

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

January 19, 2021

9:00 am

AGENDA

Audio Recording Times Noted in Red
(Minutes:Seconds)

1. Roll Call **00:00**
2. Approval of Agenda **02:35** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes **03:36**
 - a. December 10, 2020 Page 2
 - b. December 15, 2020 Page 5
5. Business Arising from Minutes **None**
 - a. December 10, 2020 Page 2
 - b. December 15, 2020 Page 5
6. Presentations
 - a. 9:10 am: Atlantic Canadians for Safe Technology - Moratorium on 5G **04:50** Page 16
 - b. 9:30 am: Valley Regional Enterprise Network Update **29:12**
7. Administration
 - a. Municipal Branding/Visual Identity (*briefing & presentation*) **57:55** Page 20
 - b. Proclamation Request: Purple Day for Epilepsy **117:42** Page 22
 - c. Proposed Policy FIN-05-023: Council Member & Employee Computer Loan **121:15** Page 27
 - d. Memorandum of Understanding - Intermunicipal Service Agreements **143:40** Page 42
 - e. Dates for Council Strategic Planning Retreat (*presentation*) **152:39**
8. Engineering & Public Works, Lands & Parks Services
 - a. Municipal Fleet Optimization Study Report **163:20** Page 48
9. Financial Services
 - a. Community Grants Policy: Amendments & Reinstatement **230:05** Page 51
10. Recreation Services
 - a. Active Kings County: An Active Transportation Plan for the County of Kings **241:12** Page 96
11. External Board/Committee Reports
 - a. Annapolis Valley Regional Library Board **255:40** Page 99
 - b. Annapolis Valley Trails Coalition Board **255:40** Page 99
 - c. Landscape of Grand Pré Inc. Board **255:40** Page 99
 - d. Nova Scotia Federation of Municipalities Board **255:40** Page 99
 - e. Kentville Joint Fire Services Committee **256:10** Page 100
 - f. Kings Regional Rehabilitation Centre Board **258:04** Page 102
 - g. Trans County Transportation Society Board **258:15** Page 103
 - h. Valley Region Solid Waste-Resource Management Authority Board **258:26** Page 104
 - i. Wolfville Source Water Protection Advisory Committee Page 105
 - j. Kings Transit Authority Board **261:12** Page 106
 - k. Other: See Attached Table Page 107
12. Other Business **None**
13. Comments from the Public **None**
14. Closed Session **263:37**
 - a. Approval of Closed Session Minutes December 15, 2020 COTW
 - b. Contract Negotiations/Litigation or potential litigation
 - c. Contract Negotiations
 - d. Contract Negotiations

Funding Agreement for Annapolis Valley Trails Coalition 264:25
15. Adjournment **266:39**

THE MUNICIPALITY OF THE COUNTY OF KINGS
COMMITTEE OF THE WHOLE
December 10, 2020
DRAFT MINUTES

**Meeting Date
and Time**

A meeting of the Committee of the Whole was held on Thursday, December 10, 2020 at 6:00 pm in the Council Chambers, Municipal Complex, Coldbrook, NS.

1. Attendance

All Members of Council were in attendance.

Results for Roll Call

For 10
Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, Engineering & Public Works, Lands & Parks
- Chad West, Manager of Information Technology
- Katrina Roefs, Financial Analyst
- Chloe Austin, Recording Secretary

2. [Approval of Agenda](#)

On motion of Councillor Misner and Councillor Granger, that Committee of the Whole approve the December 10, 2020 agenda as circulated.

Motion Carried.

Results

For 10
Against 0

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

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

4. **New Council Orientation Presentations**

- 4a. **Budget Process** Katrina Roefs, Financial Analyst, provided a [presentation](#) on the budget process.
- 4b. **Financial Reporting** Katrina Roefs, Financial Analyst, provided a [presentation](#) on financial reporting.
- 4c. **Public Procurement** Greg Barr, Director of Finance and IT, provided a [presentation](#) on public procurement.

On motion of Councillor Misner and Councillor Winsor, that Committee of the Whole receive the presentations on Budget Process, Financial Reporting, and Public Procurement as presented on December 10, 2020.

Motion Carried.

Results

For 10
Against 0

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

5. [Councillor Item – Funding Request](#) On behalf of the Village of Kingston, Councillor Armstrong made a request for funding in support of the Village of Kingston's annual New Year's Eve fireworks display.

On motion of Councillor Armstrong and Councillor Allen, that Committee of the Whole recommend that Municipal Council provide The Village of Kingston a grant of \$2,000.00 from Municipality of the County of Kings COVID Relief Reserve to support their New Year's Eve fireworks display.¹

Motion Carried.

Results

For 9
Against 1

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For

¹ Event cancelled by Village of Kingston and funding no longer required.

District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	Against
District 9	Peter Allen	For

6. **Other Business**

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

7. **Comments from the Public**

No public present.

8. **Adjournment**

On motion of Councillor Allen and Councillor Winsor, there being no further business, the meeting adjourned at 7:20 pm.

Motion Carried.

Results

For 10
Against 0

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

Approved by:

Peter Muttart
Mayor

Chloe Austin
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
COMMITTEE OF THE WHOLE
December 15, 2020
DRAFT MINUTES**

**Meeting Date
and Time**

A meeting of the Committee of the Whole was held on Tuesday, December 15, 2020 at 9:00 am in the Council Chambers, Municipal Complex, Coldbrook, NS.

1. Attendance

All Members of Council were present, with the exception of Councillor Allen who arrived at 10:01 am following a medical appointment.

Results for Roll Call

For 9
Against 0

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

Also in attendance were:

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

2. [Approval of Agenda](#)

On motion of Councillor Hirtle and Councillor Harding, that Committee of the Whole approve the December 15, 2020 agenda as circulated.

Motion Carried.

Results

For 9
Against 0

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

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

No Conflict of Interest issues were declared.

4. **Approval of Minutes**4a. **November 12, 2020**

On motion of Councillor Misner and Councillor Granger, that the minutes of the Committee of the Whole meeting held on November 12, 2020 be approved as circulated.

Motion Carried.

Results

For 9
Against 0

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

4b. **November 17, 2020**

On motion of Councillor Harding and Councillor Killam, that the minutes of the Committee of the Whole meeting held on November 17, 2020 be approved as circulated.

Motion Carried.

Results

For 9
Against 0

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

5. **Business Arising from Minutes**5a. **November 12, 2020**

There was no business arising from the November 12, 2020 minutes.

5a. **November 17, 2020**

In response to a question from Councillor Armstrong, Rob Frost, Deputy CAO, noted that Municipal Branding/Visual Identity presentation had been postponed to January given that the consultant was not able to come from the Halifax Regional Municipality due to travel restrictions.

In response to a question from Councillor Winsor, Scott Quinn, Director,

Engineering & Public Works, Lands & Parks, reported that a kick-off meeting for construction of the new EPW Operations Centre would be held this week and that construction was expected to start early in the new year.

Deputy Mayor Lutz pointed out that one of the J-Class Roads on the Priority List would make more sense to be done together with two adjacent roads. Scott Quinn responded that this could be taken under advisement before the list would be finalized and brought back to Council.

6. Human Resources

6a. Service Awards

Cathy Nichols, Human Resources Manager, and Mayor Muttart presented the awards on a pre-recorded video. The recipients were:

5 Years:

- Laura Mosher
- Tom Nichols
- Katrina Roefs

10 Years:

- Tim Bouter
- Lisa Langille

15 Years:

- Janice MacDonald
- Scott Quinn

25 Years:

- Paula Delorey

30 Years:

- Trish Javorek

6b. Excellence in Public Service Awards

Cathy Nichols, Human Resources Manager, and Mayor Muttart presented the awards on a pre-recorded video. The recipients were:

- Rob Frost
- Amie Johnstone
- Teresa Mahoney
- Katrina Roefs

7. Presentation

7a. [Stockings Were Hung Project](#)

Donna Conrad of RE/MAX and Kailey Bennett, Community Development student at Acadia University, provided information on the Stockings Were Hung project.

On motion of Councillor Misner and Councillor Winsor, that Committee of the Whole receive the 'Stockings Were Hung' presentation as provided on December 15, 2020.

Motion Carried.

Results

For 9
Against 0

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

8. Administration

8a. Moving Toward Equity And Diversity: A Strategy for Belonging in the County of Kings

Brittany Mastroianni, Diversity and Outreach Specialist, presented the Briefing as attached to the December 15, 2020 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Killam, that Committee of the Whole receive as information the Briefing 'Moving Toward Equity And Diversity: A Strategy for Belonging in the County of Kings' dated December 15, 2020.

Motion Carried.

Results

For 9
Against 0

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

8b. **Proposed Policy FIN-05-023: Council Member & Employee Computer Loan**

On motion of Councillor Armstrong and Councillor Granger, that Committee of the Whole defer the Council Member & Employee Computer Loan Policy.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For

District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	-

8c. [Approval to form Joint Accessibility Advisory Committee with the Villages](#)

Gordon Roussel, Policy Analyst, presented the Request for Decision as attached to the December 15, 2020 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Misner and Councillor Granger, that Committee of the Whole recommend Municipal Council authorize the Mayor and CAO to execute an agreement, pursuant to s. 60 *Municipal Government Act*, and s. 43 *Accessibility Act*, to form a Joint Accessibility Advisory Committee with Villages in Kings County.

Motion Carried.

Results

For 9
Against 0

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

It was noted that Councillor Allen arrived at 10:01 am.

8d. [Proposed Amendments to HR-06-015: Employee Performance Management Policy](#)

Gordon Roussel, Policy Analyst, presented the Request for Decision as attached to the December 15, 2020 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Winsor and Councillor Misner, that Committee of the Whole refer the Employee Performance Management Policy back to staff for consideration of Councillors' comments at the December 15, 2020 Committee of the Whole and bring the matter back to the next Council meeting for consideration.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For

District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

8e. [Proposed Amendments to Policy FIN-05-008: Business Expense](#)

Gordon Roussel, Policy Analyst, presented the Request for Decision as attached to the December 15, 2020 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Hirtle and Councillor Armstrong, that Committee of the Whole recommend Municipal Council provide seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt amendments to Policy FIN-05-008: Business Expense as outlined in the December 15, 2020 Request for Decision.

Motion Carried.

Results

For 10
Against 0

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

Committee of the Whole took a short break from 10:23 - 10:41 am.

9. **Engineering & Public Works, Lands and Parks Services**

9a. [Proposed Policy ADMIN-01-021: Anti-Idling](#)

Emily Kennedy, Climate Change Coordinator, presented the Request for Decision as attached to the December 15, 2020 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Granger, that Committee of the Whole recommend Municipal Council provide seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt Policy ADMIN-01-021: Anti-Idling as outlined in the December 15, 2020 Request for Decision.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For

District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

10. Financial Services

10a. [Operating Accountability Report \(Period Ended September 30, 2020\)](#)

Mike Livingstone, Manager of Financial Reporting, presented the Briefing as attached to the December 15, 2020 Committee of the Whole agenda and provided a condensed version of the [presentation](#) provided to the Budget and Finance Committee on December 9, 2020.

On motion of Councillor Misner and Councillor Allen, that Committee of the Whole recommend the General Operating Accountability Report (for period ended September 30, 2020) as attached to the December 15, 2020 agenda as an information item to Municipal Council.

Motion Carried.

Results

For 10
Against 0

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

10b. [Capital Accountability Report \(Period Ended September 30, 2020\)](#)

Mike Livingstone, Manager of Financial Reporting, presented the Briefing as attached to the December 15, 2020 Committee of the Whole agenda and provided a condensed version of the [presentation](#) provided to the Budget and Finance Committee on December 9, 2020.

On motion of Councillor Armstrong and Councillor Winsor, that Committee of the Whole recommend the Capital Accountability Report (for period ended September 30, 2020) as attached to the December 9, 2020 agenda as an information item to Municipal Council.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For

District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

11. Councillor Item

11a. [Recognition for Coldbrook Lions Donation](#)

Councillor Hirtle presented the report as attached to the December 15, 2020 Committee of the Whole agenda.

On motion of Councillor Hirtle and Councillor Allen, that Committee of the Whole recognize the Coldbrook Lions Club donations and instruct the Mayor to send a letter of thanks.

Motion Carried.

Results

For 10
Against 0

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

12. Correspondence

Mayor Muttart provided an overview of the correspondence as attached to the December 15, 2020 Committee of the Whole agenda.

On motion of Councillor Allen and Councillor Armstrong, that Committee of the Whole receive the Correspondence as attached to the December 15, 2020 Committee of the Whole agenda.

Motion Carried.

Results

For 10
Against 0

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

District 8	Jim Winsor	For
District 9	Peter Allen	For

- 12a. [Kings Volunteer Resource Centre Congratulations & Information](#)

For information.

13. External Board and Committee Reports

- 13a. [Annapolis Valley Regional Library Board](#)

Deputy Mayor Lutz presented the report as attached to the December 15, 2020 Committee of the Whole agenda.

- 13b. [Valley Community Fibre Network Authority Board](#)

Mayor Muttart presented the report as attached to the December 15, 2020 Committee of the Whole agenda.

- 13c. Other: [See Attached Table](#)

On motion of Councillor Armstrong and Councillor Winsor, that Committee of the Whole receive the External Board and Committee Reports as attached to the December 15, 2020 Committee of the Whole agenda.

Motion Carried.

Results

For 10
Against 0

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

14. New Council Orientation Presentation

- 14a. **Community Grants**

Amie Johnstone, Administrative Assistant, Financial Services, provided a [presentation](#).

On motion of Councillor Hirtle and Councillor Granger, that Committee of the Whole receive the Community Grants presentation as provided on December 15, 2020.

Motion Carried.

Results

For 10
Against 0

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

District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

15. **Other Business**

Councillor Hirtle pointed out that the Village of Kingston had decided to cancel its New Year's events, including the fireworks display, and that funding for the latter as discussed at the December 10, 2020 Committee of the Whole meeting was no longer required.

Councillor Killam thanked Mayor Muttart for passing on condolences to the Annapolis Valley First Nation at the passing of Chief Gerald Toney, and noted that since then, two other members of the First Nation had passed away: Fred Phillips and Elaine Toney.

Mayor Muttart suggested that at a future meeting, Council discuss the issue of providing incentives to acquire electric vehicles.

Councillor Killam suggested that the Municipality consider reaching out to the Province regarding vehicles idling during construction on highways.

16. **Comments from the Public**

No members of the public were present.

17. **Closed Session & Adjournment**

On motion of Councillor Winsor and Councillor Harding, that Committee of the Whole adjourn to recess for lunch and to move into closed session in accordance with Sections 22 (2) (e) and (g) *Municipal Government Act*: 'contract negotiations' and 'legal advice eligible for solicitor-client privilege'.

Motion Carried.

Results

For 10
Against 0

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

Committee of the Whole recessed for lunch from 11:50 am - 12:31 pm.

Committee of the Whole moved into closed session at 12:31 pm and adjourned at 2:42 pm.

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

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

Presentation to Committee of the Whole

Subject: Moratorium on 5G

Organization: Atlantic Canadians for Safe Technology—No 5G

Name of Presenters: Andrea Schwenke Wyile & Glenda Pavelich

Date: January 19, 2021

Organization:

(Who) Summary of the organization you will represent:

We represent informed citizens and Human Beings concerned for the Health of All Living Beings and the Planet.

Discussion:

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

We want to follow up on materials sent to Council earlier this year concerning the National 5G Appeal (sent in April) and information we sent to you (June/July) about the misconceptions in the document you would have received concerning the 5G roll out from the Federation of Canadian Municipalities.

Request:

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

The purpose of the information we wish to present is to urge you to strike a committee on this topic with the urgent view to declaring a moratorium on 5G in Kings County until the technology and infrastructure is PROVEN to be safe.

We'll give an overview of risks, inadequate safety guidelines, health and environmental harms, and worldwide moratorium actions. 5G raises alarming concerns for the health of all living beings, it will further erode our privacy, and it is an energy hog that will not deliver the advertised faster speeds.

January 11, 2021

Dear Mr Mayor,
dear Councillors,

my letter is in support of the 5G info presentation by Andrea Schwenke-Wyile, scheduled for January 19, 2021.

I would like to encourage you to pay close attention to this information and not roll your eyes in disbelief or exasperation as I did, when I first heard about it in 2019. We have 3 young grand kids, so the subject caught my attention when I read that non-thermal radiation or EMR (Electro Magnetic Radiation as in everything wireless and emitting radioactive waves) has a much stronger and long-term harmful effect on young minds and bodies. That's when I felt I had to dig deeper and educate myself and my family about this technology, the possible drawbacks and even dangers.

An enormous amount of research by top scientists in this field is readily available. Why the majority of people don't want to know about it, must be the same reason why it took us so long to accept the effects of our environmental sins, to accept climate change and so many other things that force us to look at an inconvenient reality, suggesting we have to change our habits. Just because we don't like certain facts and want to ignore them, does not make them disappear. They usually bite us harder and cause more damage the longer we wait.

Andrea's presentation will give you the facts, so I will not elaborate on those, but I would like to emphasize a few points:

The "safe" exposure to any kind of radiation is regulated by Health Canada's Safety Code 6. As you will learn, it does NOT keep us safe. This is documented by numerous Canadian and international scientists, but Health Canada refuses to acknowledge these findings and warnings to which I can bear witness with a recent elaborate letter of denial from that Department. Brushed aside, among many studies, is the 2012 International Bio-Initiative Report, but also the conclusion from the 2019 European 5G conference, where the following statement was issued:

"The European 5G Conference 2019 Effectively Admits 5G is a Massive Biological Experiment" This statement led many of the participants to the **Nuremberg Code**, which says: **"It is unethical and illegal to perform experiments on humans without their informed consent."** According to this code, 5G should be illegal since people are NOT informed about this technology, and have definitely NOT consented to the level of radiation they will be exposed to.

There is also the most recent appeal: The 2020 Consensus Statement of UK and International Medical and Scientific Experts and Practitioners on Health Effects of Non-Ionizing Radiation (NIR), signed by more than 3500 medical doctors, scientists, and organizations, calling the current situation an emergency, asking governments for immediate technological changes that are not biologically harmful, including hard wiring instead of wireless, and asking for a moratorium on 5G.

Why Health Canada and the Department of Innovation, Science and Industry have been ignoring all this, is any ones guess (and one can become very cynical contemplating this question.) As so many experts have pointed out: EMR from present 3G and 4G technology already poses serious health risks to humans and the natural world, but at least we can limit

our exposure somewhat, if we care to do so. 5G adds another unprecedented layer to the above – but there is no escape from it. **Every organism on this planet will be exposed to unnatural levels of radiation 24/7** How can Health Canada allow this, how can we let ourselves be driven into this trap like sheep? The public has to be educated about the other side of this technology.

Since the conclusions of the 2019 European 5G conference have become widely known, cities, counties and states from Finland to the USA have opted out of 5G and are calling for a moratorium, stating the **Precautionary Principle** as the main reason.

For the sake of all the children out there we are asking you to opt out of 5G for Kings County and to press Health Canada for a moratorium on the wireless roll-out of 5G. Silence is acquiescence! With all the disputed facts known today, we must not allow this.

Thank You so much
Irmgard Lipp and family
Grafton, Kings County, NS

P.S.: Kudos to this council for pursuing county-wide connectivity via fibre-optics.

From: barbara blanchard
Sent: January 12, 2021 10:49 AM
To: Councillors <Councillors@countyofkings.ca>
Subject: 5G moratorium letter for next weeks meeting on Jan. 19th, 2021

My name is Barbara Lake. I live at 222 Reid Road, Steam Mill, NS.

I am disabled by wireless frequencies and am in receipt of Canada Pension Disability Benefits as a result. This sensitivity to wireless frequencies became apparent after a cell phone tower was placed 1052 feet behind my family's property on the Wolfville Ridge, in 2001. My two youngest children, ages 4 and 9 became extremely ill within months of the tower being turned on. We had to abandon our home, go through foreclosure, file bankruptcy and move 14 times before we found a home safe enough to live what was left of our lives. I now live alone. Long before covid 19 restrictions, I lived an isolated life. No one can live with me for fear that friends, family, etc. would not abide by the strict necessity to keep all wireless devices off the property. Even passing cars with active cell phones, gps, blue tooth etc. cause me to endure physical and emotional trauma that anyone would call torture.

This torture is sometimes so unbearable that I have to seek medical emergency care and call 911. I had two such incidents in 2020, after a cell phone tower was placed not far from my home after I protested the location and pleaded for consideration to the Municipality and Eastlink. My doctor wrote a letter on my behalf, to no avail.

I have also discovered 4 mini towers located on telephone poles along the length of the Kentville recreational park and opposite Kings county Academy Elementary School. the website "Location of Canadian Cell Phone Towers", allows one to look up a tower and see all of the specifics including the direction of the microwave radio beams, which are focused towards my home and the surrounding areas. I am asking today that a moratorium be placed on 5G. 5G is the most powerful and destructive wireless frequencies known to man and have never been proven safe. Andrea and Glen's upcoming presentation includes these facts and grave concerns. Thank you

Barbara Lake
222 Reid Rd,
Steam Mill, NS,
B4N 3V7

PS. I have just been made aware there is a 10 am. deadline for this letter to be submitted. If this letter has not been submitted in time please let me know.

In this case I will have to make a personal appearance on the 19th and risk my health and safety if I cannot be accommodated.

Thank you



Municipality of the County of Kings

Briefing

TO Committee of the Whole

PREPARED BY Rob Frost, Deputy Chief Administrative Officer

MEETING DATE January 19, 2021

SUBJECT Municipal Branding/Visual Identity

ORIGIN

- October 17, 2017 - Council Workshop Discussion
- [December 4, 2018 - Council Motion](#)
- [December 18, 2018 - Committee of the Whole Presentation](#)
- [February 19, 2019 - Committee of the Whole Presentation](#)
- [May 21, 2019 - Committee of the Whole Presentation](#)
- [June 13, 2019 - Council Motion to Proceed](#)
- [September 17, 2019 - Committee of the Whole Designer Selection](#)
- [October 1, 2019 - Council Motion to Select Designer](#)
- [November 19, 2019 - Pierre Tabbiner Presentation to Committee of the Whole](#)
- March 17, 2020 - Branding item removed from Committee of the Whole agenda - meeting not open to the public due to COVID-19

RECOMMENDATION

That Committee of the Whole receive for information the presentation from Pierre Tabbiner regarding Branding/Visual Identity.

INTENT

For Committee of the Whole to receive draft branding/visual identity concepts and provide initial feedback to the design professional.

DISCUSSION

Since the selection of Pierre Tabbiner Design + Illustration in October of 2019, staff have been working with Mr. Tabbiner in advancing the project. In November of 2019, Mr. Tabbiner presented to the Committee of the Whole (CotW) regarding his process and to gather information from Council. On January 14, 2020, Mr. Tabbiner worked with staff to hold a public consultation session at the Municipal Complex. There were approximately 30 people in attendance, with valuable information gathered regarding the general identity of the Municipality of the County of Kings.

From the information gathered at the Public Consultation session, as well as information Mr. Tabbiner gathered in coordination with ongoing work with the Annapolis Valley Chamber of Commerce (AVCC) and Valley Regional Enterprise Network (Valley REN), Mr. Tabbiner developed a number of concepts for branding/visual identity for the Municipality of the County of Kings. These concepts were scheduled to be presented at the March 17, 2020 CotW meeting, however, the item was removed from the agenda given that the meeting could not be open to the public due to COVID-19.

As part of the initial discussions regarding branding, a number of local professionals had been engaged to provide feedback and input. Mr. Andrew Steeves, local award winning publisher, has been very giving of his time, and offered to volunteer his 'design eye' to provide independent feedback for CotW. Mr. Steeves met separately with Mr. Tabbiner and myself to discuss the presented designs and provide his feedback. Generally, Mr. Steeves believed the designs to be of high quality work. Initially, Mr. Steeves discussed the three designs and expressed a preference for the first two, feeling the third not to be a good option. The day after the meeting, Mr. Steeves sent the following comments (summarized): *"I was feeding wood into the evaporator at the sugar shack late last night, thinking about the branding options you showed me.*

In the end, it was the second one that stuck with me. It is really the most successful, but there would have to be a kind of constraint used in its application. But that's the one worth fighting for and putting time into to get it from 80% to 100% good."



Municipality of the County of Kings

Briefing

The goal of the branding/visual identity exercise is to develop a singular logo/brand to represent the government entity that is the Municipality of the County of Kings.

It is important to note that the designs are a starting point, and that Council and Staff can work with Mr. Tabbiner to refine any proposed design(s).

FINANCIAL IMPLICATIONS

- Project costs to date and the development of brand guidelines have already been considered as part of the Economic Development Advertising Budget Line 01-2-262-970.
- Future costs will be dependent on the rollout of an agreed upon visual identity.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
✓	Economic Development	An opportunity identified under the Economic Development KSP was the development of a new visual identity
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	

ALTERNATIVES

- Council could decide to stop the branding process at this point in time. Current crest would continue to be used on marketing materials and signage.
- Council could recommend an alternative process.

IMPLEMENTATION

- Three options will be presented to CotW to garner feedback from Councillors.
- Revisions or adaptations will be completed, and returned to CotW.
- Recommendation by CotW to proceed with preferred design.
- Council makes a decision on final design.
- Brand guidelines are created in partnership with designer.
- Phased implementation following brand guidelines.

ENGAGEMENT

- Mr. Tabbiner gathered information through public consultations in relation to work completed with Valley REN and AVCC.
- Public Engagement Session held January 14, 2020.
- Mr. Tabbiner presented to CotW to provide information and gather initial feedback from Councillors.
- Background data has been gathered through community feedback from Kings 2050, and more recently through social media and a survey to both staff and the public.

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer

January 11, 2021



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Janny Postema, Municipal Clerk

MEETING DATE January 19, 2021

SUBJECT Proclamation Request: Purple Day for Epilepsy

ORIGIN

- December 3, 2020 Epilepsy Association of the Maritimes e-mail request
- [Policy COMM-02-003: Proclamations](#)

RECOMMENDATION

That Committee of the Whole recommend Municipal Council proclaim March 26, 2021 'Purple Day for Epilepsy' in the Municipality of the County of Kings.

INTENT

For Council to approve the proclamation request per the Proclamations Policy COMM-02-003.

DISCUSSION

On December 3, 2020, an e-mail was received from the Epilepsy Association of the Maritimes requesting that Council proclaim March 26, 2021 as 'Purple Day for Epilepsy'.

Section 4.1 of the Proclamations Policy states that:

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

Staff consider raising awareness for Epilepsy a cause that will positively impact the community and therefore recommend that Council proclaim March 26, 2021 'Purple Day for Epilepsy' in the Municipality of the County of Kings.

The request was previously approved in 2018, 2019, and 2020.

FINANCIAL IMPLICATIONS

- No financial implications

STRATEGIC PLAN ALIGNMENT

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

ALTERNATIVES

- No alternatives are recommended.



Municipality of the County of Kings

Request for Decision

IMPLEMENTATION

- Post to Municipality's social media
- Councillors wear purple ribbons at March 2, 2021 Council meeting
- Group photo of Council wearing purple ribbons to be provided to Epilepsy Association of the Maritimes for posting on their Facebook page and website

ENGAGEMENT

- No specific engagement initiative was undertaken as this item is guided by the Proclamations Policy.

APPENDICES

- Appendix A: December 3, 2020 e-mail from Epilepsy Association of the Maritimes
- Appendix B: Purple Day for Epilepsy Proclamation

APPROVALS

Scott Conrod, Chief Administrative Officer

January 11, 2021

From: [Epilepsy Association of the Maritimes](#)
Subject: Purple Day is March 26th 2021-Wear Purple to support Epilepsy Awareness globally!
Date: December-03-20 3:21:44 PM

Greetings -Hope this email finds you well

What

Purple Day is a global event dedicated to promoting Epilepsy Awareness around the World to dispel myths and fears and reduce social stigma about the condition. A better understanding of Epilepsy will help improve the quality of life of those with Epilepsy.

When

Purple Day is globally recognized annually on March 26. In June 2012, the Government of Canada created the Purple Day Act and received Royal Assent .March 26th is officially recognized as Purple Day in Canada and around the world

An Update from Cassidy

My name is Cassidy Megan and I am the founder of Purple Day. I want to first thank you for taking the time to read our letter and for all your continued support of the Epilepsy Association of the Maritimes (EAM), Purple Day and people living with epilepsy. It is hard to believe that March 26th 2021 will be Purple Day's 13th Anniversary. I started Purple Day so others living with epilepsy would know that they were not alone, so that we in the epilepsy community could have one day that was ours to stand up and be proud, to show support and teach the world about epilepsy.

Over the last 13 years Purple Day has grown so much; it is now celebrated by so many people in over 100 countries. With everything going on around the world plus COVID, 2020 was a different year that has impacted all of us. As you know the world shut down in March and Purple Day 2020 looked a lot different but we did not let that stop us. We were actually busier this year, we had people around the world holding virtual events over Zoom Facebook and Instagram; there were social media live events and more this allowed people to offer support and education through sharing platforms like Zoom.

I, myself, have been doing Sunday night lives simultaneously on the Purple Day Facebook and Instagram since March with people coming on from all over the world, I have been participating in virtual events with agencies and groups around the world, I have been attending virtual events, webinars with World Health Organization (WHO), International Bureau of Education (IBE) and International Live Events Association (ILEA) and many other organizations around the world. We have been very busy at Epilepsy Association of the Maritimes, holding many virtual education sessions, contactless fundraisers and recently we participated in the Bluenose virtual marathon. I went live many times during this to help people locally and globally feel a part of this event and also showcase our beautiful community ♥

Epilepsy does not stop for a pandemic and neither do we, 2020 has shown us how strong we are, how much we can come together and I know with your support

#PurpleDay2021 is going to be even bigger and better and I look forward to seeing photos of you in your purple on March 26 2021.

Love, Cassidy Megan Founder of Purple Day

Thank You for your participation in Purple Day March 2020! As in past years we are reaching out asking that all Municipalities in the Maritimes participate in Epilepsy Awareness month - March 2021 to show support for local constituents who live with Epilepsy .We ask that in recognition of this event Council wear Purple Ribbons (which we provide) to show support in your community .If possible we ask that a picture be taken of Council wearing the ribbons so we can upload to our Facebook page. Many Municipalities light up their Town Hall or a monument in their community in “purple” – send us pictures and we will post on Facebook!

We are sending Purple Day 2021 requests early due to the uncertainty of the ongoing Pandemic and preparing to send out the items you require .Please advise the number of ribbons required and if you would like a Purple Day Proclamation. We have both in French and English. We will send a reminder in February so you can schedule for your March meeting.

For detailed Epilepsy information and support please visit the following Websites
<https://epilepsymaritimes.org> <https://www.purpleday.org>

Thank you for your ongoing participation!

Janine Lisenchuk
Epilepsy Association of the Maritimes
902-429-2633 or 1-866-EPILEPSY
info@epilepsymaritimes.org



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

The Municipality of the County of Kings

PROCLAMATION

PURPLE DAY FOR EPILEPSY

March 26, 2021

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

WHEREAS, Epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and 42 people in Canada are diagnosed every day; and

WHEREAS, one in ten persons will have at least one seizure during his or her lifetime, and

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

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

THEREFORE, BE IT RESOLVED, that Mayor Muttart, on behalf of Municipal Council, proclaim March 26, 2021 **Purple Day for Epilepsy** in the Municipality of the County of Kings, in an effort to raise awareness of epilepsy in Canada.

Signed this ____ day of _____ 2021,

Mayor Peter Muttart



Municipality of the County of Kings

Request for Decision

TO	Committee of the Whole
PREPARED BY	Gordon Roussel, Policy Analyst
MEETING DATE	January 19, 2021
SUBJECT	Proposed Policy FIN-05-023: Council Member & Employee Computer Loan

ORIGIN

- [May 5, 2020 - Council](#) directed *"the Chief Administrative Officer to prepare a draft policy for the Municipality to issue loans to employees and Members of Council for the purchase of computers and related equipment for personal use"*.

RECOMMENDATION

That Committee of the Whole recommend Municipal Council provide seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt Policy FIN-05-023, the Council Member & Employee Computer Loan Policy, as outlined in the January 19, 2021 Request for Decision.

INTENT

For Committee of the Whole to consider and recommend adoption of Policy FIN-05-023, the Council Member & Employee Computer Loan Policy.

DISCUSSION

Commencing about 2010, a computer loan program was available to permanent employees of the Municipality and Members of Council. The plan provided for loans from \$500 to \$2,500 and a repayment period of up to 36 months through payroll deduction that included interest at prescribed rates. The former computer loan plan is attached to this Request for Decision as Appendix A. However, Council approval for such a program was not explicitly granted through a policy. The program was suspended in early 2020 when the absence of proper approval became known.

As of April 2020, there were five employees with a computer loan, and at least twelve others have had loans in the past.

The following are highlights of the proposed Policy:

- The Municipality offers this option as an engagement and employment enhancement initiative.
- The program has been expanded to include tablets, smart phones and similar devices in addition to desktops and laptops.
- The scope of the program has been expanded to include seasonal and term post-probationary employees in addition to permanent post-probationary employees and Members of Council. Union employees must also meet eligibility requirements for participation in benefits programs as specified in the collective agreement.
- The program is contingent on the availability of funds. The CAO reserves the right to impose an annual funding cap.
- Employees and Members of Council are solely responsible for selecting and procuring a computer that meets their needs. The Municipality will not provide any advice or recommendation and will not review specifications.
- Peripherals may be included with a computer in the loan but are not eligible to be financed separately.
- Only one loan per borrower is permitted at one time unless otherwise authorized by the CAO.
- The total amount of all loans owed at any one time under this Policy for an individual employee or Member of Council cannot exceed \$3,000 including HST.
- There is no limit to the number of eligible devices which can be included in a loan.



Municipality of the County of Kings

Request for Decision

- Only new computers for personal use are eligible.
- Computers purchased for resale are not eligible.
- Delivery, set-up, installation and warranty costs incurred at the time the computer is purchased are eligible for inclusion in the loan amount. Servicing and other on-going costs cannot be included.
- The application for financing must be approved before a computer system is purchased.
- The borrower is required to execute a promissory note before funds are released for the purchase.
- The vendor may be paid directly by the Municipality, or the borrower reimbursed upon providing proof of purchase.
- Loans must be repaid within a maximum of 52 pay periods (two years).
- Loan interest is based on the prime interest rate in effect on the date of the promissory note and will remain in effect for the duration of the loan.
- The loan balance can be paid in full at any time without penalty prior to the end of the loan period.
- Loan payments may be increased or loan terms decreased at any time during the term of the loan upon executing a new Promissory Note.
- Alternate payment arrangements are available for employees on unpaid leave, temporary layoff or long term disability.
- Restrictions are included on the use of software licensed by the Municipality and data owned by the Municipality.

FINANCIAL IMPLICATIONS

- Since it would be administered as a loan program, the principal portion of the loan will have no impact on the operating budget.
- Interest earned on the loans provides an additional operating revenue.
- Loan rates have been set to provide a greater return than what would otherwise be earned on an equivalent bank deposit.
- In the event an employee or a Member of Council leaves their position, any balance owing will be deducted from remaining compensation owed to that individual by the Municipality. If an outstanding balance still remains, the individual or their assigns shall be invoiced for the outstanding amount and it shall constitute a debt owed to the Municipality.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Staff directed by Council to draft an employee computer loan policy.

ALTERNATIVES

- The Committee may return the Policy to staff for revision.

IMPLEMENTATION

- Policy will be submitted to Council for consideration.
- If approved, the Policy will be posted to the Municipality's website and implemented.



Municipality of the County of Kings

Request for Decision

ENGAGEMENT

- The Manager of Human Resources has been receiving enquiries from staff as to whether a computer loan program will be offered again.
- Senior staff in Human Resources, Information Technology, and Finance provided input into the drafting of this Policy.
- The seven days' notice to Council per s.48(1) *Municipal Government Act* provides an opportunity for public comment prior to adoption.

APPENDICES

- Appendix A: Current Computer Loan Program
- Appendix B: Proposed Policy FIN-05-023: Council Member & Employee Computer Loan

APPROVALS

Greg Barr, Director, Finance & IT Services

January 8, 2021

Scott Conrod, Chief Administrative Officer

January 11, 2021

The Municipality of the County of Kings Employee Home Computer Purchase Plan



INTRODUCTION

Municipal Council has endorsed a plan, which will allow employees of the Municipality of the County of Kings to purchase computer systems and software for use at home.

The objective of the plan is to provide an opportunity for employees to learn about computers in their own home and at their own pace.

ELIGIBLE EMPLOYEES

The plan is open to all permanent, regular part-time (minimum 20 hours per week) employees and Council members.

RULES AND GUIDELINES HOW TO PARTICIPATE

The following is a list of required steps to participate in this plan.

(A) System Determination

The first step is to select an appropriate system. Employees are responsible to obtain their own quotes for a computer system. The Information Technology Department is available to assist employees regarding appropriate specifications, if required. The following are examples of eligible systems and peripherals. **These are suggested minimum standards. Normally peripherals will only be approved when the original system is acquired.**

Samples - Laptop Systems

Notebook PC Option 1	Basic Notebook- suggested specifications	Display	14"
		Processor	Core Duo 1.8 GHz
		Hard Disk	160 GB
		RAM	512 MB
		Operating System	Windows Vista Home
		Antivirus	1 year – user renewable for additional years
		Software	MS Works

Notebook PC Option 2	Enhanced Notebook-suggested specifications	Display	15"
		Processor	Core 2 Duo 1.83
		Hard Disk	250 GB
		RAM	1 GB
		Operating System	Windows Vista Premium
		Antivirus	2 year- user renewable for additional years
		Software	MS Office 2003 Basic

Notebook PC Option 3	Superior Notebook-suggested specifications	Display	17"
		Processor	Core 2 Duo 2.16 GHz
		Hard Disk	500 GB
		RAM	2 GB
		Operating System	Windows Vista Ultimate
		Antivirus	3 year – user renewable for additional years
		Software	MS Office 2003 Professional, Corel Draw

Sample – Optional Peripherals Laptops

Notebook PC	Optional Peripherals	External Monitor (17 – 21 inches)	
		External Keyboard	
		External Mouse	
		Port Replicator/Docking station	

Samples - Desktop Systems

Desktop PC Option 1	Basic Desktop-suggested specifications	Monitor	17" LCD
		Processor	P4
		Hard Disk	160 GB
		RAM	512 MB
		CD/DVD-RW	
		Speakers	
		Keyboard	
		Mouse	
		Operating System	
		Antivirus	1 year – user renewable for additional years
		Software	MS Works

Desktop PC Option 2	Enhanced Desktop-suggested specifications	Monitor	19" LCD
		Processor	P4 +
		Hard Disk	250 GB
		RAM	1 GB
		CD/DVD-RW	
		Speakers	
		Keyboard	
		Mouse	
		Operating System	Windows Vista Premium
		Antivirus	2 year – user renewable for additional years
		Software	

Desktop PC Option 3	Superior Desktop-suggested specifications	Monitor	21" LCD
		Processor	Intel Dual Core
		Hard Disk	500 GB
		RAM	2 GB
		CD/DVD-RW	
		Speakers	
		Keyboard	
		Mouse	
		Operating System	Windows Vista Ultimate
		Antivirus	3 Year – user renewable for additional years
		Software	MS Office 2003 Professional, Corel Draw

Sample – Optional Peripherals Desktops

All Options	Optional Peripherals	Printer	
		Scanner	
		Digital Camera	
		Webcam	
		Microphone	

(B) Application Approval

Once the employee has selected the vendor and the computer system of their choice, the employee must forward a written request together with a vendor quotation to Information Technology for review and approval to ensure that the system is reasonable and review for compatibility or other technical issues.

(C) Financing and Purchase

Upon approval by Information Technology, the employee may purchase their selected computer system in either of the following two methods:

- (1) Purchase the computer system and present the approved quotation and a copy of the paid invoice to the Director of Corporate Services. The employee will be required to sign a promissory note before the requisition for a cheque is prepared. A cheque payable to the employee will be requisitioned.
- (2) Submit to the Director, Corporate Services the approved quotation. The employee will be required to sign a promissory note before the requisition for a joint cheque payable to both the employee and the vendor is prepared. After the employee purchases the computer system with the joint cheque, they must present a copy of the paid invoice to the Director, Corporate Services.

Under both methods, the employee must indicate at the time of financing the number of months over which the loan is to be repaid up to a maximum of thirty-six (36) months. The amount will be deducted from the employee's bi-weekly pay through payroll deduction immediately after purchase.

(D) Amount of Loan

Loan request under \$500.00 are not eligible under this program. The maximum amount of loan to an employee will be \$2,500. An employee may purchase equipment and software for amounts greater than \$2,500, but the Municipality against the purchase will loan only \$2,500.

(E) Amount of Interest and Bi-weekly Payments

Interest will be calculated on the loan's outstanding balance at a rate equal to the prime interest rate per annum in effect on the date the promissory note is signed and will be adjusted if the prime rate fluctuates by two (2) percentage points or more. Bi-weekly payments will be set at the beginning of the loan. Changes in the interest rate of two (2) percent or more will result in an adjustment that will not change the bi-weekly amount, but will shorten or lengthen the total number of payments.

OTHER GUIDELINES

1. Eligible employees may only have one loan outstanding at any one time.
2. Employees who leave the employ of the Municipality and have money owing under this plan will be required to pay the remaining balance upon leaving the employ of the Municipality.
3. Employees must abide by any rules or policies of the Municipality regarding security of municipal property (that is duplication of programs and/or information from office equipment).
4. All manufacture's warranty requirements are the responsibility of the employee.
5. All service inquiries concerning computer hardware and software are to be directed to the vendor and not to the Municipality's staff.
6. Inquiries regarding the Employee Home Computer Purchase Plan can be directed to the Director of Corporate Services.

POLICY

FIN-05-023



Municipality of the County of Kings

Council Member & Employee Computer Loan Policy

Policy Category	Finance	Most Recent Amendment	N/A
First Council Approval		Future Amendment Date	January 2024

1. Purpose

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

2. Scope

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

3. Definitions

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

4. Policy Statements

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

DRAFT

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

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

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

DRAFT

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

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

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

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

5. Responsibilities

5.1. Municipal Council will:

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

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

5.2. The Chief Administrative Officer or designate will:

5.2.1. Implement and administer this Policy;

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

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

5.2.4. Identify and propose revisions to this Policy.

6. Amendments

Date	Amendments
N/A	N/A

DRAFT

SCHEDULE A: APPLICATION FOR COUNCIL MEMBER & EMPLOYEE COMPUTER LOAN

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

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

PAYROLL USE ONLY

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

DRAFT

SCHEDULE B: PROMISSORY NOTE

Borrower: _____ of _____

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

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

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

Employee Signature	Date
Director of Finance & Information Technology	Date

DRAFT



Municipality of the County of Kings

Request for Decision

TO	Committee of the Whole
PREPARED BY	Scott Conrod, Chief Administrative Officer
MEETING DATE	January 19, 2021
SUBJECT	Memorandum of Understanding - Intermunicipal Service Agreements

ORIGIN

- March 2018 - Funding and Approach Agreement among the Parties to local and regional Intermunicipal Service Agreements (IMSAs)
- December 18, 2020 - Joint Council meetings (Kings, Towns of Berwick, Kentville, and Wolfville)

RECOMMENDATION

That Committee of the Whole recommend Municipal Council approve the Memorandum of Understanding as attached to the January 19, 2021 Request for Decision and authorize the Mayor and CAO to execute same.

INTENT

To provide Committee of the Whole with a draft Memorandum of Understanding (MOU) developed in accordance with instruction received from Municipal Council on December 18, 2020 and seek authority to execute same.

DISCUSSION

The *Municipal Government Act* provides mechanisms for municipalities and other listed parties to share in the delivery of services and programs. In that regard, IMSAs are in place for the four units within Kings County and their municipal partners beyond the County boundaries. When the Valley REN is included, there is another important partner, the Glooscap First Nation.

As was identified in 2018, the current IMSAs provide a complex mix of governance, administration, and financial arrangements that could benefit from a fresh review by the Parties to those agreements.

In the joint December 18, 2020 Council sessions several issues that could form part of a comprehensive review of the existing IMSAs were discussed, including, without limitation:

- situations where Board Members vote on an IMSA proposed budget and then having to consider it as a component of their overall subsequent municipal budget process;
- IMSA corporations lacking the human resources, financial, and communications support available in a typical municipal unit;
- the IMSA financial statements, through consolidation with municipal financial statements if required, presenting a material impact on the consolidating municipal unit's reporting;
- the potential under differing review protocols for the guarantee of long-term debt of IMSA corporations impacting a municipal unit's borrowing ability; and
- the varying dispute resolution provisions existing among the various IMSAs.

To provide a mechanism to review and update the IMSAs collectively, the Chief Administrative Officers (CAOs) of the municipal units in Kings County drafted a proposed MOU and will have same circulated to the West Hants Regional Municipality, Glooscap First Nation, and the Towns of Annapolis Royal and Middleton.



Municipality of the County of Kings

Request for Decision

The draft MOU includes the creation of a Working Group of Mayors and the Chief of the Glooscap First Nation together with the CAOs/Band Manager or their designates. The draft further includes a proposed work program with the review of the various IMSAs to be complete by June of 2021.

FINANCIAL IMPLICATIONS

- It is estimated that the funds retained by Kings as part of the March 2018 agreement will be sufficient to cover costs related to this Request for Decision (there is not an anticipated current or subsequent budget commitment required).

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
✓	Good Governance	Review of partnership agreement is a stated activity in the Municipality's Strategic Plan
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	

ALTERNATIVES

- Propose alternative MOU provisions
- Refer the draft back to staff with listed revisions

IMPLEMENTATION

- MOU executed by the Parties
- Working Group commences
- Draft IMSAs are presented to the Parties
- Updated IMSAs are executed by the Parties

ENGAGEMENT

- It is anticipated that update reports will be provided by the Working Group to the Parties
- Formal amendments/replacement to the IMSAs would be publically vetted

APPENDICES

- Appendix A: Draft MOU

IMSA MEMORANDUM OF UNDERSTANDING

This MOU dated the _____ day of _____, 20____

Between:

TOWN OF ANNAPOLIS ROYAL

and

TOWN OF BERWICK

and

TOWN OF KENTVILLE

and

MUNICIPALITY OF THE COUNTY OF KINGS

and

TOWN OF MIDDLETON

and

WEST HANTS REGIONAL MUNICIPALITY

and

TOWN OF WOLFVILLE

and

GLOOSCAP FIRST NATION

Collectively the Parties

WHEREAS the Parties have received and reviewed a presentation dated December 18, 2020 entitled “Updating of Shared Service Agreements and Municipal Corporations” (the “Presentation”) *and* wish to implement the work plan as outlined in the Presentation.

The Parties agree as follows:

1. Each party agrees in principle to the recommendations contained within the Presentation.
2. The Parties agree to form a Working Group, comprising the Mayors and the Chief (or designates) of the Parties, and the CAOs, Band Manager (or their designates).
3. The Working Group will review the existing Intermunicipal Service Agreements (IMSAs) referenced in the Presentation and, for each IMSA, prepare either recommended amendments to the IMSA or a new draft ISMA to replace the existing ISMA.
4. In addition to the existing IMSAs, the Working Group will also prepare IMSAs for only additional services that may be offered by shared service organizations composed of some or all of the parties, including but not limited to IMSAs for climate change and diversity.
5. The recommendations of the Working Group will include standard provisions to be common to all IMSAs and IMSA provisions specific to the individual IMSAs under consideration.
6. The Working Group will provide recommendations for incremental supports to the shared service organizations referenced in the Presentation.
7. The Working Group may authorize one the Parties to contract on its behalf for services described in provision 8 of this Memorandum.
8. The Working Group is authorized to retain legal counsel and any other third-party resources as the Working Group considers necessary to complete its work.
9. The parties agree that the costs incurred by the Working Group will be paid from funds held by the Municipality of the County of Kings that are related to a modernization initiative entered into by the parties to this MOU in March of 2018.
10. The Working Group will complete its work and have updated IMSAs prepared for the parties' review and consideration by June 30, 2021, or such later date as the Working Group considers necessary in order to properly complete its work.
11. This MOU may be signed in counterpart by the parties.

Signed, sealed and delivered
in the presence of

)	TOWN OF ANNAPOLIS ROYAL
)	
)	
)	_____
)	Mayor
)	
_____)	_____
)	CAO

Signed, sealed and delivered
in the presence of

)

) **TOWN OF BERWICK**

)

)

)

) _____
Mayor

)

)

) _____
CAO

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Signed, sealed and delivered
in the presence of

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) _____
Mayor

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CAO

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Signed, sealed and delivered
in the presence of

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Mayor

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CAO

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Signed, sealed and delivered
in the presence of

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Mayor

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CAO

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Signed, sealed and delivered
in the presence of

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**WEST HANTS REGIONAL
MUNICIPALITY**

)	Mayor
)	
_____)	_____
)	CAO
)	
Signed, sealed and delivered)	TOWN OF WOLFVILLE
in the presence of)	
)	
)	_____
)	Mayor
)	
_____)	_____
)	CAO
)	
Signed, sealed and delivered)	GLOOSCAP FIRST NATION
in the presence of)	
)	
)	_____
)	Chief
)	
_____)	_____
)	Band Manager
)	



Municipality of the County of Kings

Request for Decision

TO	Committee of the Whole
PREPARED BY	Emily Kennedy, Climate Change Coordinator
MEETING DATE	January 19, 2021
SUBJECT	Municipal Fleet Optimization Study Report

ORIGIN

- [April 11, 2019](#) - Zero Emissions Vehicles included in the presentation of 2019 Federal Budget
- September 5, 2019 - Joint Government of Canada/FCM Green Municipal Fund announcement that Municipality was approved for a grant for its Municipal Fleet Optimization Study.
- [September 15, 2020](#) - Council Adoption of the Climate Mitigation and Asset Action Plan, which includes the Fleet Optimization Study
- November 2, 2020 - Final Report received from consultant
- December 21, 2020 - Presentation of Final Report and findings to the Asset Management Committee

RECOMMENDATION

That Committee of the Whole recommend Municipal Council direct the Asset Management Committee and CAO to develop a plan to implement the recommendations from the October 2020 Municipal Fleet Optimization Study included in January 19, 2021 Committee of the Whole agenda.

INTENT

To update Committee of the Whole on the results of the Municipal Fleet Optimization Study and direct the Asset Management Committee to develop an implementation plan.

DISCUSSION

A Municipal Fleet Optimization Study (Study) was completed in October 2020 by WSP (see Appendix A). The Study was part of the Municipal Climate Mitigation and Asset Action Plan, which identified transitioning to a green fleet as a priority project related to the reduction of Municipal Greenhouse Gas (GHG) Emissions. The Study looked at the options for alternative energy vehicles to replace the existing Municipal Fleet. The Study was conducted over the summer months of 2020, with the purpose assessing the feasibility of converting to a clean energy fleet, and to provide recommendations for implementation. Reducing Municipal GHG Emissions was another priority of the Study's outcomes.

The Study considered five different scenarios covering four different alternative technologies (battery electric, hybrid electric, compressed natural gas, and biodiesel) options. These were compared against a Business as Usual (BAU) scenario, or the continued use of fossil fuel vehicles for the entire fleet, as a baseline. It also provided costing estimates and the potential reduction of GHG emissions based on each of the six scenarios.

A Net Present Value (NPV) calculation was performed for each of the six scenarios over a ten-year "life-cycle" period. This calculation translates the capital and total operating costs over the 10-year life span for the vehicles into a single present day cost figure (aka 2020 dollars). The NPV cost figure for each scenario can be compared with the BAU baseline scenario to determine the incremental cost of implementing those specific green measures.



Municipality of the County of Kings

Request for Decision

Green Fleet Scenarios Total Cost Benefit Analysis over 2021 - 2030 Time Horizon						
\$ in millions (2020\$)	Fossil Fuel	Compressed Natural Gas/ Fossil Fuel	Compressed Natural Gas/Hybrid Electric	Compressed Natural Gas/Battery Electric	Battery Electric/ Biodiesel	Hybrid Electric/ Fossil Fuel
Capital Expenditure	\$1.30	\$1.54	\$1.59	\$1.62	\$1.57	\$1.58
Operating Expenditure (fuel & Maint.)	\$1.26	\$1.17	\$1.20	\$1.10	\$1.05	\$1.26
Specialized Training, Tooling & PPE	\$ -	\$0.02	\$0.02	\$0.05	\$0.04	\$ -
GHG Emissions Cost	\$0.10	\$0.09	\$0.09	\$0.08	\$0.07	\$0.10
Facility Upgrades & On-Site Equipment	\$ -	\$ -	\$ -	\$0.07	\$0.18	\$ -
Grand Total (NPV)	\$2.66	\$2.81	\$2.90	\$2.93	\$2.91	\$2.93
Total GHG Emissions over 10-year period (Tonnes CO ₂)	2,055	1,849	1,883	1,670	1,420	1,983
\$/ Tonne GHG Emissions Reduced	\$ -	\$729.00	\$1,369.00	\$688.00	\$392.00	\$3,776.00
Annual GHG Emissions (Tonnes CO₂) in 2031	206	166	172	140	84	191
% Decrease from BAU (Annual Emissions) 2031 Onwards	0%	-19%	-17%	-32%	-59%	-7%

The above table shows the financial implications of each of the scenarios. The two areas highlighted – Grand Total (NPV) and Annual GHG Emissions in 2031 – indicate the two key metrics used in the Study and its assessment of both the financial and environmental impacts of all scenarios presented.

Staff's key takeaways from the study include a gradual implementation plan, the importance of setting performance measures, and that alternative options for all Municipal vehicles are readily available on the market today.

WSP has recommended Scenario 4 as the best way forward. This scenario is comprised of battery electric engines for most of the fleet and switching to biodiesel for the Vactor truck, and the two 1-ton Public Works service trucks. The rationale for this recommendation takes into consideration a few factors, including the reduction of operating costs and Greenhouse Gas emissions (59% less than BAU), and the cost of procurement and installation of support infrastructure for the electric vehicles.

Staff reviewed the Study findings to determine the best course of action. Public Works has identified the following factors to be considered when assessing the options: 1) 24/7 availability, 2) ability to operate during extended power outages, and 3) access to the charging/fueling infrastructure in proximity to their main service areas.

Staff, consultation with the Asset Management Committee, will develop an implementation plan that will target full fleet replacement by 2025. The proposed implementation plan will be included in the upcoming FY 2021-22 budget deliberations.

FINANCIAL IMPLICATIONS

- The study cost \$43,273 (including net HST), and was cost-shared with the Green Municipal Fund at a rate of 50% (or \$21,637) under GL 21-3-369-133.
- Further financial implications will be included in the upcoming budget deliberations.



Municipality of the County of Kings

Request for Decision

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
✓	Environmental Stewardship	Helps to achieve the goal of reducing emissions to 50% of 2010 levels by 2030.
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable	

ALTERNATIVES

- No alternatives recommended.

IMPLEMENTATION

- The Asset Management Committee and Staff Asset Management Working Group will submit the proposed implementation plan to Committee of the Whole by March 2021.

ENGAGEMENT

- The consultant engaged staff throughout the study process.

APPENDICES (Click on link below to access)

- [Appendix A: Green Municipal Fleet Study: Final Report](#)

APPROVALS

Scott Quinn, Director, Engineering & Public Works, Lands and Parks January 11, 2021

Scott Conrod, Chief Administrative Officer January 12, 2021



Municipality of the County of Kings

Request for Decision

TO	Committee of the Whole
PREPARED BY	Amie Johnstone, Financial Services Administrative Assistant
MEETING DATE	January 19, 2021
SUBJECT	Community Grants Policy: Amendments & Reinstatement

ORIGIN

- [January 5, 2021 Council](#) - Temporary Suspension of Community Grants Policy

RECOMMENDATION

That Committee of the Whole recommend Municipal Council give seven days' notice, per s.48(1) *Municipal Government Act*, to reinstate Policy FIN-05-018: Community Grants with the amendments as detailed in the January 19, 2021 Request for Decision.

INTENT

For the Committee to consider recommending reinstatement of Policy FIN-05-018: Community Grants with the amendments as included in this Request for Decision.

DISCUSSION

On January 5, 2021, Municipal Council gave seven days' notice to suspend Policy FIN-05-018: Community Grants ("the Policy") to allow time for staff to complete a review and bring forward recommendations to address any changes needed in light of the ongoing COVID-19 Pandemic. This temporary suspension also meant there was no requirement for applications to be submitted for programs with a deadline of February 1. Staff have completed their review and propose a number of minor amendments and new application deadlines.

A proposed addition to the body of the Policy is s.2.4, which is a statement requiring adherence to any orders issued under the *Health Protection Act* or other provincial guidelines related to safety and/or gatherings.

Additional proposed changes relate to several of the grant programs included in the Schedules that form part of the Policy, including:

Park, Playground, and Trail Maintenance and Development:

- Addition of the definition of 'capital'. The purpose of this definition is to assist organizations when completing applications.

Community Recreation Programming Assistance:

- Deadline change from February 1 to May 1. This extension allows time for potential increased clarity in regards to the types of gatherings permitted or protocols that may be in place related to COVID-19. The extension is intended to allow organizations to be better positioned to plan realistically and budget accurately.

Community Festivals and Special Events:

- Addition of a virtual events category qualifying for funding assistance. The intent is to make virtual events eligible for funding assistance due to circumstances outside of the organization's control, including, for example, the COVID-19 pandemic, but excluding normal weather events;
- Addition of a note advising that the Municipality will not support anything in opposition to any Public Health guidelines; and
- Deadline change from February 1 to May 1. This extension allows time for potential increased clarity in regards to the types of gatherings permitted or protocols that may be in place related to COVID-19, allowing organizations to be better positioned to plan realistically and budget accurately.



Municipality of the County of Kings

Request for Decision

Community Hall Assistance Program:

- Addition of operational funding assistance of up to 25% of total operating costs to a maximum of \$500 per year. The intention of this proposed addition is to provide a modest amount of support to Community Halls that may need assistance towards one of the many expenses incurred in their annual general operations;
- Increase in the maximum assistance amount for capital projects from \$5,000 to \$7,500, with the maximum assistance percentage remaining at 50%. This increases the eligible amount of support to Halls when completing higher cost projects which may be due to a variety of reasons, including increased building materials or labour costs;
- Wording change to specifically include Accessibility Upgrades in capital assistance;
- Addition of the definition for 'capital' to assist organizations when completing applications; and
- Removal of the restriction that funding cannot go towards activity related items, as this would be in opposition with the first proposed amendment to include operating funding assistance.

The chart below provides a comparison of the proposed deadline changes.

Program Name	2020/21 Application Deadline	Proposed 2021/22 Application Deadline
Community Recreation Programming Assistance (CRPA)	February 1	May 1
Community Festivals and Special Events (CFSE)	February 1	May 1
Youth Travel Assistance Program (YTAP)	Apr 1, Jul 1, Oct 1 & Jan 1	Apr 1, Jul 1, Oct 1 & Jan 1
Park, Playground, and Trail Maintenance and Development (PPT M&D)	April 1	April 1
Community Hall Assistance Program (CHAP)	April 1	April 1
Kings Vision Grant (VISION GRANT)	April 1	April 1
Councillor Grants to Organizations (GTO)	June 1	June 1

The next review date for Policy FIN-05-018 is November 2021; staff will work to complete the detailed policy review by this date.

FINANCIAL IMPLICATIONS

- Staff do not anticipate any financial implications from the proposed changes. Council will deliberate the budget for grant programs as part of the 2021/22 budget process.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Good Governance	Policy review to ensure accuracy and efficacy.
	Environmental Stewardship	
	Economic Development	
✓	Strong Communities	The Policy supports the work of community organizations.
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	



Municipality of the County of Kings

Request for Decision

ALTERNATIVES

- The Committee may refer the Policy back to staff for further review.

IMPLEMENTATION

- Revised Policy will be posted to municipal website once approved by Municipal Council.

ENGAGEMENT

- Policy amendments are reflective of feedback received from Council discussion at previous meetings, as well as grant recipients through the 2020/21 grant year during the COVID-19 Pandemic.
- Information sessions will be planned for the public when it is safe to do so, or a virtual method will be provided.
- The seven days' notice to Council per s. 48(1) *Municipal Government Act* provides an opportunity for public comment prior to adoption.

APPENDICES

- Appendix A: Policy FIN-05-018: Community Grants (with tracked changes)
- Appendix B: Policy FIN-05-018: Community Grants (clean version)

APPROVALS

Greg Barr, Director of Finance & IT	January 12, 2021
Rob Frost, Deputy Chief Administrative Officer	January 12, 2021
Scott Conrod, Chief Administrative Officer	January 12, 2021



MUNICIPALITY OF THE COUNTY OF KINGS

Community Grants Policy

Creation Date	March 2017	Policy Category	Finance
Approval Date	January 2, 2018	Next Review Date	November 2021
Revision Date	February 6, 2018 November 6, 2018 November 5, 2019	Replaces	ADMIN-01-005 PARS-08-001

1. Purpose

The Municipality of the County of Kings (“the Municipality”) believes in supporting the work of community organizations and residents through grants to non-profit organizations. The Community Grants program demonstrates Council’s commitment to working with non-profit organizations, Villages, and youth providing programs, infrastructure, services, and events, that enhance the vibrancy of our communities.

The Municipality’s Community Grants Policy (the “Policy”) provides Council, Administration, and the public with a framework for the application, review, awarding, and claiming of grants. This Policy:

- creates an efficient and equitable process for administration of grants;
- establishes open and transparent guidelines for the evaluation of applications and awarding of grants while respecting limited resources;
- standardizes applications and reporting requirements for applicants to reduce inherent risks and administrative burdens; and,
- establishes eligibility and accountability criteria for grants.

2. Policy Statements

2.1 Grants may only be awarded to eligible youth applicants and organizations that are one of the following:

- Any non-profit club, association, society, or organization registered with the Nova Scotia Registry of Joint Stocks;
- Registered Canadian charities and Legions;
- Towns, Villages, and First Nations governments within the County of Kings; or
- A school within the County of Kings affiliated with the Annapolis Valley Regional Centre for Education or Conseil Scolaire Acadien Provincial.

2.2 Grants will be awarded in a manner that is consistent with the Strategic Plan of the Municipality and the purpose of each grant program. Administration of this process will be consistent and transparent.

MASTER



MUNICIPALITY OF THE COUNTY OF KINGS

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2.3 Subject to financial considerations, Council and the Chief Administrative Officer (CAO) will consider grant applications annually. Applications will be accepted per the deadlines established in the schedules attached to this policy.

2.4 It is the responsibility of the applicant to ensure adherence to any order issued pursuant to the Health Protection Act Orders or other provincial guidelines related to safety and/or gatherings. The applicant, upon request, shall provide information detailing compliance with guidelines, restrictions and/or provide evidence of an approval to proceed issued by Public Health or other applicable level of government.

3. Scope

This Policy applies to all Municipal grant programs as identified in the attached schedules, which form part of this Policy.

4. Grant Programs

All grant opportunities are detailed in the attached schedules, which form part of this Policy.

4.1 Community Active Living Grants (Schedule A)

Grants in this category are intended to encourage active living across Kings County and may be awarded to organizations involved in the delivery of leisure, artistic, and education services.

Individual grant programs in this category are:

- Park, Playground, and Trail Maintenance and Development
- Youth Travel Assistance
- Community Recreation Programming Assistance

4.2 Community Enhancement Grants (Schedule B)

Grants in this category are intended to assist in the provision of community-related activities.

Individual grant programs in this category are:

- Festivals and Special Events
- Councillor Grants to Organizations
- Community Hall Assistance

4.3 Kings Vision Grants (Schedule C)

Kings Vision Grants contribute to the Municipality's vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: Strong Communities, Environmental Stewardship, Good Governance, Economic Development, and Financial Sustainability.

5. General Guidelines

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- 5.1 Schedules of all grant programs subject to this policy will be posted on the Municipality's website and shall include an overview of the program, eligibility criteria, application deadlines, application forms, submission requirements, and scoring criteria.
- 5.2 A report of grant recipients shall be published to the municipal website by May 1 each year and include all grant recipients from the previous fiscal year and the amount of the grant.
- 5.3 Within 12 months of being awarded, a grant must be spent on the sole purpose for which it was awarded. If grants have not been fully expended within the 12 months following the award, a written status update to the Municipality must be provided to evaluate continued viability. The decision shall solely rest with the Municipality in regard to carrying forward the approved amount for disbursement in a subsequent fiscal year.
- 5.4 Recipients must provide appropriate records to demonstrate the grant has been spent for the intended purpose.
- 5.5 Ineligible applications and a list of recipients that have failed to submit the necessary accountability reports by the required deadline will be provided to the Chief Administrative Officer. Unless otherwise specified in the Schedules attached to this policy, the required deadline to submit accountability reports shall be 12 months following award of funds.
- 5.6 With the exception of Youth Travel Assistance and Councillor Grants to Organizations, the Municipality shall not be the sole source of funding for a project and applicants must demonstrate how the project is being supported and funded.
- 5.7 The Chief Administrative Officer will administer the following grants: all Community Active Living Grants, Festivals and Special Events, and Community Hall Assistance. All eligible applications to grant programs administered by the CAO will be scored and ranked in accordance with the Standard Operating Procedure and Section 8 of this Policy.
Council will administer Councillor Grants to Organizations and Kings Vision Grants.
- 5.8 The CAO will provide an annual report to Council of what organizations and youth have received grants, and for what amounts.

6. Applications

- 6.1 The level of detail required from an applicant will be relative to the requested amount and value-for-money considerations.
- 6.2 Applications & Administration – Applications will be standardized and capture:
 - Information about the applicant;
 - The amount of the request (supported by budgets and quotes);
 - Details of the project or program;

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- Details and documentation of how applicants meet eligibility requirements;
- How the grant would help meet program objectives;
- Financial condition of the applicant, including financial need and fiscal sustainability; and
- Expected impact of the grant.

Additional information may be required to determine eligibility.

Submission of an application does not guarantee funding.

- 6.3 Budget Information from Applicants – Excluding Youth Travel Assistance, the detail of financial information required from applicants will be proportional to the amount of the request:

- Requests for less than \$7,500 – Must provide a report of the organization's financial operations and position and proposed budget/income statement.
- Requests \$7,500 and above – Must provide current balance sheet and proposed budget/income statement.

- 6.4 Application Deadlines – Applications must be submitted on the appropriate form with all required information by the deadline. It is the sole responsibility of applicants to submit a complete application. Failure to submit a complete application by the deadline will exclude the application from consideration.

Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Application deadlines will be held firm.

- 6.5 Redirection of Applications – The Chief Administrative Officer reserves the right to redirect any application to a more suitable program than the program to which the organization applied.

7. Eligibility

Additional eligibility are detailed in the attached schedules which form part of this Policy.

General Eligibility Statements

- 7.1 If an organization is registered with the Nova Scotia Registry of Joint Stocks or the Canada Revenue Agency (as a registered Canadian charity), it must be in good standing.
- 7.2 Youth applying for travel assistance under the Youth Travel Assistance Program must provide a Social Insurance Number for grants above \$500.

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- 7.3 Any organization applying for funding must be in good standing with the Municipality of the County of Kings (e.g., no outstanding property taxes, sewer rates, water rates, or other fees.)
- 7.4 For capital projects under \$5,000, the organization must have authority to manage the site through ownership, an easement, or right-of-way for use of the land for at least 10 years.
- For capital projects over \$5,000, the organization must have the authority to manage the site through ownership, an easement, or right-of-way for at least 10 years, with at least three years of the lease remaining or a renewal clause in the current lease.
- For maintenance projects, the organization must demonstrate authority to manage the site for the year in which they are applying.

Eligible Funding

- 7.5 The Municipality may fund a maximum of 50% of any project, excluding Councillor Grants to Organizations and Youth Travel Assistance.
- 7.6 Grants are restricted to the annual budgets established by Council and any related documents.
- 7.7 Awards will not exceed the amount requested.
- 7.8 Only one request per organization to each program per year will be considered.
- 7.9 Particular programs may limit eligibility for repeat funding.
- 7.10 Grants will not be awarded if previously-funded projects have not been completed or if accountability requirements have not been met.
- 7.11 Retroactive funding is not available for any projects underway, i.e., work completed or travel taken prior to application submission is ineligible for funding.
- 7.12 In-kind goods or services may count for up to 50% of the applicant's contributions, provided in-kind contributions are valued at or below rates as provided annually on the Municipality's website. Without limitation, the remaining 50% of the applicant's share of the total project cost must be made in cash from any source.
- 7.13 Multiple-year applications will require approval of Council and be subject to an annual approval. In rendering a decision on a multi-year request, Council shall consider:
- S.88(4) MGA - Requirements for Ministerial approval, and
 - Potential impact on subsequent fiscal years or future Councils.

8. Application Review and Evaluation

Priority may be given to projects or organizations that:

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- 8.1 address an under-served area or demographic of Kings County;
- 8.2 are innovative;
- 8.3 have long-term social and economic viability;
- 8.4 make the most efficient use of resources and funds;
- 8.5 demonstrate self-reliance and sound business practice.

The following evaluation criteria will be applied when reviewing grant applications:

- 8.6 the initiative aligns with the Strategic Plan of the Municipality;
- 8.7 the program, event, facility, or project is available for public use, with the exception of the Councillor Grants to Organizations and Youth Travel Assistance grants;
- 8.8 the applicant organization has, or is actively sourcing, other partners and/or is engaged in fundraising to finance the project;
- 8.9 the program, event, facility, or project brings value to residents of the County of Kings;
- 8.10 the expected benefit from the Municipality's investment;
- 8.11 efficient use of resources;
- 8.12 anticipated risks and benefits of the proposed project or program; and,
- 8.13 the initiative is in the public interest.

9. Grant Awarding Process

- 9.1 Funds will not be disbursed until the applicant has provided proof of their sources of funding and compliance with prerequisite conditions.
- 9.2 Awards of less than \$4,000 and all awards from the Grants to Organizations will be disbursed in full when approved. Accountability requirements, as established in Section 10, are applicable.
- 9.3 Awards of \$4,000 or more will be disbursed 80% when approved and prerequisite conditions (if any) are met. The final 20% will be provided after fulfilling accountability requirements and will be adjusted to reflect the actual revenues and expenditures to the maximum allowable funding limit of the program; or where applicable the percentage identified in the funding agreement.

In instances where the Municipality has advanced funds in excess of the percent of the project agreed to be funded when award was made, recipients will be invoiced for the difference. Failure to pay the invoice will render the organization ineligible for future funding until such time that payment is received.

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- 9.4 Recipients that do not meet accountability requirements will be required to return monies advanced by the Municipality.

In awarding grants:

- 9.5 Terms and conditions may apply. Successful applicants may be required to execute a contribution agreement prior to receiving any funds.
- 9.6 Recipients will be required to acknowledge the Municipality's contributions.

10. Accountability

- 10.1 Accountability – All funding recipients are required to submit a report on the use of municipal funds. To promote greater accountability and transparency, organizations or individuals must report actual expenses, proof of payment and other funding, and provide details on how they meet the terms of the award.

Failure to submit accountability reports by the required deadline (as established in Section 5.5) will result in remaining funds being withheld and render the organization ineligible for future funding until such time that the necessary reports are received. Grants will be revoked should there be a misappropriation of funds or misrepresentation by the receiving organization.

For accountability:

- With the exception of Youth Travel Assistance, Councillor Grants to Organizations, awards less than \$30,000 will require proof of actual expenses and payment.
- Awards between \$30,000 and \$50,000, will require proof of actual expenses and payment, internally-approved financial statements, and proof of acceptance by the organization's Board (financial statements signed by the Chair of the Board and one other member).
- Awards for more than \$50,000 will require proof of actual expenses and payment, and a review engagement undertaken by a licensed Chartered Professional Accountant.

10.2 Claiming Process

With the exception of Youth Travel Assistance, Councillor Grants to Organizations, and awards of less than \$4,000, applicants will be required to submit a claim to receive final payment allocations of an approved grant upon the following terms and conditions:

- Only non-recoverable HST amounts (net of amounts paid and collected, or the 50% HST expended if the organization is registered as a Public Service Body) will be considered eligible expenses;
- Statement of Certified Expenses signed by the Treasurer;
- Statement of actual project financing;

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- Copy of Certificate of Substantial Completion (if applicable) per *Builders' Lien Act*;

Per Section 9, the Municipality will adjust the final payment to reflect actual revenues and/or expenditures.

For Councillor Grants to Organizations and awards of less than \$4,000, applicants will be required to submit a summary of how funds were used.

11. Responsibilities

11.1 Council:

- 11.1.1 will ensure the Municipality has a current and comprehensive policy on grants for non-profit organizations. Such policy will be reviewed within one year of implementation and every subsequent five years;
- 11.1.2 will identify an amount to be allocated for grants to non-profit organizations through each of the programs identified in Section 4 that in aggregate does not exceed the amount identified in Section 2.3.
- 11.1.3 will allocate grants consistent with this Policy for the betterment of the entire Municipality;
- 11.1.4 may delegate the administration of any request in accordance with Section 5.7; and
- 11.1.5 will promote awareness of opportunities across the Municipality.

11.2 The Chief Administrative Officer:

- 11.2.1 may further delegate administration of grants as required;
- 11.2.2 will administer and implement grant programs in a way that is consistent with this Policy;
- 11.2.3 identify necessary revisions to the Community Grants Policy; and
- 11.2.4 promote awareness of grant opportunities.

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SCHEDULE A: COMMUNITY ACTIVE LIVING GRANTS

Grants in this category are intended to encourage active living across the County and may be awarded to community organizations involved in the delivery of leisure, artistic, and education services.

- Park, Playground, and Trail Maintenance and Development
- Youth Travel Assistance
- Community Recreation Programming Assistance

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Community Grants Policy

Park, Playground, and Trail Maintenance and Development

This fund supports the creation and maintenance of active living infrastructure. These grants support communities through well-maintained public parks, playgrounds, trails, and assets to improve opportunities and promote active living. Funding is to support all capital aspects of development and maintenance, excluding the purchase of land for future development.

Maximum Assistance Available

Community Parks & Playgrounds:	Capital	50% of costs to a maximum of \$7,500 per park or playground
Community Parks & Playground:	Maintenance	50% of costs to a maximum of \$4,500 per park or playground
Trails:	Capital	50% of costs to a maximum of \$40,000
Trails:	Maintenance	50% of costs to a maximum of \$20,000

'Capital' is defined as an item with an acquisition cost of \$2,500 or more with an estimated useful life over five years including, but not limited to, such items as structure, apparatus, and building renovations.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

In addition:

- Where the trail involves Crown land, the applicant must have a Letter of Authority from the appropriate jurisdiction having authority.
- Proof of liability insurance for at least \$2,000,000. If applicable, this insurance must also name the Municipality as an additional insured.

Application Deadline

Applications are due no later than **April 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Emergency Funding

Unanticipated events that cause damage and threaten use of the trail or park or that pose a risk to personal safety may qualify for emergency funding, subject to budgetary availability. Provisions in sections 8, 9, and 10 apply to emergency funding. Please contact the Municipality for more information.

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Community Grants Policy

Youth Travel Assistance Program

The Municipality believes in supporting youth in academic, leisure, artistic, or athletic activities.

This fund supports youth teams and individuals in the Municipality who have won the right or been selected to participate in events that require travel. This fund assists with any type of travel an individual or team requires for academic, athletic, and art and cultural pursuits, or conferences and summits in which the knowledge gained would build leadership skills and present unique growth opportunities for the youth.

Maximum Assistance Available

Maximum assistance for teams and individuals depends on the destination of travel.

NS, NB, PEI	Up to \$250 for individuals Up to \$750 for teams
NL, QC, ON, USA Eastern time zone	Up to \$400 for individuals Up to \$1,000 for teams
MB, SK, AC, BC, all other USA	Up to \$600 for individuals Up to \$1,300 for teams
YK, NWT, NT, all other international	Up to \$750 for individuals Up to \$1,600 for teams

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7)

In addition:

- Individuals or teams must have won the right and/or been selected to compete in a sanctioned event at the Maritime, Atlantic, national, or international level.
- Applicants must be residents of the Municipality; Town residents do not qualify.
- Applicants must be under the age of 21 at the time of application.
- For teams, the majority of the members must reside in the Municipality and members must apply under the team category, not as individuals. Teams must provide a list of members that includes their civic addresses when applying.
- School related trips or activities are not eligible for assistance.
- Individuals or teams are only eligible to receive one award per year from this fund.
 - Where an individual has already received funding, they are still eligible as part of a team for a different event.

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Application Deadlines

Applications are due on the following dates: **January 1, April 1, July 1, and October 1**. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Community Recreation Programming Assistance

This fund assists with recreation programming in partnership with other funding. Applications will be considered for youth programming (age 21 and under).

Programming costs, part-time staffing or program equipment are permitted expenses. Funds may also be directed at new or established programming, leadership, leisure activities, or group education. Tournaments or regional events are not eligible for funding.

Maximum Assistance Available

Recreation programming

Up to 75% of net program cost (expenses less revenue) per program to a maximum of 50% of the total program cost. Maximum grant of \$25,000.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7), as well as the General Guidelines in the Community Grants policy (Section 5).

Application Deadline

Applications are due no later than **February-May 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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SCHEDULE B: COMMUNITY ENHANCEMENT GRANTS

Grants in this category are intended to assist in the provision of community-related activities.

- Festivals and Special Events
- Councillor Grants to Organizations
- Community Hall Assistance

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Community Grants Policy

Festivals and Special Events

To build pride and celebrate communities by showcasing achievements, culture and heritage, or to commemorate milestone anniversaries, the Festivals and Special Events Grant assists community organizations with the costs of festivals, fairs, or special events marking civic or national holidays, and other noteworthy events.

To be eligible, the event must be designed to serve the residents of the County and recognize the unique character of communities across the County.

Maximum Assistance Available

Grants are determined by the expected attendance and duration of the in person event.

Festivals, fairs or special events	Up to 25% of estimated costs to a maximum of \$1,000 per day and \$2,000 for the entire event
Celebrations to mark milestone anniversaries by quarter century increments (25 th , 50 th , 75 th , etc.)	Up to 25% of estimated costs to a maximum of \$1,000 per day and \$4,000 for the entire event
Major Event	Expected attendance of 5,000 or more for the duration of an event that happens over multiple days Up to \$2,000 per day to a maximum of \$10,000 for the entire event. Eligible days must have at least four hours of programming provided or endorsed by the host organization.

Virtual events Up to 25% of estimated costs to a maximum of \$500 for the entire event.

Eligible events must be intended to support shall include in-person events that are the converted to virtual of an existing annual event which cannot otherwise take place in person due to circumstances outside of the organization's control, including, for example the COVID-19 pandemic, but excluding normal weather events.

Due to the COVID-19 pandemic it is anticipated that large gatherings will not be permitted for the majority of 2021. Additionally, the Municipality will not support any thing event in opposition that is contrary to any orders issued pursuant to the Health Protection Act. Public Health guidelines.

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Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

In addition:

- Events must be open for people of all ages and abilities.
- Events must be open for the greater public to attend.
- Event must be designed to serve the residents of the County and recognize the unique character of communities across the County.
- Events in Municipality of the County of Kings will be given priority when applications are evaluated.

Application Deadlines

Applications are due no later than ~~February~~ **May 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Councillor Grants to Organizations

Councillors may support requests from community organizations that are not otherwise eligible to receive funding from the Municipality through another grant program. Councillors allocate funds directly to organizations to provide modest support of community initiatives.

Disbursement of these funds is solely at the discretion of individual Councillors but payments are issued to the recipient by the Municipality.

Maximum Assistance Available

Any one project Maximum of \$7,500

Councillors equally share a budget that is determined annually during budget deliberations. Each member of Council determines the amount of support they wish to provide to any one organization. At their discretion, Councillors may select one or more project from any District to receive funding.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

- Organizations that have received funding from any other another program under the Community Grants Policy are ineligible to receive funding under the Councillor Grants to Organizations fund.

Application Deadline

Applications are due no later than June 1 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Community Hall Assistance

To assist with capital repairs and renovations of halls, the Community Hall Assistance program contributes to the ongoing preservation of halls that are available for community use. Priority for funding is given to those projects that are directly related or attached to the hall structure and address structural safety and integrity.

Maximum Assistance Available

Capital Project, ~~or~~ Renovation,
or Accessibility Upgrade

Up to 50% of costs to a maximum of \$~~5,000~~7,500

'Capital' is defined as an item with an acquisition cost of \$2,500 or more with an estimated useful life over five years including, but not limited to, such items as structure, apparatus, and building renovations.

Operational Assistance

Up to 25% of total annual operating costs to a maximum of \$500

Applicants are eligible for both Capital and Operational funding; however, finances reserved for a Capital project cannot be included in the total operating costs. Separate itemized budgets for operating and capital requests must be included with the application.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

In addition:

- The community hall must be open to the public.
- The applicant must have authority to manage the property through ownership or a long-term lease of at least 10 years.
- To be eligible, halls must have fire insurance.
- Confirmation by the Fire Inspector that the Hall is compliant with the *Fire Safety Act*.
- ~~Activity related items (such as chairs and tables, games, or kitchen items) will not be funded.~~
- Funding will not be released until proof of current fire insurance coverage and a current fire inspection is provided.
- For work where a building permit may be required, proof of permit is required before any funds will be released. Any unpaid funds from the Municipality will not be released until all permits from the Municipality are closed.

Application Deadline

Applications are due no later than **April 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Emergency Funding

Unanticipated events that cause damage and threaten use of a hall or that pose a risk to personal safety may qualify for emergency funding, subject to budgetary availability. Provisions in sections 8, 9, and 10 apply to emergency funding. Please contact the Municipality for more information.

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SCHEDULE C: KINGS VISION GRANTS

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Community Grants Policy

Kings Vision Grants

Vision grants contribute to the Municipality's vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: Strong Communities, Environmental Stewardship, Economic Development, Good Governance, and Financial Sustainability.

Maximum Assistance Available

Any one initiative 50% of the cost of a single project with a minimum request of \$7,500.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

Multiple-year applications may be considered but will require approval of Council and be subject to annual approval.

Application Deadline

Applications are due no later than **April 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Community Grants Policy

Creation Date	March 2017	Policy Category	Finance
Approval Date	January 2, 2018	Next Review Date	November 2021
Revision Date	February 6, 2018 November 6, 2018 November 5, 2019	Replaces	ADMIN-01-005 PARS-08-001

1. Purpose

The Municipality of the County of Kings (“the Municipality”) believes in supporting the work of community organizations and residents through grants to non-profit organizations. The Community Grants program demonstrates Council’s commitment to working with non-profit organizations, Villages, and youth providing programs, infrastructure, services, and events, that enhance the vibrancy of our communities.

The Municipality’s Community Grants Policy (the “Policy”) provides Council, Administration, and the public with a framework for the application, review, awarding, and claiming of grants. This Policy:

- creates an efficient and equitable process for administration of grants;
- establishes open and transparent guidelines for the evaluation of applications and awarding of grants while respecting limited resources;
- standardizes applications and reporting requirements for applicants to reduce inherent risks and administrative burdens; and,
- establishes eligibility and accountability criteria for grants.

2. Policy Statements

2.1 Grants may only be awarded to eligible youth applicants and organizations that are one of the following:

- Any non-profit club, association, society, or organization registered with the Nova Scotia Registry of Joint Stocks;
- Registered Canadian charities and Legions;
- Towns, Villages, and First Nations governments within the County of Kings; or
- A school within the County of Kings affiliated with the Annapolis Valley Regional Centre for Education or Conseil Scolaire Acadien Provincial.

2.2 Grants will be awarded in a manner that is consistent with the Strategic Plan of the Municipality and the purpose of each grant program. Administration of this process will be consistent and transparent.

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- 2.3 Subject to financial considerations, Council and the Chief Administrative Officer (CAO) will consider grant applications annually. Applications will be accepted per the deadlines established in the schedules attached to this policy.
- 2.4 It is the responsibility of the applicant to ensure adherence to any order issued pursuant to the *Health Protection Act* or other provincial guidelines related to safety and/or gatherings. The applicant, upon request, shall provide information detailing compliance with guidelines, restrictions and/or provide evidence of an approval to proceed issued by Public Health or other applicable level of government.

3. Scope

This Policy applies to all Municipal grant programs as identified in the attached schedules, which form part of this Policy.

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Individual grant programs in this category are:

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- Community Hall Assistance

4.3 Kings Vision Grants (Schedule C)

Kings Vision Grants contribute to the Municipality's vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: Strong Communities, Environmental Stewardship, Good Governance, Economic Development, and Financial Sustainability.

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- 5.1 Schedules of all grant programs subject to this policy will be posted on the Municipality's website and shall include an overview of the program, eligibility criteria, application deadlines, application forms, submission requirements, and scoring criteria.
- 5.2 A report of grant recipients shall be published to the municipal website by May 1 each year and include all grant recipients from the previous fiscal year and the amount of the grant.
- 5.3 Within 12 months of being awarded, a grant must be spent on the sole purpose for which it was awarded. If grants have not been fully expended within the 12 months following the award, a written status update to the Municipality must be provided to evaluate continued viability. The decision shall solely rest with the Municipality in regard to carrying forward the approved amount for disbursement in a subsequent fiscal year.
- 5.4 Recipients must provide appropriate records to demonstrate the grant has been spent for the intended purpose.
- 5.5 Ineligible applications and a list of recipients that have failed to submit the necessary accountability reports by the required deadline will be provided to the Chief Administrative Officer. Unless otherwise specified in the Schedules attached to this policy, the required deadline to submit accountability reports shall be 12 months following award of funds.
- 5.6 With the exception of Youth Travel Assistance and Councillor Grants to Organizations, the Municipality shall not be the sole source of funding for a project and applicants must demonstrate how the project is being supported and funded.
- 5.7 The Chief Administrative Officer will administer the following grants: all Community Active Living Grants, Festivals and Special Events, and Community Hall Assistance. All eligible applications to grant programs administered by the CAO will be scored and ranked in accordance with the Standard Operating Procedure and Section 8 of this Policy.
Council will administer Councillor Grants to Organizations and Kings Vision Grants.
- 5.8 The CAO will provide an annual report to Council of what organizations and youth have received grants, and for what amounts.

6. Applications

- 6.1 The level of detail required from an applicant will be relative to the requested amount and value-for-money considerations.
- 6.2 Applications & Administration – Applications will be standardized and capture:
 - Information about the applicant;
 - The amount of the request (supported by budgets and quotes);
 - Details of the project or program;

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- Details and documentation of how applicants meet eligibility requirements;
- How the grant would help meet program objectives;
- Financial condition of the applicant, including financial need and fiscal sustainability; and
- Expected impact of the grant.

Additional information may be required to determine eligibility.

Submission of an application does not guarantee funding.

- 6.3 Budget Information from Applicants – Excluding Youth Travel Assistance, the detail of financial information required from applicants will be proportional to the amount of the request:

- Requests for less than \$7,500 – Must provide a report of the organization's financial operations and position and proposed budget/income statement.
- Requests \$7,500 and above – Must provide current balance sheet and proposed budget/income statement.

- 6.4 Application Deadlines – Applications must be submitted on the appropriate form with all required information by the deadline. It is the sole responsibility of applicants to submit a complete application. Failure to submit a complete application by the deadline will exclude the application from consideration.

Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Application deadlines will be held firm.

- 6.5 Redirection of Applications – The Chief Administrative Officer reserves the right to redirect any application to a more suitable program than the program to which the organization applied.

7. Eligibility

Additional eligibility are detailed in the attached schedules which form part of this Policy.

General Eligibility Statements

- 7.1 If an organization is registered with the Nova Scotia Registry of Joint Stocks or the Canada Revenue Agency (as a registered Canadian charity), it must be in good standing.
- 7.2 Youth applying for travel assistance under the Youth Travel Assistance Program must provide a Social Insurance Number for grants above \$500.

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Community Grants Policy

- 7.3 Any organization applying for funding must be in good standing with the Municipality of the County of Kings (e.g., no outstanding property taxes, sewer rates, water rates, or other fees.)
- 7.4 For capital projects under \$5,000, the organization must have authority to manage the site through ownership, an easement, or right-of-way for use of the land for at least 10 years.
- For capital projects over \$5,000, the organization must have the authority to manage the site through ownership, an easement, or right-of-way for at least 10 years, with at least three years of the lease remaining or a renewal clause in the current lease.
- For maintenance projects, the organization must demonstrate authority to manage the site for the year in which they are applying.

Eligible Funding

- 7.5 The Municipality may fund a maximum of 50% of any project, excluding Councillor Grants to Organizations and Youth Travel Assistance.
- 7.6 Grants are restricted to the annual budgets established by Council and any related documents.
- 7.7 Awards will not exceed the amount requested.
- 7.8 Only one request per organization to each program per year will be considered.
- 7.9 Particular programs may limit eligibility for repeat funding.
- 7.10 Grants will not be awarded if previously-funded projects have not been completed or if accountability requirements have not been met.
- 7.11 Retroactive funding is not available for any projects underway, i.e., work completed or travel taken prior to application submission is ineligible for funding.
- 7.12 In-kind goods or services may count for up to 50% of the applicant's contributions, provided in-kind contributions are valued at or below rates as provided annually on the Municipality's website. Without limitation, the remaining 50% of the applicant's share of the total project cost must be made in cash from any source.
- 7.13 Multiple-year applications will require approval of Council and be subject to an annual approval. In rendering a decision on a multi-year request, Council shall consider:
- S.88(4) MGA - Requirements for Ministerial approval, and
 - Potential impact on subsequent fiscal years or future Councils.

8. Application Review and Evaluation

Priority may be given to projects or organizations that:

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- 8.1 address an under-served area or demographic of Kings County;
- 8.2 are innovative;
- 8.3 have long-term social and economic viability;
- 8.4 make the most efficient use of resources and funds;
- 8.5 demonstrate self-reliance and sound business practice.

The following evaluation criteria will be applied when reviewing grant applications:

- 8.6 the initiative aligns with the Strategic Plan of the Municipality;
- 8.7 the program, event, facility, or project is available for public use, with the exception of the Councillor Grants to Organizations and Youth Travel Assistance grants;
- 8.8 the applicant organization has, or is actively sourcing, other partners and/or is engaged in fundraising to finance the project;
- 8.9 the program, event, facility, or project brings value to residents of the County of Kings;
- 8.10 the expected benefit from the Municipality's investment;
- 8.11 efficient use of resources;
- 8.12 anticipated risks and benefits of the proposed project or program; and,
- 8.13 the initiative is in the public interest.

9. Grant Awarding Process

- 9.1 Funds will not be disbursed until the applicant has provided proof of their sources of funding and compliance with prerequisite conditions.
- 9.2 Awards of less than \$4,000 and all awards from the Grants to Organizations will be disbursed in full when approved. Accountability requirements, as established in Section 10, are applicable.
- 9.3 Awards of \$4,000 or more will be disbursed 80% when approved and prerequisite conditions (if any) are met. The final 20% will be provided after fulfilling accountability requirements and will be adjusted to reflect the actual revenues and expenditures to the maximum allowable funding limit of the program; or where applicable the percentage identified in the funding agreement.

In instances where the Municipality has advanced funds in excess of the percent of the project agreed to be funded when award was made, recipients will be invoiced for the difference. Failure to pay the invoice will render the organization ineligible for future funding until such time that payment is received.

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- 9.4 Recipients that do not meet accountability requirements will be required to return monies advanced by the Municipality.

In awarding grants:

- 9.5 Terms and conditions may apply. Successful applicants may be required to execute a contribution agreement prior to receiving any funds.
- 9.6 Recipients will be required to acknowledge the Municipality's contributions.

10. Accountability

- 10.1 Accountability – All funding recipients are required to submit a report on the use of municipal funds. To promote greater accountability and transparency, organizations or individuals must report actual expenses, proof of payment and other funding, and provide details on how they meet the terms of the award.

Failure to submit accountability reports by the required deadline (as established in Section 5.5) will result in remaining funds being withheld and render the organization ineligible for future funding until such time that the necessary reports are received. Grants will be revoked should there be a misappropriation of funds or misrepresentation by the receiving organization.

For accountability:

- With the exception of Youth Travel Assistance, Councillor Grants to Organizations, awards less than \$30,000 will require proof of actual expenses and payment.
- Awards between \$30,000 and \$50,000, will require proof of actual expenses and payment, internally-approved financial statements, and proof of acceptance by the organization's Board (financial statements signed by the Chair of the Board and one other member).
- Awards for more than \$50,000 will require proof of actual expenses and payment, and a review engagement undertaken by a licensed Chartered Professional Accountant.

10.2 Claiming Process

With the exception of Youth Travel Assistance, Councillor Grants to Organizations, and awards of less than \$4,000, applicants will be required to submit a claim to receive final payment allocations of an approved grant upon the following terms and conditions:

- Only non-recoverable HST amounts (net of amounts paid and collected, or the 50% HST expended if the organization is registered as a Public Service Body) will be considered eligible expenses;
- Statement of Certified Expenses signed by the Treasurer;
- Statement of actual project financing;

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- Copy of Certificate of Substantial Completion (if applicable) per *Builders' Lien Act*;

Per Section 9, the Municipality will adjust the final payment to reflect actual revenues and/or expenditures.

For Councillor Grants to Organizations and awards of less than \$4,000, applicants will be required to submit a summary of how funds were used.

11. Responsibilities

11.1 Council:

- 11.1.1 will ensure the Municipality has a current and comprehensive policy on grants for non-profit organizations. Such policy will be reviewed within one year of implementation and every subsequent five years;
- 11.1.2 will identify an amount to be allocated for grants to non-profit organizations through each of the programs identified in Section 4 that in aggregate does not exceed the amount identified in Section 2.3.
- 11.1.3 will allocate grants consistent with this Policy for the betterment of the entire Municipality;
- 11.1.4 may delegate the administration of any request in accordance with Section 5.7; and
- 11.1.5 will promote awareness of opportunities across the Municipality.

11.2 The Chief Administrative Officer:

- 11.2.1 may further delegate administration of grants as required;
- 11.2.2 will administer and implement grant programs in a way that is consistent with this Policy;
- 11.2.3 identify necessary revisions to the Community Grants Policy; and
- 11.2.4 promote awareness of grant opportunities.

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MUNICIPALITY OF THE COUNTY OF KINGS Community Grants Policy

SCHEDULE A: COMMUNITY ACTIVE LIVING GRANTS

Grants in this category are intended to encourage active living across the County and may be awarded to community organizations involved in the delivery of leisure, artistic, and education services.

- Park, Playground, and Trail Maintenance and Development
- Youth Travel Assistance
- Community Recreation Programming Assistance

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Community Grants Policy

Park, Playground, and Trail Maintenance and Development

This fund supports the creation and maintenance of active living infrastructure. These grants support communities through well-maintained public parks, playgrounds, trails, and assets to improve opportunities and promote active living. Funding is to support all capital aspects of development and maintenance, excluding the purchase of land for future development.

Maximum Assistance Available

Community Parks & Playgrounds:	Capital	50% of costs to a maximum of \$7,500 per park or playground
Community Parks & Playground:	Maintenance	50% of costs to a maximum of \$4,500 per park or playground
Trails:	Capital	50% of costs to a maximum of \$40,000
Trails:	Maintenance	50% of costs to a maximum of \$20,000

'Capital' is defined as an item with an acquisition cost of \$2,500 or more with an estimated useful life over five years including, but not limited to, such items as structure, apparatus, and building renovations.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

In addition:

- Where the trail involves Crown land, the applicant must have a Letter of Authority from the appropriate jurisdiction having authority.
- Proof of liability insurance for at least \$2,000,000. If applicable, this insurance must also name the Municipality as an additional insured.

Application Deadline

Applications are due no later than **April 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Emergency Funding

Unanticipated events that cause damage and threaten use of the trail or park or that pose a risk to personal safety may qualify for emergency funding, subject to budgetary availability. Provisions in sections 8, 9, and 10 apply to emergency funding. Please contact the Municipality for more information.

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Community Grants Policy

Youth Travel Assistance Program

The Municipality believes in supporting youth in academic, leisure, artistic, or athletic activities.

This fund supports youth teams and individuals in the Municipality who have won the right or been selected to participate in events that require travel. This fund assists with any type of travel an individual or team requires for academic, athletic, and art and cultural pursuits, or conferences and summits in which the knowledge gained would build leadership skills and present unique growth opportunities for the youth.

Maximum Assistance Available

Maximum assistance for teams and individuals depends on the destination of travel.

NS, NB, PEI	Up to \$250 for individuals Up to \$750 for teams
NL, QC, ON, USA Eastern time zone	Up to \$400 for individuals Up to \$1,000 for teams
MB, SK, AC, BC, all other USA	Up to \$600 for individuals Up to \$1,300 for teams
YK, NWT, NT, all other international	Up to \$750 for individuals Up to \$1,600 for teams

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7)

In addition:

- Individuals or teams must have won the right and/or been selected to compete in a sanctioned event at the Maritime, Atlantic, national, or international level.
- Applicants must be residents of the Municipality; Town residents do not qualify.
- Applicants must be under the age of 21 at the time of application.
- For teams, the majority of the members must reside in the Municipality and members must apply under the team category, not as individuals. Teams must provide a list of members that includes their civic addresses when applying.
- School related trips or activities are not eligible for assistance.
- Individuals or teams are only eligible to receive one award per year from this fund.
 - Where an individual has already received funding, they are still eligible as part of a team for a different event.

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Application Deadlines

Applications are due on the following dates: **January 1, April 1, July 1, and October 1**. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Community Grants Policy

Community Recreation Programming Assistance

This fund assists with recreation programming in partnership with other funding. Applications will be considered for youth programming (age 21 and under).

Programming costs, part-time staffing or program equipment are permitted expenses. Funds may also be directed at new or established programming, leadership, leisure activities, or group education. Tournaments or regional events are not eligible for funding.

Maximum Assistance Available

Recreation programming

Up to 75% of net program cost (expenses less revenue) per program to a maximum of 50% of the total program cost. Maximum grant of \$25,000.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7), as well as the General Guidelines in the Community Grants policy (Section 5).

Application Deadline

Applications are due no later than **May 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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SCHEDULE B: COMMUNITY ENHANCEMENT GRANTS

Grants in this category are intended to assist in the provision of community-related activities.

- Festivals and Special Events
- Councillor Grants to Organizations
- Community Hall Assistance

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Community Grants Policy

Festivals and Special Events

To build pride and celebrate communities by showcasing achievements, culture and heritage, or to commemorate milestone anniversaries, the Festivals and Special Events Grant assists community organizations with the costs of festivals, fairs, or special events marking civic or national holidays, and other noteworthy events.

To be eligible, the event must be designed to serve the residents of the County and recognize the unique character of communities across the County.

Maximum Assistance Available

Grants are determined by the expected attendance and duration of the in-person event.

Festivals, fairs or special events	Up to 25% of estimated costs to a maximum of \$1,000 per day and \$2,000 for the entire event
Celebrations to mark milestone anniversaries by quarter century increments (25 th , 50 th , 75 th , etc.)	Up to 25% of estimated costs to a maximum of \$1,000 per day and \$4,000 for the entire event
Major Event	Expected attendance of 5,000 or more for the duration of an event that happens over multiple days Up to \$2,000 per day to a maximum of \$10,000 for the entire event. Eligible days must have at least four hours of programming provided or endorsed by the host organization.
Virtual events	Up to 25% of estimated costs to a maximum of \$500 for the entire event. Eligible events shall include in-person events that are converted to virtual due to circumstances outside of the organization's control, including, for example, the COVID-19 pandemic, but excluding normal weather events.

Due to the COVID-19 pandemic it is anticipated that large gatherings will not be permitted for the majority of 2021. Additionally, the Municipality will not support any event that is contrary to any orders issued pursuant to the *Health Protection Act*.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

In addition:

- Events must be open for people of all ages and abilities.

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- Events must be open for the greater public to attend.
- Event must be designed to serve the residents of the County and recognize the unique character of communities across the County.
- Events in Municipality of the County of Kings will be given priority when applications are evaluated.

Application Deadlines

Applications are due no later than **May 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Community Grants Policy

Councillor Grants to Organizations

Councillors may support requests from community organizations that are not otherwise eligible to receive funding from the Municipality through another grant program. Councillors allocate funds directly to organizations to provide modest support of community initiatives.

Disbursement of these funds is solely at the discretion of individual Councillors but payments are issued to the recipient by the Municipality.

Maximum Assistance Available

Any one project Maximum of \$7,500

Councillors equally share a budget that is determined annually during budget deliberations. Each member of Council determines the amount of support they wish to provide to any one organization. At their discretion, Councillors may select one or more project from any District to receive funding.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

- Organizations that have received funding from any other another program under the Community Grants Policy are ineligible to receive funding under the Councillor Grants to Organizations fund.

Application Deadline

Applications are due no later than June 1 each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Community Hall Assistance

To assist with capital repairs and renovations of halls, the Community Hall Assistance program contributes to the ongoing preservation of halls that are available for community use. Priority for funding is given to those projects that are directly related or attached to the hall structure and address structural safety and integrity.

Maximum Assistance Available

Capital Project, Renovation,
or Accessibility Upgrade

Up to 50% of costs to a maximum of \$7,500

'Capital' is defined as an item with an acquisition cost of \$2,500 or more with an estimated useful life over five years including, but not limited to, such items as structure, apparatus, and building renovations.

Operational Assistance

Up to 25% of total annual operating costs to a
maximum of \$500

Applicants are eligible for both Capital and Operational funding; however, finances reserved for a Capital project cannot be included in the total operating costs. Separate itemized budgets for operating and capital requests must be included with the application.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

In addition:

- The community hall must be open to the public.
- The applicant must have authority to manage the property through ownership or a long-term lease of at least 10 years.
- To be eligible, halls must have fire insurance.
- Confirmation by the Fire Inspector that the Hall is compliant with the *Fire Safety Act*.
- Funding will not be released until proof of current fire insurance coverage and a current fire inspection is provided.
- For work where a building permit may be required, proof of permit is required before any funds will be released. Any unpaid funds from the Municipality will not be released until all permits from the Municipality are closed.

Application Deadline

Applications are due no later than **April 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Emergency Funding

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Unanticipated events that cause damage and threaten use of a hall or that pose a risk to personal safety may qualify for emergency funding, subject to budgetary availability. Provisions in sections 8, 9, and 10 apply to emergency funding. Please contact the Municipality for more information.

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SCHEDULE C: KINGS VISION GRANTS

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Kings Vision Grants

Vision grants contribute to the Municipality's vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: Strong Communities, Environmental Stewardship, Economic Development, Good Governance, and Financial Sustainability.

Maximum Assistance Available

Any one initiative 50% of the cost of a single project with a minimum request of \$7,500.

Additional Eligibility Requirements

Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

Multiple-year applications may be considered but will require approval of Council and be subject to annual approval.

Application Deadline

Applications are due no later than **April 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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Municipality of the County of Kings

Briefing

TO	Committee of the Whole
PREPARED BY	Ashley Brooker, Active Living Coordinator
MEETING DATE	January 19, 2021
SUBJECT	Active Kings County: An Active Transportation Plan for the County of Kings

ORIGIN

- [November 19, 2019 Committee of the Whole](#) - Presentation titled *Trails and Active Transportation: Connecting Our Communities*
- [April 9, 2020 Council](#) - Approval of 2020-2021 Municipal Budget, which included approval of the Active Transportation Plan

RECOMMENDATION

That Committee of the Whole receive for information the Briefing 'Active Kings County: An Active Transportation Plan for the County of Kings' dated January 19, 2021.

INTENT

For Committee of the Whole to receive information related to the Active Transportation Plan and related timelines.

DISCUSSION

In 2009, Council adopted a Trails Vision & Strategic Plan, which recommended the following Vision:

"The Municipality of Kings County shall support residents and groups within its boundaries and cooperate with others outside its jurisdiction to develop a comprehensive, safe trails network connecting communities, workplaces, and facilities for Active Transportation and healthy recreation."

Since the development of the Harvest Moon Trail, the public have been asking for more communities to be connected through extended and enhanced trail ways. To address public sentiment, a request for proposals was released calling for a network design, phased implementation plan, and cost analysis on trail connections and extensions. In April 2020, as part of the Municipal Budget, Council approved the development of an Active Transportation (AT) Plan. In July of 2020 a contract was awarded to Upland Consulting to complete the plan. The goal is to create a comprehensive AT Plan to inform an Active Transportation Policy and guide AT expansion. By generating and implementing an AT Plan, the Municipality hopes to position this region as a safer, more active and healthy place to live, work, learn, and play.

Active Kings County is the name given to the Active Transportation Plan being developed by Upland Consulting. Active Transportation encompasses all human-powered transportation including walking, rolling, skateboarding, cycling, boating, skiing, and more. The Plan, once complete, and if adopted by Council, will provide a vision for Active Transportation for the next 10-15 years. It is anticipated that improvements to the following will be recommended:

- Infrastructure such as sidewalks, trails, bike paths, and paved shoulders
- Amenities such as signage, seating, bike racks, trail gates, and public washrooms
- Education and programming, covering topics such as trail etiquette, safety, and the benefits of active transportation
- Marketing and promotions, which may include branding, social media, events, and promotional materials



Municipality of the County of Kings

Briefing

The vision for the project is *safe, convenient, and enjoyable transportation options for everyone, that connect residents and visitors to where they live, work, learn and play*. Councillors, residents and other interested parties can stay informed on the project via the [Active Kings County website](#).

To date, a background analysis and preliminary engagement have been completed, with the first draft of the network design currently in development. The background analysis provides a summary of local demographics and the current conditions for Active Transportation within Kings County, which helped inform the engagement plan and strategy for the Plan.

The preliminary engagement consisted of an online community survey, online interactive map, pop-up events throughout the County, online public workshop, and stakeholder interviews. The information will be summarized in a *What We Heard Report* and will be available on the project website.

FINANCIAL IMPLICATIONS

- There are no financial implications at this time. Project budget approved through budgeting process.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
✓	Vision Statement	Supports many items of Strategic Plan, including Environmental Stewardship, Economic Development, and Strong Communities
	Good Governance	
✓	Environmental Stewardship	
✓	Economic Development	
✓	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable	

ALTERNATIVES

- Not applicable

IMPLEMENTATION

- Council to be involved in next stage of consultation around network design and feedback (draft due January 2021).
- Final plan to be brought to Council (target of April 2021).
- A phased implementation plan will be included in the final report.

ENGAGEMENT

- Online Survey and Interactive Map were available for six weeks. The Online Survey had 255 responses and the Interactive Map had 195 comments posted to the map.
- Pop-Up Engagements were completed in late September into early October 2020 at six different sites over three days, the first along the Harvest Moon Trail Wolfville and Berwick, second at 14-Wing (two different locations), third at Cleves in New Minas and Berwick Heights Golf Course. The goal of this type of engagement is to connect with those who may not typically engage in a conversation around Active Transportation.
- Online Public Workshop was held November 9, 2020; approximately 17 people attended.



Municipality of the County of Kings

Briefing

- Stakeholder Interviews were conducted between October 15, 2020 and December 8, 2020 with 42 groups. The groups identified consisted of equity seeking groups, Town and Village representatives, First Nation Communities, and other service and community organizations.
- A draft plan, expected in January 2021, will create opportunity for engagement of Council, residents, and other stakeholders.

APPENDICES (Click on links below to access)

- [Appendix A: Background Analysis](#)
- [Appendix B: Engagement Strategy](#)
- [Appendix C: What We Heard Report](#)

APPROVALS

Rob Frost, Deputy Chief Administrative Officer

January 5, 2021

Scott Conrod, Chief Administrative Officer

January 11, 2021

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Committee Reports
From: Deputy Mayor Emily Lutz
Date: January 11th, 2021

Dear Council,

None of my committees have met since the last meeting of COTW, with the exception of ongoing NSFM activities which I am happy to discuss at your convenience. For important details please see the weekly Monday Memo.

Top priorities continue to be the Property Tax CAP and EPR, or Extended Producer Responsibility for Paper and Plastic Packaging.

To see the interactive map created by NSFM and partners go to https://www.nsfm.ca/cap_map.html. You are able to research your own address and see if you are overpaying and subsidizing your neighbours' tax bills, or underpaying. Data shows that 60% of homeowners are overpaying, and most of those are low income homeowners, young people, seniors forced to downsize, immigrants, and newcomers to NS.

The next meeting of the Landscape of Grand Pré is on January 21st at 9:00am.

The next meeting of the Annapolis Valley Trails Coalition is on February 11th at 1:00pm.

The next meeting of the Annapolis Valley Regional Library Board is on February 18th at 6:00pm.

The next NSFM board meeting is February 5th at 9am. Board orientation is set for February 25th and 26th.

Respectfully submitted,

Emily Lutz

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Kentville Joint Fire Services Committee
From: Lexie Misner, Councillor
Date: January 19, 2021

The Kentville Joint Fire Services Committee met on December 10, 2020. Councillors in attendance were Councillor Misner, Councillor Killam, and Councillor Allen.

Councillor Gerrard from The Town of Kentville took on the Chair position and Deputy Mayor Savage accepted a nomination for Vice Chair. Kentville Fire Chief Scott Hamilton and Deputy Chief Ian Fairclough were in attendance, as well as their new Administrative Assistant Debbie MacMillan. Debra Crowell from the Town of Kentville was also in attendance.

The next meeting will take place on January 20th via Zoom meet.

4.3 percent increase in operating systems jumps for honorarium increases, small jump. Also to reflect increase in insurance rates. Having a steady influx of new members and will be a slight increase in funding requests because of training for new members. Heat, Light, Power is down because of efficiency measures taken around the fire hall. Remuneration for custodian also needed to be increased because that position was underpaid and had not seen an increase in a number of years. They put an increase in and then reflected also on the increase for extra cleaning due to COVID.

One ongoing WCB claim but nothing new.

Kentville Fire Services will be switching from using towers in the Canaan area to the towers used by the Canning Fire Department on Brow of Mountain Road. After recent efficiency tests were performed it was realized that this tower will provide Kentville Fire Services with enhanced coverage in comparison with the current towers used in the Canaan area. Previously there was \$8000 budget for a new antenna for the Canaan tower, that money will now be used in covering costs accumulated for the move to this new tower.

Back ramps to the fire station are completed and were done by Dexter Construction. There is a roof project budgeted at \$350,000 being done by Metro Roofing, which is expected to be completed by the end of the year on budget.

Greenwood meeting and a surplus in bank account that needs to be paid back to the Municipality and Town of Kentville. Will revisit at Joint Fire Services meeting in January with recommendations to Council of what to do with this surplus.

New fire hose upgrades and replacements re-outfit new truck and other units as new hose hasn't been ordered for a few years as well new turnout gear, oxygen bottles, fire venting fans, helmets. 20 masks ordered for everyone to have own masks.

Engine 11 replacement received on bid when put to tender and as such was awarded to E-One. This replacement will cost \$955,337.48. The prebuild took place on November 16 and will move to pre-production phase with an estimated build time of 400 days. The Chief does not foresee any other vehicle repairs or additional maintenance needing to be done at this time.

Five new members joined KVFD this fall with two past members returning bringing the team of volunteers to a total of 55 members.

Respectively submitted,

Lexie Misner

EXTERNAL BOARD & COMMITTEE REPORT

TO: January 19, 2021
FROM: Martha Armstrong - Councillor District 4
SUBJECT: Kings Regional Rehabilitation Centre Board

The Board last met November 30, 2020, there was no meeting in December 2020

The corner store at the end of County Home Road is 95% complete, staff and residents will start stocking the shelves and hope to have it open by end of January.

KRRC now has a Facebook page, over the holidays with visits restricted by Covid 19 a Christmas card campaign was started. Just asking people to send Christmas cards along to the residents, to remember them during the holiday season and brighten their day with mail and Christmas wishes.

A new Small Options home has been approved to built on the land south of KRRC. This is being funded by Provincial departments and it is another step in the "transition plan" that has been in discussion at the Provincial level for years.

Administrative staff, Susan Hines Kennedy, continues in the position of CAO, there has been no movement to date on filling the position permanently. The Board will be continuing the process and any updates will be brought to Council through our members on the Board.

The next meeting of the Board is January 25, 2021 @ 5pm

EXTERNAL BOARD & COMMITTEE REPORT

TO: January 19, 2021
FROM: Martha Armstrong - District 4
SUBJECT: Trans County Transportation Society

The last time the Board met was November 18, 2020

TCTS continues to provide service to clients, having made all necessary changes to protect riders and drivers within provincial guidelines.

One of the TCTS van was involved in an accident on the 101 in Windsor, two clients were in the vehicle at the time and one was transported to West Hants emergency room. Driver and other client were shaken and sore but had no injuries. The extend of the damage to the van was, as of yet, undetermined. We should have more information at next meeting.

Christmas celebrations normally held for staff were postponed but a small token of appreciation was given.

Next meeting is January 20, 2021 @ 3:30pm

EXTERNAL BOARD & COMMITTEE REPORT

TO: January 19, 2021
FROM: Martha Armstrong - District 4
SUBJECT: Valley Waste Resource Management Authority

The Board met on 16 December, 2020, no meeting was held in November.

This meeting was a combination of in person & Webex. This being the first meeting of the Board since the Municipal election, a new chair and vice chair were elected.

Board Members

Gail Smith	Town of Middleton
Derrick Jamieson	Town of Berwick
Craig Gerrard	Town of Kentville
Wendy Donovan	Town of Wolfville
Pat Porter	Town of Annapolis Royal
Martha Armstrong	County of Kings

There were preliminary budget discussions but more background for new members of the Board is required before it is discussed in depth.

A Board Orientation is being held on January 13th.

Budget will, of course, be on the agenda for regular scheduled meeting on January 20, 2021.

VWRM next board meeting will be January 20, 2021 @ 9am

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Wolfville Source Water Protection Advisory Committee
From: Peter Allen, Councillor
Date: January 19, 2021

The Wolfville Source Water Protection Advisory Committee met virtually January 13, 2021.

1. Reviewed Water Source Protection Policy/Terms of Reference
2. Reviewed schedule of upcoming meetings.
3. Discussion of schedule for tour of facilities
4. Next meeting: April 14, 2021-12:00 p.m.

Respectively submitted,

Peter Allen

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Kings Transit Authority Board
From: Jim Winsor, Vice-Chair
Date: January 19, 2021

The Kings Transit Authority Board met for the first time for a brief meeting since the October election on January 4, 2021 via Webex.

Key business included:

Election of Chair: Councillor Jodi Mackay, Town of Wolfville

Election of Vice-Chair: Jim Winsor, County of Kings

Financial forecast to year-end was distributed prior to the meeting but not discussed as no one had opportunity to review it. It will be added to the Board Orientation agenda.

Board Orientation has been scheduled for Friday, January 22, 1:15 – 4:15 PM.

Respectively submitted,

Jim Winsor

External Board and Committee Reports - January 19, 2021

Board/Committee	Reporting Councillor	Date of Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate - Lexie Misner	November 19, 2020 Next: Feb. 18, 2021	Written report provided December 15, 2020
Annapolis Valley Trails Coalition Board	Emily Lutz Alternate - Joel Hirtle	Next: February 11, 2021	No meetings since last COTW
Kentville Joint Fire Services Committee	Lexie Misner, Dick Killam, Peter Allen	December 10, 2020 January 20, 2021	Written report attached to January 19, 2021 agenda
Kentville Water Commission	Lexie Misner	No recent meetings?	
Kings Point To Point Transit Society Board	Tim Harding	August 25, 2020 Next: Sept. 22, 2020	Written report provided September 15, 2020
Kings Regional Rehabilitation Centre Board	June Granger, Lexie Misner, Martha Armstrong, Peter Allen	November 30, 2020 Next: Jan. 25, 2021	Written report attached to January 19, 2021 agenda
Kings Region Emergency Advisory Committee	Peter Muttart Dick Killam	July 20, 2020 Next: Jan. 18, 2021	www.kingsremo.ca/committees.aspx
Kings Transit Authority Board	Lexie Misner, Tim Harding, Jim Winsor Alternate - Peter Allen	January 4, 2021 Next: Orientation January 22, 2021	Written report attached to January 19, 2021 agenda
Landscape of Grand Pré Inc. Member	Peter Allen Alternate: Jim Winsor		
Landscape of Grand Pré Inc. Board	Emily Lutz	Next: January 21, 2021	No meetings since last COTW
Nova Scotia Federation of Municipalities Board	Emily Lutz	Next: Feb. 5, 2021 Board Orientation Feb. 25 & 26, 2021	
Port Williams Source Water Protection Committee	June Granger	No recent meetings	
Trans County Transportation Society (West) Board	Martha Armstrong Alternate - Tim Harding	November 18, 2020 Next: Jan. 20, 2021	Written report attached to January 19, 2021 agenda
Valley Community Fibre Network (Authority) Board	Joel Hirtle	November 27, 2020 Next: TBD	Written report provided December 15, 2020
Valley Regional Enterprise Network Liaison & Oversight Committee	Jim Winsor	Late June 2020?	Verbal report provided June 16, 2020
Valley Region Solid Waste-Resource Management Authority Board	Martha Armstrong Alternate - Dick Killam	December 16, 2020 Next: Jan. 25, 2021	Written report attached to January 19, 2021 agenda
Wolfville Source Water Protection Advisory Committee	Peter Allen	January 13, 2021 Next: April 14, 2021	Written report attached to January 19, 2021 agenda