

**MUNICIPALITY OF THE COUNTY OF KINGS
COMMITTEE OF THE WHOLE**

January 22, 2019

9:00 am

AGENDA

Audio Recording Times Noted in Red
(Minutes:Seconds)

1. Roll Call **00:00**
2. Approval of Agenda **01:50** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes **02:40** Page 2
 - a. December 18, 2018 Committee of the Whole
5. Business Arising from Minutes **03:12** Page 2
 - a. December 18, 2018 Committee of the Whole
6. Administration Page 11
 - a. Additional Committee of the Whole Meeting - Supplementary Report **05:30** Page 22
 - b. Nova Scotia Federation of Municipalities Spring Workshop and Fall Conference - Topics **44:15** Page 23
 - c. Approval for Furniture and Display Expenditures for New Building **51:08** Page 26
 - d. Summary of Community Grants Information Session **72:53** Page 28
 - e. Revised SOP for Internal Operations Single Use Plastic Ban **77:44**
7. Presentations Page 34
 - a. 10:00 am Housing Nova Scotia **88:00**
 - b. 10:30 am Local Geocachers (Association of Nova Scotia Geocaching) **128:25**
8. Inspection & Enforcement Services Page 35
 - a. Dangerous and Unightly - Request for Demolition Meeting, 1615 Deep Hollow Road **161:18** Page 37
 - b. Dangerous and Unightly - Request for Demolition Meeting, 272 Prospect Road **163:14**
9. Councillor Item Page 39
 - a. Reconciliation Action: Acknowledgement of Unceded Territory **166:00**
10. Correspondence **216:22** Page 40
 - a. 2018-12-31 No Time for That Anti-Bullying Society Thank You **216:46** Page 42
 - b. 2019-01-16 Minister of Environment re: Amendments to Solid Waste Regulations **217:15**
11. Board, Committee and Mayor's Reports **218:04** Page 45
 - a. Annapolis Valley Trails Coalition Board **225:03** Page 46
 - b. Audit Committee **225:22** Page 47
 - c. Budget and Finance Committee **225:30** Page 48
 - d. Kentville Joint Fire Services Committee **225:49** Page 49
 - e. Kings Transit Authority Board **226:10** Page 50
 - f. Kings Youth Council **226:48** Page 51
 - g. Mayor's Update **234:44** Page 54
 - h. Regional Sewer Committee **236:10** Page 55
 - i. Valley Community Fibre Network Board **240:04** Page 56
 - j. Valley Region Solid Waste-Resource Management Authority Board **240:58** Page 57
 - k. Trans County Transportation Society Board **242:54** Page 58
 - l. Fire Services Advisory Committee **245:14** Page 59
 - m. Diversity Kings County **246:24**
12. Other Business **None**
13. Comments from the Public **None**
14. In Camera **248:36**
 - a. Approval of December 18, 2018 Private Session Minutes
 - b. Legal Matter
 - c. Contractual Matters
 - d. Personnel Matter
15. Adjournment

**COMMITTEE OF THE WHOLE
December 18, 2018
MINUTES**

**Meeting Date
and Time**

A meeting of the Committee of the Whole was held on Tuesday, December 18, 2018 at 9:00 am in the Council Chambers, Municipal Complex, Kentville, NS.

1. Attendance

All Councillors were in attendance.

Results for Roll Call

For 10
Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Wendy Salsman, Interim Director, Finance & IT (until 10:30 am)
- Janny Postema, Municipal Clerk/Recording Secretary

2. [Approval of Agenda](#)

A verbal report from the Nominating Committee was added to the agenda; the Draft Non-Union Salary Administration Framework was removed from the agenda.

On motion of Councillor Hirtle and Councillor Allen, that Committee of the Whole approve the December 18, 2018 agenda as amended.

Motion Carried.

Results

For 10
Against 0

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

3. Disclosure of Conflict of Interest Issues

No Conflict of Interest issues were declared.

4. **Approval of Minutes**

4a. **November 20, 2018**

On motion of Councillor Spicer and Councillor Hirtle, that the minutes of the Committee of the Whole meeting held on November 20, 2018 be approved as circulated.

Motion Carried.

Results

For 10
Against 0

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

5. **Business Arising from Minutes**

5a. **November 20, 2018**

Mayor Muttart provided updates on the 2019 Air Show Atlantic, Single Use Plastics Standard Operating Procedure, letter of comfort for the Flower Cart Group, and Clean Energy Financing Program presentation by the Town of Bridgewater.

6. **Human Resources**

6a. **Service Awards**

John Mooy, Human Resources Specialist, provided a presentation. Mayor Muttart and Deputy Mayor Lutz presented the Service Awards to:

5 years:

Nichole Gilbert
Paul Gray
David Lord
Holly Sanford

10 years:

Megan Armstrong
Monica Beaton
Tammie Bezanson
Leanne Jennings
Suzanne Kinsman
Tanya Oickle

15 years:

Rob Creemer
Les Llewellyn

20 years:

Dan Keddy

30 years:

Keith Fraser

40 years:

Cindy Benedict

John Mooy acknowledged the late Fred Norton, who would have received a 10-year Service Award.

6b. **Excellence in Public Service Awards**

John Mooy provided a presentation. Mayor Muttart and Deputy Mayor Lutz presented the Excellence in Public Service Awards to Loretta Burns, Devin Davidson, Wendy Salsman, and Ken Theriault.

7. **Presentations**

7a. [VON Annapolis Valley](#)

Alice Morse, Coordinator, Fund Development and Communications, provided a [presentation](#) and responded to Councillors' questions.

7b. [The Booker School](#)

James Weekes, Teaching Head of School, provided a [presentation](#) and responded to Councillors' questions.

Committee of the Whole took a short break from 9:57 - 10:17 am.

8. **Administration**

8a. [Strategic Plan 2018-2021](#)

The CAO presented the report as attached to the December 18, 2018 Committee of the Whole agenda and provided a [presentation](#).

On motion of Deputy Mayor Lutz and Councillor Allen, that Committee of the Whole recommend Municipal Council adopt the Strategic Plan for 2018-2021 as attached to the December 18, 2018 agenda package.

Motion Carried.

Results

For 9
Against 1

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

8b. [Municipal Branding/Visual Identity](#)

Mike Bardsley, Brand Strategist with Revolve, provided a [presentation](#) and responded to Councillors' questions.

On motion of Councillor Spicer and Deputy Mayor Lutz, that Committee of the Whole receive the Municipal Branding/Visual Identity presentation provided on December 18, 2018 for information.

Motion Carried.

Results

For 10
Against 0

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

District 8	Jim Winsor	For
District 9	Peter Allen	For

8c. [Community Grant Allocations - Youth Travel Assistance Program](#)

Nichole Gilbert, Coordinator of Recreation Services, presented the report as attached to the December 18, 2018 Committee of the Whole agenda.

On motion of Councillor Hirtle and Councillor Spicer, that Committee of the Whole receive the Community Grant Allocations - Youth Travel Assistance Program Briefing as attached to the December 18, 2018 Committee of the Whole agenda for information.

Motion Carried.

Results

For 10
Against 0

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

Lunch Recess

On motion of Councillor Spicer and Councillor Best, that Committee of the Whole recess for lunch.

Motion Carried.

Results

For 10
Against 0

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

Committee of the Whole recessed for the annual Holiday Luncheon from 12:00 - 1:15 pm.

9. Engineering and Public Works, Lands and Parks Services/Financial Services

9a. [Investing in Canada Infrastructure Program - Green: Environmental Quality Grant Priority List](#)

Tim Bouter, Acting Director, Engineering & Public Works, and Karen Kluska, Financial Analyst, presented the report as attached to the December 18, 2018 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Hodges, that Committee of the Whole recommend Municipal Council approve the submission of the 2019 Sewer Upgrades Project to the Province as our first priority under the ICIP Green Environment Grant program.

Motion Carried.

Results

For 10
Against 0

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

On motion of Councillor Best and Councillor Armstrong, that Committee of the Whole recommend Municipal Council approve the submission of the 2019 Community Infrastructure Development & Upgrades Project to the Province as our second priority under the ICIP Green Environment Grant program.

Motion Carried.

Results

For 10
Against 0

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

10. **Financial Services**

10a. [Multi-Year Grant Commitments with Completed Projects](#)

Katrina Roefs, Financial Analyst, presented the report as attached to the December 18, 2018 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Winsor, that Committee of the Whole recommend to Council that existing grant commitment terms be followed until complete, subject to annual budget approval.

Motion Carried.

Results

For 7
Against 3

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

11. Correspondence

Mayor Muttart provided an overview of the correspondence as attached to the December 18, 2018 Committee of the Whole agenda.

On motion of Deputy Mayor Lutz and Councillor Hirtle, that Committee of the Whole receive the Correspondence as attached to the December 18, 2018 Committee of the Whole agenda.

Motion Carried.

Results

For 10
Against 0

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

11a. [Minister of Fisheries and Oceans re: Offshore Oil and Gas Drilling](#) For information.

11b. [RCMP District Policing Officer Southwest Nova](#) For information.

11c. [Berwick Gala Days Thank You](#) For information.

12. Board and Committee Reports

12a. [Annapolis Valley Trails Coalition Board](#) Councillor Spicer presented the report as attached to the December 18, 2018 Committee of the Whole agenda.

12b. [Audit Committee](#) Councillor Spicer presented the report as attached to the December 18, 2018 Committee of the Whole agenda.

- 12c. [Kentville Joint Fire Services Committee](#) Councillor Raven presented the report as attached to the December 18, 2018 Committee of the Whole agenda.
- 12d. [Kings Transit Authority Board](#) Councillor Raven presented the report as attached to the December 18, 2018 Committee of the Whole agenda.
- 12e. [Kings Youth Council](#) Deputy Mayor Lutz presented the report as attached to the December 18, 2018 Committee of the Whole agenda on behalf of Vice-Chair Kali McMullin.
- 12f. [Budget and Finance Committee](#) Councillor Winsor presented the report as attached to the December 18, 2018 Committee of the Whole agenda.
- 12g. [Regional Sewer Committee](#) Councillor Winsor presented the report as attached to the December 18, 2018 Committee of the Whole agenda.
- 12h. [Kings Point to Point Board](#) Councillor Winsor presented the report as attached to the December 18, 2018 Committee of the Whole agenda.
- 12i. [Nova Scotia Federation of Municipalities Board Initiatives Report](#) Deputy Mayor Lutz presented the report as attached to the December 18, 2018 Committee of the Whole agenda.
- 12j. Nominating Committee Councillor Armstrong provided a verbal update.
- 12k. Fire Services Advisory Committee Deputy Mayor Lutz provided a verbal update.
- 12l. Diversity Kings County Deputy Mayor Lutz provided a verbal update.

Board and Committee Reports

On motion of Councillor Hirtle and Councillor Armstrong, that Committee of the Whole receive the Board and Committee Reports as attached to the December 18, 2018 Committee of the Whole agenda and as provided verbally.

Motion Carried.

Results

For 9
Against 0

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

It was noted that Councillor Winsor was not in his seat during the voting.

Committee of the Whole took a short break from 2:22 - 2:31 pm.

- 13. **Other Business** There was no other business to come before Committee of the Whole.

14. **Comments from the Public** No members of the public were present.

15. **In Camera re: Personnel and Contractual Matters** On motion of Councillor Hirtle and Deputy Mayor Lutz, that Committee of the Whole move in camera in accordance with Sections 22 (2) (c) and (e) *Municipal Government Act* to discuss personnel and contractual matters.

Motion Carried.

Results

For 9
Against 0

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

It was noted that Councillor Winsor was not in his seat during the voting.

Committee of the Whole moved in camera at 2:34 pm and returned to open session at 4:07 pm.

16. **Adjournment** On motion of Councillor Spicer and Councillor Hodges, there being no further business, the meeting adjourned at 4:07 pm.

Motion Carried.

Results

For 10
Against 0

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

Approved by:

Mayor Peter Muttart

Janny Postema
Municipal Clerk/Recording Secretary

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



Municipality of the County of Kings

Request for Decision

TO	Committee of the Whole
PREPARED BY	Janny Postema, Municipal Clerk
MEETING DATE	January 22, 2019
SUBJECT	Additional Committee of the Whole Meeting - Supplementary Report

ORIGIN

- October 16, 2018 Committee of the Whole Request for Decision report
- January 8, 2019 Council discussion regarding Meeting Scheduling

RECOMMENDATIONS

That Committee of the Whole recommend Council approve the addition of a second monthly Committee of the Whole meeting per the October 16, 2018 and January 22, 2019 Request for Decision reports.

That Committee of the Whole recommend Council approve the scheduling of closed sessions at the start of Council and Committee of the Whole meetings.

INTENT

To have Council consider the number of monthly Committee of the Whole (CoW) meetings and the composition of related agendas; to have Council consider scheduling closed sessions at the start of Council and Committee of the Whole meetings.

DISCUSSION

Background

The attached Request for Decision (RFD) report was presented at the October 16, 2018 Committee of the Whole meeting. Following discussion, it was agreed by consensus that CoW would continue with the meeting agenda in its present form, eliminate the workshops, and devote the entire third Tuesday of the month with appropriate breaks and lunch breaks; that the meeting start at the normal time of 9:00 a.m. and be concluded no later than 4:00 p.m.

Further, it was agreed that the issue of an additional CoW meeting would be revisited in six months.

A number of Councillors have since expressed concern regarding the length of Council and Committee of the Whole meetings. It has also been pointed out that, as closed sessions normally occur at the end of Council and Committee of the Whole meetings, important topics that require thoughtful debate take place at the end of often lengthy meetings.

At the January 8, 2019 Council meeting, Council discussed the issue of meeting scheduling at the request of Councillor Hirtle. Below is a summary of comments made by Councillors:



Municipality of the County of Kings

Request for Decision

Table 1.

Issue	Comments - In Favour	Comments - Other
2 CoW meetings per month	<ul style="list-style-type: none"> ▪ 7 in favour Reason: to avoid meeting fatigue, to stay sharp till end of meeting	<ul style="list-style-type: none"> ▪ 1 not opposed, but concern two CoW meetings will result in longer Council meetings ▪ 2 don't mind long meetings
Eliminate CoW meetings (Council meetings only)	<ul style="list-style-type: none"> ▪ 1 in favour Reason: to expedite Council business to help developers, businesses, etc.	<ul style="list-style-type: none"> ▪ 2 opposed Reason: CoW is opportunity for more in depth discussion, gives staff time to provide additional information and Councillors time to reflect before final decision at Council
Evening meetings only	<ul style="list-style-type: none"> ▪ 1 in favour Reason: more likely people can attend or listen, best way to serve residents <ul style="list-style-type: none"> ▪ 1 should consider Reason: works well in Digby	

Additional Committee of the Whole:

Based on the information provided in the October 16, 2018 RFD, as well as the comments made by Council members at the January 8, 2019 Council meeting, staff's recommendation to add a second monthly Committee of the Whole meeting remains the same.

Scheduling of Closed Sessions:

Furthermore, staff recommend that closed sessions be held at the start, rather than at the end, of Council and Committee of the Whole meetings.

Eliminating Committee of the Whole:

Staff concur with comments made regarding the value of Committee of the Whole meetings (see Table 1). Special Council meetings can be called in case Council matters need to be expedited.

Evening Meetings:

Although there is value in having evening meetings only in terms of residents being more likely to be able to attend or listen, attendance at three evening meetings per month (one Council and two CoW meetings) is considered too onerous for staff. It should be noted that currently, very few members of the public attend or listen to Council evening meetings. On a case by case basis, for items that are expected to generate more than usual interest, an evening CoW meeting could be considered.



Municipality of the County of Kings

Request for Decision

Public Hearings:

A suggestion was made to reconsider scheduling Public Hearings on Council nights, given that this adds to the length of meetings. Staff propose scheduling Public Hearings that are expected to last more than thirty minutes separate from Council meetings.

Board and Committee Reports:

It has been the practice that reports from external Boards as well as from Committees of Council are presented at Committee of the Whole meetings. It would appear more appropriate for reports from Standing and Advisory Committees of Council to be presented at Council meetings, along with any recommendations from said Committees (see Schedule A attached to the Administration of Standing and Advisory Committees of Council Policy). Council Appointees to external Boards (e.g., Annapolis Valley Trails Coalition, Kings Regional Rehabilitation Centre, Kings Transit, Valley Waste, VCFN, etc.) would continue to report to Committee of the Whole.

Content of Agendas

As outlined in the October 16, 2018 RFD, it is recommended the following standing Committee of the Whole meeting protocol be adopted:

CoW #1

- Agenda items: policy, and strategic plan reports and updates (items that in the opinion of the Mayor will individually require an hour or more of time for Council to consider)
- Convened in chambers or within other municipal rooms

CoW #2

- Standing agenda items (including delegations)
- Additional agenda items: policy, strategic plan reports and update items that in the opinion of the Mayor will require individually less than an hour of time for Council to consider
- Convened in chambers

Administrative Alignment

- First Tuesday of month – regular session of Council 6:00 p.m.
- Second Friday of the month – CoW #1 9:00 a.m.
- Third Tuesday of the month – CoW #2 9:00 a.m.
- Special meetings (per MGA)

CoW #1 meetings will be staffed by persons other than the Municipal Clerk, e.g. the Strategic Projects Specialist.

FINANCIAL IMPLICATIONS

- No material cost implications (extra Council travel cost for second meeting would be offset by not providing lunch)

COMMUNITY ENGAGEMENT

- No Community Engagement was undertaken

ALTERNATIVES

- Maintain the status quo of one monthly Committee of the Whole meeting



Municipality of the County of Kings

Request for Decision

IMPLEMENTATION

- Update meeting schedules and calendars
- Website article
- Social media

APPENDICES

Appendix A: October 16, 2018 Committee of the Whole Request for Decision report

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: January 15, 2019



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Scott Conrod, CAO

MEETING DATE October 16, 2018

SUBJECT Additional Committee of Council Meeting

ORIGIN

- First introduction to Committee of the Whole

RECOMMENDATION

That Council approve the addition of a second monthly Committee of the Whole meeting per the October 16, 2018 Request for Decision Report.

INTENT

To have Council consider the number of monthly Committee of the Whole meetings and the composition of related agendas.

DISCUSSION

Background

Council has been meeting in: regular session; what are commonly referred to as special Council meetings – see s. 19 (2) *Municipal Government Act* (MGA); Committee of the Whole; and Council workshop.

A number of Council members and senior staff have raised questions about the efficiency and content of Council workshop sessions.

Governance is one of the Key Strategic Priorities identified by Council. In part, Council has discussed its desire to be an open government – one that is and is seen to be transparent. Council and staff have also discussed the need for a meeting environment wherein new policy is discussed in a fulsome manner within a format where staff advice can be considered and Council can provide clear direction to staff.

All Council and Committee meetings are subject to s.22 (Open meetings and exceptions) MGA. Section 22 (2) of the Act states...

“The council or any committee appointed by the council may meet in closed session to discuss matters relating to

(a) acquisition, sale, lease and security of municipal property;

(b) setting a minimum price to be accepted by the municipality at a tax sale;

(c) personnel matters;

(d) labour relations;

(e) contract negotiations;

(f) litigation or potential litigation;

(g) legal advice eligible for solicitor-client privilege;

(h) public security.”



Municipality of the County of Kings

Request for Decision

There is no discernable pattern of meeting schedules in the other Nova Scotia municipalities, with the exception that most convene Committee of the Whole sessions (see Appendix A). MOK staff have been unable to find other municipalities that meet in a workshop format.

Given the above, a change in meeting format best aligns to Committee of Council meetings. In consideration of efficiency and effectiveness, (i.e., a fulsome discussion of policy and new program initiatives), discussion around the format of Committee of Council meetings can be classified into frequency, content of meeting agendas, and administrative considerations.

Frequency of Meetings

Presently, MOK Committee of the Whole meets on the third Tuesday of the month. Meetings commence 9 a.m. and on average last ~4hrs (see Appendix B). On occasion, MOK Committee of the Whole has worked through lunch or conversely had lunch provided.

MOK Committee of the Whole typically moves recommendations for consideration at regular meetings of Council thus providing Council with a period of reflection prior to enactment of Committee recommendations.

Divergent points of view on the length of these meetings include:

- Convening daylong sessions – with the logic that Council is meeting already and is therefore more efficient by just meeting longer on the same day; or
- Avoiding longer meetings – those lasting in excess of three hours result in attendees experiencing meeting fatigue.

Content of Agendas

At least three approaches can be considered:

- an agenda comprising standing items;
- standing items plus policy related matters; and
- a separate Committee of Council agenda/meeting with just policy related matters.

Administrative Functions

The third consideration relates to administrative functions, i.e., the length of time required to prepare briefing reports, request for decision documents, and circulation of same in a timeframe that allows for Council review and reflection.

Given the above, it is recommended the following standing Committee of the Whole meeting protocol be adopted:

CoW #1

- Agenda items: policy, and strategic plan reports and updates (items that in the opinion of the Mayor will individually require an hour or more of time for Council to consider).
- Convened in chambers or within other municipal rooms

CoW #2

- Standing agenda items (including delegations)
- Additional agenda items: policy, strategic plan reports and update items that in the opinion of the Mayor will individually require less than an hour of time for Council to consider.
- Convened in chambers



Municipality of the County of Kings

Request for Decision

Standard Approach Regardless of CoW Meeting

- Compliance with MGA, e.g. public notification, minutes, s. 22, etc.
- CoW limited to ~3hr duration

Administrative Alignment

- First Tuesday of month – regular session 6 p.m.
- Second Friday of the month – CoW #1 9:00 a.m.
- Third Tuesday of the month – CoW #2 9:00 a.m.
- Special meetings (per MGA)

CoW #1 meetings will be staffed by persons other than the Municipal Clerk, e.g. the Strategic Project Specialist.

Additional scheduling information can be found in Appendix C.

FINANCIAL IMPLICATIONS

- No material cost implications (extra Council travel cost for second meeting would be offset by not providing lunch).

COMMUNITY ENGAGEMENT

- Website article
- Social media

ALTERNATIVES

- Replace Workshop with a daylong CoW meeting

IMPLEMENTATION

- Committee recommends
- Council adoption

APPENDICES

Appendix A: List of Nova Scotia Municipal Meeting Schedules

Appendix B: MoK Historic Duration of CoW Meetings

Appendix C: MoK Scheduling Information

As of August 22, 2018

Appendix A: List of Nova Scotia Municipal Meeting Schedules

Municipality	Council Meeting	Committee of the Whole
County of Antigonish	Third Tuesday, 7:30 pm	First and Third Tuesday, 5:30
County of Annapolis	Third Tuesday, 10:00 am	Second Tuesday 9:00 am
County of Cumberland	First and third Wed. 6:00 pm	Prior to Council if needed
County of Kings	First Tuesday, 6:00 pm	Third Tuesday, 9:00 am
County of Richmond	Fourth Monday, evening	Second Monday, evening
District of Argyle	Second Tuesday, 6:30 pm	Last Tuesday, 6:30 pm
District of Chester	Second and Last Thursday, 8:45 am	First and second last Thursday 8:45 am
District of Digby	Fourth Monday, 6:00 pm	Second Monday, 5:00 pm
District of Guysborough	Second Wednesday, 4:30 pm	
District of Shelburne	Fourth Monday, 5:00 pm	Second Monday, 5:00 pm
District of West Hants	Second Tuesday, 7:00 pm	Fourth Tuesday, 6:00 pm
Region of Queens	Second Tuesday, 9:00 am	Fourth Tuesday, 9:00 am
County of Colchester	Fourth Tuesday, 7:00 pm	Second Tuesday, 7:00 pm
County of Inverness	First Thursday 1:30 pm	Third Thursday, morning
County of Pictou	First Monday, 7:00 pm	
County of Victoria	Varies, 5:00 pm	
District of Barrington	Fourth Monday , 7:00 pm	Second and Third Monday, 7:00 pm
District of Clare	Third Wednesday, 7:00 pm	First Wednesday, 7:00 pm
District of East Hants	Third Tuesday, 9:00 am. Fourth Wednesday 7:00 pm	
District of Lunenburg	Second and Fourth Tuesday, 9:00 am	
District of St. Mary's	Second Monday, 7:00 pm	First and Third Wednesday
District of Yarmouth	Fourth Wednesday, 7:00 pm	Second Wednesday, 10:00 am
Regional Municipalities	Council Meeting	Committee of the Whole
CBRM	Third Tuesday, 6:00 pm	First Tuesday, 1:30 am
HRM	Tuesdays/Thursdays, 10:00 am	
Town	Council Meeting	Committee of the Whole
Mahone Bay	Second Tuesday, 7:00 pm	Fourth Thursday
Westville	Last Monday, 6:00 pm	None
Bridgewater	Second and Fourth Monday, 6:00 pm	First Monday

Yarmouth	Second Thursday, 7:30 pm	Second and Fourth Thursday, 3:30 pm
Truro	First Monday, 1:00 pm	
Lunenburg	Tuesdays: Second at 5:15, Third at noon, and Fourth at 5:15 pm	Quarterly, at 5:15
Antigonish		
Pictou	Third Monday, 6:30	First Monday, 6:30
Port Hawkesbury	First Tuesday, 7:30 pm	Third Monday, 7:00 pm
Stellarton	First Monday, 5:30 pm	
Stewiacke	Fourth Thursday, 7:00 pm	
Shelburne	First and Third Monday, 7:00	
Berwick	Second Tuesday, 6:30	Fourth Tuesday, 6:30 pm
Middleton	First Mondays, 7:00 pm	Third Mondays
Windsor	Fourth Tuesday, 7:00 pm	Second Tuesday, 7:00 pm
Lockeport	Second Monday, 6:00 pm	Fourth Monday, 1:00 pm
Digby	First Monday, 6:00 pm	Third Monday, 6:00 pm
Annapolis Royal	Third Monday, 6:00 pm	First Thursday, 4:00 pm
Amherst	Fourth Monday, 7:00 pm	Third Monday, 4:00 pm
Wolfville	Third Tuesday, 6:30	First Tuesday, 8:30 am
Oxford	Third Monday, 6:00 pm	

2018:	Time Adjourned	Hours per Meeting	Average Hours per Meeting
January	1:22pm	4.5	
February	2:35pm	5.5	
March	2:15pm	5	
April	11:50am	3	
May	10:31am	1.5	
June (regular agenda + grants)	4:55pm	8	
July	10:53am	2	
September	1:14pm	4	
		33.5	4.19

2017:	Time Adjourned	Hours per Meeting	Average Hours per Meeting
January	2:51pm	6	
February	12:35pm	3.5	
March	12:34pm	3.5	
April (regular agenda & budget)	3:08pm	6	
May (regular agenda & budget)	4:31pm	7.5	
June	10:21am	1.5	
July (regular agenda with grants policies & long closed session)	4:38pm	7.5	
September	12:40pm	3.5	
October	12:20pm	3	
November	11:00am	2	
December	12:07pm	3	
		47	4.27

Committee Meetings:

Mondays: Diversity Kings County 1st Monday, 5pm
 Budget & Finance 2nd Monday, 10am (if Stat Holiday → 3rd Monday)
 REMAC 3rd Monday, 10-11:30am (quarterly Jan, April, July, Oct)
 KRRC last Monday, 5pm

Tuesdays: Council 1st Tuesday
 PAC 2nd Tuesday
 COTW 3rd Tuesday
 GVM last Tuesday, 5pm

Wednesdays: Police Services Advisory Committee 2nd Wednesday, 1:30pm (quarterly)
 Valley Waste 3rd Wednesday, 9am
 Greenwood Village 3rd Wednesday, 9am
 Kings Transit 4th Wednesday, usually 4pm

Thursdays: VCFN 2nd Thursday, 10am
 Regional Sewer 3rd Thursday, 10am
 AVTC 3rd Thursday, 1:30pm

Fridays: Current fixed day for Council Workshops: 2nd Friday of the month

Options for Additional CoW:

1st Monday of the month
4th Monday of the month

4th Tuesday of the month
(not preferred, is Council agenda posting day)

1st Wednesday of the month

1st Thursday of the month
4th Thursday of the month
(not preferred, is past Council agenda posting day)

1st Friday of the month
2nd Friday of the month (current workshop day)
3rd Friday of the month
4th Friday of the month
(not preferred, is past Council agenda posting day)

From: [NSFM Info](#)
To: [Tracy Verbeke](#)
Subject: NSFM SPRING WORKSHOP AND FALL CONFERENCE SESSION TOPICS REQUEST--Action Required: Response by February 7th
Date: January-14-19 12:56:41 PM

TO: Mayors, Wardens, Councillors and CAO's, All Units
FR: Judy Webber, NSFM Event Planner
RE: NSFM SPRING WORKSHOP AND FALL CONFERENCE SESSION TOPICS REQUEST – RESPONSE BY FEB 7TH

The NSFM Spring Workshop will take place on May 8th to 10th in Truro and the Fall Conference at the Halifax Westin in early November. Both planning committees will be meeting in February to begin setting the agendas.

The Committees would appreciate input from the membership in terms of topics you would like to see at the upcoming events. These are your events and we want you to get the most out of them.

Please provide up to three topics you would like to see offered.

The Committees will review all topics received at their initial meetings. Even though we may only be able to accommodate a few suggestions, we sincerely appreciate all of your input.

Please provide your topics via e-mail directly to NSFM Event Planner, Judy Webber – jwebber@nsfm.ca by FEBRUARY 7TH, 2019.

--

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PLEASE NOTE: If you do not want to receive communications from NSFM, please e-mail Tracy Verbeke at tverbeke@nsfm.ca, and you will be removed from the mailing list.



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Rob Frost, Deputy Chief Administrative Officer

MEETING DATE January 22, 2019

SUBJECT Approval for Furniture and Display Expenditures for New Building

ORIGIN

- First introduction to Council

RECOMMENDATIONS

- 1) That Committee of the Whole recommend Council approve funding of up to \$160,000 for furnishings for the New Municipal Complex, \$120,000 to be funded from the Furniture Reserve and \$40,000 to be funded from the Capital Building Reserve; and in the event of insufficient Capital Reserve funds for the balance of the \$40,000 to be drawn from the Operating Reserve.
- 2) That Committee of the Whole recommend Council approve funding of \$23,000 from IT Capital Reserve, in addition to remaining funds from the audio system budget (part of the 2018-19 Capital Budget), for the purchase and installation of displays and supporting equipment for the new Council Chambers.

INTENT

To provide Committee of the Whole with the plan for the initial purchase of furnishings and displays for the new Municipal building, and to have approval for the expenditures necessary to complete orders and installation.

DISCUSSION

Furniture

The Municipality currently has a furniture reserve fund for the purchase and replacement of furniture on an ongoing basis. The amount in this reserve is currently \$123,000.

Staff is in the process of identifying exactly what will need to be purchased. In many cases, existing furniture will be used, but there will be need for some replacement and different set ups based on the layout of the new space. The general intent, as mentioned in previous presentations, is to replace furniture in the open areas for staff, with Managers and Directors offices being furnished with existing furniture.

The largest immediate need is the purchase of partitions for work stations. Meetings have now been held with suppliers that fall under provincial standing offers and final costs for this portion of furnishings are being generated.

Preliminary costs from provincially approved suppliers range from \$87,000 for just cubicle panels, to the higher end of \$192,000 for the highest cost of full furniture replacement, with a few options in between. By February, the furniture order will be determined and the order placed to allow for the 6-8 week delivery time.



Municipality of the County of Kings

Request for Decision

The proposed budget for the supply of up to 36 cubicle sets is \$160,000. It is proposed that \$120,000 be funded from the furniture reserve and \$40,000 from the capital building reserve. Presently, the main building appears to be under budget by ~\$200,000. This amount, however, could be used in final project completion – amounts above the contingency provision. In the event the \$40,000, or a part thereof, cannot be funded by the capital building reserve, the recommendation is for the residual to come from the operating reserve.

Audio/Visual

There was an initial budget (\$90,000 GL 21-3-361-133 *Council chambers sound system*) for the audio system in Council Chambers (i.e., speakers, microphones, recording system, etc.). The audio system has come in under budget at \$75,681, including HST expense, leaving \$14,319 in this budget line.

Displays for Council Chamber had not been included in the audio budget.

The design calls for 2 large displays at the corners for Council, one in front of the podium, and two other displays that will be movable to be used for public sessions and other events (as per attached drawing).

The total for the displays needed comes to \$37,181, inclusive of HST expense. This includes displays, display mounts, AV carts, and all of the equipment required to remotely control what gets displayed on each screen. Should Council approve the use of the remaining funds from the Audio Budget of \$14,319, this leaves a remainder of \$22,862 needed to complete the purchase and installation of displays for the Council Chambers. The \$22,862 can be funded from the IT Capital Reserve, where there are funds available from ever greening and network projects (projects not completed or under budget in the current fiscal year).

FINANCIAL IMPLICATIONS

- Spend of furniture reserve (41-4-460-404) of \$120,000
- For the remaining balance of \$40,000 to be first funded from the capital building reserve (41-4-460-401)
- In the event \$40,000 cannot be fully funded from the capital reserve for any remaining balance to be funded from the operating reserve (61-4-460-270)
- Reduction of IT Capital Reserve (41-4-460-400) by \$22,862

COMMUNITY ENGAGEMENT

- No public engagement

ALTERNATIVES

- Use of all current furnishings/panels, with only some additional panels being purchased
- Have no displays in Council Chambers

IMPLEMENTATION

- Approval by Council
- Order for furnishings to provincial standing offer

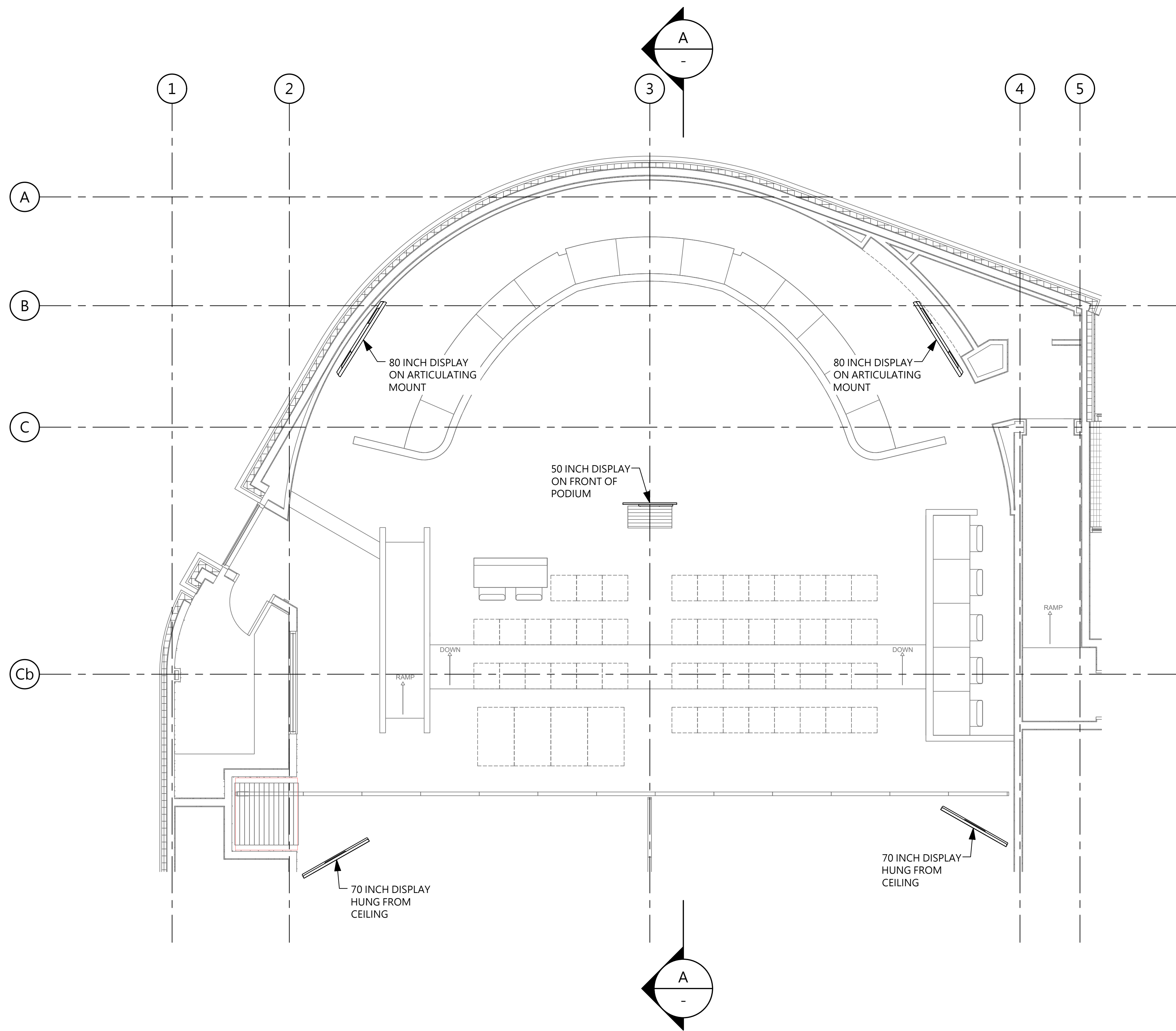
APPENDICES

Appendix A: Drawing of location of Displays in Council Chambers.

APPROVALS

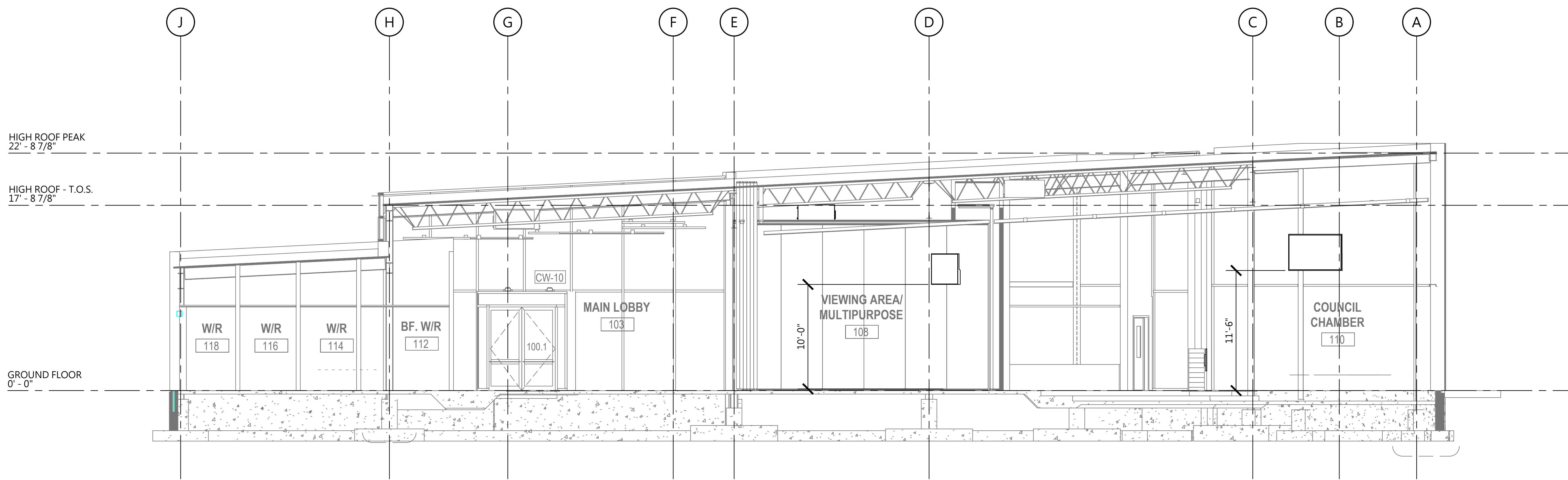
Scott Conrod, Chief Administrative Officer

Date: January 15, 2019



PLAN - COUNCIL CHAMBER
SCALE = 1/4" = 1' - 0"

NOT FOR CONSTRUCTION



SECTION - COUNCIL CHAMBER
SCALE = 3/16" = 1' - 0"

NO.	DATE	DESCRIPTION
<p>BACKMAN VIDCOM INTEGRATED TECHNOLOGY SOLUTIONS 110 CHAIN LAKE DRIVE, UNIT 3F HALIFAX, NOVA SCOTIA B3S 1A9</p>		
<p>COUNTY OF KINGS</p>		
<p>PROJECT NAME AND LOCATION</p> <p>NEW COUNCIL CHAMBER</p>		
<p>DRAWING TITLE</p> <p>PROPOSED LAYOUT</p>		
SCALE	AS SHOWN	DRAWING NUMBER
DESIGNED BY	AM	
DRAWN BY	MRR	
DATE	AUG 18	
JOB NUMBER		
<p>SHEET NUMBER</p> <p>1 OF 1</p>		<p>AV-A</p>



Municipality of the County of Kings

Briefing

TO Committee of the Whole

PREPARED BY Rob Frost, Deputy Chief Administrative Officer

MEETING DATE January 22, 2019

SUBJECT Summary of Community Grants Information Session

ORIGIN

- January 2, 2018 Council approval of new Community Grants Policy FIN-05-018 ('Policy')
- February 6, 2018 and November 6, 2018 amendments to the Policy
- November 6, 2018 Council request for Community Grants Information Session

RECOMMENDATION

That Committee of the Whole receive the Summary of Community Grants Information Session report as attached to the January 22, 2019 agenda for information.

INTENT

To provide Committee of the Whole with information regarding the Community Grants Information Session held on Wednesday, January 16, 2019 at the Berwick and District Fire Hall.

DISCUSSION

When amendments to the Community Grants Policy were approved by Council at the November 6th meeting, Council requested that staff work in various ways to inform community groups of changes to the Policy. One request was to hold a Community Grants Information Session that would provide those organizations or interested individuals with information regarding the changes, as well as the opportunity to ask questions regarding the Policy.

A date was set for Wednesday, January 16, 2019 to hold the Community Grants Information Session, and invitations were sent out by mid-December to community organizations by email, posters advertising the event placed throughout the community, and advertising the session on our social media platforms. A week before the event there were over 100 people registered, meaning the session grew too big to hold in the Orchards Room as originally planned, so the event was moved to the Berwick and District Fire Hall.

At the event there were 102 people signed in representing 67 different community groups from across Kings County. Including staff, and a number of people who may have missed registration, there were close to 130 people present.

The evening began with a presentation from Meg Cuming from the Community, Culture and Heritage – Sport and Recreation Division regarding the grants that she administers to community groups.

A second presentation followed from Recreation Coordinator Nichole Gilbert on various Federal Grants that may be available to community organizations.

The third and final presentation of the evening was on the Community Grants Policy of the Municipality of the County of Kings, delivered by Katrina Roefs, Financial Analyst; Mark Strickland, Business Development Specialist; Nichole Gilbert, Recreation Coordinator; and Rob Frost, Deputy CAO. Staff walked those in attendance through the Policy discussing general eligibility, application, and



Municipality of the County of Kings

Briefing

accountability guidelines. Each specific grant was then presented in further detail, highlighting specific eligibility criteria, grant deadlines, and scoring criteria.

Following each section of the presentations there was time for general questions relating to the topic at hand.

Presentations were delivered between 6:00 and 8:00pm, following which all presenters and other staff remained until 9:00pm to answer specific grant related questions for any who were interested in finding out more information.

Presentations and handouts have been added to the [Community Grants & Funding](#) section of the Municipal website.

Feedback received at the end of the evening, and messages received the following days from those in attendance, indicate that participants were very appreciative and pleased with the evening.

FINANCIAL IMPLICATIONS

- The direct cost for holding this information session was \$400, which included the rental of the hall (\$100), and refreshments and supplies (\$300).
- Indirect costs would include staff time and travel.

COMMUNITY ENGAGEMENT

- This engagement session provided the opportunity to inform citizens of changes to the Community Grants Policy, as well as gather valuable feedback on areas for improvement.

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: January 18, 2019



Municipality of the County of Kings

Briefing

TO	Committee of the Whole
PREPARED BY	Katarina Sebastian, Policy Analyst
MEETING DATE	January 22, 2019
SUBJECT	Revised SOP for Internal Operations Single Use Plastic Ban

ORIGIN

- November 6, 2018 Council minutes, item 10c: Motion Carried “that Municipal Council instruct the CAO to instruct staff to create an internal policy for the removal of single use plastics within the operations of the Municipality of the County of Kings.”
- January 8, 2019 presentation to Council, item 7e Internal Operations Single Use Plastic Ban SOP

RECOMMENDATION

That Committee of the Whole receive the revised Standard Operating Procedure for the Ban of Single Use Plastics in Internal Operations and the Green Team Terms of Reference for informational purposes, with the intent of reviewing forthcoming amendments to the Municipality’s Procurement Policy.

INTENT

To demonstrate to Council the procedure staff will implement to eliminate the use of single use plastic in the Municipality’s internal operations.

DISCUSSION

On January 8, 2019, Staff presented the proposed Internal Operations Single Use Plastic Ban Standard Operating Procedure (SOP) to Council. Council had several suggestions and comments pertaining to the Procedure, including:

- A request for staff to consider a policy approach in addition or linked to the SOP;
- The addition of educational and communications component; and
- Consideration of monetary incentives for an Environmental Steward.

In response to the aforementioned suggestions and comments, Staff are suggesting a two-phase approach. The first phase is related to short-term actions, while the second phase will involve the development of an intermediate to long-term strategy to further reduce the environmental impact of the Municipality’s operations.

Phase One

The first phase will require the implementation of the revised SOP (Appendix A), which allows for the elimination of avoidable single use plastics within the Municipality’s operations. Staff recognizes that the SOP does not address all single use plastics, and that a more robust and comprehensive strategy is required. As such, phase one also includes the establishment of a Green Team. The Green Team will be a staff driven work group that will work towards minimizing the environmental impact of the Municipality’s operations. The “team” approach is being suggested as it will involve all municipal departments.



Municipality of the County of Kings

Briefing

Phase Two

Phase two will be undertaken by the Green Team and will include a number of deliverables aimed at further decreasing the environmental impact of the Municipality's internal operations including without limitation the following:

- A review of the Municipality's Procurement Policy and related processes
 - The Team will review the Procurement Policy and suggest amendments that will make the Municipality's procurement decisions and processes environmentally friendly, e.g. without limitation greening requirements of the Municipality's standing vendors and modifications (embedding) of requirements within Municipal purchase orders.
- Schedule and conduct periodic environmental audits
 - The Team will conduct environmental audits of the Municipality's operations and make suggestions and direct reductions in the Municipality's environmental footprint.
- Staff and Community Engagement initiatives
 - The Team will develop and engage staff and the broader community through an educational communications campaign.

FINANCIAL IMPLICATIONS

- There are no material financial implications of this procedure. However, reusable items such as cutlery may need to be purchased.

COMMUNITY ENGAGEMENT

- There were no community engagement initiatives undertaken in the development of this procedure.

APPENDICES

- Appendix A: revised Single Use Plastic Ban – Standard Operating Procedure
- Appendix B: Green Team – Terms of Reference

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: January 18, 2019

	ADMIN	SOP #	ADMIN-01-XXX
		Revision #	1
		Implementation Date	
Page #	1 of xx	Last Reviewed/Update Date	
SOP Owner		Approval	

Single Use Plastic Ban - Standard Operating Procedure

1. Purpose

The Municipality of the County of Kings is committed to minimizing the environmental impact of its internal operations.

The following procedure establishes the ban of single use plastic

The objectives of this Standard Operating Procedure are to;

- encourage environmental stewardship through waste reduction; and
- minimize the Municipality's impact on the environment.

2. Scope

This procedure applies to all Municipal Buildings and operations.

Single use plastics are commonly referred to as disposable plastics that are intended for one use before they are thrown away or recycled. This includes, without limitation:

- Single use Coffee Pods;
- Disposable hot/cold drink containers and lids;
- Disposable food containers; and
- Disposable plastic cutlery, utensils, and straws.

Single use plastics that are deemed necessary for hygienic purposes will be exempt from this procedure. For example, plastic bags used for garbage and waste disposal.

3. Responsibilities

3.1 Chief Administrative Officer

- 3.1.1 The Chief Administrative Officer (CAO) shall ensure the provisions outlined in this procedure are implemented.

3.2 Green Team

- 3.2.1 The Green Team is responsible for upholding this Standard Operating Procedure, including ensuring that suitable alternatives to single use plastic items are made available.

- 3.2.2 The Green Team will also act as a resource for Council and Staff providing guidance on how they can reduce their personal usage of single use plastic items.

	ADMIN	SOP #	ADMIN-01-XXX
		Revision #	1
		Implementation Date	
Page #	2 of xx	Last Reviewed/Update Date	
SOP Owner		Approval	

3.3 Council and Municipal staff

3.3.1 Council and Municipal Staff shall be familiar and act in accordance with this Procedure.

4. Procedure

4.1 General

4.1.1 The Municipality will not provide single use plastic items at their various facilities.

4.1.2 Single use plastic items will be replaced with alternative, reusable and environmentally friendly materials. A non-exhaustive list of common single use plastic items, and their alternatives can be found in Appendix A.

4.1.3 All Members of Council and Municipal Staff are responsible for upholding the contents of this procedure, and shall endeavour to avoid single use plastic items.

4.2 Catering

4.2.1 In the event where the Municipality is providing catered food and/or drinks, the meeting organizer will:

- Select caterers that use reusable or compostable food containers; and
- Ensure the caterer does not provide single-use items such as cutlery, food or beverage containers, and single serving packages of sugar, cream and food condiments.

	ADMIN	SOP #	ADMIN-01-XXX
		Revision #	1
		Implementation Date	
Page #	3 of xx	Last Reviewed/Update Date	
SOP Owner		Approval	

Appendix A: Commonly used single use plastic item alternatives

Single Use Plastic Item	Alternative
Plastic Utensils	Metal, non-disposable utensils
Plastic hot/cold drink containers and lids	Glassware and mugs
Single use Coffee Pods	Reusable Coffee Pods
Plastic and Styrofoam plates	Reusable, non-disposable plates
Plastic straws	Reusable straws (or no straw)
Coffee Stirrers	Reusable spoons



Municipality of the County of Kings *Green Team -Terms of Reference*

1. Purpose

The purpose of the Green Team is to minimize the environmental impact of the Municipality's internal operations by assessing areas for improvement within operations, and procurement processes, while fostering a workplace culture that embodies values of environmental stewardship.

2. Responsibilities

(a) Monitor/update the Single Use Plastic Ban SOP

- As per s.3.2 of the Single Use Plastic Ban SOP, the Green Team shall be responsible for upholding the procedure;
- Team members shall monitor compliance with the SOP; and
- If necessary, suggest updates to the SOP.

(b) Staff/Community Engagement

- Develop an educational communications strategy to engage staff and the broader community on the Municipality's environmental initiatives; and
- Promote awareness of environmentally friendly alternatives.

(c) Propose amendments to Procurement Policy

- Review and propose environmentally friendly amendments to the Procurement Policy.

(c) Environmental Audit of Municipal Operation

- Periodically assess (not less than annually) the Municipality's operations, and determine areas for improvement with the goal of minimizing the environmental impact of the Municipality's internal operations.

3. Membership

- One Staff member from each department in the Municipality.
 - Ideally, members are passionate about environmental issues, and keen on helping the Municipality and their fellow works reduce their impact on the environment.

4. Meetings

The Green Team shall endeavour to meet once per month, unless determined otherwise by a majority of members.

5. Reporting

Members of the Green Team shall decide amongst themselves who will report the Green Teams activities and progress to the CAO.

Presentation to Committee of the Whole

Subject: Geocaching in Kings County

Organization: Local Geocachers (Association of NS Geocaching)

Name of Presenter(s): Sherry Fillmore / Holly Gillis

Date: January 22, 2019

Organization:

(Who) Summary of the organization you will represent:

We are local geocachers who would like to see organized events in Kings County modelled somewhat similar to those in other counties.

Discussion:

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

We wish to discuss the options of support for an annual geocaching passport in Kings County for geocaching as well as supporting events that will introduce it to Kings County citizens.

Request:

(Why) Please indicate the purpose of the presentation - is your organization requesting a commitment? (funding, letter of support, etc.) Or providing the presentation for information?

We are providing the presentation as information on geocaching as well as showing options to partner with local caches and events to attract more people to Kings County.



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Terry Brown, Manager, Inspection & Enforcement Services

MEETING DATE January 22, 2019

SUBJECT Dangerous and Unightly - Request for Demolition Meeting, 1615 Deep Hollow Road

ORIGIN

- *Municipal Government Act (MGA) Part XV, Dangerous or Unightly Premises.*
- Property at 1615 Deep Hollow Road (PID 55187876); file has been ongoing since June 2018.

RECOMMENDATION

That Committee of the Whole recommend Municipal Council hold a meeting on February 5, 2019 at 6:00pm in the Council Chambers to consider the Administrator's recommendation for a demolition order at 1615 Deep Hollow Road (PID 550187876) due to its structural failure and dilapidated state.

INTENT

To request that Municipal Council hold a meeting as per Section 346 (3) of the MGA.

DISCUSSION

The property in question is located at 1615 Deep Hollow Road, White Rock, NS (PID 55187876) and has been an ongoing file since June 22, 2018. This property has been deemed dangerous by the Administrator as per section 345 (1) of the MGA. The structure located on the property is dilapidated, structurally failing and in such a state of disrepair as to be no longer suitable for human habitation or business purposes.

Section 346 (1) of the MGA states that Council may order the owner to remedy the condition by removal, demolition or repair, specifying in the order what is required to be done.

Section 346 (3) of the MGA states that not less than seven days' notice shall be given to the owner specifying the date, time and place of the meeting at which the order will be considered and that the owner will be given the opportunity to appear and be heard before any order to demolish is made.

FINANCIAL IMPLICATIONS

- No financial implications from adopting the recommendation to hold a meeting.

COMMUNITY ENGAGEMENT

- No community engagement required; the property owner will be given the opportunity to appear and be heard before any order to demolish is made.

ALTERNATIVES

Committee of the Whole may decide that Municipal Council not hold a meeting to consider the Administrator's recommendation for a demolition order at 1615 Deep Hollow Road.



Municipality of the County of Kings

Request for Decision

As a consequence, the property in question would remain dangerous and unsightly.

IMPLEMENTATION

Should Committee of the Whole pass the recommended motion, the property owner will be given not less than seven days' notice of the meeting at which he/she will be given the opportunity to appear and be heard before any order to demolish is made as per Section 346 (3) of the MGA.

APPENDICES

- None

APPROVALS

Patricia Javorek, Director, Land Use Planning and
Inspection Services

Date: January 11, 2019

Scott Conrod, Chief Administrative Officer

Date: January 15, 2019



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Terry Brown, Manager, Inspection & Enforcement Services

MEETING DATE January 22, 2019

SUBJECT Dangerous and Unightly - Request for Demolition Meeting, 272 Prospect Road

ORIGIN

- *Municipal Government Act (MGA) Part XV, Dangerous or Unightly Premises.*
- Property at 272 Prospect Road (PID 55361877); file has been ongoing since May 2018.

RECOMMENDATION

That Committee of the Whole recommend Municipal Council hold a meeting on February 5, 2019 at 6:00pm in the Council Chambers to consider the Administrator's recommendation for a demolition order at 272 Prospect Road (PID 55361877) due to its structural failure and dilapidated state.

INTENT

To request that Municipal Council hold a meeting as per Section 346 (3) of the MGA.

DISCUSSION

The property in question is located at 272 Prospect Road, Morristown, NS (PID 55361877) and has been an ongoing file since May 8, 2018. This property has been deemed dangerous by the Administrator as per section 345 (1) of the MGA. The structure located on the property is dilapidated, structurally failing and in such a state of disrepair as to be no longer suitable for human habitation or business purposes.

Section 346 (1) of the MGA states that Council may order the owner to remedy the condition by removal, demolition or repair, specifying in the order what is required to be done.

Section 346 (3) of the MGA states that not less than seven days' notice shall be given to the owner specifying the date, time and place of the meeting at which the order will be considered and that the owner will be given the opportunity to appear and be heard before any order to demolish is made.

FINANCIAL IMPLICATIONS

- No financial implications from adopting the recommendation to hold a meeting.

COMMUNITY ENGAGEMENT

- No community engagement required; the property owner will be given the opportunity to appear and be heard before any order to demolish is made.

ALTERNATIVES

Committee of the Whole may decide that Municipal Council not hold a Meeting to consider the Administrator's recommendation for a demolition Order at 272 Prospect Road.

As a consequence, the property in question would remain dangerous and unsightly.



Municipality of the County of Kings

Request for Decision

IMPLEMENTATION

Should Committee of the Whole pass the recommended motion, the property owner will be given not less than seven days' notice of the meeting at which he/she will be given the opportunity to appear and be heard before any order to demolish is made as per Section 346 (3) of the MGA.

APPENDICES

- None

APPROVALS

Patricia Javorek, Director, Land Use Planning and
Inspection Services

Date: January 11, 2019

Scott Conrod, Chief Administrative Officer

Date: January 15, 2019

THE MUNICIPALITY OF THE COUNTY OF KINGS
Councillor Request for Inclusion of Item on Agenda

Item to be included on...

COTW Agenda Council Agenda

Date of COTW requested: 2019.01.22

Name of Councillor: Pauline Raven

Date of Request: 2019.01.15

Title of item: Reconciliation Action: Acknowledgement of Unceded Territory

Amount of time requested: 10-minutes

Short description/background for this request:

The Truth and Reconciliation Report (Pp. 15-17, Volume 6) states: "Together Canadians must do more than just talk about reconciliation; we must learn how to practise reconciliation in our everyday lives – within ourselves and our families, and in our communities, **governments** [my emphasis], places of worship, schools, and workplaces."

The Municipality of the County of Kings should consider acknowledgement at the commencement of council meetings and other public meetings that Mi'kma'ki (MEEG-MAGEE) is the unceded, ancestral land of the Mi'kmaq people.

Expected Outcome

A decision by council to begin public meetings with an appropriate acknowledgement beginning no later than April 1, 2019.

Suggested Motion for COTW

That Committee of the Whole recommend that Council direct the CAO, in consultation with the Diversity Committee and the Diversity and Outreach Specialist, to begin the necessary work to develop an appropriate acknowledgement statement for use by our municipality.

From: No Time for That Anti-Bullying Society <info@ntft.ca>

Sent: December-31-18 9:35 PM

To: No Time for That Anti-Bullying Society <info@ntft.ca>

Subject: Wow, what a tour! Thank you!



NO TIME FOR THAT TOUR

14 weeks, 10 provinces, 100 schools, 125 000 impacted.



Thank you so much for helping us make a difference across Canada this past fall empowering youth and educating them about bullying prevention and mental health awareness. The tour was an incredible success and it was possible because of you.

We can't wait for an inspiring 2019!
- Elsie Morden (Founder and CEO)



www.NTFT.ca

Registered Canadian Charity #803861988RR0001

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If you wish to unsubscribe from receiving commercial electronic messages from No Time for That Anti-Bullying Society please reply letting us know to unsubscribe you from future e-mail.



**Environment
Office of the Minister**

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • www.novascotia.ca/nse

Our File number:
10700-40-54180

January 16, 2019

Dear Municipality:

I would like to take this opportunity to inform you of amendments we have made to our Solid Waste Resource Management Regulations. As you know, the waste-to-energy industry is evolving and some companies are now promoting their technologies in Nova Scotia. As these are new technologies, we need to clarify how they fit within our regulations.

Nova Scotia Environment, Divert NS, and municipalities have worked diligently over the years to divert valuable materials from landfill and back into the economy. Despite these efforts, a portion of the material now landfilled still contains designated materials that are banned from disposal. Waste diversion continues to be a priority. We will work with municipalities and other stakeholders to increase the level of diversion and maintain our leadership in this sector.

To recognize the value of creating energy from municipal solid waste, we have amended the definition of waste diversion in the regulations to include energy recovery. We have also defined energy recovery as the extraction or production of energy, including fuels, from municipal solid waste, construction and demolition debris. With this addition, waste diversion now means waste reduction and reuse, recycling, composting, or energy recovery.

To clarify the regulations for waste to energy technologies, thermal treatment facilities will be able to accept designated materials from Schedule 'B.' This clarification is consistent with the waste hierarchy where creating energy from waste is preferable to disposal in landfills. Please note that these materials will continue to be banned from landfills.

A summary of the changes is attached to this letter. If you have further questions, please don't hesitate to contact Andrew Murphy, Executive Director of Sustainability and Applied Science, at Andrew.j.murphy@novascotia.ca.

Sincerely,

Margaret Miller, MLA
Minister of Environment

Attachment:
Summary of Amendments

Summary of Amendments to the Section 2 of the Solid Waste-Resource Management Regulations

The following definition was added:

- energy recovery - the extraction or production of energy, including fuels, from municipal solid waste and construction and demolition debris

The following definition was modified:

- waste diversion - “recycling or composting” was replaced with “recycling, composting or energy recovery”

The following changes were made:

- Subsection 3(1) - “an Administrator” was replaced with “1 or more Administrators”
- Clause 12(1)(a) - “landfills, incinerators and thermal treatment facilities” was replaced with “landfills and incinerators”
- Section 30, subsections (1) and (2) - “a landfill, incinerator or thermal treatment facility” was replaced with “a landfill or incinerator”
- Schedule B, title - “Landfills, Incinerators and Thermal Treatment Facilities” was replaced with “Landfills and Incinerators”

bc: F. Martin
A. Murphy
C. McKenna
Prepared by: Chuck McKenna – 902-220-3742

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Highlights from Annapolis Valley Trails Coalition Board meeting
From: Paul Spicer
Date: January 22, 2019

The Annapolis Valley Trails Coalition met January 8, 2019 at 1:30pm in the Orchards Room within the Municipal Complex.

Students from COGS presented their work to date, the mapping of the trails infrastructure and signage, phenomenal work.

It's about 80% complete. Thanks were given to the students and Professor.

Next meeting date February 28, 1:30pm, location TBA.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Audit Committee
From: Councillor Spicer, Chair
Date: January 22, 2019

The Audit Committee has not met since its first meeting November.

The next meeting date is January 24, 2019 at 6:00pm in the Vineyards Room.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Budget and Finance Committee
From: Brian Hirtle, Chair
Date: January 22, 2019

The Budget and Finance Committee met on January 14, 2019.

Councillor Hirtle was elected to the Chair and Deputy Mayor Lutz as Vice-Chair.

The Chair and Senior Staff will be working on the February agenda.

The Committee will be reviewing the work plan, and one item coming to Council is the Sidewalk Policy.

We will be meeting monthly and our next meeting is on February 11.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Kentville Joint Fire Services Committee
From: Pauline Raven, Chair
Date: January 22, 2019

1. The Kentville Joint Fire Services Committee held a special meeting, January 8 at 2:30PM, in the KVFD boardroom with the key purpose of reviewing and recommending budgets for the 2019-20 fiscal year. All members were present as well as support staff (attendance: Craig Gerard, Brian Hirtle, Pauline Raven, Bob Best, Brian Desloges, Deb Crowell, Ian Fairclough, Mark Phillips, John Andrew, Others-Matt Boates).
2. The Chair (Councillor Raven) and Vice-Chair (Councillor Andrew) were reappointed for the year ahead.
3. Discussion lead to 2019-20 fire fighting (operational) budget of \$610,000 being recommended for approval by the Councils of the Town of Kentville and the Municipality of the County of Kings. The vote carried but was not unanimous. Of note:
 - i. Town of Kentville cost comparisons. 2018-19 was \$175,300 versus 2019-20 projected at \$185,800 (increase 6%). Cost-share based on rolling average 2018-19 was 29.6 percent versus 2019-20 projected 30.7 percent.
 - ii. Municipality of the County of Kings cost comparisons. 2018-19 was \$412,200 versus 2019-20 projected at \$419,700 (increase 1.8%). Cost-share based on rolling average 2018-19 was 70.4 percent versus 2019-20 projected 69.3 percent.
 - iii. Cost-sharing is based on rolling average at March 31, 2019. Therefore, there could be changes to these percentages. Significant change to percentages is not usually seen between budget estimates and finals.
4. Discussion lead to a 2019-20 area rate (capital) budget of \$625,000 (representing .0328/\$100) being recommended for approval by the ratepayers of the fire district. This represents a decrease in the area rate for 2018-19 (.0336/\$100). A date for the rate-payers' meeting will be set for mid to late February.
5. Sale of surplus equipment, approved at the November 27, 2018 JFSC meeting, has resulted in a tender being issued for three pieces of equipment with a closing date for bids set (January 31, 2019, 1PM).
6. Next meeting of the JFSC will be at 4PM on March 28, 2019.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Kings Transit Update
From: Pauline Raven, KTA Acting-Chair
Date: January 22, 2019

1. The Authority did not hold a regular meeting in December as it would have occurred on Boxing Day.
2. As Acting Chair, I met with the General Manager to:
 - i. Sign cheques on several occasions.
 - ii. Review the KTA financials for November 2018.
 - iii. At time of writing an appointment was set for January 16 to review the KTA financials for December 2018.
3. As Acting Chair, I met with the CAO and the General Manager to discuss the IMSA review. An RFP for this was issued on 2019.01.14, with input from the Acting Chair, the General Manager, and the CAOs of all partners.
4. A fourth piece of “customer experience” improvement is underway. The KTA website is being re-designed through a small 6-week contract awarded to Michael Gabriel. With a start of January 10, it is anticipated to be completed in 6 weeks. Seventy-five percent of the \$3,800 cost will be covered through the Nova Scotia Transit Research Incentive Program awarded to KTA (up to \$15,000). Other projects are also being covered through this program.
5. Delivery of the new service truck occurred on January 11, 2019.
6. The next regular Board meeting of the Kings Transit Authority will be held at 5PM on January 23, Board Room at KTA Headquarters, Crescent Drive, New Minas. The election of the Chair and Vice-Chair is scheduled.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Kings Youth Council Report
From: Kali McMullin, Vice-Chair
Date: January 22, 2019

We met in Council Chambers on January 7, 2019 at 7 PM. The Deputy CAO, Rob Frost, presented the municipal budget, revenue, expenses, and the Kings Youth Council's contribution to such in the future. There were five main areas discussed: interest and penalties; rentals; departmental services; payment in lieu of taxes; and taxes. In relation to this discussion, we decided to ponder how the five priority areas of the municipal budget relates to the priority areas of the KYC.

We also discussed the Central Kings bus stop wherein we decided for the Chair (Tom Dalmazzi) to draft a letter to be sent to the Coldbrook Lions Club concerning the need for a bus shelter in front of the school near the road. Along these lines we also addressed a need for a sidewalk along the stretch of road running from the Needs convenience store in Aylesford to West Kings High School. Councillor Paul Spicer was in attendance at our meeting and expressed his concern on this matter as well.

Next regular meeting date is February 4, 2019 at 7 PM, though we are currently working on a special meeting for this month, which is TBA.

December 31, 2018 MAYOR'S UPDATE

As a part of my reporting function to Council on the activities of the Mayor's office and the progress of existing or potential initiatives, I submit the following for the information of Council:

Citizen concerns:

In the normal course of business, I have, when requested to do so, met or spoken with citizens who have expressed specific concerns regarding policies or services. In such cases, where warranted, I have referred them to the appropriate councillor(s) and/or department(s) to satisfy those concerns. In the great majority of cases, matters were satisfactorily resolved. Even in those cases where no satisfactory resolution was immediately available (or available at all) the citizens were invariably pleased with receiving a timely response/attention to their concern.

Meetings:

Meetings take the form of those designed to advance the business of council. Others are to deal with the internal concerns of council, while still others fall into the PR or ceremonial duties of the Mayor.

A considerable amount of time is devoted to attendance at meetings to advance the promotion or planning of Key Strategic Priorities of Council with identified partners and/or consultants/stakeholders to move the KPS to the next stage/decision point, enabling a recommendation, request for approval from or report to Council. Often with the leadership of the CAO and others, specific discussions must take place with potential funders or partners.

Miscellaneous other meetings and events take place as required and are not of sufficient import to note here.

The calendar year has concluded with many initiatives having been commenced that are in line with the KSPs of Council. With the continued support of Council, our team leaders are on track to deliver results in the form of reports with recommendation to Council for direction in 2019.

Respectfully submitted,

Peter

Peter Muttart

BUSINESS RELATED

- a. Mayors, on areas of common concerns of neighbouring municipalities;
- b. Valley Waste partners on mitigation of damage, public perception, litigation management and outreach for healing; IMSA examination and scan for viable options;
- c. Valley Waste Board Meetings
- d. Monitoring Valley Waste and Annapolis County legal actions

- e. VCFN Board Meetings
- f. MLA Meetings
- g. Local Mayors and health authorities concerning physician recruitment;
- h. Meetings with First Nations and others regarding interchange and development plans – and the possibility of building new ongoing relationships;
- i. Town of Kentville regarding sewer and recreation services;
- j. Various DTIR meetings on road alternatives;
- k. CRTC, Develop NS and CTI meetings on broadband;
- l. CFB and AREA meetings on alternative energy opportunities;

INTERNAL

- m. Attending to Committee responsibilities (Nominating, Budget & Finance, Police Advisory)
- n. Landscape of Grand Pre Board of Directors dealing with World Heritage site management;
- o. NSFM local meeting
- p. Weekly NS Mayors'/Wardens' telephone conferences;
- q. Meetings with Villages;
- r. Hants Boarder ratepayers meetings leading to Windsor Fire agreement;
- s. REMAC meetings
- t. Wolfville / Kings Councils facilitated meeting
- u. Attendance at interim report from recreation needs assessment group

FORMALITIES/CEREMONIAL

- v. Federal and Provincial infrastructure announcements
- w. Canada Day festivities
- x. Plaque occasion of Al Whittle Theatre
- y. Formal launch of Acadia financial campaign
- z. Attendance at Burlington Community award - recipient from Lt Governor
- aa. Public Presentation of Climate Change video to interested members of the public in Orchards Room
- bb. AVCC Business Awards presentations
- cc. Climate change local meetings facilitated by Acadia and Ecology Action;
- dd. Tree Fruit Growers AGM and farm tour
- ee. 14-Wing tour
- ff. CBDC AGM;
- gg. Apple Dome opening (new addition)
- hh. St John Anglican 200th anniversary;
- ii. Jewish Legion Celebration - Windsor
- jj. Municipalities forums on broadband education (iValley promoted);
- kk. Flag-raising
- ll. Bike for Devour
- mm. AVCC events

- nn. AVCC mayors' panel
- oo. Aldershot seasonal gathering
- pp. Acadia President's Christmas gathering

CONFERENCES

- qq. Attendance at NSFM AGM;
- rr. Valley REN AGM and quarterly meetings
- ss. AMA/FNSM (on their invitation) to discuss municipal modernization provincially;
- tt. Atlantic Mayors' Congress in Windsor;
- uu. NS Fruit Growers conference and tour;
- vv. NS Federation of Agriculture's AGM and conference;

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Regional Sewer Committee
From: Jim Winsor, Chair
Date: January 22, 2019

Next Meeting is scheduled for January 17 where the key issues for discussion will include:

- Election of Vice Chair
- Sewer Committee Budget Timeline Planning
- Operational and Capital updates

I will provide a verbal update at the COTW meeting.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Valley Community Fibre Network (VCFN) Board Update
From: Pauline Raven
Date: January 22, 2019

1. A regular meeting of the Valley Community Fibre Network Authority was held on January 3, 2019, in the Vineyards Meeting Room, Municipality of the County of Kings. All Board members were in attendance, as well as several support staff and the Board's lawyer (see attendance record below).
2. It was noted that the data made available to the Municipality of Kings appears sufficient for the ongoing CTI work.
3. An updated financial report prepared by Mike MacLearn, Town of Wolfville Finance Department, lead to approval of an operational budget for the 2018-19 year. It was notable that there are expected costs to be borne by VCFN for reattachment of fibre when significant stretches of poles are replaced by NSP and when the new Cornwallis Street, Kentville, bridge is installed during 2019.
4. The Town of Wolfville gave notice that its Finance Department's workload dictates that it will no longer be available to provide financial services to VCFN beyond April 1, 2019.
5. IMSA Review Update. Wolfville CAO Beaudin reported the VCFN review could be addressed after the proposed Business Plan is completed and we have a better sense of potential revenues and costs.
6. It was decided that decisions regarding a requested Laterals Policy initiated by West Hants would also wait until the Business Plan was complete. Key points discussed include potential revenue, costing at an affordable rate and/or that partners take on the costs for their laterals independent of VCFN. Overall, there has been little need for a contingency fund in the past and very little is spent on maintenance costs on an ongoing basis. Decisions on this issue also can wait until after the Business Plan is complete. Suggestion is that we need a financial model for the expansion of the network and once we have it, we will be better able to cost any risks associated with the laterals that can't be covered through revenue streams other than partner contributions.
7. The VCFN Business Plan RFP had two compliant bids. It was decided to award the contract to one proponent, with the Municipality of the County of Kings to advise the proponent and negotiate any final details of the contract.
8. Chad West, IT Manager, Municipality of the County of Kings, provided information regarding the Pre-Qualification Tenders (to Develop Nova Scotia), due March 13, 2019. Under direction from Mr. West, VCFN and the Municipality of the County of Kings will both seek pre-qualification.
9. VCFN has approved signing an IRU with a private company for use of fibre.
10. Next Meeting of VCFN is Thursday April 4, 10AM, at West Hants, in Chambers.

Attendance Record VCFN 2019.01.03

In-Person Attendance Board Members

Jeff Cantwell
Don Clarke
Gary Doucette
Jim Ivey
Kathy Monroe
Pauline Raven

Non-Board Member Attendance

Erin Beaudin
Peter Muttart
Mike McLearn
Chad West
Mike Payne
Chris Stirritt

Teleconference Attendance Board Members

Dale Facey

January 21, 2019

Report to Committee of the Whole

Valley Waste Solid Waste Resource Management

I attended my first Valley Waste meeting in December. This meeting saw the election of the Chair and Vice Chair. Mr John Kinsella, Town of Annapolis Royal was returned as the Chair and Mr Barry Corbin, Town of Berwick, was re-elected as Vice Chair.

Vice Chair Corbin made the following comments, having them recorded in the minutes “We should take a moment to express, on behalf of the Authority, our gratitude and acknowledgement of Brian Hirtle’s contribution to the Authority over the past years - noting that Mr. Hirtle assumed his duties on the Authority with seriousness and diligence and further that his input and comments proved that he was heavily invested in the success of the waste resource management services for the residents of the Municipality of the County of Kings”

On January 8th we met to ratify the recommendation of the General Manager Selection Committee, Councillor Hirtle was a contributing member of this committee.

January 16th was the regular meeting of Valley Waste and we welcomed our new General Manager, Andrew Wort. This meeting fell on Mr. Wort’s third day on the job. He was welcomed by all and we look forward to working with him.

One piece of correspondence that was received the morning of the meeting was a letter from Nova Scotia Department of the Environment, Minister Margaret Miller, informing of amendments to Solid Waste Resource Management Regulations. To recognize the value of creating energy from municipal solid waste, they have amended the definition of waste diversion to include energy recovery. Energy recovery is defined as extraction or production of energy, including fuels, from municipal solid waste, construction or demolition debris. To clarify regulations, thermal treatment facilities will be able to accept designated materials from Schedule B. This clarification is consistent with waste hierarchy where creating energy from waste is preferable to disposal in landfills. This was a interesting and unexpected development but at this early date, the impact on Valley Waste is unknown.

Respectfully submitted

Martha Armstrong
Councillor, District 4

January 21, 2019

Report to Committee of the Whole

Trans County Transportation Society

The Board of Trans County Transportation Society met on January 16th, 2019

The Board would like to express their appreciation to the County of Kings for allowing their funding , along with Kings Point to Point and Valley Search & Rescue, to become a line item on their budget.

TCTS has been busy from April to Dec 2018. Their fleet consists of 8 fully accessible vehicles and 4 non accessible. Total km traveled in 8 months was 254,376 and they served 10,122 clients. They have two vehicles - one 2008 and one 2010- that are due for replacement within the next fiscal year, all remaining vehicles are less than 6 years old. They are financially stable with less than \$ 4,000 in long term debt.

TCTS is an invaluable resource to the residents of Western Kings County and Annapolis County and I serve on their board with great pride in all they do.

Respectfully submitted

Martha Armstrong
Councillor - District 4

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Fire Services Advisory Committee
From: Deputy Mayor Emily Lutz
Date: January 22, 2019

The Fire Services Advisory Committee met on Thursday, January 17th.

The biggest topic of discussion was on False Fire Alarms. Much of the discussion surrounded the potential need for a by-law to ensure people with alarm systems keep them well maintained in order to avoid false calls to the departments. The group discussed the pros and cons of a potential by-law and then it was referred to the Chief Officers Working Group for more discussion.

Councillor Spicer asked if the group had ever considered bulk purchasing of goods in order to get better pricing. It was explained that it had been discussed in the past but abandoned due to lack of cooperation. There seemed to be appetite to move forward with this in the future, and this topic was also referred to the working group.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Diversity Kings County
From: Deputy Mayor Emily Lutz
Date: January 22, 2019

DKC met on January 7th, 2019.

Topics of discussion included:

- Event in Council Chambers in February for African History Month. Draft schedule of events was reviewed by Committee.
- Possibility of funding a bus tour to Neptune Theatre in Halifax to see “The Colour Purple”, a poignant play about race and power dynamics.
- Speak Up Buttons were explained by the Diversity and Outreach Specialist and a subcommittee was formed to see how these could be used as a tool to raise awareness about anti-racism in our community.
- We watched the second instalment of the Walk a Mile Film Project, which focused on Treaties.