



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**COMMITTEE OF THE WHOLE Tuesday,  
April 15, 2025  
9:00 a.m.**

**AGENDA**

**Video Recording Times Noted in Red**  
**Video is available [here](#)**

1. Roll Call **06:37**
2. Approval of Agenda **06:58** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes **08:49**
  - a. March 18, 2025 Committee of the Whole Page 2
  - b. March 26, 2025 Special Committee of the Whole - Budget Page 11
5. Business Arising from Minutes **None**
  - a. March 18, 2025 Committee of the Whole Page 2
  - b. March 26, 2025 Special Committee of the Whole - Budget Page 11
6. Presentations
  - a. 9:05am: Swim Nova Scotia - Need for Aquatic Infrastructure **10:21** Page 14
  - b. 9:25am: Friends of Kentville Ravine - Threat to Hemlock Trees in Nova Scotia **44:37** Page 15
7. Administration
  - a. Amendments to Policy FIN-05-002: Council and Committee Remuneration **1:25:43** Page 16
8. Engineering & Public Works
  - a. 2025/26 J-Class Road Agreement **1:35:38** Page 22
9. Information Technology Services
  - a. Award of Contract #25-09: Permitting Software **2:02:26** Page 29
10. Planning Services
  - a. Storm Water Management **2:09:54** Page 31
11. Board and Committee Reports **2:21:55**
  - a. Greenwood Water Source Water Protection Committee Page 36
  - b. Committees of Council Page 37
  - c. External Boards and Committees Page 38
12. Correspondence **2:26:47**
  - a. 2025-03-27 Birds Canada - Sharing Bay of Fundy Beaches with Shorebirds Page 39
  - b. 2025-04-01 Adrian Johnstone, Valley Eye Photography re: Civic Signs Page 41
13. Other Business **2:30:36**
14. Comments from the Public **None**
15. Adjournment **2:32:03**

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
COMMITTEE OF THE WHOLE  
Tuesday, March 18, 2025  
DRAFT MINUTES**

**Meeting Date  
and Time**

A meeting of the Committee of the Whole was held on Tuesday, March 18, 2025, at 9:00 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

**1. Attendance**

All Members of Council were in attendance.

***Results for Roll Call***

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

Also in attendance were:

- Rob Frost, Deputy Chief Administrative Officer
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Scott MacKay, Manager, Revenue
- Craig Gibson, Emergency Services Coordinator
- Haley Hutt, Administrative Assistant/Recording Secretary

**2. Approval of Agenda**

**On motion of Councillor MacPherson and Councillor Allen, that Committee of the Whole approve the March 18, 2025 agenda as circulated.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

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

Councillor Hiltz declared a Conflict of Interest with respect to item 8a: Amendments to Policy FIN-05-026: Tax Exemption for Non-Profit Organizations.

## 4. Approval of Minutes

4a. [February 18, 2025](#)

On motion of Councillor Harding and Councillor Gates, that the minutes of the Committee of the Whole meeting held on February 18, 2025 be approved as circulated.

Motion Carried.

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

4b. [March 5, 2025](#)

On motion of Councillor Sappington and Councillor Harding, that the minutes of the Special Committee of the Whole budget meeting held on March 5, 2025 be approved as circulated.

Motion Carried.

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

## 5. Business Arising from Minutes

5a. [February 18, 2025](#) and [March 5, 2025](#)

There was no business arising from the February 18, 2025 and March 5, 2025 minutes.

## 6. Presentations

## 6a. SPCA/Animal Control

Kevin Strooband, Chief Inspector, provided a [presentation](#).

On motion of Councillor Allen and Deputy Mayor Peckford, that Committee of the Whole receive for information the presentation from the SPCA/Animal Control as provided on March 18, 2025.

Motion Carried.

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

6b. [Kings Volunteer Resource Centre](#)

Heather Killen, Communications, and Bruce MacArthur, Treasurer, provided a [presentation](#).

**On motion of Councillor Hiltz and Deputy Mayor Peckford, that Committee of the Whole receive for information the presentation from the Kings Volunteer Resource Centre as provided on March 18, 2025.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

6c. [Rural Communities Foundation of Nova Scotia](#)

Hugh MacKay provided a [presentation](#).

**On motion of Councillor Hiltz and Councillor Lutz, that Committee of the Whole receive for information the presentation from the Rural Communities Foundation of Nova Scotia as provided on March 18, 2025.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For



District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

## 7. Engineering & Public Works

### 7a. [Award of Contract # 25-12: Mee Road Easement Sewer Upgrade](#)

Brad Carrigan, Director of Engineering & Public Works, presented the Request for Decision as attached to the March 18, 2025 agenda and provided a [presentation](#).

On motion of Deputy Mayor Peckford and Councillor MacPherson, that Committee of the Whole recommend Municipal Council pre-approve debt issuance and use of capital reserves for fiscal 2025/26 for the increased capital costs of \$356,050 associated with the Mee Road Easement Sewer Upgrade, as detailed in the Request for Decision dated March 18, 2025.

**Motion Carried.**

#### *Results*

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

On motion of Councillor Lutz and Councillor Sappington, that Committee of the Whole recommend Municipal Council award Contract # 25-12: Mee Road Easement Sewer Upgrade to Atlantic Snow and Ice Management in the amount of \$723,998.07 including non-recoverable HST, as described in the Request for Decision dated March 18, 2025.

**Motion Carried.**

#### *Results*

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

## 8. Financial Services

8a. [Amendments to Policy  
FIN-05-026: Tax  
Exemption for Non-Profit  
Organizations](#)

Scott MacKay, Manager of Revenue, presented the Request for Decision as attached to the March 18, 2025 agenda and provided a [presentation](#).

**On motion of Councillor Best and Councillor Allen, that Committee of the Whole recommend Municipal Council give seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy FIN-05-026: Tax Exemption for Non-Profit Organizations, as detailed in the March 18, 2025, Request for Decision.**

**Motion Carried.**

**Results**

For 9  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	COI
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

## 9. Inspections &amp; Enforcement Services

9a. [Fire Department Funding  
Agreements](#)

Craig Gibson, Emergency Services Coordinator, presented the Request for Decision as attached to the March 18, 2025 agenda and provided a [presentation](#).

**On motion of Councillor MacPherson and Councillor Gates, that Committee of the Whole recommend Municipal Council provide direction to the Mayor and CAO to enter into Fire Funding Agreements for the non-contracted Fire Departments based on the March 18, 2025, Request for Decision.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

The Committee took a short break from 10:09 a.m. to 10:19 a.m.

# 10. Board and Committee Reports

- 10a. [Annapolis Valley Regional Library Board](#) Councillor Lutz presented the report as attached to the March 18, 2025 Committee of the Whole agenda.
- 10b. [Sandy Court Source Water Protection Committee](#) Councillor Harding presented the report as attached to the March 18, 2025 Committee of the Whole agenda.
- 10c. **Port Williams Source Water Protection Committee** Councillor Gates provided a brief update from the last meeting.
- 10d. **Interim IMSA Board (Kings Transit & Valley Waste)** Mayor Corkum provided a brief update from the last meeting.
- 10e. [Committees of Council](#) For information.
- 10f. [External Boards and Committees](#) For information.

**On motion of Councillor Harding and Councillor Allen, that Committee of the Whole receive the Board and Committee Reports as attached to the March 18, 2025 agenda and as provided verbally for information.**

**Motion Carried.**

## Results

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

# 11. Correspondence

Mayor Corkum presented the correspondence as attached to March 18, 2025 Committee of the Whole agenda.

**On motion of Councillor Sappington and Councillor Lutz, that Committee of the Whole receive the correspondence as attached to the March 18, 2025 agenda for information.**

**Motion Carried.**

## Results

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

- 11a. [Horton High School Lunch Program Thank You](#) For information.
- 11b. [Minister of Municipal Affairs re: Resource Development and Inter-Provincial Trade Barriers](#) For information.
- 11c. [Pauline Raven re: Municipal Affairs Letter on Resource Development](#) For information.
- 11d. [Nova Scotia Committee, Canadian Association of Physicians for the Environment re: Health Risks of Fracking and Uranium Mining](#) For information.
- 11e. [Canada's Volunteer Awards 2025 Call for Nominations](#) For information.
- 11f. [Communities in Bloom](#) For information.
- 11g. [Blomidon Naturalists Society to Minister of Environment and Climate Change](#) For information.
- 11h. [Mayor of Brampton - Stand for Canada](#) For information.
- 11i. [Municipal Affairs - Municipal Disaster Financial Assistance Claims](#) For information.
12. **Other Business** Mayor Corkum noted that the Operating Budget presentation originally scheduled for March 19 would be moved to next Wednesday, March 26 at 9:00 a.m.

The Special Council meeting for budget deliberations would then also be moved to one week later to Wednesday, April 2 at 9:00 a.m.

13. **Comments from the Public**

There were no members of the public present.

14. **Closed Session**

**On motion of Councillor Gates and Councillor Allen, that Committee of the Whole move into closed session in accordance with sections 22 (2) (c) & (e) *Municipal Government Act*: “personnel matters” & “contract negotiations”.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

The Committee of the Whole moved into closed session at 10:30 and returned to open session at 11:04 a.m.

14a. **Funding Agreement for Kings Point-To-Point Transit Society (KPPT)**

**On motion of Councillor Harding and Councillor Allen, that Committee of the Whole recommend Municipal Council instruct the Chief Administrative Officer to enter into an agreement with the Kings Point-to-Point Transit Society based on the terms and conditions set out in the March 18, 2025 Request for Decision.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

15. **Adjournment**

There being no further business, the meeting adjourned at 11:05 a.m.

**Approved by:**

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Dave Corkum  
Mayor

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Haley Hutt  
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.

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
SPECIAL COMMITTEE OF THE WHOLE - BUDGET  
Wednesday, March 26, 2025  
DRAFT MINUTES**

**Meeting Date  
and Time**

A special budget meeting of the Committee of the Whole was held on Wednesday, March 26, 2025 at 9:00 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

**1. Attendance**

All Members of Council were in attendance.

***Results for Roll Call***

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Tyler Honeywood, Manager, Financial Reporting
- Katrina Roefs, Financial Analyst
- Haley Hutt, Administrative Assistant/Recording Secretary

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

**On motion of Councillor Best and Councillor Allen, that Committee of the Whole approve the March 26, 2025 agenda as circulated.**

**Motion Carried.**

***Results***

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

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

No Conflict of Interest issues were declared.

## 4. Financial Services

4a. [Proposed Operating Budget 2025/2026](#)

Scott Conrod, CAO, spoke of the invaluable contributions of Director of Finance & IT Greg Barr, who passed away on March 7. The CAO presented an introduction to the Proposed Operating Budget 2025/2026.

Katrina Roefs, Financial Analyst, presented the Proposed Operating Budget 2025/2026 as attached to the March 26, 2025 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Lutz and Councillor Best, that Committee of the Whole receive for information the Proposed Operating Budget 2025/2026 Presentation as provided on March 26, 2025.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

## 5. Other Business

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

## 6. Comments from the Public

There were no members of the public present.

## 7. Adjournment

**On motion of Deputy Mayor Peckford and Councillor Hiltz, there being no further business, the meeting adjourned at 11:31 a.m.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

**Approved by:**



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Dave Corkum  
Mayor

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Haley Hutt  
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:** Need for Aquatic Infrastructure

**Organization:** Swim Nova Scotia

**Name of Presenter(s):** Martin Laycock

**Date:** April 15, 2025

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### Organization:

(Who) Summary of the organization you will represent:

Swim Nova Scotia is the governing body for all swim clubs in Nova Scotia. Our organization is made up of over 50 clubs – including, summer, year-round and masters, and boasts a membership of over 2,500 (swimmers, coaches, volunteers and officials) ranging in ages 5 to 80+ years old.

### Discussion:

(What) Brief summary of the topic you wish to discuss: Swim Nova Scotia would like to present to Kings County Municipality on the urgent need for a new aquatic centre in the region. The recent announcement of the Acadia University Pool closure will leave the community without a critical facility for swimming lessons, aquatic fitness, rehabilitation programs, and competitive training. This closure not only impacts local residents but also disrupts the development pathway for swimmers across the province, including those in the Wolfville Tritons Swim Club and Acadia Varsity Swim Team.

Our discussion will highlight the long-term benefits of investing in a modern aquatic facility, including economic impact, community health and wellness, drowning prevention, and the ability to host regional and national competitions. We will also explore potential funding models and partnerships to make this project a reality.

### 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? Swim Nova Scotia is requesting the opportunity to present to Kings County Municipality to discuss the urgent need for an aquatic facility in the region following the announcement of the Acadia University Pool closure.

The primary purpose of this presentation is:

To Provide Information – We will outline the impact of the pool closure on the community, including the loss of vital programs such as learn-to-swim lessons, aquatic fitness, rehabilitation services, and competitive swimming opportunities.

**Presentation to Committee of the Whole**

**Subject:** Threat to ALL Hemlock Trees in Nova Scotia

**Organization:** Friends of the Kentville Ravine

**Name of Presenter(s):** Dr. Tom Herman, Dr. Peter Hicklenton and Ken Harrison

**Date:** 3/23/25

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**Organization:**

(Who) Summary of the organization you will represent:

The Friends of the Kentville Ravine have been involved with the health and preservation of the Kentville Ravine since 2013. We are informal advisors to the Town of Kentville.

**Discussion:**

(What) Brief summary of the topic you wish to discuss: The arrival and spread of the invasive Hemlock Woolly Adelgid in Nova Scotia is a mortal threat to Eastern Hemlock stands in the entire province of Nova Scotia. It has spread north since its discovery in Virginia in 1951 and has devastated Eastern Hemlock throughout the northeastern US. It arrived in the Yarmouth area in 2017-2018 and has now spread as far east as Kings County. Hemlock mortality has spread from Yarmouth to Digby, Annapolis, Queens, Lunenburg and Shelburne counties. We are on the leading edge of this spread.

In 2024, the Town of Kentville began a Hemlock Woolly Adelgid (HWA) control program on the hemlocks within The Gorge Park.

**Request:**

(Why) Please indicate the purpose of the presentation - is your organization requesting a commitment? (funding, letter of support, etc.) Or providing the presentation for information? The presentation is for information and looking for collaboration with the Town of Kentville and the Village of New Minas whose boundaries meet at the Elderkin Brook in the Kentville Ravine.

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Vicki Brooke, Policy Analyst
<b>MEETING DATE</b>	April 15, 2025
<b>SUBJECT</b>	Amendments to Policy FIN-05-002: Council and Committee Remuneration

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## ORIGIN

- First introduction to Council

## RECOMMENDATIONS

That Committee of the Whole recommend Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy FIN-05-002: Council and Committee Remuneration as attached to the April 15, 2025 Committee of the Whole agenda.

That Committee of the Whole recommend Municipal Council direct the Chief Administrative Officer to remunerate Nicole VandenHof in accordance with Policy FIN-05-002: Council and Committee Remuneration for attending meetings of the Police Advisory Board from December 1, 2022, to March 1, 2025.

## INTENT

For Committee of the Whole to consider amendments to Policy FIN-05-002 relating to remuneration and reimbursement of expenses to the Ministerial appointee to the Police Advisory Board, and the Nova Scotia Federation of Agriculture appointee to the Fences Arbitration Committee, and to recommend retroactive reimbursement to the Province's appointee to the Police Advisory Board.

## DISCUSSION

Policy FIN-05-002 provides for remuneration and reimbursement of expenses for appointees to Committees, Boards, and Corporations. However, the Policy does not currently provide for remuneration of Ministerial appointees to the Police Advisory Board nor the Nova Scotia Federation of Agriculture's (NSFA) appointee to the Fences Arbitration Committee. In the case of these appointees, remuneration nor reimbursement for mileage is otherwise provided.

The intention of the Council and Committee Remuneration Policy is to "...provide fair remuneration for work and contributions of members of Council and citizens appointed to Committees, Boards, and Corporations established by Council." It is Staff's position that providing remuneration and mileage reimbursement for the Ministerial and NSFA appointees is consistent with the intent of this Policy. To provide greater certainty in the future and to ensure all citizen members of Committees receive appropriate remuneration, Staff recommend the Policy be amended to explicitly state that it applies to this situation.

The recommended amendments to the Policy are detailed in Appendix A. Staff are recommending the amendments be limited to only those necessary to provide remuneration to the Ministerial and NSFA appointees.

# Request for Decision

In the case of the Police Advisory Board, section 61 of the *Police Act* specifically establishes the Municipality's authority to provide remuneration: "The council may provide for the payment of a reasonable remuneration to the members of the advisory board who are not members of the council."

In the case of the Fences Arbitration Committee, section 4(6) the *Fences and Detention of Stray Livestock Act* specifically establishes the Municipality's authority to provide remuneration:

*The members of a committee and the alternate members of the committee appointed pursuant to this Section may be paid remuneration, including reasonable expenses, by the municipality at such rates as the municipality may determine.*

The Ministerial appointee to the Police Advisory Board has not received remuneration for their time spent in meetings nor reimbursement for mileage. Given the intent of the Policy is to provide remuneration for citizen appointees, the Province does not otherwise provide remuneration for these members, and the *Police Act* provides authority for the Municipality to provide remuneration, Staff recommend Council authorize the CAO to retroactively pay the appointee for meetings of the Board that have occurred since their appointment. Though not specified in the *Police Act*, it is customary for the Municipality to also provide reimbursement for mileage. Staff also recommend Council authorize the CAO to retroactively reimburse the appointee for mileage.

The Fences Arbitration Committee has not met for more than 10 years. As such, Staff do not understand there to be any remuneration owed to the NSFA appointee.

Staff are also recommending reference to the Kings Regional Rehabilitation Centre (KRRRC) Board be removed from the Policy. The Municipality has fully divested itself from the KRRRC and the Board recently held its concluding meeting. As such, there will no longer be Municipal appointees to the KRRRC Board and reference to the Board is unnecessary. The Remuneration for Elected Officials in s.3.3 has been updated to reflect inflation adjustments made April 1, 2025.

## FINANCIAL IMPLICATIONS

- The total remuneration and mileage reimbursement for the Police Advisory Board appointee totals \$719.72 (\$600 for meeting attendance + \$119.72 for mileage reimbursement). This will be funded from GL-01-2-211-200.

## STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Policy updating to provide remuneration and reimbursement

# Request for Decision

## **ALTERNATIVES**

- The Committee may opt to not amend the Policy and thereby not provide for any future remuneration for Ministerial appointees or the NSFA appointee.
- The Committee may choose to proceed with Policy amendments and not provide any retroactive remuneration to the Ministerial appointee to the Police Advisory Board.

## **IMPLEMENTATION**

- The Policy will be submitted to Council for consideration.

## **ENGAGEMENT**

- No engagement activities were undertaken as part of this recommendation.
- Should Council provide notice to adopt amendments, the notice period allows for public comment.

## **APPENDICES**

- Appendix A: Policy FIN-05-002 Council and Committee Remuneration with tracked changes

## **APPROVALS**

Janny Postema, Municipal Clerk

April 4, 2025

Scott Conrod, Chief Administrative Officer

April 10, 2025



## Municipality of the County of Kings

## Council and Committee Remuneration Policy

<b>Policy Category</b>	Finance	<b>Most Recent Amendment</b>	July 16, 2024
<b>First Council Approval</b>	April 6, 1999	<b>Future Review Date</b>	July 2026

**1. Purpose**

The Municipality of the County of Kings ("the Municipality") will provide fair remuneration for work and contributions of members of Council and citizens appointed to Committees, Boards, and Corporations established by Council or required of the Municipality by Provincial Statute.

**2. Scope**

This Policy applies to all members of Council (Mayor, Deputy Mayor, and Councillors), and citizens appointed by Council to any Committee, Board, or Corporation established by Council, the Ministerial appointee to the Police Advisory Board, and the Nova Scotia Federation of Agriculture Appointee to the Fences Arbitration Committee.

**3. Policy Statements**

3.1 Sections 23, 24, and 202 of the *Municipal Government Act* provide that Council may establish policies for remuneration of all members of Council and citizens appointed by Council to any Committee, Board, or Corporation established by Council.

3.2 Municipal Council recognizes the importance of adequate remuneration for members of Council and citizen appointees that reflects the duties and responsibilities of these individuals.

Remuneration for Elected Officials

3.3 As of April 1, 2025, ~~the~~ Mayor, Deputy Mayor, and Councillors shall have annual remuneration as follows ~~(as of the Council elected in October 2024):~~

Mayor	<del>\$96,006.35</del> 95,150
Deputy Mayor	<del>\$63,440.88</del> 62,875
Councillors	<del>\$53,764.57</del> 53,285

3.4 The remuneration established in Section 3.3 of this Policy is exclusive of any optional benefits a Member of Council may choose to receive at cost.

3.5 Where a Council member is appointed by the Council to a Board, Commission, or Body Corporate, or is otherwise appointed as a representative of the Municipality, any remuneration from that position, excluding reimbursement of expenses, shall be paid to the Municipality (s.23(2) *Municipal Government Act*).

Consumer Price Index Annual Adjustment to Remuneration

- 3.6 The remuneration established in Section 3.3 of this Policy shall be annually adjusted by the December year-over-year Nova Scotia Consumer Price Index rate for all products as determined by Statistics Canada.
- 3.7 Notice of the Consumer Price Index adjustments to remuneration for members of Council shall be calculated and applied by the Director of Finance & IT.

Allowable Expenses for Elected Officials

- 3.8 The Municipal Council sets the maximum amount of remuneration allowable for expenses incidental to the discharge of duties for expenses at 20% of the total remuneration provided to Council.

Deductions for Missed Meetings

- 3.9 Should any member of Council not attend a meeting of Council or a Committee to which they have been appointed by Council, their regular remuneration shall be deducted by \$50.00 for each unexcused absence after three absences.
- 3.10 If the member of Council is attending a Council, Committee, Corporation, or Board meeting, conference, or seminar held simultaneously to another meeting, there shall be no deduction.

Honoraria for Citizen Members

- 3.11 The honorarium for any citizen appointed to a Corporation, Committee, or Board who has been appointed by Council or the Province of Nova Scotia or Nova Scotia Federation of Agriculture and is not a member of Council, and is not otherwise remunerated by the Corporation, Committee, or Board shall be set at \$100 per meeting to a maximum of \$1,300 per year.
- 3.12 Honoraria shall be based on actual meeting attendance in accordance with any committee-related by-laws and policies of Council.
- 3.13 Exceptions to Section 3.11 include:

Audit & Finance Committee      \$400 per meeting to a maximum of \$1,200 per year  
~~Kings Regional Rehabilitation      \$450 per quarter, or as determined by the Board of the~~  
~~Centre      Kings Regional Rehabilitation Centre~~

Mileage Reimbursement for Citizen Members

- 3.14 Citizen members appointed by Council who are not Members of Council or are appointed by the Province of Nova Scotia or the Nova Scotia Federation of Agriculture shall be reimbursed for mileage at the Province of Nova Scotia's rate per kilometre.

**4. Responsibilities**

- 4.1 Council will:
- 4.1.1 ensure the Municipality has a current and comprehensive Policy to address remuneration for members of Council and citizen appointees to Committees, Corporations, and Boards; and



4.1.2 review and amend this Policy as required.

4.2 The Chief Administrative Officer will:

4.2.1 implement this Policy; and

4.2.2 identify and propose revisions to this Policy.

## 5. Amendments

Date	Amendments
October 5, 2004	
June 7, 2005	
May 2, 2006	
March 4, 2008	
May 20, 2008	
May 5, 2009	
August 4, 2009	
August 2, 2016	
June 5, 2018	
November 6, 2018	
July 16, 2024	Migration to new template. Update figures per July 5, 2022 Council motion adjusted by CPI. Addition of governing legislation for Council to establish remuneration policies.
<u>June 3, 2025</u>	<u>Addition of provisions for remuneration and reimbursement of expenses for the Ministerial appointee to the Police Advisory Board and Nova Scotia Federation of Agriculture appointee to the Fences arbitration committee. Removal of references to Kings Regional Rehabilitation Board following divestment in 2025.</u>

# Request for Decision

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Brad Carrigan, Director of Engineering & Public Works Scott Conrod, Chief Administrative Officer
<b>MEETING DATE</b>	April 15, 2025
<b>SUBJECT</b>	2025/26 J-Class Road Agreement

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## ORIGIN

- [September 3, 2024 Council RFD – 2025/26 J-Class Subdivision Road Assessment List](#)
- [July 4, 2023 Council RFD - New Cost Share Agreement - Provincial Village/Subdivision Roads](#)

## RECOMMENDATIONS

That Committee of the Whole recommend Municipal Council accept the proposed road for repaving (Sandy Court) as detailed in the letter dated March 27, 2025 received from the Office of Minister of Public Works; and

That Committee of the Whole recommend Municipal Council authorize the Chief Administrative Officer to propose a replacement J-Class Program to the Province of Nova Scotia based on information provided to Municipal Council on [November 19, 2024](#).

## INTENT

For Municipal Council to adopt the cost share agreement of subdivision (J-Class) streets with the Nova Scotia Department of Public Works (NSDPW) for paving as part of the 2025-26 program, and to advance discussions with the Province on a replacement program.

## DISCUSSION

### Provincial Cost Share Program

Each year, the Municipality is requested by the NSPW to submit a list of ten J-Class Subdivision Roads for consideration for paving. The list of ten roads must be roads that were:

1. included on the original 1995 J-Class Road List
2. identified on the 1995 List as having a road surface type of:
  - a. Gravel (GR)
  - b. Chip Seal (CS); or
  - c. Sand Seal (SS)

Roads that were identified as being paved at the time of issuance of the 1995 J-Class Road List are not eligible under Cost Share Agreement No. 2023-014. Only roads without an asphalt surface qualify under the cost-share agreement.

### Annual Roads Assessment

A detailed condition assessment of all J-Class Roads within the Municipality was completed by the Municipality's Department of Engineering and Public Works (EPW) staff in September 2023. This assessment included:

# Request for Decision

1. Detailed review of original 1995 J-Class Road List (1995 List) and rebuilding of a Master Spreadsheet for future Municipal use consistent with the 1995 List.
2. Integration of EPW road needs assessment data from 2023, including:
  - a. Condition Ratings
  - b. Current Road Surface Types
  - c. Financial, Environmental, & Social/Cultural (FESC) Score
3. Field assessment of specific roads to fill any data gaps that may have existed.
4. The annual Condition Ratings used by the Municipality are noted as follows, from best condition to worst condition:
  - a. Very Good (Best)
  - b. Good
  - c. Fair
  - d. Poor 1
  - e. Poor 2
  - f. Poor 3
  - g. Damaged (Worst)

Once the detailed assessment of the qualifying J-Class Roads within the Municipality was completed by EPW staff, sorting of the Road Construction Program was completed in the following manner to establish prioritization of the top ten J-Class roads for submission to NSDPW:

1. Sorting by Condition Rating
2. Sorting by FESC Score

## 2025/26 Road Submission List to NSDPW

J-Class Roads with the lowest Condition Rating and highest FESC Score were ranked in order, with the top ten included on the following table which was presented and approved by Council for submission to NSPW:

Road Name	Length (km)	Area	Surface Type (1995)	Surface Type (2023)	Condition Rating (2023)	FESC Score (Level of Service)
Sandy Crt	0.25	Aylesford	Chip Seal	Chip Seal	Poor 3	60
Station St	0.17	Waterville	Chip Seal	Chip Seal	Poor 3	30
Andringa Dr	0.15	Waterville	Sand Seal	Sand Seal	Poor 3	55
Lincoln Crt	0.05	Kingston	Chip Seal	Chip Seal	Poor 3	60
North Park St	0.26	Aylesford	Chip Seal	Chip Seal	Poor 3	50
Pinewood Ave	0.09	Coldbrook	Sand Seal	Sand Seal	Poor 2	60
Morse Ln	0.16	Centreville	Chip Seal	Chip Seal	Poor 2	50
Bishop Ave	0.51	Kingston	Chip Seal	Chip Seal	Poor 1	85
Centennial Dr	0.05	Port Williams	Gravel	Chip Seal	Poor 1	80
Ronald Ave	0.21	Cambridge	Gravel	Sand Seal	Poor 2	60
<b>TOTAL LENGTH (km)</b>	<b>1.89</b>					

# Request for Decision

As approved from the Minister of Public Works, the only street segment approved for the 2025/26 fiscal budget was Sandy Court (0.25 km) in Aylesford, to be upgraded from Chip Seal to Asphalt Pavement budgeted at a total construction cost of \$180,000 plus applicable taxes.

## Submission of an Alternative J-Class Road Program

The 1995 list of J-Class Roads (which contains by name certain J, G, H, and I class of Provincially owned roads) located in Kings County totals 135.25Km comprising 393 roads. The present-day Provincial program is not keeping pace with the poor condition of these roads.

On November 19, 2024 a presentation was made to Municipal Council which in part included background information on proposed replacement program. In summary, this presentation suggested that the Province be requested to:

- Convert the annual program to a multi-year program
- Have the Provincial program enable a multi-year funding commitment to municipalities who submit a rated list of roads
- Have the municipalities borrow the funds to repave the prioritized roads with annual principal and interest payments being funded from 50:50 Province/municipal source; with the term of the loan being matched to the term of the agreements reached under the updated program. program

## FINANCIAL IMPLICATIONS

### Relative to the Repaving of Sandy Court

- Total budgeted cost for repaving of Sandy Court is \$180,000 plus applicable taxes.
- With this 50% cost share agreement, the Municipal portion would be \$93,475 including non-recoverable HST.
- The project is budgeted from GL 01-2-232-309 and will be funded from the 2025/26 approved operating budget (total amount of \$460,600 was approved for 2025/26 fiscal).

## STRATEGIC PLAN ALIGNMENT

✓	Strong Communities	Enhancing Infrastructure for Communities
	Environmental Stewardship	
✓	Economic Development	Development of Growth by Improving Road Network
	Good Governance	
✓	Financial Sustainability	Annual Management of Road Assets
	Other	

## ALTERNATIVES

- As this cost-share agreement was already previously approved by Council, there are no alternatives noted for Committee of the Whole consideration.

## IMPLEMENTATION

- Municipal staff will engage in communication with the Province to determine timing for this project.

# Request for Decision

- A formal proposal is submitted to the Province on a replacement program.

## **ENGAGEMENT**

- Municipal staff will communicate the approval of this road upgrade with Village of Aylesford staff.

## **APPENDICES**

- Appendix A: Letter received from Honourable Mr. Fred Tilley, Minister of Public Works



**Public Works  
Office of the Minister**

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

**MAR 27 2025**

His Worship Dave Corkum  
Mayor of Municipality of the County of Kings  
181 Coldbrook Village Park Drive  
Coldbrook, NS B4R 1B9

Dear Mayor Corkum:

**Re: Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2025-26.**

Thank you for your Municipality's submission under the Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2025/26.

We are pleased to inform you that the road listed below has been approved under this program:

Road Name	Description	KM's	Total Cost Estimate (excludes HST)	Cost Share Estimate (excludes HST)
Sandy Court	from School House Road to end of cul de sac, paving	0.25	\$180,000	\$90,000
<b>Total</b>		<b>0.25</b>	<b>\$180,000</b>	<b>\$90,000</b>

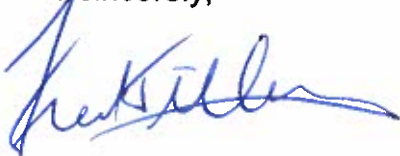
Under the terms of Cost Share Agreement 2023-014, the Municipality has agreed to notify the Department within 20 Business Days from the time of receipt, whether it accepts the list of approved projects and the cost estimates. If a notice of acceptance is not received within this time, the Municipality is deemed to not accept the list of approved projects and the cost estimates, and the province will proceed no further with these projects.

Mayor Dave Corkum  
Page 2

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

Due to program limits, the Department will not be able to proceed with Station Street, Andringa Drive, Lincoln Court, North Park Street, Pinewood Avenue, Morse Lane, Bishop Avenue, Ronald Avenue, and Centennial Drive. The Municipality may wish to re-submit these candidates for the 2026-27 program under the terms outlined in the Cost Share Agreement.

Yours sincerely,



Fred Tilley  
Minister of Public Works

c: Scott Conrod, Chief Administrative Officer, Municipality of Kings  
Brad Carrigan, Director, Municipality of Kings  
Mitchell Conrad, District Director, Western  
Craig Smith, Construction Manager, Western  
Laura Cunningham, Capital Program Administration Officer

**NOTICE OF ACCEPTANCE:**

The Municipality of Kings accepts the cost estimate of only the project listed as "Yes" below for fiscal year 2025-26 and wishes to proceed with construction as per the terms of Agreement 2023-014.

Road Name	Description	KM's	Total Cost Estimate (excludes HST)	Cost Share Estimate (excludes HST)	Accept: Yes / No (please write in)
Sandy Court	from School House Road to end of cul de sac, paving	0.25	\$180,000	\$90,000	
Total		0.25	\$180,000	\$90,000	

**Name (Print):**

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**Name (Signature):**

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**Title (Print):**

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**Date (Print Year-Month-Day):**

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Please ensure the yellow highlighted column is filled in and return signed document via email to: Laura Cunningham at [laura.cunningham@novascotia.ca](mailto:laura.cunningham@novascotia.ca)



# Request for Decision

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Chad West, Manager of Information Technology
<b>MEETING DATE</b>	April 15, 2025
<b>SUBJECT</b>	Award of Contract #25-09: Permitting Software

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## ORIGIN

- [April 2, 2025 – 2025/26 Operating and Capital Budget Request for Decision](#)

## RECOMMENDATION

That Committee of the Whole recommend Municipal Council award Contract #25-09: Permitting Software to Clariti Cloud Inc. for a term of five (5) years at a total cost of \$346,518.88 (including non-recoverable HST), as described in the April 15, 2025 Request for Decision.

## INTENT

For Municipal Council to approve the award of a contract to the top-scoring proponent of NRFP #25-09.

## DISCUSSION

NRFP #25-09 was released on February 13, 2025 to solicit proposals for Municipal Permitting Software. This software is used by Development, Inspection and Engineering staff to track permit applications, licencing and inspections. The Municipality currently uses an internally developed system called PerCKs to track these items. As part of commitments under the Housing Accelerator Program, the Municipality proposed rolling out new software to streamline permit applications. This software accomplishes that goal by enabling self-serve online features for residents and developers such as improved ability to gather requirements related to a project, ability to submit applications online, ability to request inspections online and the ability to ask questions to development and inspection staff directly within the online portal. Additionally, the software will streamline many backend staff processes into a single modern software system, which can help speed up application and inspection processing times.

Seven (7) submissions were received by the March 27, 2025 deadline. The proposals were reviewed and scored by a team of three reviewers consisting of staff from IT, Development and Inspection Services. The proposals were scored based on compliance with requirements, usability, company experience and references and the total cost of the proposal over a five (5) year term, including all one-time and recurring fees.

Clariti Cloud received the highest technical and overall scores with a proposal for their Clariti Launch software. Clariti Cloud Inc. is a Canadian company headquartered in Vancouver, with offices in Canada and the US. The software will be hosted in Canada.

## FINANCIAL IMPLICATIONS

- Non-recurring fees of \$41,646.66 (including non-rebated HST) and first year subscription fee of \$60,974.44 (including non-rebated HST) to be funded through the Housing Accelerator Fund.
- Second year subscription fee of \$60,974.44 (including non-rebated HST) to be funded through the Housing Accelerator Fund.

# Request for Decision

- Remaining fees of \$182,923.34 (including non-rebated HST) covering years 3-5 of the agreement to be funded from GL 01-2-212-529 – License Fees & Subscriptions in subsequent operating budgets as required by contract payment terms.

## **STRATEGIC PLAN ALIGNMENT**

✓	Strong Communities	Enhances service delivery to residents through online permitting.
	Environmental Stewardship	
	Economic Development	
✓	Good Governance	Streamlines staff processes to enable faster application processing.
	Financial Sustainability	
	Other	

## **ALTERNATIVES**

- Municipal Council could direct staff to re-evaluate proponents.
- Municipal Council could choose not to approve the award of contract to any proponent.
- Neither alternative is recommended.

## **IMPLEMENTATION**

- Municipal Council approves the award of contract.
- Software privacy and security impact assessments completed.
- Contract and purchase order signed and issued to the Proponent.
- Software configuration, migration and training to follow schedule as specified in successful proposal.

## **ENGAGEMENT**

- NRFP #25-09 was publicly posted to the Municipal and Nova Scotia procurement websites.

## **APPENDICES**

- None

## **APPROVALS**

Mandy Burgess, Manager of Development Services	April 4, 2025
Trish Javorek, Director, Planning and Inspection Services	April 7, 2025
Scott Conrod, Chief Administrative Officer	April 10, 2025

# Request for Decision

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Laura Mosher, Manager of Planning Services
<b>MEETING DATE</b>	April 15, 2025
<b>SUBJECT</b>	Storm Water Management

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## ORIGIN

- First introduction

## RECOMMENDATION

That Committee of the Whole recommend Municipal Council give seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt Policy DBS-03-006: Storm Water Management as detailed in the April 15, 2025 Request for Decision.

## INTENT

For Committee of the Whole to consider recommending adoption of Policy DBS-03-006 to provide better guidance for property owners on their responsibility for the management of storm water on private property.

## DISCUSSION

Planning and Development Staff have noted a marked increase in concerns related to the management of storm water on the part of members of the public. The management of storm water is the responsibility of private property owners to ensure storm water runoff does not negatively impact neighbouring property owners.

While poor storm water management is possible as a part of any type of development, issues are more pronounced in Growth Centres due to greater levels of impermeability due to development. As the Municipality experiences increased rates of higher density development, and through increased negative impacts associated with more extreme weather events due to climate change, Staff are of the opinion that more guidance to the applicant should occur at the time of permitting.

Accordingly, Staff have prepared a policy to provide the opportunity to Municipal Staff to request storm water management plans for certain developments to ensure that property owners understand their responsibilities related to the management of storm water on their property. Further, amendments to the text of the Land Use By-law will also be pursued to provide a strong link to this Policy.

## FINANCIAL IMPLICATIONS

- There are no financial implications to the Municipality associated with this recommendation. The cost of storm water management plans is borne by property owners.

## STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	

# Request for Decision

	Good Governance	
	Financial Sustainability	
✓	Other	Policy development in response to newly identified need

## ALTERNATIVES

- Council could opt not to proceed with the proposed Policy.

## IMPLEMENTATION

- Council provides seven days' notice, per s.48(1) *Municipal Government Act*.
- Council approves the amended and new policies.
- New policies are posted to the Municipal website.
- Once approved, Staff will communicate Municipal Council's decision to the public.

## ENGAGEMENT

- Should Council provide notice to adopt the Policy, the seven days' notice provides an opportunity for further public comment.

## APPENDICES

- Appendix A: Proposed new Policy DBS-03-006 Storm Water Management Oversight

## APPROVALS

Trish Javorek, Director, Planning and Inspections April 11, 2025

Scott Conrod, Chief Administrative Officer April 11, 2025



## Municipality of the County of Kings

### Storm Water Management

<b>Policy Category</b>	Development & Building Services	<b>Most Recent Amendment</b>	Not Applicable
<b>First Council Approval</b>	TBD	<b>Future Review Date</b>	Approval + 5 Years

#### 1. Purpose

The Municipality of the County of Kings ("Municipality") recognizes the importance of effective Storm Water management and the need for property owners to take responsibility to mitigate potential flooding risks to neighbouring properties associated with poor Storm Water management. This Policy provides clarity and guidance on the Municipality's limited role related to the management of Storm Water on private property.

#### 2. Scope

This Policy applies to all future development within the Municipality.

#### 3. Definitions

- 3.1 **Lot coverage:** the percentage of the lot area covered by all buildings above ground level and shall not include that portion of such lot area which is occupied by a building or portion thereof which is completely below ground level.
- 3.2 **Storm Water:** water from precipitation of all kinds and includes water from the melting of snow and ice, groundwater, and surface water.
- 3.3 **Storm Water Management Plan:** a combination of diagrams, documents, drawings and/or specifications, prepared and stamped by a Professional Engineer licensed to practice in the Province of Nova Scotia, that demonstrates how Storm Water will be managed within a property.

#### 4. Policy Statements

##### 4.1 Municipal Role

- 4.1.1 The Municipality is not responsible for Storm Water management issues on private property. It shall be the responsibility of a property owner to manage drainage on their property such that neighbouring properties are not negatively affected by Storm Water drainage arising from development.
- 4.1.2 The Municipality shall provide guidance to property owners and their agents at the time of permitting to minimize impacts related to Storm Water management and drainage on private property. The guidance incorporated through the minimum standards in the Municipal Services Specifications Manual does not relieve the owner of their responsibility and it is not represented by the Municipality as assurance that there will not be negative Storm Water flows onto other properties.

**4.2 Permitting**

- 4.2.1 At the time of application for a development and/or building permit, the Development Officer may request a Storm Water Management Plan for any development and/or building permit consisting of the following:
- New multi-unit dwellings.
  - New grouped dwellings of three residential units or more.
  - New townhouses of three residential units or more.
  - New main commercial and industrial buildings.
  - Expansions of commercial and industrial buildings of more than 50% of the current main building footprint.
  - New development or expansion of existing development that exceeds 35% Lot Coverage.
- 4.2.2 Notwithstanding 4.2.1, the Development Officer may exempt the following developments:
- Development of individual lots containing a one- or two-unit dwelling.
  - Developments with less than 35% Lot Coverage.
  - Developments where drainage is regulated through a development agreement.
  - Developments where building footprints are not proposed to expand.
- 4.2.3 Any Storm Water Management Plan submitted in accordance with 4.2.1 may be reviewed by the Municipal Engineer or designate for consistency with the Municipal Services Specifications Manual, even when no municipal infrastructure is involved.

**5. Responsibilities**

- 5.1 Council shall:
- 5.1.1 Ensure the Municipality has a current Policy for Storm Water management.
- 5.1.2 Review and amend this Policy as required.
- 5.2 The Chief Administrative Officer or designate shall:
- 5.2.1 Implement this Policy.
- 5.2.2 Identify and propose revisions to this Policy.
- 5.3 The Municipal Engineer or designate shall:
- 5.3.1 Review the submitted Storm Water Management Plan.
- 5.3.2 Request any additional required information or clarification necessary for the review of the Storm Water Management Plan.
- 5.3.3 Provide written notification that the Storm Water Management Plan addresses the management of drainage on the property to the Development Officer.
- 5.4 The Development Officer shall:
- 5.4.1 Request the submission of a Storm Water Management Plan from the applicant for all applicable projects as part of development permit application review.
- 5.4.2 Forward the submitted Storm Water Management Plan and any subsequent inquiries to the Municipal Engineer or designate for review.
- 5.4.3 Issue the development permit upon receipt of notification described in 5.3.3 from the Municipal Engineer or designate.

**6. Amendments**

Date	Amendments

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<b>TO</b>	Committee of the Whole
<b>FROM</b>	Deputy Mayor Peckford
<b>BOARD/COMMITTEE</b>	Greenwood Water Source Water Protection Committee
<b>COMMITTEE MEETING DATE</b>	March 20, 2025
<b>COTW MEETING DATE</b>	April 15, 2025

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The Greenwood Water Source Water Protection Committee held its first official meeting of the year on March 20, 2025, at the Greenwood Village Office. During this meeting, the committee elected its Vice Chair, Chantal Gagnon. The committee also discussed the new water treatment plant and ensured that protection zones for the new well fields were properly established.

In addition to these discussions, the committee explored the importance of having a contingency plan in place for identifying an alternative water source in the event of a supply compromise. Recognizing the need for proactive measures, the committee agreed to further develop this plan.

An interim meeting was scheduled for May 8, 2025, to finalize the draft of the Greenwood Source Water Protection Plan. The committee also confirmed that its second full meeting of the year will take place on September 11, 2025.

The committee remains committed to its mandate of protecting Greenwood's water resources and appreciates the continued support of the Council. Further updates will be provided as progress continues.

Respectfully submitted,

**Deputy Mayor Peckford**



**Committee of Council Reports – April 15, 2025**

<b>Board/Committee</b>	<b>Chair/Reporting Councillor/ Members</b>	<b>Last/Next Meeting</b>	<b>Report</b>
Asset Management Committee	Peter Allen, Doug Gates, Tim Harding	September 3, 2024 Next: April 29, 2025	
Audit & Finance Committee	Dave Corkum, Everett MacPherson (Chair), Riley Peckford (Vice-Chair), Emily Lutz	December 12, 2024 Next: TBD	Recommendations provided December 17, 2024
Diversity Kings County	Everett MacPherson (Vice-Chair) Christina Sappington (Chair)	March 3, 2025 Next: April 7, 2025	Written report provided March 4, 2025
Fences Arbitration Committee	Bob Best Alternate: Christina Sappington	No meetings	
Fire Services Advisory Committee	Peter Allen, Doug Gates, Riley Peckford (Reporting Councillor)	December 5, 2024 Next: February 20, 2025	Recommendation provided January 7, 2025
Greenwood Water Utility Source Water Protection Committee	Riley Peckford	March 20, 2025 Next: May 8, September 11, 2025	Verbal report to be provided April 1, written report April 15, 2025
Joint Accessibility Advisory Committee	Robbie Hiltz	December 11, 2024 Next: March 12, June 11, 2025	Recommendation provided January 7, 2025
Lake Monitoring Committee	Riley Peckford Alternate: Tim Harding	No recent meetings	
Nominating Committee	Dave Corkum (Chair), Peter Allen, Everett MacPherson, Riley Peckford	March 18, 2025 Next: TBD	Recommendations provided April 1, 2025
Planning Advisory Committee	Emily Lutz (Chair), Riley Peckford (Vice-Chair), Doug Gates, Everett MacPherson	March 11, 2025 Next: April 8, 2025	Recommendations provided April 1, 2025
Police Advisory Board	Bob Best, Robbie Hiltz, Christina Sappington	February 19, 2025 Next: May 21, 2025	Written report provided March 4, 2025
Regional Sewer Committee	Tim Harding Alternate: Everett MacPherson	January 16, 2025 Next: March 6, April 8, 2025	Verbal report provided January 21, 2025
Sandy Court Source Water Protection Committee	Tim Harding	February 25, 2025 Next: May 6, 2025	Written report provided March 18, 2025

### External Board and Committee Reports – April 15, 2025

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate: Peter Allen	February 20, 2025 Next: March 17, 2025	Written report provided March 18, 2025
Annapolis Valley Trails Coalition Board	Bob Best Alternate: Robbie Hiltz	August 2024	Verbal report provided September 3, 2024
Canning Source Water Protection Committee	Everett MacPherson		
Interim IMSA Board (Kings Transit & Valley Waste)	Dave Corkum (Chair) Alternate: Emily Lutz	March 25, 2025 Next: April 16, 2025	Verbal report provided April 1, 2025
Kentville Joint Fire Services Committee	Bob Best, Robbie Hiltz, Christina Sappington	March 20, 2025 Next: TBD	Written report provided April 1, 2025
Kentville Source Water Protection Advisory Group	Doug Gates	March 26, 2025	
Kentville Water Commission	Doug Gates	March 26, 2025	
<a href="#">Kings Regional Emergency Management Advisory Committee</a>	Dave Corkum, Robbie Hiltz	January 22, 2025 Next: April 22, 2025	Written report provided February 4, 2025
Landscape of Grand Pré Inc. Member	Christina Sappington Alternate: Vacant		
Landscape of Grand Pré Inc. Board	Peter Allen	September 2024	Verbal report provided September 3, 2024
New Minas Source Water Protection Committee	Christina Sappington		
Port Williams Source Water Protection Committee	Doug Gates		Verbal report provided March 18, 2025
Valley Community Fibre Network (Authority) Board	Emily Lutz	Next: January 6, 2025	Written report provided January 21, 2025
Valley Regional Enterprise Network Liaison & Oversight Committee	Dave Corkum	February 3, 2025 Next: April 14, 2025	Verbal report provided April 15, 2025
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen		

# How to share Bay of Fundy beaches with shorebirds

## Shorebirds need our help

To survive their migration, hundreds of thousands of Semipalmated Sandpipers and other shorebirds need calm beaches on the Bay of Fundy for resting. **Giving shorebirds safe and calm spaces to rest in late summer is a great way to help!**

### Did you know?

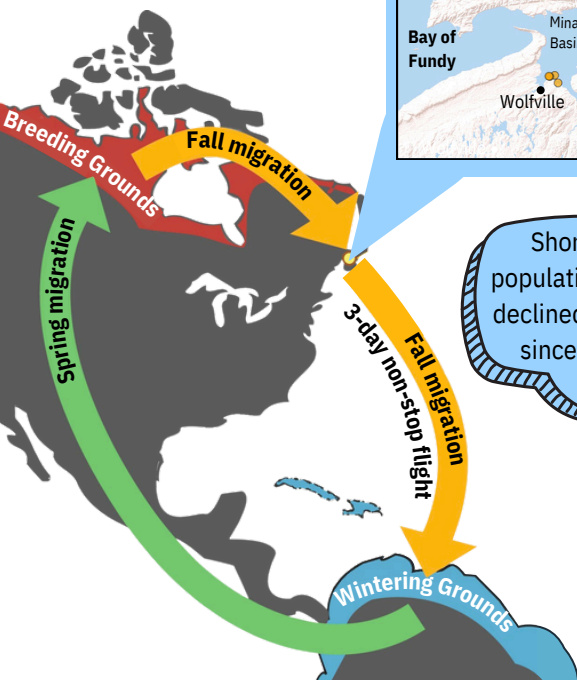
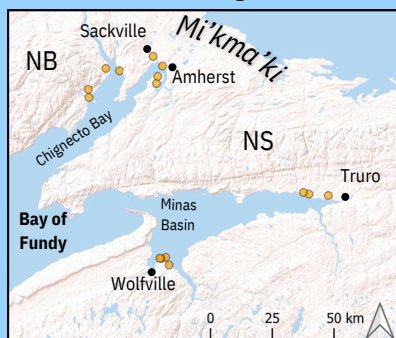
The Bay of Fundy supports the largest flocks of migrating shorebirds in Canada!



**Why is disturbance harmful to shorebirds?** Shorebirds cannot swim, so they must be well-rested and well-fed to survive their 3-day non-stop flight from the Bay of Fundy to South America. At high tide, shorebirds gather on beaches to rest.

Too much disturbance means too little rest and loss of critical fuel reserves needed for their epic flight.

### Major Bay of Fundy shorebird resting beaches



Shorebird populations have declined by 42% since 1980!



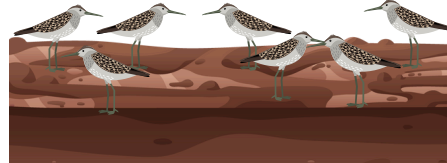
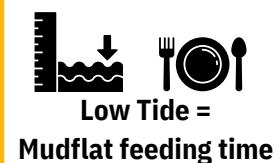
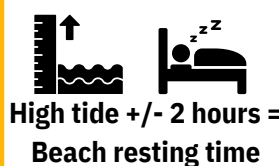
## How to keep beaches safe for shorebirds




Migrating shorebirds use Bay of Fundy beaches from **mid-July to mid-September**, peaking in August.

### Changing Tides = Changing Shorebird Activities

Be aware of tide times when visiting beaches.



Stay about 2 bus lengths (25 m or 80') away from resting flocks. 



Keep dogs on leash.



Conduct maintenance activities, like mowing dykes, when shorebirds are not present.



Avoid loud noises, like fireworks and beach parties, during shorebird resting time.



Use a telephoto lens to avoid disturbing flocks.

### For more information or to get involved:



[spacetoost@birdscanada.org](mailto:spacetoost@birdscanada.org)



Visit [linktr.ee/space2roost](https://linktr.ee/space2roost) or scan the QR code to learn more! Check out and share the Space to Roost video.



Space to Roost | Espaces de Repos

This project was undertaken with the financial support of:  
Ce projet a été réalisé avec l'appui financier de :



Environment and Climate Change Canada

Environnement et Changement climatique Canada

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# Les plages de la baie de Fundy, espaces à partager avec les oiseaux de rivage

## Les oiseaux de rivage ont besoin de notre aide

Pour se reposer pendant leur migration, des centaines de milliers de Bécasseaux semipalmés et d'autres oiseaux de rivage doivent compter sur le calme des plages de la baie de Fundy. Une excellente façon de leur apporter notre soutien est de leur offrir des espaces sûrs et calmes pour reprendre leur souffle à la fin de l'été.

### Le saviez-vous?

La baie de Fundy accueille les plus importantes troupes d'oiseaux de rivage migrateurs au Canada.

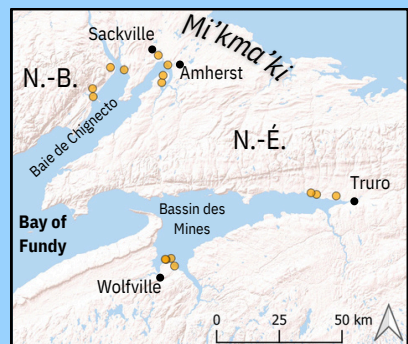


### Les dérangements nuisent aux oiseaux de rivage?

Comme ces oiseaux ne peuvent pas nager, ils doivent être bien reposés et alimentés pour effectuer leur vol sans escale de trois jours entre la baie de Fundy et l'Amérique du Sud. À marée haute, ils s'assemblent sur des plages pour refaire le plein d'énergie.

Trop de dérangements signifient trop peu de repos pour ces oiseaux et une perte des réserves de carburant essentielles à leur vol épique.

### Principales plages de repos dans la baie de Fundy

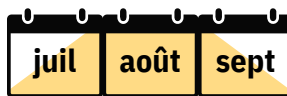


Les populations d'oiseaux de rivage ont chuté de 42% depuis 1980!



Photo: Lucas Berrigan

## Comment garder les plages calmes



Les oiseaux de rivage en migration utilisent les plages de la baie de Fundy de la **mi-juillet à la mi-septembre**, avec un pic en août.

### Les horaires des oiseaux sont fonction des marées

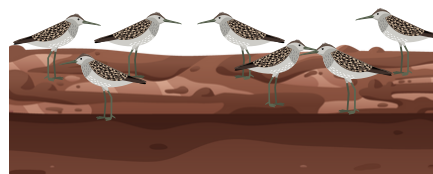
Attention aux marées lorsque vous visitez les plages.



Marée haute +/- 2 heures = Temps de repos des oiseaux



Marée basse = Alimentation sur les battures



Rester à environ deux longueurs d'autobus (25 m) des oiseaux au repos.



Garder les chiens en laisse.



Effectuer les activités d'entretien, comme la tonte des digues, lorsque les oiseaux de rivage ne sont pas présents.



Éviter de faire trop de bruit, par exemple avec des feux d'artifice et des fêtes sur la plage, pendant la période de repos des oiseaux.



Photographier les oiseaux avec un téléobjectif pour éviter de les déranger.

### Pour en savoir plus ou vous impliquer:



[spaceto2roost@birdscanada.org](mailto:spaceto2roost@birdscanada.org)



Rendez-vous à [linktr.ee/space2roost](https://linktr.ee/space2roost) ou balayez le code QR pour en savoir plus! Visionnez et partagez la vidéo sur le programme Espace de repos.





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**Adrian Johnstone**

[REDACTED]  
Waterville, BOP 1VO  
[REDACTED]  
[REDACTED]

April 1st, 2025.

**Municipality of The County of Kings, Town of Kentville, Town of Berwick &  
Town of Wolfville**

Dear Councilors,

I am reaching out to try and partner on an ongoing initiative that I started on my own back in December, regarding civic signs.

For those of you who may not know me, I have resided in the County of Kings for 25 years. In 2018, I began documenting events in our community, following in my late grandfather Stuart's shoes. My grandfather served 65 years in the Waterville & District Volunteer Fire Department while also contributing to the local register.

In 2021, I started a Facebook Page called "The Valley Eye Photography", keeping the community informed and sharing my photos. Since my page started, I have reached over 39 thousand followers, with reach across the region.

Over multiple years, I've always tried to be an advocate for residents in our communities, highlighting important facts, breaking news, local businesses and keeping people informed.

As a first responder and 911 operator, I see how important civic signs are but how they are a daily concern for emergency services, carrier companies, nurses and numerous folks who require locating a property in our communities.

Over the course of multiple months, I've been working collaboratively with numerous agencies, such as Kentville Police Service, Annapolis Royal Police, EHS Paramedics, Royal Canadian Mounted Police, numerous fire departments across Kings, Hants & Annapolis Counties, the Coldbrook Lions Club, including help from the County of Kings with information and bylaws.

I have spent an extensive amount of time researching, talking to folks in the community, educating and helping display signs. It has certainly consumed my days!

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I have been making regular posts reminding residents while working on a video project which is almost complete.

The idea to highlight this project began when myself, along with other fire departments, delivered Christmas cards to children in the community for Santa.

We experienced lots of issues navigating our way to homes due to improperly displayed signs or lack thereof.

Over the past few months, I have canvassed over 3,300 commercial and residential properties across Kings County, with 61% of those not having a sign displayed properly or not there at all.

After publishing a post about the Coldbrook Lions Club and where you can purchase signs, over 30 people reached out to John, who makes them at his home. Since then, I've heard he continues to be quite busy as I make weekly reminders about the importance of such signs.

With over 60,000 people living in Kings County and that number climbing each month, I believe it's crucial to have your help with bringing awareness to this topic.

I am looking to work with the Municipality of The County of Kings along with the Town of Kentville, Town of Berwick and Town of Wolfville to get this important topic to the doorsteps of property owners across the County.

I feel it is part of the towns and county's responsibility to help educate property owners about such crucial signs in our communities.

My idea is to have a separate letter with key points about how to have a sign displayed, why, where, with short and key information. This can be mailed out during your newsletter that gets sent out each year (if you have one).

It would be ideal to have this as a separate item to ensure the message gets across. While Facebook is great, it does not reach the fingertips of everyone, especially the senior folks in our communities.

I am open to helping make this happen by any means. Financially, my page and ideas are out of pocket. It would be hard for me to take on this project financially on my own.

I'm wondering if there's a budget of some sorts that could be arranged to help offset costs with creating and printing such letters?

That being said I am hoping, with your support, we could work together to get these letters made, whether that is in or out of house.

I think a letter that is the same, used for the municipality and towns would be the most ideal, to keep consistency across the board.

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While I've spent a significant amount of time doing research, each bylaw is slightly different. The end result and displaying of signs should all be the same, which I believe would fit for everyone if it was worded appropriately.

With lots of photos and information from my ongoing project, I'm sure I can be of use to make such letters engaging and eye-opening.

I'm looking forward to hearing back and hoping this project idea is important in your eyes as it is in mine.

***I am looking to have this on your next agenda for the next council meeting.***

Please feel free to reach out with any questions.

Sincerely,

**Adrian Johnstone**

**The Valley Eye Photography**



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Below is an example of what could be done, a very small 8.5 by 3 inch letter, a reminder on the front with the town and municipality logos. The back could have a list of suppliers in the county along with key facts about how to have a civic sign properly displayed with a photo.

**Please Note:**

This photo was created as a reference, this is not being distributed with the logos from the towns or municipality and is not a finished result.

