

MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
September 4, 2018
6:00 pm
AGENDA

Audio Recording Times Noted in Red
(Minutes:Seconds)

1. Roll Call **00:00**
2. Approval of Agenda **01:35** Page 1
3. Approval of Minutes
a. July 26, 2018 Special Council **02:06** Page 2
4. Business Arising from Minutes
a. July 26, 2018 Special Council **02:44** Page 2
5. Planning Services
a. Application for Municipal Heritage Property at 23 Bessie North Rd, Canning (File 18-02) **06:05** Page 11
6. Administration
a. Civilian Airpark - Greenwood **13:22** Page 24
b. Non-Unionized Employee Vacation Policy HR-06-017 **50:34** Page 32
c. Cannabis Legislation **62:36** Page 38
d. Citizen Membership on Fire Services Advisory Committee **132:04** Page 50
e. Federation of Canadian Municipalities Special Advocacy Fund **150:38** Page 59
f. Proclamation Right to Know Week **158:45** Page 60
7. Community Development Services
a. Council Appointment of Building Official **164:12** Page 67
b. Award Contract 911/Emergency and Fire Dispatch/After Hours Answering Service **168:15** Page 68
c. New Minas Noise By-law Request for Exemption **174:38** Page 70
8. Engineering and Public Works, Lands and Parks Services
a. Award of Contract 18-17 Waterville Septage Lagoon Desludging **180:28** Page 73
b. Infrastructure Extension Request - Owen Road, North Kentville **187:20** Page 76
c. Provincial J-Class Roads Cost Sharing Agreement 2018-014 **199:50** Page 78
d. Contract Authorization: Cost Share Program for Paving of Subdivision (J-Class) Streets (Sampson Drive and Spinney Street, Greenwood) **215:00** Page 85
9. Financial Services
a. 7:30 pm: Kings Transit Authority Budget Approval **91:34** Page 92
b. 2018/19 Capital Investment Plan and Gas Tax Allocation to Villages **225:57** Page 99
10. Correspondence
a. 2018-07-24 L'Arche Homefires Thank You **232:20** Page 104
b. 2018-07-25 EconoUs 2018 Invite **232:29/238:07** Page 105
c. 2018-07-25 Megan Lenihan Thank You Kings County Scholarship **232:36** Page 107
d. 2018-07-25 NS Environment re: Greenwood Water Sample Results (*Letter & Report*) **232:58/236:32** Page 108
e. 2018-07-25 Nova Scotia Gaming 2017-18 Summary of Results **234:12** Page 114
f. 2018-08-02 Hannah McGean Youth Travel Thank You **234:18** Page 117
g. 2018-08-03 Kings Point to Point Transit Financial Statements 2017-18 **234:30** Page 119
h. 2018-08-09 Ourhouse Open House Invitation **234:34** Page 126
i. 2018-08-15 Canada-NS Offshore Petroleum Board re: Offshore Oil & Gas Exploration **234:40** Page 130
j. 2018-08-21 Hants County Exhibition Invite **234:49** Page 134
k. 2018-08-23 RCMP 2017 Report **234:56** Page 135
l. 2018-08-23 Spirit of Somerset Invite **235:00/237:23** Page 136
m. Nova Scotia Federation of Municipalities Board Initiatives Report **235:07** Page 137
n. 2018-08-28 North Mountain Community Awards Event Invitation **235:11** Page 139
o. 2018-08-30 Walk a Mile in Her Shoes Fundraiser **235:33** Page 140
11. Other Business **None**
12. Comments from the Public **None**
13. Adjournment **239:17**

SPECIAL COUNCIL
July 26, 2018
MINUTES

**Meeting Date
and Time**

A Special Council Meeting was held on Thursday, July 26, 2018 following a Public Hearing at 6:00 pm in the Council Chambers, Municipal Complex, Kentville, NS.

1. Attendance

All Councillors were in attendance with the exception of Councillors Allen and Winsor with notice.

Results for Roll Call

For 8

Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Trish Javorek, Director, Community Development
- Tim Bouter, Manager, Engineering Services
- Karen Kluska, Financial Analyst
- Janny Postema, Municipal Clerk/Recording Secretary

On motion of Councillor Spicer and Deputy Mayor Lutz, that Councillor Allen's and Councillor Winsor's absence from the July 26, 2018 Special Council be excused.

Motion Carried.

Results

For 8

Against 0

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

2. [Approval of Agenda](#)

Mayor Muttart noted that a closed session would be held at the end of the meeting to discuss a contractual matter.

On motion of Deputy Mayor Lutz and Councillor Hirtle, that Municipal Council approve the July 26, 2018 agenda as amended.

Motion Carried.

Results

For 8

Against 0

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

3. **Approval of Minutes**3a. [July 11, 2018](#)

On motion of Councillor Hirtle and Councillor Spicer, that the minutes of the Special Council meeting held on July 11, 2018 be approved.

Motion Carried.

Results

For 8

Against 0

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

3b. [July 17, 2018](#)

On motion of Deputy Mayor Lutz and Councillor Spicer, that the minutes of the Special Council meeting held on July 17, 2018 be approved.

Motion Carried.

Results

For 8

Against 0

District	Name	Results
Mayor	Peter Muttart	For

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

4. Business Arising from Minutes

4a. [July 11, 2018](#) There was no business arising from the July 11, 2018 minutes.

4b. [July 17, 2018](#) There was no business arising from the July 17, 2018 minutes.

5. Planning Item

5a. [Application for a development agreement to permit tourist accommodations, tourist cabins and an event venue at 440 Canaan road, Nicholasville \(File 18-03\)](#) Councillor Hirtle presented the report as attached to the July 26, 2018 Council agenda.

On motion of Councillor Hirtle and Deputy Mayor Lutz, that Municipal Council give Final Consideration to enter into a development agreement to permit tourist commercial facilities and an event venue at 440 Canaan Road (PID 55526461), Nicholasville, which is substantively the same (save for minor differences in form) as the draft set out in Appendix E of the report dated June 15, 2018.

Motion Carried.

Results

For 8
Against 0

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

6. Development Services

6a. [Hearing re: Appeal of the Decision of the Development Officer to Approve a Site Plan Agreement - Northview Drive, Waterville, PID 55504260](#) Mayor Muttart explained the process for the Site Plan Appeal Hearing.

He noted that the appellant, Shannon Graves, was unable to attend the hearing and that the applicants, Ervin and Doris Penner, were present.

Mandy Burgess, Development Officer, presented the report as attached to the July 26, 2018 Council agenda and provided a [presentation](#).

Mayor Muttart read into the record the letter with additional comments

submitted by the appellant on the day of the hearing (click [here](#) to view the letter).

The applicants declined to provide comments.

On motion of Councillor Hirtle and Councillor Best, the appeal against the Development Officer's decision is unsuccessful and Council upholds the decision of the Development Officer to approve the site plan agreement for the development of a non-farm dwelling in the Agricultural (A1) Zone, submitted by Ervin and Doris Penner.

Motion Carried.

Results

For 8

Against 0

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

7. Administration

7a. [Proposed Non-Unionized Employee Vacation Policy HR-06-017](#)

The CAO presented the policy as attached to the July 26, 2018 Council agenda.

It was agreed verbally that the words "up to" would be added to section 3.12 Additional Vacation in Employment Offer.

On motion of Deputy Mayor Lutz and Councillor Spicer, that Municipal Council repeal HR Policy 5.001 and adopt Policy HR-06-017: Non-Unionized Employee Vacation Policy.

Motion Carried.

Results

For 8

Against 0

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

8. Engineering and Public Works, Lands and Parks Services

8a. [Proposed Amendments to By-law 98: Wastewater Sewer \(Second Reading\)](#)

Tim Bouter presented the by-law as attached to the July 26, 2018 Council agenda.

On motion of Councillor Best and Deputy Mayor Lutz, that Municipal Council give Second Reading to amend By-law 98, being the Wastewater Sewer By-law of the Municipality of the County of Kings, as attached to the July 26, 2018 Council agenda.

Motion Carried.

Results

For 8
Against 0

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

9. Financial Services

9a. [Proposed Amendments to By-law 93: Private Road Maintenance Charge \(Second Reading\)](#)

Karen Kluska presented the by-law as attached to the July 26, 2018 Council agenda.

On motion of Councillor Armstrong and Councillor Hodges, that Municipal Council give Second Reading to amend Schedule A of By-law 93, being the Private Road Maintenance Charge By-law of the Municipality of the County of Kings, as attached to the July 26, 2018 Council agenda.

Motion Carried.

Results

For 8
Against 0

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

9b. [Valley Region Solid Waste-Resource Management Authority Budget 2018/19](#)

Karen Kluska presented the report as attached to the July 26, 2018 Council agenda and provided a [presentation](#).

On motion of Councillor Hirtle and Deputy Mayor Lutz, that Municipal Council approve the 12-month 2018/19 Valley Region Solid Waste-Resource Management Authority Operating Budget with revenues and expenditures totaling \$11,416,330 respectively, as outlined in Appendix A attached to the Request for Decision dated July 26, 2018, including the implementation of a \$121.00 per tonne residual waste tipping fee effective October 1, 2018.

Motion Carried.

Results

For 8

Against 0

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

On motion of Councillor Hirtle and Councillor Spicer, that Municipal Council approve the Valley Region Solid Waste-Resource Management Authority 2018/19 Capital Budget with expenditures totaling \$694,200, as outlined on page 9 of Appendix A attached to the Request for Decision dated July 26, 2018.

Motion Carried.

Results

For 8

Against 0

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

On motion of Councillor Armstrong and Councillor Hirtle, that Municipal Council approve the Municipality's share of the Valley Region Solid Waste-Resource Management Authority Operating Budget, in the amount of \$4,608,777, to be funded \$4,400,749 from Operating Income and \$208,028 from the Valley Waste Operating Reserve account GL# 61-4-460-350.

Motion Carried.

Results

For 8
Against 0

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

10. Councillor Item

10a. [Proposed Motion re: Municipality of Shelburne's Letter on Offshore Oil and Gas Exploration](#)

Councillor Raven presented the proposed motion as attached to the July 26, 2018 Council agenda.

On motion of Councillor Raven and Councillor Hodges,

That the Municipality of the County of Kings write a letter stating our Council shares the concerns expressed and acknowledges the risks outlined by the Municipality of the District of Shelburne in its letter of June 25, 2018 regarding offshore oil and gas exploration (as attached to the July 17, 2018 Committee of the Whole agenda) and that:

This letter be addressed to Jonathan Wilkinson, Minister of Fisheries, Oceans and the Canadian Coast Guard, as well as Catherine McKenna, Minister of Environment and Climate Change, and copied to Nova Scotia Municipalities, Scott Brison, MP Kings-Hants, and Kings County MLAs.

Motion Carried.

Results

For 5
Against 3

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

It was noted that Councillor Hodges left at 7:15 pm.

11. Correspondence

Mayor Muttart gave an overview of the correspondence as attached to the July 26, 2018 Council agenda.

On motion of Councillor Hirtle and Deputy Mayor Lutz, that Municipal Council receive the Correspondence as attached to the July 26, 2018 agenda package.

Motion Carried.

Results

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

- 11a. [Kings Regional Rehabilitation Centre Annual Report 2017-18](#)

For information.

- 11b. [École Rose-des-Vents Thank You](#)

Thank you for Community Park Development Program funding in 2017.

- 11c. [Annapolis Valley Regional Library Annual Report 2017-2018](#)

For information.

12. Other Business

Councillor Armstrong reported that Joe Haverstock recently retired as CEO of the Kings Regional Rehabilitation Centre.

Councillor Raven reported that the Department of Health and Wellness would be issuing a license to the Grand View Manor as a new entity.

13. Comments from the Public

No members of the public were present.

14. Adjourn to Move In Camera

On motion of Councillor Spicer and Councillor Armstrong, Council adjourned at 7:20 pm to move in camera in accordance with Section 22 (2) (e) *Municipal Government Act* to discuss a contractual matter.

Motion Carried.

Results

For 7
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	For
District 7	Emily Lutz	For

District 8	Jim Winsor	-
District 9	Peter Allen	-

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.

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

Subject: Planning Items

Date: September 4, 2018

A	Application for Municipal Heritage Property at 23 Bessie North Rd, Canning (File 18-02)	Be it resolved that Municipal Council register as a Municipal Heritage Property the building and land located at 23 Bessie North Road, Canning (PID #55020226), commonly referred to as the Bessie North House, being and intended to be the building and land more fully described in Appendix D of the report dated May 8, 2018. <u>Report attached.</u>
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Municipality of the County of Kings Report to the Heritage Advisory Committee

Application to register the Bessie North House at 23 Bessie North Road, North's Corner (Canning) as a Municipal Heritage Property. (File #18-02 HA)

May 8, 2018

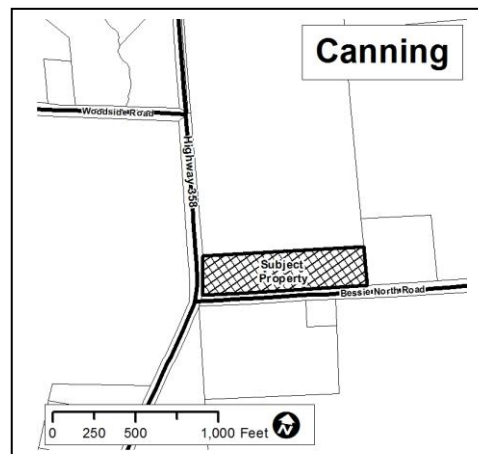
Prepared by: Planning and Development Services

Applicant	David Smart
Land Owner	David Smart
Proposal	To register the Bessie North House as a Municipal Heritage Property
Location	23 Bessie North Road, North's Corner (Canning), NS (PID 55020226)
Lot Area	4.7 acres
Designation	Agricultural (A)
Zone	Agricultural (A1)
Surrounding Uses	Surrounded by Agricultural (A1) lands, but located approximately 1 kilometre from Canning Growth Centre.

1. PROPOSAL

David Smart has applied for a Municipal Heritage Designation for the property known as the Bessie North House, located at 23 Bessie North Road in North's Corner, near Canning. The applicant has also applied for a Development Agreement, to permit and establish the 'Bessie North Farm & Restaurant', which will include a farm-to-table style restaurant in a portion of their historic home.

The restaurant and associated development agreement is reviewed in a separate report, while this report addresses the Municipal Heritage Designation.



2. BACKGROUND

The Bessie North House was constructed in approximately 1886. The house was built by Silas Patterson, a prominent builder in Canning during this time. Silas Patterson is also acknowledged for building the Victoria's Inn in Wolfville, the Newcombe House in Lower Canard, and the Dickie-Baxter House in Canning.

What is now referred to as the Bessie North House, was built for and owned/occupied by the North family for over 100 years. The North family maintained ownership of this home for several generations, until very recently. The applicant purchased the home in 2017, and is now the third owner, after the North Family.

Bessie North grew up and spent the majority of her life in this home. She was born in 1920 and was an artist and teacher in the one-room schoolhouse in Pereau. She was well known in the community, and was an avid walker. Bessie North continued to have a lasting impact on many students while she taught at the Glooscap Elementary school in Canning. She passed away at the age of 88, in 2008.

Since her passing, the home has changed owners, and has received some modern upgrades like replica windows, blown-in insulation and typical exterior maintenance. The latest changes to the home were to accommodate a bathroom addition (on the rear of the home) commercial kitchen, and a dining area to be used for the farm-to-table restaurant to be operated by the current owners.





3. INFORMATION

Site Information

The subject property is a large 4.7 acre lot and zoned Agricultural (A1). The surrounding lands are located within the Agricultural (A1) Zone as well. Notifications were sent to 7 residents within 500 feet of the subject property notifying them of the application and welcoming them to attend the Heritage Advisory Committee.

Evaluation Criteria

The Municipal Heritage Designation Evaluation Criteria form is attached as Appendix C. The age and very good condition of this home, prominence of the person and its community importance, all contribute to a high score that meets the eligibility requirements for Municipal Designation.

Statements of significance

The draft Statements of Significance are attached as Appendix B. The primary elements identified in this section are:

- Wood siding – shingle course spacing of 4.5”
- Corner board and frieze board trim
- Single vertical mullion windows (front façade)

4. POLICY REVIEW

The Heritage Property Act of 1989 enables Municipalities to create a municipal registry of heritage properties. Heritage Property By-Law #80 allows for the creation of a Heritage Advisory Committee (HAC), which may make recommendations to Council regarding a “building, public-building interior, streetscape, cultural landscape or area [to] be registered as a Municipal Heritage Property in the Municipal Registry of Heritage Property.”

Planning staff evaluated the Bessie North House using an Evaluation Criteria adopted in the heritage procedures. The total score awarded to the Bessie North House was **107** (See attached Criteria as Appendix C). According to the criteria, properties that are given a score above 100, will be given the highest priority for designation.

5. STAFF RECOMMENDATION

Staff recommend that the Planning Advisory Committee in its role as the Heritage Advisory Committee forward a positive recommendation by passing the following motion.

The Heritage Advisory Committee recommends that Municipal Council register as a Municipal Heritage Property the building and land located at 23 Bessie North Road, Canning (PID #55020226), commonly referred to as the Bessie North House, being and intended to be the building and land more fully described in Appendix D of this report dated June 14, 2016.

6. APPENDIXES

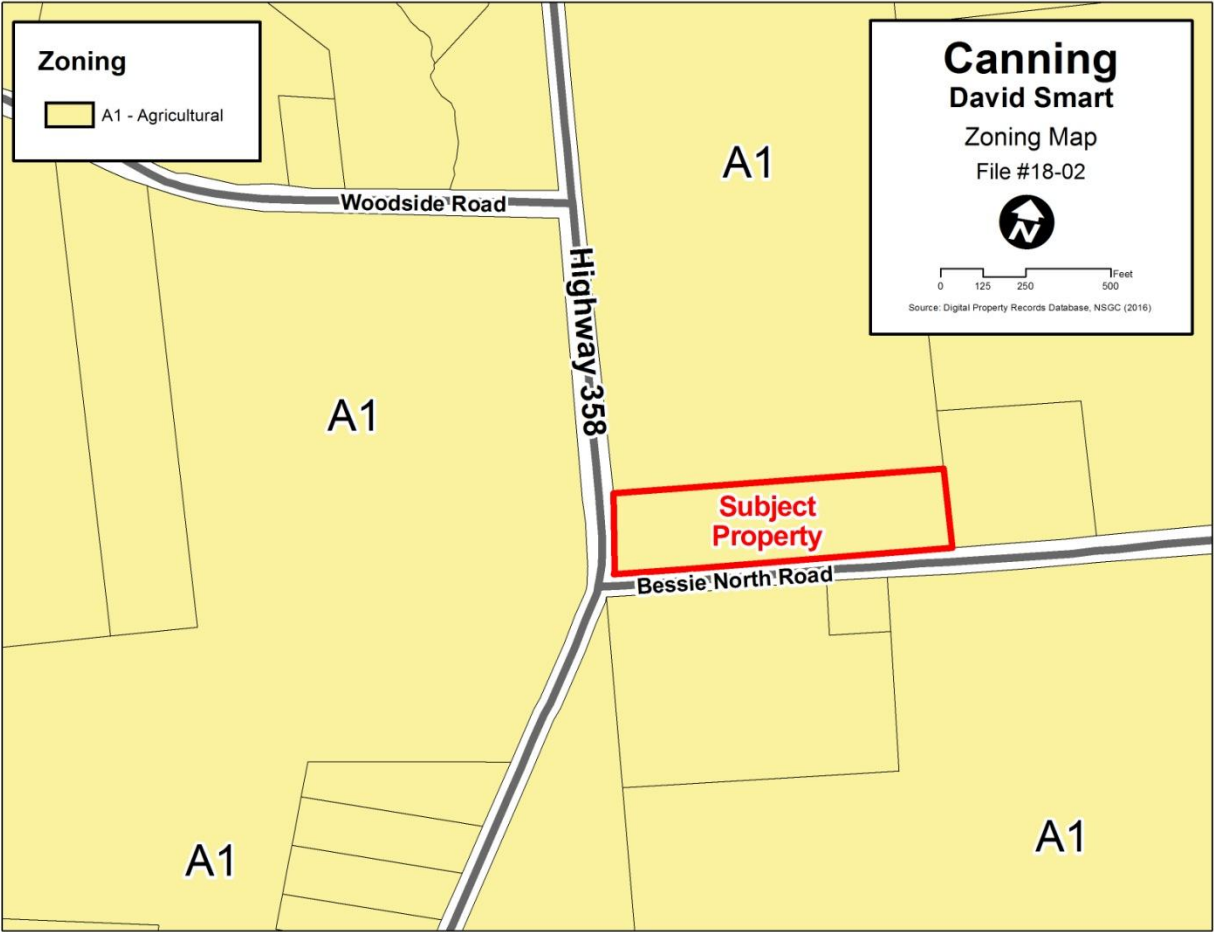
Appendix A – Reference Zoning Map

Appendix B – Statement of Significance

Appendix C – Evaluation Criteria

Appendix D – Property Description

Appendix A – Reference Zoning Map



Appendix B – Statement of Significance

STATEMENT OF SIGNIFICANCE

Description of property	The Bessie North House is located on Bessie North Road, in North's Corner, Nova Scotia. The home dates back to 1886 and has remained in the ownership of an original North family until very recently. Now owned by David Smart who intends on using a portion of the home as a small farm-to-table restaurant.
Heritage Value	The Bessie North House serves as an example of late 1800's era wood frame residential structures. The home has received external alterations but generally has maintained many of its original features.
Character Defining Elements	<ul style="list-style-type: none">• Wood siding – shingle course spacing of (4.5")• Corner board and frieze board trim• Single vertical mullion windows (front façade)

LOCATION

Street Address	23 Bessie North House
Community	North's Corner (Canning)
PID	55020226
Province	Nova Scotia
Ownership of Historic Place	David Smart and Susan Meldrum
Date of Construction	1886

WHERE TO FIND MORE INFORMATION

Web	https://www.facebook.com/bessienorthhouse/ http://bessienorthhouse.com/
Supporting Documentation	David Smart Bessie North House Restaurant 23 Bessie North Road Canning Nova Scotia B0P 1H0 (902) 229-0749 dav.smart@gmail.com

Appendix C Evaluation Criteria Bessie North House

The following criteria will be used by the Kings County Heritage Advisory Committee in recommending inclusion of a property in the municipal heritage registry. Points will be awarded as noted below.

BUILDINGS AND STRUCTURES

HISTORY & CULTURE

Period

Building or structure date from: 1861

1675-1755 Acadian (automatically eligible for designation)		
1756-1800 New England Planter/United Empire Loyalist migration	15	
1801-1840 General development of education & transportation	12	
1841-1890 Age of Sail – rise of coastal communities The building was built in approximately 1886	10	X
1891-1914 Kings Co. becoming 'Orchard of the Empire'	7	
1915-1939 WWI – Interwar	5	
1940+ WWII to present	0	

Association

Association with the life or activities of a person, group, organization, institution or event that has made a significant contribution to the community, province or nation.

Building or structure is intimately connected to a person, group event, etc. of primary importance The building was lived in by the North Family including Bessie North, a well-known teacher in the Canning area	25	X
Building or structure is loosely connected to a person, group, event, etc. of primary importance.	20	
Building or structure Building is intimately connected to a person, group, or event , etc of secondary importance	15	
Building or structure is loosely connected to a person, group, event, etc. of secondary importance.	10	
Building or structure has no known connection to a person, group, event, etc. of importance.	0	

Continuity of Ownership

Building or structure is owned, occupied —or cared for by descendants of original developer. The building has new owners, but was owned by descendants of the original developer, until very recently.	10	
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ARCHITECTURE

Style

In comparison to recognized historical building styles the style is considered a:

Very rare example or contains a very rare element	10	
Rare example or contains a rare element	7	
Common example The building shares materials and proportions that are common to this era's architecture.	5	X
Very common example	0	

Construction type/building technology

The type of construction or building technology used is considered:

Very rare or early example	10	
Rare or fairly early example	7	
Common example No notable rarities in construction or building techniques are known.	5	X
Very common example	0	

** additional points may be awarded for uncommon technology*

Architect/builder

The property is an example of an architect/builder's work that is considered:

Very rare or work from an architect/builder of exceptional interest The builder Silas Patterson is known for his many buildings in Eastern Kings County, including the Victoria's Inn in Wolfville.	20	X
Rare or work from an architect/builder of special interest	15	
Common or architect/builder of little interest	5	
Very common or architect/builder of no interest or unknown	0	

Condition

The building's structural condition and state of repair is:

Excellent	10	
Very good During a site visit, the building appeared to be very good	7	X

condition		
Fair	5	
Poor	0	

** additional points may be awarded if owner has made a commitment to restoration*

CONTEXT/ENVIRONMENT

Landmark

Importance of building as a visual landmark:

Symbol of provincial importance	15	
Symbol of county or regional importance	15	
Symbol of community importance The building was of significant importance to the Canning and area community and its early history.	15	X
Little or no symbolic value	0	

Environment

The extent to which the building or structure contributes to the historical/architectural character of the area:

Essential to maintaining the dominant character	15	
Important to maintaining the dominant character The Bessie North house is the first home on Bessie North road and acts as a historic symbol for anyone travelling on the road	10	X
Compatible with the dominant character	5	
Incompatible with the dominant character	0	

Integrity

Building or structure is on its original site with few or minor exterior alterations The exterior alterations appear to be minimal, but do include a bathroom addition on the rear of the house.	10	X
Building or structure is on its original site with major exterior alterations	7	
Building or structure has been relocated and has minor exterior alterations	5	
Building or structure has been relocated and has major exterior alterations	0	

** additional points may be awarded if owner has made commitment to restoration or to removal of incompatible elements*

SCORING

Total Score	107
Recommended for Designation	YES

Properties scoring more than 100 points will be given the highest priority for designation; properties scoring between 75-100 points will be given second priority for designation; and properties scoring between 50-74 points will be given third priority for designation.

Property Name, address and PID:

Bessie North House – 23 Bessie North Road, North's Corner (PID #55020226)

Scored By:

Mark Fredericks

Date:

April 2018

Appendix D – Property Description

All that portion of the property of Bessie Amelia North located at the southwest corner of the junction of the Road to the Lookoff and Pereau Road, Kings County, Nova Scotia;

STARTING on the north limit of the Pereau Road at the line between lands now or formerly of Mrs. Arthur Blenus and Miss Bessie Amelia North marked by a steel pipe;

THENCE along north limit of road 920.5 feet N 82 degrees W to a steel pipe;

THENCE further on road limit 83.5 feet N 71 degrees 37 minutes W to a steel pipe on east limit of the Lookoff Road;

THENCE 192.8 feet N 11 degrees 27 minutes E to a steel pipe;

THENCE through the lands of Miss North 985 feet S 82 degrees 23 minutes E to a steel pipe on west line of Mrs. Blenus;

THENCE 214 feet S 6 degrees 54 minutes W to the point of beginning.

CONTAINING 4.7 acres more or less.

MGA COMPLIANCE STATEMENT

The description for this parcel originates with a deed dated December 4, 1963, registered in the registration district of Kings County in book 253 at page 774 and the subdivision is validated by Section 291 of the Municipal Government Act.



Municipality of the County of Kings

Request for Decision

TO	Mayor & Council
PREPARED BY	Scott Conrod, CAO
MEETING DATE	September 4, 2018
SUBJECT	Civilian Airpark – Greenwood

ORIGIN

- June 19, 2018 Request for Decision Report
- April 13, 2018 Request for Decision Report
- October 3, 2017 Request for Decision Report

RECOMMENDATIONS

Per the September 4, 2018 Request for Decision Report, that Council hereby resolves to provide an additional \$121,304 from the related operating reserve for the purposes of operating a civilian airpark at CFB Greenwood 14 Wing (\$107,970 in additional construction funds to Freedom Aviation Society, and \$13,334 in prior period lease payments to DND); and that the balance of recommendations tabled on June 19, 2018 be maintained.

INTENT

To inform Council on changes imposed by DND with respect to construction (location) requirements and to request additional use of the related reserve to address the increase in construction cost.

BACKGROUND & DISCUSSION

Head Lease and Provision of Services Agreement

The above noted Agreements have been finalized.

DND Construction Location Requirements

Post June 19th Council approval, FAS was advised that DND had changed their position on permitting the first hangar to be constructed over a water line. This change prompted a reconfiguration on site. FAS has obtained an updated quotation to cover the change in scope (relocation of office/trailer, additional asphalt, additional concrete floor, improved bi-fold doors and related miscellaneous items).

Impact on MOK Related Operating Reserve

As previously reviewed by Council, financial aspects are to be supported by a preexisting MOK operating reserve and FAS's internal operations. Prior to the DND location change, projected MOK balance in the reserve post construction totaled \$230,270. With the revised construction quotation and prior period lease payments, the projected balance would decrease to \$108,966.



Municipality of the County of Kings

Request for Decision

The estimated reserve balance has been further updated to include prior period lease payments. The prior period amounts are included in the finalized Agreements with DND. The updated projections are as follows:

FAS - MOK CAPITAL FUNDING PROJECTIONS				
PROJECTIONS TO ESTIMATE FUNDING OF FAS CAPITAL - FOR DISCUSSION ONLY				
		10-Apr-18	27-Aug-18	Change
Amount equivalent to sale proceeds of approx. 60 acres in Waterville		\$ 1,888,410	\$ 1,888,410	\$ -
Legal fees re: closing costs and settlements	\$ (21,907)			
Purchase of private property	(172,840)			
Total costs incurred to clear title		(194,747)	(194,747)	-
Business case study (MMM Group)		(47,827)	(47,827)	-
Prior period lease payment (including HST expense)			(13,334)	(13,334)
Dispersed to FAS to date		(104,390)	(104,390)	-
Fence reimbursement to DND (March 4, 2018 email with HST expense)		(104,767)	(104,767)	-
		1,436,679	1,423,345	(13,334)
Estimated MOK reserve for future lease payments:				
Present value of 25 years of lease payments (see Appendix A)		(610,409)	(610,409)	-
Estimated amount available for capx costs (hangar and site construction):				
		826,270	812,936	(13,334)
FAS August 28, 2018 capx plan (50' x 180' heated hangar to house 9 to 12 aircraft)		(596,000)	(703,970)	(107,970)
Projected Balance		\$ 230,270	\$ 108,966	\$ (121,304)

FINANCIAL IMPLICATIONS

FAS operations would be independent of MOK with the exception of annual Lease payments to be made by the Municipality to DND. The intent is to cover the lease payments through transfers from the operating reserve (\$610,409), i.e., not be funded from annual tax rates.

ALTERNATIVES

- Council not approve the additional withdrawal from the related operating reserve.

COMMUNITY ENGAGEMENT

- Approval of the contractual matter be undertaken and explained in public session of Council.

IMPLEMENTATION

- Council approving the recommendations set-out above (to be taken together with the balance of recommendations approved on June 19, 2018)
- Insurance coverages obtained (by both FAS and MOK)
- Disbursement of properly vouched funds to FAS for their capital construction purposes
- Administration of the legal Agreements

ATTACHMENTS

Appendix A. June 19, 2018 Request for Decision Report



Municipality of the County of Kings

Request for Decision

TO	Mayor & Council
PREPARED BY	Scott Conrod, CAO
MEETING DATE	June 19, 2018
SUBJECT	Civilian Airpark – Greenwood

ORIGIN

- April 13, 2018 Request for Decision Report
- October 3, 2017 Request for Decision Report

RECOMMENDATIONS

Legal Agreements – Civilian Airpark CFB Greenwood

For the purposes of operating a civilian airpark at CFB Greenwood (14 Wing), that Council hereby authorize the Mayor and CAO to conclude negotiations and execute:

- Lease and License Agreements with Her Majesty the Queen in Right of Canada as represented by the Minister of National Defence (DND);
- A Provision of Service Agreement with DND and the Freedom Aviation Society (FAS); and
- A separate Agreement with FAS;

Provided that any substantive changes to the aforementioned Agreements and provisions proposed for the separate Agreement with FAS as presented to Council on June 19, 2018 first require the approval of Council.

Maintenance of Operating Reserve and Cash Contributions

That Council hereby resolves to maintain and invest an operating reserve fund for the purposes of funding annual lease payments associated with the aforementioned Lease Agreement between the Municipality and the Minister of National Defence; and

That staff be authorized to release from this reserve fund up to:

- \$600,000 to the Freedom Aviation Society for the Society's construction of a Hangar in the area covered by the related Lease Agreement; and
- \$100,461 (plus HST) related to fencing and gate installations completed DND;

Provided that all related legal Agreements have been executed and that funds are properly vouched to the satisfaction of the Municipal Treasurer; and

That the balance of funds be furthered maintained within the same reserve fund for possible future disbursement to the Freedom Aviation Society for additional capital assets.



Municipality of the County of Kings

Request for Decision

INTENT

To formalize Agreements between MOK and DND; MOK, DND and FAS; and MOK and FAS; and to permit FAS to commence construction of a hangar as soon as possible.

BACKGROUND & DISCUSSION

DND Negotiations – Head Lease

The Municipality has concluded the main negotiations for both the DND/MOK Head Lease and a Provision of Services Agreement (PSOA) to be executed by DND, FAS and MOK.

The negotiations followed the 2018 Council instruction to staff. In summary:

- The Municipal Solicitor has reviewed the draft Head Lease and PSOA;
- The Head Lease now contains:
 - An MOK termination clause, provided that the Municipality files 12-months notice to DND; and
 - A reduction in the Environmental Insurance coverage requirement from \$25M to \$1M

MOK Financing of Lease Payments & FAS Hangar Construction

As previously reviewed by Council, financial aspects would be supported by a preexisting MOK operating reserve and FAS's internal operations. With respect to the former, MOK has assembled an operating reserve with the intent of granting money to FAS for their construction of hangars and to fund twenty-five years of Lease payments to DND.¹ In regards to the latter, FAS has shown that since January 1, 2016, and in the absence of hangar revenue, they have been able to breakeven. FAS projects that with a hangar installation they will increase fuel sales, space rentals and attract a flight school resulting in them being \$23,000 cash positive per fiscal year by December 31, 2019 (see Appendix 2 for FAS's actual and projected income statements). Given the services offered by DND and their attractiveness to the aviation community, in addition to charter opportunities related to government, commercial flights and cargo operations, FAS's net incomes could rise beyond their 2019 projection.

Capital Financing Specifics

As detailed in the April 13, 2018 Request for Decision Report, MOK staff have arrived at an amount available for FAS construction. This number was estimated by deducting funds dispersed to date from the MOK operating reserve, an amount due to DND upon execution of lease for fencing and gate installations, and through a further deduction of a present day value calculation of an estimated amount to be reserved to cover the Municipality's annual lease payments to DND over twenty-five years. As can be viewed in the following table and the appended Present Value Calculations, these projections provide a balance of \$826,000 for hangar construction. FAS has proposed a phased approach to construction with the first hangar having a current construction quotation of \$596,000. It is being recommended that the \$230,000 remaining balance (\$826,000 - \$596,000), be maintained by the Municipality for future FAS 2nd hangar costs, or to mitigate costs to the Municipality in the event the DND lease is cancelled.

¹ Annual amounts would be transferred from the operating reserve fund, as shown in Appendix 1, to the Municipality's operating fund as a revenue, i.e., the annual DND Lease payment would not be funded by tax rates.



Municipality of the County of Kings

Request for Decision

PROJECTIONS TO ESTIMATE FUNDING OF FAS CAPITAL - FOR DISCUSSION ONLY		
April 10, 2018		
Amount equivalent to sale proceeds of approx 60 acres in Waterville		\$ 1,888,410
Legal fees re: closing costs and settlements	\$ (21,907)	
Purchase of private property	(172,840)	
Total costs incurred to clear title		(194,747)
Business case study (MMM Group)		(47,827)
Dispersed to FAS to date		(104,390)
Fence reimbursement to DND (March 4, 2018 email with HST expense)		(104,768)
		1,436,678
Estimated MOK reserve for future lease payments:		
Present value of 25 years of lease payments (see Appendix A)		(610,409)
Estimated amount available for capx costs (hangar and site construction):		
FAS April, 2018 capx plan (50' x 180' heated hangar to house 9 to 12 aircraft)		(596,000)
Projected Balance		\$ 230,269

DND, MOK and FAS Negotiations – Provision of Services Agreement (PSOA)

Both the CAO and President of FAS are comfortable with the final draft as provided by DND and circulated to Council. After Council concurrence or amendment, the Municipal Solicitor would review a final draft of the PSOA prior to execution.

Agreement between FAS AND MOK

This Agreement has yet to be drafted. Without limitation, clauses would include:

- The responsibilities of MOK within the Head Lease being mirrored as obligations of FAS;
- The amount of MOK funding being dispersed to FAS for capital construction being capped at \$600k and that any amount over that cap requiring a motion of Council prior to disbursement;
- The manner by which funding for FAS capital construction is to be disbursed by MOK, and vouched and claimed by FAS, e.g. advancement of funds based on an FAS construction contract to be followed by a series of advancements by MOK, with FAS claims being supported by properly vouched invoices and cancelled cheques;
- Security provisions including a requirement for a general security agreement wherein FAS and their officials provide first charge over the building to the Municipality. In the event the Head Lease is cancelled by MOK, the Municipality can then choose to act on their security in attempt to recover or offset potential costs;
- A requirement for FAS to provide reports to MOK on or before a prescribed annual date, i.e., these filings would inform the Municipality on notice decisions under the Head Lease;
- The operations of FAS and the Airpark, outside of the annual lease payment to DND, being the sole responsibility of FAS; and
- FAS insurance listing MOK as a named insured.

It is being recommended that Council authorize the Mayor and CAO to conclude negotiations and execute an Agreement with FAS based in part on the outlined provisions above. The final draft being reviewed by the Municipal Solicitor.



Municipality of the County of Kings

Request for Decision

Ministerial Approval – s.88(4) *Municipal Government Act*

Whereas the DND lease may be considered a capital commitment, the Municipality has requested and received approval from the Minister of Municipal Affairs per s.88(4) of the *Municipal Government Act*.

Key Observations

Council's prior decisions were based on the adoption of a third-party report prepared by the MMM Group in October 2015. The capital configuration proposed by FAS differs from that proposed by the Consultant, and the DND requirements are now known; therefore, Council should update its approval resolution to reflect the current information.

FINANCIAL IMPLICATIONS

FAS operations would be independent of MOK with the exception of annual Lease payments to be made by the Municipality to DND. The intent is to cover the lease payments through transfers from the operating reserve, i.e., not be funded from annual tax rates.

RISK, POLICY, OR ASSOCIATED IMPLICATIONS

The MOK risk exposure includes:

- The cost of the building;
- One-year of Lease payment, i.e. if the County properly notifies DND under a one-year notice of withdrawal provision in the Head Lease our exposure would be limited to that one-year payment; and
- Possible removal of the building should the Lease be cancelled. These costs may be offset by the Municipality exercising its rights under the general security agreement with FAS.

ALTERNATIVES

- MOK not sign the Head Lease or the Provision of Service Agreement and state Council's intent to investigate alternative aerodrome facilities with FAS and other potential partners.

PUBLIC ENGAGEMENT

- Approval of the contractual matters be undertaken and explained in public session of Council.

IMPLEMENTATION

- Council approving or modifying and approving the recommendations set-out above
- The CAO and Mayor undertaking non-substantive revisions to the Head Lease and PSOA (with any substantive changes requiring Council approval – and final review by the Municipal Solicitor);
- Preparation, review by the Municipal Solicitor, and execution of an Agreement between MOK and FAS
- Insurance coverages obtained
- Disbursement of properly vouched funds to FAS for their capital construction purposes
- Administration of the legal Agreements

ATTACHMENTS

- Appendix 1. Present Day Reserve Requirements for Future DND Lease Payments
- Appendix 2. Actual and *Pro forma* Income Statements of FAS



Municipality of the County of Kings

Request for Decision

Appendix 1. Present Day Reserve Requirements for Future DND Lease Payments

Present Value Calculations							
Proof (cash flow)							
Year	Future Value	Present Value		Opening Balance	Plus Interest	Less Lease Payment	Closing Balance
1	24,791	\$24,401		610,409	9,767	(24,791)	595,385
2	24,791	\$24,016		595,385	9,526	(24,791)	580,120
3	24,791	\$23,638		580,120	9,282	(24,791)	564,611
4	24,791	\$23,266		564,611	9,034	(24,791)	548,854
5	24,791	\$22,899		548,854	8,782	(24,791)	532,844
6	27,270	\$24,793		532,844	8,526	(27,270)	514,100
7	27,270	\$24,402		514,100	8,226	(27,270)	495,055
8	27,270	\$24,018		495,055	7,921	(27,270)	475,706
9	27,270	\$23,640		475,706	7,611	(27,270)	456,047
10	27,270	\$23,267		456,047	7,297	(27,270)	436,074
11	29,997	\$25,191		436,074	6,977	(29,997)	413,054
12	29,997	\$24,794		413,054	6,609	(29,997)	389,666
13	29,997	\$24,404		389,666	6,235	(29,997)	365,903
14	29,997	\$24,020		365,903	5,854	(29,997)	341,760
15	29,997	\$23,641		341,760	5,468	(29,997)	317,231
16	32,997	\$25,596		317,231	5,076	(32,997)	289,310
17	32,997	\$25,193		289,310	4,629	(32,997)	260,943
18	32,997	\$24,796		260,943	4,175	(32,997)	232,121
19	32,997	\$24,406		232,121	3,714	(32,997)	202,838
20	32,997	\$24,021		202,838	3,245	(32,997)	173,086
21	36,297	\$26,007		173,086	2,769	(36,297)	139,559
22	36,297	\$25,598		139,559	2,233	(36,297)	105,496
23	36,297	\$25,195		105,496	1,688	(36,297)	70,887
24	36,297	\$24,798		70,887	1,134	(36,297)	35,725
25	36,297	\$24,407		35,725	572	(36,297)	0
	756,758	610,409					
Max. lease incr 5 yrs per DND		10%					
Interest Rate		1.6%					



Municipality of the County of Kings

Request for Decision

Appendix 2. Actual and Projected Income Statements Prepared by the Freedom Aviation Society

Freedom Aviation Society						
Actual and <i>Pro forma</i> Income Statements						
	Actual			Projected		
January 1 to December 31	2016	2017	Notes	2018	2019	Notes
REVENUE						
Fuel Sales	\$ 38,539	\$ 56,484		\$ 60,000	\$ 60,000	
Fuel sales with flight school					22,000	2
	38,539	56,484		60,000	82,000	
Cost of Goods Sold	(27,628)	(40,730)		(43,000)	(62,250)	
	10,911	15,754		17,000	19,750	
hangar and tie down fees	9,632	11,440		9,600	33,600	3
	20,543	27,194	1	26,600	53,350	
EXPENSE						
Administrative	2,864	3,050		3,500	3,500	
Bank charges	1,819	2,447		2,500	2,500	
Electricity	-	-		-	2,400	
Fees and licenses	246	4,360		4,130	4,130	
Insurance	10,394	12,653		12,000	13,500	
Repairs & mtce	1,274	3,199		3,500	4,500	
	16,597	25,709		25,630	30,530	
Net Income	\$ 3,946	\$ 1,485		\$ 970	\$ 22,820	
Actual net income	\$ 119,781	\$ 16,455				
Deduction of one-time transactions	(115,835)	(14,970)				
Restated (normalized) net income	\$ 3,946	\$ 1,485				
Notes:						
1. No hangars or associated revenue						
2. Fuel assumption is based on the addition of a flight school						
3. Based on hangar buildout assumption of 9-12 leased spaces (with trailer office space)						



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	John Mooy, Human Resources Specialist
MEETING DATE	September 4, 2018
SUBJECT	Non-Unionized Employee Vacation Policy HR-06-017

ORIGIN

- July 26, 2018 discussion and motion of Council “That Municipal Council repeal HR Policy 5.001 and adopt Policy HR-06-017: Non-Unionized Employee Vacation Policy.”

RECOMMENDATION

That Council hereby affirm its understanding that section 3.12 Additional Vacation in Employment Offer be altered from three to two weeks.

INTENT

To affirm Council's understanding of July 26, 2018 discussions surrounding the Non-Unionized Employee Vacation Policy.

DISCUSSION

This Request for Decision is intended to serve as the seven days advance notice of Council's intent to amend a policy per 48 (1) *Municipal Government Act*.

During the special July 26, 2018 meeting of Council, there was verbal agreement that section 3.12 of the Policy should be amended to “award *up to* an additional three weeks...”.

After consideration, staff are recommending that the time period be reduced from three weeks to two weeks. This amendment would allow for CAO discretion in the hiring of experienced employees. In this type of situation, the CAO could provide up to five weeks of vacation (standard three weeks plus two weeks provided for under section 3.12 of the Policy). This would be applied where a candidate has considerable relevant experience and would be reticent to accept employment under standard vacation conditions. The above amendment is intended to have the Municipality continue to be an employer of choice.

FINANCIAL IMPLICATIONS

- No financial implication envisaged

COMMUNITY ENGAGEMENT

- Council approved the Policy during public session
- The approved Policy will be publicly accessible on the Municipal website

ALTERNATIVES

- Delete section 3.12 of the Policy
- Leave the Policy unaltered (allowing up to three weeks additional vacation)



Municipality of the County of Kings

Request for Decision

IMPLEMENTATION

- Posting of Policy on Municipal website
- Inform Directors and Managers of the Municipality

APPENDICES

- Non-Unionized Employee Vacation Policy HR-06-017

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: August 28, 2018



MUNICIPALITY OF THE COUNTY OF KINGS

Non-Unionized Employee Vacation Policy

Creation Date	March 2018	Policy Category	Human Resources
Approval Date	July 26, 2018	Next Review Date	July 2020
Revision Date	TBD	Replaces	HR Policy 5.001

1. Purpose

The Municipality of the County of Kings (the "Municipality") recognizes the need for rest and relaxation on the part of its employees and encourages employees to use allotted vacation time each year. An annual vacation provides employees with a break from the workplace and an opportunity to rejuvenate such that they are able to return to work refreshed and more productive.

It is the Municipality's policy to provide fair amounts of annual vacation time and to ensure employees are enabled to take vacation in the year that it is earned. This Policy provides a consistent approach to managing vacation. It is the joint responsibility of an employee and the employee's Manager or Director to ensure that vacation leave is scheduled and taken at a mutually agreeable time.

2. Scope

This Policy applies to all non-unionized employees. The Collective Agreement shall determine vacation for unionized employees.

3. Policy Statements

Vacation Year & Allotments

3.1 The vacation year shall be January 1 - December 31, inclusive.

3.2 All employees shall be entitled to receive annual vacation leave with pay as follows:

From commencement of employment to start date of the next vacation year	Three (3) weeks prorated to hire date
1 st full vacation year through 4 th full vacation year	Three (3) weeks
5 th full vacation year through 8 th full vacation year	Three (3) weeks and two (2) days (17 days total)



MUNICIPALITY OF THE COUNTY OF KINGS

Non-Unionized Employee Vacation Policy

9 th full vacation year through 14 th full vacation year	Four (4) weeks
15 th full vacation year through 18 th full vacation year	Four (4) weeks and two (2) days (22 days total)
19 th full vacation year through 24 th full vacation year	Five (5) weeks
25 th full vacation year and thereafter	Six (6) weeks

Part-Time, Temporary, and Seasonal Employees shall be entitled to vacation leave with pay as set out above, on a pro-rata basis based on the actual time worked.

Note: 1st full vacation year means hired on or before January 15th.

- 3.3 Probationary Employees may not take any vacation beyond what they accumulate until successful completion of the probation period.

Vacation Requests

- 3.4 Employees shall submit their vacation leave preference to their Manager or, in the case of Managers, their Director, prior to April 30th of each year. The Employer shall prepare a vacation schedule subject firstly to the operational requirements of the Service Area and then Employee preferences.

Any vacation entitlement not requested prior to April 30th or any change in request after April 30th shall be scheduled at the Employer's discretion after consultation with the Employee.

Change in Employment Status

- 3.5 An Employee terminating employment at any time in the year, prior to using allotted vacation, shall be entitled to payment of wages in lieu of such vacation, prior to termination.
- 3.6 An Employee whose employment with the Employer terminates for any cause shall compensate the Employer for vacation leave taken, but to which the Employee at that time is not entitled. Where possible, this shall be deducted from any final payment to which the Employee is entitled at the time of termination.



MUNICIPALITY OF THE COUNTY OF KINGS

Non-Unionized Employee Vacation Policy

Vacation Carry Over

- 3.7 An Employee may apply to his/her Manager or, in the case of Managers, his/her Director, who may authorize the Employee to carry over up to a maximum of five (5) working days annual vacation if circumstances permit.

In exceptional circumstances, as determined at the sole discretion of the Chief Administrative Officer (CAO), an Employee may carry over additional vacation days. The Employee must apply by November 15 and may request a maximum carry over of fifteen (15) vacation days. The Employer will make every effort to approve or deny such request no later than ten (10) business days after the request. The vacation carried over shall be taken in the following vacation year at the rate of pay prevailing when the vacation is taken.

Interruptions, Cancellations, and Advance Pay for Vacation Time

- 3.8 If a paid holiday falls or is observed during an Employee's vacation period, the Employee shall be allowed an additional vacation day at a time mutually agreed upon between the Employee and the Employer.
- 3.9 Where an Employee qualifies for court leave or jury duty (Policy HR-06-010 Court Leave) during vacation, it shall not be deducted from vacation allotments. Vacation shall be taken at a mutually agreed upon later date.
- 3.10 Upon giving the Employer at least one (1) week's notice, an Employee shall be permitted to cancel a period of vacation. This vacation will be rescheduled to a later time and will be subject to operational requirements and already scheduled vacations of other Employees.
- 3.11 An Employee may request advance pay for vacation purposes. Such request must be made at least one pay period in advance of the vacation period and shall be directed to the Human Resources Specialist who may grant such a request.

Additional Vacation in Employment Offer

- 3.12 The CAO may take into account a candidate's past relevant work experience and award **up to** an additional ~~three~~ **two** weeks of vacation beyond the standard three weeks for a new employment contract.

Example: If a new Director is hired with 20 years of past municipal experience in a Director's role, the CAO may accept these years of service towards the vacation schedule listed in Section 3.2 of this Policy.



MUNICIPALITY OF THE COUNTY OF KINGS

Non-Unionized Employee Vacation Policy

4. Responsibilities

- 4.1 Council will:
 - 4.1.1 ensure the Municipality has a current and comprehensive Policy to address vacation for non-unionized employees;
 - 4.1.2 review and amend this Policy as needed.
- 4.2 The Chief Administrative Officer will:
 - 4.2.1 administer and implement this Policy;
 - 4.2.2 identify necessary revisions to the Non-Unionized Employee Vacation Policy.
- 4.3 Non-unionized Employees will:
 - 4.3.1 be familiar with and act in accordance with this Policy.

5. Related Policies, Procedures, and Legislation

- Policy HR-06-010 Court Leave.



Municipality of the County of Kings

Briefing

TO	Municipal Council
PREPARED BY	Rob Frost, Deputy Chief Administrative Officer
MEETING DATE	September 4, 2018
SUBJECT	Cannabis Legislation

ORIGIN

- Federal Regulations supporting the [Cannabis Act](#) have been finalized, and have been published in the [Canada Gazette Part II, on July 11, 2018](#)
- Nova Scotia passed the [Cannabis Control Act](#) in April of 2018
- Municipal units will have considerations in relation to the legalization of Cannabis

RECOMMENDATION

That Council approve the amendments to Policy HR-06-003 Employee Conduct as attached to the report dated September 4, 2018.

(Please note: While amending Policy HR-06-003 Employee Conduct to address Cannabis, a number of non-substantive changes will also be made, mainly to do with titles and terminology.)

INTENT

To inform Council as to the legislation implications, approve changes to HR Policy, and begin discussions on what further considerations need to be contemplated by MoK.

DISCUSSION

With the implementation of Cannabis Legislation there are a number of Policies and By-laws of the Municipality which may be affected and require amendments, as well consideration of other ways in which the new legislation may affect the MoK.

MPS and LUB - There will need to be considerations as to where potential industrial uses should occur.

By-law 94 Non Smoking At/On Village of New Minas Recreation Facilities By-law - This current By-law only contemplates smoking of tobacco. This may be covered by amendments to the *Smoke Free Places Act*.

Policy DBS-03-005 Enforcement - As this Policy includes enforcement of By-laws, there may be an increased burden on enforcement, particularly if there was a decision to add any additional By-law additions or amendments related to Cannabis.

Policy HR-06-003 Employee Conduct - This current Policy addresses a Group Two Offense of "Reporting to work intoxicated or drinking alcoholic beverages on the job", which will need to have the consumption of Cannabis added to this section.

Some Municipalities, particularly HRM, have made amendments to their Nuisance By-laws specifically to address the legalization of Cannabis. A Nuisance By-law typically protects property owners from excessive or invasive sounds and smells, and tries to ensure enjoyment of one's own property. This type of By-law can be very difficult to enforce.



Municipality of the County of Kings

Briefing

Another area of discussion for some Municipalities has been the amendment to their Protection from Second Hand Smoke By-laws. The MoK does not currently have such a By-law in place.

With a completely new industry having been developed, this creates economic development opportunities. There will need to be facilities for growing, processing, packaging, and likely future opportunities around edibles, oils, etc. Tourism is another area that could be targeted as an opportunity considering Canada is the first G20 Country to legalize Cannabis nationwide.

FINANCIAL IMPLICATIONS

- Amendments to By-laws and Policies
- Possible increased enforcement (dependent on changes or additions of By-laws and Policies)
- Potential increased cost to RCMP budget

COMMUNITY ENGAGEMENT

- The Federal Government, the Province of Nova Scotia, and the Nova Scotia Federation of Municipalities have been holding public consultation on the legalization of Cannabis.
- MoK has not completed consultation to date, but can consider this should there be discussion around changes to By-laws or other Policies.

ALTERNATIVES

- Not amend the HR Policy. This could create future issues as currently Cannabis would be considered an Illicit Drug.

IMPLEMENTATION

- Staff will all be informed of amendment through email of the change to the HR Policy.

APPENDICES

- Policy HR-06-003 Employee Conduct

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: August 27, 2018



MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

Creation Date: May 15, 2012

Approval Date: June 5, 2012

Revision Date: TBD

Policy Category: Human Resources

Next Review Date: May 15, 2014

Replaces: HR Policy 6.001, 6.002

1. Purpose:

It is the policy of the Municipality of the County of Kings to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct and behaviour; and to encourage consistency throughout the Municipality.

2. Objective:

2.1 Objectives of this Policy are to:

- a. encourage positive employee/employer relations by providing for the fair and consistent treatment of staff
- b. encourage the proper conduct of County employees
- c. ensure that all employees of the Municipality of the County of Kings are aware of their obligations and the consequences of disregarding those obligations
- d. ensure that employee misconduct is dealt with in an appropriate manner

3. Definitions:

- a. **Corrective Action:** Corrective actions are measures which are applied to an employee in order to address unsatisfactory conduct. This action may consist of:
 - measures taken in instances where the employee should be aware of the performance and conduct expected of him/her, and/or where the employee has the capacity to meet the performance or conduct expected, but fails to provide satisfactory performance or conduct
 - measures taken in instances where the employee is not aware of the performance standard. This lack of awareness may reflect a lack of communication between the supervisor and the employee and may be considered as a mitigating circumstance in the conduct of investigations and the implementation of corrective actions.

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

4. Responsibilities:

4.1 **Council** will:

- a. ensure that the Municipality of the County of Kings has in place an Employee Conduct Policy.
- b. review, amend, and adopt changes to the Employee Conduct Policy.

4.2 The **Chief Administrative Officer** will:

- a. recommend changes to the Employee Conduct Policy where considered appropriate.
- b. ensure that the Employee Conduct Policy is understood and adhered to by all employees.
- c. assist and advise departments in the application and monitoring of the Employee Conduct Policy.
- d. take appropriate action in accordance with the Employee Conduct Policy.
- e. ensure the collection and maintenance of permanent records of all corrective action which has been taken.

4.3 ~~Service Area Managers~~Directors/Deputy CAO will:

- a. be responsible to the Chief Administrative Officer for necessary corrective action in their respective departments.
- b. ensure that all department employees are familiar with all aspects of the Employee Conduct Policy.
- c. recommend to the Chief Administrative Officer changes to the Employee Conduct Policy where considered appropriate.
- d. take necessary corrective action as appropriate and in accordance with the Employee Conduct Policy.
- e. assist supervisors in matters pertaining to the Employee Conduct Policy.

4.4 ~~Supervisors~~Managers will:

- a. ensure that all employees, for which they are directly responsible, are aware of the County's Employee Conduct Policy.
- b. assist the ~~department head~~Director and/or other department ~~s~~managers in the application of the Employee Conduct Policy.

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

- c. take necessary corrective action as appropriate in accordance with the Employee Conduct Policy.
- d. suggest to the ~~Managers~~Directors, changes to the Employee Conduct Policy.

4.5 **Each employee** is responsible for observing rules of conduct that are normally accepted in a business environment.

5. Levels of Corrective Action

Appropriate Conduct and Behaviour includes but is not limited to:

- adherence to published policies, practices and procedures;
- competent performance of all job duties assigned;
- prompt and regular attendance at work;
- courtesy to and respect for co-workers, customers, suppliers or any other person who deals with the municipality in the conduct of their business;

Inappropriate Conduct and Behaviour includes but is not limited to Group One Offences (see attached Appendix A)

Unacceptable Conduct and Behaviour includes but is not limited to Group Two Offences and Group Three Offences (see attached Appendix A)

Discipline: Discipline may be administered at any time when an incident or a pattern of behaviour creates a serious concern for the immediate supervisor. Discipline may be administered in the form of informal counselling or formal discipline.

Informal Counselling: When an incident occurs that warrants informal counselling under this Policy, the employee's immediate supervisor shall bring the incident to the employee's attention, as soon as the facts giving rise to the incident become known. The supervisor and the employee should discuss the concerns and agree on a corrective action plan, if necessary. The supervisor is expected to follow up with the employee to ensure the corrective action plan is effective and the desired results are achieved. If the desired changes or results are not achieved after a reasonable period of time, then a formal discipline step may be implemented.

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

Formal Discipline

4 levels of corrective action

Note: Unionized employees are subject to progressive discipline under the collective agreement.

Level 1 - Verbal Warning

This formal step usually occurs when informal counselling has not produced the required result; or a situation has become progressively worse with respect to the same concern or another unrelated, but cumulative situation.

Employee actions giving rise to a verbal warning must be investigated and documented by the immediate supervisor and then be brought to the attention of the employee. The documented facts are useful in preventing misinterpretation and are used in establishing the standard performance and/or behaviour that is expected.

Supervisors are required to keep a record of all verbal warnings that are issued.

Level 2 - Written Warning

Written warnings are considered a severe discipline action and are usually issued after verbal warnings have failed to correct a concern; or, the situation warrants discipline that is more severe than informal counselling for a verbal warning.

Prior to issuing a written warning, immediate supervisor shall document all pertinent facts related to the incident. A written warning shall contain a full description of the facts giving rise to the warning and include the date, time and place of the incident. Upon issuing a written warning a corrective action plan which outlines the improvement(s) required and the time frame within which the improvement(s) are to be achieved shall be developed. Whenever possible the corrective action plan should be mutually acceptable and be signed by both parties. A copy of the written corrective action shall be provided to the employee. A follow-up meeting

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

should be scheduled no later than 30 days following the date on which the written warning and corrective action plan is issued.

Written warnings, related documentation, and corrective action plan are required to be filed in the employees personnel file.

If, in the opinion of the supervisor, a written warning fails to correct the concern, more severe discipline action may be required, including progression to a higher level of involvement. Higher level of involvement may include the department ~~manager~~director, depending upon the circumstances; and may also include advising the employee that failure to correct shortcomings could place the employee's continued employment at risk.

Level 3 - Disciplinary Suspension

Suspension from duty may occur only after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may occur if shortcomings are not corrected. Disciplinary suspensions may also occur, without prior warnings, if the suspension is administered because of unacceptable conduct or behaviour. The suspension requires the approval of the ~~department manager or~~ Chief Administrative Officer in consultation with the Human Resources Specialist.

Level 4 - ~~Discharge~~Termination

~~Discharge~~Termination may occur only after the formal discipline steps have been exhausted or investigation of an immediate suspension is deemed to warrant such action. The decision to ~~terminate~~ ~~discharge~~ an employee is a serious step that can have repercussions for both the ~~discharged~~ ~~terminated~~ employee and the municipality.

The ~~discharge~~termination, for any reason must be properly documented and approved, in advance, by the Chief Administrative Officer in consultation with the Human Resources Specialist.

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

6. Records of Employee Conduct

- a. Records of any corrective action taken will be added to the employee's personnel file for a period of two years. At the end of that time, if the employee has maintained a record of good conduct for that two-year period, all accounts of this corrective action will be removed from the employee's file. ~~The employee will be informed that their record has been cleared.~~ If any additional corrective action was required during this period, all records of this action will remain on the employee's file until they complete the necessary two-year period of good conduct.

Unionized employees are to follow the collective agreement's language on progressive discipline to determine how long an offense will remain on a personnel file.

7. Appeal of Dismissal or Corrective Action

- a. Should an employee consider dismissal or corrective action to be improper, a grievance may be presented in writing to the Chief Administrative Officer and /or Human Resources ~~Manager~~Specialist. **Unionized employees** are to follow the collective agreement language to file a grievance.

8. Corrective Action Records Maintenance

The following points should be emphasized with respect to records detailing corrective action:

- a. the records describing the incident should be as complete and as detailed as possible
- b. the records will be dated and signed by the supervisor (i.e. Chief Administrative Officer or ~~Manager~~Director) and, where appropriate, by the employee affected
- c. the records will state the action taken by the supervisor to address the situation

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

- d. the incident(s), as well as the effects or potential effects of the incident(s), will be recorded
- e. those factors which were considered relevant to the degree of action taken must be specified
- f. any verbal discussion or reprimands given previously must be indicated, as well as specific dates and other relevant material

Note: Appendix A is meant to be a guideline only to assist the Chief Administrative Officer, Directors, and Managers, ~~and Supervisors~~ in the application of corrective action. This Appendix includes a comprehensive listing of offenses.

9. Related Policies, Procedures and Legislation

- Code of Ethics Policy HR-06-002
- Sexual Harassment Policy HR-06-004
- Workplace Harassment/ Discrimination Policy HR-06-005
- Collective agreement between CUPE Local 2618 and the Municipality of the County of Kings

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**MUNICIPALITY OF THE COUNTY OF KINGS****Employee Conduct Policy****Employee Conduct - APPENDIX A****Group One Offenses**

1. Absence from duty without prior permission from the immediate supervisor. The employee should notify their department head immediate supervisor or, if that is not possible, the Department Director, or Chief Administrative Officer (prior to the start of their shift if possible), of the reasons for their absence and the expected time or date of return. An exception may be in the case of sickness or other cause beyond the control of the employee, which prevents obtaining prior approval.
2. Unauthorized leaving of the working area at any time during work hours without permission from the immediate supervisor
3. Neglecting job duties (e.g. reading for pleasure during working hours)
4. Repeatedly arriving late for work
5. Failure to commence work at the beginning of the work period, and/or leaving prior to the end of the work period without permission
6. Creating or contributing to unsanitary or unsafe conditions in the workplace
7. Use or possession of the Municipality of the County of Kings property/equipment without authorization
8. Wilful failure to respond to legitimate requests for work to be undertaken
9. Unauthorized stopping of work or making preparations to leave work prematurely
10. Distracting the attention of others, or causing confusion by unnecessary shouting or demonstration on the job
11. Where the operations are continuous, an employee leaving his/her post at the end of a scheduled shift, before being relieved by his/her supervisor or relieving employee on the incoming shift
12. Failure to immediately report any personal injury or equipment damage to supervisor
13. Unsatisfactory work and/or failure to maintain required standards of performance
14. Any violation of any of the Municipality of the County of Kings recognized policies
15. Failure to report loss of any certification required to carry out the performance of the job (i.e. driving license)

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**MUNICIPALITY OF THE COUNTY OF KINGS****Employee Conduct Policy****Employee Conduct - APPENDIX A (continued)****Group Two Offenses**

1. Neglect or carelessness in observance of official or departmental rules of safety or disregard of common safety practices
2. Unauthorized leaving of the job during regular working hours without permission from a supervisor
3. Unauthorized sleeping during working hours
4. Reporting to work intoxicated while impaired, -or- drinking alcoholic beverages, or consuming Cannabis -on the job. (Accommodation may be made for those with a medical prescription for Cannabis, and who are not in a safety-sensitive position.)
5. Using abusive or threatening language towards subordinates, co-workers, or other individuals
6. Soliciting or canvassing of Municipality of the County of Kings employees during working hours, without permission
7. Failure to report an accident in which the employee was involved
8. Refusing to give testimony during investigation of an accident
9. Unauthorized use of Municipality of the County of Kings property for private work or performing private work during regular working hours
10. Threatening, intimidating, coercing, or interfering with employees or supervisors at any time
11. Making or publishing false or malicious statements concerning any employee, supervisor, the Municipality of the County of Kings or its operation
12. Failure to report for overtime work without good reason, after being scheduled to work, according to overtime policy
13. Refusal to perform work assigned or failure to comply with written or verbal instructions, which the employee may be reasonably expected to perform, according to their job duties or responsibilities

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**MUNICIPALITY OF THE COUNTY OF KINGS****Employee Conduct Policy****Employee Conduct - APPENDIX A (continued)****Group Three Offenses**

1. Careless or wilful neglect in the performance of assigned duties or in the care, use or custody of any of the Municipality of the County of Kings property; abuse, or deliberate destruction in any manner of Municipality of the County of Kings property, tools, equipment, or the property of other employees
2. Altering another employee's time card or unauthorized altering of own time card
3. Falsifying testimony when accidents are being investigated; falsifying or assisting in falsifying staff or other records; giving false information or withholding pertinent information in making an application for employment
4. Making false claims or misrepresentations in an attempt to obtain sick leave, accident benefits or Workers' Compensation benefits
5. Bookmaking or gambling of a similar serious nature
6. Theft, damage or destruction of property belonging to the Municipality of the County of Kings or to other employees
7. The sale or use of illegal substances during working hours
8. Fighting or attempts to injure another employee, or threats to do so
9. Possession of firearms, explosives or weapons on Municipality of the County of Kings property at any time
10. Conviction of a indictable offence
11. Misuse or removal of information such as blueprints, lists, Municipality of the County of Kings records or confidential information of any nature, or revealing such information without prior written authority from the Municipality of the County of Kings
12. Instigating, leading, or participating in any illegal walkout, strike, or other such demonstration
13. Any proven violation of the Municipality of the County of Kings Sexual Harassment Policy and Workplace Harassment Policy
14. Dishonesty or any dishonest action as defined by the Municipality of the County of Kings Code of Ethics Policy, e.g. breach of confidentiality or conflict of interest

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Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Janny Postema, Municipal Clerk
MEETING DATE	September 4, 2018
SUBJECT	Citizen Membership on Fire Services Advisory Committee

ORIGIN

- Fire Services Advisory Committee Terms of Reference, Section 5
- June 15, 2017 Fire Services Advisory Committee recommendation passed at August 1, 2017 Council "That Municipal Council revisit the issue of Citizen Membership on the Fire Services Advisory Committee on the *second* anniversary date of the establishment of the Committee."

RECOMMENDATION

That Municipal Council approve amendments to the Fire Services Advisory Committee Terms of Reference to add the appointment of three Citizen Members to the Committee as attached to the report dated September 4, 2018.

INTENT

For Council to revisit the issue of Citizen Membership on the Fire Services Advisory Committee.

DISCUSSION

Section 5 of the Fire Services Advisory Committee Terms of Reference states that "On or about the *first* anniversary date of the establishment of the Committee, Council shall revisit the issue of Citizen Membership on the Committee and make any necessary amendments to the Terms of Reference".

Around the first anniversary of the Committee, on June 15, 2017, the Committee passed a recommendation to revisit the issue on the *second* anniversary of the Committee. Council adopted the recommendation on August 1, 2017.

It is now around the second anniversary of the Committee.

Staff are recommending that membership of the Fire Services Advisory Committee be aligned with two similar Committees of Council, i.e., the Planning Advisory Committee and Police Services Advisory Committee, to include three Citizen Members, one from each of the Western, Central, and Eastern areas of the Municipality.

FINANCIAL IMPLICATIONS

- Honoraria for Citizen Members as outlined in the Council and Committee Remuneration Policy FIN-05-002: \$100 per meeting to a maximum of \$1,300 per year (the Committee meets quarterly)
- Mileage reimbursement for Citizen Members as outlined in the Council and Committee Remuneration Policy FIN-05-002

COMMUNITY ENGAGEMENT

- No community engagement was undertaken.



Municipality of the County of Kings

Request for Decision

ALTERNATIVES

- Council may decide to appoint only one or two Citizen Members to the Committee.
- Council may decide to not appoint Citizen Members to the Committee.
- Council may decide to revisit the issue of Citizen Members at the *third* anniversary of the Committee.

IMPLEMENTATION

- Amend Terms of Reference and present to the Fire Services Advisory Committee.
- Place advertisement to recruit Citizen Members.
- Nominating Committee to review applications and make recommendations to Council.

APPENDICES

- Fire Services Advisory Committee Terms of Reference - Proposed Amendments

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: August 28, 2018



Fire Services Advisory Committee

Establishment of the Committee:

1. The Council of the Municipality of the County of Kings establishes a committee to be known as the “Fire Services Advisory Committee”.

Role:

2. The Fire Services Advisory Committee (the “Committee”) shall be a consulting and recommending body to Council in order to assist Council in addressing issues related to the provision of fire services in the Municipality of the County of Kings (the “Municipality”).

Responsibilities:

3. The Committee shall make recommendations to Council on the following issues:
 - governance,
 - funding (operational and capital),
 - budgeting and budget submissions,
 - strategic planning for fire services,
 - fire fighter health & safety,
 - levels of service,
 - training and operational standards,
 - response protocols,
 - recruitment & retention of volunteers,
 - fire prevention & public awareness,
 - fire vehicles & firefighting equipment,

- fire stations,
- communications,
- water supply,
- records management,
- insurance (including workers compensation),
- exposure to loss, and
- other significant matters necessarily incidental to the provision of fire services in the Municipality of the County of Kings and the conduct of the above roles and responsibilities.

Membership:

4. During the first year, the Committee shall be comprised of sixteen (16) members, who shall be appointed by Council as follows:
 - three (3) members of Council who are appointed on the following basis: one member from each of the Western, Central and Eastern areas of the Municipality, and
 - thirteen (13) Fire Chiefs or their designates.

5. Council shall appoint Citizen Members to the Committee: three (3) non-councillors who are residents of the Municipality and who shall be appointed on the following basis: one member from each of the Western, Central, and Eastern areas of the Municipality. Should Council not receive any applications for citizen members from a particular geographic area, Council may appoint an applicant from another part of the Municipality to represent that area.

6. Council may also appoint an alternate member of Council to the Committee (Alternate Member) and the Alternate Member may attend and vote in the place of any absent Council Member.

Terms of Membership:

7. The members of Council who are appointed to the Committee shall hold office for a period of one (1) year from the date of their respective appointments.

The Citizen Members who are appointed to the Committee shall hold office for a period of two (2) years from the date of their respective appointments.

8. The person who holds the position of Fire Chief in each of the 13 Fire Departments within the Municipality shall be a member of the Committee and each of the 13 Fire Department Departments shall advise the Municipal Clerk of any changes in the person who holds the position of Fire Chief.
9. Any member of the Committee is eligible for re-appointment.
10. A Councillor appointed to the Committee who ceases to be a member of Council shall cease to be a member of the Committee.
11. A Fire Chief appointed to the Committee who ceases to be a Fire Chief shall cease to be a member of the Committee.
12. A member of the Committee who, without leave of the Committee, is absent from three (3) consecutive regular meetings of the Committee shall cease to be qualified to serve as a member of the Committee.

Reporting:

13. The Committee shall report to Council on a quarterly basis or as directed by Council.
14. The Committee shall appoint a Councillor Member to submit the Committee Report (including any recommendations) to Council.

Meetings:

15. The Committee shall hold quarterly meetings with the time and place of each quarterly meeting to be determined at the preceding quarterly meeting.
16. The Committee shall cause full minutes of all discussions and recommendations of the Committee to be recorded.
17. The first meeting of the Committee shall take place within one (1) month of the date of the establishment of the Committee and the acceptance of the terms of reference by Council.
18. Special Meetings of the Committee may be called on 24 hours' notice by the Chair and shall be called if requested by a majority of the Committee.
19. The members of the Committee shall elect a Chair and Vice-Chair from amongst the members at the first meeting of the Committee.
20. The Committee shall re-elect a Chair and Vice-Chair annually thereafter at the first meeting in each calendar year.
21. The Chair and Vice-Chair are eligible for re-appointment.
22. The Chair shall preside at all meetings but, in the absence of the Chair, the Vice-Chair or a member appointed at the meeting shall preside.
23. The Recording Secretary shall record the minutes of the Committee meetings.
24. All members present at the meeting, including the Chair, shall vote on all questions before the Committee.

25. A member of the Committee who is present and who fails or refuses to vote on a question is deemed to have voted in the negative.
26. In the event of a tie, the question voted on shall be deemed to be determined in the negative.
27. If a Councillor (not a member of the Committee), Village Commissioner or Fire Commissioner is present at a Committee meeting, the Councillor, Village Commissioner or Fire Commissioner shall be permitted to speak for up to five (5) minutes on any issue impacting or affecting their Polling District, Village or Fire District prior to a vote being taken by the Committee.
28. Any members of the public that are in attendance at a meeting of the Committee shall be given the opportunity to make comments to the Committee at the end of the meeting.
29. Minutes of the Committee shall be kept and distributed to Committee Members and Councillors.

Quorum:

30. **Ten (10)** members of the Committee shall constitute a quorum.

Subcommittees

31. The Committee may form subcommittees to provide the Committee with advice on matters within the Committee's responsibilities.
32. Subcommittees shall have a term of no greater than one (1) year. The term may be renewed by the Committee.

33. Subcommittees shall use a consensus-based approach in their decision making provided that if the Chair deems that a clear consensus is not achievable then the Chair may put the matter to a vote in which case the Subcommittee shall vote in the same manner as the Committee.

34. Subcommittees shall prepare and retain notes from each meeting including any recommendations that the Subcommittee makes to the Committee.

Miscellaneous:

35. Neither the Committee nor any member of the Committee shall have the power to pledge the credit of the Municipality, or to authorize an expenditure on behalf of the Municipality, in connection with any matter whatsoever.

36. This Committee constitutes a “local board” as that term is defined in the *Municipal Conflict of Interest Act*, R.S. 299 and, as such, the members of the Committee are subject to the terms and conditions of the *Municipal Conflict of Interest Act*.

37. All meetings of the Committee shall be open to the public with the exception of the closed sessions (in camera) as provided in section 38. The time and date of the public meetings shall be advertised on the Municipality’s schedule of upcoming meetings as much in advance as the setting of the meeting permits.

38. The Committee may meet in closed session (in camera) to discuss matters relating to:

- (a) acquisition, sale, lease and security of municipal property,
- (b) personnel matters,
- (c) labour relations,
- (d) contract negotiations,
- (e) litigation or potential litigation,
- (f) legal advice eligible for solicitor-client privilege, and
- (g) public security.

39. No decision shall be made during a closed (in camera) meeting except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the Municipality.
40. A record which is open to the public shall be made, noting the fact that the Committee met in private, the type of matter that was discussed, as set out in section 38 and the date, but no other information.
41. Any member of the Committee who discloses any report submitted to, or details of matters discussed at, a private (in camera) meeting of the Committee, as a result of which the Municipality has lost financially or the member has gained financially, is liable in damages to the Municipality for the amount of the loss or gain.

Approved by Municipal Council June 7, 2016

Amended December 6, 2016

Amended May 2, 2017

Amended September 4, 2018 (TBD)



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Janny Postema, Municipal Clerk
MEETING DATE	September 4, 2018
SUBJECT	FCM's Special Advocacy Fund

ORIGIN

- Brochure 'Seizing Our Moment, Securing Our Future - FCM's Special Advocacy Fund'
- August 13, 2018 e-mail from Councillor Bill Karsten, Halifax Regional Municipality, First Vice President, Federation of Canadian Municipalities (FCM), to Mayor Muttart

RECOMMENDATION

That Municipal Council support a contribution to FCM's Special Advocacy Fund in the amount of \$1,000 + tax.

INTENT

For Council to consider a voluntary contribution to FCM's Special Advocacy Fund to support FCM's work toward the 2019 Federal Election.

DISCUSSION

FCM's Board of Directors approved a recommendation to seek voluntary member contributions over two years for a Special Advocacy Fund to support FCM's work toward the 2019 Federal Election. The suggested amounts are based on a per capita formula similar to how FCM membership fees are determined.

The suggested amount for the County of Kings is \$1,000 for year 1 and \$1,000 for year 2. The request for year 2 will come back to Council for the 2019/2020 fiscal year.

FINANCIAL IMPLICATIONS

- \$1,000 + tax from GL # 01-2-211-200 Other Legislative Services

COMMUNITY ENGAGEMENT

- No community engagement was undertaken.

ALTERNATIVES

- Council may decide to contribute a different amount to FCM's Special Advocacy Fund.
- Council may decide to not contribute to FCM's Special Advocacy Fund.

IMPLEMENTATION

- Issue payment to FCM.



Municipality of the County of Kings

Request for Decision

APPENDICES

- Brochure 'Seizing Our Moment, Securing Our Future - FCM's Special Advocacy Fund'
- August 13, 2018 e-mail from Councillor Bill Karsten, Halifax Regional Municipality, First Vice President, FCM, to Mayor Muttart

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: August 28, 2018



Dear Members

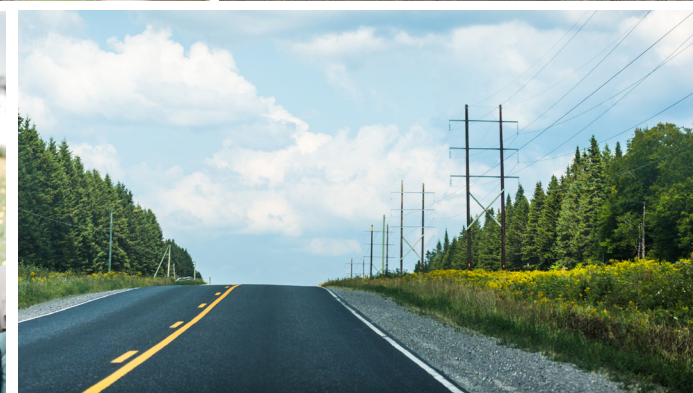
Your FCM Board of Directors is taking steps to propel local governments to new heights through Federal Election 2019, and the crucial months following. This needs to be our biggest effort ever. That's why, in March, your Board approved a Special Advocacy Fund to help make that happen.

As you know, FCM has a long track-record of delivering gains for municipalities, like the permanent Gas Tax Fund. Starting with Election 2015, we've shaped game-changing investments in local priorities like never before, and we've achieved new levels of influence for local governments. Now more than ever, all federal parties understand that local solutions tackle national challenges.

Our Election 2015 breakthrough has created new opportunities, and new expectations. To seize this moment — and to build on our historic gains — we need the right tools. We can't risk seeing federal parties move on from local priorities. Election 2019 is our vital opportunity to make municipal progress “the new normal,” and to keep our priorities front-and-centre for years to come.

As the order of government closest to daily life, Canadians count on us to build more vibrant and livable communities. This is our moment. Together, we can continue to deliver.

JENNY GERBASI
FCM President



To learn more about
FCM's Special Advocacy Fund, visit
fcm.ca/advocacyfund



Seizing Our Moment, Securing Our Future

FCM's Special Advocacy Fund



FCM delivers for municipalities

Starting with our Election 2015 breakthrough, FCM's hard work and influence has significantly shaped historic gains for local governments, including:

- ▶ The **Investing in Canada infrastructure plan** — a 12-year, \$180 billion federal investment in local infrastructure, from public transit to wastewater system upgrades.
- ▶ Canada's first-ever **national housing strategy**, including key commitments to repair and build affordable housing across the country.
- ▶ A strengthened **seat at the table**, including through unprecedented engagement with federal, provincial and territorial ministers, as well as with opposition leaders and the Prime Minister.
- ▶ A **predictable federal allocation model** for transit expansions that put municipalities in the driver's seat.
- ▶ A \$2 billion **rural and northern infrastructure fund** — the biggest investment of its kind in a generation.
- ▶ Better access to **high-speed broadband** through the federal Connect to Innovate program and the CRTC decision to mandate universal broadband access.
- ▶ New **capacity-building programs** on asset management and climate change — led by FCM — as well as a new \$125 million capital investment in FCM's Green Municipal Fund.

Now we need to take the next step

▶ What is the **Special Advocacy Fund**?

The last federal election was a turning point that propelled municipal priorities onto the national agenda like never before. The next election is a vital opportunity to build on those gains. To ensure we have the right tools to seize this moment, FCM's Board of Directors has approved a 2-year Special Advocacy Fund. This fund is supported by FCM members using a fee structure similar to how membership fees are determined.

▶ What will the fund be used for?

The Special Advocacy Fund will drive FCM's largest and most ambitious campaign ever, reaching out to every federal party. It means an intensive, multi-faceted strategy that integrates polling, detailed platform development, sustained outreach, and an innovative communications and media plan. It means an extended campaign that keeps municipal priorities front-and-centre heading into Election 2019, as well as in the crucial first months of a new government.

▶ Is the fund **mandatory**?

The Special Advocacy Fund is voluntary, and not tied to FCM membership. However, it's a vital opportunity for municipalities to take our historic progress to new heights and to continue to deliver for Canadians the same way we always have — together.



"Our choice in the next federal election is simple: either we continue to move forward as local governments, or we fall back. If we get this right, we'll see federal parties competing to support municipal priorities. We'll see a federal government that understands why full partnership with municipalities is the only way forward. Election 2019 is our opportunity to make that happen. We can't leave anything to chance."

Don Iveson
Mayor, Edmonton, AB



"FCM has proven that it can deliver for communities of all sizes. We saw this in the last election, when our work put local issues on the federal map. We've seen it since then through the unprecedented federal investments that FCM has helped secure. Now we need to take this advocacy to the next level, to build our local priorities into the heart of the next government's mandate."

Ray Orb
Reeve, Rural Municipality of Cupar No. 218, SK

To learn more about
FCM's Special Advocacy Fund, visit
fcm.ca/advocacyfund
Council 2018/09/04 Page 62

On Aug 13, 2018, at 4:01 PM, Karsten, Bill <karsteb@halifax.ca> wrote:

Good afternoon Mayor Muttart. Wondering if you can follow up on something for me? I did try to contact you this afternoon and as I suggested I thought I would flip you an e-mail.

Peter in March of this year, FCM's Board of Directors approved a recommendation to seek a "Voluntary" member contribution for a special Advocacy fund to support FCM's work toward the 2019 Federal election. The advocacy work that was done in the last Federal Election had absolutely unprecedented results and we need to keep the momentum going to benefit all Municipalities in this upcoming election.

Using a sliding scale formula members are being asked to consider a payment this year and next. A voluntary invoice was sent to all Municipalities and I'm wondering if Municipality of the County of Kings is considering to participate? The suggested amount for your municipality based on the formula is \$1,000. Can you follow up on this for me?

*Many thanks and Cheers,
Bill*

*Councillor Bill Karsten
District 3 Dartmouth South - Eastern Passage
First Vice President
Federation of Canadian Municipalities | Fédération Canadienne des Municipalités
www.fcm.ca*

*Ph. 902- 490-7032
Cell: 902- 476-1855*

HALIFAX

From: Information Privacy Commissioner for Nova Scotia
Sent: Tuesday, July 03, 2018 11:07 AM
To: 'sconrod@countyofkings.ca' <sconrod@countyofkings.ca>
Subject: Right to Know Week in Nova Scotia



Dear Mr. Conrod:

RE: Right to Know Week in Nova Scotia

I am very pleased to take this opportunity to once again encourage your participation in Right to Know Week.

September 28, 2018 is **International Right to Know Day**. In Canada, the week of September 24 to September 30 has been designated as “Right to Know Week.” There will be various activities in most provinces/territories and at the national level during this week.

This year we are asking for your support in two ways. First, we invite your municipality to proclaim September 24 to September 30 Right to Know Week in your municipality. I have enclosed further information about proclamations and a template proclamation for your consideration.

Second, we ask that you publicize Right to Know Week events nearest your municipality. Our office is currently creating a plan for this year’s Right to Know Week celebration, and we may schedule an event in your area. If so, we will contact you to provide further details about the event and ask that you help to spread the word.

Thank you for your participation in Right to Know Week. If you require further information, please contact Julie Young, Executive Assistant, OIPC at 902-424-4684, or julie.young@novascotia.ca.

I invite you to feel free to contact my office you have any questions or concerns relating to your administration of your access responsibilities under *Part XX* of the *Municipal Government Act*.

Information about proclamations:

To enhance public awareness, we invite your municipality to proclaim September 24 to September 30, 2018 Right to Know Week in your municipality. A proclamation would serve as an official endorsement demonstrating your commitment to openness, transparency and accountability, greatly increasing the number of citizens who will become aware of their right to access information.

The purpose of Right to Know Week is to celebrate the right of all Canadians, and in our case specifically Nova Scotians, to access information in the custody or under the control of public bodies, municipalities, and health custodians as guaranteed by access to information legislation. Such legislation entrenches the accountability of governments by ensuring they operate with transparency and openness.

As the Nova Scotia's Information and Privacy Commissioner, I am participating in this Canada-wide effort along with my other Canadian Commissioner colleagues to raise awareness of the right to access information and its value, with a local focus on what it means to those living and working in Nova Scotia.

In 2017, the OIPC sent invitations to the Province of Nova Scotia and all municipalities inviting them to proclaim Right to Know Week. The following proclaimed or passed a motion/resolution for Right to Know Week in Nova Scotia:

- Province of Nova Scotia
- Town of Wolfville
- Municipality of the District of Barrington
- Town of Clarke's Harbour
- Town of Westville
- Town of Bridgewater
- Municipality of Victoria County
- Halifax Regional Municipality
- Municipality of the County of Pictou
- Town of Antigonish
- Cape Breton Regional Municipality
- Town of Middleton
- Municipality of the County of Kings
- Municipality of the County of Richmond

A copy of the proposed wording for the proclamation is attached. It has been formatted in such a way as to make it easy for you to complete. As soon as your municipality has passed a motion to sign the proclamation please provide the OIPC with a signed and sealed copy of the proclamation, which will be posted on the Right to Know Week webpage of our website www.foipop.ns.ca. We also may Tweet about it on our Twitter page, [@NSInfoPrivacy](https://twitter.com/NSInfoPrivacy). We invite you to retain an original signed copy of the Right to Know Proclamation and post it in a prominent location in your municipality.

Yours truly,



Catherine Tully
Information and Privacy Commissioner for Nova Scotia

Sent on behalf of Catherine Tully by:

Julie Young

Executive Assistant to the Commissioner



Office of the Information and Privacy Commissioner for Nova Scotia

Telephone: 902.424.4684; Toll free within NS: 1.866.243.1564

TDD: 1.800.855.0511; Fax: 1.902.424.8303

www.foipop.ns.ca

Follow us on Twitter @NSInfoPrivacy



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
RIGHT TO KNOW WEEK
September 24 to September 30, 2018

WHEREAS, The Municipality of the County of Kings has adopted the principles of openness, transparency and accountability; and

WHEREAS, *Part XX of the Municipal Government Act, Freedom of Information and Protection of Privacy*, gives citizens a right of access to information in the custody or under the control of the Municipality of the County of Kings; and

WHEREAS, Access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS, A celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS, The Municipality of the County of Kings joins most other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE, BE IT RESOLVED, That September 24 to September 30, 2018 be proclaimed **Right to Know Week** in the Municipality of the County of Kings.

AS AFFIRMATION, the Mayor and Councillors do individually and collectively pledge this 4th day of September 2018.

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 Municipal Council

PREPARED BY Terry Brown, Manager of Building & Enforcement Services

MEETING DATE September 4, 2018

SUBJECT Council Appointment of Building Official

ORIGIN

- Approval of an additional Fire/Building Official in 2018/19 budget
- Appointment of Building Official to administer and enforce *Nova Scotia Building Code Act* as per Section 5 (2)
- Newly created position filled by Ergin Nembert

RECOMMENDATION

That Municipal Council hereby appoint Ergin Nembert as a Building Official for the Municipality of the County of Kings as permitted under Section 5 (2) of the *Nova Scotia Building Code Act*.

INTENT

The Municipality of the County of Kings has adopted the *Nova Scotia Building Code Act* that references the National Building Code of Canada. By adopting the *Nova Scotia Building Code Act*, each Council is responsible for the appointment of its Building Officials. The appointment allows for each Building Official to administer and enforce the *Act*, Regulations and Building Code within the Municipality.

DISCUSSION

Ergin Nembert began employment with the Municipality of the County of Kings on August 20, 2018. Mr. Nembert is a Qualified Level Two Building Official, which qualifies him to inspect all buildings as per the *Act*. This position will be both a Fire Inspector and a Building Official.

Section 5 (2) of the *Nova Scotia Building Code Act* States:

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

FINANCIAL IMPLICATIONS

No additional financial implications.

COMMUNITY ENGAGEMENT

- No community engagement was undertaken or required.

ALTERNATIVES

- No alternatives are recommended.

APPROVALS

Patricia Javorek, Director, Community Development Date: August 27, 2018

Scott Conrod, Chief Administrative Officer Date: August 28, 2018



Municipality of the County of Kings

Request for Decision

TO Municipal Council

PREPARED BY Terry Brown, Manager of Building & Enforcement Services

MEETING DATE September 4, 2018

SUBJECT Award of Contract 18-16: 911/Emergency and Fire Dispatch/ After Hours Answering Service

ORIGIN

- Previous contract for 911/Emergency Dispatch/Answering Service expired on July 31, 2017
- \$131,121.00 amount budgeted in 2018/19
- RFP No. 18-16 issued in July, 2018
- Bid by Valley Communications only submission
- Five-year Contract to be awarded to Valley Communications

RECOMMENDATION

That Municipal Council award Contract 18-16: 911/Emergency and Fire Dispatch/After Hours Answering Service to Valley Communications for a five-year period.

INTENT

For Council to award the contract for the delivery of services of 911/Emergency and Fire Dispatch/After Hours Answering Services.

DISCUSSION

The contract for 911/Emergency and Fire Dispatch/After Hours Answering Service expired on July 31, 2017. Since then, the Municipality and Valley Communications operated on two extension agreements until an RFP for service could be issued by the Municipality and a new service agreement awarded for the requested service.

The deadline for proposals expired on July 27, 2018 and the Municipality received one bid. As the one bid received was compliant with the RFP requirements and is under budget, staff recommend that the contract be awarded to Valley Communications as the sole bidder.

This contract would see services for 911/Emergency and Fire Dispatch/After Hours until July 31, 2023.

FINANCIAL IMPLICATIONS

- The cost for the first year of the contract is in the amount of \$121,161.90 plus HST. The budgeted amount for Dispatch Services approved for the 2018/19 budget is \$131,121.00. The costs of the additional four years is listed in the below chart.

Year of Contract	GL Account #	Costs/Month	Costs/Year
2018/19	01-2-225-100	\$10,096.83	\$121,161.96
2019/20	01-2-225-100	\$10,294.34	\$123,532.08
2020/21	01-2-225-100	\$10,491.86	\$125,902.32
2021/22	01-2-225-100	\$10,689.89	\$128,272.56
2022/23	01-2-225-100	\$10,886.89	\$130,642.68



Municipality of the County of Kings

Request for Decision

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Award contract to successful bidder
- Sign Agreement with Valley Communications for next five years

APPENDICES

- None

APPROVALS

Patricia Javorek, Director, Community Development Date: August 30, 2018

Scott Conrod, Chief Administrative Officer Date: August 30, 2018



Municipality of the County of Kings

Request for Decision

TO Municipal Council

PREPARED BY Trish Javorek, Director, Community Development Services

MEETING DATE September 4, 2018

SUBJECT New Minas Noise By-law (By-law 84)

ORIGIN

- By-law 84: Noise Control By-law enacted October 2, 2001
- By-law 84 only applies to the Village of New Minas
- August 30, 2018 Letter received from New Minas Volunteer Fire Department
- August 31 2018 Verbal confirmation from April Ernest, Village Clerk, support for the event as Per 9(2) of By-law 84

RECOMMENDATION

That Municipal Council as per Section 9 of the Noise Control By-law (By-law 84) grant the New Minas Volunteer Fire Department an exemption to the Noise Control By-law for Saturday, October 6th and Sunday, October 7th, 2018 for the 40th Annual Four Wheel Drive Rally, subject to receipt of a report and positive recommendation from the Village of New Minas.

INTENT

For Council to grant an exemption to the Noise Control By-law (By-law 84).

DISCUSSION

The New Minas Volunteer Fire Department is holding its 40th Annual 4x4 rally in the pit at the end of Jones Road, New Minas on Saturday, October 6th and Sunday, October 7th, 2018. The event will be from 7:30 am to 8:00 pm both days.

The Noise Control By-law states:

“An exemption from the application of this By-law may be considered or may not be considered by the Municipal Council as it deems appropriate prior to the contemplated activity commencing. In those cases where an exemption is to be considered the following terms shall apply:

(1) Notwithstanding anything contained in this By-law, any person may make application to the Council to be granted an exemption from any of the provisions of this By-law with respect to any emission of noise for which that person might be prosecuted. The Council may refuse to grant any exemption applied for or may grant the exemption applied for or any exemption of lesser effect. Any exemption granted shall specify the time period, not in excess of six months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as the Council deems appropriate.

(2) In deciding whether or not to grant an exemption, the Council shall give consideration to the social or commercial benefit of the proposed activity, the views of any residents which may be expressed concerning the request, the proposed hours of operation of the proposed noise making activity, the proposed duration of the subject activity and the level of noise anticipated to be generated by the activity. Prior to making a decision concerning an exemption application, Council shall request a report and recommendation from the Village of New Minas.”



Municipality of the County of Kings

Request for Decision

FINANCIAL IMPLICATIONS

The Municipality funds the RCMP, which enforces this By-law for the Village. By granting the exemption, the RCMP would have clear direction on any Noise related received on these two days. This is seen as both a first responder training opportunity and an economic boost to the local economy.

ALTERNATIVES

No alternatives are recommended.

APPENDICES

- [By-law 84 Noise By-law](#)
- New Minas Volunteer Fire Department request dated August 24, 2018

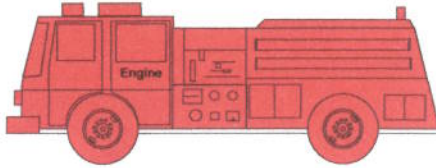
APPROVALS

Rob Frost, Deputy Chief Administrative Officer

Date: August 31, 2018

New Minas Volunteer Fire Department

6 Jones Road New Minas, Nova Scotia
B4N 3N1
Phone no. 902-681-6661



Office of Fire Chief



Fax No. 902-681-1417

NMVFD@NS.ALIANTZINC.CA

August 24, 2018

Scott Conrod

Municipality of Kings
P.O. Box 100,
Kentville, N.S.
B4N 3W3

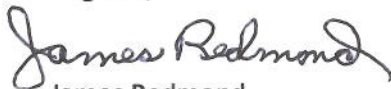


This years 40th annual four wheel drive rally in the pit at the end of Jones Road in New Minas is being planned for October 6 & 7, 2018.

This rally provides funding to the New Minas Volunteer Fire Department and also provides extensive first responder and extrication training to department members. Also this rally provides funding to Coldbrook Lions Club who operate a canteen and other local charities as well as benefits to area businesses.

The fire department is asking for exemption of The New Minas noise by-law from 7:30 am. To 8:00 pm. for Saturday October 6 and Sunday October 7 to be able to hold this rally.

Regards,


James Redmond
Fire Chief



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Tim Bouter, Manager of Engineering Services
MEETING DATE	September 4, 2018
SUBJECT	Award of Contract 18-17: Waterville Septage Lagoon Desludging

ORIGIN

- \$400,000 budget for the Sewer Treatment Plant Infrastructure Renewal Program was approved by Council during the 2018/19 Capital Budget Deliberations
- Contract 18-17 was issued on July 27, 2018 and closed on August 16, 2018

RECOMMENDATION

That Municipal Council award Contract 18-17 - Waterville Septage Lagoon Desludging to Envirosystems Inc. for the total price of \$257,422.17 + HST.

INTENT

For Council to award construction services related to the desludging of the Waterville Septage Facility.

DISCUSSION

On August 16, 2018, proposals were received for the removal and dewatering of 6000m³ of sludge from the primary septage lagoon at the Waterville Septage Facility. The work includes the construction of a lined dewatering pad and supplying the Municipality with reusable dewatering bags.

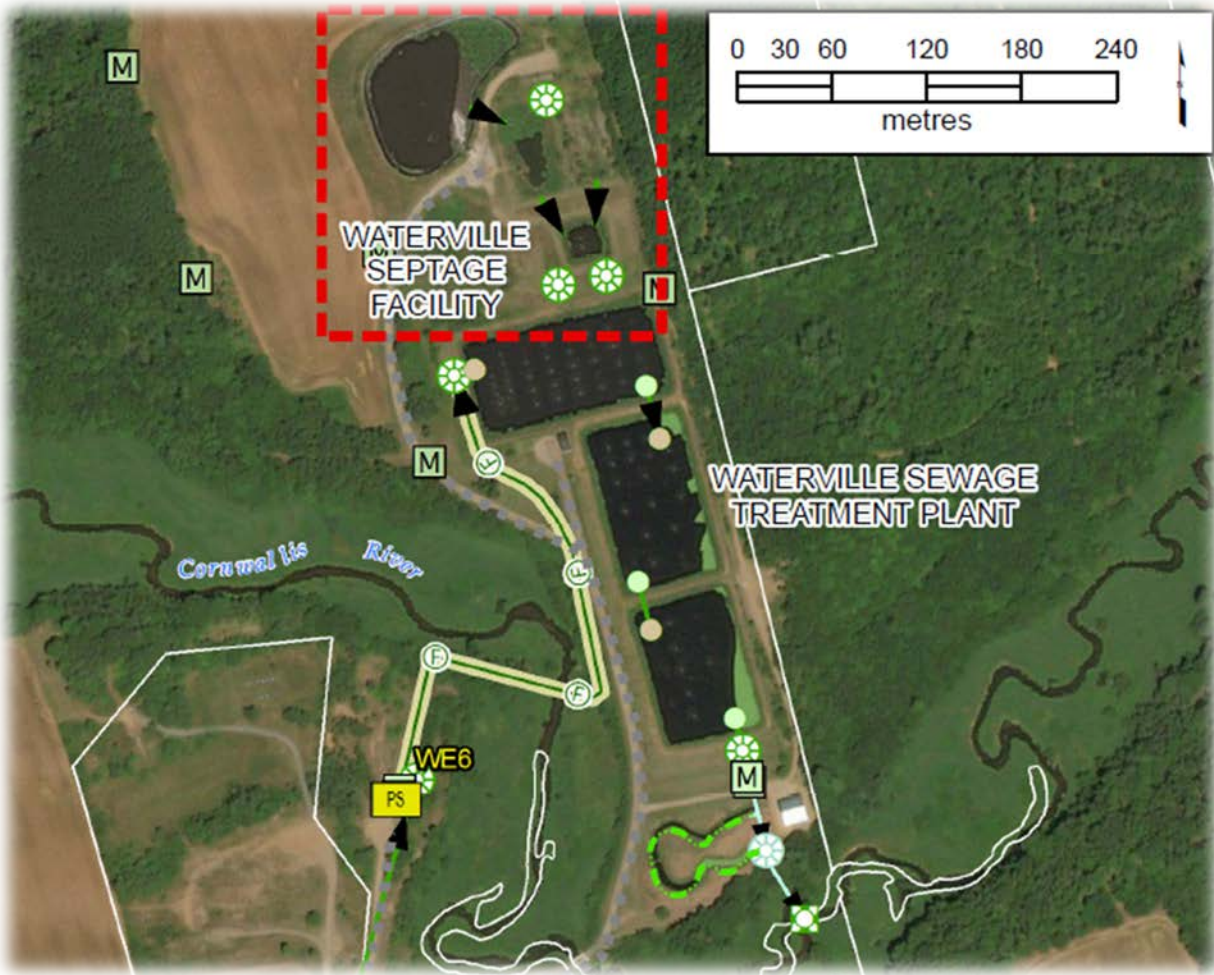
The dewatering process specified in the tender is similar to a process used by the Moncton Sewerage Commission. Sludge removed from the lagoon is placed in dewatering bags, which are made of semi-permeable geosynthetic material and can be reused. The material allows the sludge to dewater naturally by the force of its own weight and the freeze/thaw cycle. The dewatering bags are placed on a lined pad and then filled. This pad will be sloped to allow the effluent from the dewatering bags to be directed back into the primary septage lagoon according to Nova Scotia Environment requirements.

This method is more sustainable than current practices since it avoids mechanical processes, which are costly and power intensive. It reduces the amount of trucking required in several ways. First, it reduces the volume of wastewater being hauled since sludge is typically only 8-15% solids. This process typically achieves 50% solids or greater. In future years (under separate contracts), the dewatering bags will have capacity to be topped up with more sludge, before being transferred to an approved Nova Scotia Environment disposal facility. This allows sludge to be stored onsite within existing facilities until the bags are full. Once full, a contractor will be hauling a soil-like material in a bag rather than multiple trips by septage trucks to achieve a comparable result.

The Waterville Septage Facility services private septic tanks across Kings County. The primary lagoon was constructed in 2002, and has not been desludged since that time. As the lagoon has been filling with sludge, its volume for holding and treating septage effluent has been decreasing at a corresponding rate. Over time, reduced capacity leads to impaired biological function and lower quality treatment. The primary lagoon is approximately 15ft deep, and currently has an average sludge layer of over 9ft. An aerial photo of the project location is shown below:



Municipality of the County of Kings Request for Decision



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

Category	Points
1. Methodology	20
2. Vendor Qualifications/Equipment	20
3. Vendor Experience	20
4. Price	40



Municipality of the County of Kings

Request for Decision

Two tenders were received, which were reviewed for compliance by Engineering Services staff:

Tenderer	Tenderer's Location	Tender Price (excluding HST)	Technical Score (60 pts)	Price Score (40 pts)	Total Evaluation Score (100 pts)
Envirosystems Inc.	Dartmouth, NS	\$257,422.17	53	40	93
Gary Parker Excavating Ltd.	Kingston, NS	\$337,875.00	51	34	85

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
STP Infrastructure Renewal	21-3-382-102	\$400,000	\$0.00

COMMUNITY ENGAGEMENT

- This project falls under the "Inform" level of the International Association of Public Participation (IAP2) Spectrum®, included in the Municipality's Public Engagement Strategy.
- There was no specific community engagement initiative for this project, although the project justification was discussed during 2018/19 Capital Budget Deliberations.
- This project is being driven by operational requirements related to service delivery and environmental protection, as part of EPW's overall asset management program.
- This project was publically tendered through the Municipality and Nova Scotia Procurement websites.

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, Land & Parks

Date: August 17, 2018

Scott Conrod, Chief Administrative Officer

Date: August 27, 2018



Municipality of the County of Kings

Request for Decision

TO Municipal Council

PREPARED BY Scott M. Quinn, P. Eng., Engineering & Public Works, Lands and Parks

MEETING DATE September 4, 2018

SUBJECT Infrastructure Extension Request - Owen Road, North Kentville

ORIGIN

- Staff have received a resident request via Councillor Raven to extend central water service to Owen Road in North Kentville.
- [Policy EPW-04-11 Infrastructure Extension](#) (the "Policy") outlines the process for handling infrastructure extension requests.
- On December 5, 2017, Municipal Council passed a motion authorizing the CAO to conduct a Feasibility Study for extending central water to Owen Road, North Kentville, pursuant to Policy EPW-04-11 Infrastructure Extension.

RECOMMENDATION

That Municipal Council authorize the CAO to proceed directly to Section 6.3, Step 3 - Resident Support of the Policy EPW-04-11 Infrastructure Extension related to the request to extend central water service to Owen Road in North Kentville.

INTENT

Staff are seeking Council's authorization to conduct a resident petition related to the request to extend central water service to Owen Road in North Kentville per Section 6.3 of the Policy.

DISCUSSION

Since presenting the initial report to Council in December 2017, staff have completed a Feasibility Study regarding an infrastructure extension request for Owen Road. The application is for extending central water services to Owen Road in North Kentville, between Highway 359 and Nichols Avenue (see aerial photo below).





Municipality of the County of Kings

Request for Decision

EPW staff have not been informed of any existing health or environmental threats to the private water supplies. However, the area is zoned residential R1 and R3 and is located within a Growth Centre which is intended to be fully serviced. The area is currently serviced by Municipal sewer. Staff recommend including Giffin Court in the scope of work, since it is located within the project area and includes 5 additional properties that would contribute to the capital cost.

The cost to complete a detailed design is estimated to be \$30,000 (not including construction administration and inspection services). The estimated cost for construction is \$300,000 (including Giffin Court). This would equate to a capital charge of \$8,108 per property for the 37 properties within the project area. In addition to the capital cost, property owners would be responsible for the cost of installing their own laterals from the property lines into their homes, as well as connection/usage fees according to the Kentville Water Commission.

Due to the basic nature of the project and historical cost records of similar water extensions, staff have a high level of confidence in the construction estimate. Since there is no guarantee that the residents will support the capital charge, and since there is currently no money approved in the 2018/19 budget for a detailed design, staff recommend proceeding directly to Step 3 of the Policy. This includes the distribution of a detailed information package to residents within the project area, combined with a public engagement session and a petition to determine resident support for the project.

FINANCIAL IMPLICATIONS

- Cost to complete Step 3 of the Policy would be minimal, and consist mostly of staff time.
- Detailed design would be estimated to be \$30,000.

COMMUNITY ENGAGEMENT

- No community engagement has been conducted at this point.
- Step 3 of the Policy includes the distribution of information packages and a public engagement session for all property owners included in the project area.

ALTERNATIVES

- Decline the request.
- Authorize the CAO to proceed with a detailed design and cost estimate, pursuant to Policy EPW-04-11 Infrastructure Extension.

IMPLEMENTATION

- Staff review committee will prepare the information package, public engagement session and resident petition as per Section 6.3 of the Policy.
- Director EPWLS will report the petition results to Council. In the case of a successful petition, Council authorization for proceeding with detailed design and issuing of construction tender would be required.

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: August 27, 2018



Municipality of the County of Kings

Briefing

TO	Municipal Council
PREPARED BY	Scott M. Quinn, P. Eng., Engineering & Public Works, Lands and Parks
MEETING DATE	September 4, 2018
SUBJECT	Provincial J-Class Roads Cost Sharing Agreement 2018-014

ORIGIN

- September 5, 2017 - Council approved entering into Cost Sharing Agreement 2018-014 - Provincial J-Class Road Resurfacing (Agreement) with the Department of Transportation and Infrastructure Renewal (DTIR).
- Municipality's list of roads to be considered for resurfacing under the Agreement in FY2019-20 is due October 31, 2018.

RECOMMENDATION

That Municipal Council receive Provincial J-Class Roads Cost Sharing Agreement 2018-014 report dated September 4, 2018 as information.

INTENT

Brief Council on correspondence received from DTIR regarding submission of priority lists per the Agreement.

DISCUSSION

The Municipality received a letter dated August 3, 2018 from DTIR (see Appendix A) regarding the upcoming deadline for submitting our list of roads to be considered for resurfacing in FY2019-20 under the Agreement. Much of the letter simply reaffirms previous information and practices regarding resurfacing requests via the Agreement. However, there are some items of note.

Eligibility Interpretation

DTIR is holding to their 2017 interpretation regarding the eligibility of paved J-Class Roads. As Council may recall, the Municipality and DTIR had operated since 2013 on the basis of roads, once resurfaced with asphalt, becoming the full responsibility of DTIR and no longer being eligible under the Agreement.

Cap on Number of Roads

DTIR is capping at ten (10) the number of roads that a municipality can submit for consideration for FY2019-20. As Council may recall, DTIR made a similar request last year after Staff had submitted the original priority list that was approved by Council.

Road Reclassification

Municipalities now have a means to ask DTIR to reclassify a road, presumably as a way to shift some J-Class Roads to other DTIR programs (e.g. Gravel Road program launched in 2017). The letter does not indicate what criteria DTIR will use to evaluate any such requests. Such guidance may be forthcoming.



Municipality of the County of Kings

Briefing

FINANCIAL IMPLICATIONS

- No direct impact. The letter is clarifying aspects of the Agreement, which provides the contractual framework to allow the Municipality to participate in the Program until the end of the 2020-21 Fiscal Year.

COMMUNITY ENGAGEMENT

- No community engagement has been undertaken for the correspondence. The Agreement and the Cost Sharing Program have been discussed on several occasions at Council and Committee of the Whole.

APPENDICES

- Appendix A: August 3, 2018 Letter from DTIR

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: August 27, 2018



August 3, 2018

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

Dear Mr. Conrod:

RE: COST SHARE AGREEMENT 2018-014

The Department of Transportation and Infrastructure Renewal (TIR) expects to fund, subject to budget approval, the paving, repaving and double chipping of Subdivision streets during the 2019-20 construction season.

Cost sharing, regardless of type of treatment (paving, repaving or double chip), will be fifty per cent for eligible streets (50/50).

As per section 3.2 and 3.3 of the agreement, **"if the Municipality uses a petitioning process to determine which Village and Subdivision Streets will be cost shared the petition must be completed prior to submitting the list on or before October 31, 2018".**

Attached, you will find a Road Submission List to be filled out electronically and returned to me by October 31, 2018. Please request the Road Submission List from me when you receive this letter and I will forward to you to fill out. My email address is laura.cunningham@novascotia.ca. Examples on how to fill out the form is provided. Due to funding limitations, please limit your priorities to a maximum of ten candidates. If any of the columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit.

The submitted streets will be reviewed to verify eligibility and to determine if the condition of the proposed streets meets the minimum criteria for paving, repaving or double chipping.

Please submit this information to my attention via email or mail as soon as possible to ensure your list will be considered for the upcoming fiscal year.

Please consider your municipality's fiscal funding limitations when preparing your list and limit the list to only the projects the municipality intends to fund in fiscal 2019-20.

I have also included a document for reference regarding the program. I hope you will find this useful if any questions arise on the program.

Sincerely,

A handwritten signature in cursive script, reading "L. Cunningham".

Laura Cunningham
Capital Program Administration Officer

cc Craig Smith – Construction Manager, Western District

Road Submission List from the Municipality of :
Submitted By:
Date (M/D/Y) :

Please request this document so it can be filled out electronically.

**If the below columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit with the information that is required.*

*In order of Priority	Authority # (Please contact area manager if not known)	Road Section (Please contact area manager if not known)	Road Class (Please contact area manager if not known)	Road Name	From.....	To.....	Length	Current Surface Type (if a road has multiple sections and different surface types they must be listed separately and counted as two priorities - ex. below)	Treatment Type Requested (paving, double chip or repaving)	Comments (Example: district name/subdivision name/ etc)
Examples										
1	0123	1	J	Jane Road	Route 66	Smith Road	1.2	asphalt	repaving	Smith Subdivision
2	0123	2	J	Jane Road	Smith Road	end of listing	1.5	gravel	paving	Smith Subdivision
3	8765	1	I	Smith Road	Jane Road	end of cul de sac	0.35	chip seal on sand seal	paving	Smith Subdivision
4	0765	3	H	High Road	Route 79 easterly	end of listing at turning circle	0.85	gravel	double chip	District A
PLEASE FILL IN THE BELOW ELECTRONICALLY (NO HAND WRITING)										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**Please limit priorities to a maximum of ten due to the current funding limitations of the Province.*

Cost Shared Program: Local Roads, J-Class Streets and Village Streets

Background

The Department may carry out cost-shared upgrading of Local Roads, J-Class Streets and Village Streets (see definition below), on a cost-shared basis.

Roads built prior to April 1, 1995 that have a classification code of "J" (subdivision road), or are associated with the Road Service Exchange Agreement (which may indicate other codes than "J") are eligible for the program. If you require a copy of the Provincial-Municipal Service Exchange Agreement, the Road Service Exchange Agreement and the associated Road List, please contact Municipal Affairs at (902)424-6642.

Maintenance charges that are processed by Municipal Affairs related to the Road Service Exchange Agreement is not connected with the Cost Shared Program: Local Roads, J-Class Streets and Village Streets.

Guidelines

1. Cost-Shared Agreements

Any work carried out under the Local Roads, J Class Streets and Village Streets will require a cost-shared agreement prepared by the Department, detailing the terms and conditions under which the work is to be undertaken. All costs related to work on local roads and streets will be shared equally between the Department and the Municipal Unit except as outlined in #3 below. The agreements are valid for three fiscal years. Agreements between the Department and Municipal Units are confidential and therefore would not be disclosed with any other parties.

2. Definition of a Local Road

The following definitions are to be applied to local roads, J-Class Streets and Village Streets:

Municipal Type "A" Local Roads: all local roads constructed after April 1, 1995 under the administration and control of the Municipal Unit in which the road is constructed.

Department Type "B" Local Roads: all local roads, J-Class Streets and Village Streets constructed prior to April 1, 1995 under the administration and control of the Department or associated with the Road Service Exchange Agreement.

3. Cost-shared Upgrading of Local Roads

There will be no cost-sharing on Municipal Type "A" Local Roads. Such roads are under the administration and control of the Municipal Unit in which they are constructed and all improvements are the responsibility of the Municipal Unit.

Where the Department determines it practicable and reasonable, and at the request of a Municipal Unit, upgrading of Department Type "B" Local Roads may be undertaken on a cost-shared basis of 50/50. All costs related to the project will normally be shared equally by the Municipal Unit and the Department. The Department may allow work to be done with the Municipality paying greater than 50% of the cost as outlined in the cost-share agreement under "Additional Work" but under no circumstances will the Department pay more than 50% of the cost.

Cost Shared Program: Local Roads, J-Class Streets and Village Streets

Funding

Funding is contingent upon the amount the paving program receives for the Fiscal Year and the number of Municipal Units that wish to participate in the paving program; and percentage of roads in each Municipality that is unpaved/paved. Therefore, allocations given each year to the Municipal Units cannot be compared on a year to year basis.

Timeline and Process

***Late Summer/Early Fall**

The Department will mail to the Municipal Units a Submission Letter and Road Submission List requesting their road submissions for the upcoming fiscal year (i.e. letters sent out in 2018 will be for fiscal year 2019-20). If the Municipalities choose to participate in the program, they are required to fill out the Road Submission List in its entirety and must be returned to the Department as outlined in the cost-share agreement under "Designation and Acceptance of Streets".

The Program is geared toward J-Class roads, however, if a Municipal Unit has another class of road that you want the Department to consider, submit it on the form and we will review it for eligibility.

***Winter**

The Department will compile all requests and each will be reviewed to verify eligibility and to determine if the condition of the proposed streets meets the minimum criteria for paving, repaving or double chipping.

***Early Spring**

Minister letters with a Notice of Acceptance form will be sent to Municipal Units informing which roads from their submissions have been approved under this program. *Note: Not all submissions sent in may be selected based on the weighting factors mentioned previously. (i.e. 10 roads submitted, approval on 3 roads).*

For any roads not selected, the Municipal Units are able to re-submit them in the next fiscal year.

The Notice of Acceptance forms must be completed and signed upon returning to the Department.

The Department will then proceed to tender the approved roads. The Department will notify each Municipal Unit in writing of any cost overruns in excess of ten (10%) percent of the Cost Estimate as outlined in the cost-share agreement under "Province's Obligations".

Other Information

If a Municipal Unit is requesting a road class change, requests must be forward to the Department Area Manager and District Director.

If a Municipal Unit disagrees with the program process, please contact the Executive Director of Highway Engineering and Construction at 902-424-5687.

**Given as a guide only and may vary slightly depending on the timing of the initiation process.*



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Scott Quinn, P. Eng., Director of Engineering & Public Works, Lands and Parks
MEETING DATE	September 4, 2018
SUBJECT	Contract Authorization: Cost Share Program for Paving of Subdivision (J-Class) Streets (Sampson Drive and Spinney Street Greenwood)

ORIGIN

- Staff have received a request from the Province of Nova Scotia to participate in resurfacing Sampson Drive and Spinney Street in Greenwood in FY2018/19.
- June 5, 2018 - Council authorized Mayor and CAO to negotiate with Department of Transportation and Infrastructure Renewal (DTIR) and Village of Greenwood (Village) on cost sharing arrangement to have Sampson Drive and Spinney Street, Greenwood resurfaced.
- June 5, 2018 - Council authorized \$25,000 for the Municipality's portion of the estimated cost based on 50/25/25 percent basis between DTIR, the Municipality, and the Village respectively.

RECOMMENDATION

1. That Municipal Council amend the amount authorized (initially authorized by Council on June 5, 2018) for the Municipality's portion of the total cost to resurface Sampson Drive and Spinney Street in Greenwood for fiscal year 2018/19, from \$25,000 to \$38,500, conditional upon the Village of Greenwood formally consenting to the increased Village's portion in the amount of \$38,500.
2. That Municipal Council authorize the Mayor to sign the Notice of Acceptance from the Minister for DTIR approving Sampson Drive and Spinney Street in Greenwood to be resurfaced in fiscal year 2018/19 based on the terms of Cost Share Agreement 2018-014 (Agreement), conditional upon the Village of Greenwood formally consenting to the increased Village's portion in the amount of \$38,500.

INTENT

1. For Council to approve additional funding for the Municipality's portion of the cost of resurfacing Sampson Drive and Spinney Street in Greenwood in FY2018/19.
2. For Council to authorize the Mayor to sign the Notice of Acceptance from the Minister based on DTIR's August 14, 2018 cost estimate (see Appendix A) based on the terms of the Agreement.

DISCUSSION

Staff received a letter from the Village (see Appendix B) confirming its participation on a 50/25/25 percent basis between DTIR, the Municipality, and the Village. Per Council's direction, a letter was then sent to DTIR (see Appendix B) advising that the Municipality and Village were willing to participate in resurfacing Sampson Drive and Spinney Street in FY2018/19.

Province's Response

DTIR has agreed to cost share in resurfacing Sampson Drive and Spinney Street based on the terms of the Agreement. However, DTIR has advised that it only provides J-Class Program agreements with



Municipality of the County of Kings

Request for Decision

municipalities. On that basis, the Municipality would be responsible to DTIR to cover 50% of the cost and recovering the Village's portion separately.

The revised cost estimate is presented in the table below.

Road	Total Cost	DTIR Share	MoK Share	Village Share
Sampson Dr.	\$115,000	\$57,500	\$28,750	\$28,750
Spinney St.	\$40,000	\$20,000	\$10,000	\$10,000
Total	\$155,000	\$77,500	\$38,500	\$38,500

Potential Options

1. Proceed with resurfacing both Sampson Drive and Spinney Street and authorize an additional \$13,500 of funding;
2. Proceed with resurfacing Sampson Drive only and authorize an additional \$3,750 of funding;
3. Proceed with resurfacing Spinney Street only (no additional funding required); or
4. Decline to proceed with these projects entirely.

The Greenwood Village Commission has tentatively consented to proceeding with resurfacing both Sampson Drive and Spinney Street based on the revised cost estimate.

FINANCIAL IMPLICATIONS

- The Municipality's portion would be funded from GL#41-4-460-402 - Transportation Capital Reserves.

COMMUNITY ENGAGEMENT

- There was no community engagement initiative for this since the request to participate in resurfacing Sampson Drive and Spinney Street was discussed at the June 5, 2018 Council session.

IMPLEMENTATION

- Mayor will sign and return the Notice of Acceptance to DTIR.
- DTIR is responsible for contract administration/management as per the Agreement.
- DTIR will seek Municipality's direction if bid price greater than 10% of new cost estimate.
- DTIR will invoice the Municipality after construction is completed and final costs are confirmed.
 - Municipality will then invoice the Village for its share of the costs.
- Director of Engineering & Public Works, Lands and Parks and Manager of Engineering Services will be primary contacts with DTIR during tender and construction phases.

APPENDICES

- Appendix A: August 14, 2018 Letter from Minister for DTIR
- Appendix B: June 14, 2018 Letter from Director EPWLS to Minister for DTIR (with Village letter attached)

APPROVALS

Rob Frost, Deputy Chief Administrative Officer

Date: August 31, 2018



Transportation and Infrastructure Renewal
Office of the Minister

COPY

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

August 14, 2018

RECEIVED
Aug 24/18

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

Dear Mayor Muttart:

As a follow up to the Departments letter to the Municipality dated June 25, 2018 regarding Sampson Drive and Spinney Street, we are pleased to inform you that the roads have been approved under the program.

The Department agrees to cost share on these roads based on the terms of Cost Share Agreement 2018-014; fifty percent (50/50).

Under the J Class Program, the agreements are held with individual Municipal Units and not with Towns and Villages.

As per your letter dated June 14, 2018 to the Department, the Municipality indicates that ***"the Village of Greenwood has confirmed with us its willingness to participate based on a 50/25/25 cost sharing agreement (see enclosed letter)"***.

As the Department only provides J Class Program agreements to the Municipalities, the Municipality is responsible to pay the Department the full fifty percent (50%) cost share amount and then recover it's share of the costs directly from the Village of Greenwood.

Road Name	Description	KM's	Total Cost Estimate	Cost Share Estimate
Spinney Street	from Howe Avenue to Glasgow Avenue, paving	0.100	\$40,000	\$20,000
Sampson Drive	from Bridge Street to end of listing, paving	0.200	\$115,000	\$57,500
Total		0.300	\$155,000	\$77,500

Mayor Peter Muttart
August 10, 2018
Page 2

Under the terms of Cost Share Agreement 2018-014, the Municipality has agreed to notify the Department within 20 Business Days whether it accepts the list of approved projects and the cost estimates. If a notice of acceptance is not received within this time period, the Municipality is deemed to not accept the list of approved projects and the cost estimates, and the Province will proceed no further with these projects.

If you choose to accept the list and cost estimates, please complete and sign the attached Notice of Acceptance and return to the attention of Laura Cunningham, Capital Program Administration Officer.

Sincerely,



Lloyd P. Hines
Minister

cc **Scott Quinn** P.Eng, Director Engineering and Public Works - Municipality of Kings
Honourable Leo A. Glavine, Minister of Communities, Culture and Heritage MLA
for Kings West
Brian Banks, Chair, Greenwood Village Commission
Marion Elsworth, Clerk-Treasurer, Village of Greenwood
Paul LaFleche, Deputy Minister, TIR
Peter Hackett, Chief Engineer, TIR
Greg Newell, District Director, TIR Western
Craig Smith, Construction Manager, TIR Western
Richard Lloyd, Area Manager, TIR
Laura Cunningham, TIR Capital Program Administration Officer

NOTICE OF ACCEPTANCE:

The Municipality of Kings accepts the cost estimates of only the projects listed as "Yes" below for fiscal year 2018-19, and wishes to proceed with construction as per the terms of Agreement 2018-014.

Road Name	Description	KM's	Total Cost Estimate	Cost Share Estimate	Accept: Yes / No
Spinney Street	from Howe Avenue to Glasgow Avenue, paving	0.100	\$40,000	\$20,000	
Sampson Drive	from Bridge Street to end of listing, paving	0.200	\$115,000	\$57,500	
Total		0.300	\$155,000	\$77,500	

Name (Print)

Name (Signature)

Title

Date

^{scan +}
Please return signed document to:

Shayne Allison
Capital Program Clerk
PO Box 186
Halifax NS
B3J 2N2
Tel 902 424-8587
Fax 902 424-0570
shayne.allison@novascotia.ca



Municipality of the County of Kings

87 Cornwallis Street
PO Box 100
Kentville, NS B4N 3W3
www.countyofkings.ca

Tel: (902) 690-6194
Fax: (902) 679-3472
Tel: 1-888-337-2999
squinn@countyofkings.ca

Land of Orchards, Vineyards and Tides

June 14, 2018

Paul T. LaFleche
Deputy Minister of Transportation & Infrastructure Renewal
2nd Floor, Johnston Building
1672 Granville Street
P.O. Box 186
Halifax, NS B3J 2N2

Dear Deputy Minister,

The purpose of this letter is to advise the Department of Transportation and Infrastructure Renewal that the Municipality of the County of Kings and the Village of Greenwood are willing to participate in resurfacing Sampson Drive and Spinney Street in Greenwood. This letter has been prepared in response to the recent opportunity availed to the Municipality by Provincial representatives. Kings County Municipal Council approved the following motions at a Council session held on June 5, 2018:

That Municipal Council approve the Municipality's portion of the total cost to resurface Sampson Drive and Spinney Street in Greenwood for fiscal year 2018/19, which is \$25,000.

That Municipal Council authorize the Mayor and CAO to negotiate a cost sharing arrangement with DTIR and the Village of Greenwood on a 50/25/25 percent basis between the Department of Transportation and Infrastructure Renewal, the Municipality, and the Village of Greenwood respectively.

The Village of Greenwood has confirmed with us its willingness to participate based on a 50/25/25 cost sharing arrangement (see enclosed letter). If the funding formula is acceptable to DTIR, the work should be executed under the current Cost Shared Program for Paving of Subdivision (J-Class) Streets with these roads tendered with the other three J-Class Roads approved for FY2018-19.

Thank you in advance for your consideration of the above.

Yours sincerely,

Scott M. Quinn, P. Eng.
Director, Engineering & Public Works, Lands and Parks
Municipality of the County of Kings

c.c. Hon. Leo A. Glavine, Minister of Communities, Culture and Heritage; MLA for Kings West
Brian Banks, Chair, Greenwood Village Commission
Marian Elsworth, Clerk-Treasurer, Village of Greenwood
Richard Lloyd, Area Manager, Kings County, Transportation and Infrastructure Renewal

Encl./1



Village of Greenwood
P.O. Box 1068
Greenwood, N.S.
B0P 1N0

June 13, 2018

Mayor Peter Muttart
PO Box 100
Kentville, NS
B4N 3W3

RE: Paving Sampson Drive and Spinney Street

This letter is to inform you and Kings County council that the Village Commission of Greenwood passed a motion at the June 13, 2018 monthly meeting. The motion was to approve spending up to a maximum of \$25,000.00 to cost share with DTIR and County of Kings to pave Sampson Drive and Spinney Street.

Regards,

Village of Greenwood

Marian Elsworth, Clerk-Treasurer



Municipality of the County of Kings

Request for Decision

TO	Council
PREPARED BY	Karen Kluska, CPA, CA Financial Analyst
MEETING DATE	September 4, 2018
SUBJECT	Kings Transit Budget Approval

ORIGIN

- 2018/19 Operating Budget Binder Volume 1, Tab 7 - Preliminary Kings Transit Budget
- 2018/19 Operating and Capital Budgets
- Council minutes dated May 15, 2018
- 2018/19 Kings Transit Operating & Capital Budget recommended by Kings Transit Board August 27, 2018

RECOMMENDATIONS

1. That Council approve the 2018/19 Kings Transit Authority Operating and Capital Budgets attached as Appendix 1.
2. That Council approve amending the 2018/19 Municipality of Kings Operating Budget to increase the Kings' contribution to the Kings Transit Operating budget by \$10,200 from \$512,900 to \$523,100.
3. That Council approve amending the 2018/19 Municipality of Kings Operating Budget to include a \$48,000 contribution to the Kings Transit Capital Budget.
4. That Council approve funding the \$58,200 total increase in Municipal contributions to Kings Transit Authority from the General Operating Reserve 61-4-460-270.

INTENT

To provide Council with information pertaining to the updated Kings Transit Operating and Capital Budgets and the additional Municipal contribution requested.

DISCUSSION

On April 12, 2018, Kings Transit Authority provided the Municipality with a preliminary budget for the 2018/19 fiscal year, which requested a total Kings contribution of \$512,900 (60% of the total budgeted Core Municipal contributions of \$854,900) and no capital contribution. This preliminary budget was incorporated into the Municipality's total Operating Budget, which Council approved on May 15, 2018.

Subsequent to that date, the newly hired General Manager of Kings Transit, together with representatives from the Board, reviewed and revised the assumptions for each line item in the budget. Kings Transit also had the benefit of receiving the draft financial statements for the 2017/18 fiscal year, which provided greater certainty about the actual levels of revenue and expenses, compared to the prior year's budget. As a result, the total budgeted operating expenses were increased, operating cost-sharing among the Municipalities was increased, and a budget for capital contributions by the owner Municipalities was reinstated.



Municipality of the County of Kings

Request for Decision

At the meeting on August 27, 2018, the General Manager advised the Kings Transit Authority Board that the capital budget includes planned capital expenditures of \$200,000, of which \$150,000 is for equipment, specifically the replacement of a service truck, upgrading the network, installing wireless access points, replacing the network server, and fibre connectivity. \$50,000 of the budget is for various improvements to the building, including drainage in the wash bay, HVAC improvements in the shop, eavestroughing, and parking lot improvements. The capital improvements will be funded from a combination of municipal contributions and a \$375,000 provincial capital grant. Unused funds will be added to the capital reserve in anticipation of the first two bus replacements budgeted for the 2020/2021 fiscal year.

On August 27, 2018, the final operating and capital budgets were presented to, and approved by, the Board, for recommendation to the respective Councils for approval.

FINANCIAL IMPLICATIONS

As the Kings' Operating Budget and tax rates have already been approved for the 2018/19 fiscal year, the additional \$58,200 total contribution to Kings Transit Authority must be funded from the General Operating Reserve, GL # 61-4-460-270 which had a preliminary¹ balance of \$6,088,038 at 3/31/18.

COMMUNITY ENGAGEMENT

- A community engagement initiative is not required as the subject was approved as part of the 2018/19 Operating Budget.
- The community had the opportunity to provide public comments as part of that process.

ALTERNATIVES

No alternatives are recommended.

IMPLEMENTATION

The Kings Transit Authority Board will be notified of Council's decision

APPENDICES

- Appendix A - Kings Transit Authority 2018/19 Operating & Capital Budget dated August 27, 2018

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: August 28, 2018

¹ At this time the surplus for the 2017/18 fiscal year has not been finalized, pending receipt of the audited financial statements from two remaining inter-municipal service organizations.

Kings Transit Authority - 2018/19 Operating Budget

Revenues

Revenue from Own Sources	Budget 2017/18	Actuals for 2017/18	Budget vs Actual for 2017/18	Budget 2018/19	% Inc/Dec	Comments
4001 Fares	\$618,500	\$593,264	\$25,236	\$600,000	-2.99%	Fare Review is planned
4100 Advertising	\$27,000	\$24,636	\$2,364	\$34,800	28.89%	Contract (\$2900 per month)
4115 Maritime Bus	\$7,200	\$7,216	-\$16	\$7,600	5.56%	Rent increase to \$650 effective 1 Aug 18
4004 Miscellaneous Revenue	\$1,500	\$1,280	\$220	\$4,026	168.40%	Sale of surplus pickup truck (\$526), sale of surplus buses (\$3500)
4010 Insurance Claim	\$0	\$1,333	-\$1,333	\$0	N/A	
4300 Interest Revenue	\$1,500	\$4,857	-\$3,357	\$0	-100.00%	
Total Revenue from Own Sources	\$655,700	\$632,586	\$23,114	\$646,426	-1.41%	

Sales of Services						
4125 Management Fees	\$96,400	\$97,856	-\$1,456	\$136,652	41.76%	Annapolis 25.6%, Digby 7.8% of shared expenses
4120 Bus Rentals	\$8,000	\$695	\$7,305	\$1,000	-87.50%	Rentals to commercial enterprises and Digby/Annapolis counties when their buses cannot be put into service.
4405 Mechanic Revenue	\$47,124	\$61,490	-\$14,366	\$60,000	27.32%	
Total Sales of Services	\$151,524	\$160,041	-\$8,517	\$197,652	30.44%	
Sub total of own sources and	\$807,224	\$792,627	\$14,597	\$844,078	4.57%	

Conditional Transfers						
4210 Mun. Contribution - Ope	\$737,774	\$737,390	\$384	\$871,754	18.16%	
4205 Mun. Contribution - Capi	\$80,000	\$80,000	\$0	\$80,000	0.00%	
Transfer from Reserves	\$0		\$0		0.00%	
Total Conditional Transfers	\$817,774	\$817,390	\$384	\$951,754	16.38%	
Total Revenues	\$1,624,998	\$1,610,017	\$14,981	\$1,795,832	10.51%	

Expenses

Administration						
5640 Wages	\$107,640	\$130,295	-\$22,655	\$148,245	37.72%	GM, Accounting Clerk, Customer Service Coordinator
5520 Benefits	\$18,200	\$20,059	-\$1,859	\$28,069	54.23%	RRSP, WCB, Medical etc., EI, CPP

Kings Transit Authority - 2018/19 Operating Budget

5482 Professional Services	\$3,800	\$5,939	-\$2,139	\$35,600	836.84%	Contract GMs
5380 Travel	\$3,500	\$4,275	-\$775	\$500	-85.71%	Intended for CUTA, conferences, mileage, etc.
5483 Development & Training	\$5,200	\$2,694	\$2,506	\$1,000	-80.77%	
5170 CUTA Registration	\$2,900	\$3,087	-\$187	\$2,960	2.07%	2018 Dues
5440 Communications	\$9,300	\$7,073	\$2,227	\$4,320	-53.55%	Office Phones and Internet
5441 Answering Service	\$2,700	\$2,657	\$43	\$2,544	-5.78%	\$212 per month
5370 Meeting Expenses	\$2,000	\$915	\$1,085	\$1,500	-25.00%	For Board and staff meetings.
5080 Advertising Exp.	\$7,400	\$10,116	-\$2,716	\$6,000	-18.92%	Employment and other advertising
5400 Office Supplies	\$7,500	\$8,983	-\$1,483	\$5,000	-33.33%	
5401 Printing	\$9,500	\$8,514	\$986	\$8,000	-15.79%	
5470 Contracted Financial Serv	\$31,549	\$6,810	\$30,739	\$0	-100.00%	
5120 Bank Charges	\$6,200	\$15,519	-\$9,319	\$7,800	25.81%	Payroll direct deposit, electronic fund transfers, bank fees - 2017/18 amount included 6025 in CRA interest expenses
5320 Legal and Audit	\$15,500	\$32,485	-\$16,985	\$19,500	25.81%	
5360 Miscellaneous Expenses	\$0	\$1,370	-\$1,370			
5280 Insurance	\$56,214	\$56,278	-\$64	\$42,672	-24.09%	
5402 IT Services	\$2,700	\$6,013	-\$3,313	\$2,760	2.22%	Monthly MoK IT Charge - \$200+HST Per month
Total Administration Expense	\$291,803	\$323,082	-\$25,279	\$316,470	8.45%	

Facility Expenses					
5425 Repair & Maintenance	\$14,600	\$18,498	-\$3,898	\$14,600	0.00%
5630 Cleaning	\$7,900	\$7,900	\$0	\$4,800	-39.24%
5625 Power	\$12,000	\$13,024	-\$1,024	\$12,000	0.00%
5620 Heat	\$6,600	\$6,231	\$369	\$7,500	13.64%
5622 Snow/Ice Clearing	\$8,000	\$7,211	\$789	\$8,000	0.00%
Total Facility Expenses	\$49,100	\$52,864	-\$3,764	\$46,900	-4.48%

Operational Expenses						
5640 Wages Drivers/Mechanics	\$656,495	\$786,627	-\$130,132	\$683,822	-4.16%	Covers 10 Operators, 2 Coordinators, 2 Mechanics.
5520 Benefits	\$104,500	\$121,100	-\$16,600	\$123,789	-18.46%	RRSP, WCB, Medical etc., EI and CPP
Bank Sick Time	\$0	\$0	\$0	\$24,000	N/A	Estimated from the Municipal Units' actuary calculations
5483 Development & Training	\$2,700	\$752	\$1,948	\$3,000	-11.11%	WHMIS, First Aid
5175 Fees & Registrations	\$1,300	\$1,301	-\$1	\$265	79.63%	\$33.10 for 8 buses
5440 Communications (Bus W	\$5,800	\$4,821	\$979	\$7,800	-34.48%	
5442 Radios	\$3,400	\$2,832	\$568	\$8,610	-153.24%	PTT plus TMR2 monthly charges

Kings Transit Authority - 2018/19 Operating Budget

5482 Professional Services	\$2,800	\$1,214	\$1,586	\$3,000	-7.14%	Calibrations
5602 Tools	\$2,000	\$2,175	-\$175	\$1,500	25.00%	\$500 per mechanic plus breakage. Reduced from \$2000 to \$1500
5600 Repair Maintenance Bus	\$130,500	\$178,375	-\$47,875	\$170,000	-30.27%	
5610 Fuel	\$244,500	\$229,554	\$14,946	\$250,750	-2.56%	295,000 litres * 0.85
						Cell data costs, licensing and hosting costs for the web pages and mobile applications. The primary service is from the support team for the varying features within the system, CAD/AVL, AVA, interior LED signs, headsign integration, etc. - 24 hour support for these features. Edits and/or updates to system information at our discretion. Annual cost for the system is \$19,467, prorated for 8 buses for the Core. DoubleMap AVA represents accessibility legislation compliance.
Double Map Annual Fee	\$0	\$0	\$0	\$11,980	N/A	
5285 Permits	\$5,500	\$5,501	-\$1	\$4,122	25.05%	8 buses at \$515.30
5630 Cleaning Buses	\$31,500	\$33,897	-\$2,397	\$39,624	-25.79%	
5410 Signage Buses	\$1,500	\$607	\$893	\$1,500	0.00%	
5330 Uniforms drivers	\$5,100	\$3,187	\$1,913	\$3,500	31.37%	
5165 Commission on Sales	\$3,500	\$4,881	-\$1,381	\$12,200	-248.57%	Ticket Agents, Advertising Coordinator
5484 Health and Safety	\$0	\$3,694	-\$3,694		N/A	
5486 Employee Awards	\$3,000	\$1,490	\$1,510	\$3,000	0.00%	Employee Recognition, Safety, Christmas
Total Operational Expenses	\$1,204,095	\$1,382,008	-\$177,913	\$1,352,462	-12.32%	
Non Operating Expenses						
5910 Transfer to Capital Reser	\$80,000	\$80,000	\$0	\$80,000	0.00%	
Total Non Operating Expenses	\$80,000	\$80,000	\$0	\$80,000	0.00%	
Total Expenses	\$1,624,998	\$1,837,954	-\$206,956	\$1,795,832	-10.51%	
Surplus/Deficit	\$0	-\$227,937	\$221,937	\$0	N/A	

Kings Transit Authority
Capital Budget 2019-25 as of March 31, 2018

Funding	2019	2020	2021	2022	2023	2024	2025
Federal - PTIF			1,050,000.00		1,650,000.00		1,250,000.00
Provincial - PTAP							
Core Reserve	250,500.00	250,500.00	250,500.00	250,500.00	250,500.00	250,500.00	250,500.00
Annapolis Reserve	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00
Digby Reserve	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00
Municipal							
Core	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
Total funding	455,000.00	455,000.00	1,505,000.00	455,000.00	2,105,000.00	455,000.00	1,705,000.00
Capital purchases	2019	2020	2021	2022	2023	2024	2025
Buses			2,100,000.00		3,300,000.00		2,500,000.00
Equipment	150,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Buildings	50,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Total purchases	200,000.00	50,000.00	2,150,000.00	50,000.00	3,350,000.00	50,000.00	2,550,000.00
Opening capital account		673,771.00	1,078,771.00	433,771.00	433,771.00	(811,229.00)	(811,229.00)
Opening Balance - Core	113,306.00						
Opening Balance - Annapolis	248,641.00						
Opening Balance - Digby	56,824.00						
	418,771.00	673,771.00	1,078,771.00	433,771.00	433,771.00	(811,229.00)	(811,229.00)
Ending capital account	673,771.00	1,078,771.00	433,771.00	838,771.00	(811,229.00)	(406,229.00)	(1,656,229.00)
Additional financing required	-	-	-	-	811,229.00	406,229.00	1,656,229.00

Fiscal Impact

The proposed budget increase of \$133,980 an increase of 16.79% over 2017/18 budget

Breakdown	Partner	2017/18	2018/19	Increase	Percentage
5%	Berwick	\$36,888	\$43,587	\$6,699	18.16%
15%	Wolfville	\$110,666	\$130,763	\$20,097	18.16%
20%	Kentville	\$147,554	\$174,352	\$26,798	18.16%
60%	MoK	\$442,666	\$523,052	\$80,386	18.16%
100%	Core	737,774	871,754	133,980	18.16%
			951,754		

Annual Capitol Contribution

Core Partners contribute a combined total of \$80,000 annually to Kings Transits Capitol account to be used for bus replacement, building upgrades and other Capital expenses as deemed necessary.

2017/18 Capital Contribution		
Berwick	5%	\$4,000
Wolfville	15%	\$12,000
Kentville	20%	\$16,000
MoK	60%	\$48,000
	100%	\$80,000

2018/19 Capital Contribution		
Berwick	5%	\$4,000
Wolfville	15%	\$12,000
Kentville	20%	\$16,000
MoK	60%	\$48,000
	100%	\$80,000



Municipality of the County of Kings

Request for Decision

TO Council

PREPARED BY Karen Kluska, Financial Analyst, CPA,CA

MEETING DATE September 4, 2018

SUBJECT 2018/19 Capital Investment Plan and Gas Tax Allocation to Villages

ORIGIN

- Council Minutes July 17, 2018 & Committee of the Whole Agenda July 17, 2018
- Correspondence from the Village of New Minas dated August 23 and August 24, 2018

RECOMMENDATION

That Municipal Council approve amending the **2018/19 Gas Tax use for Village Projects** and the **2018/19 Five Year Capital Investment Plan** attached to the Request for Decision dated July 17, 2018, to add the Village of New Minas Chemical Storage Building at a budget of \$220,000.

INTENT

- To provide Council with information about the change in funding requested by the Village of New Minas for their Chemical Storage Building.

DISCUSSION

The Village of New Minas was approved for a Clean Water Waste Water (CWWF) grant of \$101,679 (75%) of the estimated \$135,572 cost of the chemical storage building expansion. The project was included in their Capital Investment Plan previously provided to the Municipality. We included the project and the CWWF funding in our Municipal Capital Investment Plan approved by Council on July 17, 2018.

When the Village opened the tenders for the construction project, the lowest bid was \$175,000. They had previously incurred engineering design & other costs totaling \$36,038. They anticipate additional engineering and other related costs which would bring the total project budget to \$220,000. The Department of Municipal Affairs was not able to change the amount of the CWWF grant, and suggested that the Village ask Municipal Council for approval to use Gas Tax for the project instead.

Finance staff have confirmed with the Department of Municipal Affairs that the project is eligible for Gas Tax funding and that we may file an amended Capital Investment Plan to include this project.

FINANCIAL IMPLICATIONS

Council has previously approved the allocation of a portion of the Municipality's Gas Tax allocation to the Village of New Minas. The funding for this project simply draws down the balance of Gas Tax held by the Municipality for future Village of New Minas Gas Tax projects. There are no new financial implications to the Municipality arising from this request.



Municipality of the County of Kings

Request for Decision

COMMUNITY ENGAGEMENT

- The Village Clerk has affirmed that the requested amendment was approved by the Village Water 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.

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- The amended Capital Investment Plan will be filed with the Province.
- The Village of New Minas will be advised of Council's decision.

APPENDICES

- Appendix A: Email correspondence from Village of New Minas enclosing passed resolution of the Water Commission requesting Gas Tax funding for the Chemical Storage Building
- Appendix B: Email correspondence from Village of New Minas enclosing information about the Chemical Storage Building project
- Appendix C: Amended Gas Tax Projects 2018-2019

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: August 28, 2018

From: [April Ernest](#)
To: [Karen Kluska](#)
Subject: RE: Gas Tax
Date: August-23-18 12:04:57 PM

Hi Karen,

The following motion was made and carried last night:

Redmond-Crowell

THAT the Water Commission request an amendment to the Capital Investment Plan to include the Expansion of the Chemical Storage Building under Gas Tax Funding at approximately \$220,000, thereby de-committing to the CWWF program and agreement.

CARRIED

I will pull together as much as I can about the project and send it to you today or tomorrow.

Thanks,
April

From: Karen Kluska [mailto:kkluska@countyofkings.ca]
Sent: August 23, 2018 11:58 AM
To: 'April Ernest'
Subject: Gas Tax

Hi April:

Wondering how the Water Commission meeting went yesterday and whether you have some updated information for me on the former CWWF project...

Thanks

Karen Kluska, CPA, CA

Financial Analyst

Municipality of the County of Kings

87 Cornwallis Street, PO Box 100

Kentville, NS B4N 3V9

Tel: (902) 690-6142 Fax: (902) 679-2820

www.countyofkings.ca

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From: [April Ernest](#)
To: [Karen Kluska](#)
Subject: Chemical Storage Building Project for Gas Tax Funding
Date: August-24-18 11:08:31 AM
Attachments: [image001.png](#)
[image003.png](#)

Good Morning Karen,

The following is information that may be required for the addition of the above noted project to the Gas Tax Section of our Capital Investment Plan. It currently sits on our plan as project #7, but not to be funded by Gas Tax:

- The project scope for the Expansion of the Chemical Storage Building involves the undertaking of enlarging the existing building used for chemical storage and ultra violet treatment at the Forsythe Reservoir at 19 Busch Lane in White Rock. The dimensions of the existing building are 28 feet by 16.5 feet with a 12.8 foot high roof and 8 foot basement. The project will expand the existing building to double its current dimensions with a full 8 foot basement.
- The current chemical building houses water treatment chemicals, instrumentation and a small workbench area, and serves to accommodate the safe and economical storage of chemicals as required by the NS Department of Environment. There is no *additional* room for chemical storage or placement of new instrumentation that may be required for future regulatory requirements. The expansion of this building will provide additional space to accommodate these needs. The full basement will provide room for future piping and pumping needs for delivery of water from the existing Forsythe Reservoir.
- The expansion will aid in continuing to support the provision of potable water to over 4000 residents in Annapolis Valley between Kentville and Wolfville, through a water distribution system that includes 11 groundwater wells and 2 above ground storage tanks.
- Project Management services are being provided by Allnorth, an Engineering Consulting and Project Management firm in Dartmouth.
- Construction is anticipated to begin in October 2018 and should be completed by March 31, 2019.
- As discussed, this project was applied for and approved through CWWF at an estimated cost of \$135,572. It was approved for funding at 75% - \$101,679.
- Costs incurred to date are \$36,038. We are now at the construction bidding phase and the lowest bid has come in at \$175,000. Due to the drastic difference in the cost vs budget, the Village sought an external opinion on the value of the project and it appears that the project was under estimated when submitted for grant funding. As we are committed to the contract amount as agreed in 2016, the Water utility would be required to absorb the overage of approximately \$75,000.
- After discussions with representatives from Municipal Affairs, it was suggested that the Village consider moving forward with this project under a different funding program, ie Gas Tax.

Please let me know if you need any further information.

Thanks,

April

www.newminas.com
 April Ernest
 Clerk Treasurer
Village of New Minas
9489 Commercial Street
New Minas, NS B4N 3G3
 Phone: 902-681-0430
 Fax: 902-681-0779

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Unit	Project	Current Year Gas Tax	Gas Tax on Open Projects from Last Year	Total Gas Tax	Total Gas Tax Approved
Municipality of Kings					
	Gas Tax Carryforward Account Balance Beginning of Year				882,182
	Annual Allocation 2018/19				1,361,138
	Gas Tax Available				2,243,320
	Lift Station Replacements	300,000	204,437	504,437	(504,437)
	Sewer Treatment Plant Infrastructure Renewal	400,000		400,000	(400,000)
	Sewer Collection System Line Replacements	380,000		380,000	(380,000)
	Sidewalk Construction	200,000		200,000	(200,000)
	Total Gas Tax Projects	1,280,000	204,437	1,484,437	(1,484,437)
Village of Aylesford					
	Sidewalk - Victoria Rd from Hwy 1 to Park St firehall	105,860		105,860	(105,860)
Village of Greenwood					
	Tremont Mountain Carryforward Balance Yr 1		133,279	133,279	
	Tremont Mountain Sidewalk Yr 2	152,512		152,512	
	Whittington Drive Sidewalk	41,813		41,813	
	Total Gas Tax Projects	194,325	133,279	327,604	(327,604)
Village of Cornwallis Square					
	3 Bus Shelters	26,000		26,000	(26,000)
	Gas Tax Account Balance				299,419
Village of Canning					
	Gas Tax Carryforward Account Balance Beginning of Year				370,525
	Annual Allocation 2018/19				112,311
	Gas Tax Available				482,836
	Design for Chapel Rd Water & Sidewalk project	15,000		15,000	(15,000)
	Total Gas Tax Projects	15,000	-	15,000	(15,000)
	Gas Tax Account Balance				467,836
Village of Kingston					
	Gas Tax Carryforward Account Balance Beginning of Year				172,502
	Annual Allocation 2018/19				185,614
	Gas Tax Available				358,116
	Sidewalk & curb replacements Main St	30,000		30,000	
	Lift station upgrade at RCMP offices	150,000		150,000	
	Clarifier renewal at STP	75,000		75,000	
	Total Gas Tax Projects	255,000	-	255,000	(255,000)
	Gas Tax Account Balance				103,116
Village of Port Williams					
	Gas Tax Carryforward Account Balance Beginning of Year				316,000
	Annual Allocation 2018/19				177,973
	Gas Tax Available			-	493,973
	Sewer lagoon rehabilitation	400,000		400,000	
	Total Gas Tax Projects	400,000	-	400,000	(400,000)
	Gas Tax Account Balance				93,973
Village of New Minas					
	Gas Tax Carryforward Account Balance Beginning of Year				620,076
	Annual Allocation 2018/19				375,076
	Gas Tax Available				995,152
	Chemical Storage Building	220,000		220,000	
	Test Well - Jones Rd	13,000		13,000	
	Household meter reader boxes	54,000		54,000	
	Stationary generator - Forsythe Reservoir	16,000		16,000	
	Stationary generator - Lockhart Ryan Well	40,000		40,000	
	Total Gas Tax Projects	343,000	-	343,000	(343,000)
	Gas Tax Account Balance				652,152



Dear friends

Thank you so much for
your support for our "Building
The Dream" Campaign. Your
generosity has helped us achieve
our dream of an accessible space
where all our members can gather,
work + celebrate life together.
We are grateful
L'Arche Houston



EconoUs2018

AN ECONOMY THAT WORKS FOR ALL

RECEIVED

JUL 25 2018

RE: Special Discount Opportunity for Municipal Leaders

June 26, 2018

Dear city/town clerk,

Please find enclosed invitation letters for the mayor and all councillors to attend Canada's national community economic development conference, **EconoUs2018**. We believe that this conference, taking place from September 24-26 in Moncton, will be of particular interest to them as we will be exploring strategies for generating inclusive communities, sustainable environments and local prosperity.

We kindly ask that you distribute these letters to each recipient addressed at the top of each letter. If you have any questions, please don't hesitate to contact me at the coordinates below.

Sincerely,

Matthew Thompson

Communications Manager
The Canadian CED Network

June 26, 2018

Special Discount Opportunity for Municipal Leaders

From September 24-26 the Maritimes will host Canada's national community economic development conference, **EconoUs2018**. 300+ social innovation leaders will gather in Moncton to learn about and share strategies for generating inclusive communities, sustainable environments, and local prosperity.

EconoUs2018 will draw a strong local and regional contingent showcasing how Atlantic Canada is creating good jobs, prioritizing community and planet, and building strong and resilient communities while also attracting leading innovators from outside the region to bring in cutting edge ideas from elsewhere in Canada and beyond.

This is a great opportunity to learn about ground-breaking work in other jurisdictions. In particular we think you'll be interested in:

- Keynote speaker Tony Armstrong, who will share his experience building powerful and ambitious communities in the UK through a 'Local by Default' approach to public services, community ownership of assets, neighbourhood planning and a Localism Commission.
- A plenary panel featuring city councillors from Hamilton, Preston (UK), and Montreal, who will discuss how they're approaching current challenges and developing promising strategies to build community wealth.
- Sessions on a wide variety of subjects such as local area plans, community benefit agreements, social procurement, social enterprise development, revitalizing rural communities, community finance, and so much more!

We really hope that you'll join us this September to add more tools to your toolbox for making your community more resilient. To sweeten the deal here's a discount code you can use to register at the Early Bird rate: **ECONOUSEB** (a savings of \$170!).

Sincerely,

Matthew Thompson



Communications Manager
The Canadian CED Network

JUL 25 2018

King's County Scholarship
% secretary
Municipality of the County of Kings
PO Box 100
87 Cornwallis Street
Kentville, NS
B4N 3W3

Dear Sir/Madam,

My name is Megan Lenihan and I am from Kings County, Nova Scotia. Thanks to the support of a few scholarships including the King's County scholarship, I am excited to say I will be attending Saint Mary's University in the fall.

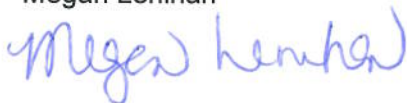
The program in which I will begin my studies starting in September is a four year Bachelor of Arts with a major in criminology. I am beyond ready to embark on this next chapter of my life.

Growing up with a single parent, university didn't seem within my reach financially. Without your support, my dream wouldn't be attainable. I feel so incredibly blessed to receive this scholarship to assist with my many expenses I will face in September.

From the bottom of my heart, thank you so much for your assistance. I will be forever grateful for this kind gesture.

Yours Truly,

Megan Lenihan





Municipality of the County of Kings

Briefing

TO	Municipal Council
PREPARED BY	Scott M. Quinn, P. Eng., Engineering & Public Works, Lands and Parks
MEETING DATE	September 4, 2018
SUBJECT	Update - North Greenwood Groundwater Contamination

ORIGIN

- 2005 - tetrachloroethylene (PCE, aka PERC) contamination discovered in the Bridge Street/Bowlby Park area of Greenwood.
- Nova Scotia Environment (NSE) has conducted periodic groundwater monitoring since 2005 to monitor the extent of the groundwater contamination.
- May 21, 2013 - Staff report to Committee of the Whole on 2011 monitoring results and NSE's assessment of the contamination plume.

RECOMMENDATION

That Municipal Council receive the Update on North Greenwood Groundwater Contamination report for information.

INTENT

Brief Council on correspondence received from NSE regarding its latest round of groundwater monitoring in the North Greenwood area.

DISCUSSION

To provide some context for July 16, 2018 letter from NSE, below is an excerpt from the May 21, 2013 Report to Committee of the Whole¹:

NSE has indicated that the residents are at risk to being exposed to unacceptable levels of PERC and is recommending that the Municipality should proceed with further development of central water services. PERC was detected in all 38 test locations in 2011. One sample was above the Canadian Drinking Water Quality Guidelines in 2011 and the concentration at this location was above the Guidelines in previous tests as well. This indicates that the plume is still in the area. Overall, the contamination does not appear to be increasing but it is still at levels that pose a potential risk to human health.

NSE has also indicated that the plume appears to be in the process of forming into a long narrow plume of concentrated contaminants and it is expected to contribute to groundwater contamination for a long period of time. The boundary of this plume is still not well defined and concentration levels may fluctuate depending on groundwater flow and seasonal changes in groundwater flow direction. NSE's assessment is that although the immediate risk for human exposure is reduced the potential risks still exists and it is not known if levels will remain below Guideline levels.

¹ NSE Update – North Greenwood Groundwater Contamination; Report to Committee of the Whole; Engineering and Public Works, May 21, 2013.



Municipality of the County of Kings

Briefing

The latest results provided by NSE are consistent with the 2013 assessment noted above.

FINANCIAL IMPLICATIONS

- No direct impact. Latest monitoring event does not alter the long-term financial impacts already factored into the approved Rate Study for the Greenwood Water Utility.

COMMUNITY ENGAGEMENT

- No community engagement has been undertaken for the correspondence. This contamination issue has been discussed at various Municipality and Village Commission led meetings.

APPENDICES

- Appendix A: August 3, 2018 Letter from NSE

APPROVALS

Rob Frost, Deputy Chief Administrative Officer

Date: August 31, 2018



Appendix A

July 16, 2018

Mayor Peter Muttart
Municipality of Kings County
PO Box 100
Kentville NS B4N 3W3

Dear Mayor Muttart:

In August 2017, I'd written to advise you that the province was conducting select well water sampling as a follow up to previous work about levels of tetrachloroethylene (PCE) in Greenwood. In September, you were provided with a brief synopsis of results from the initial sampling event indicating that four of the 30 well water samples collected exhibited levels of PCE that are above the Canadian Drinking Water Guidelines maximum acceptable level of 10 µg/L.

Based on initial results received, subsequent sampling events were conducted at select properties in December 2017 and February 2018. I would like to update you as we begin to communicate these results with property owners and residents.

Our consultant took well water samples from 33 properties between August 2017 and February 2018. Results show that 6 of these properties have levels of PCE that are above the Canadian Drinking Water Guidelines maximum acceptable level of 10 µg/L. This level was set by the federal government after considering all potential sources of exposure. For most people, the potential health risks occur over long periods of time.

Experts do not anticipate immediate health concerns for most people. However, we are recommending that people at these 6 properties not use the well water for drinking, making hot or cold beverages, or food preparation. Boiling the water does not remove the chemical.

The chemical can also enter the body when you inhale vapours during bathing, showering, and washing dishes by hand. For this reason, we are recommending that people at these properties minimize these activities until they have an alternate source of water.

We will be advising residents in this area that their best source of water is the municipal drinking water supply that is now available to the entire neighbourhood. We are noting that another option is to properly treat and test well water.

We are delivering letters to all 33 properties with their test results, these recommendations, and answers to frequently asked questions. Please see attached FAQs for more information.

My colleague Linda Passerini, Manager of Environmental Health will call those properties with exceedances.

If you have any questions or concerns, you can call me at 902-679-6086.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Skaine'.

Lori Skaine
Director, Western Region
Inspection, Compliance and Enforcement Division
Nova Scotia Environment

cc: Scott Conrod, chief administrative officer

FAQs - Greenwood Water Sample Results

What is PCE?

Tetrachloroethylene, also known as PCE, is a chemical that is most widely used in dry cleaning and to degrease metal parts in the automotive and other metalworking industries. It also exists in a few consumer products including paint strippers and spot removers.

Is my water safe to drink?

Municipal drinking water supplies have not been impacted. If your home is on municipal water, then you are not affected and we recommend that you remain on the municipal supply.

If you are on well water, experts do not anticipate immediate health concerns for most people. However, there are precautions you can take because of the presence of PCE in the ground water in your area.

What does my test result mean?

The federal Canadian Drinking Water Guidelines set the maximum acceptable level of PCE in drinking water at 10 µg/L. If your test results are higher than 10, then the level of PCE in your well water exceeds the limit. If it is below 10, then it is under the limit.

This level was set by the federal government after considering all potential sources of exposure including eating/drinking, breathing, and absorbing through the skin. For most people, the potential health risks occur over long periods of time.

My result is above 10. What should I do?

1. We believe that the best option is to connect to the municipal water supply that is available to everyone in this area. This is because the water is treated and monitored regularly to protect public health.
2. If you keep using well water, install a system that treats water for volatile organic compounds where it enters the home, not just at the tap. This is known as a "whole-home system." Also, maintain the system and test your water regularly, including testing specifically for volatile organic compounds.
3. Until you have either connected to the municipal supply or installed a treatment system, do not use your well water for drinking, making hot or cold beverages, or food preparation. Boiling the water does not remove the chemical.

Also, the chemical can also enter your body when you inhale vapours during bathing, showering, and washing dishes by hand. For this reason, minimize these activities until you have an alternate source of water.

My result is below 10. What should I do?

While your result was below 10 in this test, it may be above the next time you test because this chemical is present in the ground water in your area and has the potential to move or change over time. Therefore, we encourage you to consider taking the same precautions noted above.

What if I am pregnant or planning to become pregnant?

PCE may have effects on pregnancy and unborn children. Studies in people are not clear on this subject, but studies in animals show problems with pregnancy (such as miscarriage, birth defects, and slowed growth of the baby) after oral and inhalation exposure to PCE.

How do I connect to the municipal supply?

You should contact the Municipality of the County of Kings for more information. Their main phone number is 902-678-6141. Water utility information is on their website at <http://www.countyofkings.ca/residents/water.aspx>.

Should I test my well water?

Property owners with private wells in this area should test their water regularly for bacteria, chemical analysis, and specifically for volatile organic compounds. PCE is present in the ground water in your area and has the potential to move or change over time. You may not smell or taste PCE in your water, but a future test could show that it is above the guideline.

If I install a treatment system, which kind should I use?

We believe that the best option is to connect to the municipal water supply that is available to everyone in this area. This is because the water is treated and monitored regularly to protect public health.

If you choose to install a treatment system, it should be installed where the well water enters the building. This is known as a "whole-house" system. Also, you need to maintain the system and test your water regularly, including testing specifically for volatile organic compounds.

Is there a number I can call to get more information?

You can call Nova Scotia Environment's regional office in Kentville at 902-679-6086 to get more information.

RECEIVED

JUL 25 2018

July 19, 2018

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

Subject: 2017-18 Summary of Results are Available

Dear Mayor Muttart:

More than 500 Nova Scotians are directly employed in the regulated gaming industry. We're really proud that 100 per cent of the profits from gaming is funding what matters to Nova Scotians, because we're Nova Scotians too.

In total, gaming profits amounted to \$146.9 million as a Payment to Province in 2017-18. As we've illustrated in the attached infographic, this helps fund essential services for Nova Scotians and supports communities from one end of the province to the other.

Along with our commitment to social responsibility, NSGC and its operators pledge to help make Nova Scotia a better place to live, work and raise a family by supporting good causes important to Nova Scotians like *Support4Sport*, *Support4Communities* and *Support4Culture*.

We look forward to continuing this good work in the coming year, and I encourage you to visit gamingns.ca/AR to learn more and view the full 2017-18 Summary of Results.

Sincerely,



Robert A. MacKinnon, CPA, CA, MBA, ICD.D
President & CEO

Suite 501
1601 Lower Water Street
P.O. Box 1501
Halifax, Nova Scotia B3J 2Y3

T. 902.424.2203 | 1.866.836.5124
info@gamingns.ca
gamingns.ca

2017-2018

LET'S CONTINUE THE GOOD WORK



500+

TOTAL JOBS

\$21.6 MILLION
WAGES & BENEFITS



CASINOS

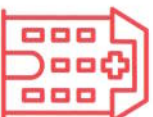
• 331 HALIFAX
• 126 SYDNEY

NOVA SCOTIA
GAMING • 17

ATLANTIC LOTTERY
[NOVA SCOTIA] • 37

\$146.9

MILLION PAYMENT
TO PROVINCE



NOVA



1,057

TICKET LOTTERY
RETAILERS

Jenny Rodrigues,
Manager of Sobeys' express, Dartmouth



278

VIDEO LOTTERY
RETAILERS

SCOTIANS



\$7.8+

MILLION TO CAUSES
NOVA SCOTIANS CARE ABOUT



support
4 sport

\$3.8 | 125,000
MILLION ATHLETES
& COACHES

"Support4Sport is super important for young athletes, especially in a place like Nova Scotia."
Blayne Turnbull, Olympic hockey player, Stellarton



support
4 culture

\$4 | 370
MILLION ARTISTS
& GROUPS

Alan Syliboy is a Millbrook-based creator who shares Mi'kmaq stories through his work.



support
4 communities

\$125 | 14
THOUSAND MONTE CARLO
EVENTS

Special Olympics in Clare and New Glasgow, and YMCA in Sydney and Port Hawkesbury are a few examples of communities who benefitted from our help.

\$38.7
MILLION
RETAILER COMMISSIONS

100%
RETAILERS
COMPLETED ANNUAL
RESPONSIBLE GAMBLING
TRAINING



81%
SUPPORT COMMITMENT
TO RESPONSIBLE
GAMBLING



13
BIG
WINS



73%
OF NOVA
SCOTIANS PLAY

NOVA SCOTIA
Gaming
CORPORATION

Learn more at: gamings.ca/AR

From: Carol McGean
Sent: Thursday, August 02, 2018 11:53 AM
To: Lisa Amon
Subject: RE: YTAP application

We'd like to thank the Municipality of Kings for the Youth Travel Assistance grant that Hannah received which helped to fund her trip to Oshawa in May to attend the Eastern Canadian Gymnastics Championships. Hannah had a very successful competition with the following results:

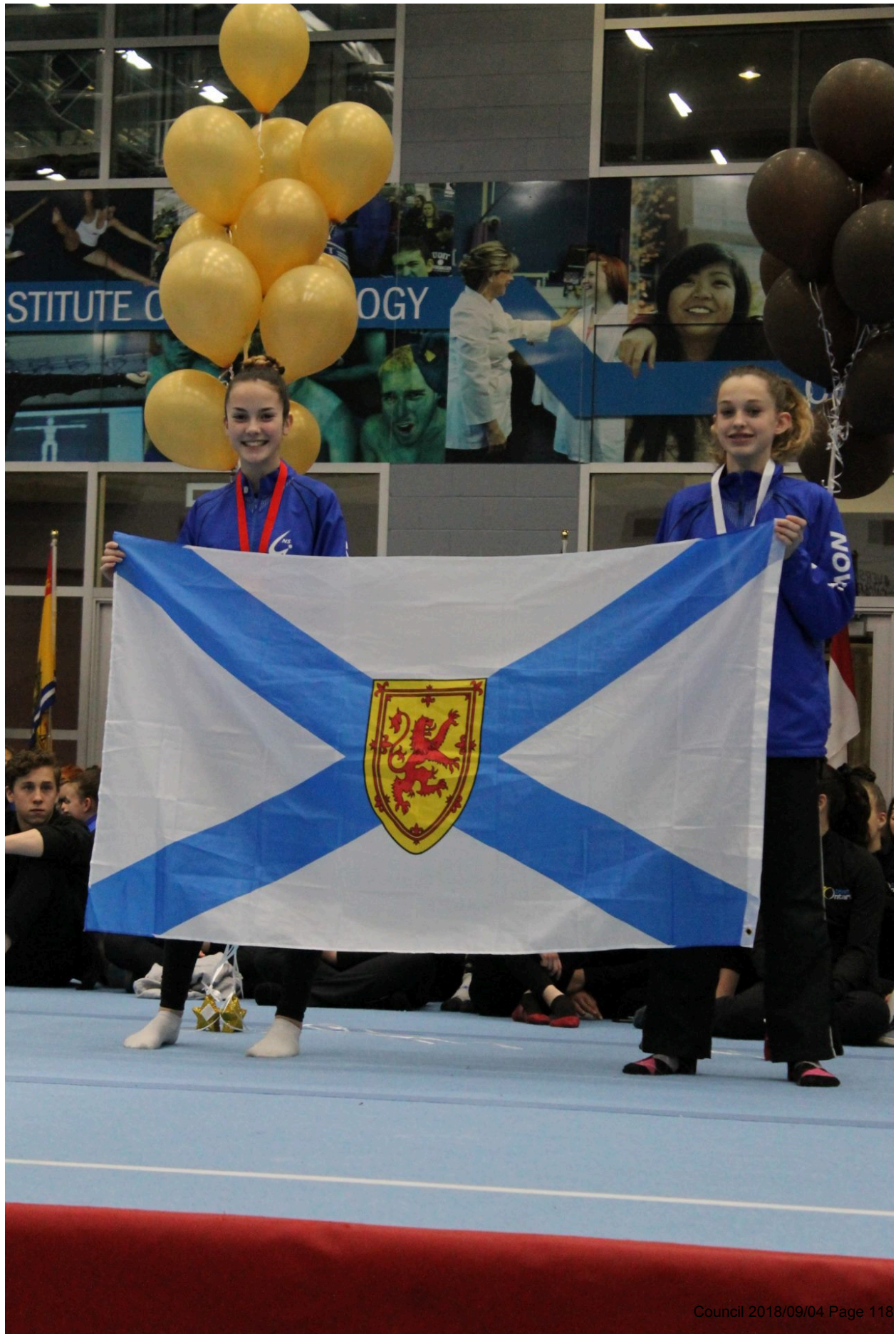
Team Double-mini Trampoline Level 3 women: **Gold** (NS team members: Kristina Prost (Torbrook), Hannah McGean (South Greenwood), Nicole MacKenzie (Truro), Shelby Prost (Torbrook))

Individual Double-mini Trampoline Level 3 women: **Gold**

Team Trampoline Level 3 women: **Bronze** (NS team members: Jordyn Henderson (Truro), Hannah McGean (South Greenwood), Abigail Brownell (Truro), Shelby Prost (Torbrook))

Individual Trampoline Level 3 womens: **14th**





RECEIVED

AUG - 3 2018



KINGS POINT TO POINT TRANSIT SOCIETY

14 Aberdeen Street
Kentville, NS B4N 2N1

Telephone: (902) 681-2846 Fax: (902) 681-2044

E-mail: info@kppt.ca

www.kppt.ca

Accessible Transportation Service for all Residents of Kings County

August 2, 2018

Municipality of the County of Kings
87 Cornwallis Street
PO Box 100
Kentville, NS B4N 3W3
Attention: Mayor Muttart and Members of the County of Kings Council

Dear Mayor Muttart and Members of Council:

On behalf of the Board of Directors of Kings Point-to-Point Transit Society, we would like to express a sincere thank you to the Municipality of the County of Kings for the 2018-19 operational and capital funding support.

To be able to provide affordable and accessible transportation services to all our residents, the funding support from the Municipality has proven essential to the continued operation and health of our organization. Without it, we would not be able to support our residents and strive for a healthier, more socially connected community.

Enclosed is a copy of our Financial Statements for the year ending March 31, 2018 prepared by Maynard Bent & Fagan, Chartered Professional Accountants for your review. If there are any concerns please contact me at manager@kppt.ca.

Thank you once again for your support of Kings Point-to-Point Transit Society.

Sincerely,

Faye Brown
Manager

Encl.

KINGS POINT-TO-POINT TRANSIT SOCIETY

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2018

(UNAUDITED - SEE NOTICE TO READER)

KINGS POINT-TO-POINT TRANSIT SOCIETY
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YEAR ENDED MARCH 31, 2018
(UNAUDITED - SEE NOTICE TO READER)

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Notes to Financial Statements

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Kings Point-To-Point Transit Society as at March 31, 2018 and the statement of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Kentville, Nova Scotia
May 31, 2018

Maynard Bent & Fagan

Chartered Professional Accountants
Licensed Public Accountants

KINGS POINT-TO-POINT TRANSIT SOCIETY
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2018
(UNAUDITED - SEE NOTICE TO READER)

	<u>ASSETS</u>	<u>2018</u>	<u>2017</u>
Current Assets			
Cash		\$ 208,741	\$ 145,346
Accounts receivable		44,687	72,721
HST recoverable		<u>13,760</u>	<u>15,226</u>
		<u>267,188</u>	<u>233,293</u>
Property and Equipment (note 1)			
Property and equipment, at cost		497,287	507,359
Less accumulated amortization		<u>317,470</u>	<u>350,255</u>
		<u>179,817</u>	<u>157,104</u>
		<u>\$ 447,005</u>	<u>\$ 390,397</u>
	 <u>LIABILITIES</u>		
Current Liabilities			
Accounts payable and accrued liabilities		\$ 25,496	\$ 16,250
Deferred capital contributions		29,049	36,566
Payroll taxes payable		<u>5,807</u>	<u>5,949</u>
		<u>60,352</u>	<u>58,765</u>
Long-Term Liabilities			
Deferred Capital Grants		171,937	143,477
Contingency fund		<u>4,000</u>	<u>2,000</u>
		<u>175,937</u>	<u>145,477</u>
		<u>236,289</u>	<u>204,242</u>
	 <u>NET ASSETS</u>		
Net Assets		<u>210,716</u>	<u>186,155</u>
		<u>\$ 447,005</u>	<u>\$ 390,397</u>

Approved:


Director


Director

See Notes to Financial Statements

KINGS POINT-TO-POINT TRANSIT SOCIETY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
YEAR ENDED MARCH 31, 2018
(UNAUDITED - SEE NOTICE TO READER)

	<u>2018</u>	<u>2017</u>
Revenue		
Government funding (note 2)	\$ 210,763	\$ 203,606
Member and drive fees	212,873	174,142
Donations, fundraising and miscellaneous	447	2,417
Contract revenue	59,836	66,371
Capital grant amortization	57,637	40,723
Gas tax refund	9,026	7,787
	<u>550,582</u>	<u>495,046</u>
Expenditures		
Wages and benefits	290,930	277,861
Fuel	52,821	42,590
Volunteer mileage and expenses	36,956	31,660
Rent	7,887	4,959
Telephone	5,093	5,105
Van expenses	47,648	50,017
Professional fees	1,895	1,740
Insurance	10,122	9,009
Office and advertising	7,876	10,345
Bank charges and interest	330	544
Miscellaneous	2,979	2,677
Amortization	58,615	46,563
Contingency fund allocation	2,000	2,000
Loss on disposal of property and equipment	869	
	<u>526,021</u>	<u>485,070</u>
Excess of revenues over expenses	24,561	9,976
Net assets at beginning of year	<u>186,155</u>	<u>176,179</u>
Net Assets at End of Year	\$ <u>210,716</u>	\$ <u>186,155</u>

See Notes to Financial Statements

KINGS POINT-TO-POINT TRANSIT SOCIETY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2018
(UNAUDITED - SEE NOTICE TO READER)

1. Vehicles

	2018			2017
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net</u>	<u>Net</u>
2013 Ford E350	\$ 68,147	\$ 54,239	\$ 13,908	\$ 19,869
2013 Grand Caravan	23,648	20,269	3,379	4,828
2012 W/C Grand Caravan	44,056	37,761	6,295	8,993
2007 Chevrolet Startrans			NIL	2,532
2009 GMC Girardin Minibus	89,104	85,508	3,596	5,137
2010 W/C Grand Caravan	44,471	41,358	3,113	4,447
2010 Grand Caravan			NIL	2,237
2015 W/C Grand Caravan	44,854	26,172	18,682	26,688
2017 Ford G5 Minibus	96,909	39,248	57,661	82,373
2017 Dodge Ram ProMaster	<u>86,098</u>	<u>12,915</u>	<u>73,183</u>	<u>NIL</u>
	<u>\$ 497,287</u>	<u>\$ 317,470</u>	<u>\$ 179,817</u>	<u>\$ 157,104</u>

Vehicles are recorded at cost. Amortization is provided annually on the diminishing balance at the rate of 30%. Amortization in the year of purchase is recorded at one-half the normal rate.

2. Government Funding

During the year, the Society received funding from the following Government departments and agencies.

	2018	2017
Community Transportation Assistance Program	\$ 108,420	\$ 108,420
Municipality of the County of Kings	66,892	65,825
Town of Kentville	11,457	11,275
Town of Wolfville	8,026	7,898
Town of Berwick	4,614	4,540
Other Grants	<u>11,354</u>	<u>5,648</u>
	<u>\$ 210,763</u>	<u>\$ 203,606</u>

You're Invited



***Ourhouse
First Annual Open House***

From Ourhouse to yours! We hope you can join us for a stroll through Ourhouse. We would like to share our progress with respect to the rebuilding work that has been funded by the 2017 Fill-The-Pill Campaign, and share our future vision for the project.

We will take time to provide you with a glimpse into the future of Ourhouse by providing a virtual tour. Of course no Open House is complete without a complimentary BBQ!

Please reserve **Saturday, September 8, 2018** and join us on-site for this tour. We will open our doors at noon and anticipate wrapping up around 3 pm.

**LOCATION: 5324, Hwy #1, Waterville
DATE: Saturday, September 8, 2018
TIME: NOON TO 3 PM**



"If one person falls, the other can reach out and help." *Ecclesiastes 4:10a*

Located in the beautiful Annapolis Valley of Nova Scotia, Ourhouse is restoring the historic Waterville School in preparation of transforming the lives of addicted women.

Our commitment is to provide an affordable, one year, residential experience that will increase the ability of women to recover from addiction and to reach their full potential.

Help Us Help Them!



Phone: (902) 678-1964

Donations can be made at ourhouserecovery.org

Ourhouse is a tax deductible charitable organization



Residential Home for Addicted Women

'Fill the Pill CAMPAIGN



fillthepill.ca

- Pick up your bottle
- Fill with toonies, cash or cheque
- Complete insert for tax receipt
- Return to your local Credit Union by Dec. 01
- Or call for pickup 902 678 1964
- Gofundme page available
- e-transfers also accepted at finance@ourhouserecovery.org



Residential Home for Addicted Women

CORE VALUES

SCRIPTURE

We honour God's word and it is the foundation upon which we operate.

INTEGRITY

We accept the individuality and respect the dignity of every resident.

EXCELLENCE

We work hard to continuously improve our services and provide quality care with compassion.

SERVANTHOOD

We walk humbly and sacrifice ourselves to benefit others in need.

MESSENGERS

We commit to carrying a message of hope through unconditional love and the power of Jesus Christ.

Our one year residential transformation journey is inspired by the life of an orphaned girl known as Hadassah.

Chosen to be queen, she spent one year in the king's palace in preparation "for such a time as this". Her position caused her to save her people from complete annihilation.

You can read more about this extraordinary girl in the book of Esther.

Denise Rochon Young
(Founder)

11 Meadow Lane
Kentville, Nova Scotia
B4N 3V8

902-678-1964

www.ourhouserecovery.org
denise@ourhouserecovery.org



Ourhouse symbolizes the transformation from ordinary to extraordinary by saving lives and bringing

Hope, Faith & Recovery

to addicted women.



Our Mission

Is to restore hope through the love of God and bring freedom to women with addictions by renewing their lives through spiritual, physical and mental transformation.

Our Vision

Ourhouse is committed to being a highly respected ministry in pursuit of truth and victory that will forever transform the lives of generations to come.

About Us

Ourhouse is located in the beautiful Annapolis Valley N.S. often referred to as God's country. This 6000 sq. ft. home is nestled in the peaceful community of Waterville and will accommodate a maximum of 10 women for a period of 12 months. It is our commitment as a non-profit ministry to provide cost free care to ensure there is no added financial burden placed upon the residents of Ourhouse.

The ultimate goal of Ourhouse is to bring restoration into the lives of broken women who suffer from the bondage of addictions. Women who have no where else to go and are looking for a safe and nurturing environment in which to live for the purpose of healing and have a sense of belonging.

"He lifted me out of the slimy pit, out of the mud and mire; He set my feet on a rock, and gave me a firm place to stand" (Psalm 40v2)

During their time spent at Ourhouse the women will take part in daily activities that will promote spiritual, mental and physical transformation. Their journey will begin by acquiring the necessary knowledge of their life-threatening disease and the destruction it has caused in their lives and the lives of those who love them.

The focus will be on clearing away the wreckage of their past in order to move forward in the future by means of forgiving themselves and others by actively working the principles of a 12 step program to help deal with the traumatic events that have plagued them since childhood. Social workers, addiction counsellors and a full time staff will be made available for the women during their stay. Spiritual growth is a vital component in the restoration of the lives of these women in order for them to gain the freedom and peace they have been longing for. Through Bible study, prayer and meditation, a personal relationship with God is developed and a sense of belonging is not far behind.

"Then Jesus declared: I am the bread of life. He who comes to Me will never go hungry, and he who believes in Me will never be thirsty. (John 6:35)

As the women have passed through the most difficult period of their recovery, they will begin to focus on their future. Skilled volunteers will be available to help assist each girl gain the necessary education to ensure successful employment. They will also be encouraged to discover their natural giftings in all areas such as music, arts etc.. Every element of their journey is meant to help build self-worth so they can become productive members of the community in which they live. Their journey will be one of self discovery during which no stone will be left unturned. Our first priority is the restoration and salvation of women suffering addictions and reuniting them to their families in a way they would not have thought possible.

"...to bestow on them a crown of beauty instead of ashes, the oil of gladness instead of mourning, and a garment of praise instead of a spirit of despair" (Isaiah 61v36)

Become A Partner Today!

Ourhouse ministries would like to invite you to partner with us. Pennies a day will literally mean the difference between life and death. We want you to share the joy and privilege of helping women have victory over addictions. We ask that you prayerfully consider a monthly partnership of:



_____ \$3 per month



_____ \$6 per month



_____ \$10 per month



_____ Another amount per month



_____ One-time Gift of

For online donations, visit www.ourhouse.org



☐ I request automatic deposit and have enclosed a void cheque for my monthly donation.

Signature: _____

Name: _____

Address: _____

City: _____

Prov: _____ Postal Code: _____

Phone: _____

Email: _____



Ourhouse is a charitable organization and will issue tax receipts once a year.
Council 2018/09/04 Page 129



August 15, 2018

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

Dear Mayor Muttart,

I am in receipt of a copy of the letter you sent on July 31, 2018 to The Honourable Jonathan Wilkinson, The Honourable Catherine McKenna, and The Honourable Amarjeet Sohi regarding offshore oil and gas exploration. While the letter is not addressed to the Canada-Nova Scotia Offshore Petroleum Board (CNSOPB), I did want to take the opportunity to respond to the concerns noted in your letter.

Risk of an Uncontrolled Blow-Out

BP Canada's Environmental Impact Statement, prepared by Stantec acting as their consultant, states that historical data indicates the probability of a blow-out incident is extremely low. It is estimated that for wells with a subsea blowout preventer (BOP) installed, including shear rams and following the two barrier principle, the frequency of a blowout incident is 3.1×10^{-4} (0.00031, or 0.031%) per exploration well drilled (OGP 2010 and DNV 2011). This probability estimate is based on data from the Gulf of Mexico, United Kingdom and Norway between 1980 and 2004. These data are relevant to a period prior to the implementation of additional controls and mitigation measures that are in place for the exploration well being drilled by BP Canada, including:

- An independent well examiner review of the well design;
- Additional shear rams on the BOP – BP Canada has three shear rams on the BOP. In addition, there are two variable pipe rams.
- Third-party verification of BOP testing and maintenance, including a five-year re-certification of the equipment;
- The verification of shearing capability at maximum anticipated pressure to ensure effective sealing of a well;
- The requirement to have a dedicated emergency hydraulic power source within the BOP, as well as auxiliary hydraulic power available from a remote operated vehicle;
- The requirement to deploy a remote operated vehicle at the time the BOP is installed to conduct functional testing and verification;
- Regular system and pressure testing of the BOP;
- Enhanced training and competency assessment for individuals and crews with accountability for well control and other well operations;

- Onshore remote real-time monitoring by drilling experts to oversee and support well operations; and
- Enhanced regulatory oversight by CNSOPB staff during drilling operations.

You can learn more on our website: <https://www.cnsopb.ns.ca/scotian-basin-exploration-drilling-project/cnsopb-incident-prevention-and-spill-response>

Capping Stack Location

Capping stacks are strategically located globally to enable the efficient deployment to the many countries who have offshore drilling taking place at any given time. Capping stack technology has only been developed over the last number of years since the BP incident you referred to in your letter, which occurred in the Gulf of Mexico in 2010.

It is important to understand that the primary 'capping stack' is in essence the BOP that is located on the well-head at all times. A capping stack may be required in the unlikely event that crude oil or natural gas flows uncontrollably from an oil or gas reservoir that has been penetrated during a drilling program. An uncontrolled flow occurs when the well control techniques are not able to control the pressure of the surge from a well and, ultimately, the BOP fails to close and seal in the well.

If other subsequent well containment activities (e.g. the launching of a ROV to manually activate the BOP) fail to bring the situation under control, then a capping stack would need to be deployed. An Operator would initiate the mobilization of a capping stack immediately upon encountering a loss of well control event. At the same time, necessary preparatory work on the seafloor, such as debris removal and making the well site location safe for the deployment of the capping stack, would be initiated.

There is a common misperception that a capping stack could be deployed within hours if it were located at or near the wellsite location. This would not be possible given that other direct well containment actions would first be taken and the preparatory work described above must be completed ahead of deploying a capping stack.

Depending upon the amount of debris that needs to be cleared and other work required to ensure safety, such preparatory work may still be ongoing when the capping stack arrives at the wellsite.

Global Requirements – Capping Stacks

Global requirements are quite similar in nature, that being that Operators must demonstrate that they have access and the ability to deploy a capping stack, along with other necessary supporting equipment, and that this can be accomplished within a reasonable amount of time. Global requirements do not typically dictate a specific storage location or proximity to a well site.

Having said this, regulations recently in place for the drilling of an exploration well in the U.S. Arctic did result in a necessity to have a capping stack available locally given the remoteness of the region. Transportation times from current capping stack storage locations are long and the drilling season is short, meaning that there is a risk that a capping stack may not arrive before ice could move back in at the end of the drilling season. This would make the capping of a well much more difficult to complete, or may delay the deployment of a capping stack by several months until the ice clears.

Additional information on capping stack requirements in Canada and other jurisdictions may be found in Appendix A.

CNSOPB is committed to building trust and confidence with our stakeholders and ensuring that factual information is being communicated to the public. Should you have any further concerns or questions, please do not hesitate to contact us. Our Director of Communications, Stacy O'Rourke, would be happy to provide you with any information that will help provide further clarification and understanding of our role as the regulator of all oil and gas activity in the Canada-Nova Scotia offshore and how certain regulatory decisions have been made. Stacy can be reached by phone at 902-410-6402 or by email at sorourke@cnsopb.ns.ca.

Best Regards,



Stuart Pinks
Chief Executive Officer
Canada-Nova Scotia Offshore Petroleum Board

cc: Honourable Jonathan Wilkinson, Minister of Fisheries and Oceans Canada
Honourable Amarjeet Sohi, Minister of Natural Resources Canada
Honourable Catherine McKenna, Minister of Environment & Climate Change Canada
Nova Scotia Municipalities
Nova Scotia Federation of Municipalities
Honourable Scott Brison, MP, Kings-Hants
Honourable Leo Glavine, MLA, Kings West
Keith Irving, MLA, Kings South
John Lohr, MLA, Kings North
Penny Smith, Warden, Municipality of Shelburne
Bernadette Jordan, MP, South Shore-St. Margaret's
Kim Masland, MLA, Queens-Shelburne

Appendix A

Capping Stack Requirements in Canada and other Jurisdictions

Canada

The applicable regulation requires an operator to file “contingency plans, including emergency response procedures, that mitigate the effects of any reasonably foreseeable event that might compromise safety or environmental protection.” In implementing this requirement, and as part of these plans, operators are required to describe details regarding access to subsea well intervention equipment to mitigate an uncontrolled flow of petroleum including the location and readiness of well-capping equipment, subsea dispersant hardware kits and containment systems including the effort that would be required to mobilize the equipment.

Norway

The applicable regulation states that, “where capping can be a measure in a well control incident, the operator shall have access to capping equipment for subsea wells”. In implementing this requirement, the Norwegian regulator requires an operator to submit an outline plan for the potential capping and containment of a well. Guidance provided by the regulator points to the NORSOK D-010 Standard in this regard. The pertinent section of this standard states that the plan should provide pertinent details of the capping stack(s) that would be relied upon, and demonstrate mobilization and installation of capping equipment within a reasonable timeframe.

United Kingdom

An operator is required to submit to the regulator an Oil Pollution Emergency Plan (OPEP). If a well capping device has been identified as a source control option, then, among other things, the OPEP must provide details of the capping device(s) deemed suitable for use, and an estimation of the time required from the day the capping stack is mobilized to the day the well is successfully capped.

United States — Gulf of Mexico

The applicable regulation states that operators must “have access to and the ability to deploy Source Control and Containment Equipment.” A capping stack is one of these pieces of equipment. The applicable regulation requires that “a description of your (the operator’s) source control and containment capabilities” is to be submitted to the regulator. This description must include “information showing that you (the operator) have access to and the ability to deploy all (source control and containment) equipment”.

Australia

The applicable regulation requires an operator to submit to the regulator “a description of the measures and arrangements that will be used to regain control of the well if there is a loss of integrity.” In implementing this requirement, the Australian regulator requires a summary description of the blowout contingency plan and source control plan in the event of a loss of well control event. Among other things, it is to address the feasibility of mobilisation and installation of capping equipment within a reasonable timeframe.

T: (902)798-0000 / F: (902)798-2999
hantscountyex@eastlink.ca
www.hantscountyex.com
Follow us on Facebook!



P.O. Box 368, Windsor, Nova Scotia B0N 2T0
221-239 Wentworth Road
Exit 5A off Highway 101



August 14, 2018

Mayor Peter Muttart
Municipality of Kings County
P.O. Box 100
87 Commercial Street
Kentville, N.S.
B4N 3W3

Dear Mayor Muttart:

The harvest season is upon us, which means the Hants County Exhibition is just around the corner - on September 14-16 and 21-23.

We have exciting things planned for our 253rd year, and we could be honored to have you and your family, or guests join us.

Please send us a note with your plans (or if last minute please check in at our exhibition office in the O'Brien Building) so I can make myself available to say hello and take you on a tour of our Agricultural Fair.

Please find enclosed two Admit One tickets for each of your council members and yourself.

I look forward to your visit.

Sincerely,

Lisa Hines
Exhibition Manager



Royal Canadian Mounted Police Gendarmerie royale du Canada
Commanding Officer Commandant divisionnaire



80 Garland Avenue
Mailstop #H-045
Dartmouth NS B3B 0J8

August 16, 2018

Warden Peter Muttart
P.O. Box 100
Kentville NS B4N 3W3

Your Nova Scotia Royal Canadian Mounted Police – 2017

The Nova Scotia RCMP made achievements in many areas in 2017 and this is the result of the dedicated police officers and employees who serve as your Provincial Police.

Your Nova Scotia Royal Canadian Mounted Police (RCMP) – 2017 report provides examples of how the RCMP is contributing to local, provincial and national policing priorities. Priorities that guide enforcement and focus our activities to address issues and concerns within our diverse communities. Through collaboration with the Province of Nova Scotia, Mayors, Wardens, Councils, First Nations Chiefs, Police Advisory Boards and our citizens we are able to tailor our crime reduction strategies and work in partnership to ensure public safety every day.

Throughout the report we share stories of excellent police work that demonstrate the expertise within our Force and there are literally thousands more that we are unable to capture within these pages.

Community policing is more than attending events and donning our Red Serge, it is building relationships with people in our neighbourhoods. Throughout the report you will see examples of this and the impact our employees have from one end of the province to the other as they make genuine connections and significant contributions within their communities.

I hope you find this update interesting and informative. Should you have questions about details contained in this report please contact Superintendent Trudy Bangloy at 902-720-5805.

Sincerely,

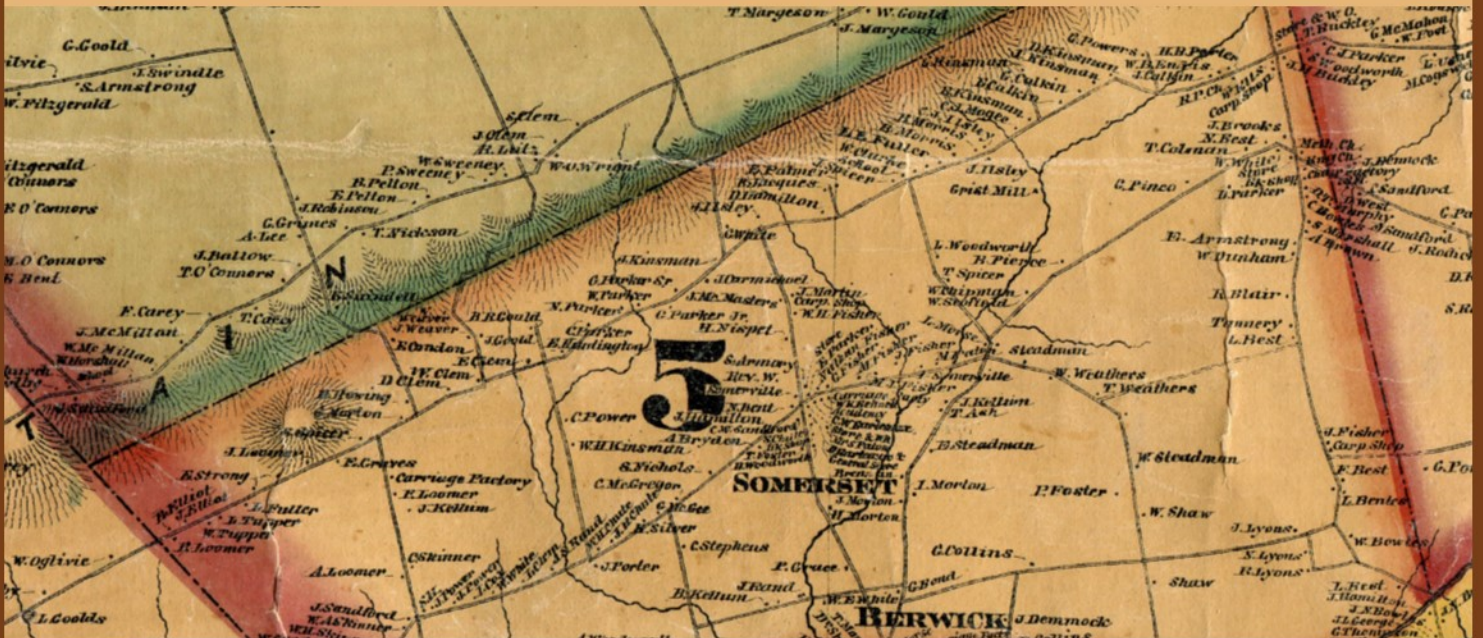
Assistant Commissioner Brian Brennan
Commanding Officer
RCMP in Nova Scotia

YOU ARE INVITED

to the unveiling of the plaque honouring

The Spirit of Somerset

in the Land of the Mi'kmaq



Founding Father of Somerset

Matthew E. Fisher

b.1758 d.1814

November 4th, 2PM

Pleasant Valley Cemetery

4683 Brooklyn Street.

**Reception to follow at the
Somerset Community Hall**

Brooklyn Street , Somerset



NSFM Vision: Effective local government and strong, sustainable communities

NSFM Mission: To enable effective local government for Nova Scotia's communities by facilitating strategic advocacy, education and collaboration

Initiatives

1. Partnership Framework

Description/Update

The workshop on Physician recruitment was held June 19th, and the presentation materials are available on the NSFM website. Staff are continuing to work with the Health Authority. A toolkit for municipalities is being developed.

NSFM President has written to Municipal Affairs encouraging the review of equalization to begin as soon as possible.

A workshop on internet is being planned for October 11. NSFM members will hear more about the provincial and federal initiatives, about municipal initiatives and the ways municipalities can support internet initiatives.

A joint committee on roads is being formed and NSFM members are being invited to serve on the committee.

Staff are working with the NS Real Estate Association on the CAP issue. NSFM will meet with them, the NS Home Builders Association, the Atlantic Mortgage Brokers Association, the Real Estate Lawyers of Nova Scotia and the Real Estate Appraisers of Nova Scotia to explore possible solutions. If agreement can be reached on possible solutions, a joint request will be made to the province to consider the solutions and work with us to implement one. In the meantime, the groups will be working with NSFM to better educate the public on the implications of the program.

The province has been holding consultations on minimum planning standards, and municipal spending authority.

The Joint Fire Services Committee Phase I is nearing completing of its work and is submitting its report. Once submitted, the report will be released to members. The committee is recommending an ongoing committee to act on the recommendations. In the interim to the establishment of this new committee, the existing members of the Phase I committee will begin work on the recommendations.

NSFM and the Departments of Seniors, Community Services and Municipal Affairs have signed a Memorandum of Understanding to support the SHIFT strategy. A Steering Committee to oversee the work is being formed. NSFM members will be invited to serve on this committee.

2. Cannabis Legalization

NSFM continues to raise the need for new revenues for municipalities to address the implications of the legalization of cannabis.

The Joint Municipal Provincial Cannabis Committee met July 17. The province provided additional information on the legalization of cannabis, which has been forwarded to members. Following the latest meeting, NSFM Board wrote to the Ministers of Justice and Municipal Affairs again expressing concerns about the financial ability of municipalities to respond.

The UNSM/AMA Municipal Cannabis Working Group has been meeting to discuss the implications to NS municipalities. Training in preparation for legalization and implications for the workplace is being planned. Discussions continue on the implications for planning, bylaws etc.

3. Asset Management

NSFM continues to support municipalities with asset management planning, as a requirement of the 2014-24 Gas Tax Fund Agreement. In mid-June, NSFM received word that FCM approved our funding proposal to the Municipal Asset Management Program (MAMP) to deliver workshops to help municipalities incorporate climate risks into their asset management planning practices. NSFM will work with a local group – ClimAction Services – to develop two workshops, which will take place in late November. The workshops will aim to enhance local asset management practices by providing municipalities with the capacity to include climate considerations into their long-term infrastructure planning, so they can take necessary steps to proactively adapt their assets to climate risks.

NSFM continues to work on two online resources with funds received from MAMP: 1) an online course for elected officials on the basics of asset management (which is the final stages of development) and 2) an online learning module based on the Province of Nova's asset management pilot project's standard operation procedures for data collection and condition assessments for linear assets. NSFM expects that both courses will be completed in late October.

4. Upcoming Events

- AMANS' "Leading in the Municipal Sector" Relationships, Decision Making and Innovation Workshop", September 5th & 6th, 2018, New Glasgow, NS
- AIM Network's 2018 Atlantic Asset Management Conference, September 6th & 7th, 2018, Moncton, NB
- Atlantic Mayors' Congress, October 17th – 19th, 2018, St. John's, NL

August 28, 2018

Ms. Janny Postema, Executive Coordinator
Municipality of the County of Kings,
Box 100, 87 Cornwallis St., Kentville, N.S. B4N 3W3

Dear Ms. Postema,

Please extend this invitation to all Kings County Councillors.

The North Mountain Newsletter Team representing Morden Community, Burlington Community Club, North Mountain United Tapestry Cultural and Heritage Society, Harbourville Restoration Society and Black Rock/Canada Creek Community are very pleased and proud to announce that we are one of the four Nova Scotia communities to receive the Lieutenant Governor's Community Spirit Award 2018. Our submission focussed on the collaboration to support and celebrate our community connections as well as enhance our way of life.

We are hosting a community event at the Burlington Community Hall, 2122 Long Point Rd, Burlington, Kings Co. His Honour, the Honourable Arthur LeBlanc, Lieutenant Governor of Nova Scotia and Her Honour, Mrs. Patsy LeBlanc will be in attendance to make the presentation of the Community Spirit Award on Friday, October 19th, 2018. This will run from 3:00 p.m. until 5:30 p.m. There will be light refreshments and entertainment. This celebration is open to the public.

Our event committee, made up of representatives from all the communities involved would be very pleased if you are able to attend this event. The order of dress is smart casual. Protocol for this event is determined by the Lieutenant Governor's office in collaboration with our team. Aside from our Master of Ceremonies, Councillor Brian Hirtle; only His Honour, The Honourable Arthur LeBlanc, Lieutenant Governor of Nova Scotia, and The Honourable Leo Glavine, Minister of Communities, Culture and Heritage will be invited to speak.

Please confirm your attendance with Sheila Munro by September 18th via email.

Sincerely,

Sheila Munro

Sheila Munro sdmunro1@gmail.com

ARE YOU **MAN** ENOUGH?



Walk a Mile in **Her Shoes**®



IN SUPPORT OF



HAVE YOU GOT WHAT IT TAKES TO FILL THE SHOES?

JOIN US AND HELP MAKE A DIFFERENCE:

WALK DAY IS SEPT. 8, 2018

About the event: Walk a Mile in Her Shoes®

The event is simple – MEN walk from Kentville Town Square, around the block – **in women's shoes**, raising eyebrows and funds in support of **The Royal LePage Shelter Foundation** for Chrysalis House, helping abused women and children in the process. This event will bring together big hearts and big feet for a great cause.

You can Help ... One Step at a Time

1. SAY YES
2. REGISTER
3. RAISE FUNDS
4. WALK

MEN: Sign up as an individual or recruit a team to join you to "Walk a Mile in Her Shoes®". A registration fee of \$25 per walker applies. Complete and return the registration form. Once registered, you will receive a pledge form. Collect pledges – ask colleagues, friends, family, suppliers, customers – anyone who will give money to see you walk around in a pair of women's shoes for a great cause. Your minimum goal is \$100 per walker and hopefully much more!

Don't want to walk? Donations accepted any time!

Stop by one of our Royal LePage Atlantic offices in ...

New Minas at 8999 Commercial Street or Greenwood at 812 Central Avenue

Make Donation Cheques payable to **The Royal LePage Shelter Foundation**

Donate online at <https://royallepage.myetap.org/fundraiser/walkamilevalley2018/>

