



**MUNICIPALITY** *of the*  
**COUNTY** *of* **KINGS**

**COMMITTEE OF THE WHOLE**  
**Tuesday, September 19, 2023**

**9:00 a.m.**

**AGENDA**

**Video Recording Times Noted in Red**  
**Please click [here](#) to watch via YouTube**

1. Roll Call **9:06**
2. Approval of Agenda **10:23** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes Page 3
  - a. June 20, 2023 **11:43**
5. Business Arising from Minutes Page 3
  - a. June 20, 2023 **None**
6. Presentations Page 10
  - a. 9:05 a.m. Tyra Innis-Harvie re: Land Use By-law amendment restricting addition size on non-conforming R2 passed in 2019 **13:15**
  - b. 9:25 a.m. Blomidon Naturalists Society re: Wilderness Areas for Southwest Kings County **37:25** Page 11
7. Administration Page 17
  - a. Economic Development Strategy **1:17:40**
8. Financial Services Page 21
  - a. Proposed Amendments to By-law 45: Street Lighting (first reading) **1:56:48**
  - b. Committee Consolidation - Audit and Budget & Finance **2:16:42** Page 35
9. Correspondence **2:26:04** Page 46
  - a. 2023-09-05 Proposed Service Exchange Letter to NSFM Page 48
  - b. 2023-09-05 Proposed Service Exchange Letter to Minister Page 52
  - c. 2023-09-12 Nova Scotia Health re: Tick Awareness
10. Board and Committee Reports **2:28:11** Page 54
  - a. Kings Point to Point Transit Society Board Verbal
  - b. Police Services Advisory Board Page 55
  - c. Committees of Council Page 56
  - d. External Boards and Committees
11. Other Business: Passing of former Councillor Joudrey **2:32:48** Verbal



**MUNICIPALITY** *of the*  
**COUNTY** *of* **KINGS**  
**COMMITTEE OF THE WHOLE**  
**Tuesday, September 19, 2023**  
**9:00 a.m.**  
**AGENDA - Continued**

12. Comments from the Public **None**
13. Adjournment **2:35:58**

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
COMMITTEE OF THE WHOLE  
Tuesday, June 20, 2023  
DRAFT MINUTES**

**Meeting Date  
and Time**

A meeting of the Committee of the Whole was held on Tuesday, June 20, 2023 at 9:02 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

**1. Attendance**

All Members of Council were in attendance. Councillor Hirtle arrived at 9:05 a.m. and Councillor Armstrong arrived at 9:16 a.m. Deputy Mayor Lutz left the meeting at 11:35 a.m.

**Results for Roll Call**

For 7  
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	-
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Vacant	-
District 9	Peter Allen	For

Also in attendance were:

- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Mackay, Manager of Revenue (item 8)
- Janny Postema, Municipal Clerk
- Brittany Traynor, Manager of Community Development
- Katrina Roefs, Financial Analyst (item 8)
- Graysen Parker, Diversity Specialist
- Amie Johnstone, Recreation Coordinator
- Joanna McGrath, Grants & Funding Administrator
- Kenya Fithe, Inclusive Communities Intern,
- Karly Flecknell, Summer Recreation Intern
- Chloe Austin, Recording Secretary

**2. [Approval of Agenda](#)**

**On motion of Councillor Allen and Councillor Harding, that Committee of the Whole approve the June 20, 2023 agenda as circulated.**

**Motion Carried.**

**COTW-2023-06-20-076**

**Results**

For 7  
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	-
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Vacant	-
District 9	Peter Allen	For

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

No Conflict of Interest issues were declared.

4. **Approval of Minutes**

4a. [May 16, 2023](#)

On motion of Councillor Harding and Councillor Allen, that the minutes of the Committee of the Whole meeting held on May 16, 2023 be approved as circulated.

**Motion Carried.**

**COTW-2023-06-20-077**

**Results**

For 7  
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	-
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Vacant	-
District 9	Peter Allen	For

It was noted that Councillor Hirtle arrived at 9:05 a.m.

5. **Business Arising from Minutes**

5a. [May 16, 2023](#)

There was no business arising from the May 16, 2023 minutes.

6. **Presentations**

6a. [Mersey Tobeatic Research Institute re: Municipal Environmental Stewardship Survey Results](#)

Marie Racioppa, Communications Coordinator, provided a [presentation](#) on behalf of the Mersey Tobeatic Research Institute (MTRI).

On motion of Councillor Granger and Councillor Misner, that Committee of the Whole receive the presentation from the Mersey Tobeatic Research Institute as provided on June 20, 2023 for information.

It was noted that Councillor Armstrong arrived at 9:16 a.m.

**Motion Carried.**

**COTW-2023-06-20-078**

**Results**

For 8  
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	-
District 7	Emily Lutz	For
District 8	Vacant	-
District 9	Peter Allen	For

It was noted that Councillor Hirtle was not in his seat at the time of the vote.

6b. [Horton High School Students re: Bike Lane](#)

Mary Claire Smiley, Claire Hand, and Olivia Kirkby, students, provided a [presentation](#) on the need for a bike lane for Horton High School.

**On motion of Deputy Mayor Lutz and Councillor Allen, that Committee of the Whole receive the presentation from the Horton High School Students as provided on June 20, 2023 for information.**

**Motion Carried.**

**COTW-2023-06-20-079**

**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	Vacant	-
District 9	Peter Allen	For

7. **Administration**

7a. [Recreation in Our Communities: An update on summer recreation programming in the Municipality of the County of Kings](#)

Karly Flecknell, Summer Recreation Intern, presented the Briefing as attached to the June 20, 2023 Committee of the Whole agenda and provided a [presentation](#).

7b. [2023-2024 Kings Vision Grant](#)

Joanna McGrath, Grants & Funding Administrator, presented the Request for Decision as attached to the June 20, 2023 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Granger and Councillor Misner, that Committee of the Whole recommend Municipal Council approve the 2023-2024 Kings Vision Grant allocations for the existing multi-year commitments for a total of \$262,570 as described in Appendix A of**

the June 20, 2023, Request for Decision.

**Motion Carried.**

**COTW-2023-06-20-080**

**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	Vacant	-
District 9	Peter Allen	For

On motion of Councillor Allen and Deputy Mayor Lutz, that Committee of the Whole recommend Municipal Council approve the 2023-2024 Kings Vision Grant allocations for the new multi-year commitments, including all supplementary conditions, for a total of \$159,561 as described in Appendix B of the June 20, 2023, Request for Decision.

**Motion Carried.**

**COTW-2023-06-20-081**

**Results**

For 8  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	-
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	Vacant	-
District 9	Peter Allen	For

It was noted that Councillor Granger was not in her seat at the time of the vote.

On motion of Councillor Killam and Councillor Misner, that Committee of the Whole recommend Municipal Council approve the 2023-2024 Kings Vision Grant allocations for the new single year requests for a total of \$177,869 as described in Appendix C of the June 20, 2023, Request for Decision

**Motion Carried.**

**COTW-2023-06-20-082**

**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	Vacant	-
District 9	Peter Allen	For

7c. [Letter of Support for Village of Cornwallis Square Name Change](#)

Graysen Parker, Diversity Specialist, presented the Request for Decision as attached to the June 20, 2023 Committee of the Whole agenda and provided a [presentation](#).

It was noted that Deputy Mayor Lutz left the meeting at 11:35 a.m.

**On motion of Councillor Armstrong and Councillor Killam, that Committee of the Whole recommend Municipal Council direct the Mayor to write letters in support of Annapolis Valley First Nation’s and the Commission of the Village of Cornwallis Square’s name change process, specifically, request to amend the *Municipal Government Act* Section 9 to include Villages to be submitted to the Honourable Tim Houston, Premier of Nova Scotia, and the Honourable John Lohr, Minister of Municipal Affairs and Housing.**

**Motion Carried.**

**COTW-2023-06-20-083**

**Results**

For 8  
Against 0

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

8. **Financial Services**

8a. [Approval of 2023-2024 Hantsport Volunteer Fire Department Capital Budget](#)

Council took a recess from 11:00-11:24 a.m.

Scott MacKay, Manager of Revenue, presented the Request for Decision as attached to the June 20, 2023 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Killam and Councillor Granger, that Committee of the Whole recommend Municipal Council approve the Capital Budget of the Hantsport Volunteer Fire Department for the fiscal year 2023/24 as attached to the June 20, 2023 Request for**

Decision in the amount of \$215,294.

Motion Carried.

COTW-2023-06-20-084

*Results*

For 8  
Against 0

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

8b. [Approval of 2023-2024 Hantsport Volunteer Fire Department Operating Budget](#)

Katrina Roefs, Financial Analyst, presented the Request for Decision as attached to the June 20, 2023 Committee of the Whole agenda and provided a presentation.

On motion of Councillor Allen and Councillor Harding, that Committee of the Whole recommend Municipal Council approve the Operating Budget of the Hantsport Volunteer Fire Department for fiscal year 2023/24 as attached to the June 20, 2023 Request for Decision.

Motion Carried.

COTW-2023-06-20-085

*Results*

For 8  
Against 0

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

9. Correspondence

On motion of Councillor Misner and Councillor Granger, that Committee of the Whole receive the correspondence as attached to the June 20, 2023 Committee of the Whole agenda.

Motion Carried.

COTW-2023-06-20-086

*Results*

For 8  
Against 0

District	Name	Results
Mayor	Peter Muttart	For

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

9b. [2023-06-06 1st Wolfville Scouts Thank You](#)

For Information.

10. **Other Business**

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

11. **Comments from the Public**

No members of the public were present.

12. **Adjournment**

**On motion of Councillor Hirtle and Councillor Allen, there being no further business, the meeting adjourned at 11:49 a.m.**

**Motion Carried.**

**COTW-2023-06-20-087**

**Results**

For 8  
Against 0

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

**Approved by:**

\_\_\_\_\_  
Peter Muttart  
Mayor

\_\_\_\_\_  
Chloe Austin  
Administrative Assistant/Recording Secretary

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

**Presentation to Committee of the Whole**

**Subject:** LandUse ByLaw amendment restricting addition size on non conforming R2 passed in 2019.

**Organization:** Personal / the Harvie family.

**Name of Presenter(s):** Tyra Innis-Harvie

**Date:** September 19, 2023

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**Organization:** My family /5 houses /2 lots in the area..

*(Who) Summary of the organization you will represent:*

We are limited to only 25% extension as per L Mosher's bylaw amendment of 2019, signed by the now HOUSING minister J Lohr. It was voted for and passed as a "Save the Farms" amendment. It has difficult wording, calculated on footPRINT on land, and does not allow 25% of original area:

**Discussion:** no basement or it reduces to 12.5%..add upstairs, 8+%... Home owners were not notified. Taxes did not go down. Existing R2 homes near town should not be reflected in this amendment.

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

It punishes owners of nonconforming lands. I wish the restriction removed for existing HOMES / R2 residential, with municipal sewer/water, adequate setbacks and

**Request:** lot size, regardless of public road frontage, especially where right of way is granted.

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

We have a permit to build, it is too small, We have been trying since Feb 14 2023 to conform without giving frontage: we have other lots to consider.. Planning department offered an application/fees and demanded roadfrontage, only helps one property.... It is a detriment to all our properties and their values. It does nothing to help agricultural lands. .. thank You, I need a basement and the option to add a reasonable room that is not accessed through the bathroom!.

## Presentation to Committee of the Whole, Kings County

**Subject:** Proposal for the Chain Lakes Wilderness Area, Southwest Kings County  
**Organization:** Blomidon Naturalists Society  
**Name of Presenter(s):** Soren Bondrup Nielson, Celes Davar and Alan Warner  
**Date:** September 19, 2023

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### **Organization:**

*(Who) Summary of the organization you will represent:*

The Blomidon Naturalists Society (BNS) is the long-standing naturalist and conservation organization in Kings County. Its purpose is to facilitate knowledge sharing about the natural world, to advocate for its conservation and protection, and to inspire wonder for the natural world for all age groups.

### **Discussion:**

*(What) Brief summary of the topic you wish to discuss:* The BNS has recently submitted a proposal to the province of Nova Scotia, with copies to Councillors and MLAs, to establish a wilderness protected area in southwest Kings County on public lands. This would become part of the provincial protected area system which is legislated with a goal of protecting 20% of the province by the year 2030. Currently 13% of the province is protected. Kings County currently has only 4.5% of its area protected, and though 20% may not be a realistic goal within the County, there is a desperate need to protect biodiversity in the County. The Chain Lakes area meets the criteria for protection and has some exceptional areas of biodiversity including a range of endangered species. Establishing a protected area is a lengthy process with two steps. First there must be a moratorium on resource extraction and development in the area to protect the area in the short term, and second there is a lengthy process of community consultation and stakeholder engagement to establish the precise conditions and boundaries in the long term. There is very little existing development in the area. The full proposal is attached.

### **Request:**

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

We are seeking a letter of support from Council for the Protected Area proposal. It is attached.

We would ask to present at 10 am as we expect numerous interested citizens will want to attend.

# Proposal Wilderness Areas for Southwest Kings County, Nova Scotia

**Blomidon Naturalists Society.  
22 May 2023**



In this time of climate crisis and biodiversity decline, the strong and dedicated protection of our natural ecosystems is imperative. We welcome the collaborative nature of this process in Nova Scotia initiated with the passage of Bill-57, the *Environmental Goals and Climate Change Reduction Act*, which designates 20% of Nova Scotia to be protected areas by 2030. Here we propose a cluster of protected areas within Kings County, which we have entitled the Chain Lakes Wilderness Area. Currently Kings County only has 4.5% of its area protected. We recognize the challenge in finding enough areas to protect given that only about 25% of the land base is crown and that there are many existing uses including forestry, hunting and trapping, ATV trails, buildings infrastructure and population centres. We also recognize that Nova Scotia is the traditional and unceded territory of the MI'Kmaq and must be respected.

The Blomidon Naturalists Society (BNS) is a fifty-year-old naturalist group based in the eastern Annapolis Valley. The BNS currently has about 150 single and family members, an active email list of almost 300 addresses, over 1,600 Facebook followers, a Facebook group of almost 900 members and Instagram has over 660 followers. All our programming is open to the general public. Our mission is to develop understanding and appreciation of nature, and as such we are committed to environmental conservation and advocacy. Naturalists are keen observers, stewards, and activists. Through dedicated observation of the natural world, we have a deep understanding of the utmost importance of the protecting lands and waters in this province and would like to provide a proposal for a protected area in Kings County. Our active membership includes a significant number of natural and social scientists, including Acadia University faculty, with expertise relevant to the environmental, ecological and sustainability fields.

The Blomidon Naturalists Society recognizes the following ecological considerations when choosing an area to be protected.

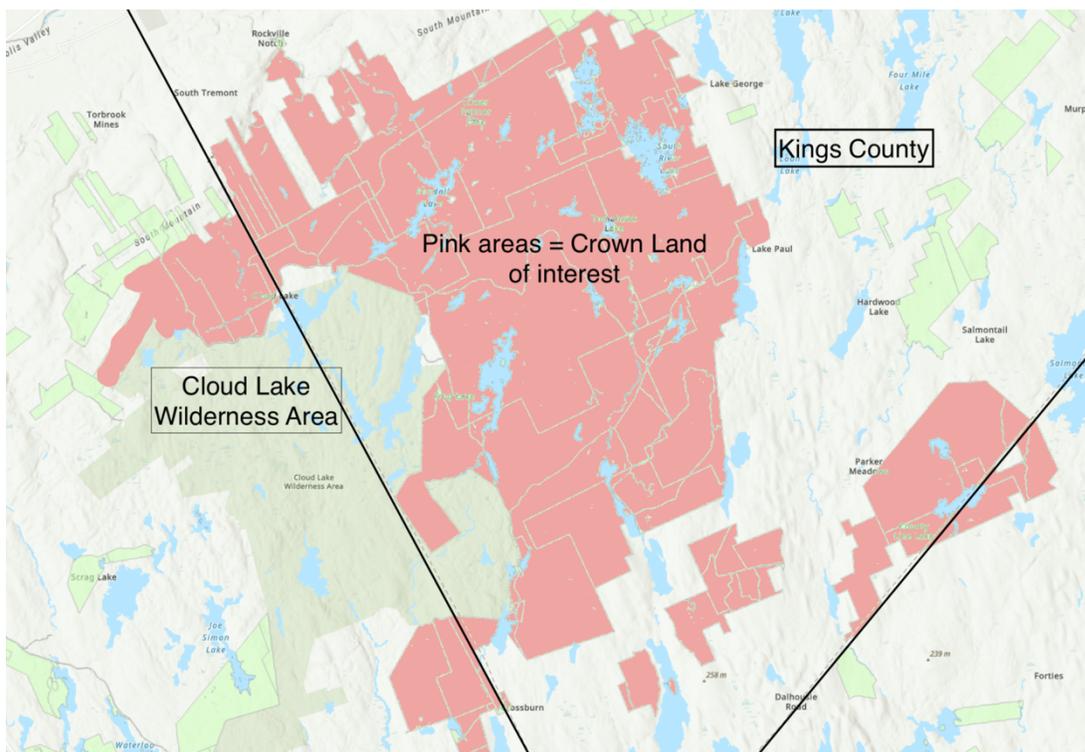
1. Large areas are better than small areas as species diversity increases with size of area.
2. Areas with older forested stands than younger stands as these areas are under-represented while older stands support unique species not present in younger stands.
3. Choose areas near or contiguous to existing protected areas as this will result in large continuous protected areas.
4. Choose areas not isolated by highways, urban development and other human barriers
5. Choose areas with known populations of species at risk.
6. Choose areas with under-represented habitats.
7. A focus on ecological priorities for the maintenance of biodiversity: freshwater, species at risk, and old forest (>80 years).
8. Collaboration, not just consultation, with Indigenous nations, community groups, academics and ecologists, non-governmental organizations, and all other engaged Nova Scotians.

## Protected Area for Kings County

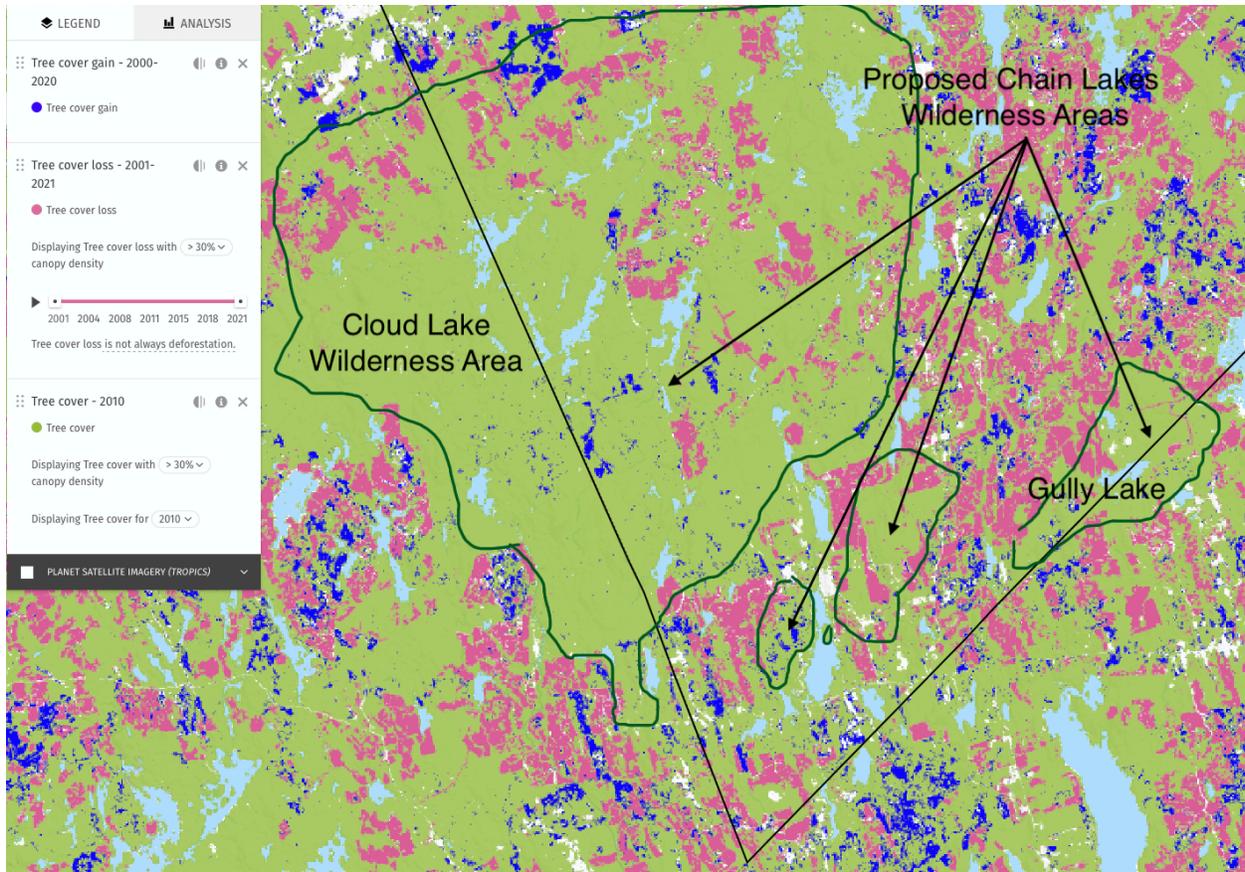
Currently, only 4.5% of Kings County is protected, the majority of which is Blomidon Provincial Park and Cape Split. Much of Kings County is agricultural and/or is privately owned.

However, there is a large area of crown land in the southwestern part of the county (see map 1 below) which meet the guidelines above and are proposed for protection. The area with the highest ecological integrity and a high level of intact forests and endangered species surrounds Gully Lake, the furthest east (right) of the red shaded area on map 1. The smaller, middle sections on the map to the south (bottom) provide a bridge from Gully Lake to the Cloud Like Wilderness Area, and are a critical wildlife corridor. Several of these areas include high quality old forests that have been already proposed for protection by other citizen groups. The largest area to the left has very limited human uses at this point although the northern aspects of it have suffered from significant cutting and forest fire, and have a lower ecological integrity at this point. It should be noted that some lower grade and younger forests will need to be included in protected areas moving forward to achieve the provincial 20% goal as there is nowhere near enough old forests to achieve 20% existing in the province. Lower grade forests are important for consideration when they connect to older forests and add size to habitats, which are a requirement for many species.

Most of the area is forest covered (see map 2 from Global Forest Watch below). All of these areas have almost no human development excepting some cottage leaseholders, which would be honoured in a protected area. There are a few significant dirt roads and ATV trails for which boundaries could be drawn to enable existing uses. We have named this area as the **Chain Lakes Wilderness Area** simply because the Chain Lakes form an important watershed down the middle of it



*Map 1: Southwest corner of Kings County – The red areas refers to crown land that is proposed for protection. Light green refers to other crown lands and olive green refers to the existing Cloud Lake protected area.*



*Map 2: The pink areas are tree cover loss; blue is tree cover gain and green depicts tree cover. The map is taken from Global Forest Watch ([globalforestwatch.org/map/](https://globalforestwatch.org/map/)).*

### **Proposed Chain Lakes Wilderness Areas**

These designated areas contain significant populations of species at risk. The area has been surveyed in 2022 by Alain Belliveau, Plant Ecologists, Acadia University and by James Churchill, Avian Ecologist with Atlantic Canada Conservation Data Centre. Two extensive areas within the three areas of crown land being discussed totalling 72 km have been surveyed (See tables 1, 2 and 3: (Conservation Rank S= Extirpation risk 1=high, 5=low, B=migratory and breeding species, M= migratory and non-breeding; when two extirpation risks are given the species straddles the criteria)) Listed are species of conservation concern including Species at Risk (highlighted in yellow).

**Table 1: Gully Lake Area surveyed by James Churchill**

Conservation Status Rank	Scientific Name	Common Name
S3B	<i>Cardellina canadensis</i>	Canada Warbler
S3	<i>Perisoreus canadensis</i>	Canada Jay
S3S4	<i>Loxia curvirostra</i>	Red Crossbill
S3S4	<i>Arctoparmelia incurva</i>	Finger Ring Lichen
S3B	<i>Contopus cooperi</i>	Olive-sided Flycatcher
S2S3	<i>Pannaria lurida</i>	Wrinkled Shingle Lichen
S3S4	<i>Anaptychia palmulata</i>	Shaggy Fringed Lichen
S2S3B, S1M	<i>Chaetura pelagica</i>	Chimney Swift
S3	<i>Collema nigrescens</i>	Blistered Tarpaper Lichen
S3S4	<i>Leptogium acadense</i>	Acadian Jellyskin Lichen
S3S4	<i>Heterodermia speciosa</i>	Powdered Fringe Lichen
S2S3	<i>Collema leptaleum</i>	Crumpled Bat's Wing Lichen
S3B	<i>Charadrius vociferus</i>	Killdeer

**Table 2: Gully Lake area surveyed by Alain Belliveau**

Conservation status	Scientific Name	Common Name
S3	<i>Neottia bifolia</i>	Southern Twayblade
S3	<i>Perisoreus canadensis</i>	Canada Jay
S3B	<i>Chordeiles minor</i>	Common Nighthawk
S3B	<i>Cardellina canadensis</i>	Canada Warbler
S3B	<i>Contopus cooperi</i>	Olive-sided Flycatcher
S3S4	<i>Leptogium corticola</i>	Blistered Jellyskin Lichen
S3S4	<i>Heterodermia speciosa</i>	Powdered Fringe Lichen
S1S2	<i>Fraxinus nigra</i>	Black Ash
S2S3B, S1M	<i>Chaetura pelagica</i>	Chimney Swift
S3	<i>Spinus pinus</i>	Pine Siskin
S3	<i>Fuscopannaria ahlneri</i>	Corrugated Shingles Lichen
S3	<i>Leptogium milligranum</i>	Stretched Jellyskin Lichen
S3S4	<i>Fagus grandifolia</i>	American Beech
S3S4	<i>Amelanchier spicata</i>	Running Serviceberry
S3S4	<i>Anaptychia palmulata</i>	Shaggy Fringed Lichen
S3S4	<i>Heterodermia neglecta</i>	Fringe Lichen
S3S4	<i>Evernia prunastri</i>	Valley Oakmoss Lichen
S3S4	<i>Coccocarpia palmicola</i>	Salted Shell Lichen

**Table 3: Area surveyed next to Cloud Lake Wilderness Area by James Churchill**

Conservation Status Rank	Scientific Name	Common Name
S3B	<i>Contopus cooperi</i>	Olive-sided Flycatcher
S3B	<i>Cardellina canadensis</i>	Canada Warbler
S3	<i>Chelydra serpentina</i>	Snapping Turtle
S2S3	<i>Collema leptaleum</i>	Crumpled Bat's Wing Lichen
S3S4B	<i>Contopus virens</i>	Eastern Wood-Pewee
S3	<i>Spinus pinus</i>	Pine Siskin
S1S2	<i>Fraxinus nigra</i>	Black Ash
S3S4	<i>Leptogium acadense</i>	Acadian Jellyskin Lichen
S3S4	<i>Anaptychia palmulata</i>	Shaggy Fringed Lichen
S3S4	<i>Fagus grandifolia</i>	American Beech
S3S4	<i>Loxia curvirostra</i>	Red Crossbill
S3B	<i>Chordeiles minor</i>	Common Nighthawk
S3S4	<i>Heterodermia speciosa</i>	Powdered Fringe Lichen
S3S4	<i>Sclerophora peronella</i> (Atlantic pop.)	Frosted Glass-whiskers (Atlantic population)
S3	<i>Collema nigrescens</i>	Blistered Tarpaper Lichen
S3	<i>Perisoreus canadensis</i>	Canada Jay
S2B	<i>Euphagus carolinus</i>	Rusty Blackbird
S2S3	<i>Parmelia fertilis</i>	Fertile Shield Lichen
S3S4	<i>Leptogium corticola</i>	Blistered Jellyskin Lichen

The habitat in the proposed Chain Lakes Wilderness Area, especially in the southern part of the Crown Land adjacent to Cloud Lake Wilderness Area, indicates this area should be of high conservation value based on the ecological considerations 1 to 7 presented above. This is a particularly important area to protect in Kings County for which existing protected land is dramatically below the current provincial average. Defining specific boundaries and protocols for a new protected area is a time-consuming process that needs to involve consultation with a range of stakeholders and interests. It will likely take a number of years. Therefore, it is essential as a first step to place a moratorium on forestry in this area defined in red in the interim until a specific boundary is designated because if an area is clear cut, particularly the areas with the highest ecological significance and biodiversity, the value of the land for biodiversity is lost. We cannot replace old forest within a human lifetime.

**We urge that due consideration be taken to protect a major part of this area and that in the meantime there is a moratorium on all forestry, roadbuilding, mining, wind farm development and other development activities within the area. This new wilderness area identified in red on map 1 would satisfy nearly all the considerations for choosing a protected area as outlined above. We propose to call it the Chain Lakes Wilderness area.**

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Christine Spurr, Business Development Analyst
<b>MEETING DATE</b>	September 19, 2023
<b>SUBJECT</b>	Economic Development Strategy

---

## ORIGIN

- [September 21, 2021](#) – Council approved the 2021-2024 Strategic Plan
- [March 7, 2023](#) – Council approved the updated Strategic Plan items

## RECOMMENDATION

That Committee of the Whole receive the September 19, 2023 Briefing on the Economic Development Strategy as information.

## INTENT

For Committee of the Whole to consider and provide feedback on the Economic Development Strategy under development.

## DISCUSSION

Council adopted the 2021-2024 Strategic Plan in 2021. Five Key Strategic Priorities were identified in the Strategic Plan, including Economic Development. Every Key Strategic Priority has a number of Strategic Focuses; for Economic Development these are Industrial and Manufacturing Park Development, Attraction and Promotion, and Development of Growth Centres.

Each Strategic Focus has a list of Strategic Projects that are intended to be completed over the course of the Strategic Plan. One of the Strategic Projects identified for Economic Development is the development of an Economic Development Strategy.

Economic Development as a term and as a field is quite broad. Economic Development can, and often does, intersect with and overlap with many other areas, including the other Key Strategic Priorities. In the draft of the Economic Development Strategy (outline attached as Appendix A) there are four key guiding principles of the Strategy included for discussion which include: land, processes, projects, and partnerships in economic development. Improvement in these four guiding principles will be achieved through five objectives, each with several actions to be undertaken.

Through the Economic Development Strategy, the Municipality will work to improve population and investment readiness that is crucial to long-term development by supporting or leading important projects and initiatives. Additionally, internal readiness and process improvements will better serve our growing region.

## FINANCIAL IMPLICATIONS

- There are no direct financial implications.

## STRATEGIC PLAN ALIGNMENT

✓	Strong Communities	Active Transportation; Diversity; Community Advocacy
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✓	Environmental Stewardship	Solar Power Projects; Wind Power Projects; Environmental Advocacy
✓	Economic Development	All Strategic Focuses
✓	Good Governance	Stakeholder Communication; Process Improvement; Open Space Planning
	Financial Sustainability	
	Other	

## ENGAGEMENT

- Meetings have been held with several organizations to solicit feedback and speak about opportunities for collaboration:
  - Annapolis Valley Chamber of Commerce
  - Glooscap Ventures
  - Valley REN
  - Neighbouring Municipal Units
- Developers provided feedback for the process improvement report; that feedback was incorporated into the Economic Development Strategy:
  - Future discussions will continue around process improvement
- Shared and received feedback from internal stakeholders:
  - Planning & Land Use
  - Community Development
  - Information Technology
- Further engagement from additional external partners will be sought prior to returning to Committee of the Whole:
  - Annapolis Valley First Nation
  - Additional Neighbouring Municipal Units
  - Valley Women’s Business Network

## APPENDICES

- Appendix A: Draft Outline of Economic Development Strategy

## APPROVALS

Rob Frost, Deputy Chief Administrative Officer

September 8, 2023

Scott Conrod, Chief Administrative Officer

September 13, 2023

## Draft Outline of Economic Development Strategy

Economic Development as a term and as a field is quite broad. Economic Development can, and often does, intersect with and overlap with many other areas, including the other Key Strategic Priorities. In the draft of the Economic Development Strategy there are four key guiding principles of the strategy included for discussion which include; land, processes, projects, and partnerships in economic development:

**Land:** Connects to the Strategic Focuses of Industrial and Manufacturing Park Development and Development of Growth Centres, and is all about getting ready for development through identifying opportunities, utilizing zoning, and providing infrastructure.

**Processes:** The Municipality has experienced exceptional growth since Covid-19, which has highlighted areas for improvement. Connected to the Good Governance Strategic Focuses of Resident and Stakeholder Communications and Process Improvement, this is all about making it easier to do business in Kings County.

**Projects:** Reflecting that Economic Development does not occur in isolation, this is about providing support to other activities that the Municipality is undertaking that have an Economic Development component.

**Partnerships in Economic Development:** The Municipality works with and/or supports many other organisations that are involved in Economic Development in the County. Building strong relationships with these partners is key to the long-term success of the Municipality's Economic Development efforts.

Improvement in these four guiding principles will be achieved through five objectives, each with several actions to be undertaken:

### **Objective #1: Strengthen the role of the Business Development Analyst to be an internal and external resource for Business Development support**

- **Action #1:** Implement a Standard Operating Procedure for internal and external requests for Business Development support
- **Action #2:** Build relationships with other economic development organizations and within the community

Due to vacancies and turnover in the Economic Development Specialist role, and the subsequent reimagining of the role as the Business Development Analyst, it can be unclear to both internal and external stakeholders what the role is meant to achieve and where it should be involved. Strengthening the role will provide more clarity to those stakeholders.

### **Objective #2: Help make Kings County an attractive and inclusive place to live, work and play**

- **Action #1:** Support the implementation of the Municipality's Strategy for Belonging
- **Action #2:** Support the implementation of the Municipality's Active Kings County Active Transportation Plan
- **Action #3:** Support the development of a Regional Recreation Centre
- **Action #4:** Support the rollout of broadband to communities across the Municipality

- **Action #5:** Explore opportunities to work with telecommunications providers to extend cellular coverage throughout the county
- **Action #6:** Support the development of renewable energy projects

Objective #2 recognizes that strong economies cannot exist without strong communities. The Municipality is undertaking work in multiple areas to build stronger communities, many of which have an Economic Development component.

**Objective #3: Make Kings County an easier place to do business**

- **Action #1:** Support the Finance team in the review of the Municipality's rates and charges levied on commercial properties
- **Action #2:** Support the review of the Municipality's policies, processes, and procedures to identify opportunities for efficiency improvement
- **Action #3:** Support the investigation of the benefits of implementing a process improvement program within the Municipality

Objective #3 is a direct translation of the Processes focus from above, with the addition of the business-related component of the Financial Sustainability Strategic Project of the Review of Municipal Revenue Sources.

**Objective #4: Increase commercial land stock**

- **Action #1:** Partner with Planning & Land Use to support opportunities for business growth in Growth Centres
- **Action #2:** Develop a business case for the creation and sale of commercial lots in the Municipality
- **Action #3:** If feasible, support the development of commercial lots in the Municipality
- **Action #4:** Support the review of existing Municipal land for development opportunities
- **Action #5:** Support the review of existing Open Space procedures in the Subdivision By-Law from an economic development perspective

Objective #4 is all about making sure the Municipality has the physical capacity for Economic Development. This connects to ongoing projects but also considers other areas where growth could occur.

**Objective #5: Market Kings County**

- **Action #1:** Partner with IT on revamped website to include economic development data and information
- **Action #2:** Partner with Communications to develop marketing materials for business attraction
- **Action #3:** Partner with the Valley REN to employ their land-asset database for inquiries and lead generation

Objectives 1 through 4 focus on the items that the Municipality aims to accomplish or improve to support Economic Development. Objective #5 focuses on telling people about us and those accomplishments, and attracting people and business to the area.

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Scott MacKay, Manager of Revenue
<b>MEETING DATE</b>	September 19, 2023
<b>SUBJECT</b>	Proposed Amendments to By-law 45: Street Lighting

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## ORIGIN

- By-law 45 Street Lighting (adopted)

## RECOMMENDATION

That Committee of the Whole recommend Municipal Council give First Reading to amend By-law 45: Street Lighting, as attached to the September 19, 2023 Committee of the Whole agenda.

## INTENT

For Committee of the Whole to review and consider adoption of the proposed amendments to By-law 45: Street Lighting.

## DISCUSSION

The Street Lighting By-law, By-law 45, has undergone several changes over the years to bring the By-law in line with consumer demand. In its current form the By-law does not clearly define the process by which a request or application may be made for the addition of street lighting in an area. A review of the processes utilized at various other rural municipalities has been undertaken in conjunction with an internal staff review.

The recommended application process involves three stages: application, review and survey, and recommendation.

**APPLICATION:** An application for the installation of streetlighting in an area may be submitted by any ratepayer to the Municipal Clerk. An application shall be accompanied by a map and clearly indicate:

1. the area in which streetlights are proposed
2. the properties located in the area; and
3. approximate locations of existing poles.

**REVIEW AND SURVEY:** Municipal staff shall review the application to determine suitability of streetlighting in the area to which the request applies. Assuming all necessary criteria are met, municipal staff shall survey all property owners to which the streetlighting charge would apply.

**RECOMMENDATION:** If a minimum of 2/3 of the surveyed property owners support the installation of streetlighting and the subsequent charge, then a recommendation shall be made by staff to Municipal Council to proceed with installation, and the addition of the area to those covered by the By-law.

## FINANCIAL IMPLICATIONS

- Recovery of costs associated with street lighting as described within By-law 45 would remain unchanged.

## STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
✓	Good Governance	Updating of the Street Lighting By-law to improve responsiveness to customer requests
	Financial Sustainability	
	Other	

## ALTERNATIVES

- None recommended.

## IMPLEMENTATION

- Reading, notice and publication requirements (the adoption process) related to by-laws are detailed within Part VII MGA.
- Minimum fourteen days' notice issued prior to Second Reading (no substantive changes can be made between First and Second Readings).
- Publication requirements (a by-law has the force of law only after the above and a notice is published in a newspaper that circulates in the Municipality).
- Amended By-law 45 filed with the Minister of Municipal Affairs and Housing and posted to the Municipal website.

## ENGAGEMENT

- The minimum fourteen days' notice prior to Second Reading provides an opportunity for public comment prior to adoption.
- No further public engagement was undertaken with respect to this Request for Decision.

## APPENDICES

- Appendix A: By-law 45 Street Lighting with proposed amendments

## APPROVALS

Greg Barr, Director of Finance & IT

September 8, 2023

Scott Conrod, Chief Administrative Officer

September 13, 2023

# MUNICIPALITY OF THE COUNTY OF KINGS



**For By-Law information contact the Municipal Clerk**

Tel: (902) 678-6141 Fax: (902) 678-9279 E-mail: [municipalclerk@countyofkings.ca](mailto:municipalclerk@countyofkings.ca)

## **BY-LAW #45**

### **STREET LIGHTING BY-LAW**

#### **SHORT TITLE**

This By-law may be cited as the *Street Lighting By-Law* and shall apply to the Municipality of the County of Kings, except for the area designated under By-Law 97 Canaan Heights Street Lighting By-Law.

#### **PREAMBLE & AUTHORITY**

WHEREAS the Municipality has the authority under the *Municipal Government Act* with respect to the levying of lienable Street Lighting Charges on taxable property assessments within certain areas, with the intent to recoup the operating and maintenance costs of street lighting installed by, or at the direction of, the Municipality, or those lights for which the Municipality has assumed responsibility;

AND WHEREAS the Municipality desires to enact a by-law to impose, fix, and provide for such a system and methods of enforcing payment of all such charges and fees in the communities requesting street lighting;

BE IT ENACTED by the Council of the Municipality of the County of Kings, pursuant to the *Municipal Government Act* (s.75), as follows:

#### **DEFINITIONS**

1. In this By-law:

- a. "Municipality" means the Municipality of the County of Kings.
- b. "Owner" refers to the owner of a Property including:
  - i. A part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building fronting on a street;
  - ii. In the case of the absence or incapacity of the person having title to the land or building, a Trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building; and
  - iii. In the absence of proof to the contrary, the person assessed for the property.
- c. "Property" means buildings and structures erected or placed upon, in, over, under or affixed to land, including buildings and structures under construction or partially constructed, as defined in the *Assessment Act* s.2(1)(aa)(v).

## STREET LIGHTING CHARGE

2. Every Owner of a Property that is within an area described in Schedule A shall pay an annual flat rate charge known as the Street Lighting Charge for the installation, operation, and maintenance of streetlights. Every owner of a Property that is within an area described in Schedule B shall pay an intersection pedestrian lighting charge.
3. The Street Lighting Charge for dwellings and commercial properties is set by Policy of Council, pursuant to s.48(2) *Municipal Government Act* in the Fees Policy FIN 05-003, s 4.3 and shall be reviewed annually.
4. The Street Lighting Charge, if not paid when due, shall become a lien on the whole of the property fronting on the street in the same manner and with the same effect as rates and taxes under the Assessment Act. Per the *Municipal Government Act* s.134, this may include recovery of any charges by way of tax sale.
5. Street Lighting Charges shall be based on the Municipality's fiscal year. Charges may be prorated according to the date of either the installation, acquisition, or assumption that is incurred part way through a fiscal year.
6. Street Lighting Charges shall be payable on the dates for payment of taxes each year.
7. The Street Lighting Charge and interest thereon is collectable in the same manner as taxes and, at the option of the Treasurer, shall be collected at the same time, and by the same proceedings, as taxes.

## APPLICATIONS

8. An application for the installation of street lighting may be presented by any ratepayer to the Municipal Clerk.
9. An application shall be accompanied by a map, and shall:
  - a. Clearly indicate the area in which streetlights are proposed to be installed;
  - b. Indicate all properties located within the area; and
  - c. Indicate the approximate location of existing power poles.
10. Municipal staff shall review the application to determine the suitability of street light installation and contact those property owners who would be levied a street lighting charge to gauge support of a street light installation and the resulting area rate charge. In order for the application to move forward, at least 2/3 of the affected Owners must attest that they are in support of streetlight installation. In the event that staff do not recommend installation due to suitability or feasibility concerns, or that a sufficient level of support is not received, the decision to decline the application shall be communicated by staff to the applicant.

11. Street lights shall only be installed on existing poles. In growth centres, lights shall be installed no closer than every second pole. Outside of growth centres, installation shall be no closer than every fourth pole.
12. Staff will present streetlight installation recommendations to Municipal Council for approval and for amendment of the By-law. Municipal Council shall have the final decision regarding the installation of any new street lighting.

**APPLICATION FOR STREET LIGHTING SERVICE**

All applications must be accompanied by:

- 1 – A map indicating the area proposed for street light installation
- 2 – A listing of all properties within the proposed area of service
- 3 – The approximate location of all utility poles.

Applicant's name:

Address:

Phone:

E-mail:

Reason for the request for street lighting:

What public engagement has been undertaken regarding your application?

**SCHEDULE A – STREET LIGHT CHARGE AREAS**

The area within the Municipality serviced by street lighting, is comprised of several communities, as follows:

1. Halls Harbour

All property at Halls Harbour upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:

1. Highway 359
2. Cove Road
3. West Halls Harbour Road

2. South Berwick

All property at South Berwick upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:

1. Highway Number 1 running easterly between the Taylor Road intersection and the Windermere Road intersection.
2. Bentley Road running northerly from civic number 195 to Civic number 458.
3. Cleveland Road running northerly from civic number 770 to the junction of Windermere Road.
4. Lawrence Road in its entirety.
5. Kathleen Court in its entirety as well as abutting properties on Highway 1.

3. Kingston - Auburn

All property at Kingston and Auburn upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:

1. Highway 1 from the Aylesford Village boundary in the East to the Kingston Village boundary in the West.
2. Highway 201 from Highway No. 1 to civic number 2648.
3. Taylor Road in its entirety.
4. Palmer Road from Highway 1 to civic number 982.
5. Dorey Road from Palmer Road to civic number 255.
6. Morden Road from Highway No. 1 northerly to civic number 311.
7. Crocker Road, Richie Lane, West Road and Palmer Road Extension in their entirety.
8. Bennett Road running easterly from the Morden Road to Crocker Road.
9. All roads in the Green Acres subdivision in their entirety, including Cedar, Willow, Brockville and Pineo Streets.
10. Clairmont Road from Highway No. 1 to Highway 101.
11. Greenwood Road from Highway 1 to civic number 1935.
12. Dahlgren Crescent in its entirety.

4. Waterville - Cambridge

All property at Waterville and Cambridge upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:

1. Highway Number 1 from civic number 5250 in the West to civic number 6465 in the East.
2. Rafuse Road, Northview Drive, Park Street, Foster Street and Mill Street in their entirety.
3. Thompson Road from Highway Number 1 to civic number 869.
4. Black Rock Road from Highway Number 1 to civic number 1756.
5. Maple Street from Highway Number 1 to civic number 846.
6. Waterville Mountain Road from Highway Number 1 to civic number 1103.
7. County Home Road in its entirety.
8. Kaizer Lane in its entirety.
9. Riverside Lane in its entirety.
10. Cambridge Mountain Road from Highway Number 1 to the intersection of the Randolph Road.
11. Cambridge Road from Highway Number 1 to civic number 1131.
12. Cambridge Woods Subdivision including Maple Drive, Bentwood Crescent, Balsom Row in their entirety, and all of Birchcrest Drive with the exception of civic numbers 207 and 325.
13. Cambridge Village Subdivision including Durno Drive and Kinsman Avenue in their entirety as well as the properties on Hale Road, Peterson Street and Rand Street which abut Durno and Kinsman.

5. Morden

All property at Morden upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portion of:

1. Morden Road from McNally Road to the French Cross Road.
2. Grove Street.
3. Lower Road.
4. Wharf Road.
5. French Cross Road from Lower Road to civic number 601.

6. Aldershot - North Kentville

All property at Aldershot and North Kentville upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portion of:

1. Fox Hill subdivision including Watson Lane, Meadowland Court, Hunter Court, Hunter Street, Upland Court and Summerfield Court in their entirety. All of Fox

- Hill Avenue with the exception of civic numbers 141 and 145. All of Eagle Creek Road from Belcher Street to civic number 169.
2. Neva Mae Place in its entirety, and Mahone Place from civic number 2 through civic number 23.
  3. Mee Road, Applecrest Drive, Charles Street, Richard Street, Morton Street, Frank Street, Stead Street, Bezanson Court and Applecrest Extension in their entirety.
  4. Scott Drive, Gracie Drive, Rosedale Avenue, Marie Crescent, Marie Court, Campbell Road, Camhill Court, D'Ell Road, Oakdene Avenue, Sesame Street and Elizabeth Drive in their entirety.
  5. Penny Lane from civic number 959 through civic number 967.
  6. Governor Court from Scott Drive to Rosedale Avenue.
  7. Nichols Avenue from the junction of Campbell Road to the Town of Kentville.
  8. Aldershot Road from civic number 1249 to the Town of Kentville.
  9. Lanzy Road, McKittrick Road, Owen Road, Schofield Road, Lamont Road, Woodworth Road, Marjorie Drive, Exhibition Street, Sanford Road, Randall Road Spencer Road, Tupper Road and Keddy Road in their entirety.
  10. Brooklyn Street from the junction of Keddy Road to the Junction of Tupper Road.
  11. Brook Street from the junction of Exhibition Street to civic number 358.
7. Greenwich  
All property at Greenwich upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portion of:
1. Highway Number 1 from civic number 9700, easterly to the Town of Wolfville.
  2. Deep Hollow Road from Highway Number 1 to the junction of Forsythe North Road.
  3. Forsythe North Road from the intersection of Deep Hollow Road to civic number 33.
  4. Kimbrough Court, Avon Lane, Greenwich Road, Blackberry Lane and Eden Row in their entirety.
  5. Highway 358 from civic number 28 through civic number 56.
8. Coldbrook  
All property at Coldbrook upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portion of:
1. Kenneth Avenue, Cumberland Drive, Joyce Street and Ward Street in their entirety.
  2. Lovett Road from civic number 2960 northerly to civic number 3030.
  3. Birch Court and civic numbers 2640 through 2651 on Poplar Drive.
  4. Newcombe Blvd.
  5. Coldbrook Village Park Drive.

6. Opportunity Lane.
  
9. Hants Border  
All property at Hants Border upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:
  1. Highway 1, from civic number 13974, easterly to the Kings/Hants County border.
  2. Avon Street, from the intersection of Highway 1 to the Kings/Hants County border.
  3. The property at 1521 Bluff Road.
  
10. Village of Port Williams  
All property within the Village of Port Williams upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:
  1. Blomidon View Drive.
  2. Dyke View Road.
  
11. Grafton  
All property within the hamlet of Grafton upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:
  1. Black Rock Road.
  2. Brooklyn Street.
  
12. Highbury  
All property within the hamlet of Highbury upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:
  1. Highbury School Road, from civic number 189 to civic number 346.
  2. Merritt Drive.
  3. Sunset Drive.
  4. LeMarchant Drive.
  
13. Centreville  
All property within the Growth Centre of Centreville upon which there is a dwelling or which is a commercial property all or any portion of which has frontage on a street, road or highway and within 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:

1. Morse Lane
2. Neville Court

**SCHEDULE B – INTERSECTION STREET LIGHT CHARGE AREAS**1. Centreville

All property within the Growth Centre of Centreville upon which there is a dwelling or which is a commercial property all or any portion of which is within 500 feet of the centre line of a street, road or highway and within a 100 feet of the extremities of the area serviced by street lighting and without limiting the foregoing, the applicable portions of:

1. Highways 358 and 221, Saxon Street and Sherman Belcher Road
2. Lone Pine, White Pine and Pine Cone Drives
3. Lady Slipper Drive, Lacey Drive, Lauren Drive and Hannah Avenue
4. Lydiard Road, Natalie Street, Parkside Drive, Monica Crescent and Parkview Drive
5. Saratoga Drive, Millwood Drive and Seneca Street
6. Butler Road, Murray Drive, Morse Lane and Neville Court
7. Mary Avenue, Kaizer Lane, Anthony Avenue and Andrew Drive



History of this By-law

Enacted - April 5, 1977

Amended -	February 22, 1978	June 6, 1995	February 4, 2003
	April 7, 1981	October 3, 1995	August 5, 2003
	May 4, 1982	December 5, 1995	June 1, 2004
	September 7, 1982	July 6, 1993	July 5, 2005
	April 5, 1983	April 2, 1996	May 2, 2006
	April 16, 1985	June 4, 1996	June 6, 2006
	April 15, 1986	June 3, 1997	April 3, 2007
	February 19, 1990	March 2, 1999	May 1, 2007
	April 12, 1990	July 6, 1999	August 9, 2012
	October 2, 1990	July 4, 2000	April 4, 2017
	May 15, 1991	June 4, 2001	December 1, 2020
	August 6, 1991	December 4, 2001	July 26, 2022
	May 19, 1992	January 8, 2002	May 2, 2023
	March 2, 1993	March 5, 2002	
	May 18, 1993	May 7, 2002	
	May 31, 1994	July 2, 2002	

By-law Amendments Since April 2017						
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/Acknowledgement by Minister	Date of Repeal
Nov. 3, 2020	Nov. 10, 2020	Dec. 1, 2020	Dec. 8, 2020	Dec. 8, 2020	January 13, 2021	
July 5, 2022	July 9, 2022	July 26, 2022	Aug. 2, 2022	Aug. 2, 2022		
April 4, 2023	April 11, 2023	May 2, 2023	May 16, 2023	May 16, 2023	June 1, 2023	

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Mike Livingstone, CPA, Manager of Financial Reporting
<b>MEETING DATE</b>	September 19, 2023
<b>SUBJECT</b>	Committee Consolidation - Audit and Budget & Finance

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## ORIGIN

- [October 4, 2022 Council](#) - Budget and Finance Terms of Reference Review

## RECOMMENDATION

That Committee of the Whole recommend Municipal Council approve consolidation of the Audit Committee and Budget & Finance Committee into the Audit & Finance Committee as described in the September 19, 2023 Request for Decision.

## INTENT

For Municipal Council to consider proposed amendments to the Audit Committee Terms of Reference as well as consolidation with the Budget & Finance Committee.

## DISCUSSION

On October 4, 2022 Council passed a motion to consolidate the Budget & Finance Committee and Audit Committee as per the Request for Decision dated September 16, 2022. Overall, the implementation process was to proceed as follows:

- Staff to review the Audit Committee Terms of Reference, including consideration for consolidation with Budget & Finance.
- The proposed Audit Committee Terms of Reference and/or Consolidated Terms of Reference be brought forward for Council consideration and approval.
- If all key elements of the Budget & Finance Committee are consolidated into the Audit Committee Terms of Reference, the Budget & Finance Committee will be wound-up.

The Audit Committee Terms of Reference review has been completed and includes updates to the existing Audit Committee Terms of Reference as well as implementation of items from the Budget & Finance Committee Terms of Reference to establish a consolidated committee referred to as the Audit & Finance Committee.

A “track changes” copy of the Audit Committee Terms of Reference is attached as Appendix A. The following is a summary of the proposed changes:

- Updated work plan responsibilities to align with Policy ADMIN-01-016 Standing and Advisory Committees of Council; and
- Explicit references to audit committee responsibilities contained in legislation:
  - the Financial Reporting and Accounting Manual (FRAM)
  - Requirements for audit and special purpose engagements
  - Requirements for citizen members
  - Training for Committee members

# Request for Decision

In addition to Appendix A described above, a “track changes” copy of the consolidated committee Terms of Reference (Audit & Finance Committee) is attached as Appendix B. A “clean copy” of the proposed Audit & Finance Committee Terms of Reference is also attached as Appendix C.

Proposed changes include all of those contained in Appendix A, as well as terms to achieve consolidation with the Budget & Finance Committee. The following is a summary of proposed changes:

- Explicit reference to Section IV Finance of the *Municipal Government Act* (MGA) in the committee purpose;
- Financial Policy responsibilities:
  - Review of specific policies
  - Recommendation of Accountability Reports to Municipal Council
  - Establishment of procedures for non-budget expenditures;
- Budget responsibilities:
  - Recommend Budget Timeline to Municipal Council
  - Ensure specific budget inclusions
  - Recommend Budget Preview to Municipal Council; and
- Committee composition to include Mayor and Deputy Mayor.

One of the above bullet points, Recommendation of Accountability Reports to Municipal Council, merits further discussion and clarity. This inclusion in the Audit & Finance Committee Terms of Reference would mean that Accountability Reports would no longer be presented to Committee of the Whole. Members of the Audit & Finance Committee would receive detailed presentations of the quarterly Accountability Reports and once those reports are recommended to Municipal Council for information, the report alone would come forward in a Council agenda package to be received as information. To summarize the change: Council members that are not members of the Audit & Finance Committee would no longer receive a summary presentation of Accountability Reports at Committee of the Whole.

## FINANCIAL IMPLICATIONS

- No material direct financial implications have been identified.
- Potentially a small increase in citizen member remuneration for increased meeting frequency.

## STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
✓	Good Governance	Consolidating Council’s financial governance responsibilities into a single Audit & Finance Committee
	Financial Sustainability	
	Other	

## ALTERNATIVES

# Request for Decision

- Council may opt to approve the proposed Audit Committee Terms of Reference and allow each of the Audit Committee and Budget & Finance Committee to continue without consolidation.
- Council may direct staff to revise elements of the proposed Audit & Finance Committee Terms of Reference.

## IMPLEMENTATION

- Nominating Committee will recommend appointments to the Audit & Finance Committee to Municipal Council.
- Municipal Council will appoint members of the Audit & Finance Committee.
- Members of the previous Audit and Budget & Finance Committees will not be appointed and business of the committees will be consolidated into the new Audit & Finance Committee by way of approval of the proposed Terms of Reference.

## ENGAGEMENT

- The consolidation process was initiated and discussed with the Budget & Finance Committee.
- Consolidation of the committees was discussed by Council in open session on October 4, 2022.

## APPENDICES

- Appendix A: Audit Committee Terms of Reference - Track Changes
- Appendix B: Audit & Finance Committee Terms of Reference - Track Changes
- Appendix C: Audit & Finance Committee Terms of Reference - Proposed

## APPROVALS

Greg Barr, Director of Finance & IT

September 8, 2023

Scott Conrod, Chief Administrative Officer

September 13, 2023



## Municipality of the County of Kings Audit Committee Terms of Reference

### 1. Establishment of the Committee

Per s.44 *Municipal Government Act* (MGA), the Municipality of the County of Kings (“the Municipality”) establishes a committee to be known as the Audit Committee (“the Committee”)

### 2. Purpose

The Audit Committee is a standing committee of Council responsible for oversight of financial reporting disclosure, and internal financial controls. The Committee’s objectives are to: ~~is how Council ensures independent review and monitoring of the Municipality’s financial reporting processes, internal controls, and independent auditor. The Committee ensures fair presentation of the financial position of the Municipality in accordance with Canadian generally accepted accounting principals, and ensures that appropriate systems and controls are maintained for the proper recording of transactions and protection of assets. The Committee will uphold confidence in the integrity of the Municipality’s financial reporting.~~

- ~~help council meet its fundamental responsibilities of protecting the municipal assets and managing operations as efficiently as possible;~~
- ~~provide better communication between the auditor and council, and promote better understanding of the audit process;~~
- ~~enhance the external auditor’s independent position;~~
- ~~increase the credibility and objectivity of the municipality’s financial report; and~~
- ~~strengthen the role of council and committee members.~~

**Commented [ML1]:** The Committee’s purpose has been revised to more directly align with the terms of the Financial Reporting and Accounting Manual.

### 3. Compliance with Policies and By-laws

The Audit Committee shall comply with all policies and by-laws of the Municipality

### 4. Responsibilities

- The Committee shall be responsible for all items directed in s.44 MGA.
- ~~The Committee shall be responsible for all items directed in s.5(3)(e) Financial Reporting and Accounting Manual.~~
- ~~The Committee shall be responsible for ensuring terms of reference or engagement terms for audit and/or special purpose engagements are established prior to commencement of the related work.~~
- ~~In consultation with staff the Chief Administrative Officer, the Committee shall propose an annual work plan shall be prepared and approved by the Chief Administrative Officer as per Policy ADMIN-01-016 Standing and Advisory Committees of Council, for Council consideration and approval.~~
- Any other matters deemed necessary by Council.

**Commented [ML2]:** Inserted to make explicit reference to responsibilities contained in the Financial Reporting and Accounting Manual.

**Commented [ML3]:** Required Terms of Reference inclusion as per s.3(5)(c)(vi)(e) Financial Reporting and Accounting Manual.

**Commented [ML4]:** Revised to align with the provisions of Policy ADMIN-01-016 Standing and Advisory Committees of Council.

### 5. Membership

The Audit Committee shall have:

- Four (4) members of Council.



# Municipality of the County of Kings

## Audit Committee

### Terms of Reference

- Two (2) citizen members.

Citizen members cannot be related to a member of Council or to an employee of the Municipality.

Citizen members must possess strong financial literacy and will ideally have a professional accounting designation. Auditing experience will be considered an asset.

Each Audit Committee member must complete training as prescribed by the Nova Scotia Department of Municipal Affairs and Housing. Training should be completed within three (3) months of appointment unless the prescribed training was completed during a previous term.

**Commented [ML5]:** Inserted to make explicit reference to the legislated requirement s.5(3)(c)(ii) Financial Reporting and Accounting Manual.

**Commented [ML6]:** Required Terms of Reference inclusion as per s.3(5)(c)(vi)(f) Financial Reporting and Accounting Manual.

#### 6. Terms of Membership

per s.44 MGA, Council shall annually appoint members to the Audit Committee, including annual appointment of citizen members.

**Commented [ML7]:** Required Terms of Reference inclusion as per s.3(5)(c)(vi)(c) Financial Reporting and Accounting Manual.

#### 7. Reporting

Members of Council appointed to the Committee shall decide amongst themselves who shall report the Committee's activities to Council. The Audit Committee must maintain minutes of its meetings and submit written reports to Council or Council as a Committee of the Whole.

**Commented [ML8]:** Inserted to make explicit reference to the legislated requirement s.5(3)(a)(v) Financial Reporting and Accounting Manual.

Councilors appointed to the Committee will advise the Committee of relevant business of Council.

#### 8. Procedural Matters

##### Staff Support

Staff support will be provided by employees of the Municipality

##### Meetings

The Audit Committee shall meet at least three (3) times per fiscal year.

A staff person of the Municipality will serve as the Recording Secretary for all meetings. Minutes of each meeting shall be recorded by the Secretary and shall capture all recommendations of the Committee.

##### Election of Officers

The Audit Committee shall appoint a Chair and Vice-Chair at its inaugural meeting and then each year. Appointment shall be for a term of one year at which time any Officer may stand for reappointment.

##### Quorum

A simple majority of members, including at least two (2) members of Council, shall constitute a quorum.



Municipality of the County of Kings  
**Audit & Finance Committee**  
 Terms of Reference

**1. Establishment of the Committee**

Per s.44 *Municipal Government Act* (MGA), the Municipality of the County of Kings (“the Municipality”) establishes a committee to be known as the **Audit & Finance Committee** (“the Committee”) to perform the legislated functions of an Audit Committee.

**Commented [ML1]:** Explicit link to legislation naming the "Audit Committee".

**2. Purpose**

The **Audit & Finance Committee** is a standing committee of Council responsible for oversight of financial reporting disclosure, and internal financial controls. The Committee’s objectives are to:

- help council meet its fundamental responsibilities of protecting the municipal assets and managing operations as efficiently as possible;
- provide better communication between the auditor and council, and promote better understanding of the audit process;
- enhance the external auditor’s independent position;
- increase the credibility and objectivity of the municipality’s financial report; and
- strengthen the role of council and committee members.

**Commented [ML2]:** The Committee’s purpose has been revised to more directly align with the terms of the Financial Reporting and Accounting Manual.

The Audit & Finance Committee also assists Council in fulfilling its oversight responsibilities under Section IV Finance of the MGA.

**Commented [ML3]:** Expand Committee purpose to include the purpose of the Budget & Finance Committee.

**3. Compliance with Policies and By-laws**

The **Audit & Finance Committee** shall comply with all policies and by-laws of the Municipality

**4. Responsibilities**

Legislated Responsibilities of the Audit & Finance Committee

The Committee shall:

- The Committee shall be responsible for all items directed in s.44 MGA.
- The Committee shall be responsible for all items directed in s.5(3)(e) Financial Reporting and Accounting Manual.
- The Committee shall be responsible for ensuring terms of reference or engagement terms for audit and/or special purpose engagements are established prior to commencement of the related work.

**Commented [ML4]:** Section title added for clear identification of the legislated responsibilities of the Committee.

**Commented [ML5]:** Inserted to make explicit reference to responsibilities contained in the Financial Reporting and Accounting Manual.

**Commented [ML6]:** Required Terms of Reference inclusion as per s.3(5)(c)(vi)(e) Financial Reporting and Accounting Manual.

Financial Policy

The Committee shall:

- recommend Finance Policy to Council. Finance Policies are denoted by a policy number beginning with the Alpha Code: FIN and Numeric Code: 05.
- periodically review Finance Policy to ensure continued alignment and compliance with the MGA.
- receive as information and recommend to Municipal Council the quarterly Operating and Capital Accountability Reports.

**Commented [ML7]:** These terms are migrated from the Budget & Finance Terms of Reference, however, they also fit the Audit Committee responsibility of s.5(3)(e)(i)(b) Financial Reporting and Accounting Manual.

**Commented [ML8]:** This is a new term inserted to clarify the flow of Accountability Reports.



Municipality of the County of Kings  
**Audit & Finance Committee**  
**Terms of Reference**

- establish procedures to authorize and verify expenditures that are not included in an operating budget or capital budget.
- ensure disclosure of a list of grant recipients and grant amounts is made in accordance with Policy.
- recommend appointment of a registrar of debentures to Council.

**Commented [ML9]:** This term is migrated from the Budget & Finance Terms of Reference and was included to address s.65B Municipal Government Act.

**Commented [ML10]:** This term is migrated from the Budget & Finance Terms of Reference and was included to address s.65C Municipal Government Act.

**Budget**

The Committee shall:

- recommend the annual Budget Timeline to Council and monitor adherence to the Budget Timeline.
- ensure the Municipal Budget includes estimates of:
  - o revenue from non-tax sources, net of applicable allowances.
  - o allowances for assessment appeals, and
  - o consideration for any deficit of a prior fiscal period.
- recommend the Budget Preview as an information item to Municipal Council and ensure the proposed direction aligns with the Municipality's Strategic Plan.

**Commented [ML11]:** This term is migrated from the Budget & Finance Terms of Reference and was included to address s.95(2)(b) Municipal Government Act.

**Commented [ML12]:** This term is migrated from the Budget & Finance Terms of Reference and was included to address s.65 Municipal Government Act.

**Commented [ML13]:** This term is migrated from the Budget & Finance Terms of Reference and was included to address s.72 Municipal Government Act.

**Commented [ML14]:** This term is migrated from the Budget & Finance Terms of Reference and is included to clearly define the role of the Audit & Finance Committee as an early reviewer of content during the budget development process.

**General**

The Committee shall:

- Review the annual work plan prepared by staff prior to approval by the Chief Administrative Officer as per Policy ADMIN-01-016 Standing and Advisory Committees of Council.
- attend to any other matters deemed necessary by Council.

**Commented [ML15]:** Revised to align with the provisions of Policy ADMIN-01-016 Standing and Advisory Committees of Council.

**5. Membership**

The Audit Committee shall have:

- Four (4) members of Council.
  - o Council members must include the Mayor, Deputy Mayor, and two (2) other Councillors as selected by Council.
- Two (2) citizen members.

**Commented [ML16]:** Committee composition, specifically the inclusion of the Mayor and Deputy Mayor is believed to be a positive feature of the Budget & Finance Committee to be carried over to the Audit & Finance Committee.

Citizen members cannot be related to a member of Council or to an employee of the Municipality.

**Commented [ML17]:** Inserted to make explicit reference to the legislated requirement s.5(3)(c)(ii) Financial Reporting and Accounting Manual.

Citizen members must possess strong financial literacy and will ideally have a professional accounting designation. Auditing experience will be considered an asset.

Each Audit Committee member must complete training as prescribed by the Nova Scotia Department of Municipal Affairs and Housing. Training should be completed within three (3) months of appointment unless the prescribed training was completed during a previous term.

**Commented [ML18]:** Required Terms of Reference inclusion as per s.3(5)(c)(vi)(f) Financial Reporting and Accounting Manual.

**6. Terms of Membership**

per s.44 MGA, Council shall annually appoint members to the Audit Committee, including annual appointment of citizen members.

**Commented [ML19]:** Required Terms of Reference inclusion as per s.3(5)(c)(vi)(c) Financial Reporting and Accounting Manual.



## Municipality of the County of Kings Audit & Finance Committee Terms of Reference

### 7. Reporting

Members of Council appointed to the Committee shall decide amongst themselves who shall report the Committee's activities to Council. The Audit Committee must maintain minutes of its meetings and submit written reports to Council or Council as a Committee of the Whole.

Councillors appointed to the Committee will advise the Committee of relevant business of Council.

**Commented [ML20]:** Inserted to make explicit reference to the legislated requirement s.5(3)(a)(v) Financial Reporting and Accounting Manual.

### 8. Procedural Matters

#### Staff Support

Staff support will be provided by employees of the Municipality.

#### Meetings

The Audit Committee shall meet at least three (3) times per fiscal year.

A staff person of the Municipality will serve as the Recording Secretary for all meetings. Minutes of each meeting shall be recorded by the Secretary and shall capture all recommendations of the Committee.

#### Election of Officers

The Audit Committee shall appoint a Chair and Vice-Chair at its inaugural meeting and then each year. Appointment shall be for a term of one year at which time any Officer may stand for reappointment.

#### Quorum

A simple majority of members, including at least two (2) members of Council, shall constitute a quorum.



# Municipality of the County of Kings

## Audit & Finance Committee

### Terms of Reference

#### 1. Establishment of the Committee

Per s.44 *Municipal Government Act* (MGA), the Municipality of the County of Kings (“the Municipality”) establishes a committee to be known as the Audit & Finance Committee (“the Committee”) to perform the legislated functions of an Audit Committee.

#### 2. Purpose

The Audit & Finance Committee is a standing committee of Council responsible for oversight of financial reporting disclosure, and internal financial controls. The Committee’s objectives are to:

- help council meet its fundamental responsibilities of protecting the municipal assets and managing operations as efficiently as possible;
- provide better communication between the auditor and council, and promote better understanding of the audit process;
- enhance the external auditor's independent position;
- increase the credibility and objectivity of the municipality's financial report; and
- strengthen the role of council and committee members.

The Audit & Finance Committee also assists Council in fulfilling its oversight responsibilities under Section IV Finance of the *MGA*.

#### 3. Compliance with Policies and By-laws

The Audit & Finance Committee shall comply with all policies and by-laws of the Municipality

#### 4. Responsibilities

Legislated Responsibilities of the Audit & Finance Committee

The Committee shall:

- be responsible for all items directed in s.44 *MGA*.
- be responsible for all items directed in s.5(3)(e) Financial Reporting and Accounting Manual.
- be responsible for ensuring terms of reference or engagement terms for audit and/or special purpose engagements are established prior to commencement of the related work.

Financial Policy

The Committee shall:

- recommend Finance Policy to Council. Finance Policies are denoted by a policy number beginning with the Alpha Code: FIN and Numeric Code: 05.
- periodically review Finance Policy to ensure continued alignment and compliance with the *MGA*.
- receive as information and recommend to Municipal Council the quarterly Operating and Capital Accountability Reports.
- establish procedures to authorize and verify expenditures that are not included in an operating budget or capital budget.

# Municipality of the County of Kings

## Audit & Finance Committee

### Terms of Reference

- ensure disclosure of a list of grant recipients and grant amounts is made in accordance with Policy.
- recommend appointment of a registrar of debentures to Council.

#### Budget

The Committee shall:

- recommend the annual Budget Timeline to Council and monitor adherence to the Budget Timeline.
- ensure the Municipal Budget includes estimates of:
  - revenue from non-tax sources, net of applicable allowances,
  - allowances for assessment appeals, and
  - consideration for any deficit of a prior fiscal period.
- recommend the Budget Preview as an information item to Municipal Council and ensure the proposed direction aligns with the Municipality's Strategic Plan.

#### General

The Committee shall:

- Review the annual work plan prepared by staff prior to approval by the Chief Administrative Officer as per Policy ADMIN-01-016 Standing and Advisory Committees of Council.
- attend to any other matters deemed necessary by Council.

## 5. Membership

The Audit Committee shall have:

- Four (4) members of Council.
  - Council members must include the Mayor, Deputy Mayor, and two (2) other Councillors as selected by Council.
- Two (2) citizen members.

Citizen members cannot be related to a member of Council or to an employee of the Municipality.

Citizen members must possess strong financial literacy and will ideally have a professional accounting designation. Auditing experience will be considered an asset.

Each Audit Committee member must complete training as prescribed by the Nova Scotia Department of Municipal Affairs and Housing. Training should be completed within three (3) months of appointment unless the prescribed training was completed during a previous term.

## 6. Terms of Membership

per s.44 MGA, Council shall annually appoint members to the Audit Committee, including annual appointment of citizen members.

## 7. Reporting

Members of Council appointed to the Committee shall decide amongst themselves who shall report

# Municipality of the County of Kings

## Audit & Finance Committee

### Terms of Reference

the Committee's activities to Council. The Audit Committee must maintain minutes of its meetings and submit written reports to Council or Council as a Committee of the Whole.

Councillors appointed to the Committee will advise the Committee of relevant business of Council.

#### 8. Procedural Matters

##### Staff Support

Staff support will be provided by employees of the Municipality.

##### Meetings

The Audit Committee shall meet at least three (3) times per fiscal year.

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##### Election of Officers

The Audit Committee shall appoint a Chair and Vice-Chair at its inaugural meeting and then each year. Appointment shall be for a term of one year at which time any Officer may stand for reappointment.

##### Quorum

A simple majority of members, including at least two (2) members of Council, shall constitute a quorum.



**MUNICIPALITY of the  
COUNTY of KINGS**

Tel: 902-690-6132  
Fax: 902-678-9279  
mayor.muttart@countyofkings.ca

September 5, 2023

Brenda Chisholm-Beaton, President  
Nova Scotia Federation of Municipalities  
Suite 1304, 1809 Barrington Street  
Halifax, NS B3J 3K8

Dear President Chisholm-Beaton and Members of the Board,

I am writing to formally express our displeasure at how the Nova Scotia Federation of Municipalities has approached and participated in the "Service Exchange Agreement: MOU", and to ask that the Board and Executive revisit this.

A few points of the points of concern raised by Kings during the recent "consultations" and discussions held between municipal units included:

- **Meaningful Consultation:**

Effective public policy generally includes three basic attributes – program analysis, financial costing, and stakeholder consultation. Unfortunately, these basic elements have not been adequately addressed. A discussion paper should have been generated that included the program and financial analysis as a backdrop to member consultation. In the absence of a discussion paper, vagaries arose about the elements under discussion - the proposed local roads program being a prime example.

To be clear, the Joint Roads Committee recommended a transfer of 1,648 km, not 14,000 kms of local roads. We emphasized that any suggestion that the concept of the roads program being voluntary was, frankly, absurd. As only one example, the limited financial information (suggested municipal savings) provided should not be taken in isolation. We must consider at the same time where, for example, the costs of education are heading over the next several years.

- **Lack of a Guiding Framework:**

A framework should have been established to guide the analysis and negotiations. As an example, principled negotiations could have been based on: revenue/cost neutrality for both orders of government; disentanglement of program delivery and the payment of services by order of government; and the creation of a strong viable order of local government. In the absence of guiding principles, the most significant programs of concern to municipal units have been relegated to

Phone: 902-678-6141 or 1-888-337-2999  
Monday - Friday 8:30 a.m. - 4:30 p.m.  
[inquiry@countyofkings.ca](mailto:inquiry@countyofkings.ca)

181 Coldbrook Village Park Drive  
Coldbrook, NS B43 1B9  
[www.countyofkings.ca](http://www.countyofkings.ca)

uncertain future discussions and negotiation. Deferring matters such as education, policing, and fire and emergency service governance is not acceptable.

- Overall approach:

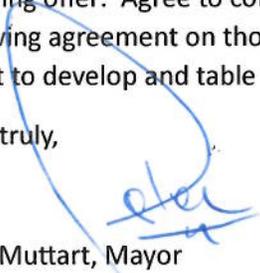
We are aware that a selected number of folks have spent considerable time working toward a solution to recommend to the rest of us, we do not agree that the impacts have been fully considered. Nor do we accept that the group had the mandate to negotiate. With respect, SERMGAR do not speak on behalf of the municipal units. Nor if we interpret the comments that have been made in the on-line sessions correctly, have they spoken for the NSFM Board or executive.

It did not go unnoticed that a complete region of the province was not represented on SERMGAR, the Committee was needlessly subjected to Non-Disclosure Agreements, and that the NSFM Executive has yet to weigh in on the topic. With regards to the latter, I note that pursuant to s.518 of the *Municipal Government Act*, the Minister is required to consult with the executive of the NSFM. The spirit of this provision intends that the executive take a position and advise the membership. Please inform the Government that the SERMGAR proceedings do not constitute the position of the NSFM.

I trust you will agree that the lack of a framework approach, fulsome information and meaningful consultation associated with the current approach is alarming.

In the result, my suggestion for the executive is to respond to the Province of Nova Scotia with the following offer: Agree to consult with the membership in the design of a consulting framework. Following agreement on those parameters, agree to the engagement of a third-party subject matter expert to develop and table with government a package of appropriate reforms.

Yours truly,

  
Peter Muttart, Mayor

c. Juanita Spencer

Phone: 902-678-6141 or 1-888-337-2999  
Monday - Friday 8:30 a.m. - 4:30 p.m.  
[inquiry@countyofkings.ca](mailto:inquiry@countyofkings.ca)

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**MUNICIPALITY** *of the*  
**COUNTY** *of* **KINGS**

Tel: 902-690-6132  
Fax: 902-678-9279  
mayor.muttart@countyofkings.ca

September 5, 2023

The Honourable John Lohr  
Minister  
Department of Municipal Affairs and Housing  
14th Floor North, Maritime Centre  
1505 Barrington Street  
P.O. Box 216  
Halifax, NS  
B3J 2M4

dmamin@novascotia.ca

Dear Minister Lohr,

RE: Proposed Service Exchange and Municipal Reform

Over the past couple of weeks, elected officials and staff from municipalities have participated in the Service Exchange engagement sessions conducted by the Department of Municipal Affairs and Housing.

Below please find our summary comments on the DMA&H proposal with specific references to components related to roads and the importance of having someone fully cost the programs before presentation to the municipalities in the form of a recommendation.

We have discussed this proposal with several other municipalities who have expressed similar concerns to those set out below.

With respect to the financial comments in this letter, our financial staff was tasked to advise, and I am indebted to them for that work.

General Comments - Roads

Repeatedly throughout the sessions, statements were made that represented the proposed Road Programs as being 'completely voluntary', 'another option for municipalities', and something 'that came from the Joint Provincial/NSFM Roads Committee and not from the province'.

I took issue with those statements at the time. This program is not 'voluntary'. The consequence of not participating results in further degradation of G, H, I, and J class roads and/or municipalities being scapegoated for not participating in DMA&H's program, resulting in political pressure from residents to cost share and take over roads, at a significant financial detriment to the Municipality.

It is also not 'another option' since the existing option to cost share repaving of J class roads would be terminated under the proposal.

Regrettably, the Roads Committee's report was overtly withheld from municipalities. We have just now received it as a result of numerous complaints on that front.

Also, the SERMGAR Committee was formed to discuss, consult and report regularly to municipalities. Instead, the members were asked to sign Non-Disclosure Agreements, did not report to municipalities and appear to have taken on the status of a negotiating committee. To top it off, that committee also had not shared its report with either the NSF Board or membership prior to us all being presented with what had the appearance of a fait-accompli. Therefore, it cannot be inferred that any of the recommendations have come from the municipalities.

I have truly been confused by such cloaked procedures. They have done nothing to inspire confidence in the process.

#### Proposed Program B : Roads

Under the current program, municipalities can cost share 50/50 on repaving and the province continues to own the road and to be responsible for its ongoing condition and maintenance. This program applies to the 1,648 kms of roads mainly classified as J class under the 1995 Service Exchange agreement.

Under the proposed program, municipalities will continue to cost share 50/50 on the initial repaving of the roads but will then be required to take title, maintain, repave, and be responsible for all related infrastructure in perpetuity. The province will not share in the costs and the Municipality assumes all costs, risks, and liabilities.

Alternatively, if the Municipality chooses not to repave a G, H, I or J road under the new program, the province may allow the roads to deteriorate to gravel at its discretion. Most significantly, the proposed program has expanded beyond the 1,648 kms that the roads committee was dealing with, to include all G, H, I and J roads, totalling over 14,000 kms.

It seems, therefore, that the idea to include all G, H, I AND J class roads (~14,000 kms) has been introduced unilaterally by the province.

The proposed program is silent about the associated infrastructure that should be improved or repaired prior to the transfer of a road to a municipality, such as drainage improvements, shoulders, culverts, bridges, etc. Without firm details in this area, and information about the current condition of G, H, I AND J roads, no municipality would have had the information or time to fully assess and determine the direct and indirect costs associated with this program and the impact such increased costs would have on municipal ratepayers.

#### Potential Outcomes Program B

Kings has prepared order of magnitude projections regarding Program B cost implications using the Joint Roads Committee approach, adjusted to reflect the province-wide ~14,000 kms of road lengths (less kms located within HRM) provided by the province, and utilizing the recent per kilometre capital costings provided by a Provincial official.

These projections indicate that only 3% of the ~14,000 kms of roads could be resurfaced and maintained at the net program cost published by the Joint Roads Committee, a dramatic decline from the 40% used as an assumption by the Committee. Should the uptake of resurfacing and maintenance reach the 40%

assumption amount, the municipal cost swells to ~\$104.5M per year - a 14.5-fold increase from current contribution levels for J-class roads.

These preliminary estimates of costs associated with Program B are staggering and would significantly impede a municipality's ability to provide other critical municipal services and be of significant additional financial burden to residential and commercial property owners.

Apart from the direct financial impact, this type of program would undoubtedly create widely varied condition and service levels between all 49 municipalities. Those municipal units that don't prioritize road conditions within their municipal budgets will eventually likely require provincial financial assistance to restore roads to standards demanded by citizens.

In addition, the proposed program will create an enormous duplication of resources among the municipalities and represents an inefficient use of taxpayers' money.

#### Other - Municipal Reform & the Engagement Process

In addition to feedback related to the Roads – Program B portion of the proposed Service Exchange - the Municipality would like to provide comments related to the engagement process that was undertaken and the broader objectives associated with Municipal Reform.

In the 1995 Service Exchange, the Province set out a schedule of Municipal and Provincial responsibilities and undertook an effort to balance the expenses associated with each. The whole concept was preceded with a "discussion paper" that provided details and a strategic focus that enabled knowledgeable discussion on the issues by all parties.

Similar thought does not appear to have been applied to the current process, significantly impeding any opportunity for well-informed discussions between the province and municipalities. In the information recently released, there is a significant gap in costing of the program elements for each order of government.

From a Municipal Reform perspective, this current proposal does not advance reform objectives but rather perpetuates at best and deteriorates at worst, the status quo. To quote a well-worn but applicable adage, we are 're-arranging the deck chairs on the Titanic'.

It is this Municipality's position that any type of Service Exchange should be undertaken in the context of a broader Municipal Reform effort, preferably following a study and recommendations by an independent third-party subject-matter expert.

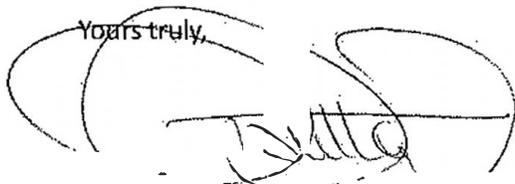
#### Request

We request the province to postpone the implementation of Roads : Program B until the province can engage in meaningful and transparent negotiations that encompass all items within Schedule A that have been set aside for future consideration. Such negotiations should be framed under clear guiding principles so that all parties understand the strategic focus and can work towards mutually-desired outcomes.

Our Municipality is willing to discuss and negotiate large scale service exchanges such as local roads provided that a negotiating framework is established, and programs under consideration are properly costed. For example, if a specific desired outcome is to transfer local roads to municipalities, with proper cost projections associated with this proposed program, and within the context of negotiating other

significant items already identified in Schedule A, Kings will certainly come to the table as a willing participant.

Yours truly,

A handwritten signature in black ink, appearing to read 'Muttart', is written over a horizontal line. The signature is enclosed within a large, loopy, hand-drawn oval shape.

Mayor Muttart  
Municipality of the County of Kings

- c. Deputy Minister Lafleche  
Nova Scotia Mayors and Wardens  
NSFM

September 12<sup>th</sup>, 2023

**RE: Enjoy the outdoors – and be tick aware!**

Dear Municipality of the County of Kings,

Summer and fall in Nova Scotia are wonderful seasons where people spend countless hours outdoors at the many beautiful beaches, trails, parks, and wooded areas across our province. As we take in these natural riches we should also be mindful of the presence of ticks. These small insects – sometimes as small as the period at the end of this sentence – are found across Nova Scotia and can cause tick-borne diseases, including Lyme disease and anaplasmosis.

We ask that you please help us promote tick safety and the prevention of tick-borne diseases, by spreading the word in your communities.

Here are some **steps that people can take to protect themselves**, especially in grassy, wooded, or shrub-covered areas:

- Apply insect repellents containing DEET or Icaridin to exposed skin and clothes. Follow directions on the package carefully. Infants under the age of six months should not use these products. Please visit [Personal Insect repellents - Canada.ca](https://www.canada.ca/en/health-canada/services/insect-repellents.html) for specific instructions.
- Wear light colored, long-sleeved shirts and pants, closed-toed shoes, and tuck shirts into pants and pant legs into socks.
- Keep lawns mowed short. Please see Nova Scotia's [Landscape Management Handbook](#) for more information.
- Put playground equipment in sunny, dry places away from wooded areas, yard edges, and trees.
- Check your whole body for ticks when possible (especially armpits, ears, knees, hair, groin) and take a bath or shower within two hours of coming indoors. This makes it easier to find ticks and washes away loose ones.

**What do I do if I find a tick on me/my child?**

If you find a tick on your body, remove it as soon as possible to lessen the risks of infection. Here's how to remove them safely:

- Carefully grasp the tick with tweezers as close to the skin as possible.
- Gently and slowly pull the tick straight out. Don't jerk, twist or squeeze it.
- Clean and disinfect the site with soap and water, rubbing alcohol or hydrogen peroxide.
- Dispose of the tick in a sealed plastic bag and put in the garbage.
- Do NOT burn, squeeze, or coax a tick's mouthparts from your skin using other methods.

[eTick.ca](https://eTick.ca) is a free service that can identify the type of tick usually within 24 hours. Though Lyme and other tick-borne diseases in Nova Scotia are transmitted by the blacklegged (deer) tick, not all blacklegged ticks carry disease and not all blacklegged ticks have black legs.

Blacklegged ticks that are attached to someone's skin for at least 36-48 hours pose the highest risk of transmitting the bacteria that cause Lyme disease. **One of the earliest and most common symptoms of Lyme disease is a rash that's often shaped like a bull's-eye that occurs on the same site as the bite.** Other symptoms of Lyme disease may include fever, fatigue, muscle aches, joint pain, headaches and occasionally irregular heartbeat, facial paralysis, weakness, confusion, and seizures. Symptoms of other tick-borne diseases can include those listed above for Lyme disease, as well as abdominal pain, vomiting, and/or jaundice. If you've been exploring outdoors, especially in wooded areas, forests, areas where tall grasses and/or shrubs are present, or have found a tick on your body, and show these symptoms, see a healthcare provider. Symptoms for tick-borne diseases typically appear within a few days to up to five weeks after you have been bitten.

There is no vaccine for tick borne diseases in Canada, however, there are antibiotics for the tick-borne diseases that are known to be in Nova Scotia. If a tick has been attached and is swollen (has been attached for more than 36 hours) you may be eligible for antibiotics to prevent an infection. You can visit a pharmacist, or a physician or nurse practitioner, to see if you need antibiotics.

For more information on tick-borne diseases, please visit: <https://novascotia.ca/DHW/CDPC/lyme.asp>

Thank you again for supporting efforts to make our communities aware of how they can practice tick safety.

Dr. Ryan Sommers, MD CCFP FRCPC(PHMP)  
Senior Regional Medical Officer of Health  
Senior Medical Director Population and Public Health, Nova Scotia Health

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<b>TO</b>	Committee of the Whole
<b>FROM</b>	Councillor Harding
<b>BOARD/COMMITTEE</b>	Kings Point to Point Transit Society Board
<b>BOARD/COMMITTEE MEETING DATE</b>	August 16, 2023
<b>COTW MEETING DATE</b>	September 19, 2023

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Kings Point to Point Board Meeting August 16, 2023 at 5 pm.

Welcome by Chris Godard at 5.01 pm.

Agenda approved. Minutes from July 19<sup>th</sup> Board Meeting approved.

Matters arising from previous minutes, reminded to fill out skills matrix.

Financial report, Kathleen did not have a full report, but highlighted ride revenues and expenses. Kathleen talked about over 100 cancellations per month, rides will be charged \$10.00 fee without minimum notice, by 11 am the day before.

Kathleen presented the updated 3-year CTAP budget for approval. Approved.

Office report, office short staff. The board encouraged to hire a term position.

Next meeting: September 20<sup>th</sup> at 5 pm.

### Committee of Council Reports - September 19, 2023

Board/Committee	Chair/Reporting Councillor/ Members	Date Last/Next Meeting	Report
Asset Management Committee	Dick Killam, Joel Hirtle (Chair), Peter Allen	March 20, Sept. 5, 2023 Next: October 3, 2023	Verbal report provided May 2, 2023
Audit Committee	June Granger (Vice-Chair), Lexie Misner, Dick Killam, Tim Harding	December 22, 2022 Next: April 27, May 25, 2023	Written report provided June 7, 2022
Budget and Finance Committee	Peter Muttart, Emily Lutz, Joel Hirtle (Chair), Kevin Davison	February 16, 2023 Next: March 14, May 9, June 13, 2023	Recommendations provided March 21, 2023
Centreville Area Advisory Committee	Lexie Misner, Dick Killam	May 5, 2021 Next: TBD	Written report provided June 1, 2021
Diversity Kings County	June Granger (Vice-Chair), Lexie Misner (Chair)	April 3, 2023 Next: May 1, June 5, August 9, Sept. 6, Oct. 4, 2023	Verbal report provided April 4, 2023
Fences Arbitration Committee	Peter Allen - Alternate	No meetings	
Fire Services Advisory Committee	June Granger (Reporting Councillor), Lexie Misner, Tim Harding	February 16, 2023 Next: May 18, September 21, 2023	Verbal report provided November 15, 2022
Greenwood Water Utility Source Water Protection Committee	Tim Harding (Chair)	October 6, 2022 Next: June 8, Nov16, 2023	Written report provided November 1, 2022
Joint Accessibility Advisory Committee	Lexie Misner (Vice-Chair)	April 12, 2023 Next: May 10, June 14, July 12, Sept. 13, 2023	Written report provided February 21, 2023
Kingston Area Advisory Committee	Martha Armstrong	No recent meetings	Written report provided October 6, 2020
Lake Monitoring Committee	Tim Harding Alternate - Emily Lutz	July 22, 2020 Next: TBD	
Municipal Elections Advisory Committee	Janny Postema (Chair)	December 7, 2020 Next: April 19, May 23, July 5, 2023	Written report provided January 19, 2021
Nominating Committee	Martha Armstrong (Chair), Joel Hirtle (Vice-Chair), Peter Muttart, Peter Allen	April 18, June 28, 2023 Next: TBD	Written report provided August 15, 2023
Planning Advisory Committee	June Granger, Dick Killam (Vice- Chair), Martha Armstrong (Chair), Peter Allen, Kevin Davison	August 8, 2023 Next: September 12, 2023	Recommendations provided September 5, 2023
Police Services Advisory Committee	June Granger, Joel Hirtle (Chair), Peter Allen (Vice-Chair), Dick Killam, Tim Harding	December 16, 2022 Next: Feb 15, June 21, September 20, 2023	Recommendation provided February 14, 2023
Port Williams Area Advisory Committee	June Granger	No recent meetings	
Regional Sewer Committee	Joel Hirtle (Chair) Alternate - Kevin Davison	March 16, 2023 Next: May 5, June 15, August 9, 2023	Recommendation provided August 15, 2023
Sandy Court Source Water Protection Committee	Martha Armstrong	March 18, 2021 Next: March 24, 2022	

## External Board and Committee Reports - September 19, 2023

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate - Lexie Misner	April 2023	Verbal report provided September 5, 2023
Annapolis Valley Trails Coalition Board	Emily Lutz Alternate - Joel Hirtle	April 2023	Verbal report provided May 2, 2023
Canning Source Water Protection Committee	June Granger	No recent meetings?	
Kentville Joint Fire Services Committee	Lexie Misner, Dick Killam, Peter Allen	June 29, 2023 Next: TBD	Verbal report provided July 4, 2023
Kentville Water Commission	Lexie Misner	February 2, 2022 Next: April 6, 2022	Written report provided February 15, 2022
<b>Kings Point To Point Transit Society Board</b>	<b>Tim Harding</b>	<b>August 16, 2023</b> <b>Next: Sept. 20, 2023</b>	<b>Written report provided</b> <b>September 19, 2023</b>
Kings Regional Rehabilitation Centre Board	Dick Killam, Tim Harding, Joel Hirtle, Kevin Davison	January 30, 2023 Next: April 24, May 29, June 26, 2023	Verbal report provided November 1, 2022
<a href="#">Kings Region Emergency Advisory Committee</a>	Peter Muttart Dick Killam	April 17, 2023 Next: July 17, 2023	Written report provided May 2, 2023
Kings Transit Authority Board → Interim Board for 2 years	Peter Muttart	September 21, 2022 Next: Oct. 5, Oct. 19, 2022	
Landscape of Grand Pré Inc. Member	Peter Allen Alternate: Vacant		
Landscape of Grand Pré Inc. Board	Emily Lutz	Mid-March 2023	Verbal report provided September 5, 2023
New Minas Source Water Protection Committee	Kevin Davison Alternate: Emily Lutz	January 16, 2022 Next: Feb. 16, 2022	Verbal report provided April 5, 2022
Nova Scotia Federation of Municipalities Board	Martha Armstrong	Fall Conference November 1-4, 2022	Verbal report provided October 18, 2022
Port Williams Source Water Protection Committee	June Granger	March 6, 2023 Next: TBD	Verbal report provided April 4, 2023
Regional Recreation Facility Feasibility Study Working Group	Peter Muttart	November 1, 2021 Next: Dec. 6, 2021	Verbal report provided at November 2, 2021 Council
Trans County Transportation Society (West) Board	Martha Armstrong Alternate - Tim Harding	July 6, 2023 Next: September 20, 2023	Written report provided August 15, 2023
Valley Community Fibre Network (Authority) Board	Joel Hirtle	October 31, 2022 Next: TBD	Verbal report provided November 1, 2021
Valley Regional Enterprise Network Liaison & Oversight Committee	Martha Armstrong, Chair	February 15, 2023 Next: April 19, 2023	Verbal report provided April 4, 2023
Valley Region Solid Waste-Resource Management Authority Board → Interim Board for 2 years	Peter Muttart	September 21, 2022 Next: October 5, 2022	
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen	January 13, 2021 Next: April 14, 2021	Written report provided January 19, 2021