction in the licensing of radiocommunication sites, such as the proposed tower, ISED also requires proponents to consult with the local land use authority.

The Municipality of the County of Kings has **Antenna Systems Policies** for setting criteria and a telecommunication antenna public engagement process. To engage the community to bring forth any comments and questions in regard to the proposed tower site, the **Antenna Systems Policies** require a public meeting, a sign posted on the property, an advertisement in the local newspaper, and mail distribution to property owners within 300m of the property.

It is our understanding that the Municipality will coordinate the public notification mailouts, the newspaper advertisement, and that the local area Councillor will host a virtual meeting with staff and the applicant which will then be posted online for public viewing. We understand that the public mailouts, newspaper advertisement, and property sign all need to be sent/posted 14 days prior to the virtual meeting. Once the virtual meeting with the Councillor has been completed, a recording will be posted on the Municipality's online platforms and the public will have 30-days to ask questions and provide their comment. We understand that any comments or questions raised during the public notification period will be forwarded to us as the applicant by the Municipality.

At the conclusion of the consultation process, Bell will prepare and submit to the Municipality of the County of Kings a summary of comments received from the community and the replies provided by Bell.

5. Concurrence Requirements

Although Bell is exclusively regulated by the Federal Government, ISED requires Bell to consult with the land use authority as a commenting body in the siting of antenna support structures. As a form of comment, Bell will be seeking support or concurrence from the Municipality of the County of Kings in the form of a Resolution, Minutes of a committee meeting or Council and/or a letter that addresses the following items:

- The Municipality of the County of Kings is satisfied with Bell's consultation process, as outlined in the **Antenna Systems Policies** in the Municipal Planning Strategy;
- The proposed design and location are acceptable;
- That the Municipality of the County of Kings has been consulted and concurs with the tower location.

6. Health and Safety Compliance

The installation and operation of the proposed tower will be compliant with the following safety standards:

a) **Safety Code 6**

Bell attests that the proposed tower will at all times comply with Health Canada's Safety Code 6 which limits the public's exposure to radiofrequency electromagnetic fields (EMF) and ensures public safety (see **Appendix 4: Safety Code 6 Attestation Letter**). This code is based on current, accepted scientific data. Additional information on health and safety may be found on-line at:

http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01702.html

Safety Code 6 takes into account all RF emissions in the area to ensure levels in EMF energy operate within the safety limits. Safety Code 6 exposure limits are not device specific, but the limits do take into account the total exposure from all sources of RF energy.

For more detailed information on Safety Code 6, please see:

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>

b) **Environmental**

Bell attests that there are no known environmental restrictions for this proposed site location.

c) **Engineering Practices**

Bell attests that the proposed tower will be constructed in compliance with all applicable

building standards and comply with good engineering practices including structural adequacy.

d) Transport Canada's Aeronautical Obstruction Marking Requirements

Bell attests that the proposed tower will be in compliance with *Transport Canada* and *NAV Canada* aeronautical safety requirements. The proposed design has received approval from *Transport Canada* who have indicated that no additional marking or lighting requirements are needed. An application has also been made to *NAV Canada* and we expect to hear their comments and feedback in the weeks to follow.

7. Conclusion

Bell is seeking to improve high speed wireless service to the Cambridge area in the Municipality of the County of Kings. The proposed tower will benefit users through an improved service and overall more connected municipal-wide network. After investigating the area, reviewing local regulations and considering Bell's technical requirements, Bell finds the proposed infrastructure appropriate as it has taken into consideration the following:

- Is designed to provide high quality service to the area's residents as well as travellers moving through the Municipality of the County of Kings;
- Is located within an agricultural zone and designation;
- Is located in a sparsely populated area and approximately 280m from the closest residential dwelling (greater than 3x the height of the proposed tower);
- Is located approximately 250m from the closest public road;
- Is well situated based on the land uses of the property as well as the surrounding areas;
- Is offering a lattice self-support tower design which supports future co-location; and
- Is fully compliant with the telecommunication policy.

8. Contact Information

Bell Mobility

Attn: Jess Harper, Planner, WSP Canada Inc. – Agents for Bell Mobility
1 Spectacle Lake Drive
Dartmouth, NS, B3B 1X7
(902) 536-0928
Jessica.Harper@wsp.com

Innovation, Science and Economic Development Canada

Spectrum Management
50 Brown Avenue
Dartmouth, Nova Scotia, B3B 1X8
(902) 426-3810 or 1-855-465-6307
ic.spectrumnsd-spectredne.ic@canada.ca

LETTER OF AUTHORIZATION

SITE NO. J8040

AUTHORIZATION AND PERMISSION

TO WHOM IT MAY CONCERN:

BELL MOBILITY INC. has my/our permission to act as my/our Agent to acquire the necessary permits, drawings, and information from the Municipal or other authorities concerned, needed to approve the construction of the site set out below and as shown on the preliminary site plan attached to the Lease or Schedule.

OWNER: Sawler Gardens Limited
ADDRESS: 178 Pleasant Valley Rd., Berwick, NS B0P 1E0
PHONE NO: 902-538-3848
SITE: J8040 Cambridge
MUNICIPAL ADDRESS: Cambridge Rd., Woodville, Lot 1A, Kings County
LEGAL DESCRIPTION: PID 55150718
See schedule "A"

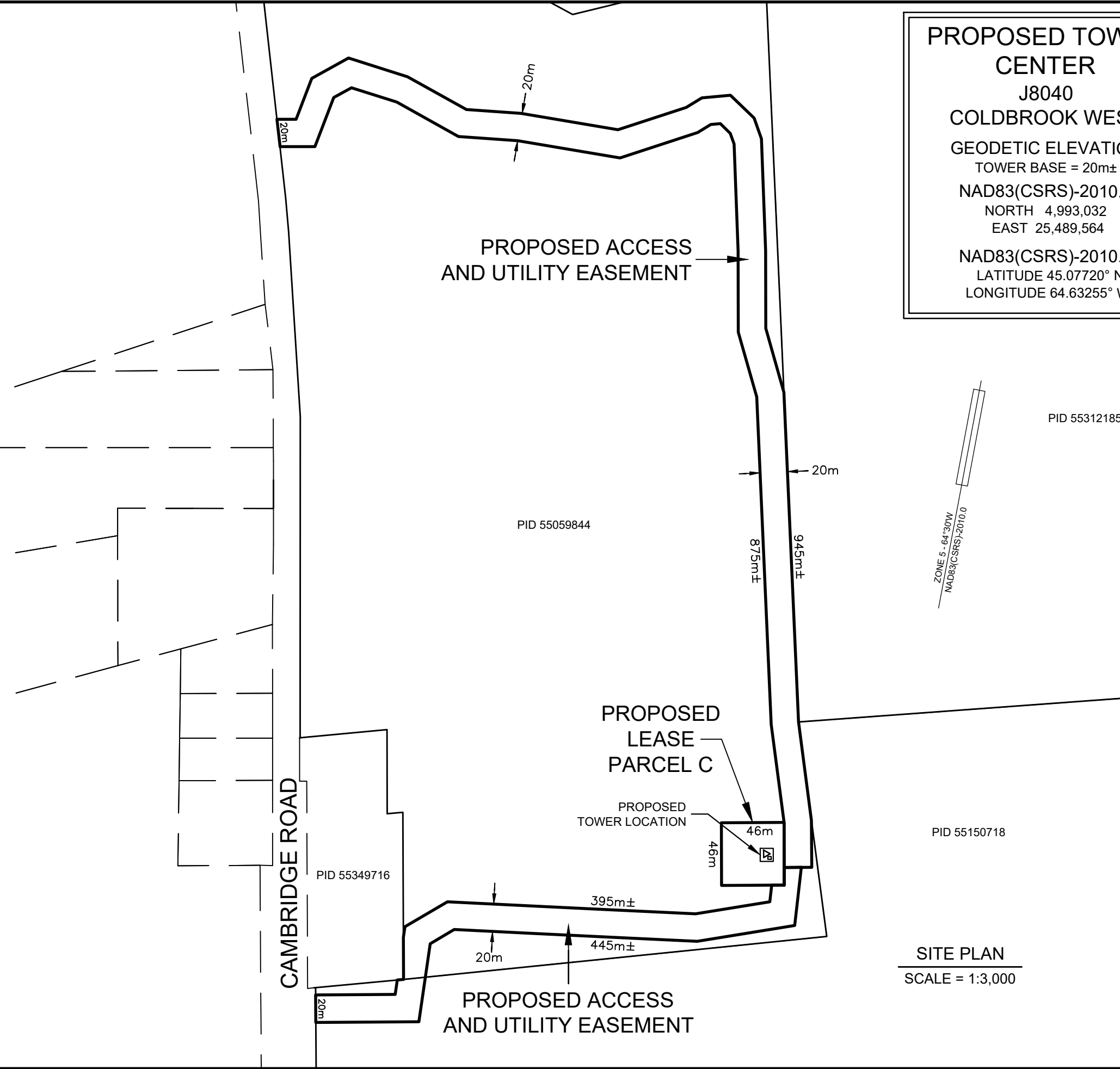
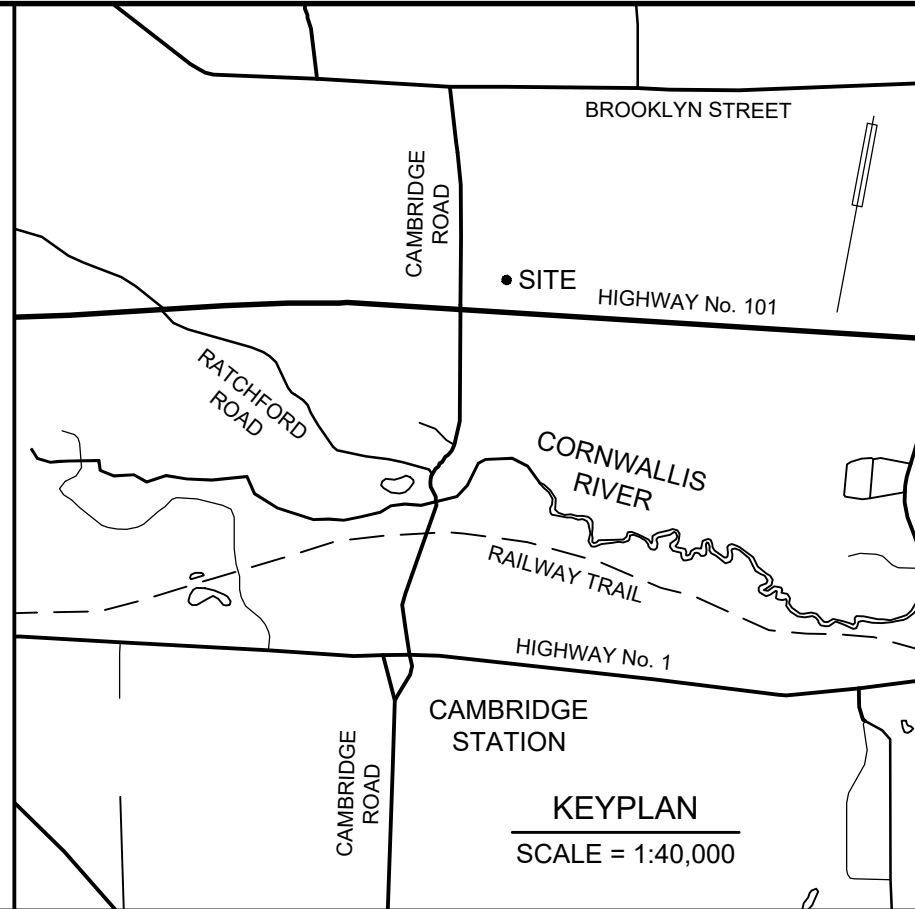


Peter Sawler

DATED at Somerset this 17 day of Sept. 2020.

SITE PLAN AND ELEVATION

PROPOSED TOWER CENTER
J8040
COLDBROOK WEST
 GEODETIC ELEVATION
 TOWER BASE = 20m±
 NAD83(CSRS)-2010.0
 NORTH 4,993,032
 EAST 25,489,564
 NAD83(CSRS)-2010.0
 LATITUDE 45.07720° N
 LONGITUDE 64.63255° W



SITE PLAN
 SCALE = 1:3,000



**SITE PLAN
 OF PROPOSED
 LEASE PARCEL C**

**CAMBRIDGE ROAD
 WOODVILLE
 KINGS COUNTY
 NOVA SCOTIA**



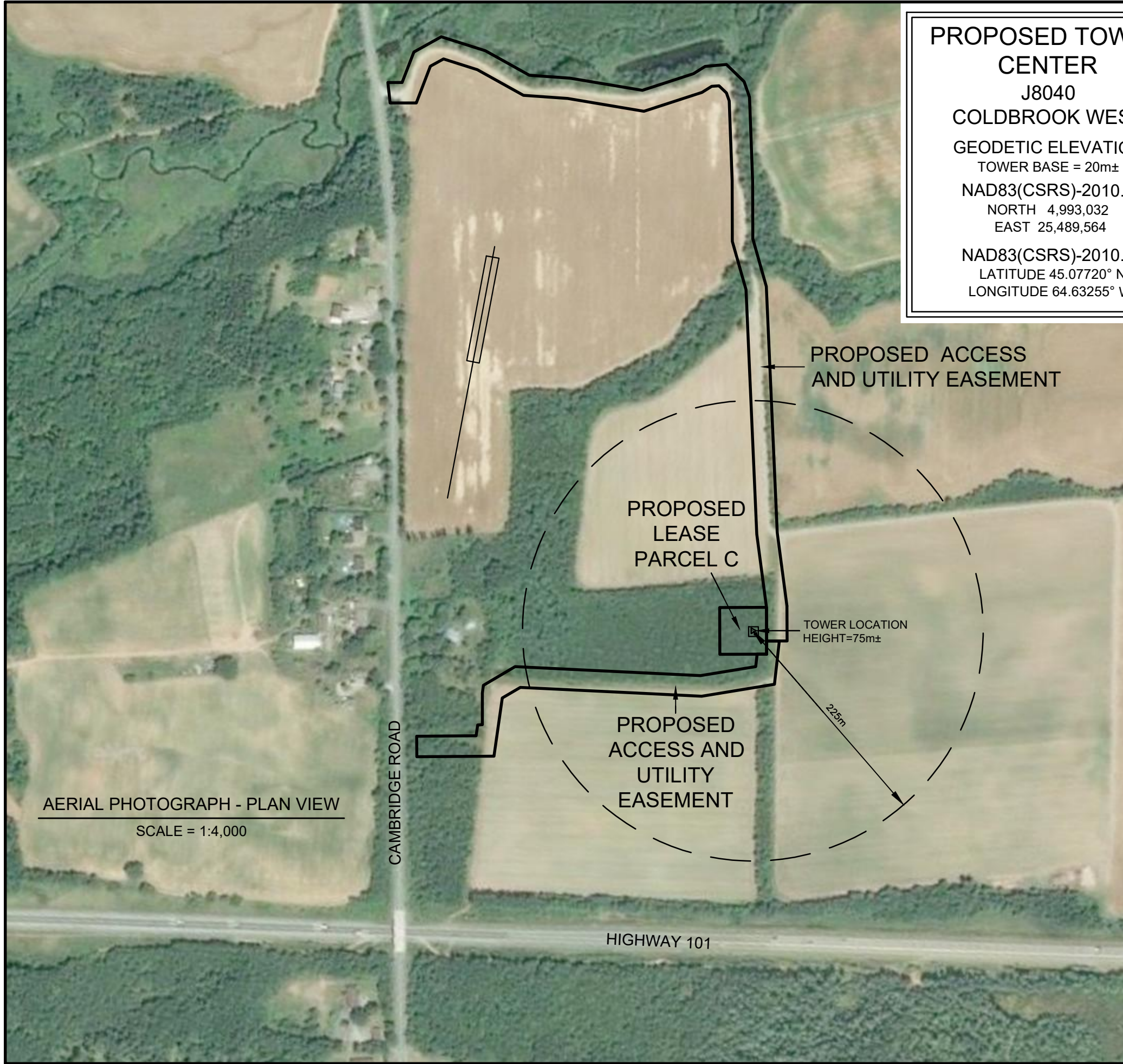
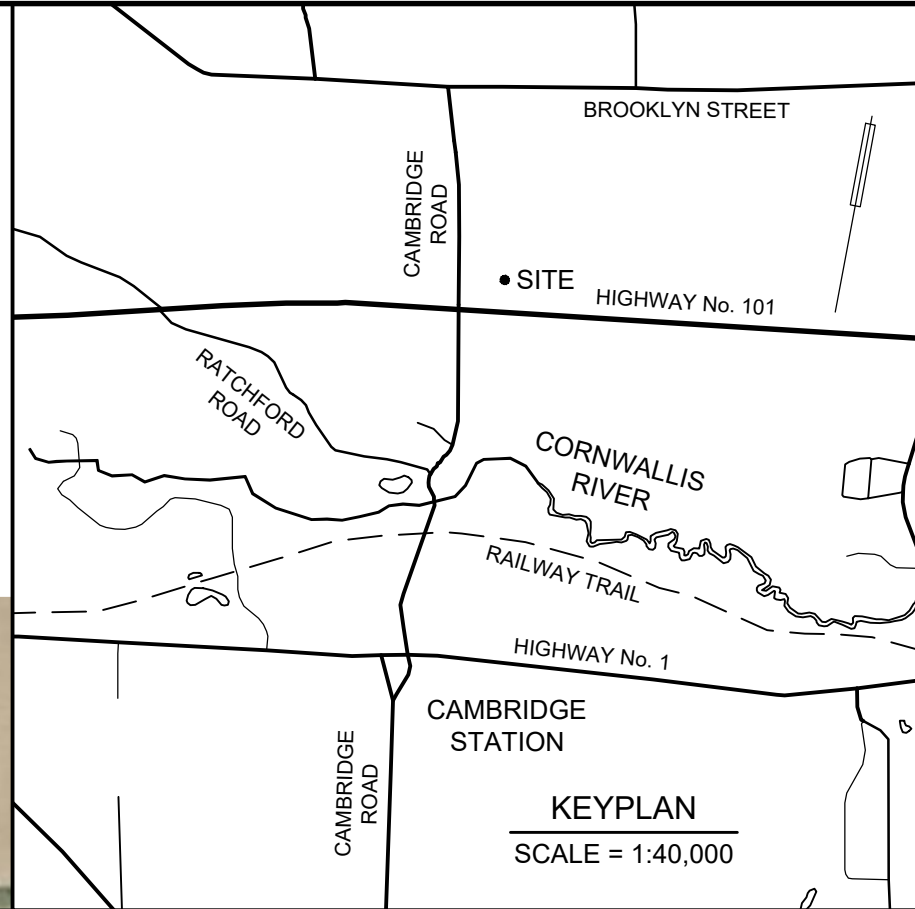
SCALE : 1/3,000 (METRIC)
DATE: SEPTEMBER 8, 2020
DWG: 19-116-72
SHEET 1 OF 3



1037 Avonview Drive, Hants Border, NS, B0P 1P0
 p:902-352-2185 f:902-352-2186 c:902-240-9180
 www.bdse.ca busterdavison@eastlink.ca

J8040 * COLDBROOK WEST
 Council 2021/03/08 Page 64

PROPOSED TOWER CENTER
J8040
COLDBROOK WEST
 GEODETIC ELEVATION
 TOWER BASE = 20m±
 NAD83(CSRS)-2010.0
 NORTH 4,993,032
 EAST 25,489,564
 NAD83(CSRS)-2010.0
 LATITUDE 45.07720° N
 LONGITUDE 64.63255° W



AERIAL PHOTOGRAPH - PLAN VIEW
 SCALE = 1:4,000

Bell

AERIAL PHOTOGRAPH
 PLAN VIEW OF PROPOSED
 LEASE PARCEL C

CAMBRIDGE ROAD
 WOODVILLE
 KINGS COUNTY
 NOVA SCOTIA

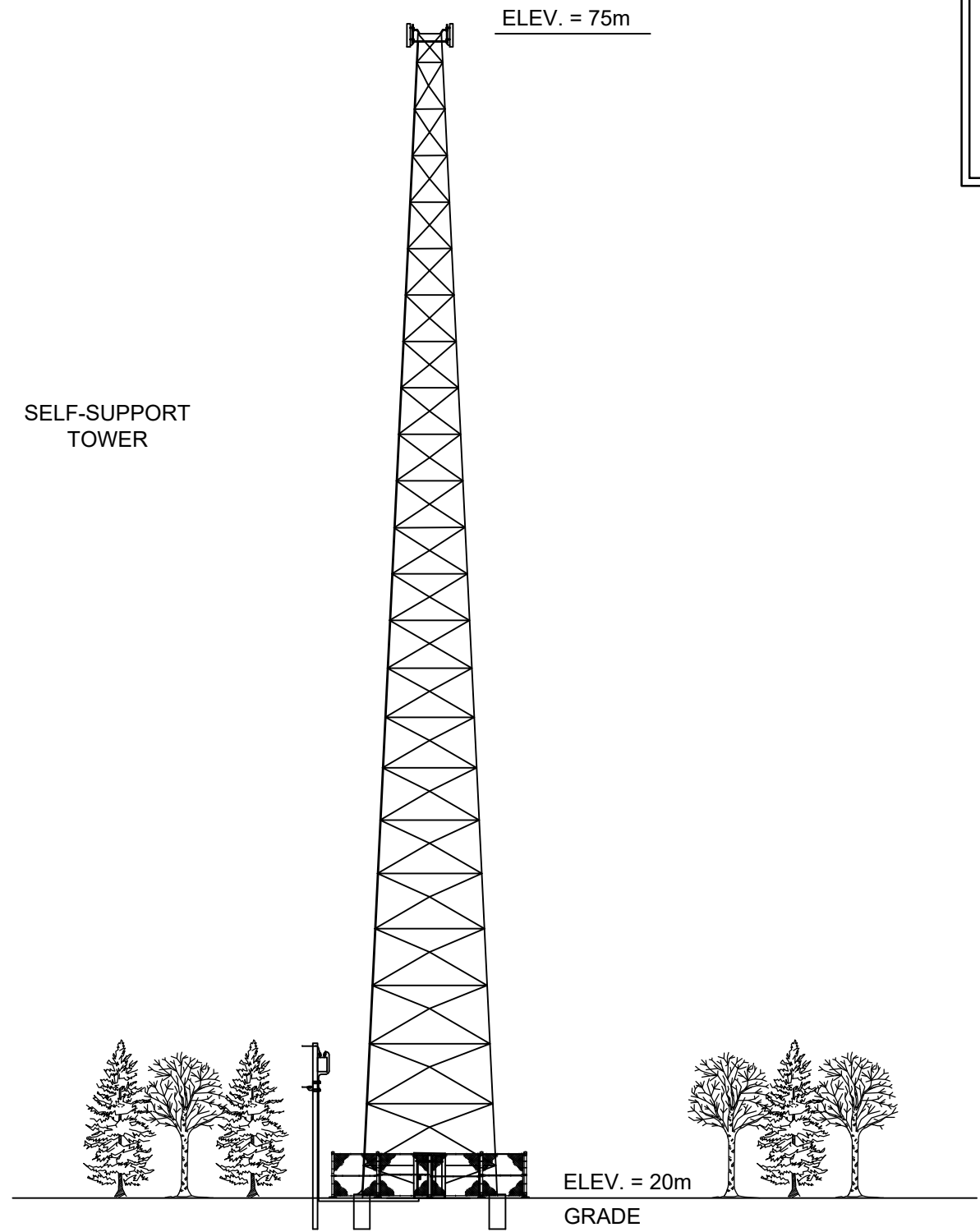
80 0 80 160
 SCALE : 4,000 (METRIC)

DATE: SEPTEMBER 8, 2020
 DWG: 19-116-72
 SHEET 2 OF 3

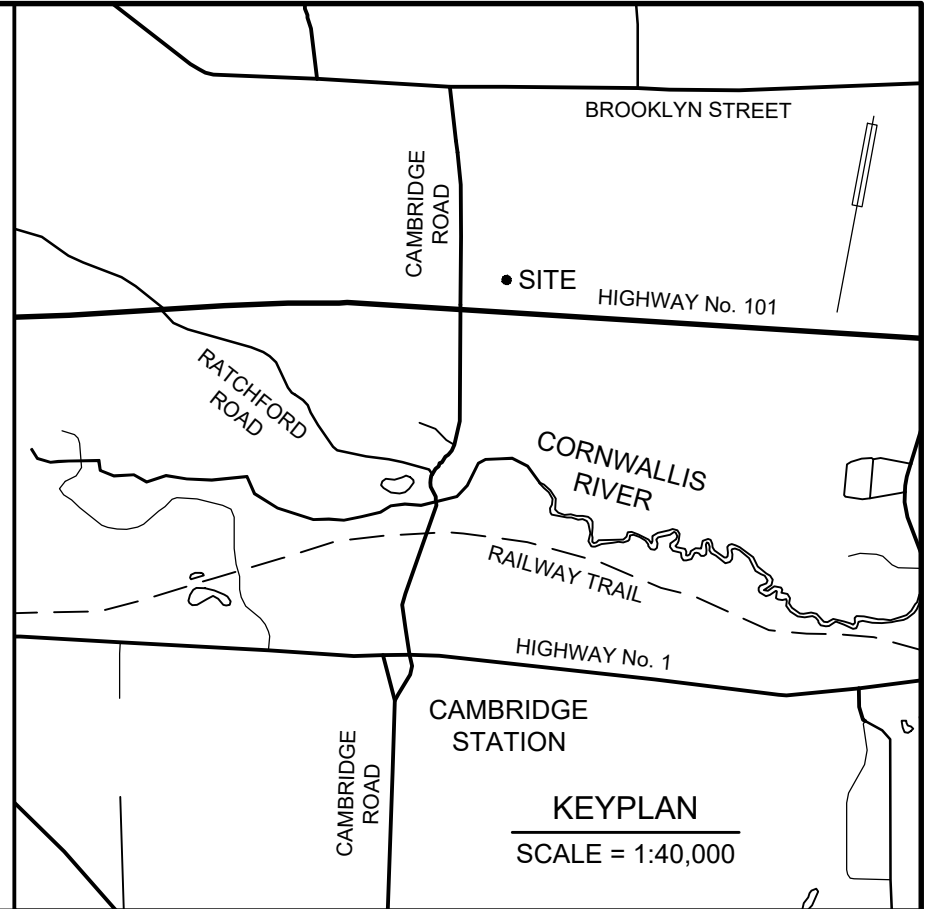
B. DAVISON
 Surveying & Engineering Ltd.
 1037 Avonview Drive, Hants Border, NS, B0P 1P0
 p:902-352-2185 f:902-352-2186 c:902-240-9180
 www.bdse.ca busterdavison@eastlink.ca

J8040 * COLDBROOK WEST
 Council 2021/03/08 Page 65

TOWER ELEVATION VIEW - LOOKING WEST
SCALE = 1:400 (METRIC)



PROPOSED TOWER CENTER
J8040
COLDBROOK WEST
 GEODETIC ELEVATION
 TOWER BASE = 20m±
 NAD83(CSRS)-2010.0
 NORTH 4,993,032
 EAST 25,489,564
 NAD83(CSRS)-2010.0
 LATITUDE 45.07720° N
 LONGITUDE 64.63255° W



Bell

TOWER ELEVATION VIEW OF
75 METRE SELF-SUPPORT TOWER
LOOKING WEST

CAMBRIDGE ROAD
WOODVILLE
KINGS COUNTY
NOVA SCOTIA

8 0 8 16

SCALE : 1/400 (METRIC)
DATE: SEPTEMBER 8, 2020
DWG: 19-116-72
SHEET 3 OF 3

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J8040 * COLDBROOK WEST
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PHOTO SIMULATION

PHOTO SIMULATION

Figure 1: Looking North-East from Highway 101




Figure 2: Looking South-East from Cambridge Road



Figure 3: Looking North-East from the overpass on Cambridge Road over Highway 101



SAFETY CODE 6 ATTESTATION LETTER



September 15th, 2020

To whom it may concern:

This letter is in reference to concerns raised regarding RF radiation levels produced by the new services to be installed for the temporary cell site J8103, at Coldbrook, Nova Scotia.

As mandated by Industry Canada, we have conducted a preliminary study to predict the non-ionizing radiation levels anticipated to be produced by the antenna system associated with this site. Based on this study, the predicted levels should not exceed the “uncontrolled environment” limits set by Health Canada in their Safety Code 6 (“Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3KHz to 300 GHz”) guidelines.

I trust this should address any concerns regarding the health impact in the vicinity of this site. If you have any further concerns or questions please contact me.

Best regards,



Peter Landers, M.Eng., P.Eng.
RF Engineer - RF Network Design
Bell Mobility – Atlantic Region
Bedford, NS, Canada
t: 902-487-5716 m: 902-483-3938



Municipality of the County of Kings

Council Member & Employee Computer Loan Policy

Policy Category	Finance	Most Recent Amendment	N/A
First Council Approval	March 8, 2021 TBD	Future Amendment Date	January 2024

1. Purpose

This Policy provides all post-probationary employees and Members of Council the opportunity to purchase Computer Systems for personal use through payroll deduction with the Municipality. The Municipality offers this option as an engagement and employment enhancement initiative. This Policy establishes a framework for the purchase, financing, and repayment of the related costs.

2. Scope

This Policy applies to all permanent, term and seasonal full- and part-time employees of the Municipality who have successfully completed the required probationary period and any Member of Council during their term of office. Probationary employees and students temporarily employed by the Municipality are not eligible. In addition to these requirements, union employees must also meet eligibility requirements for participation in benefits programs as specified in the Collective Agreement.

3. Definitions

- 3.1. **Computer System:** A desktop, laptop, tablet, smart phone or similar devices. For the purpose of this policy it also includes Peripherals and software.
- 3.2. **Peripherals:** are input-output devices connected to a Computer System such as monitors, keyboards, pointing devices, printers, scanners, microphones, speakers, and webcams.
- 3.3. **Prime Interest Rate:** the annual interest rate Canada’s financial institutions use to set interest rates for variable loans and lines of credit, including variable-rate mortgages. It is influenced by the “policy interest rate” set by the Bank of Canada.
- 3.4. **Promissory Note:** is paper evidence of a debt that a borrower owes a lender. It outlines the amount of the loan, interest rate and schedule for repayment, all of which are legally binding once signed by the borrower and lender.
- 3.5. **Supplemental Unemployment Benefits:** are regular payments provided by the Municipality to employees to top-up Employment Insurance benefits the employee is in receipt of during a period of leave from work while on parental or maternity leave.

4. Policy Statements

- 4.1. This program is contingent on availability of funds. The Chief Administrative Officer (CAO) reserves the right to approve an annual funding cap under this Policy.
- 4.2. Financing approval will be given on a first come, first serve basis. If a funding cap is imposed under 4.1 no further applications will be considered for the remainder of the fiscal year.

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- 4.3. The employee or Member of Council is solely responsible for selecting a Computer System that meets their individual needs.
- 4.4. Peripherals will only be considered for financing if included in the same loan request as the Computer System.
- 4.5. Employees or Members of Council may have a maximum of one loan under this Policy at any given time unless otherwise authorized by the CAO. Under no circumstances can the total amount of all loans owed at any one time under this Policy for an individual employee or Member of Council exceed \$3,000 including HST.
- 4.6. Subject to the limits specified in section 4.5, there is no limit on the number of Computer Systems an employee or Member of Council can finance through the Municipality under this Policy.
- 4.7. Only new Computer Systems may be purchased and financed through this Policy.
- 4.8. Computers purchased under this Policy are for personal use of the employee and/or the employee's family and cannot be purchased for resale purposes.
- 4.9. Delivery, set-up, installation, and warranty costs incurred at the time of purchase may be included in the same loan as the Computer System being financed through this Policy. However, servicing and other on-going costs are not eligible for financing and shall be the sole responsibility of the borrower.
- 4.10. Computer Systems cannot be retroactively financed through this Policy. That is, employees or Members of Council must apply for and receive financing approval before purchasing a Computer System under this Policy. Past purchases are ineligible for financing.
- 4.11. Employees and Members of Council must request financing by completing the prescribed application form (Schedule A) and submitting it to the CAO or designate. The application form shall specify the amount to be financed, the repayment term, and any other information as deemed necessary by the CAO or their designate.
- 4.12. Notice of approval or denial of the loan request will be provided to the requestor within five working days. If approved, such notice shall include the interest rate at which the loan was approved as specified in section 4.18.
- 4.13. If approved for financing, a Promissory Note (Schedule B) shall be executed by the borrower purchasing the Computer System and the CAO or designate before the loan funds are released. The Promissory Note shall identify all terms and conditions of the loan, the loan amount, repayment schedule, interest rate, and any other items deemed necessary at the time of signing.
- 4.14. Once approved for financing, the borrower may opt to purchase the Computer System in one of two ways:
 - 4.14.1. Payment directly from the Municipality to the vendor in the amount of the loan. Once the application is approved and following signing of a Promissory Note, a joint cheque payable to both the employee or Member of Council and the vendor is issued and given to the employee or Member of Council to purchase the Computer System. If payment by cheque is not permitted by the vendor, payment by Municipal credit card will be permitted in these circumstances.

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Following purchase, the employee or Member of Council must provide a copy of the paid invoice to the CAO or designate.

- 4.14.2. Alternatively, upon receipt of proof of purchase, the employee or Member of Council is reimbursed in the amount of the loan. Once the application is approved, the employee or Member of Council can purchase the Computer System. A copy of the paid invoice must be provided to the CAO or designate. Following signing of a Promissory Note, a cheque for the amount of the loan will be issued to the employee or Member of Council.
- 4.15. Loans must be repaid within a maximum of 52 pay periods (2 years). Shorter repayment terms will be granted if requested.
- 4.16. Repayment of loans will be processed through bi-weekly payroll deductions.
- 4.17. Bi-weekly payment amounts shall be set at the beginning of the loan and will remain fixed for the duration of the loan term.
- 4.18. Interest shall be calculated monthly on the declining loan balance at a rate equal to the Prime Interest Rate in effect on the date that the Promissory Note is signed and will remain in effect for the duration of the loan.
- 4.19. The outstanding balance on any computer loan may be paid in full at any point during the loan period without penalty. No advance notice of paying the balance is required.
- 4.20. Loan payments may be increased at any time during the term of the loan provided the borrower executes a new Promissory Note. The new Promissory Note is to maintain the original rate of interest.
- 4.21. In the event the employee leaves the employ of the Municipality or a Member of Council leaves their position either by election or resignation, or in the event of death, any balance owing will be deducted by the Municipality from remaining wages, salary or honorarium, or reimbursable expenses owed to that individual or their estate. If an outstanding balance still remains, the individual or their assigns shall be invoiced for the outstanding amount and it shall constitute a debt owed to the Municipality. Any residual balance owing must be paid within 30 days of invoicing. This section also applies to term employees who still have a balance owing at the end of their term.
- 4.22. In the event a Member of Council or an employee takes an unpaid leave of absence, or an employee is away from work on long term disability, or is on lay-off from a seasonal position with the Municipality, they may pay the outstanding balance, provide post-dated cheques for each of the remaining payments under the loan, or have payments withdrawn directly from their bank account. Where post-dated cheques are provided and they return to work prior to the end of the loan period, they will be given the option of continuing to pay by post-dated cheques for the balance of the loan period, or return to payment by payroll deduction and have any cheques not yet due returned to them.
- 4.23. In the event a Member of Council or an employee takes parental or maternity leave and is in receipt of Supplemental Unemployment Benefits from the Municipality during the leave period, loan payments will continue by payroll deduction. If they are not entitled to Supplementary Unemployment Benefits, then section 4.22 applies.
- 4.24. Employees and Members of Council must abide by any rules or policies of the Municipality regarding security of software programs and data which are the property of the Municipality. Employees and

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Members of Council are strictly prohibited from installing software licensed by the Municipality on any computing device not owned or leased by the Municipality.

4.25. All manufacturer’s warranty requirements are the responsibility of the employee or Member of Council.

4.26. All service inquiries concerning computer hardware and software are to be directed to the vendor or manufacturer and not to Municipal staff.

4.27. Inquiries regarding this Policy can be directed to the CAO or designate.

5. Responsibilities

5.1. Municipal Council will:

5.1.1. Ensure that the Municipality has a current and comprehensive Council Member & Employee Computer Loan Policy in place; and

5.1.2. Periodically review and adopt revisions to this Policy as necessary.

5.2. The Chief Administrative Officer or designate will:

5.2.1. Implement and administer this Policy;

5.2.2. Promote awareness of this Policy to employees and Members of Council;

5.2.3. Designate their authority under this Policy to the Deputy Chief Administrative Officer or Director of Finance & Information Technology; and

5.2.4. Identify and propose revisions to this Policy.

6. Amendments

Date	Amendments
N/A	N/A

SCHEDULE A: APPLICATION FOR COUNCIL MEMBER & EMPLOYEE COMPUTER LOAN

Council Member or Employee Name	
For employees, Job Title & Department	

Item Description (including peripherals if applicable)	Price
	\$
	\$
	\$
	\$
	\$
Total	\$
HST	\$
Total Loan Request	\$
<i>Copy of Quotation from vendor must be attached.</i>	
Loan term (up to 52 pay periods)	
I have read the Council Member & Employee Computer Loan Policy FIN-05-023 and understand and agree to abide by the Policy's stipulations and requirements.	
Employee Signature	Date

PAYROLL USE ONLY

Loan Amount Approved	
Loan Term (pay periods)	
Deduction per pay period	
Deductions Begin	
Deductions End	
Director of Finance & Information Technology	Date

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SCHEDULE B: PROMISSORY NOTE

Borrower: _____ of _____

Lender: Municipality of the County of Kings (the "Municipality")

In recognition of receiving a loan of \$_____ from the Municipality to enable me to purchase a new computer system(s) for personal use, I, _____, promise to repay the Municipality the sum of \$_____ plus applicable interest at a rate of _____% per annum, calculated monthly on the declining loan balance, per the following terms and conditions.

1. I commit to using the computer system purchased with this loan for personal use only and not for resale.
2. I understand, and agree, that upon delivery of my Computer System, I shall be the owner of the Computer System and the Computer System purchased under this plan is mine to keep, to maintain, to insure and to repair at my expense, and that the Municipality is in no way responsible for and cannot guarantee the quality of the equipment purchased or its suitability for my needs. I acknowledge and agree that neither I nor any subsequent owner of my Computer System shall have any recourse whatsoever against the Municipality.
3. I have read and understand the Council Member & Employee Computer Loan Policy (FIN-05-023) and agree to be bound by the terms within as may be in effect from time-to-time, including that I will not download and install software licensed by the Municipality on any computer equipment not owned or leased by the Municipality, and that I will abide by any rules or policies of the Municipality regarding security of data which is the property of the Municipality.
4. I understand, and agree, that on any payroll date during the term of this agreement, I may, if I wish, pay the loan off in its entirety without penalty.
5. I understand that at my request my loan payments may be increased at any time during the term of the loan provided that I execute an updated Promissory Note. The new Promissory Note shall retain the original rate of interest.
6. In the event I leave the employ of the Municipality, or am no longer a Member of Council, any balance outstanding will be deducted from any monies owed to me by the Municipality including wages, salary, honoraria, or eligible reimbursable expenses (e.g. mileage). If a balance still remains, I, or my assigns, shall be invoiced for the outstanding amount and it shall constitute a debt owed to the Municipality. Any residual balance owing must be paid within 30 days of departure.
7. In the event I take an unpaid leave of absence, am away from work on long term disability, or am on lay-off from a seasonal position with the Municipality, I commit to pay the outstanding balance, provide post-dated cheques for each of the remaining payments under the loan, or have payments withdrawn directly from my bank account. I understand that if I provide post-dated cheques, any cheques not yet due at the time I return to work will be returned to me and I will recommence making loan payments by payroll deduction unless I elect to continue making loan payments by post-dated cheques for the balance of the loan period.
8. I commit to the following repayment schedule:
 \$_____ shall be deducted per bi-weekly pay, without interruption, for _____ pay periods beginning _____, 20____ and ending _____, 20____, inclusive.

Employee Signature	Date
Director of Finance & Information Technology	Date

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Municipality of the County of Kings

Briefing & Request for Decision

TO Municipal Council

PREPARED BY Janny Postema, Municipal Clerk

MEETING DATE March 8, 2021

SUBJECT Community Flag Raising & Proclamation Request: World Autism Awareness Day

ORIGIN

- February 15, 2021 Sandy Wing, Chapter Navigator, Annapolis Valley Chapter of Autism Nova Scotia e-mail request
- [Policy ADMIN-01-11: Community Flag Raising](#)
- [Policy COMM-02-003: Proclamations](#)

RECOMMENDATIONS

That Municipal Council receive the Briefing on the Community Flag Raising Request: World Autism Awareness Day as attached to the March 8, 2021 agenda for information purposes.

That Municipal Council proclaim April 2, 2021 'World Autism Awareness Day' in the Municipality of the County of Kings.

INTENT

Inform Council of the community flag raising per Policy ADMIN-01-11: Community Flag Raising.

Present the proclamation to Council for approval per Policy COMM-02-003: Proclamations.

DISCUSSION

Flag Raising:

On February 15, 2021, a request was submitted by Sandy Wing, Chapter Navigator, Annapolis Valley Chapter of Autism Nova Scotia, to raise the World Autism Awareness Day flag on April 1, 2021.

Section 4.6(b)(I) of the Community Flag Raising Policy states that:

“The CAO shall review the applications to determine consistency with this Policy and shall:

If the flag raising was previously approved by Council within 5 years of the current request, and is consistent with this Policy, approve the flag raising and note it on a Council Agenda for information purposes.”

The World Autism Awareness Day flag raising request was previously approved in 2017, 2018, 2019, and 2020. It is deemed consistent with the Policy and was approved by the CAO.

Proclamation:

Further, Ms. Wing requested that Council proclaim April 2, 2021 'World Autism Awareness Day' in the Municipality of the County of Kings.

Section 4.1 of the Proclamations Policy states that:

“It is the policy of the Council to consider requests to proclaim certain causes, when such proclamation positively impacts the community.”



Municipality of the County of Kings

Briefing & Request for Decision

Staff consider raising awareness for Autism a cause that will positively impact the community and therefore recommend that Council proclaim April 2, 2021 'World Autism Awareness Day' in the Municipality of the County of Kings.

FINANCIAL IMPLICATIONS

- No financial implications

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Vision Statement	"A place where all people choose to be"
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Post to Municipality's social media.
- Flag raising and proclamation reading ceremony on April 1, 2021 (April 2 is Good Friday).

ENGAGEMENT

- No specific engagement initiative was undertaken as this item is guided by the Community Flag Raising and Proclamations Policies.

APPENDICES

- Appendix A: February 15, 2021 Annapolis Valley Chapter of Autism Nova Scotia e-mail
- Appendix B: World Autism Awareness Day Proclamation

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: February 23, 2021

From: [Annapolis Valley Chapter - Autism Nova Scotia](#)
To: [Janny Postema](#)
Subject: Flag-raising for Autism Awareness Month?
Date: February-15-21 6:33:38 PM
Attachments:

Hi Janny

Hope you've kept well over the last very strange year.

We were unable to hold a flag-raising or any other Autism Awareness Month celebrations in 2020 due to Covid-19. We're still very limited in what we can do and most of our events for April 2021 will take place on-line. However, we wondered if it would be possible to have a very small flag-raising this year at the Kings County municipal buildings. It would be invitation only and not exceed 10 to 15 people, with all social distancing protocols, mask-wearing, etc. in place.

We were thinking of March 31st or April 1st as April 2nd, which is actually Autism Awareness Day, is on Good Friday this year.

Hope to hear back from you soon.

-Sandy

Sandy Wing, Chapter Navigator

Annapolis Valley Chapter of Autism Nova Scotia

565 Main St., Kingston, B0P 1C0 - 495 Main St. Kentville, B4N 1K9

902-242-2019





181 Coldbrook Village Park Drive
Coldbrook, NS B4R 1B9
Phone: (902) 678-6141
Toll Free: 1-888-337-2999
www.countyofkings.ca

Municipality of the County of Kings

PROCLAMATION

WORLD AUTISM AWARENESS DAY

April 2, 2021

WHEREAS, Autism is the fastest-growing neuro-developmental disorder in Canada affecting 1 in 68 individuals; Autism affects not only the diagnosed individual but also the entire family and the community at large; and

WHEREAS, there is no currently identified cure for Autism, it is known that with proper education, training and community support, individuals with Autism can lead distinguished, productive lives and strive to reach their fullest potential; and

WHEREAS, Autism can include people with exceptional abilities as well as significant disabilities; Each person is unique; Individuals on the spectrum rightfully take pride in their often “atypical” way of looking at the world; and

WHEREAS, individuals with Autism hold jobs, attend school, volunteer and are valued, contributing members of our community; As such the rights of those with Autism are supported and respected by the Municipality of the County of Kings;

THEREFORE, BE IT RESOLVED, that Mayor Muttart, on behalf of Municipal Council, proclaim April 2, 2021 **World Autism Awareness Day** in the Municipality of the County of Kings and that the Council urges all residents to become better educated and more aware on the subject of Autism Spectrum Disorder.

Signed this 8th day of March 2021,

Mayor Peter Muttart



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Mike Livingstone, Manager of Financial Reporting
MEETING DATE	March 8, 2021
SUBJECT	Temporary Borrowing Resolution and Guarantee – Valley Region Solid Waste-Resource Management Authority

ORIGIN

- First introduction to Council

RECOMMENDATION

That Municipal Council approve the Valley Region Solid Waste-Resource Management Authority Guarantee Resolution as attached to the Request for Decision dated March 8, 2021 in the amount of \$345,012.

INTENT

The Valley Region Solid Waste-Resource Management Authority (VWRM) has requested that the Municipality of the County of Kings (Municipality) approve the attached Guarantee Resolution in the amount of \$345,012. This amount represents the Municipality's share of the \$462,731 debenture balloon payment to be refinanced with the Municipal Finance Corporation (MFC).

DISCUSSION

The debenture in question represents the refinancing of a balloon payment on VWRM's current MFC debenture 36-A-1. This debenture was originally drawn in fiscal 2016/17 and was used for the purpose of the VWRM wind turbine and weigh scale.

A loan guarantee from each of the six Municipal Parties is required for VWRM to secure financing. The Municipality's portion of the guarantee totals \$345,012, which is equal to the Municipality's *pro rata* share, as calculated within the terms of the Intermunicipal Services Agreement, of 74.56% for fiscal 2021/22.

There are legal proceedings in progress to hold the Municipality of the County of Annapolis to its contractual obligation to guarantee/pay a proportionate share of this obligation. Pending the results of that proceeding, the remaining Parties to the IMSA are securing the interests of the Lender.

FINANCIAL IMPLICATIONS

The loan guarantee has no financial impact on the Municipality, unless VWRM were to default on the loan, in which case the participating Municipal bodies would be responsible for their proportionate share of the net debts of the organization.

Loan guarantees are not currently included in the evaluation of the Municipal Financial Condition Indicators and do not currently affect the Municipality's ability to borrow for its own projects. The Nova Scotia Department of Municipal Affairs requires the Municipality to guarantee Temporary Borrowing Resolutions of intermunicipal corporations before the Minister will provide their approval to borrow.



Municipality of the County of Kings

Request for Decision

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	To ensure VWRM has the ability to refinance the balloon payment on their debenture 36-A-1.

ALTERNATIVES

- There are no applicable alternatives.

IMPLEMENTATION

- Mayor and Municipal Clerk will sign the requested copies of the Guarantee Resolution and circulate to the appropriate parties.

ENGAGEMENT

- There was no specific engagement initiative related to the proposed guarantee.

APPENDICES

- Appendix A: Guarantee Resolution – Refinance of VWRM Debenture 36-A-1
- Appendix B: Temporary Borrowing Resolution – VWRM

APPROVALS

Greg Barr, Director of Finance & IT February 25, 2021

Scott Conrod, Chief Administrative Officer February 26, 2021

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
MUNICIPAL PARTNER GUARANTEE RESOLUTION
COUNCIL OF
Municipality of the County of Kings**

Guarantee Share Amount: \$ 345,012.00 Purpose: Refinance 36-A-1 Balloon Payment (Per Sch.B)

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority has determined to borrow the aggregate principal amount of Four Hundred Sixty Two Thousand, Seven Hundred and Thirty One Dollars (\$ 462,731.00) for purpose of Refinance 36-A-1 Balloon Payment (Per Sch.B);

WHEREAS the Authority has requested the Council of the Municipality of the County of Kings, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Council of the Municipality of the County of Kings does hereby approve the borrowing of the aggregate principal amount of Four Hundred Sixty Two Thousand, Seven Hundred and Thirty One Dollars (\$ 462,731.00) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and the approval of the Minister of Municipal Affairs and Housing of the guarantee, the Council unconditionally guarantee repayment of Three Hundred Forty Five Thousand and Twelve Dollars (\$ 345,012.00) for the purpose set out above; and

THAT upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Municipality of the County of Kings held on the ____ day of _____, 2021.

GIVEN under the hands of the Clerk and under the seal of the Municipality this ____ day of _____, 2021.

Clerk

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 462,731.00

Refinance 36-A-1, Balloon Payment

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, including the paying or retiring of debentures, the specific amounts and descriptions of which are contained in Schedule B;

WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing and associated municipal guarantees have been approved by the Minister of Municipal Affairs and Housing;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 92 of the Municipal Government Act, and subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed Four Hundred Sixty Two Thousand, Seven Hundred and Thirty One Dollars (\$ 462,731.00) for the purpose set out above;

THAT the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

THAT pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed Four Hundred Sixty Two Thousand, Seven Hundred and Thirty One Dollars (\$ 462,731.00) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

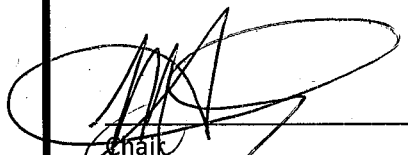
THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

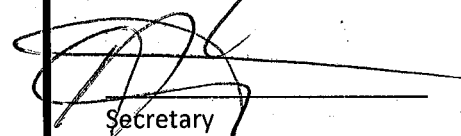
THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and,

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 17 day of February, 2021.

GIVEN under the hands of the Chair and the Secretary and under the seal of the Authority this 17 day of FEBRUARY 2021.


Chair


Secretary

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 462,731.00

Refinance 36-A-1, Balloon Payment

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	74.56%	345,012.00
Town of Kentville	10.05%	46,504.00
Town of Wolfville	8.31%	38,453.00
Town of Berwick	3.53%	16,335.00
Town of Middleton	2.50%	11,568.00
Town of Annapolis Royal	1.05%	4,859.00
Total Capital Requirements for Borrowing Resolution	100%	462,731.00

VALLEY REGION SOLD WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$462,731.00

Refinance 36-A-1, Balloon Payment

SCHEDULE "B"
CAPITAL PROJECTS

Item	Term	\$
Weigh Scale	5	38,212.00
Wind Turbine	15	424,519.00
Total:		462,731.00



Municipality of the County of Kings

Committee Recommendations

COMMITTEE: Audit Committee

COMMITTEE MEETING DATE: [January 28, 2021](#) & [February 25, 2021](#)

COUNCIL MEETING DATE: March 8, 2021

a.	Assessment and Appointment of Municipal Auditors	That Municipal Council reappoint Grant Thornton LLP as the Municipal Auditors for the Municipality of the County of Kings for the year ending March 31, 2021.
b.	Audit Committee Meeting Schedule	That Municipal Council approve a revised meeting schedule for the Audit Committee as outlined in the February 25, 2021 Request for Decision.



Municipality of the County of Kings

Committee Recommendations

COMMITTEE: Committee of the Whole

COMMITTEE MEETING DATE: [February 18, 2021](#)

COUNCIL MEETING DATE: March 8, 2021

a.	Valley Region Solid Waste-Resource Management Authority 2021/2022 Budget	That Municipal Council approve the Valley Region Solid Waste-Resource Management Authority 2021/2022 Operating and Capital Budgets.
b.	Municipal Branding/ Visual Identity	That Municipal Council accept the “Five Trees” Branding/Visual Identity design as presented by Pierre Tabbiner Design + Illustration to Committee of the Whole on February 18, 2021, and begin the process of integration into all Municipal branding.
c.	Youth Participation & Inclusion at the Municipality of the County of Kings	That Municipal Council direct the Nominating Committee to create designated young adult seats on select standing committees of Council for persons aged 16 to 25 at the time of appointment, as outlined in the February 18, 2021 Request for Decision.
d.	Priority List for Speed Display Devices - Gaspereau Elementary School	That Municipal Council approve the addition of the Gaspereau Elementary School to the Priority List for Speed Radar Signs as attached to the February 18, 2021 Committee of the Whole agenda.
e.	Municipal Property Assessed Clean Energy (PACE) Program	That Municipal Council direct the CAO to issue a Request for Proposal to engage a qualified consultant(s) to develop a Municipal Property Assessed Clean Energy (PACE) Program as outlined in the February 18, 2021 Committee of the Whole Request for Decision.
f.	Operating Accountability Report (Period Ended December 31, 2020)	That Municipal Council receive the General Operating Accountability Report (for period ended December 31, 2020) as attached to the February 18, 2021 agenda as an information item.
g.	Capital Accountability Report (Period Ended December 31, 2020)	That Municipal Council receive the Capital Accountability Report (for period ended December 31, 2020) as attached to the February 18, 2021 agenda as an information item.



Municipality of the County of Kings

Committee Recommendations

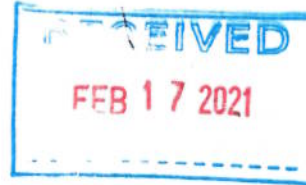
h.	Loan Approval - Kings Regional Rehabilitation Centre (KRRC)	That Municipal Council provide consent for mortgage financing of the Kings Regional Rehabilitation Centre in the amount of \$748,000, from Housing Nova Scotia, for the purchase and capital renovations of a 4-bedroom Small Option Home.
i.	Funding Agreement for Kings Point to Point Transit Society (KPPT)	That Municipal Council authorize the Mayor and CAO to negotiate a one year funding agreement with the Kings Point to Point Transit Society (KPPT) per the February 18, 2021 Request for Decision.



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

JAN 22 2021



Mr. Scott Conrod
Chief Administrative Officer
Municipality of the County of Kings
P.O. Box 100
Kentville, NS B4N 3W3

Dear Mr. Conrod:

To protect the health of Canadians, all governments need to continue to work together effectively to manage the impacts of the global COVID-19 pandemic. I know municipalities are on the frontlines, and to safely restart the economy, municipalities need to continue to put in place appropriate precautions to minimize the spread of COVID-19 and manage public spaces and critical services, such as public transit.

In partnership with the Government of Canada, the Province, through the Safe Restart Agreement (SRA), has provided \$67.5 million to support municipalities with COVID-19 operating costs. The SRA funding will provide much-needed support for the County of Kings' pressures, estimated to reach approximately \$779,150 based on a survey conducted by the Nova Scotia Federation of Municipalities.

The Municipality has received \$792,211 under the SRA, \$249,600 of which has been designated for transit.

The SRA funding is to help the Municipalities:

- address increased operating costs resulting from a reduction in revenue due to COVID-19;
- continue to implement social distancing and infection prevention and control protocols required to operate facilities, public spaces and effectively deliver services to citizens;
- support safe transit operations and innovative solutions required to adjust to modified capacity; and
- acquire additional PPE.

Should you have any questions, please contact Bongsun Cho-MacDonald, Manager of Municipal Finance, at (902) 424-4961.

Sincerely,

Chuck Porter
Minister

c: Mayor and Council
Bongsun Cho-MacDonald, Manager of Municipal Finance, DMAH

From: Pauline Raven
Sent: February 22, 2021 2:30 PM
To: Peter Muttart <mayor.muttart@countyofkings.ca>
Cc: Irvin Nicholson; Menna MacIsaac <menna.macisaac@grandviewmanor.org>
Subject: Follow-up Grand View Manor New Build

Good Afternoon Mayor Muttart:

Thank you so much for joining us on February 5th to hear Minister Glavine make the announcement we were hoping for. Grand View Manor Continuing Care Community is thrilled to be approved for the funding required to move forward with a new building. Our staff's work with the Department of Health and Wellness and Nycum and Associates is already underway.

This short note is a thank you for the role you played in helping us promote the need for this investment in our community. The interest of municipalities and community organizations has been crucial to securing this new, greatly improved home for 142 plus residents.

As you heard, an ambitious timeline has been set by the Minister of Health, targeting a 2023 completion date. With the assistance of our architect, Benjie Nycum, we are confident Grand View Manor will be skillfully guided toward the earliest possible opening date. 2023? 2024?

We will be balancing the urgent need to see seniors rehomed against the need for all things to be executed with the excellence that's the hallmark of Grand View Manor as well as Benjie's firm, Nycum and Associates.

I would also like to take this opportunity to introduce you to Irvin Nicholson, Grand View Manor's incoming Chairperson.

Please do extend our thanks to Council for their much appreciated interest and encouragement.

Sincerely, Pauline
Pauline Raven, on behalf of the GVMCCC Board of Directors
Delhaven, Nova Scotia
[Twitter](#) [Facebook](#)

"Nothing will work unless you do." Maya Angelou

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THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Fire Services Advisory Committee
From: June Granger, Councillor
Date: March 8, 2021

The Fire Services Advisory Committee met on Thursday, February 18, 2021.

- Elected Chair, Watson Armstrong, & Vice-Chair, James Redmond.
- Discussed a 2.9% budget increase (#8 on the Agenda, 'Finance Update'), up from 1.9% last year, to cover costs of COVID. Will be discussed again at future meeting.
- Rob Frost presented a Sub Committee update – small discussion. Will be revisited at the next meeting.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: New Minas Secondary Planning Strategy Working Group
From: Jim Winsor
Date: March 8, 2021
Meeting Date: February 22, 2021
Location: Spencer Room, LMCC

Updates:

- **Market Demand Study** – The Final Version of the Report was provided to the Committee with the Agenda but due to time constraints, the findings and recommendations of the study will be presented and reviewed at the March Working Group Meeting.
- **Urban Design and Active Transportation Study** – Jared Dalziel from WSP, the consultant conducting the study, presented their preliminary results. The Working Group provided good feedback for the consultant and they will continue to work to the final report.
- **Next Scheduled Meeting:** March 22, 2021.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Kings Regional Sewer Committee Report
From: Jim Winsor
Date: March 8, 2021
Date of Last Meeting: February 19, 2021

Budget Projections to Year End

Overall budget, as of the end of January, is forecasted to be about \$28,000 over budget at year end with power continuing to trend over budget. Aeration work is likely the cause. Desludging work will begin next year and we will likely experience increased power usage through that project. Power usage will improve after these efficiency initiatives. If the current projections are realized, the operating reserve will be depleted to cover some of the overages and the remainder will likely need to come from the partners. If the forecast deficit materializes, the incremental partner contribution calculations would be as follows:

Kentville:	\$3,930 (53.89%)
New Minas:	\$1,370 (18.83%)
PepsiCo:	\$1,240 (16.94%)
Kings:	\$760 (10.34%)

The concern is that with the negative events of the past couple of years, hurricanes, treatment plant smell and other operational items that drove operating cost, the operating reserve has been depleted to zero.

2021/22 Draft Sewer Committee Budget

The Budget was presented to the Committee and recommended back to the participating partners with highlights as follows:

- Total Operating Expenditures
 - 2020/21 Budget \$1,512,500
 - 2020/21 Projected actual \$1,540,500
 - **2021/22 Budget Recommendation \$1,603,300**
 - **Increase \$90,700 which equals 6%**

- Capital Expenditures
 - 2020/21 Budget \$1,161,920
 - **2021/22 Budget Recommendation \$2,375,000**
 - **Increase \$1,213 080**

Note: The big project for 2021/22 is the commencement of a de-sludging project which will also carry into 2022/23. \$1,250,000 of this cost will be funded from long-term debt.

Operational Notes:

The unusually warm winter weather has led to normal, but not reportable, effluent levels (BOD and TSS).

Aaron Dondale has been hired as the Manager of Public Works.

Next Meeting - Thursday, March 18, 2021.

Committee of Council Reports - March 8, 2021

Board/Committee	Chair/Reporting Councillor/ Members	Date Last/Next Meeting	Written Report
Asset Management Committee	Dick Killam, Joel Hirtle (Chair), Peter Allen	November 30, 2020 Next: Dec. 21, 2020, Feb. 22, 2021	Verbal report provided December 1, 2020
Audit Committee	June Granger, Lexie Misner (Vice-Chair), Dick Killam, Tim Harding	January 28, 2021 Next: February 25, 2021	Written report provided February 11, 2021
Budget and Finance Committee	Peter Muttart, Emily Lutz, Joel Hirtle (Chair), Jim Winsor (Vice-Chair)	Jan. 11 & Feb. 9, 2021 Next: March 9, 2021	Written report provided February 11, 2021
Canning Source Water Protection Committee	June Granger	No recent meetings?	
Centreville Area Advisory Committee	Lexie Misner, Dick Killam	October 28, 2020 Next: TBD	Written report provided November 3, 2020
Diversity Kings County	June Granger (Vice-Chair), Lexie Misner (Chair)	February 1, 2021 Next: March 1, 2021	Written report provided February 11, 2021
Fences Arbitration Committee	Peter Allen - Alternate	No meetings	
Fire Services Advisory Committee	June Granger (Reporting Councillor), Emily Lutz, Tim Harding	February 18, 2021 Next: May 20, 2021	Written report attached to March 8, 2021 agenda
Greenwood Water Utility Source Water Protection Committee	Tim Harding (Chair)	October 1, 2020 Next: March 11, 2021	Written report provided October 6, 2020
Kingston Area Advisory Committee	Martha Armstrong	No recent meetings	Written report provided October 6, 2020
Kings Youth Council	Lexie Misner, Joel Hirtle	No recent meetings	
Lake Monitoring Committee	Tim Harding Alternate - Emily Lutz	July 22, 2020 Next: TBD	
Municipal Elections Advisory Committee	Janny Postema (Chair)	December 7, 2020 Next: Spring 2021	Written report provided January 19, 2021
New Minas Secondary Planning Strategy Working Group	Jim Winsor (Chair), Emily Lutz	February 22, 2021 Next: March 22, 2021	Written report attached to March 8, 2021 agenda
Nominating Committee	Martha Armstrong (Chair), Joel Hirtle (Vice-Chair), Peter Muttart, Peter Allen	November 5 & 12, 2020	Recommendations November 17, 2020
Planning Advisory Committee	June Granger, Dick Killam (Vice-Chair), Martha Armstrong (Chair), Jim Winsor, Peter Allen Alternates - Lutz & Harding	September 8, 2020 Next: Oct. 13, Nov. 10, Dec. 8, 2020, Jan. 12, Feb. 9, 2021	Written report provided October 6, 2020
Police Services Advisory Committee	June Granger, Joel Hirtle, Peter Allen (Vice-Chair), Dick Killam (Chair), Tim Harding	December 16, 2020 Next: February 17, 2021	Written report provided February 11, 2021
Port Williams Area Advisory Committee	June Granger	No recent meetings	
Regional Sewer Committee	Jim Winsor (Chair) Alternate - Joel Hirtle	February 19, 2021 Next: March 18, 2021	Written report attached to March 8, 2021 agenda
Sandy Court Source Water Protection Committee	Martha Armstrong	No recent meetings	Written report provided October 6, 2020