

THE MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
December 7, 2021
Following Public Hearing
AGENDA

Audio Recording Times Noted in Red
(Minutes: Seconds)

1. Roll Call 00:00
2. Approval of Agenda 01:03 Page 1
3. Disclosure of Conflict of Interest Issues 01:40
4. Approval of Minutes 02:04
 - a. November 2, 2021 Council Page 2
 - b. November 16, 2021 Special Council Page 13
5. Business Arising from Minutes
 - a. November 2, 2021 Council 02:53 Page 2
 - b. November 16, 2021 Special Council 03:09 Page 13
6. Planning Advisory Committee Recommendations October 12, 2021 Page 18
 - a. Application to rezone a property on Highway 358, Arlington (File # 21-03) 03:17
 - b. Application to enter into a development agreement in North Grand Pré (File # 21-11) 22:47
 - c. Application to enter into a development agreement in Windermere (File # 21-17) 33:01 Page 19
 - d. Application to rezone a property in Forest Hill (File # 21-15) 33:56 Page 38
 - e. Public Hearing Date 34:51
7. Planning and Development Services
 - a. Request for Refund - Planning Application Fee 35:20 Page 47
8. Administration
 - a. Amendments to Policy IT-07-001: Acceptable System & Network Usage (*approval*) 43:05 Page 50
 - b. Amendments to Policy ADMIN-01-000: Policy Development (*approval*) 46:49 Page 55
 - c. Amendments to Policy ADMIN-01-015: Asset Management (*notice*) 47:29 Page 61
9. Financial Services
 - a. 2022 Property Tax Sale 73:03 Page 75
 - b. Guarantee Resolution (2020/21 TBR Renewal): Valley Region Solid Waste-Resource Management Authority 80:30 Page 78
10. Budget and Finance Committee Recommendations November 10, 2021 Page 86
 - a. Budget and Finance Committee Terms of Reference Review 86:31
 - b. 2022/23 Budget Timeline 87:28
11. Committee of the Whole Recommendations November 16, 2021 Page 87
 - a. Toward Equity and Diversity: A Strategy for Belonging in Municipality of the County of Kings 88:14
 - b. New Policy HR-06-022: Flexible Work Arrangements for Non-Union Employees 89:08
 - c. Repeal of Policy COMM-02-002: Email 89:52
 - d. Broadband Project Operating Expenses - Approval Request 90:34
12. Nominating Committee Recommendation November 12, 2021 Page 88
 - a. Review of Source Water Protection Committees Terms of Reference/Policies 91:31
 - b. Citizen Appointment to Kings Regional Rehabilitation Centre Board 92:29
13. Correspondence 93:15
 - a. 2021-11-08 Commissionaires Nova Scotia 2021 Stakeholders Report Page 89
 - b. 2021-11-18 Glooscap Elementary Thank You for School Food Funding Page 90
 - c. 2021-11-19 Central Kings Thank You for School Food Funding Page 92
 - d. 2021-11-19 Horton High School Thank You for School Food Funding Page 94
 - e. 2021-11-30 Municipal Affairs & Housing re: Municipal and Village Code of Conduct Page 95
14. Committee of Council Reports
 - a. Audit Committee 96:16 Page 97
 - b. Regional Sewer Committee 96:30 Page 98
 - c. See Attached Table Page 100
15. Other Business: Traffic Lights South Berwick Intersection 94:40; Bunkhouses 98:58; Heritage Buildings 100:29
16. Comments from the Public: Mr. Donald Baker 103:25
17. Closed Session 123:50
 - a. Approval of November 16, 2021 Closed Session Minutes
 - b. Contract Negotiations 125:20
18. Adjournment 127:13

THE MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
November 2, 2021
DRAFT MINUTES

**Meeting Date
and Time**

A meeting of Municipal Council was held on Tuesday, November 2, 2021 following a Public Hearing at 6:30 p.m. in the Council Chambers, Municipal Complex, Coldbrook, NS.

1. Roll Call

All Members of Council were in attendance. Deputy Mayor Lutz had to leave the meeting at 7:04 p.m. due to a personal conflict.

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:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, Engineering & Public Works, Lands & Parks
- Laura Mosher, Manager, Planning & Development
- Mark Fredericks, GIS Planner (until item 8)
- Will Robinson-Mushkat, Planner (until item 7)
- Janny Postema, Municipal Clerk/Recording Secretary
- Joanna McGrath, Administrative Assistant/Recording Secretary

2. [Approval of Agenda](#)

On motion of Deputy Mayor Lutz and Councillor Killam, that Municipal Council approve the November 2, 2021 agenda as circulated.

Motion Carried.

RC-2021-11-02-194

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

3. **Disclosure of Conflict of Interest Issues** No Conflict of Interest issues were declared.
4. **Approval of Minutes**
- 4a. [October 5, 2021](#) and [October 19, 2021](#) On motion of Councillor Allen and Councillor Harding, that the minutes of the meetings of Municipal Council held on October 5 and October 19, 2021 be approved as circulated.

Motion Carried.

RC-2021-11-02-195

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. [October 5, 2021](#) There was no business arising from the October 5, 2021 minutes.
- 5b. [October 19, 2021](#) There was no business arising from the October 19, 2021 minutes.
6. [Planning Advisory Committee Recommendations October 12, 2021](#)
- 6a. **Application to enter into a development agreement in Wallbrook (File 21-04)** Councillor Armstrong, Chair of the Planning Advisory Committee, presented the recommendations as attached to the November 2, 2021 Council agenda.
- On motion of Councillor Armstrong and Councillor Allen, that Municipal Council give Final Consideration to entering into a development agreement to permit an expanded full service restaurant and tourist commercial uses at 1293 Grand Pré Road (PID 55446710), Wallbrook, which is substantively the same (save for minor differences in form) as the draft set out in Appendix C of the report dated September 14, 2021.**

Motion Carried.

RC-2021-11-02-196

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 enter into a development agreement in Bishopville (File 21-10)**

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council give Final Consideration to entering into a development agreement to permit tourist cabins at 1828 Bishopville Road (PID 55501225), Bishopville, which is substantively the same (save for minor differences in form) as the draft set out in Appendix D of the report dated September 14, 2021.

Motion Carried.

RC-2021-11-02-197

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 a property on Highway 358 (File # 21-03)**

On motion of Councillor Armstrong and Councillor Killam, That Municipal Council give First Reading to and hold a Public Hearing regarding the rezoning of 3335 Highway 358, Arlington from the Rural Mixed Use (A2) Zone to the Commercial Recreation (P1) Zone as shown in Appendix D of the report dated October 12, 2021.

Motion Carried.

RC-2021-11-02-198

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. **Application to enter into a development agreement in North Grand Pré (File # 21-11)**

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 a replacement dwelling at 100 Beach Row (PID 55221246) in North Grand Pré, which is substantively the same (save for minor differences in form) as the draft set out in Appendix D of the report dated October 12, 2021.

Motion Carried.**RC-2021-11-02-199****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

6e. Public Hearing Date

Councillor Armstrong noted that the next Public Hearing was scheduled to be held on Tuesday, December 7, 2021 at 6:00 p.m.

7. Planning & Development Services**7a. [Rezoning in White Rock - Rural Industrial \(M3\) Zone Boundary Adjustment](#)**

Mark Fredericks, GIS Planner, presented the Request for Decision as attached to the November 2, 2021 Council agenda and provided a [presentation](#).

On motion of Deputy Mayor Lutz and Councillor Allen, that Municipal Council give Second Reading to and approve the rezoning of a portion of 1217 White Rock Road (PID 55179303), White Rock from the Rural Mixed Use (A2) Zone to the Rural Industrial (M3) Zone, as shown in Appendix A of the report dated November 2, 2021.

Motion Carried.**RC-2021-11-02-200****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

8. Administration**8a. [Councillor Appointments to Nominating Committee](#)**

Janny Postema, Municipal Clerk, presented the Briefing as attached to the November 2, 2021 Council agenda and provided a [presentation](#).

On motion of Councillor Winsor and Councillor Killam, that Municipal Council appoint Councillors Allen, Armstrong and Hirtle to the Nominating Committee effective immediately for a one-year term.

Motion Carried.**RC-2021-11-02-201**

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

On motion of Deputy Mayor Lutz and Councillor Misner, that Municipal Council receive the Briefing on Councillor Appointments to the Nominating Committee dated November 2, 2021 for information.

Motion Carried.

RC-2021-11-02-202

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

[Proposed Policy ADMIN-01-022: Council and Committee Videoconference \(approval\)](#)

Mayor Muttart presented the Policy as attached to the November 2, 2021 Council agenda.

On motion of Councillor Armstrong and Deputy Mayor Lutz, that Municipal Council adopt Policy ADMIN-01-022: Council and Committee Videoconference as attached to the November 2, 2021 Council agenda.

Motion Carried.

RC-2021-11-02-203

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. [Committee of the Whole Recommendations](#)

9a. **Amendments to Policy IT-07-001: Acceptable System & Network Usage (notice)**

Mayor Muttart presented the recommendations as attached to the November 2, 2021 Council agenda.

On motion of Councillor Winsor and Councillor Harding, that Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy IT-07-001: Acceptable System & Network Usage, as attached to the October 19, 2021 Committee of the Whole agenda.

Motion Carried.

RC-2021-11-02-204

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. **Amendments to Policy ADMIN-01-000: Policy Development (notice)**

On motion of Deputy Mayor Lutz and Councillor Granger, that Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy ADMIN-01-000: Policy Development, as attached to the October 19, 2021 Committee of the Whole agenda.

Motion Carried.

RC-2021-11-02-205

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

9c. **General Operating Accountability Report (Period Ended March 31, 2021)**

On motion of Councillor Allen and Councillor Armstrong, that Municipal Council receive the General Operating Accountability Report (for period ended March 31, 2021) as attached to the September 29, 2021 Budget and Finance Committee agenda as an information item.

Motion Carried.**RC-2021-11-02-206****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

- 9d. **2021-22 Operating Accountability Report - Reserve Transfer**

On motion of Councillor Granger and Councillor Misner, that Municipal Council approve the transfer of \$11,428 to the Special Project Reserve 61-4-460-381 relating to unspent funds from approved budgets as detailed in the 2020/21 approved budget.

Motion Carried.**RC-2021-11-02-207****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

- 9e. **General Operating Accountability Report (Period Ended June 30, 2021)**

On motion of Councillor Armstrong and Councillor Winsor, that Municipal Council receive the General Operating Accountability Report (for period ended June 30, 2021) as attached to the September 29, 2021 Budget and Finance Committee agenda as an information item.

Motion Carried.**RC-2021-11-02-208****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

9f. **Capital Accountability Report (Period Ended March 31, 2021)**

On motion of Councillor Misner and Councillor Granger, that Municipal Council receive the Capital Accountability Report (for period ended March 31, 2021) as attached to the September 29, 2021 Budget and Finance Committee agenda as an information item.

Motion Carried.

RC-2021-11-02-209

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

9g. **Capital Accountability Report (for Period Ended June 30, 2021)**

On motion of Deputy Mayor Lutz and Councillor Allen, that Municipal Council receive the Capital Accountability Report (for period ended June 30, 2021) as attached to the September 29, 2021 Budget and Finance Committee agenda as an information item.

Motion Carried.

RC-2021-11-02-210

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

It was noted that Deputy Mayor Lutz left the meeting at 7:04 p.m.

10. **Correspondence**

Mayor Muttart gave an overview of the correspondence as attached to the November 2, 2021 Council agenda.

On motion of Councillor Allen and Councillor Misner, that Municipal Council receive the Correspondence as attached to the November 2, 2021 agenda.

Motion Carried.

RC-2021-11-02-211

Results

For 9
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	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 10a. [Jijuktu'kwejk Watershed Alliance Board of Directors Thank You](#)

For information.

11. **Committee of Council Reports**

- 11a. [Regional Sewer Committee](#)

Councillor Winsor presented the report as attached to the November 2, 2021 Council agenda.

- 11b. **Asset Management Committee**

Councillor Hirtle provided a verbal report.

- 11c. **Joint Accessibility Advisory Committee**

Councillor Misner provided a verbal report.

- 11d. **Diversity Kings County**

Councillor Misner provided a verbal report.

- 11e. **Other:** [See Attached Table](#)

On motion of Councillor Hirtle and Councillor Armstrong, that Municipal Council receive the Committee of Council report as attached to the November 2, 2021 Council agenda and as provided verbally.

Motion Carried.

RC-2021-11-02-212

Results

For 9
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	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

12. **Other Business**

Deputy CAO Frost provided a brief update on the Regional Recreation Facility Feasibility Study and noted that the consultant, Sierra Planning and Management from Ontario, was now in place. Consultation with a variety of groups would take place in the coming weeks.

Mayor Muttart reported that the Villages had been approached with the option of a virtual Village-Municipal meeting on November 17, 2021 at 7:00 p.m. The majority was in favour of a virtual meeting in November rather than wait until a meeting could be held in person and the meeting would therefore be confirmed.

Mayor Muttart presented Councillor Killam with a Nova Scotia Federation of Municipalities long service award in recognition of ten years of service as a Councillor.

In response to a request from Councillor Winsor for an update on the new Land Use By-law and Municipal Planning Strategy, Director Javorek reported that staff were preparing housekeeping amendments for Council's consideration. Mayor Muttart confirmed Councillor Killam's request that Councillors could discuss amendments they wished to see with the CAO and Planning staff.

In response to a question from Councillor Hirtle, Mayor Muttart confirmed that an application for a refund related to a rezoning application had been received and would be brought to Council.

Councillor Hirtle commented that the new Municipal website, which had recently been updated with the new branding, looked excellent.

13. **Comments from the Public**

No members of the public were present.

14. **Closed Session**

On motion of Councillor Armstrong and Councillor Granger, that Council move into closed session in accordance with Sections 22 (2) (a), (e), and (f) *Municipal Government Act*: 'acquisition, sale, lease and security of municipal property', 'contract negotiations', and 'litigation or potential litigation'.

Motion Carried.

RC-2021-11-02-213

Results

For 9
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	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council moved into closed session at 7:41 p.m. and returned to public session at 8:20 p.m.

14a. **Motion from Closed Session:
Sewer Charges -
Assessment Account
Number 03494322**

On motion of Councillor Harding and Councillor Armstrong, that Municipal Council receive for information the November 2, 2021 report from the Municipality's Manager of Revenue explaining his decision for a refund of sewer charges levied against Assessment Account Number 03494322 in the sum of \$2,936 for the years 2013-14 through 2017-18.

Motion Carried.**RC-2021-11-02-214****Results**

For 9
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	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

15. Adjournment

On motion of Councillor Winsor and Councillor Allen, there being no further business, the meeting adjourned at 8:21 p.m.

Motion Carried.**RC-2021-11-02-215****Results**

For 9
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	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

Joanna McGrath
Administrative Assistant/Recording Secretary

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

THE MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL MUNICIPAL COUNCIL
November 16, 2021
DRAFT MINUTES

**Meeting Date
and Time**

A Special Meeting of Municipal Council was held on Tuesday, November 16, 2021 following a Committee of the Whole meeting at 1:40 p.m. in the Council Chambers, Municipal Complex, Coldbrook NS.

1. Roll Call

All Members of Council were in attendance, with the exception of Councillor Winsor with notice.

Deputy Mayor Lutz chaired the meeting.

Results for Roll Call

For 9
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	-
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, Engineering & Public Works, Lands & Parks
- Janny Postema, Municipal Clerk/Recording Secretary (item 7)
- Joanna McGrath, Administrative Assistant/Recording Secretary

Councillor Absence

On motion of Councillor Harding and Councillor Armstrong, that Councillor Winsor's absence from the November 16, 2021 Special Council meeting be excused.

Motion Carried.

SC-2021-11-16-094

Results

For 9
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	-
District 9	Peter Allen	For

2. [Approval of Agenda](#)

On motion of Councillor Armstrong and Councillor Killam, that Municipal Council approve the November 16, 2021 agenda as circulated.

Motion Carried.

SC-2021-11-16-095

Results

For 9

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	-
District 9	Peter Allen	For

3. **Disclosure of Conflict of Interest Issues**

No Conflict of Interest issues were declared.

4. [Recommendations from Nominating Committee November 12, 2021](#)4a. **Citizen Appointments to Police Services Advisory Committee**

Councillor Armstrong, Chair of the Nominating Committee, presented the recommendations as attached to the November 16, 2021 Special Council agenda.

On motion of Councillor Armstrong and Councillor Hirtle, that Municipal Council appoint Debra Windle-Smith as the Eastern Area representative and Dr. Barb Pearce as the Central Area representative on the Police Services Advisory Committee for a 2-year term, commencing December 1, 2021.

Motion Carried.

SC-2021-11-16-096

Results

For 9

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	-
District 9	Peter Allen	For

4b. **Citizen Appointments to Planning Advisory Committee**

On motion of Councillor Armstrong and Councillor Allen, that Municipal Council appoint Chantal Gagnon and Kathryn Friars as citizen members to the Planning Advisory Committee for a 2-year term, commencing December 1, 2021.

Motion Carried.

SC-2021-11-16-097

Results

For 9
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	-
District 9	Peter Allen	For

4c. **Citizen Appointments to
Diversity Kings County
Committee**

On motion of Councillor Armstrong and Councillor Misner, that Municipal Council appoint to the Diversity Kings County Committee:

- Devon Adams, fulfilling the African Nova Scotian designated seat, for a 2-year term commencing December 1, 2021,
- Sergio Restrepo, fulfilling the Newcomer designated seat, for a 2-year term commencing December 1, 2021,
- Tammy Lynn Sampson, fulfilling an At Large designated seat, for a 1-year term commencing December 1, 2021; and
- James Rumble, fulfilling an At Large designated seat, for a 1-year term commencing December 1, 2021.

Motion Carried.

SC-2021-11-16-098

Results

For 9
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	-
District 9	Peter Allen	For

4d. **Citizen Appointments to
Kings Regional
Rehabilitation Centre Board**

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council appoint Faye Best and Abu Kamara to the Kings Regional Rehabilitation Centre Board for a 3-year term commencing December 1, 2021.

Motion Carried.

SC-2021-11-16-099

Results

For 9
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	-
District 9	Peter Allen	For

4e. **Councillor Appointments to Boards and Committees**

On motion of Councillor Armstrong and Mayor Muttart, that Municipal Council approve the 2021-2022 Councillor appointments to Boards and Committees as detailed in the attached report, effective December 1, 2021 for a 1-year term ending November 30, 2022.

Motion Carried.

SC-2021-11-16-100

Results

For 9
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	-
District 9	Peter Allen	For

5. **Other Business**

On motion of Councillor Hirtle and Councillor Armstrong, that Municipal Council instruct the CAO to schedule a workshop for Council related to the use of the word 'unceded', as discussed at the November 16, 2021 Committee of the Whole meeting.

Motion Carried.

SC-2021-11-16-101

Results

For 9
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	-
District 9	Peter Allen	For

6. **Comments from the Public**

No members of the public were present.

7. **Closed Session & Adjournment**

On motion of Councillor Armstrong and Councillor Harding, that Municipal Council adjourn to move into closed session in accordance with Sections 22 (2) (a) and (e) *Municipal Government Act*: 'acquisition, sale, lease and security of municipal property' and

'contract negotiations'.

Motion Carried.

SC-2021-11-16-102

Results

For 9

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	-
District 9	Peter Allen	For

Council moved into closed session at 1:50 p.m. and adjourned at 2:10 p.m.

Approved by:

Emily Lutz
Deputy Mayor

Janny Postema
Municipal Clerk/Recording Secretary

Joanna McGrath
Administrative Assistant/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

Committee Recommendations

COMMITTEE: Planning Advisory Committee

COMMITTEE MEETING DATE: [November 9, 2021](#)

COUNCIL MEETING DATE: December 7, 2021

a.	Application to rezone a property on Highway 358, Arlington (File # 21-03)	That Municipal Council give Final Reading to the rezoning of 3335 Highway 358, Arlington from the Rural Mixed Use (A2) Zone to the Commercial Recreation (P1) Zone as shown in Appendix D of the report dated October 12, 2021.
b.	Application to enter into a development agreement in North Grand Pré (File # 21-11)	That Municipal Council give Final Consideration to entering into a development agreement to permit a replacement dwelling at 100 Beach Row (PID 55221246) in North Grand Pré, which is substantively the same (save for minor differences in form) as the draft set out in Appendix D of the report dated October 12, 2021.
c.	Application to enter into a development agreement in Windermere (File # 21-17)	That Municipal Council give Initial Consideration to and hold a Public Hearing regarding entering into a development agreement to permit a farm dwelling in the Agricultural (A1) Zone on PID 55530745 on Taylor Road in Windermere, which is substantively the same (save for minor differences in form) as the draft set out in Appendix D of the report dated November 9, 2021. <u>Report attached</u>
d.	Application to rezone a property in Forest Hill (File # 21-15)	That Municipal Council give First Reading to and hold a Public Hearing regarding the application to rezone the property at 2535 Greenfield Road (PID 55218069), Forest Hill from the Rural Mixed Use (A2) Zone to the Rural Commercial (C4) Zone as described in Appendix C of the report dated November 9, 2021. <u>Report attached</u>
e.	Public Hearing Date	January 4, 2022 at 6:00 p.m.



Municipality of the County of Kings

Report to the Planning Advisory Committee

Application to permit a new farm dwelling in the Agricultural (A1) Zone on Taylor Road in Windermere (PID 55530745) (File 21-17)

November 9, 2021

Prepared by: Planning Staff

Applicant	Parvinder Mangat
Land Owners	Beant Kaur Mangat, Parvinder Singh Mangat
Proposal	Development of a farm dwelling accessory to a new farm
Location	Taylor Road, Windermere (PID 55530745)
Lot Area	35.12 acres
Designation	Agricultural (A)
Zone	Agricultural (A1) and Berwick's Wellfield Protection Overlay
Surrounding Uses	Rural residential and agricultural uses
Neighbour Notification	Staff sent notification letters to the 14 land owners within 500 feet of the subject property

1. PROPOSAL

Parvinder Mangat has applied to build a dwelling on Taylor Road to be accessory to a new farm business. The property is zoned Agricultural (A1) which generally does not permit new dwellings as-of-right. When a proposed dwelling is associated with a newly established farm however the Municipality can consider this through a development agreement process.

2. OPTIONS

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

- A. Recommend that Council approve the development agreement as drafted;
- B. Provide alternative direction, such as requesting further information on a specific topic, or recommending changes to the draft development agreement;
- C. Recommend that Council refuse the development agreement as drafted.

3. STAFF RECOMMENDATION

Staff recommends that the Planning Advisory Committee forward a positive recommendation by passing the following motion:

The Planning Advisory Committee recommends that Municipal Council give Initial Consideration to and hold a Public Hearing regarding entering into a development agreement to permit a farm dwelling in the Agricultural (A1) Zone on PID 55530745 on Taylor Road in Windermere, which is substantively the same (save for minor differences in form) as the draft set out in Appendix D of the report dated November 9, 2021.

4. BACKGROUND

The applicant purchased the property in 2019 and has planted varieties of apple trees on 25 of the 35 acre property. The applicant also added an agricultural building for equipment storage, and began preparations to locate a dwelling on the property to allow them to live closer to the farm for managing the daily operations. The Agricultural (A1) Zone did not permit the requested dwelling, which lead to the submission of this planning application. The subject property was previously owned by other farmers and had most recently been used for agricultural crops. This provided a cleared field for the applicant's new apple orchard.

Figure 1 New farm – apple orchard



Figure 2 New farm – apple orchard



5. INFORMATION

5.1 Site Information

The property is located in the Agricultural (A1) Zone in Windermere, near South Berwick. The property is 35.12 acres in size with approximately 1,200 feet of road frontage along Taylor Road. This community includes a mixture of forested land, farmland and rural residential uses. The subject site is generally cleared agricultural land. Approximately 25 of the 35 acres have been planted with apple trees. Irrigation systems and access driveways have also been built and the agricultural building provides storage for farm equipment. The applicant intended to add a dwelling to the property but discovered the Agricultural (A1) Zone would not permit a dwelling as-of-right, though could be considered through a development agreement.

5.2 Public Information Meeting

Council's Planning Policy PLAN-09-001 requires a Public Information Meeting (PIM) for all new uses which are to be considered by development agreement. The required Public Information Meeting was held online and remained open for public comments for a period of 30 days between July and August. During the public consultation period, Staff received 2 phone calls from nearby land owners who had hesitations

with the proposed farm dwelling. Some of their concerns were related to their own struggles in getting approval for a dwelling of their own in the A1 Zone.

6. POLICY REVIEW – DEVELOPMENT AGREEMENT

Agricultural (A1) Zone Intent

MPS 3.4.2 *Agricultural (A1): lands located in this zone are those identified as high-capability agricultural lands for future agricultural production. This zone will provide maximum flexibility for agricultural and complementary uses and limit non-farm development, including residential development. In the event of a conflict between an agricultural use and a non-agricultural use, the agricultural use shall take priority;*

The development of land within the Agricultural (A1) Zone is intended to prioritize agriculture and offer protection to the land while allowing for new or continued use of the land as productive farmland. The proposed farm dwelling is associated with a new farm and is consistent with this zone intent.

6.1 Land Use By-law

This proposal can be considered by development agreement, as enabled in Section 8.3.5 (c) of the LUB. This section of the LUB lists the uses that can be considered by development agreement within the Agricultural (A1) Zone:

“LUB 8.3.5 Uses Considered by Development Agreement

Pursuant to the Municipal Planning Strategy, the uses noted below may be considered by Development Agreement within the Agricultural (A1) Zone:

...

(c) Development of a farm dwelling by a new or relocated farmer in accordance with policy 3.4.17 of the Municipal Planning Strategy...”

6.2 Municipal Planning Strategy

Enabling Policy and Criteria

Policy 3.4.17 of the Municipal Planning Strategy enables a development agreement within the Agricultural designation for a farm dwelling associated with a new farm. This policy allows Council to consider the requested dwelling in the Agricultural (A1) Zone with a development agreement option that is specific to the applicant’s property.

“MPS 3.4.17 *consider only by development agreement the development of a farm dwelling for new farmers or farmers that have recently relocated to the Municipality. This policy is intended to apply to full-time, active farmers. In considering such proposals, Council shall take the following into consideration:*

(a) the development agreement shall include a site plan showing the location of crops, barns, pastures, residential development accessory to the farming business, access, site servicing and landscaping;

(b) the submission of a professional business plan for the farming business that demonstrates the intention to farm. A third party association with agricultural expertise, such as the Federation of Agriculture, or a similar organization, shall have the opportunity to review the farm business plan and to provide comments to Municipal staff as part of the development agreement process;

(c) the demonstration of the intent to farm by showing proof of farm financing or investment in farm related infrastructure (machinery, construction of barns, purchase of livestock or plants/trees/seeds, etc) or, if moving from another jurisdiction, a demonstrated history of farming, where farming constituted the majority of income; and

(d) in the case of a proposed livestock operation, a Manure Storage Plan shall be submitted as part of the development agreement application;”

The application that was submitted for a new farm dwelling included a site plan showing the location of orchards, the driveway, existing agricultural storage building and the proposed farm dwelling. The site plan illustrates orchard areas of which approximately 25 acres has been planted (Honey Crisp and Ambrosia) with the remaining 10 acres to be planted with other apple varieties based on market trends.

The Federation of Agriculture was invited to submit comments on the applicant’s farm business plan. Staff submitted the plan to the Federation in September and have not received any feedback to date.

The business plan shows that the applicant has a history of farming and a clear intent to continue to farm, with 25 acres of apple trees planted and financial commitments made on the subject property including irrigation systems, fencing and an agricultural building. The applicant has registered as a Farm Business with the Canada Revenue Agency. The applicant has also secured farm financing with a loan through the Nova Scotia Farm Loan Board. Staff consider these attributes to demonstrate the applicant’s dedication to farming the land.

The farm does not contain livestock, therefore the final criteria ((d) above) regarding a Manure Storage Plan is not applicable.

General Criteria - Development Agreement

Section 5.3.7 of the Municipal Planning Strategy provides several general criteria that apply to any planning application for a development agreement or amendment. These criteria are satisfied in this case because the application does not involve any financial impact on the Municipality, and is consistent with the intent of the Agricultural designation and protection associated with the A1 Zone. The proposed development is also compatible with the surrounding land uses and does not generate any additional traffic. The full list of these criteria is reviewed in more detail as Appendix C.

7. SUMMARY OF DRAFT DEVELOPMENT AGREEMENT

The draft development agreement has been attached as Appendix D to this report. The main content of the development agreement includes:

- Enabling a new dwelling associated with the new farm business as shown on the Site Plan.
- Ensures the farm dwelling is located at the edge of the property, and near the road, to minimize impact on the productive farmland.
- Time frame of 2 years to begin construction on the dwelling.

8. CONCLUSION

It is staff's opinion that the proposed farm dwelling and the draft development agreement are in keeping with the intent of Council's Municipal Planning Strategy. The proposal is enabled by policies regarding Agricultural development within the Municipal Planning Strategy and the location of the proposed farm dwelling minimizes the impact on productive farmland. The proposal meets all other general Development Agreement criteria. As a result, a positive recommendation is being made to the Planning Advisory Committee.

9. APPENDICES

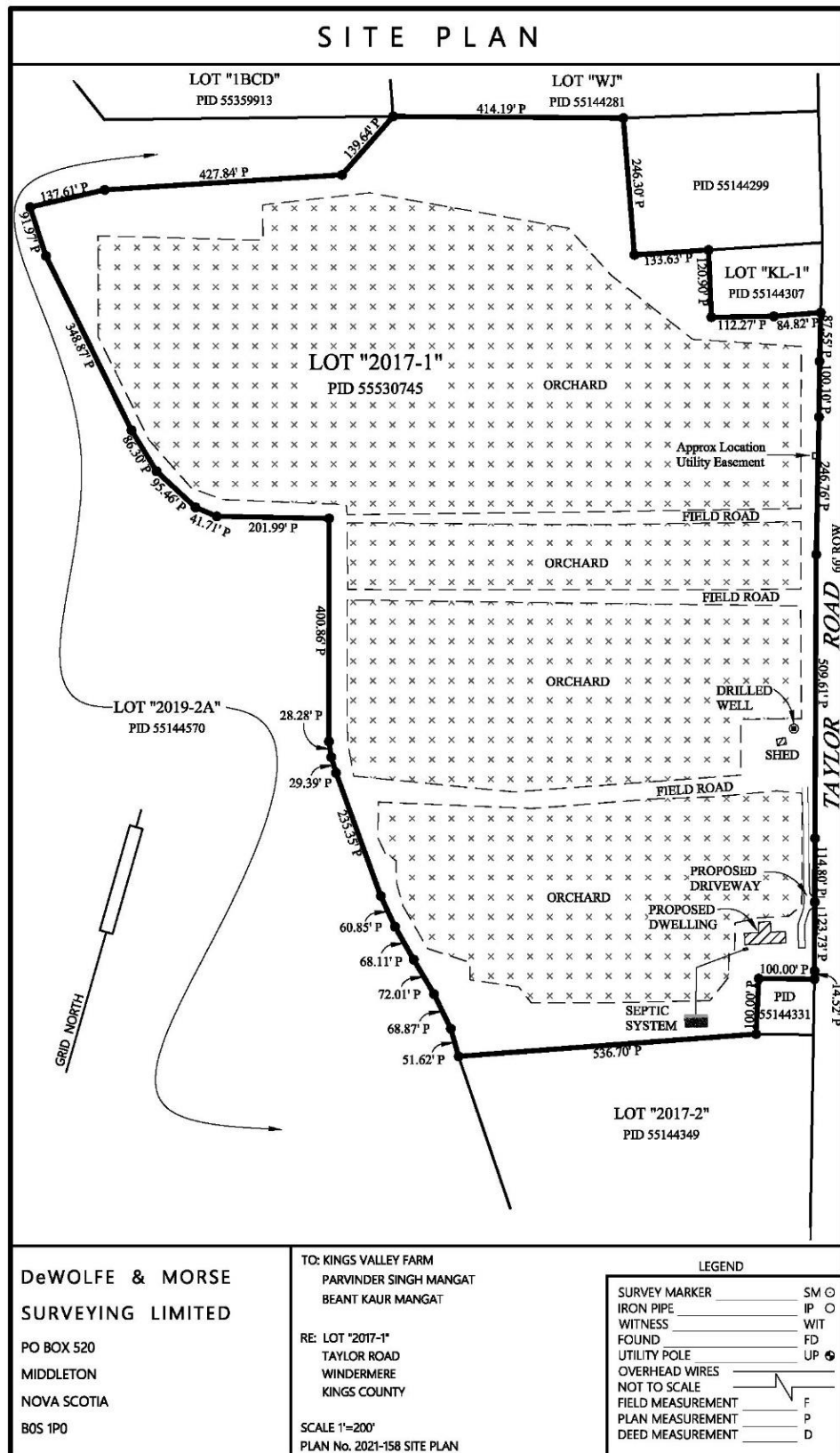
Appendix A: Maps and Site Plan

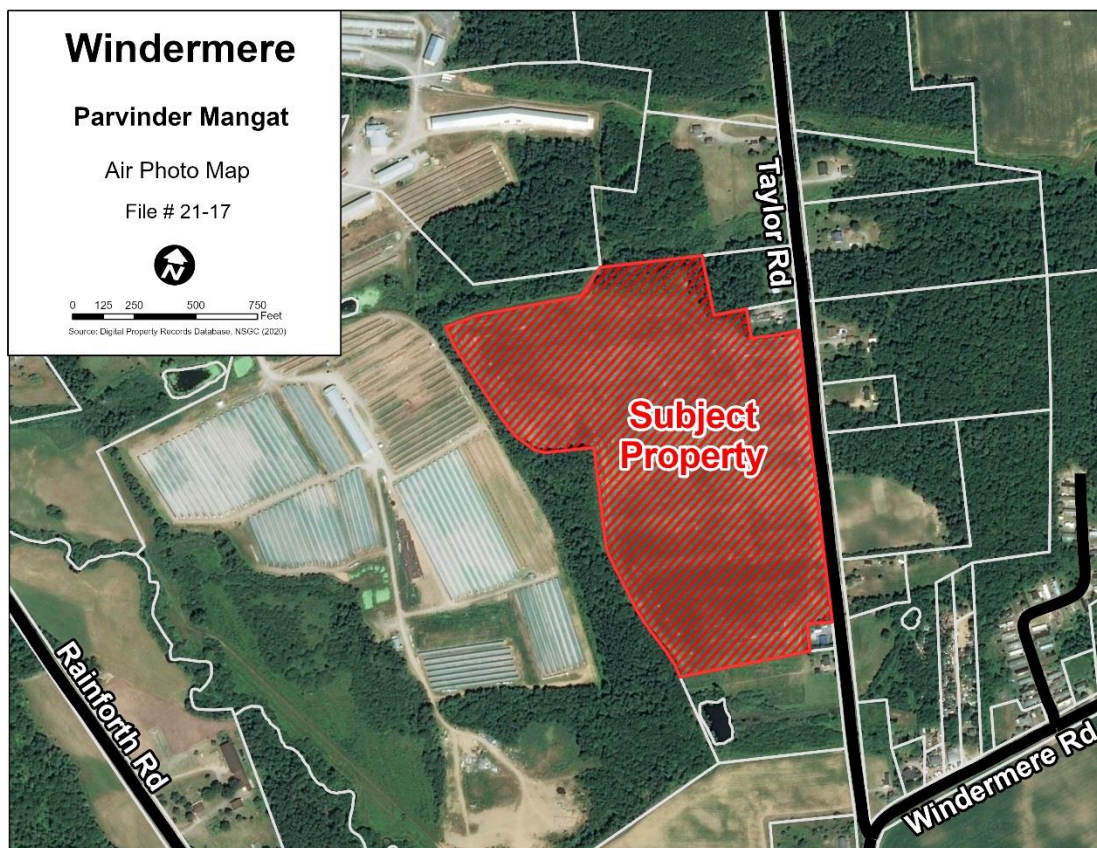
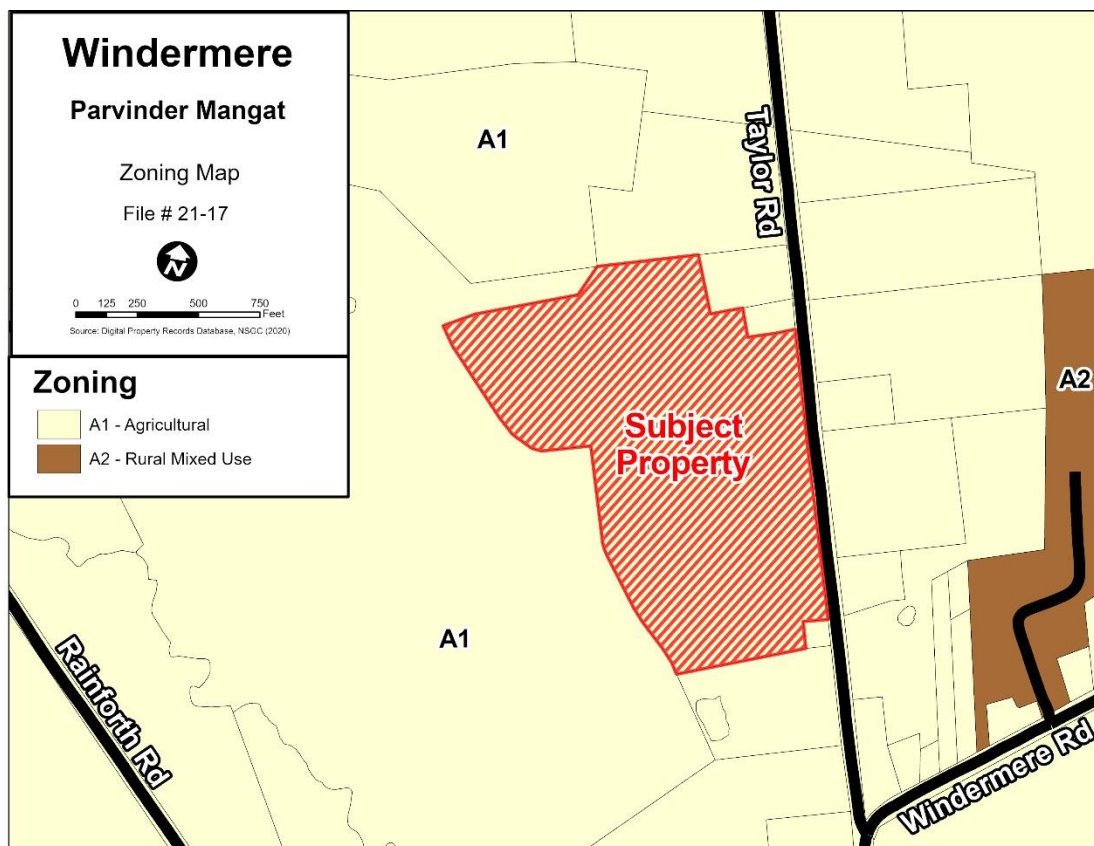
Appendix B: Public Comments

Appendix C: General Development Agreement Criteria

Appendix D: Draft Development Agreement

Appendix A: Maps
Site Plan





Appendix B: Public Comments

Staff received two phone calls from nearby land owners

Murray Jones - 246 Taylor Road, Windermere

Murray spoke with staff about the seemingly inconsistent application of the rules within the A1 Zone, where he finds his property. Murray has a wooded property in the A1 Zone and wants to build a single storey home for him and his wife as they enter a later phase of life but the zoning does not allow for this new home which has been a struggle to accept when he received the notification of a proposed home being considered down the road, through this planning application.

Marge Murphy – Relative of owners at 78 Taylor Road, Windermere

Staff spoke with another land owner who had similar hesitations and discussed other properties where the A1 zoning did not seem to be enforced consistently as she has witnessed new homes being built, and potential homes being denied. These experiences lead to frustration and surprise when notified of this application for a new home on Taylor Road.

APPENDIX C – General Development Agreement Criteria

Policy 5.3.7

Council expects to receive applications to amend the Land Use By-law or enter into a development agreement for development that is not permitted as-of-right in the Land Use By-law. Council has established criteria to ensure the proposal is appropriate and consistent with the intent of this Strategy.

Council shall be satisfied that a proposal to amend the Land Use By-law or to enter into a development agreement:

Criteria	Comments
<i>a. is consistent with the intent of this Municipal Planning Strategy, including the Vision Statements, relevant goals, objectives and policies, and any applicable goals, objectives and policies contained within a Secondary Plan;</i>	The proposed farm dwelling is consistent with the Agricultural designation and zone which protects farmland but maintains the ability to build farm dwellings. The MPS allows for this specific form of development in the A1 Zone through a development agreement.
<i>b. is not in conflict with any Municipal or Provincial programs, By-laws, or regulations in effect in the Municipality;</i>	No conflict with programs or by-laws.
<i>c. that the proposal is not premature or inappropriate due to:</i>	
<i>i. the Municipal or village costs related to the proposal;</i>	The proposal does not involve any development costs to the Municipality.
<i>ii. land use compatibility with surrounding land uses;</i>	A farm dwelling in this location is consistent with the mixture of farmland and rural residential uses in the community. A farm dwelling having up to two residential units is not expected to introduce any compatibility problems.
<i>iii. the adequacy and proximity of school, recreation and other community facilities;</i>	Not applicable
<i>iv. the creation of any excessive traffic hazards or congestion due to road or pedestrian network adequacy within, adjacent to, and leading to the proposal;</i>	Staff from the provincial road authority indicated no concerns with traffic and have issued a permit to the applicant.
<i>v. the adequacy of fire protection services and equipment;</i>	Staff expect the fire protection services are adequate within the Berwick & District Fire department's coverage area, but are still awaiting confirmation.
<i>vi. the adequacy of sewer and water services;</i>	No central sewer or water services are available at the subject property. Water and waste water services are both on-site systems falling under the jurisdiction of Nova Scotia Environment.
<i>vii. the potential for creating flooding or serious drainage problems either within the area of development or nearby areas;</i>	Not expected.

<i>viii. negative impacts on identified wellfields or other groundwater supplies for the area;</i>	The property is within the boundary for the Town of Berwick's Wellfield Protection Overlay. However, there are no negative impacts expected by adding a farm dwelling to the property.
<i>ix. pollution, in the area, including but not limited to, soil erosion and siltation of watercourses; or</i>	The property owner will be required to follow provincial specifications regarding soil erosion during construction phases.
<i>x. negative impacts on lake water quality or nearby wetlands;</i>	Not applicable, the property is not in proximity to a lake or known wetlands.
<i>xi. negative impacts on neighbouring farm operations;</i>	Not applicable as the proposed use is also agricultural.
<i>xii. the suitability of the site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-way.</i>	The location of the proposed farm dwelling is close to the street and positioned to preserve the majority of the property for agricultural cultivation. No concerns regarding water features or any utility rights-of-way.

Appendix D: Draft Development Agreement

THIS DEVELOPMENT AGREEMENT made this ____ day of _____, A.D.

BETWEEN:

Parvinder Singh Mangat and **Beant Kaur Mangat** of Kingston, Nova Scotia hereinafter called the "Property Owners",

of the First Part

and

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 Coldbrook, Kings County, Nova Scotia, hereinafter called the "Municipality",

of the Second Part

WHEREAS the Property Owner is the owner of certain lands and premises (hereinafter called the "Property") which lands are more particularly described in Schedule A attached hereto and which are known as Property Identification (PID) Number 55530745; and

WHEREAS the Property Owner wishes to use the Property for a farm business (orchards) and a farm dwelling accessory thereto.

WHEREAS the Property is situated within an area designated Agriculture (A) on the Future Land Use Map of the Municipal Planning Strategy, and zoned Agricultural (A1) on the Zoning Map of the Land Use By-law; and

WHEREAS policy 3.4.17 the Municipal Planning Strategy and section 8.3.5 (c) of the Land Use By-law provide that the proposed use may be developed only if authorized by development agreement; and

WHEREAS the Property Owner has requested that the Municipality of the County of Kings enter into this development agreement pursuant to Section 225 of the Municipal Government Act so that the Property Owner may develop and use the Property in the manner specified; and

WHEREAS the Municipality by resolution of Municipal Council passed at a meeting on (add date of motion), approved this Development Agreement;

Now this Agreement witnesses that in consideration of covenants and agreements contained herein, the parties agree as follows:

PART 1 AGREEMENT CONTEXT

1.1 Schedules

The following attached schedules shall form part of this Agreement:

Schedule A Property Description

Schedule B Site Plan

1.2 Municipal Planning Strategy and Land Use By-law

- (a) *Municipal Planning Strategy* means By-law 105 of the Municipality, approved on March 5, 2020 as amended, or successor by-laws.
- (b) *Land Use By-law* means By-law 106 of the Municipality, approved on March 5, 2020 as amended, or successor by-laws.
- (c) *Subdivision Bylaw* means Bylaw 60 of the Municipality, approved September 5, 1995, as amended, or successor by-laws.

1.3 Definitions

Unless otherwise defined in this Agreement, all words used herein shall have the same meaning as defined in the Land Use By-law. Words not defined in the Land Use By-law but used herein are:

- (a) *Development Officer* means the Development Officer appointed by the Council of the Municipality.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

That the Parties agree that the Property shall be limited to the following uses:

- (a) those uses permitted by the underlying zoning in the Land Use By-law ; and
- (b) a farm dwelling having no more than two residential units.

Except as otherwise provided in this Agreement, the provisions of the Land Use By-law apply to any development undertaken pursuant to this Agreement.

2.2 Site Plan

All uses enabled by this agreement shall be developed in general conformance with the Site Plan – Schedule B.

2.3 Appearance of Property

The Property Owner shall at all times maintain all structures and services on the Property in good repair and a useable state and maintain the Property in a neat and presentable

condition.

2.4 Subdivision

No alterations to the lot configuration that would result in a reduced lot area are permitted except as may be required by the road authority for the purpose of creating or expanding a public right of way on the Property.

2.5 Erosion and Sedimentation Control

During any site preparation, construction activities or demolition activities of a structure or parking area, all exposed soil shall be stabilized immediately and all silt and sediment shall be contained within the site according to the practices outlined in the Department of Environment *Erosion and Sedimentation Control Handbook for Construction*, or any successor documents, so as to effectively control erosion of the soil.

2.6 Lighting

The Property Owner shall ensure that any lights used for illumination of the Property or signs shall be arranged so as to divert light away from streets and neighbouring properties.

2.7 Servicing

The Property Owner shall be responsible for providing adequate water services and wastewater disposal services to the standards of the authority having jurisdiction and at the Property Owner's expense.

PART 3 CHANGES AND DISCHARGE

3.1 Any matters in this Agreement which are not specified in Subsection 3.2 below are not substantive matters and may be changed by Council without a public hearing.

3.2 The following matters are substantive matters:

- a) The uses enabled on the property by this Agreement as listed in Section 2.1 (b) of this Agreement;
- b) The timeline for construction as listed in Section 4.3 (b) of this agreement.

Uses and structures permitted by the underlying zoning on the Property shall not require any amendment to this Agreement.

3.3 Upon conveyance of land by the Property Owner to the road authority for the purpose of creating or expanding a public street over the Property.

Registration of the deed reflecting the conveyance shall be conclusive evidence that that this Agreement shall be discharged as it relates to the public street, as of the date of registration with the Land Registration Office but this Agreement shall remain in full force and effect for all remaining portions of the Property.

- 3.4** Notwithstanding the foregoing, discharge of this Agreement is not a substantive matter and this Agreement may be discharged by Council at the request of the Property Owner without a public hearing following the provision of proof of registration of the farming business with Canada Revenue Agency.

PART 4 IMPLEMENTATION

4.1 Commencement of Operation

No construction or use permitted by this Agreement may be commenced on the Property until the Municipality has issued the required Development Permits and Building Permits

4.2 Drawings to be Provided

When an engineered design is required for development enabled by this Agreement, record drawings shall be provided to the Development Officer within ten days of completion of the work which requires the engineered design.

4.3 Completion and Expiry Date

- (a) The Property Owner shall sign this Agreement within 120 days from the date the appeal period lapses or all appeals have been abandoned or disposed of or the development agreement has been affirmed by the Nova Scotia Utility and Review Board or the unexecuted Agreement shall be null and void;
- (b) The Developer shall commence construction of the Farm Dwelling within two (2) years of recording this Agreement at the Land Registration Office.

PART 5 COMPLIANCE

5.1 Compliance with Other Bylaws and Regulations

Nothing in this Agreement shall exempt the Property Owner from complying with Federal, Provincial and Municipal laws, bylaws and regulations in force or from obtaining any Federal, Provincial, or Municipal license, permission, permit, authority or approval required thereunder.

5.2 Municipal Responsibility

The Municipality does not make any representations to the Property Owner about the suitability of the Property for the development proposed by this Agreement. The Property owner assumes all risks and must ensure that any proposed development complies with this Agreement and all other laws pertaining to the development.

5.3 Warranties by Property Owner

The Property Owner warrants as follows:

- (a) The Property Owner has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance, or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development 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 the Development Agreement to validly bind the Lands.

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

5.4 Costs

The Property Owner is responsible for all costs associated with recording this Agreement in the Registry of Deeds or Land Registration Office, as applicable.

5.5 Full Agreement

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

5.6 Severability of Provisions

The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

5.7 Interpretation

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

5.8 Breach of Terms or Conditions

Upon the breach by the Property Owner of the terms or conditions of this Agreement, the Municipality may undertake any remedies permitted by the Municipal Government Act.

THIS AGREEMENT shall ensure 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 and is effective as of the day and year first above written.

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

**MUNICIPALITY OF THE COUNTY
OF KINGS**

Witness

Peter Muttart, Mayor

Witness

Janny Postema, Municipal Clerk

SIGNED, SEALED AND DELIVERED
In the presence of:

Witness

Parvinder Singh Mangat

Witness

Beant Kaur Mangat

Schedule A – Property Description

(Taken from Property Online – October 2021)

Registration County: KINGS COUNTY

Street/Place Name: TAYLOR ROAD /WINDERMERE

Title of Plan: PLAN OF S/D SHOWING LOT 2017-1 S/D OF LANDS OF WILLOWDALE FARMS INC PID 55144042 PARCEL A S/D OF LANDS OF WILLOWDALE FARMS INC PID 55144042 TO BE ADDED TO LANDS OF HOWARD C OLMSTEAD & PATRICIA ANNE OLMSTEAD PID 55144349 TO FORM LOT 2017-2 PARCEL B S/D OF LANDS OF WILLOWDALE FARMS INC, PID 55144042 TO BE ADDED TO LANDS OF WILLOWDALE FARMS INC PID 55144570 TO FORM 2017-3

Designation of Parcel on Plan: LOT 2017-1

Registration Number of Plan: 111377785

Registration Date of Plan: 2017-09-08 09:19:52

Subject to an Easement/Right of Way in favour of Nova Scotia Power Incorporated registered September 18, 2013 as Document # 103797552.

*** Municipal Government Act, Part IX Compliance ***

Compliance:

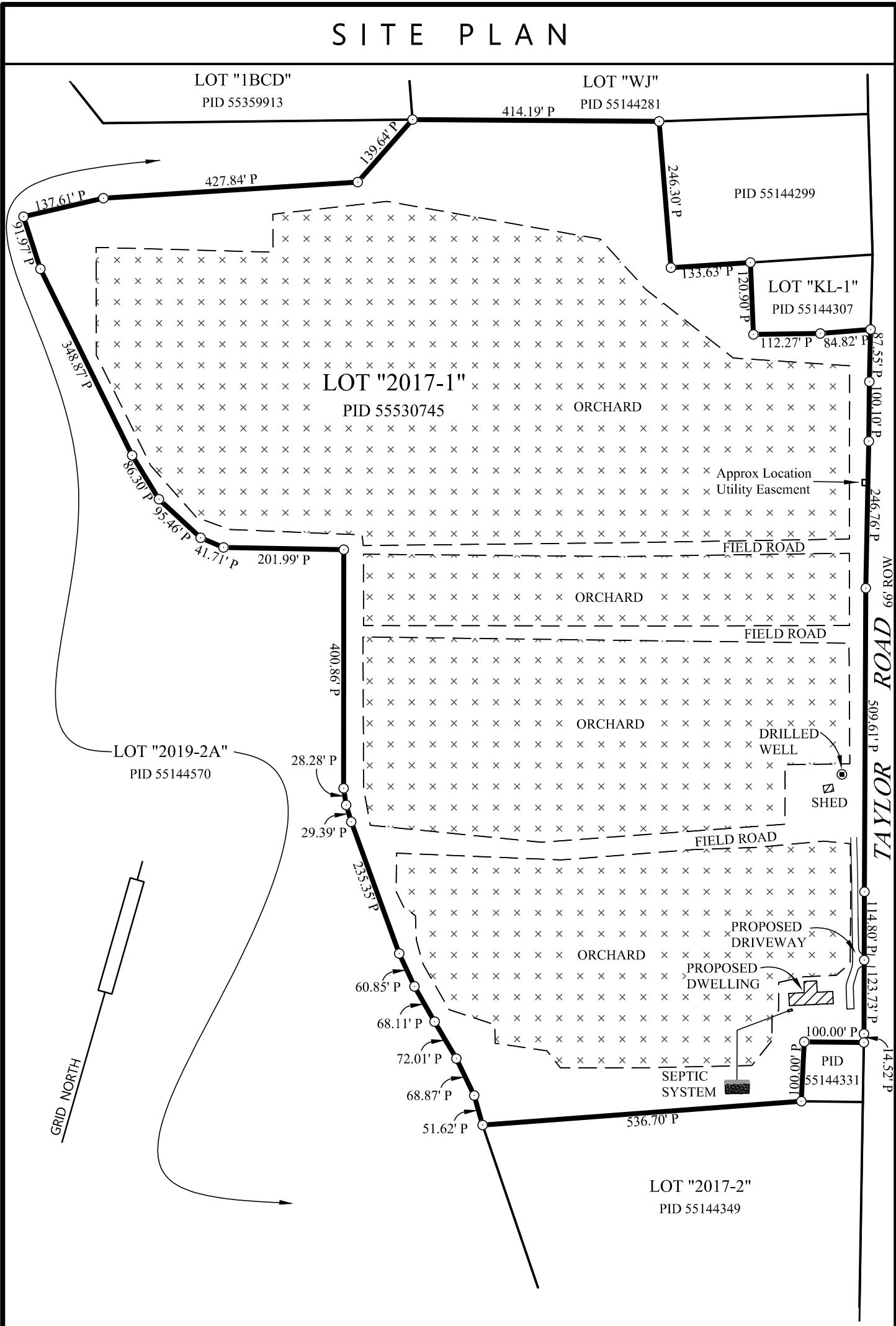
The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: KINGS COUNTY

Registration Year: 2017

Plan or Document Number: 111377785

SITE PLAN



DeWOLFE & MORSE
SURVEYING LIMITED

PO BOX 520
MIDDLETON
NOVA SCOTIA
B0S 1P0

TO: KINGS VALLEY FARM
PARVINDER SINGH MANGAT
BEANT KAUR MANGAT

RE: LOT "2017-1"
TAYLOR ROAD
WINDERMERE
KINGS COUNTY

SCALE 1"=200'
PLAN No. 2021-158 SITE PLAN

LEGEND

SURVEY MARKER	SM	○
IRON PIPE	IP	○
WITNESS	WIT	
FOUND	FD	
UTILITY POLE	UP	⬤
OVERHEAD WIRES		—
NOT TO SCALE		—
FIELD MEASUREMENT	F	
PLAN MEASUREMENT	P	
DEED MEASUREMENT	D	



Municipality of the County of Kings

Report to the Planning Advisory Committee

Planning application to rezone 2535 Greenfield Road from Rural Mixed Use (A2) to Rural Commercial (C4).

(File #21-15)

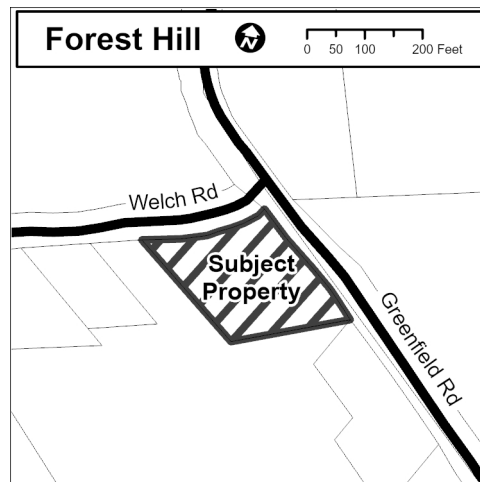
November 9, 2021

Prepared by: Planning Services

Applicant	Wes James and Heather Riley
Land Owner	754361 ONTARIO LTD.
Proposal	To rezone the property at 2535 Greenfield Road, (PID 55218069), Forest Hill, from the Rural Mixed Use (A2) Zone, to the Rural Commercial (C4) to enable Fixed Roof Overnight Accommodations at the existing dwelling.
Location	2535 Greenfield Road, (PID 55218069), Forest Hill
Lot Area	50,965 square feet or 1.17 Acres
Designation	Agricultural
Zone	Rural Mixed Use (A2) Zone
Surrounding Uses	Residential and agricultural uses
Neighbour Notification	Staff sent notification letters to the 39 owners of properties within 500 feet of the subject property

1. SUMMARY

Wes James and Heather Riley on behalf of 754361 Ontario Ltd., have submitted an application to rezone their property at 2535 Greenfield Road (PID 55218069) from the Rural Mixed Use (A2) Zone to the Rural Commercial (C4) Zone. The purpose of the rezoning application is to enable a fixed roofed overnight accommodation use within the existing dwelling. This proposed use is compatible to the existing uses within the area, and enables the service and expansion of visitors and residents.



2. OPTIONS

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

- A. Recommend that the Planning Advisory Committee forward to Council a recommendation to approve the amendment, as drafted;
- B. Provide alternative direction, such as requesting further information on a specific topic, or;
- C. Recommend that the Planning Advisory Committee forward to Council a recommendation to refuse the amendment, as drafted.

3. STAFF RECOMMENDATION

Staff recommend that the Planning Area Advisory Committee forward a positive recommendation to Municipal Council by passing the following motion.

The Planning Advisory Committee recommends that Council give First Reading to and hold a Public Hearing regarding the application to rezone the property at 2535 Greenfield Road, (PID 55218069), from the Rural Mixed Use (A2) Zone to the Rural Commercial (C4) Zone as described in Appendix C of the report dated October 12, 2021.

4. BACKGROUND

The property is located on the southwest corner of Greenfield Road and Welch Road in the community of Forest Hill. The existing building is a 2 bedroom, 2 storey house with basement. The property has a total lot area 1.17 acres and has approximately 210 ft road frontage on Welsh Road and 243 feet of frontage on Greenfield Road (flankage). There is a clearing around the building, with trees buffering the dwelling from adjacent residential dwellings along the side and rear lot lines. There are no identified watercourses or wetlands on the property. Properties in the general vicinity are also zoned Rural Mixed Use (A2), with existing uses being agriculture, residential and treed vacant land.

The community of Forest Hill is close to tourist destinations in the Gaspereau Valley and the broader Annapolis Valley

5. INFORMATION

5.1 Subject Property Information

A Planner conducted a site visit on August 4th, 2021. The planner walked the subject property and took photos.

5.2 Public Information Meeting & Public Feedback

Under the Planning Policies of the Municipality of the County of Kings (PLAN-09-001), a Public Information Meeting is required for applications for Land Use Bylaw Map Amendments for properties with a total lot area in excess of 1 acre. A letter was sent to 14 property owners within a 500 foot radius of the subject property seeking comments and feedback on the proposed Land Use By-law Map amendment. Due to the State of Emergency declared by the Province of Nova Scotia as a result of the COVID-19 pandemic, a Public Information Meeting was held remotely commencing on August 5th, 2021. Staff recorded and posted a public information meeting with the area Councillor, applicant, and staff planner. The recording presented the application and enabling policies and invited members of the public to ask questions of the

planner or to provide comments to the planner via telephone and email. The public had a total of 30 days to comment on the video.

No member of the public offered concerns or comments.

5.3 Requests for Comments

No construction or alteration to the existing dwelling is proposed at this time with this rezoning application; comments were sought from the Department of Public Works regarding traffic as it relates to a new use. The Department of Public Works had no comment at this time.

6. POLICY REVIEW – LAND USE BYLAW AMENDMENTS

REZONING Enabling Policies

Policy 2.2.11 states Council shall *“consider proposals to rezone lands within the Agricultural Designation or Resource Designation from any other zone, except lands within the Agricultural (A1) Zone, to the Rural Commercial (C4) Zone. In evaluating such proposals, Council shall be satisfied that the proposal:*

- (a) limits the rezoning area to the size reasonably required to accommodate the proposal, including any proposed phasing;*
- (b) meets any specific rezoning criteria in the designation applicable to the lot. For the Agricultural Designation, the criteria are in section 3.4 and for the Resource Designation, section 3.6; and*
- (c) meets the general criteria for amending the Land Use By-law set out in section 5.3 Development Agreements and Amending the Land Use By-law; and”.*

The proposed rezoning is generally compatible with neighbouring rural residents or agricultural operations. The proposed Rural Commercial (C4) zone would apply to the entire 1.17 acre property, which includes the driveway area, septic field, buffering vegetation on the property, and building. Additional rezoning criteria, and the general rezoning criteria are reviewed below.

Agricultural Designation (additional rezoning criteria)

MPS 3.4.23 requires Council to be satisfied that:

- (a) the application applies only to:*
 - (i) land not identified as being in active agricultural production on Schedule F - 2012 Land Cover Map; and*
 - (ii) land that involves the conversion of a development in existence on November 21, 2019, including but not limited to a gravel pit, dwelling, barn or church; and*

- (b) the proposal would not re-zone more land than required for the specific proposal cited in the application;*
- (c) will not create undue conflict with nearby agricultural uses or rural residents; and*
- (d) meets the general Land Use By-law amendment criteria set out in section 5.3 Development Agreements and Amendments to the Land Use By-law.*

The proposed rezoning is on a property that is not identified as active agricultural cultivation on the 2012 Land Cover Map. The proposal is for the conversion of a development in existence previous to November 21, 2019. The proposal and rezoning is limited to only the lands needed to accommodate infrastructure, vegetation, and amenity space. The proposal is not anticipated to create undue conflict with neighbouring activities, and future uses enabled by Rural Commercial (C4) zoning shall be limited by the property area. Existing vegetation and wooded areas will continue to buffer neighbouring properties. The general amendment criteria are reviewed below and in Appendix B.

Development Agreements and Amendments to the Land Use By-Law (additional rezoning criteria)

MPS 5.3.5 states that Council shall consider, in relation to all applications to rezone land:

- (a) the applicable zone placement policies, including any specific policy criteria for applying the proposed zone set out within this Strategy;*
- (b) the impact of both the specific development proposal and of other possible uses permitted in the proposed zone; and*
- (c) the general criteria for amending the Land Use By-law set out in section 5.3 Development Agreements and Amending the Land Use By-law*

With regard to the zone placement policies, policy 2.2.2 (a) of the MPS states the following:

Council Shall:

establish and enable the following Rural Zones common to the Agricultural and Resource Designations in the Land Use By-law:

- (a) Rural Commercial (C4): lands zoned for commercial uses serving rural industries, visitors, and residents to locate and expand in rural communities;*

The zone placement policies for the Rural Commercial (C4) Zone recognize the need for business that cater to visitors in rural areas. It is intended to enable residents to locate and expand commercial uses in rural areas. The applicants meet this intention through their indication to locate on the property, in a rural area, and operate commercial uses.

The possible uses enabled by this proposal are varied, yet shall continue to be limited by the area of the property and existing regulations such as parking requirements and setbacks. The general amendment criteria are reviewed below and in Appendix B.

General Amendment Criteria

Municipal Planning Strategy section 5.3.7 contains the general criteria used to consider all proposals to amend the Land Use By-Law. These criteria consider the impact of the proposal on the road network, services, development pattern, environment, finances, and wellfields, as well as the proposal's consistency with the intent of the Municipal Planning Strategy (see Appendix B). This proposal is not anticipated to alter existing conditions. As such, no negative impacts are anticipated as a result of the proposal. The provincial Department of Public Works had no comments regarding traffic at the new use.

7. CONCLUSION

The application meets all requirements of the proposed rezoning from the Rural Mixed Use (A2) Zone to the Rural Commercial (C4) Zone. It should be noted that while a wide variety of uses are permitted in the proposed zone given the lot area is limited to 1.17 acres, the impact of potential future uses permitted in the proposed zone is considered acceptable by Planning Staff given the area and our existing regulations. As a result, Staff are making a positive recommendation.

8. APPENDICIES

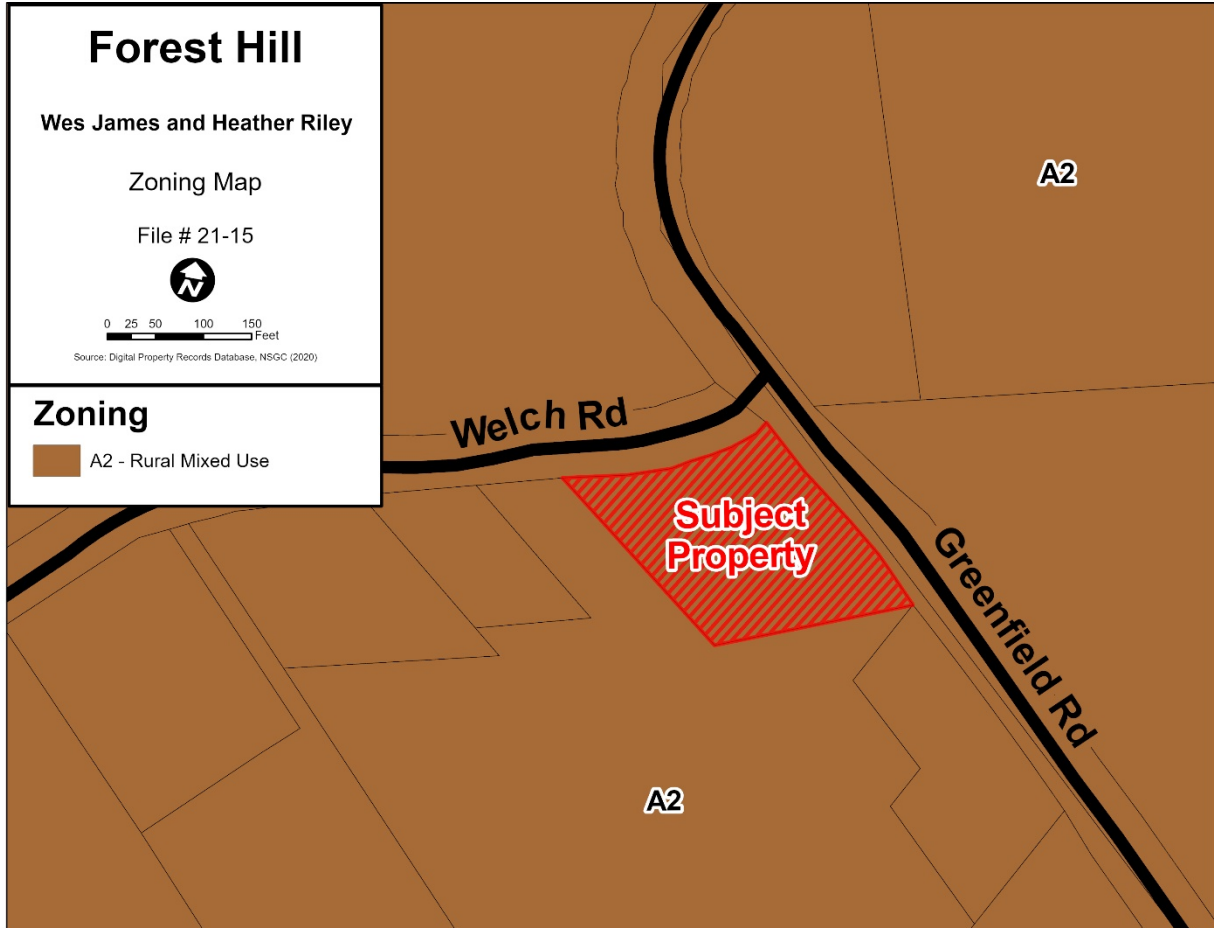
Appendix A: Zoning Map

Appendix B: By-law 105 - Municipal Planning Strategy, Policy 5.3.7 General Criteria to Consider for all Development Agreements and Land Use By-law Amendments

Appendix C: Proposed Land Use Bylaw Map Amendment (Bylaw #106)

Appendix A: Reference Zoning Map for

2535 Greenfield Road, PID 55218069



APPENDIX B: By-law 105 - Municipal Planning Strategy, Policy 5.3.7 General Criteria to Consider for all Development Agreements and Land Use By-law Amendments

Policy 5.3.7

Council expects to receive applications to amend the Land Use By-law or enter into a development agreement for development that is not permitted as-of-right in the Land Use By-law. Council has established criteria to ensure the proposal is appropriate and consistent with the intent of this Strategy.

Council shall be satisfied that a proposal to amend the Land Use By-law or to enter into a development agreement:

Criteria	Comments
<i>a. is consistent with the intent of this Municipal Planning Strategy, including the Vision Statements, relevant goals, objectives and policies, and any applicable goals, objectives and policies contained within a Secondary Plan;</i>	The proposed land use by-law map amendment is consistent with the intent of the MPS, and the applicable goals, objectives and policies contained within.
<i>b. is not in conflict with any Municipal or Provincial programs, By-laws, or regulations in effect in the Municipality;</i>	The proposed amendment is not in conflict with any Municipal or Provincial programs, By-laws, or regulations.
<i>c. that the proposal is not premature or inappropriate due to:</i>	
<i>i. the Municipal or village costs related to the proposal;</i>	The proposal does not involve any development costs to the Municipality.
<i>ii. land use compatibility with surrounding land uses;</i>	The proposed land use would be compatible with the surrounding land uses
<i>iii. the adequacy and proximity of school, recreation and other community facilities;</i>	Not applicable – no residential development is proposed
<i>iv. the creation of any excessive traffic hazards or congestion due to road or pedestrian network adequacy within, adjacent to, and leading to the proposal;</i>	The Department of Public Works did not have any comments on the application.
<i>v. the adequacy of fire protection services and equipment;</i>	The proposal is not anticipated to change existing conditions.
<i>vi. the adequacy of sewer and water services;</i>	The applicant is responsible for providing adequate and appropriate on site services.
<i>vii. the potential for creating flooding or serious drainage problems either within the area of development or nearby areas;</i>	The proposal is not anticipated to change existing conditions.
<i>viii. negative impacts on identified wellfields or other groundwater supplies for the area;</i>	The proposal is not anticipated to change existing conditions.
<i>ix. pollution, in the area, including but not limited to, soil erosion and siltation of watercourses; or</i>	The proposal is not anticipated to change existing conditions.

<p><i>x. negative impacts on lake water quality or nearby wetlands;</i></p>	<p>The proposal is not anticipated to change existing conditions.</p>
<p><i>xi. negative impacts on neighbouring farm operations;</i></p>	<p>The proposal is not anticipated to change existing conditions.</p>
<p><i>xii. the suitability of the site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-way.</i></p>	<p>The subject property appears to be suitable in terms of grades, soils, geological conditions, and proximity to natural features and rights-of-way.</p>

Appendix C: Proposed Land Use By-law Map Amendment (By-law 106)

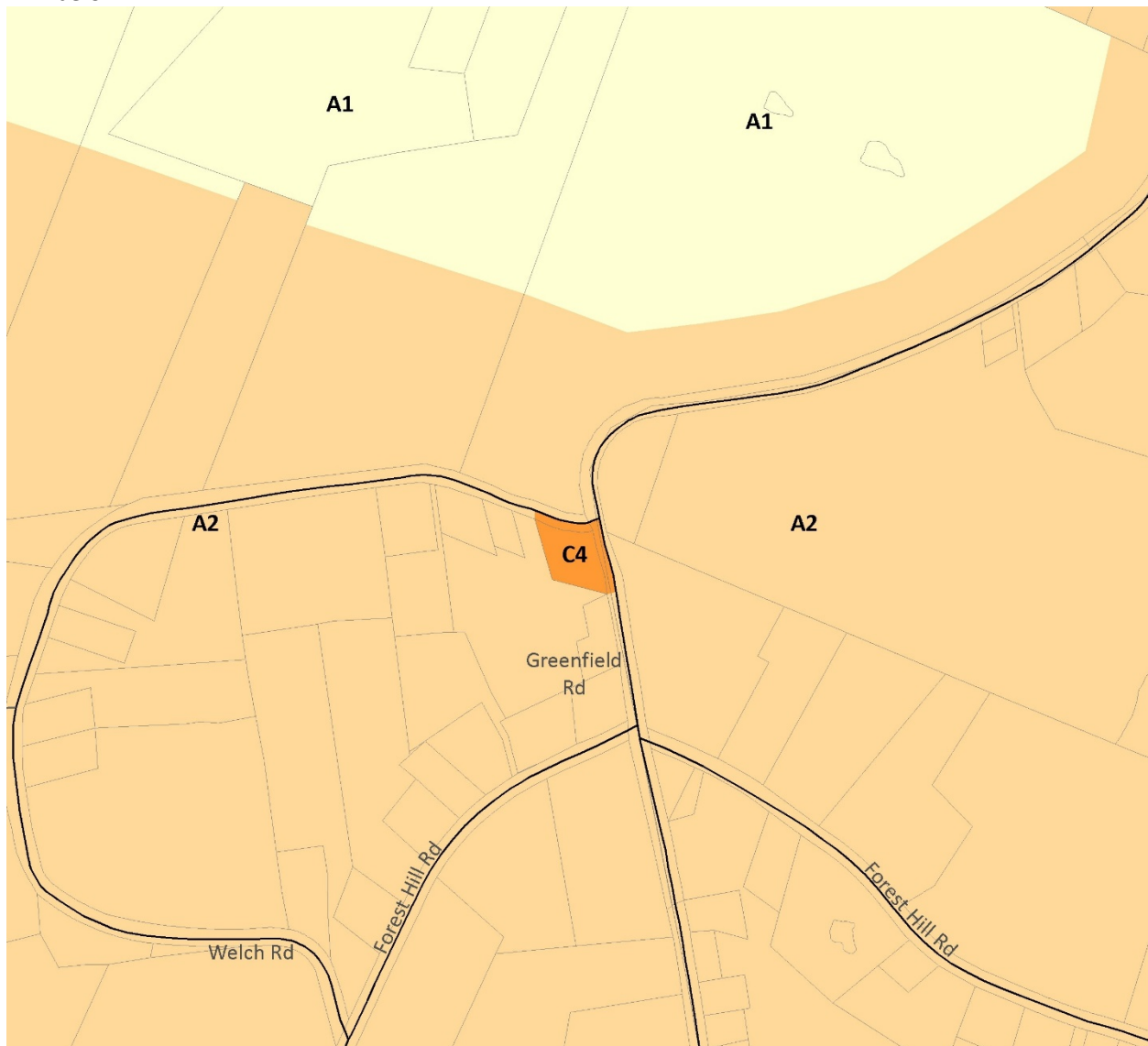
THE MUNICIPALITY OF THE COUNTY OF KINGS

AMENDMENT TO BY-LAW 106 COUNTY OF KINGS LAND USE BY-LAW

Land Use By-law Map Amendment to rezone the property at 2535 Greenfield Road, (PID 55218069), Forest Hill, from the Rural Mixed Use (A2) Zone to the Rural Commercial (C4) Zone.

BY-LAW 106 Land Use By-law

1. Amend Map 13, Rural Zoning map for the Municipality of the County of Kings, by rezoning the property at 2535 Greenfield Road, (PID 55218069), Forest Hill, from the Rural Mixed Use (A2) Zone, to the Rural Commercial (C4) Zone as shown on the inset copy of a portion of Map 13, Rural Zoning, below.





Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Will Robinson-Mushkat, Planner, Planning and Development Services
MEETING DATE	December 7, 2021
SUBJECT	Request for Refund - Planning Application Fee

ORIGIN

- Planning File 21-08 - Land Use By-law Map Amendment to permit the rezoning of 5854 Highway #1 (PID 55158158) Cambridge, NS from Light Industrial Commercial (M1) Zone to Residential One and Two Unit (R2) Zone (Approved at Council October 5, 2021, report to Council for First Reading on September 7, 2021)
- [Policy FIN-05-003 - Fees Policy](#)

RECOMMENDATION

That Municipal Council refuse the request to issue a refund to Mr. Gregory Webster in the amount of \$900.00 in accordance with section 4.11.7 of Policy FIN-05-003 - Fees Policy.

INTENT

To provide the necessary information related to the Municipality's policies and past practices in order for Council to make a determination on the submitted request.

DISCUSSION

Mr. Gregory Webster has submitted a letter, included as Appendix A to this report, requesting a refund from Council for the application fees associated with Planning File 21-08 for a map amendment to the Land Use By-law.

Section 4.11.1 of Policy FIN-05-003 outlines the fees for applications to amend the Land Use By-law, indicating that a Planning Application fee consists of a \$500 non-refundable application fee and a \$400 advertising fee. Section 4.11.7.1 of the Policy states that, "*Council, by motion, may choose to not collect or refund all, or a portion of, the fees charged for a planning application. In doing so, Council shall indicate the reason for not collecting or refunding the usual fees*".

Historically, Council has only granted requests for fee refunds pertaining to text amendments to the Land Use By-law upon completion of the application process, given that text amendments benefit all properties within a given zone, not only the applicant's property. In this case, the planning application pertained to a map amendment to the Land Use By-law concerning the rezoning of one specific property (PID 55158158). It is staff's opinion that the industrial zoning applied to the subject property as part of the drafting of new planning documents was the most appropriate to reflect the evolution of the area toward more industrial uses and to reduce conflict between residential and surrounding uses.

FINANCIAL IMPLICATIONS

Should Council pass an alternative resolution, i.e., granting the request for a refund, the Municipality would absorb the \$500 application fee and \$400 advertising fee. It should be noted that, if Council opts to go this route, an increase in requests for refunds should be anticipated. Therefore, staff would recommend Council state the reasoning for this refund.



Municipality of the County of Kings

Request for Decision

STRATEGIC PLAN ALIGNMENT

	Strategic Priority	Description
	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Response to request from a resident

ALTERNATIVES

- Council may approve the refund request.

IMPLEMENTATION

- Notify Mr. Webster of Council's decision

ENGAGEMENT

- Community engagement occurred in accordance with Policy PLAN-09-001: Planning Policies as part of processing the application for an amendment to the Land Use By-law.

APPENDICES

- Appendix A: Letter from Mr. Gregory Webster, dated October 27, 2021

APPROVALS

Laura Mosher, Manager, Planning and Development	November 25, 2021
Patricia Javorek, Director, Land Use Planning and Inspections	November 29, 2021
Scott Conrod, Chief Administrative Officer	November 30, 2021

Greg & Deborah Webster
5854 Hwy 1
Cambridge, NS B0P 1G0

Oct 27, 2021

Municipality of the County of Kings
181 Coldbrook Village Park Drive
Coldbrook, NS B4R 1B9

Re: Application fees related to Rezoning of 5854 Hwy 1 – AAN 04851439
Attn: Kings County Council

Mayor Muttart and Council Members:

While I thank Council for successfully carrying out my request to return our Residential Zoning to it's proper designation, I am now submitting a request to you for a refund of the \$900 fee that I was required to pay to carry out this process.

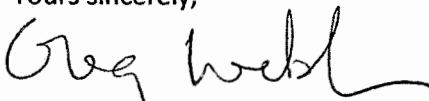
As I stated in both the Public Hearing and the Council Meeting that voted to approve this request, I firmly believe that this Zoning change was either the result of a zoning or mapping error, created as a result of the Zoning, Planning and Bylaw changes implemented in the spring of 2020 at the culmination of the 2050 review.

My discussions with the planners in 2019 regarding the proposed changes to zoning of Webster Farm adjacent to mine as well as those north of the Hwy 1, indicated that these changes were only being applied to Webster Farms property to more accurately reflect the areas occupied by the farm structures as being a land use more consistent with the business park located on the former Kings County Airport property immediately adjacent to Webster Farms.

When I inquired this spring about having this error corrected I was informed by the planning staff that I had to go through this process and that they could not waive the fee up front, it could only be considered for reimbursement at the conclusion of the process.

I look forward to your timely consideration of this request.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Greg Webster', with a stylized, flowing script.

Greg Webster



Municipality of the County of Kings

Acceptable System & Network Usage Policy

Policy Category	Information Technology	Most Recent Amendment	-
First Council Approval	June 5, 2012	Future Amendment Date	September 2025

1. Purpose

The Municipality of the County of Kings (Municipality) recognizes the essential role of technology in productivity, communication, and effective provision of services to the public. As such, it is critical that the Municipality's information systems, network hardware, and software are used appropriately so that integrity is maintained, and that data is secured against breach, unauthorized use, or corruption. Adherence to this Policy will reduce to the Municipality and authorized users, prevent unlawful and unethical usage, and protect the privacy of citizens and of organizations which do business with the Municipality.

2. Scope

This Policy applies to all authorized users of the Municipality's technology and network services, including: all staff, including temporary and contract employees, volunteers, students, and interns; elected officials; and other organizations or individuals as authorized.

This Policy does not apply to the use and maintenance of technology not owned by the Municipality.

3. Definitions:

- 3.1 **Network:** a collection of systems interconnected by communication channels that allow sharing of resources and information; includes connectivity to the Internet where applicable.
- 3.2 **Peripheral:** means a device attached to a host system, but not part of it, which is generally dependent on the host; it expands the host's capabilities but does not form part of the system's core structure. Common Peripherals include, but are not limited to: printers, fax machines, digital cameras, data storage devices, projectors, keyboards, speakers, and monitors.
- 3.3 **Software:** the entire set of programs, procedures, and routines associated with a system.
- 3.4 **System:** a communication device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations; such devices include computers, e.g., desktop, laptop, tablets, mobile devices, and telephones.
- 3.5 **Users:** all individuals authorized to use the Municipality's technology and network services as specified in the Scope of this Policy.

4. Policy Statements

Acceptable Usage

- 4.1 The Municipality's systems and network must be used primarily to conduct the business of the Municipality. In recognition of the need to occasionally attend to personal matters during work hours, reasonable personal use of systems is allowed, provided that it does not interfere with municipal business.

- 4.2 Users shall follow all applicable Provincial and Federal laws governing the use of systems. This shall include, but not be limited to the use of portable systems, e.g., mobile phones and tablets, while operating municipal vehicles or private vehicles in the conduct of municipal business.
- 4.3 The following activities while using municipal systems and the network are strictly forbidden:
- 4.3.1 Propagation of any virus, worm, Trojan horse, or trapdoor program code;
 - 4.3.2 Disabling, defacing, or overloading any computer system or network;
 - 4.3.3 Circumventing any system intended to protect the privacy or security of the network or another User either internally or externally;
 - 4.3.4 Misuse of municipal assets or resources, harassment of any kind, unauthorized public speaking, violating confidentiality, and misappropriation of intellectual property;
 - 4.3.5 Downloading or distributing pirated software or data; and
 - 4.3.6 Engaging in any communications that are libelous or slanderous, or which promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation.

Appropriate content

- 4.4 The following are categories of websites prohibited from access which shall not be visited by users under any circumstances:
- 4.4.1 File sharing sites not authorized for use by the Manager of Information Technology;
 - 4.4.2 Piracy sites;
 - 4.4.3 Sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation;
 - 4.4.4 Sexual content and sites that link to sexual content, and;
 - 4.4.5 Sites that are illegal or promote illegal activities contrary to the laws of Canada, the Province of Nova Scotia, or other jurisdictions, if applicable.
- 4.5 Users who discover they have accidentally connected to a website described in section 4.4 or other potentially offensive material, must immediately disconnect from the website and notify a Network Administrator of the occurrence.

Representing the Municipality

- 4.6 As any written communication could be interpreted as representing opinions of the Municipality, users must ensure they maintain the clarity, consistency, and integrity of the Municipality's mandate and image when using municipal systems and the network to conduct business on behalf of the Municipality.
- 4.7 With respect to sharing information online:
- 4.7.1 Only those users who are authorized to speak to the media or publically on behalf of the Municipality may speak or write in the name of the Municipality;
 - 4.7.2 Other users may participate in the course of business when relevant to their duties, but must do so only as individuals speaking for themselves. In doing so, they must not reveal confidential information, customer data, trade secrets, and any other material covered by existing municipal policies and procedures.
 - 4.7.3 Where an individual participant is identified as an employee or agent of the Municipality, that person must refrain from political advocacy and the unauthorized endorsement, or appearance of endorsement, by the Municipality of any commercial product or service not sold or serviced by the Municipality.

Corporate Email Distribution Lists

- 4.8 The use of corporate email distribution lists are controlled to ensure they do not overburden network resources and are used only for their intended purpose. The inappropriate use of corporate email distribution lists may expose the Municipality and others to significant liability and reputational risk. To mitigate this risk:

- 4.8.1 each distribution list must have a clearly defined purpose which is understood by all users;
- 4.8.2 one user is assigned to administer a list to ensure it is kept up-to-date and that its purpose continues to be relevant; and
- 4.8.3 users must ensure that the intended recipients in a corporate email distribution list are suitable given the purpose of the email being sent.

Safety & Security

- 4.9 Users shall not make changes to or disable software which has been installed on municipal systems or the network for the purpose of protecting users and the Municipality's privacy and security, or protecting municipal systems and the network against viruses and malicious software.
- 4.10 To avoid introducing viruses and malicious software to municipal systems or the network, users must not connect portable storage media to municipal systems or the network other than those provided by IT staff.
- 4.11 When connecting to other systems by any means, users are expected to understand the source and use care when downloading files from outside the network.
- 4.12 Users will not attempt to disable, defeat, or circumvent any security facility including the Municipality's Internet firewall.
- 4.13 Files containing sensitive or private data that are transferred over the Internet must be transferred using a VPN client or other encryption software.
- 4.14 Users are prohibited from downloading and installing non-standard software on municipal systems and connecting peripheral devices to systems on the network without approval from IT staff.
- 4.15 Server rooms are restricted areas and can only be accessed by IT staff or outsourced technical support services.

Freedom of Information and Protection of Privacy (FOIPOP)

- 4.16 All users shall adhere to duties and requirements established by Freedom of Information and Protection of Privacy legislation as detailed in Part XX *Municipal Government Act*.
- 4.17 Activity records for individual system and network usage, including, but not limited to, call history, emails, text messages, and Internet access, is information that the Municipality may be required to release to the public, if requested, under FOIPOP.
- 4.18 All users must use only authorized means to access the network and their municipal email account to conduct any and all business of the Municipality. Use of unauthorized systems and networks for municipal business could make those systems and networks subject to access in the event of a request made under FOIPOP.
- 4.19 Users shall take care when e-mailing non-users to ensure that all recipients of the e-mail have a right to know the provided information, and that personal privacy is protected. This may include the need to use the bcc function of e-mail to avoid unintended disclosure of recipient e-mail addresses.

Personal Accountability

- 4.20 Prior to gaining access to the municipal system and network for the first time, all users are required to sign the *Municipal Information System and Network User Agreement*, attached to this Policy as Schedule A, indicating that they have read, understand, and agree to abide by the terms of the Agreement.

Users will be provided with a copy of the signed *Municipal Information System and Network User Agreement*. With respect to staff and Members of Council, the original signed Agreement will be filed in the user's personnel file. With respect to other authorized organizations and individuals, the original signed Agreement will be filed with other documents pertaining to the organization or individual.

- 4.21 Users must at all times respect trademark and copyright infringement laws, software licensing, and property rights. This includes refraining from copying any software licensed to the Municipality.

- 4.22 The sharing of usernames and passwords obtained for access to municipal systems and network resources is strictly prohibited. Anyone who obtains a username and password must keep that password confidential.
- 4.23 Users of municipal Internet access shall identify themselves honestly, accurately, and completely when participating in electronic communication and other interactive Internet-based activities, e.g., social media.
- 4.24 When accessing their municipal email account from their personal phone or any other means outside municipal systems and the network, users must exercise care to ensure these devices are secured and password protected. If using a public device to access municipal email, users must clear the cache of the device after logging out.

Penalty

- 4.25 Failure to abide by this Policy or the *Municipal Information System and Network User Agreement* may result in progressive discipline up to and including, but not limited to, confiscation of municipal equipment, and/or legal action as appropriate to the situation.
- 4.26 Users are required to report any observed or suspected incidents of non-compliance to the immediate supervisor of the individual suspected of being in violation of this Policy or the *Municipal Information System and Network User Agreement*. Failure to do so constitutes equivalence to participation in the activity and therefore incurs the same disciplinary action associated with non-compliance.

5. Responsibilities

- 5.1 Council will:
 - 5.1.1 Ensure the Municipality has a current and comprehensive policy for acceptable system and network usage; and
 - 5.1.2 Review and amend this Policy as required.
- 5.2 The Chief Administrative Officer or designate will:
 - 5.2.1 Implement and administer this Policy; and
 - 5.2.2 Identify and propose revisions to this Policy in consultation with IT staff.

6. Amendments

Date	Amendments
August 2021	Transferred to new template and harmonized with User Agreement.

Schedule A

Municipal Information System and Network User Agreement

I acknowledge that I have received and read a copy of *Policy IT-07-001 Acceptable System & Network Use* of the Municipality of the County of Kings. I understand and agree to abide by the terms of this policy.

I realize that the Municipality of the County of Kings may record and store copies of electronic messages that I send and receive, the Internet address of any site that I visit, and all network activity of devices connected to the network. Municipal IT staff and management may review this information as necessary.

I understand that any deliberate violation of this policy may result in immediate disciplinary action, as described in *Policy HR-06-003 Employee Conduct* of the Municipality of the County of Kings, or in accordance with the Collective Agreement, whichever is applicable. Any action that may be subject to criminal prosecution will be referred to local law enforcement.

Signature

Name (Printed)

Date



Municipality of the County of Kings

Policy Development

Policy Category	Administration	Most Recent Amendment	July 7, 2020
First Council Approval	November 15, 2011	Future Review Date	November 2025

1. Purpose

The Municipality of the County of Kings (“Municipality”) recognizes the need for consistent and effective policies to serve as statements of Council’s intended course of action or principled response to matters within the Municipality’s jurisdiction. The Municipality believes development of public policy is a process that provides effective parameters and guidelines for Council, committees, and staff. This Policy provides guidelines for proper policy development, adoption, and implementation.

This Policy ensures that:

- policies are developed on the basis of thorough research, analysis, and due consideration of alternatives;
- policies are written in a manner such that the intent of each policy is known, understood, and implemented correctly and consistently;
- all approved policies of the Municipality are easily identifiable and searchable by number, category and title; and
- only those policies approved by Council are used by staff and the public.

2. Scope

This Policy applies to all policies and policy decisions of the Municipality of the County of Kings.

3. Definitions

3.1 **Policy:** a corporate direction that is formally adopted by Council resolution.

3.2 **Policy Cycle:** the dynamic, provisional, continuous nature of policy development. The cycle delineates that policies must be properly researched, developed, formally adopted by Council and staff, and evaluated against intended impacts and outcomes.

3.3 **Policy Manual:** the comprehensive physical and electronic consolidation of all policies of the Municipality of the County of Kings maintained to serve as an operational guide for Council, staff, and the public.

4. Policy Statements

4.1 Municipal Governance

- 4.1.1 Generally, municipal governance is advanced through one of three undertakings: by resolution (motion) of Council, the approval of a policy, or enactment of a by-law.

While not exclusively, a resolution provides instruction on matters not covered by policy or by-law and is often used for matters that are non-routine. Contrastingly, policies are guiding documents that provide direction to staff on matters that are routine. By-laws typically enable a requirement of the Municipality by law, including an enforcement provision(s) relative to non-compliance.

With respect to policies, through Part II *Municipal Government Act*, staff can design and follow administrative orders (commonly referred to as standard operating procedures) that are intended to detail procedures to track the implementation of a policy.

- 4.1.2 Specifically, s.47 *Municipal Government Act* identifies that Council may exercise its powers by policy. This exercise of powers shall adhere to the requirements of the MGA.

Policies may be established in accordance with s.48(3) *Municipal Government Act* (MGA) related to any matter identified in s.49(1) or any other relevant section of the MGA, as amended, or another Act of the Legislature.

Policies differ from By-laws in that By-laws may be made by Council for matters identified in s.172(1) and (2) MGA, as amended.

Policies differ from Standard Operating Procedures in that Standard Operating Procedures detail the actions undertaken to operationalize a Policy or directive.

- 4.2 Policies will provide direction and guidance to municipal staff and Council, set fundamental goals and objectives, establish roles and responsibilities, and allocate and define the limits of authority.
- 4.3 As much as possible, policies shall use plain language and concise phrasing.
- 4.4 The Municipal Clerk shall maintain the Municipality's Policy Manual.
- 4.5 Policies shall be circulated to Council and staff once approved.
- 4.6 All adopted policies shall bear the crest and seal of the Municipality.
- 4.7 All policies shall be organized according to the following functional codes and sequential numbering:

Functional Area	Alpha Code	Numeric Code
Administration	ADMIN	01
Communication	COMM	02
Development & Building Services	DBS	03
Engineering & Public Works	EPW	04
Finance	FIN	05
Human Resources	HR	06
Information Technology	IT	07
Parks & Recreation Services	PARS	08
Planning	PLAN	09
Protective Services	PRO	10

This organization shall take the form of Alpha Code-Numeric Code-Sequential Number (three digits).

Policy Cycle

4.8 Policy development shall be consistent with the following cycle:

- 4.8.1 Identification of policy issues
Determination and definition of challenges and opportunities to be addressed through the policy's development; consideration of the potential policy's scope.
- 4.8.2 Research and analysis
Collection and assessment of information to refine possible measures of the policy.
- 4.8.3 Engagement per Policy ADMIN-01-013: Community Engagement
- 4.8.4 Drafting
Formal development of policy proposals.
- 4.8.5 Review
Consideration of the draft policy by Committee or Council; includes presentation of revisions.
- 4.8.6 Adoption and implementation
Policy action occurring with monitoring and evaluation of outcomes.

Following adoption and implementation, the cycle shall begin again as operationally, legislatively, or strategically needed, or as required by the policy's review timelines.

Policy Formatting

- 4.9 All policies shall follow the template attached to and forming part of this Policy.
- 4.10 As required, a section of definitions shall be included in a policy for better interpretation or understanding.
- 4.11 Images and graphics may be used in policies as required for interpretation or understanding.

- 4.12 Definitions and policy statements shall be ordered with sequential numbering. All sub-lists shall use numerals, not letters.

5. Responsibilities

5.1 Council will:

- 5.1.1 ensure the Municipality has in place effective policies to guide the actions of staff and Council, and;
- 5.1.2 by motion of Council, provide notice, approve the adoption, repeal, or amendment of all policies of the Municipality.

5.2 The Chief Administrative Officer will:

- 5.2.1 in collaboration with Council and senior management, identify necessary areas for policy development, and amendment to existing policies;
- 5.2.2 monitor the policy cycle;
- 5.2.3 administer the policies of the Municipality; and
- 5.2.4 ensure that service area staff are advised of the approved policies of the Municipality as located in the Policy Manual.

6. Amendments

Date	Amendments
July 7, 2020	Policy updating; creation of template; revision of headers.
October 2021	Policy updating; revisions to template.

Appendix A: Policy Format

POLICY

ADMIN-01-000



Municipality of the County of Kings

Policy Development

Policy Category		Most Recent Amendment	
First Council Approval		Future Review Date	

1. **Purpose** [Arial 11; Bold; left justified]
Responds to why the Policy exists; concise statement of the Municipality's position on the issue to which the Policy responds. [Arial 11; Regular; left justified]
2. **Scope** [Arial 11; Bold; left justified]
Statement of the individuals, places, and instances governed by this Policy. [Arial 11; Regular; left justified]
3. **Definitions** [Arial 11; Bold; left justified]
Definitions of terms used in the Policy as required for clarity or interpretation. [Arial 11; Regular; left justified]
 - 3.1 **Term**: definition;
 - 3.2 **Term**: definition.
4. **Policy Statements** [Arial 11; Bold; left justified]
Concise directives to fulfill the purpose of the Policy. Policy statements must respond to the position provided in the purpose section and be limited to the individuals, places, and instances provided in the scope. Subheadings shall be used as necessary. [Arial 11; Regular; left justified]
 - 4.1 Statement.
 - Subheading
 - 4.2 Statement.
 - 4.2.1 Sub-statement:
 - Bulleted list.

5. **Responsibilities** [Arial 11; Bold; left justified]

5.1 Council will:

5.1.1 Statement; and

5.1.2 Statement. [Arial 11; Regular; left justified]

5.2 The Chief Administrative Officer will:

5.2.1 Statement; and

5.2.2 Statement.

6. **Amendments**

Date	Amendments
Month Day, Year	General nature of amendments.



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Vicki Brooke, MPA, Policy Analyst
MEETING DATE	December 7, 2021
SUBJECT	Recommendation from Asset Management Committee: Adoption of Amendments to Policy ADMIN-01-015 Asset Management

ORIGIN

- July 3, 2018 - Adoption of Policy
- November 2, 2021 - Asset Management Committee consideration of the Policy

RECOMMENDATION

That Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy ADMIN-01-015: Asset Management.

INTENT

For Council to consider providing notice to adopt amendments to Policy ADMIN-01-015 Asset Management.

DISCUSSION

Policy ADMIN-01-015 Asset Management (Appendix A) was adopted in July 2018 with a recommended review in July 2019. The Policy provides corporate-wide direction to how assets are considered and managed. Asset Management, as directed by the Policy, is a business practice integrated in all areas of the Municipality's services. At this time, Asset Management practices are mainly established in Engineering and Public Works.

The Asset Management Committee is recommending amendments to the Policy (Appendices B and C) to provide clearer directives for integrating asset management into all Municipality business practices. It also provides clearer 'line of sight' between the new Strategic Plan of Council and decision making processes related to Municipal assets.

The amendments recommended by the Committee include:

- Migration of the Policy to the new Policy template.
- Minor text amendments to the *Purpose* section (s.1) to specify only the purpose of the Policy.
- Addition of *Definitions* section (s.3) to aid in understanding and application of the Policy.
- Addition of a *Policy Statements* (s.4) section. This section provides specific direction for asset management activities to be an integrated business practice of the Municipality, and for the Municipality to create and maintain particular capacities and documents to ensure effective application of Asset Management. It also addresses many of the items previously listed under *Roles and Responsibilities*.
- Revision of the current *Principles* section into *Key Considerations* (formerly s.4, now s.4.8) section. These Considerations have been reviewed in context of the new Strategic Plan of Council, and are a simplified and clearer version of the directives from the current Policy.
- The *Responsibilities* section has also been revised to reflect the other proposed changes to the Policy.



Municipality of the County of Kings

Request for Decision

FINANCIAL IMPLICATIONS

- There are no direct financial implications anticipated with the recommendation.
- Indirectly, implementation of the Policy would provide Council and Staff with directives that may inform particular decisions involving capital purchases and financing.

STRATEGIC PLAN ALIGNMENT

	Strategic Priority	Description
	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
✓	Financial Sustainability	The Policy provides a framework for efficiently managing the Municipality's assets.
	Other	

ALTERNATIVES

- Council may refer the Policy back to staff for further consideration.

IMPLEMENTATION

- The Policy will be submitted to a future Council meeting for adoption.

ENGAGEMENT

- The Asset Management Committee has reviewed the proposed amendments and is recommending Council provide notice to adopt. The Asset Management Committee, the Asset Management Working Group, comprising staff from each service area, collaborated to proposed recommendations to the Committee.
- Per s. 48(1) of the *Municipal Government Act*, the seven days notice period provided by Council to amend the Policy provides an opportunity for public comment prior to adoption.

APPENDICES

- Appendix A: Policy ADMIN-01-015 Asset Management - Policy as approved by Council in 2018
- Appendix B: Policy ADMIN-01-015 Asset Management - Policy with proposed amendments
- Appendix C: Policy ADMIN-01-015 Asset Management - Policy with proposed amendments in tracked changes

APPROVALS

Scott Quinn, Director, Engineering & Public Works, Lands & Parks November 29, 2021

Scott Conrod, Chief Administrative Officer November 30, 2021



MUNICIPALITY OF THE COUNTY OF KINGS

Asset Management Policy

Creation Date	March 2018	Policy Category	Administration
Approval Date	July 3, 2018	Next Review Date	July 2019
Revision Date	N/A	Replaces	N/A

1. Purpose

The Municipality of the County of Kings (Municipality) provides a variety of services to its customers that require physical and/or natural assets such as water/wastewater infrastructure, roads, land, buildings, and equipment. The Municipality is responsible for their sustainable operation, maintenance and renewal to provide these services.

Asset Management is an integrated approach involving all Municipal departments to effectively manage existing and new Municipal assets. The intent is to maximize benefits, reduce risk and provide satisfactory levels of service to the community in a sustainable manner. Good asset management practices are fundamental to achieving sustainable communities.

The purpose of the Municipality's Asset Management Policy (Policy) is to:

- Document the Municipality's commitment to asset management and the continuous improvement of its asset management practices;
- Establish the principles that Council and Administration will follow to implement the Municipality's asset management system; and
- Provide guidance to Administration on its short, medium, and long-term asset management activities.

2. Related Legislation and Policy

- *Public Procurement Act 2011*, Province of Nova Scotia
- *Municipal Planning Strategy*, Municipality of the County of Kings
- *Policy FIN-05-006 Procurement*, Municipality of the County of Kings
- *Policy EPW-04-011 Infrastructure Extension*, Municipality of the County of Kings
- *Policy EPW-04-012 Village/Subdivision Road Paving Priority List*, Municipality of the County of Kings
- *Kings 2050 Visioning Document*, Municipality of the County of Kings
- *Municipal Climate Change Action Plan*, Municipality of the County of Kings
- *Community Engagement Strategy*, Municipality of the County of Kings



MUNICIPALITY OF THE COUNTY OF KINGS

Asset Management Policy

3. Scope

The Municipality provides services through a variety of assets it owns as well as assets managed through service agreements. The Municipality also receives or constructs new assets from time to time. This Policy applies to:

- All existing and new physical and natural assets or systems owned by the Municipality; and
- Assets owned by others that are managed, either entirely or in part, by the Municipality subject to the terms of any agreements in place.

4. Principles

Council and Administration must adhere to the following principles across the Municipality's asset management system to ensure that it effectively supports and fulfils the Municipality's strategic objectives:

- 4.1 Holistic - An integrated "big picture" approach that considers the potential interdependencies both within asset classes and across the entire asset management system.
- 4.2 Systematic - Adopt a methodical (e.g., formal, repeatable, consistent) approach to asset management.
- 4.3 Systemic - Making decisions with the whole asset management system in mind, not just the individual asset.
- 4.4 Risk-based - Managing the risk associated with target levels of service through allocating resources, expenditures, and priorities based on risk and associated cost/benefit, and risk tolerance.
- 4.5 Optimal - Investment decisions are made through an evaluation of alternatives that consider service level factors, risk, and life cycle costs.
- 4.6 Sustainability - The Municipality will deliver services that will look at the entire life cycle of the Municipality's assets considering the economic, environmental, social/cultural implications that align with our strategic objectives.
- 4.7 Integrated - The Municipality requires physical, human, financial, and natural assets from all aspects of its operations to meet ever-evolving levels of service.

5. Key Documents

The following documents, along with other Council approved strategic plans and policies, will inform the Municipality's approach to asset management:

- 5.1 Asset Management Policy - This document confirms Council's commitment to asset management and outlines the key principles for the asset management system.





MUNICIPALITY OF THE COUNTY OF KINGS

Asset Management Policy

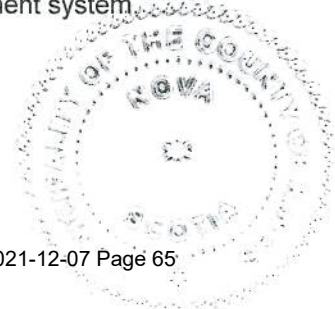
- 5.2 Asset Management Strategy (AMS) - This document articulates Senior Management's commitment to asset management and how it intends to achieve the objectives outlined in this Policy. This document is approved by the Chief Administrative Officer and submitted to Council for information.
- 5.3 Asset Management Plans - These documents outline how assets will be managed throughout their life cycle.
- 5.4 State of Infrastructure Report - This document will provide an annual update on the condition of existing Municipal assets.

6. Roles and Responsibilities

- 6.1 **Council** is responsible for:
 - 6.1.1 Ensuring that the Municipality has an Asset Management Policy in place;
 - 6.1.2 Ensuring that the Policy is reviewed periodically and to amend and adopt changes to the Policy;
 - 6.1.3 Setting strategic priorities and policy, and articulating community values to Administration;
 - 6.1.4 Supporting the elements and practices of the asset management system as outlined in the AMS; and
 - 6.1.5 Ensuring that asset management decisions are implemented as intended through an asset management standing committee of Council, consisting of members of Council supported by Administration, with terms of reference as adopted by Policy of Council.
- 6.2 The **Chief Administrative Officer (CAO)** is responsible for:
 - 6.2.1 Implementing this Policy and supporting the asset management system;
 - 6.2.2 Ensuring corporate adoption of asset management processes and policies;
 - 6.2.3 Establishing an asset management working group (Working Group) and appointing representatives from relevant departmental divisions to serve on the Working Group.

The CAO may delegate the following to the Committee or Senior Management:

 - 6.2.4 The development, implementation, and updating of the AMS;
 - 6.2.5 Making recommendations to Council, based on professional expertise, on the development, implementation, and updating of the Policy, strategic objectives and plans; and
 - 6.2.6 Maintaining the necessary corporate capacity (including, but not limited to, resourcing, financial support, staff competencies, business processes, data and integrated information systems) to support the elements and practices of the asset management system.

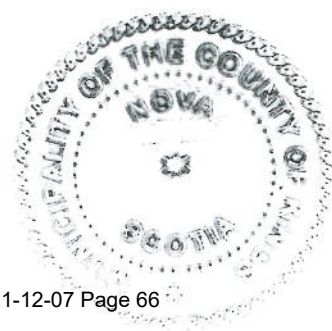




MUNICIPALITY OF THE COUNTY OF KINGS

Asset Management Policy

- 6.3 The **Director of Engineering and Public Works, Lands and Parks** (Director) is responsible for:
- 6.3.1 Serving as Chair of the Working Group; and
 - 6.3.2 Serving as the "Champion" for the asset management system and provide "day-to-day" leadership of the Working Group.



POLICY

ADMIN-01-015



Municipality of the County of Kings

Asset Management Policy

Policy Category	Administration	Most Recent Amendment	Council Meeting Date
First Council Approval	July 3, 2018	Future Amendment Date	November 2024

1. Purpose

This Policy demonstrates Council's commitment to asset management and integration of asset management practices across all functions of the Municipality.

This Policy establishes the fundamental asset management practices and principles that govern decisions on asset management at the Municipality of the County of Kings (Municipality) to ensure services are provided in a high quality and sustainable way.

This Policy:

- documents the Municipality's commitment to asset management and the continuous improvement of its asset management practices;
- enables the Municipality to undertake asset management practices
- establishes the principles that Council and staff will follow to implement the Municipality's asset management system; and
- provides guidance to Administration on its short-, medium-, and long-term asset management activities.

2. Scope

This Policy applies to:

- all existing and new physical and natural assets or systems owned by the Municipality; and
- assets owned by others that are managed, either entirely or in part, by the Municipality subject to the terms of any agreements in place.

3. Definitions

3.1 Asset Management: may be referred to as AM; a systematic approach to the governance of assets using sound technical, social, and economic principles that considers present and future needs;

3.2 Asset: a Tangible Capital Asset as defined by the Public Sector Accounting Standards; non-financial objects having physical substance; are acquired, constructed or developed; are held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other assets; have useful lives extending beyond one fiscal year; are to be used on a continuing basis; and are not for sale in the ordinary course of operations.

- 3.3 **Life Cycle Cost:** the total cost of an asset throughout its life; include planning, design, construction, acquisition, operation, maintenance, rehabilitation, and disposal costs;

4. Policy Statements

- 4.1 Asset management activities shall be integrated in all functions and services of the Municipality.
- 4.2 The Municipality shall maintain the necessary corporate capacity, including, but not limited to, financial and human resources, financial support, staff competencies, business processes, data, and integrated information systems to support the elements and practices of the asset management system.
- 4.3 The Municipality shall develop and maintain an Asset Management Strategy. The Strategy shall detail the long-term approach to managing assets and will be derived from and consistent with the Municipality's Strategic Plan and this Policy. The Asset Management Strategy shall be viewed as living documents that will be amended and changed as necessary.

The Asset Management Strategy shall be developed by the Chief Administrative Officer and provided to Council as information.

- 4.4 The Municipality shall develop and maintain Asset Management Plans. Asset Management Plans shall be viewed as living documents that will be amended and changed as necessary.

These Plans shall be tactical, focused steps for managing asset classes that detail management steps to fulfill an agreed level of service.

Asset Management Plans shall be provided to Council as information.

- 4.5 The Chief Administrative Officer shall provide an annual State of Infrastructure Report to Council. This Report shall identify the condition of existing municipal assets.
- 4.6 The Municipality shall have an Asset Management Working Group comprising members of staff from relevant departmental divisions. The Asset Management Working Group will support the Chief Administrative Officer's duties relative to the Asset Management Strategy and Asset Management Plans.

Key Considerations

- 4.7 In all asset management activities, staff shall consider the Strategic Plan of Council, and any reports, Policies, or By-laws of the Municipality. Staff shall also abide by relevant laws, Acts, and regulations of the Provincial and Federal governments.
- 4.8 Council and Administration shall adhere to the following considerations in all facets of the Municipality's asset management system:
- Sustainability - the Municipality will deliver services that consider the entire life cycle of assets and long-term effects of short-term activities. In this, consideration will be given to environmental, economic, social, and cultural implications. Further, the

Municipality will consider the realities and risks posed to assets and service delivery by climate change and seek to minimize or reverse environmental damage.

- Holistic and Integrated Perspective – the Municipality will employ an approach that considers the potential interdependencies and combined effects within asset classes and across the entire asset management system. Asset Management will be utilized in a rigorous and methodical way to produce repeatable, transparent, and consistent outcomes.
- Fiscal Responsibility – the Municipality will approach service delivery and Asset Management in a way that is financially responsible. The Municipality will ensure investment plans address needs efficiently and effectively. Whole-life costs and prioritized capital investment plans will be developed, and consider reflect community and stakeholder expectations with regard to level of service and other strategic priorities. Additionally, Asset Management will consider the most appropriate options available to the Municipality relative to the financing of assets.
- Innovation & Continual Improvement – the Municipality will focus on innovation in the development of tools, techniques, and solutions. The Municipality will measure the effectiveness of its Asset Management processes and procedures and adjust as required.
- Risk-Based – the Municipality will manage risk associated with target levels of service through allocating resources and expenditures, and will determine priorities based on risk, associated costs and benefits, and risk tolerance.

5. Responsibilities

5.1 Council will:

- 5.1.1 ensure the Municipality has an Asset Management Policy;
- 5.1.2 review and periodically adopt changes the Policy;
- 5.1.3 establish strategic priorities and articulate community values to Administration;
- 5.1.4 support the elements and practices of the asset management system as outlined in the Asset Management Strategy; and
- 5.1.5 ensuring that asset management decisions are implemented as intended through an asset management committee of Council.

5.2 The Chief Administrative Officer:

- 5.2.1 will implement this Policy and support the asset management system;
- 5.2.2 will ensure corporate adoption of asset management processes;
- 5.2.3 will make recommendations to Council, based on evidence and expertise, on the development, implementation, and updating of the Policy, strategic objectives and plans; and
- 5.2.4 may delegate their authority.

6. Amendments

Date	Amendments
November 2021	Policy migrated to new template; Policy Statements and Responsibilities revised.

POLICY

ADMIN-01-015



Municipality of the County of Kings

Asset Management Policy

Policy Category	Administration	Most Recent Amendment	Council Meeting Date
First Council Approval	July 3, 2018	Future Amendment Date	November 2024

1. Purpose

This Policy demonstrates Council's commitment to asset management and integration of asset management practices across all functions of the Municipality.

This Policy establishes the fundamental asset management practices and principles that govern decisions on asset management at the Municipality of the County of Kings (Municipality) to ensure services are provided in a high quality and sustainable way.

~~This Policy demonstrates Council's commitment to asset management and integration of asset management practices across all functions of the Municipality.~~

~~The Municipality of the County of Kings (Municipality) provides a variety of services to its customers that require physical and/or natural assets such as water/wastewater infrastructure, roads, land, buildings, and equipment. The Municipality is responsible for their sustainable operation, maintenance and renewal to provide these services.~~

~~Asset Management is an integrated approach involving all Municipal departments to effectively manage existing and new Municipal assets. The intent is to maximize benefits, reduce risk and provide satisfactory levels of service to the community in a sustainable manner. Good asset management practices are fundamental to achieving sustainable communities.~~

~~The purpose of t~~This e~~Municipality's Asset Management Policy (Policy) is to:~~

- ~~d~~Documents the Municipality's commitment to asset management and the continuous improvement of its asset management practices;
- ~~e~~enables the Municipality to undertake asset management practices
- ~~e~~Establishes the principles that Council and ~~Administration staff~~ will follow to implement the Municipality's asset management system;
- ~~enables the Municipality to undertake asset management practices; that~~ and
- ~~p~~Provides guidance to Administration on its short-, medium-, and long-term asset management activities.

2. Scope

~~The Municipality provides services through a variety of assets it owns as well as assets managed through service agreements. The Municipality also receives or constructs new assets from time to time.~~ This Policy applies to:

- ~~A~~all existing and new physical and natural assets or systems owned by the Municipality; and
- ~~a~~assets owned by others that are managed, either entirely or in part, by the Municipality subject to the terms of any ~~agreements~~agreements in place.

3. Definitions

- 3.1 ~~Term~~**Asset Management**: may be referred to as AM; a systematic approach to the governance of assets using sound technical, social, and economic principles that considers present and future needs~~definition;~~
- 3.2 ~~Term~~**Asset**: a Tangible Capital Asset as defined by the Public Sector Accounting Standards; a resource with economic value that is owned or managed by the Municipality and is anticipated to provide a future benefit; non-financial objects having physical substance; are acquired, constructed or developed; are held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other assets; have useful lives extending beyond one fiscal year; are to be used on a continuing basis; and are not for sale in the ordinary course of operations.
- 3.3 **Life Cycle Cost**: the total cost of an asset throughout its life; include planning, design, construction, acquisition, operation, maintenance, rehabilitation, and disposal costs;

4. Policy Statements

- 4.1 Asset Mmanagement activities shall be integrated in all functions and services of the Municipality.
- 4.2 The Municipality shall maintain the necessary corporate capacity, including, but not limited to, financial and ~~personnel~~human resources, financial support, staff competencies, business processes, data, and integrated information systems; to support the elements and practices of the asset management system.
- 4.23 The Municipality shall develop and maintain an Asset Management Strategy. The Strategy shall detail the long-term approach to managing assets and will be derived from and consistent with the Municipality's Strategic Plan and this Policy. The Asset Management Strategy shall be viewed as living documents that will be amended and changed~~s~~as necessary.
- The Asset Management Strategy shall be developed by the Chief Administrative Officer and provided to Council as information.
- 4.34 The Municipality shall develop and maintain Asset Management Plans. Asset Management Plans shall be viewed as living documents that will be amended and changed as necessary.

~~-These pPlans shall be tactical, focused steps for managing asset classes that detail management steps to fulfill an agreed level of service.~~

Asset Management Plans shall be ~~developed by the Chief Administrative Officer and~~ provided to Council as information.

4.45 The Chief Administrative Officer shall provide an annual State of Infrastructure Report to Council. This Report shall identify the condition of existing municipal assets.

4.56 The Municipality shall have an Asset Management Working Group comprising members of staff from relevant departmental divisions. The Asset Management Working Group will support the Chief Administrative Officer's duties relative to the Asset Management Strategy and Asset Management Plans.

PrinciplesKey Considerations

4.7 In all asset management activities, staff shall consider the Strategic Plan of Council, and any reports, Policies, or By-laws of the Municipality. Staff shall also abide by relevant laws, Acts, and regulations of the Provincial and Federal governments.

4.48 Council and Administration ~~must~~ shall adhere to the following principles considerations across in all facets of the Municipality's asset management system to ensure that it effectively supports and fulfils the Municipality's strategic objectives:;

- Sustainability - the Municipality will deliver services that consider the entire life cycle of assets and long-term effects of short-term activities. In this, consideration will be given to environmental, economic, ~~environmental~~, social, and cultural implications. Further, the Municipality will consider the realities and risks posed to assets and service delivery by climate change and seek to minimize or reverse environmental damage.
- 4.1—Holistic and Integrated Perspective — the Municipality will employ anAn integrated "big picture" approach that considers the potential interdependencies and combined effects both within asset classes and across the entire asset management system. Asset Management will be utilized in a rigorous and methodical way to produce repeatable, transparent, and consistent outcomes.
- Fiscal Responsibility – the Municipality will approach service delivery and Asset Management in a way that is financially responsible. The Municipality will ensure investment plans address needs efficiently and effectively. Whole-life costs and prioritized capital investment plans will be developed, and consider that reflect community and stakeholder expectations with regard to level of service and other strategic priorities. Additionally, Asset Management will consider the most appropriate options available to the Municipality relative to the financing of assets. ~~will be considered.~~
- Innovation & Continual Improvement – the Municipality will focus on innovation in the development of tools, techniques, and solutions. The Municipality will measure the

effectiveness of its Asset Management processes and procedures and adjust as required.

~~4.2 — Systemic — Adopt a methodical (e.g., formal, repeatable, consistent) approach to asset management.~~

~~4.3 — Systemic — Making decisions with the whole asset management system in mind, not just the individual asset.~~

- ~~4.4 — Risk-based — the Municipality will manage the risk associated with target levels of service through allocating resources, and expenditures, and will determine priorities based on risk, and associated costs and benefits, and risk tolerance.~~

- ~~4.5 — Optimal — Investment decisions are made through an evaluation of alternatives that consider service level factors, risk, and life cycle costs.~~

- ~~4.6 — Sustainability — The Municipality will deliver services that will look at the entire life cycle of the Municipality's assets considering the economic, environmental, social/cultural implications that align with our strategic objectives.~~

~~4.7 — Integrated — The Municipality requires physical, human, financial, and natural assets from all aspects of its operations to meet ever-evolving levels of service.~~

Key Documents

~~The following documents, along with other Council approved strategic plans and policies, will inform the Municipality's approach to asset management:~~

~~5.1 — Asset Management Policy — This document confirms Council's commitment to asset management and outlines the key principles for the asset management system.~~

~~5.2 — Asset Management Strategy (AMS) — This document articulates Senior Management's commitment to asset management and how it intends to achieve the objectives outlined in this Policy. This document is approved by the Chief Administrative Officer and submitted to Council for information.~~

~~5.3 — Asset Management Plans — These documents outline how assets will be managed throughout their life cycle.~~

~~5.4 — State of Infrastructure Report — This document will provide an annual update on the condition of existing Municipal assets.~~

Related Legislation and Policy

~~Public Procurement Act 2011, Province of Nova Scotia~~

~~Municipal Planning Strategy, Municipality of the County of Kings~~

~~Policy FIN-05-006 Procurement, Municipality of the County of Kings~~

~~Policy EPW-04-011 Infrastructure Extension, Municipality of the County of Kings~~

~~Policy EPW-04-012 Village/Subdivision Road Paving Priority List, Municipality of the County of Kings~~

~~Kings 2050 Visioning Document, Municipality of the County of Kings~~

~~Municipal Climate Change Action Plan, Municipality of the County of Kings~~

~~Community Engagement Strategy, Municipality of the County of Kings~~

5. Responsibilities

5.1 Council will:

- 5.1.1 ~~Ensure that the Municipality has an Asset Management Policy in place;~~

- 5.1.2 ~~Ensuring that the Policy is reviewed and~~ periodically ~~and to amend~~adopt changes
~~and adopt changes to~~ the Policy;
- 5.1.3 ~~Setting establish~~ strategic priorities ~~and policy~~, and articulatinging community values to Administration;
- 5.1.4 ~~Supporting~~ the elements and practices of the asset management system as outlined in the Asset Management Strategy; and
- 5.1.5 ~~Ensuring~~ that asset management decisions are implemented as intended through an asset management ~~standing~~ committee of Council, ~~consisting of members of Council supported by Administration, with terms of reference as adopted by Policy of Council.~~

5.1.6

5.2 The Chief Administrative Officer ~~will~~:

- 5.2.1 ~~will implement~~ing this Policy and supporting the asset management system;
- 5.2.2 ~~will Ensure~~ing corporate adoption of asset management processes ~~and policies~~;
~~and~~
- 5.2.3 ~~Establishing an asset management working group (Working Group) and appointing representatives from relevant departmental divisions to serve on the Working Group.~~

~~The CAO may delegate the following to the Committee or Senior Management:~~

- 5.2.4 ~~The development, implementation, and updating of the AMS~~
- 5.2.5 ~~3~~ ~~will Making make~~ recommendations to Council, based on evidence and professional expertise, on the development, implementation, and updating of the Policy, strategic objectives and plans; and
- 5.2.4 ~~may delegate their authority.;~~ and
- 5.2.6 ~~Maintaining the necessary corporate capacity (including, but not limited to, resourcing, financial support, staff competencies, business processes, data and integrated information systems) to support the elements and practices of the asset management system.~~

6. Amendments

Date	Amendments
Month Year Fall <u>November</u> <u>2021</u>	<u>Arial 11; Regular; left justified. Policy migrated to new template; Policy Statements and Responsibilities revised.</u>



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Scott MacKay, Manager of Revenue
MEETING DATE	December 7, 2021
SUBJECT	2022 Property Tax Sale

ORIGIN

- s141(2) [Municipal Government Act](#)
- [December 1, 2020 Council Motion](#) – Proceed with a call for tenders for the 2021 Property Tax Sale

RECOMMENDATION

That Municipal Council authorize the Municipal Treasurer, per section 141 (2) *Municipal Government Act*, to proceed with a call for tenders for the 2022 property tax sale rather than hold a public auction, as outlined in the Request for Decision dated December 7, 2021.

INTENT

In light of uncertainty posed by the ongoing pandemic and in the interest of public safety, for Council to consider an alternative method of conducting the 2022 property tax sale.

DISCUSSION

The *Municipal Government Act* defines “tax sale” as “...a sale by public auction or a sale by tender, for the purpose of collecting taxes”. Section 141 (2) *Municipal Government Act* permits the Treasurer, with the consent of Council, to call for tenders rather than conducting a public auction.

In the fall of 2020, in anticipation of limitations and restrictions presented by COVID-19, staff investigated alternative methods to conduct the annual property tax sale, rather than by the typical public auction process. At that time, the Municipality had considered, with legal advice, several permitted alternatives for the 2021 property tax sale. In the end, a decision was made to conduct the property tax sale by tender rather than via a live auction. In retrospect the sale was successful and feedback was generally positive. The tender opening process was livestreamed on the Municipality’s YouTube channel for all interested parties to watch.

Now that the Province of Nova Scotia has moved into phase 5 of its COVID-19 reopening plan, there are some questions as to application of the Province’s protocol for a Municipal Property Tax Sale if held by public auction. Per section 3.1 of the [Nova Scotia COVID-19 Protocol for Proof of Full Vaccination for Events and Activities](#), if the tax sale were to be considered a non-essential community event, then attendees would be required to provide proof of vaccination in order to participate. Alternatively, if the tax sale was considered to fall under the umbrella of an essential government service or that of a legislatively required meeting, per section 3.2, then proof of vaccination would not be mandatory.

There are several inherent risks under either approach. If the tax sale were to be conducted as a public auction, with a request for proof of vaccination being a requirement for attendance, there could be a challenge to the Municipality’s authority. Further, some potential participants could feel alienated and choose not to participate, thus jeopardizing the integrity of the tax sale. If the Municipality was to conduct the tax sale without asking participants to provide proof of vaccination, the optics could be that the sale was not being conducted safely and in the best interests of both participants and staff. Again, this could limit participation and jeopardize the integrity of the tax sale.



Municipality of the County of Kings

Request for Decision

To ensure the widest potential participation and the safety of all participants and staff, it is recommended that the 2022 property tax sale scheduled for March 2022 be held by public tender.

TAX SALE SCHEDULE

Prepare and mail 14-Day Notices to owners with delinquent property tax accounts.	July
Prepare and mail 60-Day Registered Notices to Property Owners, Spouses and Lien Holders.	November / December
Advertise the remaining tax sale properties in local papers 30 days prior to the sale and at least 2 ads minimum during the 30 days.	February
Tax Sale - payment of all taxes, interest and costs at the time of the sale (also include cost for registering Certificate of Sale, cost to record Tax Deed, admin fee, plus attestation fee from lawyer's office). Balance of bid due within three banking days.	Early March

Following each point of contact with property owners regarding the property tax sale, the list of potential properties to be included in the tax sale decreases as property owners frequently bring their accounts up to date or make arrangements for payment. The preliminary property tax sale list in July 2021 included over 490 accounts. The list has now been reduced to 61 properties.

FINANCIAL IMPLICATIONS

- There would be no financial impact to the Municipality compared to traditional property tax sales. All costs associated with the tax sale (legal, advertising, postage, etc.) are apportioned to the property tax accounts involved.

STRATEGIC PLAN ALIGNMENT

	Strategic Priority	Description
	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Tax Sales are a statutory requirement

ALTERNATIVES

- Council may choose to continue with a public auction with attendees providing proof of vaccination.
- Council may choose to continue with a public auction without attendees providing proof of vaccination.

IMPLEMENTATION

- Staff will proceed with the necessary steps to conduct a call for tenders for the tax sale properties. While continuing to adhere to the tax sale schedule provided, the following changes to this year's schedule will be incorporated:



Municipality of the County of Kings

Request for Decision

- Any future reference to the 2022 tax sale process will indicate the Municipality's intent to call for public tenders.
- Social media will be utilized to create public awareness related to the 2022 tax sale.
- The Municipality's website will host a webpage dedicated to the tax sale tender with all necessary forms and information. The Municipality's website will also have the ability to receive electronic tender submissions through a secure portal. Similar to the existing electronic portal for Tender and RFP submissions, the confidentiality and integrity of the submission process are maintained by restricting access to all submissions until the tender deadline has passed. For clarity, tender submissions will still be accepted by hard copy and the electronic submission feature would be an additional submission option for participants of the 2022 tax sale.
- The Municipality will livestream the 2022 tax sale, for interested viewers.
- Newspaper advertisements will be used to call for the public tender on the included properties.
- The tax sale team will be assembled to review all tender submissions on the date of closure and will reach out to the successful bidders to arrange for full payment.

ENGAGEMENT

- At this point, public engagement has been limited to the required contact with property owners that are on the preliminary tax sale listing.
- If approved, staff will utilize social media to begin the public awareness campaign in January, promoting the Municipality's intent to call for public tenders in February, rather than conduct a public auction.
- In early February, as part of the advertising campaign, the public tender notice will be promoted through newspaper advertisements as well as the Municipality's website. All necessary information and forms will be made available via a dedicated webpage linked from the Municipality's website for February 1st.
- The public tender shall close on Wednesday, March 2nd at 12:00 p.m.

APPENDICES

- None

APPROVALS

Greg Barr, Director of Finance & IT

November 23, 2021

Scott Conrod, Chief Administrative Officer

November 30, 2021



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Mike Livingstone, CPA, Manager of Financial Reporting
MEETING DATE	December 7, 2021
SUBJECT	Guarantee Resolution (2020/21 TBR Renewal): Valley Region Solid Waste-Resource Management Authority

ORIGIN

- [April 9, 2020 Special Council](#) – Approval of Valley Region Solid Waste-Resource Management Authority 2020/21 Operating and Capital Budgets
- [October 6, 2020 Municipal Council](#) – Guarantee Resolution

RECOMMENDATION

That Municipal Council approve the Valley Region Solid Waste-Resource Management Authority Guarantee Resolution as attached to the Request for Decision dated December 7, 2021 in the amount of \$501,110.

INTENT

The Valley Region Solid Waste-Resource Management Authority (Valley Waste) has requested that the Municipality of the County of Kings (Municipality) approve the attached Guarantee Resolution in the amount of \$501,110, which represents the Municipality's share of the \$670,920 to be borrowed.

DISCUSSION

- Valley Waste requires debenture financing to fund capital projects.
- To access debenture financing from the Nova Scotia Municipal Finance Corporation (MFC), Valley Waste must have:
 - A Temporary Borrowing Resolution (TBR) approved by the Nova Scotia Department of Municipal Affairs and Housing (DMAH); and
 - Debenture guarantees from each of Valley Waste's municipal parties (requested from the municipal parties once Valley Waste is prepared to subscribe to a debenture).
- To approve a TBR, DMAH requires Guarantee Resolutions from Valley Waste's municipal parties.

On October 6, 2020 Municipal Council approved a Guarantee Resolution related to the Valley Waste 2020/21 TBR. That TBR will expire on January 11, 2022 and Valley Waste wishes to renew it for another 12 month term.

MFC debentures can only be drawn for completed projects and several projects on the 2020/21 TBR have carried over into 2021/22. The pandemic and supply chain issues have been cited as relevant factors in project delays. These delays have also resulted in the 2020/21 approved projects to not be included in the list of 2021/22 budgeted projects. Discussions will take place between Valley Waste staff and Municipal staff about ensuring that any future carry-over projects are included within the subsequent fiscal year's capital budget, therefore preventing any ambiguity concerning current project approvals.



Municipality of the County of Kings Request for Decision

The Valley Waste TBR renewal contains the following capital purchases with a total cost of \$670,920 of which the Municipality is asked to guarantee \$501,110 (which represents the Municipality's pro rata share of Valley Waste during fiscal 2020/21 of 74.69%):

Capital Project	Amount
Heavy Duty 4x4 Pickup Truck	\$ 45,530
Wheel Loader	285,100
Forklift	38,910
Automated Scale House Window	13,000
Land Purchase	238,000
Video Surveillance Cameras	50,380
Total	\$ 670,920
Municipality's Share	74.69%
Guarantee Amount	\$ 501,110

Capital projects in the TBR renewal are a subset of the original TBR and revised project costs have been identified as well. The original TBR contained projects as follows:

Capital Project	Amount
Replacement of 4x4 Pickup truck	\$ 50,000
Power Lift Gate for Pickup Truck	4,000
Replacement of Roll Off Truck	225,000
Replacement of Wheel Loader	235,000
Forklift	42,000
Automated Scale House Window	18,000
Land Purchase	238,000
Video Surveillance Cameras	75,000
Replace Scale Software	50,000
Server Computer Switch	8,000
Total	\$ 945,000
Municipality's Share	74.69%
Guarantee Amount	\$ 705,821

The recommended Guarantee Resolution is phrased in such a way that it is clear that, upon approval, the October 6, 2020 Guarantee Resolution will cease to be valid. The new Guarantee Resolution would then remain valid until Valley Waste subscribes to a debenture(s) or until the expiry of the 12-month extension term.

FINANCIAL IMPLICATIONS

- Debenture guarantees have no financial impact on the Municipality, unless Valley Waste were to default on the loan, in which case the guaranteeing municipal partners 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 purposes. DMAH requires municipal partners to provide a Guarantee Resolution on TBRs of inter-municipal corporations before the Minister will provide approval to borrow.



Municipality of the County of Kings

Request for Decision

STRATEGIC PLAN ALIGNMENT

	Strategic Priority	Description
	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	To ensure Valley Waste has the ability to secure financing for purchase of the capital assets approved in their 2020/21 Capital Budget.

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- DMAH requires that the Guarantee Resolution is duly passed at a meeting of the Council of the Municipality of the County of Kings.
- Municipal Clerk will sign the requested copies of the Guarantee Resolution and circulate to the appropriate parties.

ENGAGEMENT

- There was no specific community engagement initiative for this project. The capital expenditures and financing sources were approved as part of the Valley Waste capital budgeting process.

APPENDICES

- Appendix A: Guarantee Resolution on Valley Waste 2020-21 TBR Renewal
- Appendix B: Signed Valley Waste 2020-21 TBR Renewal and Schedules

APPROVALS

Greg Barr, Director of Finance & IT

December 3, 2021

Scott Conrod, Chief Administrative Officer

December 3, 2021

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
MUNICIPAL PARTNER GUARANTEE RESOLUTION
COUNCIL OF**

Guarantee Share Amount: _____ Purpose: _____

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 resolution adopted by the Authority on _____, of _____, _____ to borrow the aggregate principal amount of _____ Dollars (_____) for purpose of _____ was approved by the Minister of Municipal Affairs and Housing on _____, of _____, _____, for a period of twelve (12) months;

WHEREAS upon expiry of the twelve (12) month period of authorization by the Minister of Municipal Affairs and Housing, both the borrowing approval of the Authority and the associated guarantee of the municipality cease to be valid;

WHEREAS the Authority has deemed it necessary to request the Minister of Municipal Affairs and Housing extend by an additional twelve (12) months the portion of the original approved aggregate principal amount which was not borrowed for a sum not to exceed _____ Dollars (_____);

WHEREAS upon expiry of the twelve (12) month guarantee of the original approved borrowing, the Authority has requested the Council of the _____, a municipality that executed the instrument of incorporation of the Authority, to guarantee the extension of said borrowing by an additional twelve (12) months; 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 _____ does hereby approve the extension of the borrowing of the aggregate principal amount of _____ Dollars (_____) for an additional period of twelve (12) months;

THAT subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and of the approval of the Minister of Municipal Affairs and Housing of the guarantee, the Council unconditionally guarantee repayment of _____ Dollars (_____) for the purpose set out above and for so long as the funds are outstanding; 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 _____ held on the _____ day of _____, 20____.

GIVEN under the hands of the Clerk and under the seal of the Municipality this _____ day of _____, 20____.

Clerk

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY TEMPORARY
BORROWING RESOLUTION RENEWAL**

Amount: \$ 670,920 _____

Capital Projects: Detailed in Schedule "B"
TBR Renewal 2020-21 Capital Projects _____

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, the estimated 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";

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 municipal guarantees have been approved by the Minister of Municipal Affairs and Housing;

WHEREAS pursuant to a resolution passed by the Authority on the 16th day of September, 2020, for a sum not exceeding Nine Hundred Forty -Five Thousand Dollars (\$ 945,000) and approved by the Minister of Municipal Affairs and Housing dated the 11th day of January, 2021, the Authority did postpone the issue of debentures; and,


WHEREAS the Authority has deemed it expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

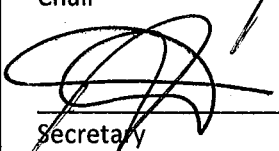
THAT subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in an amount not exceeding Six Hundred seventy thousand, nine hundred twenty Dollars (\$ 670,920) be extended for a further period not to exceed Twelve (12) months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution.

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 17th day of November, 2021.

GIVEN under the hands of the Chair and the Secretary and under the seal of the Authority this ____ day of _____, 2021.



Chair



Secretary



VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 670,920

Capital Projects: Detailed in Schedule "B"

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	74.69%	\$501,110
Town of Kentville	9.99%	\$67,025
Town of Wolfville	8.24%	\$55,284
Town of Berwick	3.53%	\$23,683
Town of Middleton	2.51%	\$16,840
Town of Annapolis Royal	1.04%	\$6,978
Total Capital Requirements for Borrowing Resolution	100%	\$670,920

VALLEY REGION SOLD WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 670,920

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "B"
CAPITAL PROJECTS**

		Estimates \$
Heading: Vehicles		
Item	Heavy Duty 4X4 Pickup Truck	45,530.00
Item		
Item		
Item		
Heading Sub Total:		45,530.00
Heading: Equipment		
Item	Wheel Loader	285,100.00
Item	Forklift	38,910.00
Item		
Item		
Heading Sub Total:		324,010.00
Heading: Site / Facilities		
Item	Automated Scale House Window	13,000.00
Item		
Item		
Item		
Heading Sub Total:		13,000.00
Heading: Various		
Item	Land for Future Expansion	238,000.00
Item	Video Surveillance Cameras	50,380.00
Item		
Item		
Heading Sub Total:		288,380.00
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		670,920.00



Municipality of the County of Kings

Committee Recommendations

COMMITTEE: Budget and Finance Committee

COMMITTEE MEETING DATE: [November 10, 2021](#)

COUNCIL MEETING DATE: December 7, 2021

a.	Budget and Finance Committee Terms of Reference Review	That Municipal Council direct the CAO to review the Budget and Finance Committee's Terms of Reference and bring a report to the Budget and Finance Committee for review.
b.	2022/2023 Budget Timeline	That Municipal Council approve the Fiscal Year 2022/2023 Budget Timeline as attached to the November 10, 2021 Request for Decision .



Municipality of the County of Kings

Committee Recommendations

COMMITTEE: Committee of the Whole

COMMITTEE MEETING DATE: [November 16, 2021](#)

COUNCIL MEETING DATE: December 7, 2021

a.	Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings	That Municipal Council adopt the "Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings" as presented on November 16, 2021.
b.	New Policy HR-06-022: Flexible Work Arrangements for Non-Union Employees	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to adopt Policy HR-06-022: Flexible Work Arrangements for Non-Union Employees.
c.	Repeal of Policy COMM-02-002: Email	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to repeal Policy COMM-02-002: Email.
d.	Broadband Project Operating Expenses - Approval Request	That Municipal Council approve funding of \$13,240 for account 01-2-212-528 Broadband Operating Expenses from 61-4-460-270 Operating Reserve in the 2021/22 operating budget.



Municipality of the County of Kings

Committee Recommendations

COMMITTEE: [Nominating Committee](#)

COMMITTEE MEETING DATE: November 12, 2021

COUNCIL MEETING DATE: December 7, 2021

a.	Review of Source Water Protection Committees Terms of Reference/ Policies	That Municipal Council direct the CAO to complete a review of the terms of reference and/or policies that guide Source Water Protection Committees in terms of membership.
	Citizen Appointment to Kings Regional Rehabilitation Centre Board	That Municipal Council appoint Judy Heffern to the Kings Regional Rehabilitation Centre Board for a 3-year term commencing December 1, 2021.

POPPY PROTOCOL

- Wear your Poppy proudly on the left side, over the heart.
- The Poppy should be worn during the Remembrance period, from the last Friday in October until November 11.
- When a Poppy is removed, it should be stored appropriately, or it may be disposed of respectfully.



COMMISSIONAIRES

GEOFFREY HAMILTON
Chief Executive Officer
ghamilton@commissionaires.ns.ca

COMMISSIONAIRES NOVA SCOTIA
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ISO 14001:2015 Certified
ISO 18788:2015 Certified

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From the desk of the CEO

Peter Muttart
Mayor
Municipality of the County of Kings
181 Coldbrook Village Park Drive
Coldbrook NS B4R 1B9

November 1, 2021

Dear Mayor:

Remembrance Day is approaching, and with it an opportunity to honour Canada's veterans. This year is unique in that it's the 100th anniversary of the Poppy symbol. At Commissionaires Nova Scotia, we hope the enclosed Poppy will make it easier for you to mark this important occasion.

Commissionaires exists to support military and RCMP veterans, as well as their families, by offering meaningful work in security and public safety. You are receiving this letter because the support of all levels of government is crucial to helping us further this mandate by employing commissionaires.

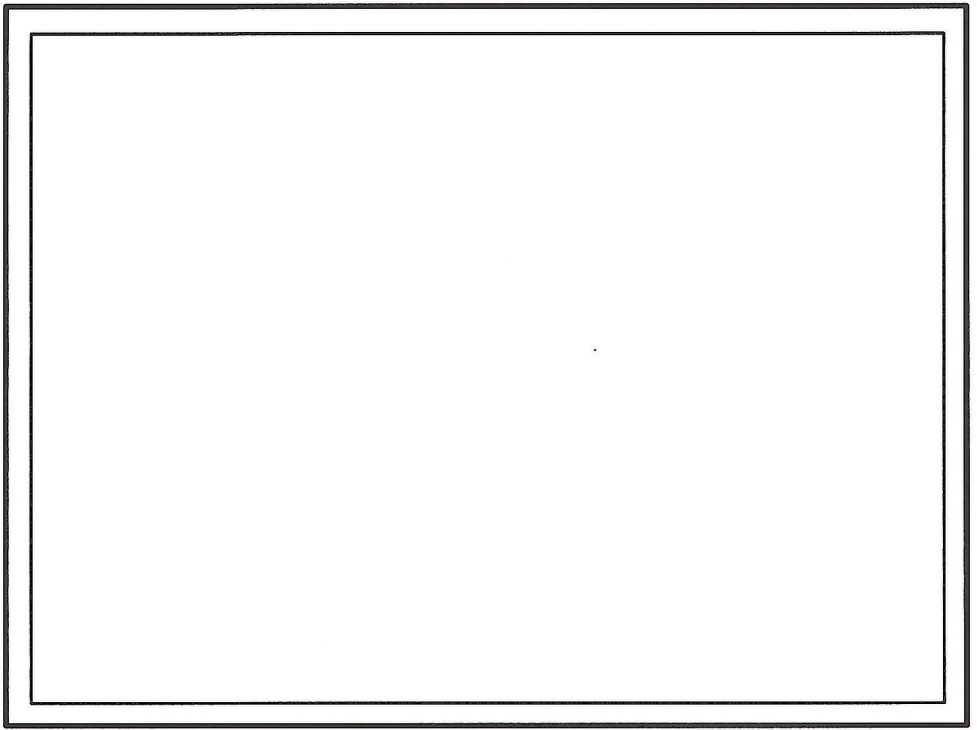
Your support as a public official is valuable to us. To update you on the work of Commissionaires in Nova Scotia over the past year, I am pleased to enclose our 2021 Annual Stakeholders Report. We are proud to be celebrating our 84th year providing essential services in Nova Scotia's communities.

If you would like to learn more about our work, or about how our services can support your organization, please do not hesitate to reach out to me at any time.

Sincerely,


Geoffrey Hamilton
Chief Executive Officer





thank you

Municipality of the County of Kings -

Thank you for your generous contribution towards School Food Funding. This \$ goes a long way to support our families. Your support is much appreciated.

Glooscap Elementary School.
+ Lorne [Signature]



Thank You

Thank you for your continued support to help feed the students of Central Kings with your School Food Program grant.

Sincerely yours,
Staff and Students at Central Kings



Horton High School

75 Greenwich Rd., South
Wolfville, N.S.
Canada
B4P 2R2

Tel (902) 542-6060
Fax (902) 542-6066

email: hhs@avrce.ca
web: www.hortonhighschool.ca

Principal
Jodye Routledge

Vice-principals
Sean Bennett
Kay Greene
Peter Morse

Counsellors
Sandy Coldwell
Nancy Hennebery

Administration

November 16, 2021

The Municipality of the County of Kings
181 Coldbrook Village Park Drive
Coldbrook, NS B4R 1B9

Mayor and Council:

I am writing to thank you for your generous donation to our Lunch Program. We currently have an enrollment of well over 800 students and approximately five percent live in poverty and require direct support from the school. Our Lunch Program is an integral part of this support, allowing all students access to lunch.

Your donation assists our school to continue to provide a healthy learning environment. Please know your support is truly appreciated.

Sincerely,

Jodye Routledge
Principal





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

November 30, 2021

Work Commencing on Municipal and Village Code of Conduct Regulations

Municipal Elected Officials and Municipal Administrators:

I recognize that many of you have been waiting patiently on updates related to municipal codes of conduct regulations. Today, I am pleased to be sharing the most recent status of the project and what we hope to achieve in the next year.

As you may be aware, in 2017 the *Municipal Government Act* (MGA) and the *Halifax Regional Municipality Charter* (HRMC) were amended to add a requirement for municipalities and villages to establish a code of conduct for elected officials. The MGA and HRMC were further amended in 2021 to add additional provisions regarding codes of conduct, including the requirement for municipalities to hire a third-party investigator to investigate alleged breaches and to enable councils to discuss alleged breaches in-camera. Neither the 2017 nor the 2021 amendments have been proclaimed as regulations are required to support their implementation.

In order to develop the regulations related to municipal codes of conduct in a thoughtful and collaborative manner, we have chosen to establish a Code of Conduct Working Group (CCWG). This working group has a mandate of developing recommendations on the content to be included in the municipal codes of conduct regulations. These recommendations will focus on the content to be included in a municipal code of conduct as well as possible sanctions for a breach. The CCWG has representation from the Department of Municipal Affairs and Housing (DMAH), the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators, Nova Scotia (AMANS), and the Association of Nova Scotia Villages (ANSV) and will function similarly to the Joint Municipal Accountability and Transparency Committee (JMAT). The representatives will be from a regional, a rural, a town and a village to ensure accurate representation across Nova Scotia's municipalities which assures various sizes and unique needs are captured. The NSFM, AMANS and ANSV have already determined the individuals they will be appointing to the CCWG. We will work closely with the NSFM, AMANS and ANSV to set up an initial meeting to begin this important work soon.

It is important the recommendations developed by the CCWG are supported by municipalities and villages in Nova Scotia. Therefore, once the CCWG has developed their recommendations on the content, DMAH will consult with all municipalities and villages on the proposal. It is difficult to predict when the recommendations will be finalized by the CCWG. However, we will keep you apprised of their progress and look forward to your participation during consultations.

.../2

Page Two
Municipal Officials and Administrators

I recognize how important this work is to all municipalities and villages in Nova Scotia and would like to thank you for your patience while we determine the most appropriate path forward to complete this work in a collaborative and thoughtful manner. I look forward to reviewing the proposed recommendations from the CCWG and associated consultation feedback.

If you have any questions, please do not hesitate to reach out to our Department.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lohr". The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Lohr".

Minister
Honourable John A. Lohr

c. Nova Scotia Federation of Municipalities
Association of Municipal Administrators of Nova Scotia
Association of Nova Scotia Villages

aj

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Audit Committee
From: Councillor Lexie Misner, Vice-Chair
Committee Meeting Date: November 22, 2021
Council Meeting Date: December 7, 2021

The Audit Committee met on November 22, 2021 in Council Chambers. All members were present.

The Audit committee was given three briefings from Director of Finance & IT Greg Barr.

The hospitality report was given and as no events were held in the 2020/21 Fiscal Year there was nothing to report further. This report will be submitted to the Province November 24, 2021.

A presentation on remuneration and reportable individuals was given with nothing substantial being noted on that report. Mr. Barr did highlight that comparatively, these submissions were slightly lower than other years as a result of COVID and a lot of things taking place virtually.

The last briefing the Audit Committee received from Mr. Barr was the report on compliance. All reporting periods were filed as were expected except for two. The two that were delayed were due to issues with secure courier availability. There was also a change in process for WCB and as such, that report was not submitted on the same timeline as seen previously.

Mr. Barr did a review of the Financial Conditional Indicator results with the Audit Committee and all were green, in good standing, with the exception of Budget Accuracy, which is a reflection of the program structure and not necessarily a deviation on behalf of the Municipality of the County of Kings. MOK continues to advocate for changes on this FCI from the Department of Municipal Affairs and Housing.

After receiving a work plan update, the Committee was updated on the assessment and appointment of the Municipal Auditor. An RFP has been issued for applicants and the recommendations will come before the Committee in January.

The next meeting will take place January 20, 2022 in Council Chambers.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Kings Regional Sewer Committee Report
From: Councillor Jim Winsor, Chair
Committee Meeting Date: November 18, 2021
Council Meeting Date: December 7, 2021

Compliance monitoring – All readings are good.

Regional Sewer System Odours – There are no further incidences of odours and staff believe that the matter should be substantially resolved and the planned capital projects for next year will bring further improvements to the situation.

Budget 2022/23 discussions – Primary objective was to set a budget development timeline for the 2022/23 budget year as per attached.

Next Meeting – January 20, 2022

Regional Sewer 2022/23 Budget Timeline

January 7, 2022

Release of draft Regional Sewer Budget

January 13, 2022

Technical Sub-Committee meeting

Collaborative review of draft Regional Sewer Budget

Recommendation to Regional Sewer Committee

January 20, 2022

Regular Committee meeting

Presentation of draft Regional Sewer Budget

Recommendation to Partners

Partner Approvals

Kentville

February 14, 2022

Regular Council Advisory Committee meeting

Recommendation of draft Regional Sewer Budget to Council

February 28, 2022

Regular Council meeting

Approval of draft Regional Sewer Budget

New Minas

February 14, 2022

Regular Village Commission meeting

Approval of draft Regional Sewer Budget

PepsiCo

February 28, 2022

Management Approval

Management decision on budget approval on or before February 28, 2022

March 17, 2022

Regular Committee meeting

Recommendation of draft Regional Sewer Budget to Council

Committee of Council Reports - December 7, 2021

Board/Committee	Chair/Reporting Councillor/ Members	Date Last/Next Meeting	Written Report
Asset Management Committee	Dick Killam, Joel Hirtle (Chair), Peter Allen	November 2, 2021 Next: December 8, 2021	Verbal report provided November 2, 2021
Audit Committee	June Granger, Lexie Misner (Vice-Chair), Dick Killam, Tim Harding	November 22, 2021 Next: January 20, 2022	Written report attached to December 7, 2021 agenda
Budget and Finance Committee	Peter Muttart, Emily Lutz, Joel Hirtle (Chair), Jim Winsor (Vice-Chair)	July 13, 2021 Next: September 29, November 10, 2021	Written report provided September 7, 2021
Centreville Area Advisory Committee	Lexie Misner, Dick Killam	May 5, 2021 Next: TBD	Written report provided June 1, 2021
Diversity Kings County	June Granger (Vice-Chair), Lexie Misner (Chair)	September 8, 2012 Next: Oct. 4, Nov. 1, Dec 6, 2021	Verbal report provided November 2, 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: Finance Subcommittee April 8; FSAC June 24, Sept. 23, Nov 9, Dec. 2, 2021	Written report provided March 8, 2021
Greenwood Water Utility Source Water Protection Committee	Tim Harding (Chair)	September 16, 2021 Next: March 10, 2022	Verbal report provided September 21, 2021
Joint Accessibility Advisory Committee	Lexie Misner	October 27, 2021 Next: December 8, 2021	Verbal report provided November 2, 2021
Kingston Area Advisory Committee	Martha Armstrong	No recent meetings	Written report provided October 6, 2020
Lake Monitoring Committee	Tim Harding Alternate - Emily Lutz	July 22, 2020 Next: TBD	
Municipal Elections Advisory Committee	Janny Postema (Chair)	December 7, 2020 Next: TBD	Written report provided January 19, 2021
Nominating Committee	Martha Armstrong (Chair), Joel Hirtle (Vice-Chair), Peter Muttart, Peter Allen	April 28, 2021 Next: November 12, 2021	Verbal report provided March 8, 2021
Planning Advisory Committee	June Granger, Dick Killam (Vice- Chair), Martha Armstrong (Chair), Jim Winsor, Peter Allen Alternates - Lutz & Harding	January 12, Feb. 9, 2021 Next: March 9, April 13, May 11, June 8, July 13, Sept 14, Oct 12, Nov 9, Dec 14, 2021	Verbal report provided March 8, 2021
Police Services Advisory Committee	June Granger, Joel Hirtle, Peter Allen (Vice-Chair), Dick Killam (Chair), Tim Harding	September 15, 2021 Next: December 15, 2021	Verbal report provided September 21, 2021
Port Williams Area Advisory Committee	June Granger	No recent meetings	
Regional Sewer Committee	Jim Winsor (Chair) Alternate - Joel Hirtle	November 18, 2021 Next: January 20, 2022	Written report attached to December 7, 2021 agenda
Sandy Court Source Water Protection Committee	Martha Armstrong	March 18, 2021 Next: TBD	