

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

February 19, 2019

9:00 am

AGENDA

Audio Recording Times Noted in Red

(Minutes:Seconds)

1. Roll Call **00:00**
2. Approval of Agenda **01:38** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of MinutesPage 2
 - a. January 22, 2019 Committee of the Whole **05:35**
5. Business Arising from MinutesPage 2
 - a. January 22, 2019 Committee of the Whole **06:12**
6. AdministrationPage 12
 - a. Draft Kings REMO Emergency Evacuation Plan **06:40** Page 12
 - b. Community Flag Raising and Proclamation Request: World Down Syndrome Day **29:42** Page 16
 - c. Proclamation Request: Purple Day for Epilepsy **34:48** Page 19
 - d. HR-06-018: Relocation Assistance Policy **36:15** Page 24
 - e. Kings County Crier Annual Reappointment **55:55** Page 30
7. PresentationPage 31
 - a. 10:00 am West Nova Scotia Regiment re: Recruitment **58:00**

Administration, Continued

 - f. Develop Nova Scotia Funding Pre-Qualification **85:51** Page 32
 - g. Municipal Branding/Visual Identity **104:22** Page 34
 - h. Kings County Volunteer Celebration **144:38** Page 51
8. Engineering and Public Works, Lands and Parks ServicesPage 54
 - a. Award of Contract 19-01: Coldbrook Sidewalk **179:51** Page 54
 - b. Flood Risk Infrastructure Investment Program Application - Port Williams **Deferred** Page 57
9. Financial ServicesPage 61
 - a. Accountability Report (Period Ending December 31, 2018) **204:47** Page 61
 - b. Retroactive Municipal Tax Billings **217:45** Page 71
10. Correspondence **226:40**Page 74
 - a. 2019-02-01 Annapolis Valley Giant Vegetable Growers Thank You Page 74
 - b. 2019-02-05 Order of Nova Scotia Call for Nominations Page 75
 - c. 2019-02-05 Minister of Municipal Affairs re: Cannabis on Agricultural Land Page 76
11. External Board and Committee Reports **227:32**Page 77
 - a. Annapolis Valley Trails Coalition Board **227:56** Page 77
 - b. Annapolis Valley Regional Library Board **229:42** Page 79
 - c. Kings Point to Point Society Board **232:50** Page 80
12. Other Business: Joint Council Town of Berwick **233:50**; Audit Committee **234:03**
13. Comments from the Public **None**
14. In Camera **84:00**
 - a. Approval of January 22, 2019 Private Session Minutes
 - b. Personnel Matter
 - c. Contractual Matters
15. Adjournment **234:37**

COMMITTEE OF THE WHOLE
January 22, 2019
MINUTES

Meeting Date and Time

A meeting of the Committee of the Whole was held on Tuesday, January 22, 2019 at 9:00 am in the Council Chambers, Municipal Complex, Kentville, NS.

1. Attendance

All Councillors were in attendance, with the exception of Councillor Best with notice; Councillor Hodges arrived at 9:03 am.

Results for Roll Call

For 8
 Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	-
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
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
- Tim Bouter, Manager, Engineering Services (until 10:15 am)
- Wendy Salsman, Interim Director, Finance & IT (until 10:28 am)
- Janny Postema, Municipal Clerk/Recording Secretary

On motion of Councillor Allen and Deputy Mayor Lutz, that Councillor Best's absence from the January 22, 2019 Committee of the Whole meeting be excused.

Motion Carried.

Results

For 8
 Against 0

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

2. [Approval of Agenda](#)

It was noted that Councillor Hodges arrived at 9:03 am.

On motion of Councillor Hirtle and Councillor Spicer, that Committee of the Whole approve the January 22, 2019 agenda as circulated.

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	-
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. [December 18, 2018](#)

On motion of Councillor Allen and Councillor Spicer, that the minutes of the Committee of the Whole meeting held on December 18, 2018 be approved as circulated.

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

5. Business Arising from Minutes

5a. [December 18, 2018](#)

Councillor Raven requested that in case committee reports were provided verbally, more details be provided in the minutes or the verbal reports be followed up with written reports to be appended to the minutes; Mayor Muttart suggested the latter.

Mayor Muttart reported that Councillor Michael Graves of the Town of Bridgewater had agreed to present on the Clean Energy Financing Program at the February 19, 2019 Committee of the Whole.

6. Administration

6a. [Additional Committee of the Whole Meeting - Supplementary Report](#)

The Municipal Clerk presented the report as attached to the January 22, 2019 Committee of the Whole agenda.

On motion of Councillor Spicer and Councillor Armstrong, that Committee of the Whole recommend Council approve the addition of a second monthly meeting of Committee of the Whole.

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

It was moved, but not seconded that Committee of the Whole recommend Council approve the scheduling of closed sessions at the start of Council and Committee of the Whole meetings; the motion was therefore not considered.

6b. [Nova Scotia Federation of Municipalities Spring Workshop and Fall Conference - Topics](#)

Councillors proposed the following topics:

- Cannabis Farming and taxation
- Climate Change (including how municipalities are using Gas Tax)
- Integration of recommendations from Now or Never report

Mayor Muttart asked that Councillors submit additional topics by e-mail.

6c. [Approval for Furniture and Display Expenditures for New Building](#)

The Deputy CAO presented the report as attached to the January 22, 2019 Committee of the Whole agenda.

An amendment was moved, but not seconded to change the amount to be funded from the Capital Building Reserve from \$40,000 to \$80,000 and to not draw \$40,000 from the Operating Reserve; the amendment was therefore not considered.

On motion of Deputy Mayor Lutz and Councillor Hirtle, 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.

Motion Carried.

Results

For 8
Against 1

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

On motion of Councillor Armstrong and Deputy Mayor Lutz, 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.

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

6d. [Summary of Community Grants Information Session](#)

The Deputy CAO presented the report as attached to the January 22, 2019 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Hirtle and Councillor Winsor, that Committee of the Whole receive the Summary of Community Grants Information Session report as attached to the January 22, 2019 agenda for information.

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

6e. [Revised Standard Operating Procedure for Internal Operations Single Use Plastic Ban](#)

Katarina Sebastian, Policy Analyst, presented the report as attached to the January 22, 2019 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Hirtle and Councillor Armstrong, 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.

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

7. **Presentations**

7a. **Housing Nova Scotia**

John Campbell, Director, Western Regional Housing Authority, and Stephan Richard, Director, Community Relations & Public Affairs, Housing Nova Scotia, provided a [presentation](#) and responded to Councillors’ questions.

7b. [Local Geocachers \(Association of Nova Scotia Geocaching\)](#)

Sherry Fillmore and Butch Slade provided a [presentation](#) and responded to Councillors’ questions.

It was agreed that the Economic Development Specialist would look into the possibility of a partnership.

Committee of the Whole took a short break from 11:31 - 11:43 am.

8. **Inspection & Enforcement Services**

8a. [Dangerous and Unightly - Request for Demolition Meeting, 1615 Deep Hollow Road](#)

Mayor Muttart presented the report as attached to the January 22, 2019 Committee of the Whole agenda.

On motion of Councillor Armstrong and Councillor Raven, 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.

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

- 8b. [Dangerous and Unsightly - Request for Demolition Meeting, 272 Prospect Road](#)

Mayor Muttart presented the report as attached to the January 22, 2019 Committee of the Whole agenda.

On motion of Councillor Raven and Councillor Armstrong, 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.

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

9. **Councillor Item**

- 9a. [Reconciliation Action: Acknowledgement of Unceded Territory](#)

Councillor Raven presented the report as attached to the January 22, 2019 Committee of the Whole agenda.

On motion of Councillor Raven and Councillor Hirtle, that Committee of the Whole recommend Council direct the CAO, in consultation with the Diversity Committee and the Diversity and Outreach Specialist, to continue the necessary work to develop an appropriate acknowledgement statement for use by our municipality.

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

Lunch Recess

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

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

Committee of the Whole recessed for lunch from 12:07 - 12:38 pm.

10. Correspondence

Mayor Muttart provided an overview of the correspondence as attached to the January 22, 2019 Committee of the Whole agenda.

On motion of Councillor Hirtle and Councillor Allen, that Committee of the Whole receive the Correspondence as attached to the January 22, 2019 Committee of the Whole agenda.

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

- 10a. [No Time for That Anti-Bullying Society Thank You](#) For information.
- 10b. [Minister of Environment re: Amendments to Solid Waste Regulations](#) A brief discussion was held around the implications of the amendments to the Solid Waste Resource Management Regulations.
- 11. Board, Committee and Mayor's Reports**
- 11a. [Annapolis Valley Trails Coalition Board](#) Councillor Spicer presented the report as attached to the January 22, 2019 Committee of the Whole agenda.
- 11b. [Audit Committee](#) Councillor Spicer presented the report as attached to the January 22, 2019 Committee of the Whole agenda.
- 11c. [Budget and Finance Committee](#) Councillor Hirtle presented the report as attached to the January 22, 2019 Committee of the Whole agenda.
- 11d. [Kentville Joint Fire Services Committee](#) Councillor Raven presented the report as attached to the January 22, 2019 Committee of the Whole agenda.
- 11e. [Kings Transit Authority Board](#) Councillor Raven presented the report as attached to the January 22, 2019 Committee of the Whole agenda.
- 11f. [Kings Youth Council](#) Deputy Mayor Lutz, on behalf of Kali McMullin, Vice-Chair, presented the report as attached to the January 22, 2019 Committee of the Whole agenda.
- 11g. [Mayor's Update](#) Mayor Muttart presented the report as attached to the January 22, 2019 Committee of the Whole agenda.
- 11h. [Regional Sewer Committee](#) Councillor Winsor provided a verbal update; a written report was appended to the minutes following the meeting.
- 11i. [Valley Community Fibre Network Board](#) Councillor Raven presented the report as attached to the January 22, 2019 Committee of the Whole agenda.
- 11j. [Valley Region Solid Waste-Resource Management Authority Board](#) Councillor Armstrong provided a verbal update; a written report was appended to the minutes following the meeting.
- 11k. [Trans County Transportation Society Board](#) Councillor Armstrong provided a verbal update; a written report was appended to the minutes following the meeting.

11l. [Fire Services Advisory Committee](#)

Deputy Mayor Lutz provided a verbal update; a written report was appended to the minutes following the meeting.

11m. [Diversity Kings County](#)

Deputy Mayor Lutz provided a verbal update; a written report was appended to the minutes following the meeting.

Board, Committee and Mayor's Reports

On motion of Councillor Spicer and Councillor Allen, that Committee of the Whole receive the Board, Committee and Mayor's Reports as attached to the January 22, 2019 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	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

12. **Other Business**

There was no other business to come before Committee of the Whole.

13. **Comments from the Public**

No members of the public were present.

14. **In Camera re: Legal, Contractual and Personnel Matters**

On motion of Councillor Hodges and Councillor Hirtle, that Committee of the Whole move in camera in accordance with Sections 22 (2) (g), (e) and (c) *Municipal Government Act* to discuss legal, contractual and personnel 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	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Committee of the Whole moved in camera at 1:11 pm and returned to open session at 1:37 pm.

15. Adjournment

On motion of Councillor Hirtle and Councillor Spicer, there being no further business, the meeting adjourned at 1:37 pm.

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	-
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 Dan Stovel, Kings Regional Emergency Management Coordinator

MEETING DATE February 19, 2019

SUBJECT Draft Kings REMO Emergency Evacuation Plan December 2018

ORIGIN

- Kings County Inter-Municipal Services Agreement (IMSA) January 16, 2018
- June 19, 2018 Committee of the Whole Presentation - Kings REMO
- Kings REMO Regional Emergency Management Plan September 2018

RECOMMENDATION

That Committee of the Whole recommend Municipal Council adopt the Kings REMO Emergency Evacuation Plan dated December 2018 as attached to the February 19, 2019 Committee of the Whole agenda.

INTENT

For Committee of the Whole to review the Draft Kings REMO Emergency Evacuation Plan dated December 2018 and consider adoption for Kings County REMO.

DISCUSSION

On April 1, 2018, the four municipalities of Kings County (Municipality of the County of Kings, the Towns of Berwick, Kentville and Wolfville) adopted a Kings Regional Emergency Management Organization under an IMSA dated January 16, 2018.

In support of the Kings REMO Strategic Outcome (Appendix A) of a 'Safe and Resilient Kings County' and the activity of Emergency Management Planning, the Kings REMO Regional Emergency Management Plan was approved by all four Municipal Councils as of December 11, 2018.

The purpose of the Emergency Evacuation Plan is to unify the efforts of Kings County resources for a comprehensive approach in responding to and reducing the impacts of an emergency that may require an evacuation of the citizens of Kings County. The Emergency Evacuation Plan will increase emergency response capacity across all of Kings County.

This Plan is applicable to all municipalities within Kings County. The Regional Emergency Management Coordinator (REMC) will coordinate an annual review of the Plan with support from the Kings REMO Emergency Management Planning Committee.

FINANCIAL IMPLICATIONS

- No immediate financial implications



Municipality of the County of Kings

Request for Decision

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Good Governance	<ul style="list-style-type: none"> Helps show how participating units are preparing for major emergencies Standardizes response to certain emergency situations Clarifies roles & responsibilities
	Environmental Stewardship	
	Economic Development	
✓	Strong Communities	<ul style="list-style-type: none"> Improves community resilience by providing: <ul style="list-style-type: none"> Standard operating procedures Framework for public information program Means to coordinate resources
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	

COMMUNITY ENGAGEMENT

- The Draft Plan was reviewed by the Kings County Regional Emergency Management Planning Committee on December 12, 2018.
- Upon approval by all Kings County Municipal units, the Plan will be made available on Municipal websites.

ALTERNATIVES

- Committee of the Whole may opt to return the Draft Plan to staff for amendment.

IMPLEMENTATION

- The Draft Plan will be submitted to Municipal Councils in accordance with the following schedule to obtain Municipal Council approval:
 - 2019-02-05 **Wolfville COW Meeting**
 - 2019-02-11 **Kentville CAC Meeting**
 - 2019-02-19 **MoK COW Meeting**
 - 2019-02-19 **Wolfville Council Meeting (for approval)**
 - 2019-02-25 **Kentville Council Meeting (for approval)**
 - 2019-02-26 **Berwick COtW Meeting**
 - 2019-03-05 **MoK Council Meeting (for approval)**
 - 2019-03-12 **Berwick Council Meeting (for approval)**
- Approved Plan to be posted to the County's website.

APPENDICES

- Appendix A: [Kings REMO Strategic Outcome](#)
- Appendix B: [Draft Emergency Evacuation Plan December 2018](#)

APPROVALS

Scott Quinn, Director of EPW, Lands & Parks Services Date: February 11, 2019

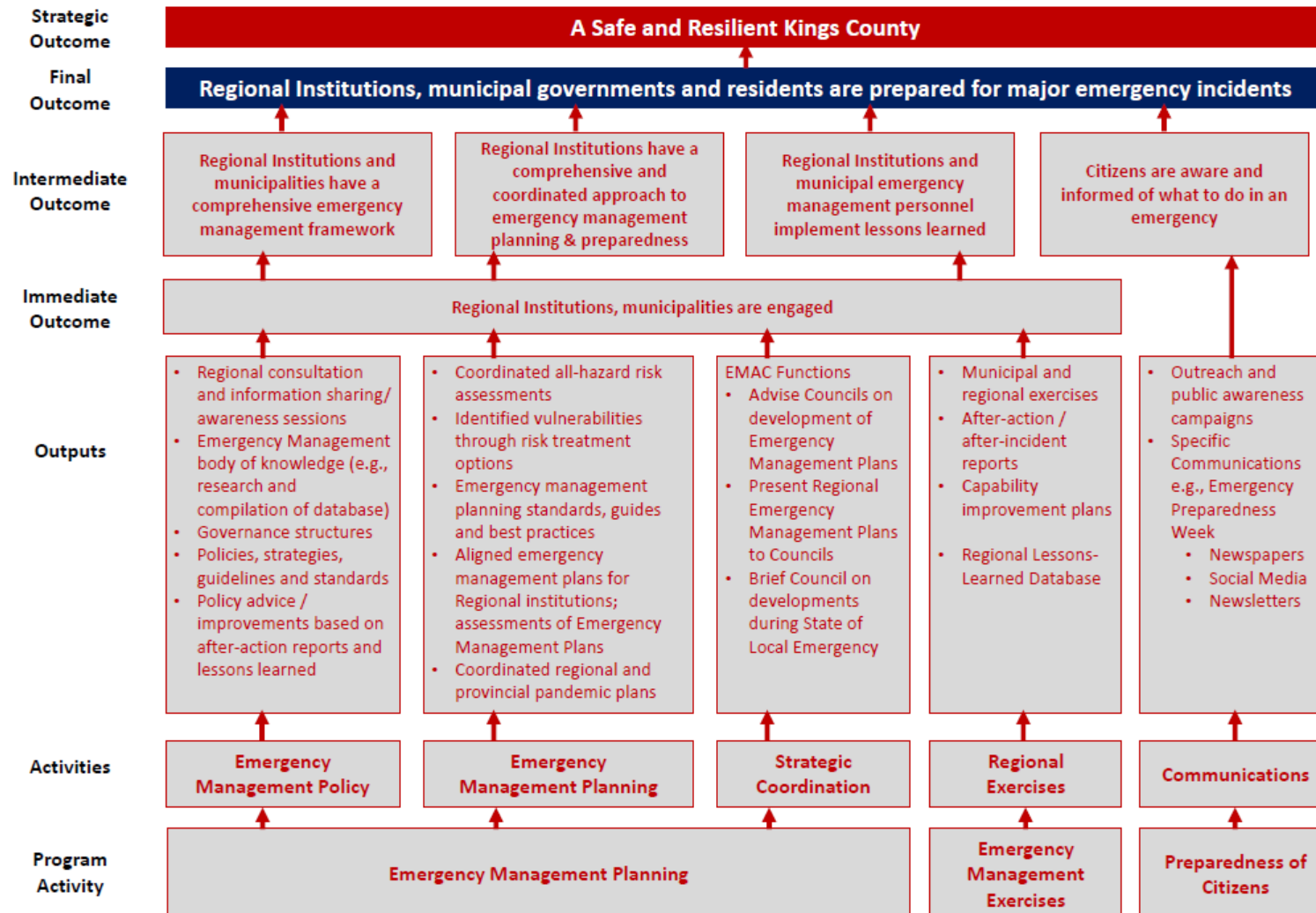


Municipality of the County of Kings

Request for Decision

Appendix A: Kings REMO Strategic Outcome

Kings County – Regional Emergency Management





Municipality of the County of Kings

Request for Decision

Appendix B: Kings REMO Comfort Centres/Emergency Shelters - Click image to open



TOWN OF
berwick Kentville wolfville
A BREATH OF FRESH AIR

Kings County, NS Regional Emergency Evacuation Plan (REEP)

December 2018





Municipality of the County of Kings

Briefing & Request for Decision

TO Committee of the Whole

PREPARED BY Janny Postema, Municipal Clerk

MEETING DATE February 19, 2019

SUBJECT Community Flag Raising & Proclamation Request: World Down Syndrome Day

ORIGIN

- February 6, 2019 e-mail request from Kari Saunders
- [Community Flag Raising Policy ADMIN-01-11](#)
- [Proclamations Policy COMM-02-003](#)

RECOMMENDATIONS

That Committee of the Whole receive the briefing on the Community Flag Raising Request: World Down Syndrome Day as attached to the February 19, 2019 agenda for information purposes; and

That Committee of the Whole recommend Municipal Council proclaim March 21, 2019 'World Down Syndrome Day' in the Municipality of the County of Kings.

INTENT

To inform Council of the community flag raising as per the Community Flag Raising Policy ADMIN-01-11.

To present the proclamation to Council for approval as per the Proclamations Policy COMM-02-003.

DISCUSSION

Flag:

A request was submitted by Kari Saunders to raise the World Down Syndrome Day flag on March 21, 2019.

Section 4.6(b)(l) of the Community Flag Raising Policy ADMIN-01-011 states that:

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

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

The World Down Syndrome Day flag raising request was previously approved in 2017 and 2018. It is deemed consistent with the Policy and was approved by the CAO.

Proclamation:

Kari Saunders also submitted a request for a proclamation. Section 4.1 of the Proclamations Policy states that:



Municipality of the County of Kings

Briefing & Request for Decision

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

Staff consider raising awareness for Down Syndrome a cause that will positively impact the community and therefore recommend that Council proclaim March 21, 2019 ‘World Down Syndrome Day’ in the Municipality of the County of Kings.

FINANCIAL IMPLICATIONS

- No financial implications

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Vision Statement	“A place where all people choose to be”
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	

COMMUNITY ENGAGEMENT

- There was no specific community engagement initiative as this item is guided by the Community Flag Raising Policy and Proclamations Policy

ALTERNATIVES

- No alternatives are recommended

IMPLEMENTATION

- Flag raising and proclamation reading ceremony on March 21, 2019
- Posting on Municipality’s social media

APPENDICES

- Appendix A: World Down Syndrome Day Proclamation

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: February 12, 2019



87 Cornwallis Street
 Kentville, NS B4N 3W3
 Phone: (902) 678-6141
 Toll Free: 1-888-337-2999
www.countyofkings.ca

Municipality of the County of Kings

PROCLAMATION

WORLD DOWN SYNDROME DAY

March 21, 2019

WHEREAS, Individuals living with Down syndrome are valued members of our families, communities and workplaces, they actively participate in events within our society, attend schools and universities, they hold jobs, and enjoy social times with friends; and

WHEREAS, Individuals living with Down syndrome are important to our community for their uniqueness and teach others through awareness and acceptance; and

WHEREAS, The Municipality of the County of Kings values our citizens with Down syndrome, as well as their families, and fully supports the rights, inclusions and wellbeing of all individuals with Down syndrome;

THEREFORE, BE IT RESOLVED, That March 21, 2019 be proclaimed **World Down Syndrome Day** in the Municipality of the County of Kings.

AS AFFIRMATION, the Mayor and Councillors do individually and collectively pledge this 5th day of March 2019:

Signed _____ Mayor Peter Muttart

Signed _____ Deputy Mayor Emily Lutz

Signed _____ Councillor Megan Hodges

Signed _____ Councillor Pauline Raven

Signed _____ Councillor Brian Hirtle

Signed _____ Councillor Martha Armstrong

Signed _____ Councillor Paul Spicer

Signed _____ Councillor Bob Best

Signed _____ Councillor Jim Winsor

Signed _____ Councillor Peter Allen



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Janny Postema, Municipal Clerk

MEETING DATE February 19, 2019

SUBJECT Proclamation Request: Purple Day for Epilepsy

ORIGIN

- January 24, 2019 letter from The Epilepsy Association of Nova Scotia (EANS)
- [Proclamations Policy COMM-02-003](#)

RECOMMENDATION

That Committee of the Whole recommend Municipal Council proclaim March 26, 2019 ‘Purple Day for Epilepsy’ in the Municipality of the County of Kings.

INTENT

To present the proclamation to Council for approval as per the Proclamations Policy COMM-02-003.

DISCUSSION

Section 4.1 of the Proclamations Policy states that:

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

Staff consider raising awareness for Epilepsy a cause that will positively impact the community and therefore recommend that Council proclaim March 26, 2019 ‘Purple Day for Epilepsy’ in the Municipality of the County of Kings.

FINANCIAL IMPLICATIONS

- No financial implications

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Vision Statement	“A place where all people choose to be”
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	



Municipality of the County of Kings

Request for Decision

COMMUNITY ENGAGEMENT

- There was no specific community engagement initiative as this item is guided by the Proclamations Policy

ALTERNATIVES

- No alternatives are recommended

IMPLEMENTATION

- Posting on Municipality's social media
- Councillors asked to wear purple ribbons
- Group photo of Council wearing purple ribbons to be provided to EANS for posting on their Facebook page and website

APPENDICES

- Appendix A: January 24, 2019 letter from The Epilepsy Association of Nova Scotia (EANS)
- Appendix B: Purple Day for Epilepsy Proclamation

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: February 12, 2019



The Epilepsy Association of Nova Scotia
306-5880 Spring Garden Road, Halifax, N.S. B3H 1Y1
Tel: 902-429-2633 or 1-866-EPILEPSY
ed@epilepsyns.org
www.epilepsyns.org



January 24, 2019

Mayor Peter Muttart
Municipality of the County of Kings
Box 100 87 Cornwallis Street
Kentville NS
B4N 3W3

Dear Mayor Muttart,

The Epilepsy Association of Nova Scotia (EANS), was created in 1980. For 39 years we have provided service, support and programming for all persons who live with epilepsy, their families and their communities in all three Maritime Provinces. In the coming months, we will be changing our name to Epilepsy Association of the Maritimes (EAM) to better reflect the provinces we serve.

The Epilepsy Association of Nova Scotia is reaching out to all Maritime Provinces to support Purple Day, March 26th. This is Purple Day's 11th Anniversary and we hope that all Municipalities, Towns and Cities participate.

Purple Day was founded by Cassidy Meagan, an eight-year-old girl who wanted one day in every year for everyone to learn about epilepsy and support those who live with this neurological condition. On June 28th, 2012, the Government of Canada created the Purple Day Act and received Royal Assent. March 26th is officially recognized as Purple Day in Canada. Working with Cassidy Megan, our organization approached the Anita Kaufman Foundation in the U.S. to make Purple Day a global initiative and we succeeded. It is recognized in over 85 countries and on every continent.

2/...

We are asking every municipality to participate in the month of March (Epilepsy Awareness month) to show support for your constituents who live with epilepsy. We will provide all Council members with purple ribbons. We respectfully request that they be worn throughout the month of March, especially at your monthly March Council Meeting(s) and March 26th. We

would appreciate a photo to be emailed to us and with your permission, we can upload it to our Facebook page and website. Last year we did this and our members from so many communities throughout the Maritimes contacted us and told us how much they appreciated the support from their local political representatives!

EANS provides an educational component that features seizure awareness and seizure first aid. This is provided to schools, teachers, bus drivers and staff, employers, first responders, nursing homes, hospitals, small options, recreation groups and community groups. This educational piece provides a better understanding of this very common neurological condition and also what to do during a seizure and after care. These age appropriate presentations take about an hour and are provided free of charge. They have been vetted by the QEII Health Science Center and the IWK. We also provide scholarships and bursaries to students with epilepsy who pursue post-secondary education; we send a kid to Camp Brigadoon, we provide advocacy and support and have even provided employment support.

Please feel free to contact us at the address below to let us know how many ribbons you require and what your plans are to show support in your community. Also, please kindly let us know when your council meetings are in March and we can provide a proclamation for Purple Day. We have everything in French and English and please specify if you wish one or the other, both and the numbers of each.

Thank you for taking the time to read and respond to our request.

Kindest regards,



Debbi Tobin

Executive Director

info@epilepsyns.org or ed@epilepsyns.org

www.epilepsyns.org

www.purpleday.org



87 Cornwallis Street
 Kentville, NS B4N 3W3
 Phone: (902) 678-6141
 Toll Free: 1-888-337-2999
www.countyofkings.ca

Municipality of the County of Kings

PROCLAMATION

PURPLE DAY FOR EPILEPSY

March 26, 2019

WHEREAS, Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world; and

WHEREAS, Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people to know that if you have epilepsy, you are not alone; and

WHEREAS, Epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and more than 300,000 people in Canada; and

WHEREAS, The public is often unable recognize the common seizure types, or how to respond with appropriate first aid; and

WHEREAS, Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally;

THEREFORE, BE IT RESOLVED, That March 26, 2019 be proclaimed **Purple Day for Epilepsy** in the Municipality of the County of Kings, in an effort to raise epilepsy awareness everywhere.

AS AFFIRMATION, the Mayor and Councillors do individually and collectively pledge this 5th day of March 2019.

Signed _____ Mayor Peter Muttart

Signed _____ Deputy Mayor Emily Lutz

Signed _____ Councillor Megan Hodges

Signed _____ Councillor Pauline Raven

Signed _____ Councillor Brian Hirtle

Signed _____ Councillor Martha Armstrong

Signed _____ Councillor Paul Spicer

Signed _____ Councillor Bob Best

Signed _____ Councillor Jim Winsor

Signed _____ Councillor Peter Allen



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Katarina Sebastian, Policy Analyst

MEETING DATE February 19, 2019

SUBJECT HR-06-018: Relocation Assistance Policy

ORIGIN

- First introduction to Council

RECOMMENDATION

That Committee of the Whole recommend that Council adopt the proposed HR-06-018: Relocation Assistance Policy contained in the February 19, 2019 Request for Decision Report and that this motion serve as the seven days' notice of Council's intention to approve the Policy per 48(1) *Municipal Government Act*.

INTENT

For Committee of the Whole to review the proposed Policy HR-06-018: Relocation Assistance and consider approval.

DISCUSSION

Due to several factors, recruitment of qualified candidates for senior level positions, and/or positions that require a specific or unique expertise, can be difficult to fill. Many organizations experience similar issues with recruitment, and typically offer additional benefits and incentives to aid the recruitment process and remain competitive in the employment market. The Municipality of the County of Kings (MOK) has offered relocation assistance, however, in current practice, this is negotiated on a case-by-case basis. There is no policy which addresses allowing relocation expenses to be reimbursed or paid for by the Municipality, nor is there a policy providing guidelines for such reimbursements.

It is recommended that Council adopt the proposed Policy HR-06-018: Relocation Assistance. The purpose of implementing a relocation assistance policy is that it provides guidelines and parameters for developing relocation assistance packages, ensuring the incentive is applied fairly. The proposed Policy enclosed in this RFD is modeled on industry standards, and the Government of Nova Scotia Human Resources Management Manual, [7.1 Moving and Relocation Policy](#). The eligible expense outlined in section 3.2.1 of the Policy are primarily modeled on industry standards, allowing the Municipality to remain competitive in the employment market. Additionally, providing relocation assistance

FINANCIAL IMPLICATIONS

- No known financial implications at this time, future costs will depend on recruitment needs.



Municipality of the County of Kings

Request for Decision

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
✓	Supports a Core Program Enhancement	HR Policy Review
	Not Applicable - explain why project should still be considered	

COMMUNITY ENGAGEMENT

- The seven days' notice of Council's intention to approve the Policy per 48(1) *Municipal Government Act* provides the opportunity for public comment prior to adoption during the seven-day period.

ALTERNATIVES

- Council may direct staff to review this Policy further; or
- Council may not adopt Policy HR-06-018: Relocation Assistance.

IMPLEMENTATION

- Policy will be submitted to Council for final approval;
- Policy will be posted to the municipal website.

APPENDICES

- Appendix A: HR-06-018: Relocation Assistance Policy DRAFT

APPROVALS

John Mooy, Human Resources Specialist

Date: February 12, 2019

Scott Conrod, Chief Administrative Officer

Date: February 12, 2019



MUNICIPALITY OF THE COUNTY OF KINGS

Relocation Assistance Policy

Creation Date: February 2019

Approval Date:

Revision Date:

Policy Category: Human Resources

Next Review Date: February 2022

Replaces:

1. Purpose:

The Municipality of the County of Kings (“Municipality”) is committed to attracting and hiring the best talent. In certain circumstances it may be necessary to broaden the search for suitable candidates for a position. In order to help attract candidates that may need to relocate, the Municipality may offer relocation assistance under prescribed requirements.

The purpose of this Policy is to provide criteria for the reimbursement of eligible relocation expenses.

2. Objective

2.1 The objectives of this Policy are to:

- a. Determine the eligibility criteria to receive relocation assistance;
- b. Define the expenses that are eligible under this Policy; and
- c. Outline additional stipulations pertaining to the provision of relocation assistance.

3. Policy

3.1 Eligibility

3.1.1 The Chief Administrative Officer (CAO) may authorize the provision of relocation assistance for a candidate under one or more of the following conditions:

- i. The candidate is a part of the management team (manager level and above);
- ii. The candidate has a necessary and required skill set that cannot be recruited locally; or
- iii. There is a need to be competitive in order to attract a candidate who will provide good value for the cost.

3.1.2 Subject to 3.1.1, the candidate’s primary place of residence must be located at minimum 160km from the Municipal office in order to qualify for relocation assistance.



MUNICIPALITY OF THE COUNTY OF KINGS
Relocation Assistance Policy

3.2 Eligible Expenses

3.2.1 The following expenditures shall be eligible for reimbursement:

- Costs related to packing, unpacking, and transportation of the employee's household items
- Short-term living expenses pending location of permanent living quarters
- Trips to Kings County to locate accommodations
- Cost of terminating unexpired leases
- Rent to hold living quarters until move can be accomplished
- Real estate agents' fees or commissions associated with sale of the employees home, and acquisition of a new home
- Legal fees in regard to real estate transactions

3.2.2 The eligible expenditures outlined in 3.2.1 of this Policy are limited to those real and reasonable costs limited to the employees' primary residence. The maximum amount of relocation assistance to be reimbursed is subject to the discretion of the CAO in consultation with the Mayor.

3.2.3 The Municipality shall reimburse the cost of a one-way trip for the employee, their spouse, and dependents from their current place of residence to their new one. Travel expenses in this regard are subject to provisions outlined in FIN-05-008: Business Expense Policy.

3.3 Selection of Moving Company

3.3.1 Where possible, at least three reputable transfer companies are to be contacted for a complete quotation. Upon receipt they shall be turned over to the CAO for review, selection, and to initiate the purchase order. Payment will be made directly to the mover by the Municipality of the County of Kings.

3.3.2 If the employee wishes to be moved by a firm other than that chosen by the CAO, in accordance with the Policy herein, the employee will be responsible for the cost that exceeds that quotation chosen by the CAO.



MUNICIPALITY OF THE COUNTY OF KINGS
Relocation Assistance Policy

3.4 Repayment

3.4.1 All employees who receive relocation assistance will be required to sign a repayment agreement (Schedule A). In the event that the employee resigns within three (3) years of their hire date with the Municipality, the employee will be required to repay the relocation expense according to the following schedule:

0 – 1 st anniversary date of hire	75% of reimbursement amount
1 st – 2 nd anniversary date of hire	50% of reimbursement amount
2 nd – 3 rd anniversary date of hire	25% of reimbursement amount
3 rd anniversary date of hire +	0% of reimbursement amount

4. Responsibilities:

4.1 Council will:

- a) ensure that the Municipality of the County of Kings has in place a Relocation Assistance Policy; and
- b) review, amend, and adopt changes to the Relocation Assistance Policy.

4.2 The Chief Administrative Officer will, either directly or through their designate:

- a) administer and implement the Relocation Assistance Policy of the Municipality;
- b) identify necessary revisions to the Relocation Assistance Policy in consultation with Council and managerial staff; and
- c) ensure that staff are advised of the Relocation Assistance Policy as located in the Policy Manual.

4.3 Employees will:

- a) Be familiar with, and act in accordance with, the Relocation Assistance Policy.



MUNICIPALITY OF THE COUNTY OF KINGS
Relocation Assistance Policy

SCHEDULE A:
RELOCATION ASSISTANCE REPAYMENT AGREEMENT

This Relocation Assistance Repayment agreement ("Agreement") is entered into by and between the Municipality of the County of Kings ("the Municipality") and _____ ("the Employee").

WHEREAS, the Municipality has offered to provide relocation assistance to the Employee;

WHEREAS, the Municipality is providing such relocation assistance to the Employee in anticipation that the Employee will work for the Municipality for at least three (3) years so that the Municipality recovers some of the benefit of the investment in the Employee's relocation;

WHEREAS, the Municipality and the Employee recognize that this Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment;

WHEREAS, the undersigned Employee understands that the Municipality would not provide such relocation assistance unless the Employee intended to work for the Municipality and were to agree to reimburse the Municipality in the event that the Employee voluntarily terminated his or her employment prior three (3) years from the relocation;

NOW, THEREFORE, in consideration of the premises and the promise stated below, the undersigned Employee agrees that:

1. The Municipality of the County of Kings intends to provide the following relocation assistance to the Employee:

Relocation Assistance: \$ _____ Date: _____

2. If the Employee voluntarily terminates their employment with the Municipality within three (3) years following the date of the relocation, the Employee agrees to reimburse the Municipality the amount of the relocation assistance provided by the Municipality as determined by the schedule shown below:

Table with 2 columns: Time period from hire date and corresponding reimbursement percentage (75%, 50%, 25%, 0%).

From: [Lloyd Smith](#)
To: [Janny Postema](#)
Subject: Kings County Town Crier Annual Stipend & Hosting support, 2019
Date: February-08-19 11:24:13 AM

Hello Janny;

Hope all is well in the Municipality?

I have just been approached by The Apple Blossom Festival Committee to continue my role as the Festival Crier again in 2019.

I am hoping the Municipality would like to again continue to support my representation as the County Crier and host by approving the annual stipend? If my request could be forwarded it would be greatly appreciated.

The Municipality had kindly agreed in the past few years to continue my annual \$400 stipend which, as well as providing additional municipal support in order for me, as the crier of Kings, and local host for other visiting criers, to offer hospitality to our guests while in the Municipality for the Apple Blossom Festival as well as to apply to expenses while appearing within the Municipality for other appearances during the next twelve months.

As His Worship and Council may be aware, it is usually a formality, when I visit other municipalities or jurisdictions as a town crier representative of our Community, during a special function or celebration, it is customary for the hosting crier to provide basic refreshment and hospitality for his or her guests.

The amount previously approved was for the annual stipend of \$200 as well as an additional \$200 to help cover the expenses of the reception. If you think a meeting would be preferable, perhaps arrangements could be made in the next few weeks and certainly at your convenience?

I thank His Worship, Mayor Muttart, and Council for all of your kind support as I continue my town crier activities within and on behalf of King County

All the best to you and Council. I know that 2019 is shaping up to be a great one for all during this, my 41st Anniversary year as a Valley town crier.

I should mention that our reception directly following the Grand Street Parade provides a golden opportunity for members of Council and the general public to meet the criers from the other communities. This year our Reception will be held around 2:30 at Callister's Restaurant in Coldbrook and I would certainly like to invite His Worship of other members of Council to join us for complimentary hospitality.

OYEZ!

Lloyd Smith
Town Crier of the Municipality of the County of Kings

Presentation to Committee of the Whole

Subject: Recruitment West Nova Scotia Regiment

Organization: West Nova Scotia Regiment

Name of Presenter(s): Lieutenant Colonels Ken Butterworth and Craig Gibson
Chief Warrant Officer Brad Rogers

Date: February 19, 2019

Organization:

(Who) Summary of the organization you will represent:

West Nova Scotia Regiment Army Reserve, Camp Aldershot, NS.

Discussion:

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

Employment opportunities for men and women ages 18-58.

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?

Providing the presentation for information.



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Chad West, Manager of Information Technology

MEETING DATE February 19, 2019

SUBJECT Develop Nova Scotia Funding Pre-qualification

ORIGIN

- 2018-12-13 Develop Nova Scotia released a Request for Supplier Qualifications (RFSQ) for the Internet for Nova Scotia Initiative

RECOMMENDATION

That Committee of the Whole recommend Council authorize staff to prepare and submit a response to *Request for Supplier Qualifications for the Internet for Nova Scotia Initiative for Develop Nova Scotia*.

INTENT

To inform Committee of the Whole of the requirements of the Develop Nova Scotia RFSQ and to receive authorization for staff to prepare and submit a response to the RFSQ.

DISCUSSION

Under the Rural Internet Strategy, Develop Nova Scotia has been tasked with bringing broadband internet service to greater than 95% of Nova Scotia residents. Develop Nova Scotia has developed a multistage procurement process, which is designed to achieve their coverage mandate as quickly as possible while spending as little public money as possible.

The first phase of this process is a Request for Supplier Qualifications, which is designed to pre-qualify a list of eligible respondents for a subsequent Request for Proposals (RFP).

The mandatory technical requirements are as follows:

1. A willingness and proof of ability to provide a performance bond or letter of credit in the amount of 33% of the cost of any proposed project.
2. A statement of insurability with proof of general liability insurance not less than \$5 million.
3. Proof of financial capacity.
4. Agreement to liability and indemnity requirements.

All responses which meet the technical requirements will be scored on the following criteria:

Rated Criteria	Points	Minimum Threshold
Experience and Qualifications	50	35
References	30	N/A
Sustainability	10	N/A
Health and Safety	10	N/A
Total	100	70

It is recommended that the Municipality submit a response to the RFSQ with the intention, if qualified, to prepare a response to the subsequent RFP for construction of a network designed to connect the remaining parts of the County which do not already have adequate broadband service and which are not included in the *Connect to Innovate* funding. Consistent with the *Connect To Innovate* program, the intention would be for the Municipality to construct an open-access middle-mile network, which would be operated by the Valley Community Fibre Network (VCFN), and for Internet Service Providers (ISPs) to construct and operate the last-mile connections. The exact design and coverage of this network is yet to be determined and would depend on the requirements set by Develop Nova Scotia in the RFP.



Municipality of the County of Kings

Request for Decision

This approach is preferable to the alternatives as it provides greater certainty to the Municipality that service will be made available to the needed areas, allows greater control over the types of services which will be provided and provides more certainty of an open competitive market for internet service.

FINANCIAL IMPLICATIONS

- None.
- If qualified, we would need to design a network and respond to the subsequent RFP. If successful on the RFP, we would be responsible for a municipal portion of the capital costs. These costs would likely need to be accounted for starting in the 2020-2021 budget. Operating costs would be covered through third-party Agreements.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Good Governance	Supports ability to make more services available online for residents
	Environmental Stewardship	
✓	Economic Development	Creates an equal playing field for rural and urban companies in terms of connectivity. Allows residents to work from home.
✓	Strong Communities	Provides the internet connectivity required for communities to attract and retain residents.
✓	Financial Sustainability	Brings new revenue opportunities to the VCFN, which can reduce or eliminate currently needed subsidies.
✓	Supports a Strategic Project	Broadband
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	

COMMUNITY ENGAGEMENT

- There was no specific community engagement initiative as this is a continuation of the Broadband project.
- Feedback has been received through correspondence from residents living in areas not covered under the initial *Connect to Innovate* program expressing the need in their communities.

ALTERNATIVES

- Do not respond to RFSQ and work with Develop Nova Scotia to ensure that all of the needed areas will be awarded to other respondents.
- Contract with an ISP who receives qualification from Develop Nova Scotia.

IMPLEMENTATION

- 2019-03-13 - Submit RFSQ response to Develop Nova Scotia

APPENDICES

- None

APPROVALS

Wendy Salsman, Interim Director, Finance & IT

Date: February 11, 2019

Scott Conrod, Chief Administrative Officer

Date: February 14, 2019



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Melissa Morrison, Strategic Project Specialist

MEETING DATE February 19, 2019

SUBJECT Municipal Branding/Visual Identity

ORIGIN

- October 17, 2017 Council Workshop Discussion
- Municipal Council Motion December 4, 2018
- December 18, 2018 Presentation

RECOMMENDATION

That Committee of the Whole recommend Municipal Council adopt the highest ranked design derived on the basis described within the February 19, 2019 Request for Decision Report.

INTENT

For Committee of the Whole to consider the recommended process of adopting a new visual identity for the Municipality of the County of Kings.

DISCUSSION

At the December 18, 2018 Committee of the Whole (CoTW) meeting, a representative from Revolve, a Halifax based company specializing in branding and marketing services, presented a concept for a new visual identity for the Municipality of the County of Kings. The concept was recommended by a Municipality of the County of Kings (MoK) working group. Following the presentation, public feedback was collected online over a three-day period. The Facebook advertisement of the web form reached 11,071 local individuals, with 279 filing comments via an online form. Based on the public comments and feedback from local design professionals, the working group felt it appropriate to modify the proposed design in addition to the release of alternative designs.

The majority of comments received were negative, or had a misunderstanding of the purpose or presentation of the logo. A portion of those comments expressed the view that the design did not represent the area, or thought it was cold and too corporate in nature. Those in support of the design appreciated the clean lines and simple, modern feel. In hindsight, the working group believe that in addition to the black and white example, the colour palette and implementation examples (as presented to CoTW) should have been publicly released.

The working group saw the silhouette of Blomidon captured in the layout of the text, which has been identified from previous public consultation as “the” iconic valley image. The working group also believes the icon to be a modern take on the coat of arms as it can be viewed as containing characteristics of a crown, two mountains, with a valley in between, a riverbed, an open book, and roads. The icon as a whole could represent a military badge, a tulip, flower or bud, a hop, or wheat, all of which represent agriculture and expanding markets. From the online feedback, the array of responses of what people saw in the icon ranged from transformers and fire to tulips.



Municipality of the County of Kings

Request for Decision

As part of the review of online feedback, the working group revisited the intent of the visual identity, i.e., whether the brand is intended to represent the entire valley, or the Municipality of the County of Kings (a corporate body). While the public responses targeted the former, the working group contend the design is intended as a brand representation of the latter – the Municipality of the County of Kings. In this regard, the working group suggests that Council members consider a new design from the perspective of the Municipality.

December 18, 2018 CoTW and working group discussions have also included the incorporation of the Municipality’s legal name. Although shortening “The Municipality of the County of Kings” to “Kings County” is a common term used in describing the Municipality, the shortened version can be confused to include one or more of the three Towns located within the County. The Towns are of course separate legal entities. To address this distinction and to definitively use the “Municipality of the County of Kings” when required, the working group recommends a primary and secondary version of the logo (regardless of design approved). The more formal (primary) version would include the full name and appear on items such as tax bills and letterhead; while the less formal (secondary) version of the logo would use “County of Kings” and be used on items such as clothing and social media posts. The intent of the latter, as opposed to the use of “Kings County”, is to differentiate the Municipality from the Towns. The working group recommends that the way forward on branding is to create a visual identity for the Municipality of the County of Kings – a service providing organization. With this clearer direction, the working group suggests that a slogan is not necessary as the Municipality has current vision and mission statements. Over time, and with the proper implementation, the adopted visual identity will become synonymous with our mission of providing “...municipal services to residents, businesses, and organizations in a friendly, effective, and innovative manner”.

Working group members have also heard from individual Councillors that they would appreciate being more involved in the decision making process. The working group is therefore recommending that Council members and the working group each rank the 3 designs being tabled by the working group and that the collective result of this ranking be forwarded to Council for approval.

The work group presents three concepts (see Appendix A) as options for the new brand of the Municipality of the County of Kings.

FINANCIAL IMPLICATIONS

- Projects costs to date have already been considered as part of the Economic Development Advertising Budget Line 01-2-262-970.
- Future brand implementation costs will be considered as part of upcoming budget deliberations.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
	Good Governance	
	Environmental Stewardship	
✓	Economic Development	An opportunity identified under the Economic Development KSP was the development of a new visual identity - 2019
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	



Municipality of the County of Kings

Request for Decision

	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	

COMMUNITY ENGAGEMENT

- Background data has been gathered through community feedback from Kings 2050, and more recently through social media and a survey to both staff and the public.
- The public had the opportunity to provide feedback on the proposed concept from December 18-21, 2018.
- A release and presentation will be prepared for the launch of the brand.

ALTERNATIVES

- Council could decide to stop the branding process or recommend a new process.

IMPLEMENTATION

- Working group and individual Council members vote on an option.
- Council makes a decision on final design.
- Brand guidelines are created.
- Design implemented as part of new building signage.
- Phased implementation over time following brand guidelines.

APPENDICES

- Appendix A: Design Options

APPROVALS

Rob Frost, Deputy Chief Administrative Officer

Date: February 12, 2019

Scott Conrod, Chief Administrative Officer

Date: February 13, 2019



PANTONE 7686
Stability, peace & ocean waves.



PANTONE 355
Economic & agricultural growth.



PANTONE 1235
Joy, richness & golden sunlight.

OPTION 1

COUNTY OF KINGS

The K is the intersection of many different paths – the paths that lead people to the County of Kings. The residents of the county come from different backgrounds and this diversity is celebrated in the use of colour. Here, many pieces come together to form a community.



MUNICIPALITY OF THE
COUNTY OF
KINGS

APPLICATIONS



OPTION 2



The County of Kings is not defined by any one thing. Here, you can see what you like in the crest: valleys overlooked by mountain peaks; intersecting roads; a crown that speaks to the county's namesake; or neighbouring communities. Its simplicity allows for personal interpretation.





APPLICATIONS



OPTION 3

COUNTY OF KINGS

This logo is dynamic, energetic and boldly simple. The abstract shape that caps the G is inspired by the silhouette of Cape Blomidon. Pointing to the right, the shape is oriented towards the future which speaks to the continuing growth of the county.

COUNTY OF
KINGS

COUNTY OF
KINGS

MUNICIPALITY OF THE
COUNTY OF
KINGS

APPLICATIONS





Municipality of the County of Kings

Request for Discussion/ Decision

TO Committee of the Whole

PREPARED BY Nichole Gilbert, Coordinator of Recreation Services

MEETING DATE February 19, 2019

SUBJECT Kings County Volunteer Celebration

ORIGIN

- Approved March 4, 2014: Request that the CAO, in conjunction with the Kings Volunteer Resource Centre, bring a volunteer celebration initiative forward during the budget process.
- Approved April 21, 2015: That Committee of the Whole recommend that Municipal Council approve the transfer of the \$6,000 2014/15 Volunteer Initiative budget in account 01-2-271-930 to an operating reserve account to be used to fund the Volunteer Appreciation Event taking place in April 2015.

RECOMMENDATION

That Committee of the Whole recommend that Council approve the location for the 2019 volunteer celebration at the Berwick Lions Club on April 10, 2019 and direct the CAO to have staff develop a policy regarding future Kings County Volunteer Celebrations.

INTENT

For Committee of the Whole to be made aware of the decision making process in determining the location for the Kings County Volunteer Celebration, and to provide opportunity for discussion regarding future policy.

DISCUSSION

In 2014, Council made a motion to celebrate National Volunteer Week in Kings County with a Kings County Volunteer Celebration, which would recognize the volunteer commitments and dedication by many members of our communities. All volunteer organizations in our database (over 400) from across Kings County are invited to select and send two representatives to the celebration.

Four events have been held to date:

- 2015 - Kingston Legion - 125 in attendance
- 2016 - Louis Millett Community Complex - 190 in attendance
- 2017 - Berwick Lions Club - 220 in attendance
- 2018 - Berwick Lions Club - 240 in attendance

The event takes place during National Volunteer week in April of each year. The celebration event has grown from 125 volunteers in its year of inception, 2015, to 240 volunteers being recognized in 2018.

The event features an evening of live music, a sit down meal served by Council members, and volunteer recognition award presentations. Kings County recognizes all Kings County volunteer nominations, as well as the Kings County Provincial Volunteer of the Year and the Ted Meldrum Award.



Municipality of the County of Kings

Request for Discussion/ Decision

The 2019 Volunteer of the Year nominations have seen a huge increase in submissions, which needs to be considered when selecting a venue.

As the decision by the previous Council was to host a volunteer event, and no policy or criteria were determined at the time, the following criteria have been used in determining a venue selection:

- A venue that can accommodate 200-250 for a seated meal
- An operator who provides full service onsite including meal preparation, plating, and clean up
- A preference to award to a not-for-profit organization

Should Council decide to continue to host a certain sized event, the venues in Kings County are limited based on the number of people that have been attending.

Should Council decide that moving the event around the County is the direction to proceed, the size of the event will need to be adjusted annually, and a policy developed to determine who is invited, and where to host based on catering and facilities. Should the event be reduced in size, the following points would need to be considered:

- Council and staff account for: 20 +/-
- Volunteer of the Year nominations and guests: 30-50 people
- Community Organizations would make up the remaining

Example: Based on 250 people

- Council and staff account for: 20 +/-
- Volunteer of the Year nominations and guests: 30-50 people
- Community Organizations would make up the remaining 180 seats, meaning we have the ability to reach 90 different volunteer groups.

Example: Based on 150 people

- Council and staff account for: 20 +/-
- Volunteer of the Year nominations and guests: 30-50 people
- Community Organizations would make up the remaining 80 seats, meaning we have the ability to recognize 40 different volunteer groups.

FINANCIAL IMPLICATIONS

Council has approved an annual budget of \$7,000 for the Volunteer Celebration.

Budget breakdown;

- Meal - \$4,000
- Awards - \$200
- Entertainment - \$300- \$500
- Volunteer appreciation gifts - \$1,500
- Miscellaneous expenses - \$800

Additional quotes have been received for alternative venues with the ability to serve approximately 250 people, and all other quotes exceed the operating budget for event. Additional venues have also been



Municipality of the County of Kings

Request for Discussion/ Decision

contacted and considered, however, the ability to realistically accommodate was a concern from organizations.

COMMUNITY ENGAGEMENT

- There was no specific community engagement initiative as this item originated through the budget process.

ALTERNATIVES

- Council may decide to direct the CAO to change the set location for the 2019 celebration to an alternate location, and determine a way to limit the number of attendees.

IMPLEMENTATION

- Host the 2019 Kings County Volunteer Celebration at the Lions Club in Berwick.
- Staff will develop a policy based on Council feedback for future years, and return to CotW for further discussion.

APPENDICES

- None

APPROVALS

Rob Frost, Deputy Chief Administrative Officer

Date: February 15, 2019



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Tim Bouter, P. Eng., Manager of Engineering

MEETING DATE Services February 19, 2019

SUBJECT Award of Contract 19-01: Coldbrook Sidewalk

ORIGIN

- \$500,000 budget for the Sidewalk Construction program and \$550,000 budget for the Sewer Collection System Line Replacement program were approved by Council during the 2018/19 Capital Budget Deliberations
- Tender call for Contract 19-01 was issued on January 10 and closed on January 31, 2019

RECOMMENDATION

Be it resolved that Committee of the Whole recommend Municipal Council award Contract 19-01 (Coldbrook Sidewalk) to Howard Little Excavating Ltd. for the total price of \$594,837.51 + HST.

INTENT

For Council to award construction services related to a new sidewalk and sewer extension in Coldbrook.

DISCUSSION

On January 31, 2019, tenders were received for the construction of approximately 790m of sidewalk with associated storm services and 720m of sanitary sewer with associated manholes along Highway 1 in Coldbrook NS. This sidewalk will join the existing Municipal sidewalk that ends at the Royal Bank across from George Street to the Cambridge Sidewalk that ends at Civic 6465 Hwy 1. This project also includes the extension of the municipal sewer system, which will service future development along this corridor. This project is currently the top priority on Council's sidewalk construction list, and was included by Council in the 2018/19 Capital Budget. This report is being submitted to Council for the award of Contract 19-01. An aerial photo of the project location is shown below:





Municipality of the County of Kings

Request for Decision

Six tenders were received, which were reviewed for mathematical checks and compliance by Engineering Services staff:

Tenderer	Tenderer's Location	Price (before HST)
Atlantic Road Construction & Paving Ltd.	Eastern Passage, NS	\$1,083,940.00
Dexter Construction Company Ltd.	Bedford, NS	\$1,129,000.00
Gary Parker Excavating Ltd.	Greenwood, NS	\$843,565.50
Howard Little Excavating Ltd.	Cambridge, NS	\$594,837.51
Mid Valley Construction (1997) Ltd.	Kingston, NS	\$1,087,140.00
Standard Paving Ltd.	Dartmouth, NS	\$1,179,939.00

FINANCIAL IMPLICATIONS

- This work will be funded from the following account in the approved 2018/19 Capital Budget:

Account Name	GL#	Budget Amount	Committed to Date
Sidewalk Construction	21-3-372-101	\$500,000	\$26,613.29
Sewer Line Replacements	21-3-382-103	\$550,000	\$290,965.87

- The total contract price includes a contingency amount of \$50,000 + HST, which will only be used as necessary for change orders approved by the Municipal Engineer.
- The sewer component of the project, excluding contingency, is \$118,327.10 + HST (\$123,398.26 at net HST).
- The sidewalk component of the project, excluding contingency, is \$426,510.41 + HST (\$444,789.43 at net HST).

Account Name	Sidewalk Construction	Sewer Line Replacement
GL #	<u>21-3-372-101</u>	<u>21-3-382-103</u>
2018-19 Approved budget	\$ 500,000	\$ 550,000
Year to date disbursement	(26,613)	(290,966)
	473,387	259,034
Proposed award (including net HST)	(444,789)	(123,398)
	28,597	135,636
Proposed contingency budget (including net HST)	26,071	26,071
Remaining budget	\$ 2,526	\$ 109,564



Municipality of the County of Kings

Request for Decision

COMMUNITY ENGAGEMENT

- This project was publically tendered through the Municipality and Nova Scotia Procurement websites.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
	Good Governance	
	Environmental Stewardship	
✓	Economic Development	Sewer extension will service future development along this corridor
✓	Strong Communities	Sidewalk will enhance active living opportunities and community connectivity by connecting two existing sidewalks, creating one continuous system from Coldbrook to Cambridge
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Sign Form of Agreement with successful contractor
- Issue Purchase Order to successful contractor
- Manager of Engineering Services will be responsible for contract administration/management

APPENDICES

- None

APPROVALS

Scott Quinn, Director of EPW, Lands & Parks Services Date: February 8, 2019

Scott Conrod, Chief Administrative Officer Date: February 12, 2019



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Tim Bouter, P. Eng., Manager of Engineering Services

MEETING DATE February 19, 2019

SUBJECT Flood Risk Infrastructure Investment Program Application – Port Williams

ORIGIN

- Village of Port Williams (Village) — Seeking support from the Department of Agriculture and the Municipality regarding repairs to Farnham Dyke and the abutting informal dyke.
- Summer 2018 — Village engaged CBCL Ltd. to develop interim and long-term plans to repair and extend the Farnham Dyke to include the informal dyke (referred herein as the Farnham Dyke Extension Project).
- February 2019 — Representatives of the Municipality met with the Village and Farnham Marsh Body to discuss moving forward with a funding application based on CBCL's interim plan.

RECOMMENDATIONS

That Committee of the Whole recommend Municipal Council authorize the CAO to assist the Village of Port Williams in preparing a Flood Risk Infrastructure Investment Program (FRIIP) funding application for the interim phase of the Farnham Dyke Extension Project as outlined in the staff report included in the February 19, 2019 Committee of the Whole agenda.

That Committee of the Whole recommend Municipal Council include this project in the upcoming FY2019-20 budget deliberations.

INTENT

For Committee of the Whole to authorize the CAO to assist the Village in preparing a provincial funding application to complete the interim phase of the Farnham Dyke Extension Project.

DISCUSSION

- The emergency repair to the area in danger of immediate breaching began in the fall, and will be completed as soon as weather allows.
- CBCL's interim design involves the extension of approximately 260m of dyke from the end of the Provincially owned dyke (Farnham Dyke) to the 9m contour behind Barrelling Tide Distillery Ltd. (see Appendix A).
- At the meeting between the Municipality, Village and Farnham Marsh Body on February 8, 2019, all parties agreed that it would be beneficial to proceed with a funding application for the interim phase.
- The Village will be responsible to apply for FRIIP funding.
- As a potential solution to the issue regarding ownership of the infrastructure, it was proposed that releases could be obtained from the three property owners to construct the interim dyke. These property owners have already expressed support for the interim solution.



Municipality of the County of Kings

Request for Decision

FINANCIAL IMPLICATIONS

- Village would apply for FRIIP funding on 60/40 basis:

EXPENSE		
Cost (including HST expense)		\$ 312,858
Equipment and labour (in-kind)		15,000
Total Expense		<u>\$ 327,858</u>
FUNDING		
Provincial Share	40%	\$ 131,143
Local Share	60%	196,715
	100%	<u>\$ 327,858</u>
Breakout of Local Share:		
Equity contribution		\$ 15,000
Cash		10,000
		25,000
Village		85,857
MoK		85,857
		<u>171,715</u>
		<u>\$ 196,715</u>

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
	Good Governance	
✓	Environmental Stewardship	<ul style="list-style-type: none"> Provides some protection against expected sea level rise due to climate change
	Economic Development	
✓	Strong Communities	<ul style="list-style-type: none"> Provides some protection against expected sea level rise due to climate change
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	



Municipality of the County of Kings

Request for Decision

COMMUNITY ENGAGEMENT

- The Village Clerk has confirmed that this matter has been discussed by the Village Commission, during a duly called public meeting.
- Council has previously approved the Municipality's Capital Budget and allocation of Gas Tax Funds to the Villages during the annual budget process, which meetings were open to the public.
- No further community engagement was undertaken or required at this time.

ALTERNATIVES

- Proceed with an alternate funding model.
- Only provide letter of support to the application.
- Decline to participate in the project at this time.

IMPLEMENTATION

- Work with Village Staff to prepare the FRIIP application.
- Prepare a staff report to Council for upcoming budget deliberations.
- Assist Village with negotiations with applicable property owners for authorization to construct interim phase of dyke.

APPENDICES

- Appendix A: Interim Phase Concept Plan

APPROVALS

Scott Quinn, Director EPW Lands & Parks








Date: February 12, 2019

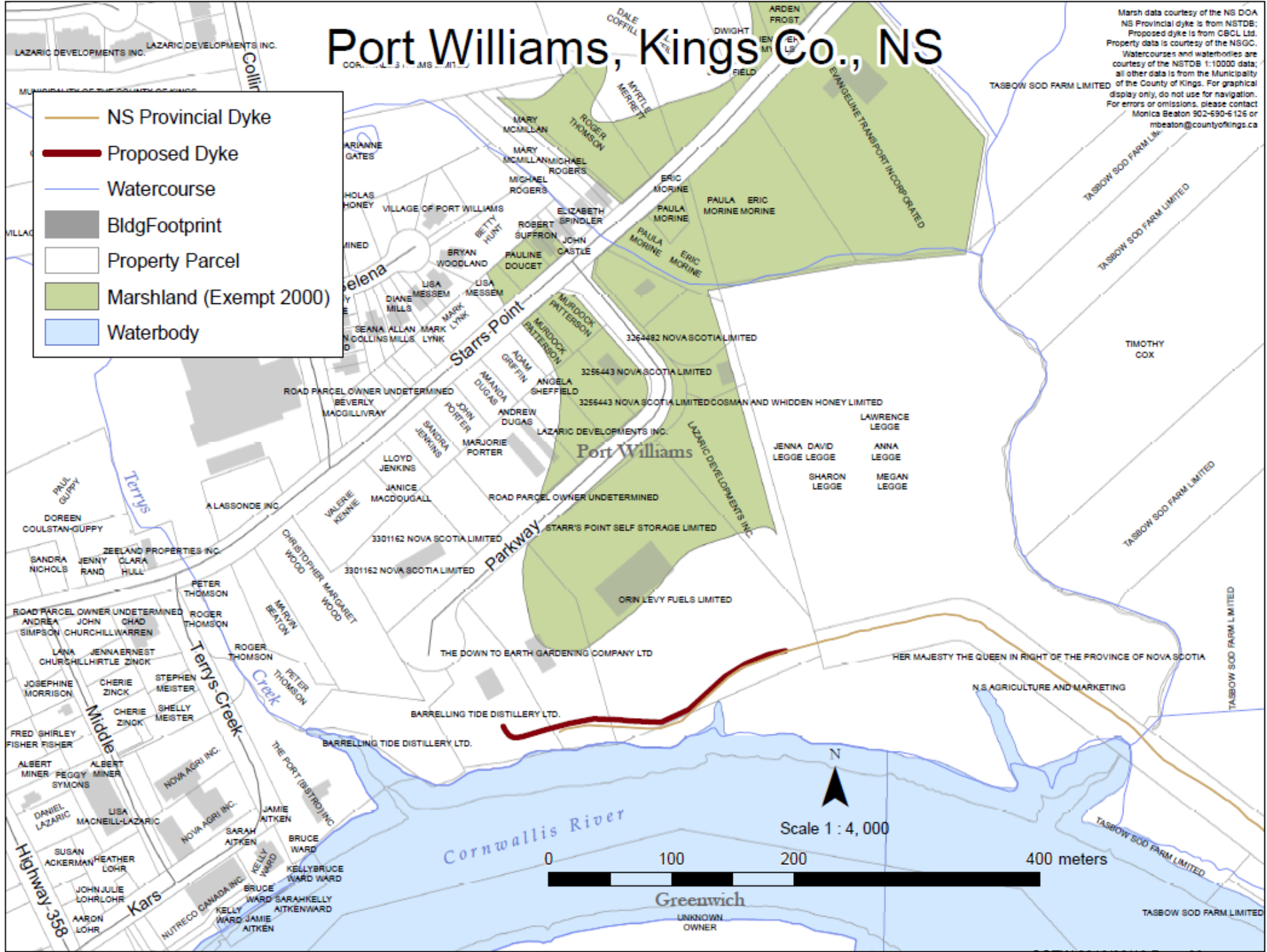
Scott Conrod, Chief Administrative Officer

Date: February 12, 2019

Port Williams, Kings Co., NS

Marsh data courtesy of the NS DOA
 NS Provincial dyke is from NSTDB;
 Proposed dyke is from CBCL Ltd.
 Property data is courtesy of the NSGC.
 Watercourses and waterbodies are
 courtesy of the NSTDB 1:10000 data;
 all other data is from the Municipality
 of the County of Kings. For graphical
 display only, do not use for navigation.
 For errors or omissions, please contact
 Monica Beaton 902-690-6126 or
 mbeaton@countyofkings.ca

-  NS Provincial Dyke
-  Proposed Dyke
-  Watercourse
-  BldgFootprint
-  Property Parcel
-  Marshland (Exempt 2000)
-  Waterbody





Municipality of the County of Kings

Briefing

TO Committee of the Whole

PREPARED BY Katrina Roefs, CPA, CA, Financial Analyst

MEETING DATE February 19, 2019

SUBJECT Accountability Report (Period Ending December 31, 2018)

ORIGIN

- Reporting & accountability requirements: *Municipal Government Act* (MGA) Section 32(1), Part A
- Quarterly Operating and Capital Variance Reports (internally generated)
- [FIN-05-014 Surplus Allocation Policy](#)

RECOMMENDATION

That Committee of the Whole receive the Accountability Report (Period Ending September 30, 2018) as attached to the February 19, 2019 agenda for information.

INTENT

The intent of this report is to provide a summary of material variances from amounts budgeted in the 2018/19 Operating and Capital Budgets to actual results to December 31, 2018, together with a forecast of the year-end results at March 31, 2019.

DISCUSSION

Section A – Operating Budget Review & Forecast to Year-end

This report brings us to the end of quarter three for the fiscal 2018/19 year. Discussions have been held with Managers and Directors across the organization to determine forecasts to year end. Currently we are forecasting a surplus of \$843,575 (1.8% of the \$46,862,111 approved operating budget) for the year 2018/19. The key components of the forecast surplus include:

- Salaries & Benefits savings due to vacant positions
- Small changes to the annual amounts paid for mandatory provincial expenses
- Revenue variances in relation to NSP and MT&T payments
- Interest revenue variances due to prime rate increases
- Increased property tax in lieu revenue
- Various operating expenditure variances

The variances forecast are based on information available at the time of this report; events during the year can change these forecasts in the future.



Municipality of the County of Kings

Briefing

Core Revenues – \$334,675 above budget

Core Revenues include Property taxes, Grants-in-Lieu of Taxes from the Federal and Provincial government, rent income, HST Offset Grant income from UNSM, and the net interest income after transfers to capital reserves.

Core Revenues	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Variance as a % of Projected Suplus	Reason
Property Tax	36,357,750	36,424,220	66,470	0.18%	8.02%	Commercial appeals came in lower than budget, the budget is based on a five year average appeal rate, residential appeals are on target. <u>Items Previously Reported On:</u> Farm Property Acreage, NS Power, and MT&T actuals came in slightly above budget. Budgets are based on historic information and can fluctuate annually based on changes to assessment
PILT	2,915,300	2,936,685	21,385	0.73%	2.58%	<u>Items Previously Reported On:</u> Positive variance relates to Federal Property Tax in Lieu Payments, which are higher due to change in ownership and assessment values
Rent	3,000	20,390	17,390	85.29%	2.10%	<u>Items Previously Reported On:</u> Unbudgeted rent on farm land in Waterville
HST Offset Grant	99,400	132,555	33,155	25.01%	4.00%	<u>Items Previously Reported On:</u> Budgeted based on historic three year average. Actual amount is calculated by the Province based on each municipalities share of its federal portion of the HST.
Net Interest Income	438,700	634,975	196,275	30.91%	23.70%	<u>Items Previously Reported On:</u> Positive variance projected based on Prime Rate increases during the year one in October and one in July
Total	39,814,150	40,148,825	334,675			



Municipality of the County of Kings

Briefing

Mandatory Payments including RCMP - \$11,540 below budget

Mandatory payments include all payments required to be paid, by the *Municipal Government Act* (MGA), the *Libraries Act*, the *Police Act*, or the Provincial Municipal Service Exchange Agreement, specifically:

	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Variance as a % of Projected Surplus
Annapolis Valley Regional Centre for Education	11,641,975	11,642,460	485	0.0%	0.1%
Property Valuation Services Corporation (PVSC)	809,900	818,275	8,375	1.0%	1.0%
Municipal Highway Contribution	719,200	719,165	(35)	0.0%	0.0%
Correctional Services	635,610	635,610	-	0.0%	0.0%
Western Regional Housing Authority	207,200	207,200	-	0.0%	0.0%
Annapolis Valley Regional Library	305,300	305,300	-	0.0%	0.0%
RCMP & DNA Services	7,132,100	7,111,735	(20,365)	-0.3%	-2.5%
Total	21,451,285	21,439,745	(11,540)		

The RCMP & DNA Services Variance is broken down as follows: RCMP \$9,572 under budget, budget is based on 45 officers and estimated increase from RCMP at budget time. Prosecution Services are \$10,793 below budget, this amount is budgeted based on historic three year average, these are billed by the Provincial Government and can fluctuate based on actual costs.

Core Municipal Services -\$493,290 below budget

Inter Municipal Service Agreements- \$4,835 below budget

The Municipality has Inter-Municipal Service agreements which require the Municipality to make capital and operating contributions.

Subsequent to the approval of the 2018/19 operating budget Valley Waste Resource Managements budget was approved by Council which resulted in an increase to the Municipality's contribution by \$208,028. This was funded by a transfer from the VWRM Operating Reserve.

Kings Transit Authority also had their operating budget approved subsequent to the approval of the Municipality's 2018/19 operating budget. This resulted in an increase in the Municipality's contribution to that organization in the amount of \$58,200, this was funded by a transfer from the General Operating Reserve.

Budget variance relates to the Valley REN whom we have received our final billing. The other entities variances will not be available until the end of the fourth quarter.



Municipality of the County of Kings

Briefing

Departmental includes the following components of the Municipality's operations:

Legislative: Legislative expenses include Councilor Remuneration, travel, meals, committee honorarium, scholarships, and other legislative services.

	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Variance as a % of Projected Surplus	Reason
Legislative	555,800	585,570	29,770	5%	-3.6%	Diversity Kings County Stepping Up Conference costs were incurred during the year, this will be offset by Provincial funding. Increases to Council stipend to compensate for changes to income tax legislation.

Administration: Administration includes the office of the CAO, Human Resources, Recreation and Economic Development. Expenses include compensation, legal and consulting fees, training for all staff, Occupational Health & Safety, diversity and public relations projects, advertising, and other related administrative, recreation programming, and economic development expenses.

	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Variance as a % of Projected Surplus	Reason
Administration	1,757,385	1,686,670	(70,715)	-4%	8.5%	Relates to savings in training and travel, also positive variance relating to salary and benefits due to timing issues regarding filling of vacant positions.
Human Resources	141,350	119,495	(21,855)	-15%	2.6%	Projected savings in HR Recruiting costs - budgeted at a higher amount due to the need to recruit some senior positions in the 2018/19 year and the possible use of a consultant - this was not required which related in budget savings.
Economic Development	116,620	116,620	-	0%	0.0%	
Recreation Administration	260,300	234,645	(25,655)	-10%	3.1%	Timing issues regarding filling of new Recreation Coordinator Position.
Recreation Programming	(17,240)	(15,565)	1,675	-10%	-0.2%	Issues with pool maintenance which resulted in closures and cancelled lessons. Seniors programs continue to be very popular and as a result additional buses and spots have been added to several events.
Total	2,258,415	2,141,865	(116,550)			



Municipality of the County of Kings

Briefing

Corporate Services: Corporate Services includes Finance department, Revenue services, and Information Technology (IT). The department generates revenue for the Municipality through the administration of the Property Tax, Utility Billing, Area Rates, Capital Charge processes and management of banking and treasury functions. The department also generates revenue from the provision of services for other municipal entities, such as IT and payroll processing.

	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Variance as a % of Projected Surplus	Reason
Finance	666,140	651,775	(14,365)	-2.2%	1.7%	Projected favorable variance in postage and salary variances related to filling of vacant position.
Revenue Services	133,370	113,965	(19,405)	-14.5%	2.3%	Salary variances related to filling of vacant position and negative variance for listing recovery fees.
Information Technology	784,460	740,385	(44,075)	-5.6%	5.3%	Salary variances related to filling of vacant and new position, slight overrun of toner costs
Total	1,583,970	1,506,125	(77,845)			

Municipal Sewer: This represents the Municipal Sewer accounts. The department generates revenues from sewer fees collected from residential and commercial customers. Expenses include compensation, vehicles, power, administration, and maintenance.

	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Variance as a % of Projected Surplus	Reason
Municipal Sewer Revenue	(4,191,800)	(4,177,550)	14,250	-0.3%	-1.7%	Sewer revenue is in line with budget, variance relates to fewer lateral installs.
Municipal Sewer Expense	4,191,800	4,089,505	(102,295)	-2.4%	12.3%	Variances in salaries related to filling of new and vacant positions. Sewer lateral expense is down as fewer new installs.
Total	-	(88,045)	(88,045)			



Municipality of the County of Kings

Briefing

Engineering and Public Works: EPW manages the sewer and water utilities; the Municipal complex; municipal parks and trails; roads; sidewalks; and street lights. Sewer, water and street lights all generate revenue from utility billing or area rates that pays for the costs associated with the provision of these services. Expenses include compensation, vehicles and equipment, utilities, insurance, supplies & parts, repairs & maintenance, consulting services

	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Variance as a % of total projected surplus	Reason
EPW Administration	399,030	330,725	(68,305)	-17.1%	8.2%	Positive variance in septage station revenue. Admin fees collected from Greenwood water were not included in the 2018/19 operating budget and amount to \$23,500. Savings with regard to Outside Engineering fees, some new consulting projects were unable to begin due to priorities and scheduling.
Municipal Complex	542,500	535,740	(6,760)	-1.2%	0.8%	Small savings with regard to property tax, water, and janitorial
Municipal Parks & Trails	186,300	197,690	11,390	6.1%	-1.4%	Small savings related to lifeguard services, and utilities at Aylesford Beach. Unbudgeted expenses for flood repairs at the Drive In location in Coldbrook.
Roads & Sidewalks	1,355,465	1,353,990	(1,475)	-0.1%	0.2%	
Civilian Airport	69,800	4,565	(65,235)	-93.5%	7.9%	Actuals are in line with spending approved by Council September 4, 2018. Insurance is being paid by FAS but was budgeted from operations. Lease payments are being paid from reserve vs operations as budgeted. There are some small savings with regard to property taxes and other operating costs at the former airport site.
Solid Waste	65,200	47,350	(17,850)	-27.4%	2.2%	Decreased landfill monitoring costs
Total	2,618,295	2,470,060	(148,235)			



Municipality of the County of Kings

Briefing

Building, Development & Protective Services: This department manages Planning, Building & Development, Fire, Bylaw Enforcement, Emergency Management, (shared with EPW), services. The department generates revenues by providing Building and Fire inspection services to other municipalities, sale of building permits, application fees and other permits, and through recreation program revenue and grants from other governments and organizations. Expenses include compensation, vehicles, office supplies, and contracts with third parties for provision of 911 dispatch and animal control services.

	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Reason
Building & Development	271,040	281,040	10,000	4%	Variance in permit revenue
Planning	452,680	433,975	(18,705)	-4%	Salary variances related to filling of vacant position
Development	311,150	300,450	(10,700)	-3%	Salary variances related to filling of vacant position
Fire & Fire Inspection	2,664,325	2,615,815	(48,510)	-2%	Salary variances related to filling of vacant and new positions. Projected variance with regard to generator and dry hydrant funding amount can fluctuate based on applications each year.
Bylaw Enforcement	190,970	171,350	(19,620)	-10%	Salary variances related to filling of vacant position, small variances related to animal control costs, dog tag revenue and unbudgeted expense of by law radio
EMO	230,850	230,840	(10)	0%	
Total	4,121,015	4,033,470	(87,545)		

FINANCIAL IMPLICATIONS

- The forecast operating surplus will be finalized subsequent to year end and distributed using the guidelines set out in FIN-05-014 Surplus Allocation Policy
- Any municipal sewer surplus at year end is required under the Surplus Allocation Policy to be first used to reduce long-term borrowing and the balance transferred to the Sewer Capital Reserve.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Good Governance	Increases transparency
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	



Municipality of the County of Kings

Briefing

COMMUNITY ENGAGEMENT

A community engagement initiative is not required as the subject was approved as part of the 2018/19 Operating and Capital Budget. The community had the opportunity to provide public comments as part of that process. This report is providing an update on those budgets.

APPENDICES

- Appendix A: Operating Variance Report
- Appendix B: Capital Program Report

APPROVALS

Wendy Salsman, Interim Director of Finance & IT Date: February 12, 2019

Scott Conrod, Chief Administrative Officer Date: February 12, 2019

Municipality of the County of Kings
 Operating Variance Report
 31-Dec-18

		31-Dec-18								
		Actual December	Budget Q3	Variance (\$)	Variance %	Year-End Forecast	Year-End Budget	Forecast Variance (\$)	Forecast as a % of total surplus	Forecast Variance (%)
		31, 2018								
Core Revenue										
	Property Tax	(36,420,805)	(36,356,035)	(64,770)	0.2%	(36,424,220)	(36,357,750)	(66,470)	7.9%	0.2%
	PILT	(2,936,685)	(2,915,300)	(21,385)	0.7%	(2,936,685)	(2,915,300)	(21,385)	2.5%	0.7%
	Rent	(18,240)	-	(18,240)		(20,390)	(3,000)	(17,390)	2.1%	579.7%
	HST OFFSET GRANT	(132,555)	(99,400)	(33,155)	33.4%	(132,555)	(99,400)	(33,155)	3.9%	33.4%
	Net Interest Income	(897,730)	(562,610)	(335,120)	59.6%	(871,075)	(674,800)	(196,275)	23.3%	29.1%
	Total Core Revenue	(40,406,015)	(39,933,345)	(472,670)		(40,384,925)	(40,050,250)	(334,675)	39.7%	
Less Mandatory Payments										
	Annapolis Valley Regional School Board	8,731,845	8,731,480	365	0.0%	11,642,460	11,641,975	485	-0.1%	0.0%
	Assessment Charges	818,275	607,425	210,850	34.7%	818,275	809,900	8,375	-1.0%	1.0%
	Municipal Highway Contribution	719,165	719,200	(35)	0.0%	719,165	719,200	(35)	0.0%	0.0%
	Correctional Services	317,805	476,710	(158,905)	-33.3%	635,610	635,610	-	0.0%	0.0%
	Regional Housing Corporation	-	-	-		207,200	207,200	-	0.0%	0.0%
	Regional Library	228,940	228,975	(35)	0.0%	305,300	305,300	-	0.0%	0.0%
	RCMP (& DNA)	3,570,770	3,586,350	(15,580)	-0.4%	7,111,735	7,132,100	(20,365)	2.4%	-0.3%
	Total	14,386,800	14,350,140	36,660		21,439,745	21,451,285	(11,540)	1.4%	
	Available for Municipal Operations	(26,019,215)	(25,583,205)	(436,010)		(18,945,180)	(18,598,965)	(346,215)	41.0%	
Area Rates										
	Area Rates Collected	-	(4,991,445)	4,991,445	-100.0%	(4,991,445)	(4,991,445)	-	0.0%	0.0%
	Less Area Rate Revenue Paid out	-	4,991,445	(4,991,445)	-100.0%	4,991,445	4,991,445	-	0.0%	0.0%
	Subtotal	-	-	-		-	-	-	0.0%	
Inter-municipal Service Agreements		3,938,910	4,446,670	(507,760)	-11.4%	5,088,865	5,093,700	(4,835)	0.6%	0%
Legislative		403,860	431,570	(27,710)	-6.4%	585,570	555,800	29,770	-3.5%	5%
Administration										
	Administration	798,235	1,216,725	(418,490)	-34.4%	1,686,670	1,757,385	(70,715)	8.4%	-4.0%
	HR	82,395	99,130	(16,735)	-16.9%	119,495	141,350	(21,855)	2.6%	-15.5%
	Economic Development	66,165	88,465	(22,300)	-25.2%	116,620	116,620	-	0.0%	0.0%
	Corporate Expenditures	242,180	245,400	(3,220)	-1.3%	246,900	246,900	-	0.0%	0.0%
	Recreation Administration	158,090	196,375	(38,285)	-19.5%	234,645	260,300	(25,655)	3.0%	-9.9%
	Net contributions to Recreation programming									
	KINGS PROGRAMS	(3,940)	(2,570)	(1,370)	53.3%	(3,940)	(3,350)	(590)	0.1%	17.6%
	ACTIVE KIDS, HEALTHY KIDS	1,655	(2,450)	4,105	-167.6%	1,655	1,500	155	0.0%	10.3%
	DAYCAMP	12,300	19,585	(7,285)	-37.2%	12,300	17,735	(5,435)	0.6%	-30.6%
	PARTNERSHIP PROGRAMS	(30,410)	(35,805)	5,395	-15.1%	(46,535)	(40,775)	(5,760)	0.7%	14.1%
	MOMS IN MOTION	2,945	875	2,070	236.6%	6,500	2,500	4,000	-0.5%	160.0%
	AQUATICS	(9,080)	(19,345)	10,265	-53.1%	14,150	1,150	13,000	-1.5%	1130.4%
	SENIORS	306	4,000	(3,694)	-92.4%	305	4,000	(3,695)	0.4%	-92.4%
	AFTERSCHOOL PROGRAMS	16,100	37,595	(21,495)	-57.2%	24,860	24,860	-	0.0%	0.0%
	Total Administration	1,336,941	1,847,980	(511,039)		2,413,625	2,530,175	(116,550)	13.8%	
Corporate Services										
	Finance	511,230	467,010	44,220	9.5%	651,775	666,140	(14,365)	1.7%	-2.2%
	Revenue Services (Net of cost recoveries)	18,895	49,745	(30,850)	-62.0%	113,965	133,370	(19,405)	2.3%	-14.5%
	IT (net of cost recoveries)	529,090	599,000	(69,910)	-11.7%	740,385	784,460	(44,075)	5.2%	-5.6%
	Total Corporate Services	1,059,215	1,115,755	(56,540)		1,506,125	1,583,970	(77,845)	9.2%	
EPW										
	EPW Administration (Net of administration fees)	180,950	250,490	(69,540)	-27.8%	330,725	399,030	(68,305)	8.1%	-17.1%
	Building (net of Provincial cost share)	376,375	420,770	(44,395)	-10.6%	535,740	542,500	(6,760)	0.8%	-1.2%
	Municipal parks & trails	155,990	178,175	(22,185)	-12.5%	197,690	186,300	11,390	-1.4%	6.1%
	Roads and Sidewalks	614,315	1,109,405	(495,090)	-44.6%	1,353,990	1,355,465	(1,475)	0.2%	-0.1%
	Airport	331,605	63,250	268,355	424.3%	4,565	69,800	(65,235)	7.7%	-93.5%
	Solid Waste	15,299	46,400	(31,101)	-67.0%	47,350	65,200	(17,850)	2.1%	-27.4%
	Subtotal	1,674,534	2,068,490	(393,956)		2,470,060	2,618,295	(148,235)	17.6%	
	Municipal Sewer Revenue	(3,758,875)	(3,975,920)	217,045	-5.5%	(4,177,550)	(4,191,800)	14,250	-1.7%	-0.3%
	Less Municipal Sewer Expense	3,213,760	3,627,650	(413,890)	-11.4%	4,089,505	4,191,800	(102,295)	12.1%	-2.4%
	Subtotal	(545,115)	(348,270)	(196,845)		(88,045)	-	(88,045)	10.4%	
	Street Light Revenue	(104,150)	(120,900)	16,750	-13.9%	(120,900)	(120,900)	-	0.0%	0.0%
	Less street light expense	74,090	88,155	(14,065)	-16.0%	120,900	120,900	-	0.0%	0.0%
	Subtotal	(30,060)	(32,745)	2,685		-	-	-	0.0%	
	Total EPW	1,099,359	1,687,475	(588,116)		2,382,015	2,618,295	(236,280)	28.0%	
Building & Development Services										
	Building & Development Services (net)	193,250	198,250	(5,000)	-2.5%	281,040	271,040	10,000	-1.2%	3.7%
	Planning	317,220	342,760	(25,540)	-7.5%	433,975	452,680	(18,705)	2.2%	-4.1%
	Development	211,840	240,465	(28,625)	-11.9%	300,450	311,150	(10,700)	1.3%	-3.4%
	Total Building & Development Services	722,310	781,475	(59,165)		1,015,465	1,034,870	(19,405)	2.3%	
Protective Services										
	Fire & Fire Inspection (net)	2,316,905	2,611,775	(294,870)	-11.3%	2,615,815	2,664,325	(48,510)	5.8%	-1.8%
	Bylaw Enforcement (net)	122,025	147,900	(25,875)	-17.5%	171,350	190,970	(19,620)	2.3%	-10.3%
	EMO	139,965	162,170	(22,205)	-13.7%	230,840	230,850	(10)	0.0%	0.0%
	Total Protective Services	2,578,895	2,921,845	(342,950)		3,018,005	3,086,145	(68,140)	8.1%	
	Total Building & Development Services, Protective Se	3,301,205	3,703,320	(402,115)		4,033,470	4,121,015	(87,545)	10.4%	
	Total Core Municipal Services	11,139,489	13,232,770	(2,093,281)		16,009,670	16,502,955	(493,285)	58.5%	
	Funds available after Core Municipal Services	(14,879,726)	(12,350,435)	(2,529,291)		(2,935,510)	(2,096,010)	(839,500)		
Grants										
	Councillor Grants to organizations	60,715	63,360	(2,645)	-4.2%	72,000	72,000	-	0.0%	0.0%
	Property Tax exemptions per Bylaws	673,545	673,000	545	0.1%	673,545	673,000	545	-0.1%	0.1%
	Leisure Services & Rec Director Salary Grants	(21,965)	109,675	(131,640)	-120.0%	205,000	205,000	-	0.0%	0.0%
	Crossing Guard Grants	24,730	30,900	(6,170)	-20.0%	30,900	30,900	-	0.0%	0.0%
	Program grants (CRAF, CHAP, CPDP, etc.)	973,505	1,061,985	(88,480)	-8.3%	1,110,490	1,115,110	(4,620)	0.5%	-0.4%
	Total Grants	1,710,530	1,938,920	(228,390)		2,091,935	2,096,010	(4,075)	0.5%	

Forecast Surplus to Year End **(843,575)**

**Municipality of the County of Kings
Capital Program Report
Year to date as of December 31, 2018**

	Carryover Budget	2018/19 Budget	Total Budget	Spent prior years	Spent Current Year	Total Expenditures	Budget \$ Remaining	Comments - Carryover budgets
Municipal Infrastructure - General Tax Rate Supported								
Information Technology								
21-3-361-101		85,000	85,000		30,974	30,974	54,026	
21-3-361-102		25,000	25,000		4,845	4,845	20,155	
21-3-361-128		100,000	100,000			-	100,000	
21-3-361-129		36,000	36,000			-	36,000	
21-3-361-130	30,391		30,391		295	295	30,096	few PO's outstanding over year-end
21-3-361-132		40,000	40,000			-	40,000	
21-3-361-133		90,000	90,000			-	90,000	
Total Information Technology	30,391	376,000	406,391	-	36,114	36,114	370,277	
Municipal Building								
21-3-375-124	7,541,189		7,541,189	1,349,796	4,060,699	5,410,495	2,130,694	construction in progress
Total Municipal Building	7,541,189	-	7,541,189	1,349,796	4,060,699	5,410,495	2,130,694	
Roads and Sidewalks								
21-3-372-101	59,124	500,000	559,124	8,921	17,813	26,734	532,390	Coldbrook design & Nichols Ave/ McKittrick crosswalk construction
21-3-372-115		150,000	150,000		125,038	125,038	24,962	
Total Roads and Sidewalks	59,124	650,000	709,124	8,921	142,851	151,772	557,352	
Building & Development Services Vehicles								
21-3-365-101		55,000	55,000		54,660	54,660	340	
Total Building & Development Services Vehicles	-	55,000	55,000	-	54,660	54,660	340	
Parks and recreation								
21-3-371-114	65,735	25,000	90,735		55,483	55,483	35,252	complete Grand Pre Trail amenities
21-3-371-115		25,000	25,000		6,779	6,779	18,221	
Total Parks and Recreation	65,735	50,000	115,735	-	62,262	62,262	53,473	
Total Municipal Infrastructure	7,696,439	1,131,000	8,827,439	1,358,717	4,356,586	5,715,303	3,112,136	
Municipal Sewer Infrastructure - Sewer Rate Supported								
21-3-382-101	627,080	300,000	927,080	408,246	300,680	708,926	218,154	5 lift stations to be completed
21-3-382-102		400,000	400,000		306,891	306,891	93,109	
21-3-382-103	9,740	550,000	559,740	9,740	252,969	262,709	297,031	Coldbrook design
21-3-382-109		25,000	25,000		8,169	8,169	16,831	
21-3-382-901		85,000	85,000		77,340	77,340	7,660	
Total Municipal Sewer Projects	636,820	1,360,000	1,996,820	417,986	946,049	1,364,035	632,785	
Greenwood Water Projects - Water Rate Supported								
22-3-351-200	250,000	250,000	500,000	54,831	6,130	60,961	439,039	continue test wells & develop production well
22-3-351-432		150,000	150,000		44,054	44,054	105,946	
22-3-351-435		50,000	50,000			-	50,000	
Total Greenwood Water Projects	250,000	450,000	700,000	54,831	50,184	105,015	594,985	
Regional Sewer Projects - User Fee Supported								
23-3-354-125		150,000	150,000			-	150,000	
23-3-354-130		50,000	50,000		5,589	5,589	44,411	
23-3-354-131		350,000	350,000		10,930	10,930	339,070	
Total Regional Sewer Projects	-	550,000	550,000	-	16,519	16,519	533,481	
Special/Contingent Projects								
21-3-369-114	473,174		473,174	247,080	218,423	465,503	7,671	completion pending NSP & Bell pole work
21-3-369-116		140,000	140,000			-	140,000	
21-3-369-117		182,500	182,500			-	182,500	
21-3-369-119		200,000	200,000			-	200,000	
21-3-369-120		8,604	8,604		8,286	8,286	318	
21-3-369-121		30,000	30,000		17,979	17,979	12,021	
21-3-369-123		30,000	30,000			-	30,000	
21-3-369-125		225,000	225,000			-	225,000	
21-3-369-126		312,858	312,858			-	312,858	
Total Special/Contingent Projects	473,174	1,128,962	1,602,136	247,080	244,688	491,768	1,110,368	
Total Capital Program	9,056,433	4,619,962	13,676,395	2,078,614	5,614,026	7,692,640	5,983,755	



Municipality of the County of Kings

Briefing

TO	Committee of the Whole
PREPARED BY	Trish Javorek, Director, Planning and Inspection Services Scott Conrod, Chief Administrative Officer
MEETING DATE	February 19, 2019
SUBJECT	Retroactive Municipal Tax Billings

ORIGIN

- December 4, 2018 Council

RECOMMENDATION

That Committee of the Whole receive the Retroactive Municipal Tax Billings briefing as attached to the February 19, 2019 agenda for information purposes.

INTENT

To provide Council with background information regarding the ability to collect retroactive municipal taxes.

DISCUSSION

During the December 4, 2018 Council meeting, general questions arose over the ability of the Municipality to address errors in property taxation in cases where a property is either not correctly assessed, e.g., as a commercial property, and/or has been incorrectly valued.

Additionally, specific questions arose with respect to a rural home occupation located at 1399 Highway 221.

General Commentary

The Property Valuation Services Corporation (PVSC) prepares and files an annual Assessment Roll for each municipality. Municipalities use their Assessment Rolls as the basis to generate property tax revenue.

The PVSC Assessment Rolls are assembled and filed on a calendar year basis. Any change to a Roll not formalized by December 31st of each year is deferred to a subsequent calendar year. Municipalities use the calendar year based Assessment Roll to generate tax revenue for their upcoming April 1 to March 31 taxation (fiscal) year.

Without limitation, changes to the Assessment Roll are primarily triggered by a building/development permit and/or the filing of a plan subdivision. In an attempt to ensure that MoK is collecting on new development, each December PVSC provides the Municipality with a list of building permits received by their office. This report identifies the owner and civic number of the property, as well as the permit type and dollar amount of the permit. Development Control staff cross-reference the PVSC list with MoK's issued permit list to ensure full inclusion. Any errors or omissions are then referred back to PVSC so that correction can be made prior to filing of the Roll.



Municipality of the County of Kings

Briefing

In accordance with the *Assessment Act*, after the final Roll has been published (filed), changes can still be made at any time before the end of the taxation year (March 31) if the Director of Assessment determines that:

Error in assessment

57 (1)

(a) property has been assessed in the name of someone

other than the owner;

(b) property has been left off the roll;

(c) property has been entered on the roll in error;

(d) property has been improperly classified;

(e) property has been improperly assessed as taxable or exempt; or

(f) a gross and manifest error has occurred in the assessment

The Director of Assessment administers the above by issuing an amended assessment notice that includes a right of appeal. **If an error is caught prior to March 31, a restatement is limited to the current and previous calendar year (current and prior year taxes can be adjusted). If an error is caught past March 31 only the current year taxes can be adjusted.**

1399 Highway 221

In 2018, a plan of subdivision was approved that placed the current buildings (dwelling and accessory buildings) on a 7.8 acre parcel with the balance of acreage (~107 vacant acres) on the remaining lot. The 7.8 acre parcel is a split account – with values being classified as residential, commercial, resource and farm acreage assessments. The plan of subdivision changed the assessed values.

Staff have confirmed that a portion of this property has been assessed commercial since 2016 and the owners have been paying in accordance with their assessment notice.

Per the above general comments, after future permitted work has been completed, PVSC will once again adjust the assessed values associated with this specific property.

FINANCIAL IMPLICATIONS

Retroactive billing adjustments flow through an amended Notice of Assessment prepared by PVSC pursuant to the *Assessment Act*.

Retroactive adjustments are not required with respect to 1399 Highway 221.



Municipality of the County of Kings

Briefing

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Good Governance	Review and evaluate processes to improve efficiencies and effectiveness
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
✓	Financial Sustainability	Relates to sound fiscal management, review of fees and process improvement, ensuring proper assessments and thereby collecting the proper municipal taxes
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	

COMMUNITY ENGAGEMENT

- There was no community engagement as this item originated through a Councillor request during a Council meeting discussion.

APPENDICES

- None



Annapolis Valley Giant Vegetable Growers

Mayor & Councillors
Municipality County of Kings
PO Box 100
Kentville NS B4N 3W3

Dear Mayor & Councillors ,

Our 2018 10th Anniversary Weigh-Off was a huge success! And we want to thank you for your part in ensuring that we were able to accomplish so much! We had a great turnout of both spectators and competitors; set many new records; offered children's activities; and were able to showcase our great agricultural region of the Annapolis Valley to many new tourists, as well as to local citizens in the region. Without the advertising, sponsorship and donations we receive to run the event, we would not be able to offer as many activities to the public – all free of charge! Thank you for your wonderful support!

Weigh Off Highlights

- Our Wayne Knox Memorial Trophy for the Heaviest Pumpkin grown by a club member was won this year by Daryl and Maureen Tingley, whose pumpkin weighed in at 1808 lbs – a new record for our Weigh-Off!
- We had new club weigh off records set: an 83 inch carrot – Catharina Ansems ; and a 234 lb Bushel Gourd – Gerard Ansems
- Our Young Gardeners had some great entries as well with a new record being set in the Giant Radish category. Michael Armstrong grew a 7.03 lb radish!

Our organization exists to promote agriculture awareness in the Annapolis Valley and the hobby of giant vegetable growing. We are the only weigh off in Atlantic Canada that has a dedicated Young Gardeners class that helps to promote gardening to our future growers. We also offer free children's events – like pumpkin painting - throughout the weekend for the public.

Our weigh off is part of the Great Pumpkin Commonwealth (GPC), which is an international organization that oversees the hobby of growing giant pumpkins and other fruits and vegetables throughout the world. As such, we have members in our organization who promote the Club & our Weigh-Off in countries like the USA, France, England, as well as here at home in Canada. The GPC organization establishes standards and regulations to ensure fairness, quality, and recognition of achievement. All of our results as well as the results of over 90 other weigh off sites were accumulated and ranked for worldwide placement. You can find the complete results at www.bigpumpkins.com or on our Club web site www.avgv.com .

Once again on behalf of all Club members we want to thank you for your support of our organization, and of agriculture in the Annapolis Valley.

Sincerely,

Ron Muis
President AVGVG

Gerard Ansems
Vice President AVGVG



RECEIVED
FEB 05 2019

Order of Nova Scotia

MEMORANDUM

TO: Mayors and Wardens

FROM: Ms. Glennie Langille
Chief of Protocol
Secretary of the Order of Nova Scotia

DATE: January 30, 2019

SUBJECT: ORDER OF NOVA SCOTIA

The Order of Nova Scotia is the highest honour that the province can bestow on an individual. It recognizes people who have made an exceptional contribution to their community and the province. Some individuals who have been invested into the Order of Nova Scotia are household names. Others have enriched the life of our province through acts and deeds that are known to only a few. But they all share one very important thing: they have been nominated by their fellow Nova Scotians for the honour.

As a leader in your community you are in an exceptional position to recognize excellence. I encourage you to promote the Order of Nova Scotia in your community through public speaking opportunities, newsletters, and on social media.

Please find enclosed a poster and nomination forms to distribute to your constituents or, direct them to the Protocol Office's website, novascotia.ca/iga/order.asp where the nomination form can be downloaded. Should you require additional information or material, please contact Ms. Angela Dennison, Coordinator of the Order of Nova Scotia Program at (902) 424-2467, or angela.dennison@novascotia.ca. You can also contact me directly at 902-424-4194 or glennie.langille@novascotia.ca. The closing date for nominations is **Friday, March 15, 2019.**

Thank you for your consideration and co-operation. I look forward to receiving the nominations of deserving Nova Scotians from communities across the province to this prestigious Order.



Protocol Office

From: [Minister, DMA](#)
To: [Janny Postema](#)
Cc: [Colwell, Hon. Keith \(DAG\); Finance Minister](#)
Subject: Correspondence from Honourable Chuck Porter
Date: February-05-19 4:51:33 PM

February 5, 2019

Mr. Peter Muttart
VIA E-MAIL: c/o jpostema@countyofkings.ca

Dear Mayor Muttart:

Thank you for your e-mail of January 3, 2019, regarding cannabis cultivation operations on agricultural land. As Minister of Municipal Affairs, I am also responding on behalf of my colleagues, the Honourable Keith Colwell, Minister of Agriculture, and the Honourable Karen Casey, Minister of Finance and Treasury Board.

The recent legalization of cannabis in Canada has the potential to alter the profile of the agricultural sector in Nova Scotia and requires further exploration by municipalities and the Province.

I have directed my staff to begin work with their colleagues at the Department of Agriculture to consider this matter further and, if necessary, develop recommendations to ensure that the Statement of Provincial Interest related to the protection of agricultural land is respected. Municipalities and the cannabis industry will be consulted in due course as this work evolves.

Thank you, once again, for sharing your thoughts on this important issue.

Sincerely,

Original signed by:

Chuck Porter
Minister of Municipal Affairs

c: Honourable Keith Colwell, Minister of Agriculture
Honourable Karen Casey, Minister of Finance and Treasury Board

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Annapolis Valley Trails Coalition Board
From: Brian Hirtle
Date: February 19, 2019

In Councillor Spicer's absence I attended the Nova Scotia Trails Federation meeting in Berwick on February 5th - see attachment.

Next meeting of the Annapolis Valley Trails Coalition will be on March 14th at 1:30pm, location to be announced: by Councillor Allen in my absence.

Thank you Councillor Allen for stepping up.

And a shout out to Councillor Spicer for a speedy recovery.

Respectfully Submitted,

Brian Hirtle
Councillor District 3



NOVA SCOTIA TRAILS FEDERATION

5516 Spring Garden Road ■ Halifax, NS B3J 1G6

Phone: (902) 425-5454 Ext. 325 ■ Fax: (902) 425-5606

Email: info@nstrails.com Website: www.nstrails.com

December 12, 2018

To: Trail Stakeholders in Western Nova Scotia

Re: The Great Trail

Earlier this year, the Trans Canada Trail followed through on its promise to NS Trails and the Government of Nova Scotia to provide the opportunity for Western Nova Scotia to become part of The Great Trail.

Recently, representatives from NS Trails, the Provincial government and The Great Trail met in Liverpool with a group of stakeholders from Western Nova Scotia to investigate how best to engage stakeholders in the potential connection of what has been referred to as "the Western Loop". The meeting was to confirm interest from the local representatives and to share ideas on next steps. This was only the first meeting to discuss this opportunity and process. Additional meetings will take place and other groups and stakeholders, including First Nations representatives, will be invited.

During the meeting, NS Trails, Great Trail Committee Chair, Blaise MacEachern told the group that the Trail is connected, but will never be complete. The opportunity for the Western Loop to connect to existing Great Trail in Nova Scotia is an opportunity to become part of the national Great Trail brand. NS Trails Chair, Beth Pattillo added that it is entirely the region's choice to join this epic project.

TCT Staff expressed a desire to learn from the local groups. It is clear that all sections are not connected and operational, but with the formulation of a plan there is an opportunity to ensure a connected trail, which is supported by all, can be developed.

Local representatives in attendance at the meeting made a commitment to hold meetings over the coming months with all stakeholders in their region to investigate this exciting opportunity. At this time, we are pleased with how this discussion is progressing and we look forward to future collaboration.

Yours truly,

Beth Pattillo
NS Trails Volunteer Chair

Blaise MacEachern
Great Trail Committee Volunteer Chair

Take Trails to HEART!

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Annapolis Valley Regional Library Board
From: Meg Hodges
Date: February 19, 2019

The Annapolis Valley Regional Library Board met on Thursday, February 14th from 4pm-7pm. The Board passed the 2019/20 budget and discussed the proposed funding changes from the Department of Communities Culture and Heritage, which will take effect in 2020/21. This will result in a 9% increase to the County of Kings library contribution starting in that budget year, roughly \$26,348.

For context, the last funding review for Nova Scotia libraries occurred in 2009. The Board has concerns about the funding model, chiefly that the AVRL will receive the lowest funding per capita in the province. The Board is submitting written feedback to the province about these funding inequities.

On the bright side, seven of the eight Nova Scotia regional library boards have signed an MOU to merge into a “One-Card Nova Scotia” system, which will allow Nova Scotian’s to access library collections across the province with a single card. Cape Breton is the last region left to sign onto the agreement. After the first phase of this service alignment, “Team Octopus” will be in the position to merge into a One Card system with the Halifax Public Library. Exciting days are ahead for Nova Scotian libraries.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Kings Point to Point Transit Society
From: Peter Allen
Date: February 19, 2019

The Kings Point to Point Transit Society met on January 29 in New Minas.

Highlights:

1. Reviewed December Financial Report
2. Ratified email vote for Employee Bonuses
3. Reviewed and approved 2019-20 Operating Budget

Respectfully Submitted,

Peter Allen
Councillor District 9