



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**COMMITTEE OF THE WHOLE**

**Tuesday, June 17, 2025**

**9:00 a.m.**

**AGENDA**

**Video Recording Times Noted in Red**

**Video is available [here](#)**

1. Roll Call **8:35**
2. Approval of Agenda **8:58** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes **10:05**
  - a. May 20, 2025 Page 2
5. Business Arising from Minutes **None**
  - a. May 20, 2025 Page 2
6. Engineering & Public Works
  - a. Update on Regional Sewer (Presentation) **11:26**
7. Administration
  - a. Summer Programming & Events in Community Development **1:07:07** Page 7
  - b. Kings Vision Grants 2025-2026 **1:37:18** Page 24
8. Financial Services
  - a. Amendments to By-law 93: Private Road Maintenance & Improvement Charge **2:13:45** Page 29
  - b. Amendments to Policy FIN-05-006: Procurement **2:18:20** Page 40
  - c. Hantsport Volunteer Fire Department Capital Budget 2025/26 **2:31:01** Page 81
9. Board and Committee Reports **2:37:47**
  - a. Diversity Kings County Committee Page 85
  - b. Joint Accessibility Advisory Committee Page 86
  - c. Committees of Council Page 87
  - d. External Boards and Committees Page 88
10. Correspondence **2:42:55**
  - a. 2025-05-30 Farmers Markets of Nova Scotia Request for Support Page 89
11. Councillor Item **2:44:29**
  - a. Uranium Mining in Nova Scotia Page 96
12. Other Business **2:50:50**
13. Comments from the Public **2:53:27**
14. Adjournment **2:59:27**

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
COMMITTEE OF THE WHOLE  
Tuesday, May 20, 2025  
DRAFT MINUTES**

**Meeting Date  
and Time**

A meeting of the Committee of the Whole was held on Tuesday, May 20, 2025, at 9:00 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

**1. Attendance**

All Members of Council were in attendance with the exception of Councillor MacPherson with notice.

***Results for Roll Call***

For 9  
Against 0

| District   | Name                 | Results |
|------------|----------------------|---------|
| Mayor      | Dave Corkum          | For     |
| District 1 | Everett MacPherson   | -       |
| 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
- Scott MacKay, Manager, Revenue & Acting Director, Finance & IT
- Vicki Brooke, Policy Analyst
- Charissa Kleine Deters, Diversity Specialist
- Haley Hutt, Administrative Assistant/Recording Secretary

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

**On motion of Councillor Gates and Councillor Sappington, that Committee of the Whole approve the May 20, 2025 agenda as circulated.**

**Motion Carried.**

***Results***

For 9  
Against 0

| District   | Name                 | Results |
|------------|----------------------|---------|
| Mayor      | Dave Corkum          | For     |
| District 1 | Everett MacPherson   | -       |
| 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. **Approval of Minutes**

4a. [April 15, 2025](#)

On motion of Councillor Harding and Councillor Allen, that the minutes of the Committee of the Whole meeting held on April 15, 2025 be approved as circulated.

**Motion Carried.**

**Results**

For 9  
Against 0

| District   | Name                 | Results |
|------------|----------------------|---------|
| Mayor      | Dave Corkum          | For     |
| District 1 | Everett MacPherson   | -       |
| 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. [April 15, 2025](#)

There was no business arising from the April 15, 2025 minutes.

6. **Presentations**

6a. [Annapolis Valley Regional Library Operations & Provincial Library Funding Review Update](#)

Julia Merritt, CEO, Annapolis Valley Regional Library, provided a [presentation](#).

On motion of Councillor Lutz and Councillor Harding, that Committee of the Whole receive for information the Annapolis Valley Regional Library Operations & Provincial Library Funding Review Update presentation as provided on May 20, 2025.

**Motion Carried.**

**Results**

For 9  
Against 0

| District   | Name                 | Results |
|------------|----------------------|---------|
| Mayor      | Dave Corkum          | For     |
| District 1 | Everett MacPherson   | -       |
| 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. Administration

- 7a. [Proclamation Requests for June 2025: Pride Month, National Indigenous History Month, National Indigenous Peoples Day](#)

Charissa Kleine Deters, Diversity Specialist, presented the Request for Decision as attached to the May 20, 2025 agenda and provided a [presentation](#).

**On motion of Councillor Best and Councillor Hiltz, that Committee of the Whole recommend Municipal Council proclaim June 2025 as National Indigenous History Month in the Municipality of the County of Kings.**

**Motion Carried.**

**Results**

For 9  
Against 0

| District   | Name                 | Results |
|------------|----------------------|---------|
| Mayor      | Dave Corkum          | For     |
| District 1 | Everett MacPherson   | -       |
| 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 Gates and Deputy Mayor Peckford, that Committee of the Whole recommend Municipal Council proclaim June 21, 2025 as National Indigenous Peoples Day in the Municipality of the County of Kings.**

**Motion Carried.**

**Results**

For 9  
Against 0

| District   | Name                 | Results |
|------------|----------------------|---------|
| Mayor      | Dave Corkum          | For     |
| District 1 | Everett MacPherson   | -       |
| 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 proclaim June 2025 as Pride Month in the Municipality of the County of Kings.**

**Motion Carried.**

**Results**

For 9  
Against 0

| District   | Name                 | Results |
|------------|----------------------|---------|
| Mayor      | Dave Corkum          | For     |
| District 1 | Everett MacPherson   | -       |
| 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     |

7b. [Proposed Amendments to Policy COMM-02-003: Proclamations](#)

Vicki Brooke, Policy Analyst, presented the Request for Decision as attached to the May 20, 2025 agenda and provided a [presentation](#).

**On motion of Councillor Best and Councillor Lutz, that Committee of the Whole recommend Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy COMM-02-003: Proclamations as detailed in the May 20, 2025 Request for Decision.**

**Motion Carried.**

**Results**

For 9  
Against 0

| District   | Name                 | Results |
|------------|----------------------|---------|
| Mayor      | Dave Corkum          | For     |
| District 1 | Everett MacPherson   | -       |
| 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     |

7c. **Regional Sewer Update (Presentation)**

Brad Carrigan, Director of Engineering & Public Works, provided a [presentation](#).

8. **Board and Committee Reports**

8a. [Diversity Kings County Committee](#)

Councillor Sappington presented the report as attached to the May 20, 2025 Committee of the Whole agenda.

8b. [Fire Services Advisory Committee](#)

Deputy Mayor Peckford presented the report as attached to the May 20, 2025 Committee of the Whole agenda.

8c. [Committees of Council](#)

For information.

8d. [External Boards and Committees](#)

For information.

9. **Other Business**

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

10. **Comments from the Public**

MLA Julie Vanexan was present but did not provide comments.

## 11. Adjournment

On motion of Councillor Allen and Councillor Best, there being no further business, the meeting adjourned at 9:44 a.m.

**Motion Carried.**

**Results**

For 9

Against 0

| District   | Name                 | Results |
|------------|----------------------|---------|
| Mayor      | Dave Corkum          | For     |
| District 1 | Everett MacPherson   | -       |
| 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:**

\_\_\_\_\_  
Dave Corkum  
Mayor

\_\_\_\_\_  
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. |

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|                     |   |
|---------------------|---|
| <b>TO</b>           | Committee of the Whole  |
| <b>PREPARED BY</b>  | Molly Peppard, Recreation Intern, Danielle Dulay, Inclusive Communities Intern, and Jadra Hannam, Program Accessibility & Inclusion Facilitator |
| <b>MEETING DATE</b> | June 17, 2025   |
| <b>SUBJECT</b>      | Summer Programming & Events in Community Development  |

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## ORIGIN

- First introduction to Committee of the Whole

## RECOMMENDATION

That Committee of the Whole receive the June 17, 2025 Briefing on Summer Programming and Events in Community Development as information.

## INTENT

For Committee of the Whole to receive information on planned summer activities, events and programming throughout the Municipality.

## DISCUSSION

Community Development staff have been planning events, programs and services for residents throughout the Municipality, ensuring equitable access to recreation opportunities for all people.

Acting in congruence with Council's expressed commitments through the Municipality's [Strategy for Belonging](#) and [Our Joint Accessibility Plan](#), staff look to maximize impact through partnerships with local organizations and service providers who offer diverse, unique, and innovative options for recreation. Staff not only endeavour to be cognizant of the range of barriers experienced by people attempting to access recreation opportunities, but intentionally reduce barriers including, without limitation, financial burdens and increasingly focus on enhancing emotional, functional and technical accessibility.

With the mission of quality of life for all through the provision of Municipal services in an inclusive, effective, and collaborative manner, programming efforts focus on sport, active living, arts and more across four main categories: youth, family, 55+, and events.

Highlights of youth opportunities include day, multisport, paddle and mini camps throughout the region. Day camps offer programming built around fun for all and include structured and unstructured indoor and outdoor play, a visit each week to some form of water, equity, diversity, inclusion and belonging-focused activities, arts, local field trips and special guest visitors. Mini camps feature a unique theme and include a mix of indoor and outdoor activities, creative projects, and inclusive programming focused on fun, belonging, and exploration. Finally, paddle camp participants will learn the basics of water safety and paddling through hands on instruction for both kayak and paddle boards this summer. Campers will also participate in on shore camp activities and exploring at Aylesford Lake Beach.

Family programming focuses on creating opportunities for multi-generational engagement encouraging families to enjoy the natural world, try new things and most importantly, have fun together. Initiatives include pop-up play, tennis instruction, paddle loans, and trail-based activities.

The Municipality offers targeted programming for residents aged 55+ inclusive of the ever-popular monthly bingo socials at the Coldbrook Lions Hall on the third Tuesday of the month. Before games begin, staff lead participants through low impact movements to start this event to help build knowledge of and comfort with at home activities intended to preserve and/or build strength and mobility.

The Municipality also holds a series of events for the 55+ games which encourages socialization and some opportunity for friendly competition in card games, field games, a garden tea, aquafit and more!

Taking place annually in August at the Waterville Recreation Park, Party in the Park is a free, family-oriented event aimed at celebrating diversity, fostering belonging, and promoting community connection. Programming includes a foam party, face painting, chalk art, field games, LEGO and Big Blue Block building, and other inclusive recreational activities for all ages. Food will be available for purchase from local food vendors. The event will also feature the 4<sup>th</sup> Annual Seasonal Agricultural Workers Soccer Tournament, where teams representing local farms compete in a friendly competition celebrating cultural diversity and contributions to the region's agricultural sector. This event showcases the Municipality's commitment to inclusive, accessible, and engaging programming welcoming of all people.

To further our commitment to inclusive and accessible summer programming, the Community Development division has added a Program Accessibility and Inclusion Facilitator to the summer intern staff. This position aims to ensure that all programs and activities are accessible and inclusive for participants with diverse abilities.

## **FINANCIAL IMPLICATIONS**

- Programming costs approved in 2025/26 Operating Budget.

## **STRATEGIC PLAN ALIGNMENT**

|   |                           |   |
|---|---------------------------|---|
|   | Strong Communities        |   |
|   | Environmental Stewardship |   |
|   | Economic Development      |   |
|   | Good Governance           |   |
|   | Financial Sustainability  |   |
| ✓ | Other                     | Annual update on summer season activities |

## **APPENDICES**

- Appendix A: Summer Programs and Events 2025 Overview

## **APPROVALS**

Brittany Traynor, Manager, Community Development      June 5, 2025

Rob Frost, Deputy CAO      June 5, 2025

Scott Conrod, Chief Administrative Officer      June 10, 2025



# KINGS 55+ GAMES

| Monday June 16                 | Tuesday June 17                       | Wednesday June 18        | Thursday June 19                           | Friday June 20  |
|--------------------------------|---------------------------------------|--------------------------|--|---|
| Grand Pre (Harvest Moon Trail) | Louis Millet Centre Rm 120- New Minas |                          | Waterville Pool<br><br>Kingston Fire Hall  | Woodville Community Centre<br><br>Oakdene Park- Kentville |
| Trail Walk<br>2:00-3:00        | Card Games<br>1-4pm                   | Gardening & Tea<br>1-3pm | Swim Times<br>9-11am<br><br>Bingo<br>1-3pm | Art Workshop<br>9-11am<br><br>Field Games<br>1-4pm        |





# DAY CAMPS

## INFO:

- 9 AM to 4 PM
- \$125 per week per camper
- 24 campers per camp
- Ages 5 -12

## LOCATIONS:

- Meadowview Community Hall: July 7 - 11
- Gaspereau Elementary School: July 21 - 25
- Cambridge Elementary School: July 28 - August 1
- St. Mary's Elementary School (Aylesford): August 18 - 22

# DAY CAMPS: PADDLE CAMP

## INFO:

- 10 AM to 4 PM
- 3 days
- 12 campers per camp
- Ages 8 -13
- \$115 per camper per week

## DATES:

- July 22 - 24
- July 29 - 31
- August 5 - 7

All registrations full with nearly full waitlists!



# HALF DAY CAMP: MULTI-SPORT CAMP

## INFO:

- 9 AM to 12 PM
- \$75 per camper per week
- Ages 8 -13
- Rain or shine
- 15 campers per camp

Location: Centreville Park  
Date: August 11 - 15





# HALF DAY CAMPS: MINI CAMP

## INFO:

- 9 AM to 12 PM
- 3 days
- Ages 5 -12
- \$20 per day per camper or \$50 per week per camper
- Different themes each day!

## DATES & LOCATIONS:

- Woodville Community Center: July 2 - 4
- Coldbrook Lions Hall: July 15 -17
- Lloyd Memorial Center: August 6 - 8
- Meadowview Community Center: August 12 -14



An illustration of two children with backpacks in a camp setting. On the left, a boy with dark hair, wearing a yellow t-shirt and green shorts, stands with a large brown backpack and waves. On the right, a girl with dark hair, wearing a red tank top and yellow pants, walks with a brown backpack. In the background, there are green hills, a blue sky with white clouds and birds, and a campsite with a red tent, a yellow tent, and a small fire. The title 'CAMP INTRODUCTION TO INCLUSIVE LANGUAGE' is centered in the upper half of the image.

# CAMP INTRODUCTION TO INCLUSIVE LANGUAGE

## INFO:

Campers learn about pronouns, respect, and belonging through open conversations, group guidelines, and fun, kid-friendly activities that create a safe and welcoming space for all.

## LOCATIONS & DATES:

- Meadowview Community Hall: July 7
- Gaspereau Elementary School: July 21
- Cambridge Elementary School: July 28
- St. Mary's Elementary School (Aylesford): August 18



## ACCESSIBLE AND INCLUSIVE PLAY

- New summer position: Program Accessibility and Inclusion Facilitator
- Parents provide information upon registration on the child's unique needs
- Plan required modifications to activities in advance
- Supporting participants within camps & programs
- Ensuring all participants have a positive experience in recreation





## DROP-IN PROGRAMS



These occur on various dates through the summer



Each drop-in session will be 2 hours long and will have a theme



Some Themes include; Lego, Water games, Trail Walks and Board Games

EVERYONE IS  
WELCOME!





## PRIVATE PROGRAMS



SHIFT Partnership for neuro divergent individuals



Located at Kingsport Beach

# STILL IN THE WORKS



Sports Clinics



Bingo Dates



Amazing Race



End of Year Party



# COMMUNITY CELEBRATIONS



## **WELCOME BACK TO THE BEACH COMMUNITY PARTY**

Date: June 21, 2025

Location: Aylesford  
Lake Beach

## **PARTY IN THE PARK**

**ANNUAL SEASONAL  
AGRICULTURAL WORKERS  
SOCCER TOURNAMENT**

Date: August 17,  
2025

Location: Waterville  
Park



The background of the page is a colorful illustration. At the top, a light blue sky contains several white birds in flight. Below the sky, there are stylized green hills and a blue body of water. In the foreground, two people are walking towards the right. The person on the left is a man with dark hair, wearing a yellow t-shirt and green shorts, carrying a large brown backpack. The person on the right is a woman with dark hair, wearing a red tank top and yellow pants, also carrying a backpack. In the middle ground, there are two tents, one red and one yellow, and a small campfire with a flame. The overall style is a flat, modern illustration with a vibrant color palette.

# MULTICULTURAL FESTIVAL

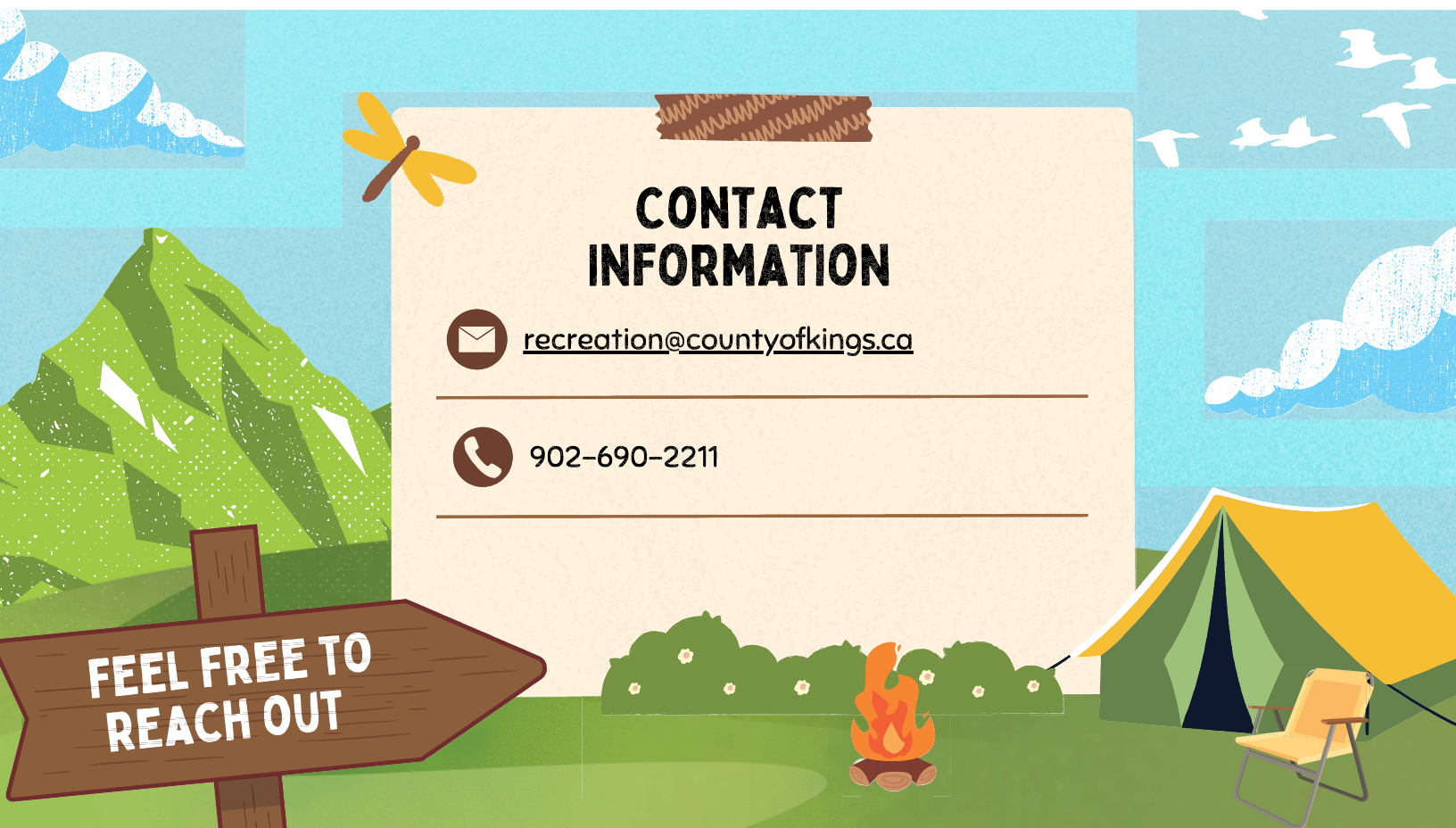
## INFO:

Date: August 24,  
2025

Location: Kentville  
Center Square

## LOCATIONS & DATES:

- Live Performances
- Food Market
- Interactive Booths
- Active Living Tent
- Children's Tent
- Diversity Booth



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|                     |  |
|---------------------|--|
| <b>TO</b>           | Committee of the Whole                         |
| <b>PREPARED BY</b>  | Amie Johnstone, Grants & Funding Administrator |
| <b>MEETING DATE</b> | June 17, 2025                                  |
| <b>SUBJECT</b>      | 2025-26 Kings Vision Grant                     |

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## ORIGIN

- [FIN-05-018 Community Grant Policy](#) ("Policy")

## RECOMMENDATIONS

1. That Committee of the Whole recommend Municipal Council approve the 2025-26 Kings Vision Grant allocations for the existing multi-year applications as described in Appendix A attached to the June 17, 2025 Request for Decision for a total of \$260,410.00
2. That Committee of the Whole recommend Municipal Council approve the 2025-26 Kings Vision Grant allocations for the new application requests as described in Appendix B attached to the June 17, 2025 Request for Decision for a total of \$302,600.00

## INTENT

For Committee of the Whole to consider and recommend the approval of the 2025-26 Kings Vision Grant allocations.

## DISCUSSION

### **Background**

The Kings Vision Grant program supports to the Municipality's vision of being a 'community of communities where all people belong'. This program provides financial assistance to organizations undertaking major capital projects that align with one of the five Key Strategic Priorities identified in the Municipality's Strategic Plan:

- Strong Communities;
- Environmental Stewardship;
- Economic Development;
- Good Governance; and
- Financial Sustainability.

There is a minimum request to this program of \$25,000, with maximum funding of up to 50% of the total project costs.

The authority to make funding decisions for the Kings Vision Grant program rests with Municipal Council. Staff bring forward a funding recommendation to Council, based on the average of the individual allocation recommendations submitted by members of Council.

In accordance with the Community Grants Policy, staff conducted a thorough review of all submitted applications to ensure completeness and verify that all eligibility criteria were met. Where necessary, staff contacted applicants to request additional information or clarification to ensure that Council would

# Request for Decision

have comprehensive and accurate information when evaluating the applications in consideration of funding.

On June 3, 2025, all Kings Vision Grant applications were made available to Members of Council via a secure SharePoint site. A corresponding spreadsheet was circulated, requesting that each Member individually complete their funding allocation recommendations, utilizing up to the full \$600,000 Vision Grant budget. The deadline for submitting completed allocations to staff was set for 4:30 p.m. on June 10, 2025. Submissions were received from all ten members of Council. Staff averaged the allocations received to prepare recommendations, using the average as the base.

Standard terms and conditions, including requirements related to permitting and inspections, will apply to all funding recipients before any funding is released. Successful applicants may also be required to sign a contribution agreement or general terms and conditions letter prior to receiving funds.

Staff reviewed the average funding allocations to ensure the recommended amounts would provide meaningful support for each applicant's proposed project. This review considered whether the allocations were proportionate to the funding requested and sufficient to achieve the intended outcomes. Where applicable, adjustments were made to the averaged amounts to reflect full-year funding, while maintaining with the same percentage established through the averaging process.

Explanation of the difference between exact Averaged Amounts and Recommended Amounts are as follows:

#### Existing Multi-Year Applications (Appendix A):

As the majority of allocations submitted provided full funding to existing multi-year applicants, staff recommend continuing with the originally awarded annual amounts for each organization. All organizations in this category have either a Contribution Agreement or pre-funding terms and conditions in place that guide the disbursement municipal funding. These agreements include specific requirements that must be met in order to retain any accrued or unpaid funds. Should an organization fail to meet these requirements, the agreement may be terminated, and any unused, awarded, or accrued funding will be reallocated to another internal general ledger account in accordance with the Surplus Allocation Policy.

Total funding recommended to Existing Multi-Year Applications is \$260,410.00

#### New Applications Section (Appendix B):

For new applications, minor adjustments were made to the average term of funding (in years), which in turn affected the annual funding amounts. These adjustments were made to recommend rounded dollar figures based on full-year terms. All recommended funding reflects the same percentage of total project costs based on allocation submissions.

Total funding recommended to New Applications is \$302,600.00

### **FINANCIAL IMPLICATIONS**

- \$563,010 of \$600,000 budget from GL: 01-2-265-960
  - Remaining \$36,990.00 will be allocated in accordance with the Surplus Allocation Policy

## STRATEGIC PLAN ALIGNMENT

|   |                           |                      |
|---|---------------------------|----------------------|
|   | Strong Communities        |                      |
|   | Environmental Stewardship |                      |
|   | Economic Development      |                      |
|   | Good Governance           |                      |
|   | Financial Sustainability  |                      |
| ✓ | Other                     | Per Municipal Policy |

## ALTERNATIVES

- Council may apply additional conditions specific to any funding allocations.
- Council may recommend adjusting any allocation,
  - while remaining within the total Kings Vision Grant budget of \$600,000,
  - equal to or less than 50% of the applicant's total project cost, and
  - equal to or less than the total amount requested by the applicant.

## IMPLEMENTATION

- Following Council approval, staff will notify all applicants of the outcome of their funding request, including any applicable conditions.
- All successful applicants will be clearly advised of accountability and reporting requirements. This includes notification that final funding amounts will be adjusted based on actual revenues and expenditures, up to the maximum allowable funding limit or, where applicable, the percentage specified in the funding agreement.
- Disbursement of funds will be carried out in accordance with the Community Grants Policy Standard Operating Procedure.
- A list of successful applicants will be made publicly available, in accordance with the *Municipal Government Act* and the Community Grants Policy.

## ENGAGEMENT

- Policy FIN-05-018: Community Grants is publicly available on the Municipality's website.
- Grant Information Sessions were held in person on January 13 in Kingston and January 14 in Port Williams, with an online session conducted on January 15. A recording of the online session was subsequently posted to the Municipality's website.
- Information of Community Grant programs was shared through the Municipality's monthly E-Newsletter and promoted on official social media channels.

## APPENDICES

- Appendix A: 2025-2026 Kings Vision Grant – Existing Multi-Year Recommendations
- Appendix B: 2025-2026 Kings Vision Grant – New Recommendations

## APPROVALS

|  |               |
|--|---------------|
| Rob Frost, Deputy Chief Administrative Officer | June 12, 2025 |
| Scott Conrod, Chief Administrative Officer     | June 12, 2025 |



**Appendix A: 2025-26 Kings Vision Grant - Existing Multi-Year Recommendations**

| Existing Multi-Year Applicant Organizations     | Total Estimated Project Cost | 2024/25 Requested Amount | Original Total Award | Original Award Year | Term (years) | Awarded To Date | Averaged Funding Allocation | 2025-26 Recommended Funding |
|---|------------------------------|--------------------------|----------------------|---------------------|--------------|-----------------|-----------------------------|-----------------------------|
| Brigadoon Children's Camp Society               | \$12,500,000                 | \$ 56,570                | \$ 395,990           | 2020/21             | Year 6 of 7  | \$ 282,850      | \$ 56,570                   | \$ 56,570                   |
| Landmark East Association                       | \$3,500,000                  | \$ 40,000                | \$ 160,030           | 2022/23             | Year 4 of 4  | \$ 120,030      | \$ 32,000                   | \$ 40,000                   |
| Valley Regional Hospital Foundation             | \$2,500,000                  | \$ 44,440                | \$ 88,880            | 2024/25             | Year 2 of 2  | \$ 44,440       | \$ 43,425                   | \$ 44,440                   |
| Wolfville Historical Society                    | \$350,000                    | \$ 13,400                | \$ 26,800            | 2024/25             | Year 2 of 2  | \$ 13,400       | \$ 12,060                   | \$ 13,400                   |
| Halls Harbour Community Development Association | \$24,275,000                 | \$ 106,000               | \$ 424,000           | 2024/25             | Year 2 of 4  | \$ 106,000      | \$ 75,589                   | \$ 106,000                  |
| Total   |                              |                          |                      |                     |              |                 | \$ 219,644                  | \$ 260,410                  |
| % of total Vision Budget                        |                              |                          |                      |                     |              |                 | 37%                         | 43%                         |

Appendix B: 2025-26 Kings Vision Grant - New Recommendations

| New Applicant Organizations   | Total Estimated Project Cost | Total Requested | Term Requested (years) | Total Requested funding as a % of the total project | Averaged Term | Averaged Annual Funding | Averaged total funding as a % of the total project | Recommended Term (in years) | Recommended Annual Commitment | Total Recommended Funding | Total Recommended funding as a % of the total project | 2025-26 Recommended Funding | Recommended Pre-Funding Condition(s), Contribution Agreement, or Terms & Conditions letter | Remaining Commitment |
|---|------------------------------|-----------------|------------------------|---|---------------|-------------------------|--|-----------------------------|-------------------------------|---------------------------|---|-----------------------------|--|----------------------|
|   |                              |                 |                        |   |               |                         |  |                             |                               |                           |   |                             |  | 2026-27              |
| Annapolis Valley Centre for Education - Cambridge Elementary School | \$ 175,022.29                | \$ 87,511.15    | 1                      | 50%   | 0.90          | \$ 70,766.79            | 36.39%   | 1                           | \$ 64,000.00                  | \$ 64,000.00              | 36.57%  | \$ 64,000.00                | Single Year funding Award - Regular Terms & Conditions Letter                              | \$ -                 |
| Open Arms Resource Centre Society                                   | \$ 1,260,000.00              | \$ 200,000.00   | 1                      | 16%   | 1.10          | \$ 105,382.18           | 9.20%  | 1                           | \$ 116,000.00                 | \$ 116,000.00             | 9.21%   | \$ 116,000.00               | Single Year funding Award - Regular Terms & Conditions Letter                              | \$ -                 |
| Village of Kingston   | \$ 128,376.06                | \$ 64,188.03    | 1                      | 50%   | 1.00          | \$ 58,600.42            | 45.65%   | 1                           | \$ 58,600.00                  | \$ 58,600.00              | 45.65%  | \$ 58,600.00                | Single Year funding Award - Regular Terms & Conditions Letter                              | \$ -                 |
| Coldbrook Lions Club (specifically: Valley Drive-In Theatre)        | \$ 160,000.00                | \$ 80,000.00    | 1                      | 50%   | 1.00          | \$ 64,000.00            | 40.00%   | 1                           | \$ 64,000.00                  | \$ 64,000.00              | 40.00%  | \$ 64,000.00                | Single Year funding Award - Regular Terms & Conditions Letter                              | \$ -                 |
| \$ 298,749.39   |                              |                 |                        |   |               |                         |  |                             |                               |                           |   | Total                       | \$ 302,600.00  | \$ -                 |
|   |                              |                 |                        |   |               |                         |  |                             |                               |                           |   | % of total Vision budget    | 50%  |                      |

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|                     |  |
|---------------------|--|
| <b>TO</b>           | Committee of the Whole   |
| <b>PREPARED BY</b>  | Scott MacKay, Interim Director of Finance & IT                         |
| <b>MEETING DATE</b> | June 17, 2025  |
| <b>SUBJECT</b>      | Amendments to By-law 93: Private Road Maintenance & Improvement Charge |

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## ORIGIN

- [By-law 93: Private Road Maintenance & Improvement Charge](#)
- *Municipal Government Act (MGA)*, Section 81

## RECOMMENDATION

That Committee of the Whole recommend Municipal Council give First Reading to amend the Private Road Maintenance & Improvement Charge By-law, By-law 93, as outlined in the June 17, 2025 Request for Decision.

## INTENT

To provide Committee of the Whole with the relevant information necessary to make an informed decision on amendments to By-law 93.

## DISCUSSION

Annually, Municipal Council is asked to approve amendments to Schedule A of By-law 93, Private Road Maintenance & Improvement By-law which authorizes the collection of private road maintenance fees on behalf of external organizations for the purpose of maintaining their private roads.

Section 81.1(d) of the *Municipal Government Act* states that:

*The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for ... (da) laying out, opening, constructing, repairing, improving and maintaining private roads, curbs, sidewalks, gutters, bridges, culverts and retaining walls that are associated with private roads, where the cost is incurred (i) by the municipality, or (ii) under an agreement between the municipality and a person;*

A “person” under the *Interpretation Act* includes a corporation and therefore a society, as incorporated under the *Societies Act*. To be considered for inclusion in Schedule A of By-law 93, Road Associations must be incorporated under the *Societies Act* and provide:

- an operating and (if necessary) capital budget for the association,
- a copy of their prior year’s financial statements, and
- a resolution which details the method of the charge(s) to be levied against the respective property tax accounts, and the period of time (up to a maximum of 5 years) for which the rate is to be collected, and
- a clearly defined (proposed) area to be charged.

Finance staff have received applications from the 17 Road Associations identified in Schedule A. There is one new association proposed for inclusion in Schedule A for the current year. All applicant associations have complied with the requirements of the By-law.

# Request for Decision

Table 1 reflects the charges by area for the prior year (2024/25) and the requested charges for 2025/26.

**TABLE 1 – ROAD MAINTENANCE FEES**

| AREA   | 2024/25 charges | Proposed<br>2025/26<br>charges |
|--|-----------------|--------------------------------|
| Tupper Lake Permanent Residents  | \$820           | \$760                          |
| Tupper Lake Seasonal Residents   | \$615           | \$760                          |
| Murphy Lake Permanent Residents  | \$495           | \$675                          |
| Murphy Lake Seasonal Residents   | \$350           | \$425                          |
| Aylescot Village Properties  | \$250           | \$250                          |
| North Lake Paul per Property   | \$225           | \$225                          |
| Armstrong Lake lot with Dwelling   | \$254           | \$254                          |
| Armstrong Lake lot with Dwelling & Bridge Levy   | \$619.37        | \$619.37                       |
| Armstrong Lake Undeveloped Lot   | \$85.00         | \$85.00                        |
| Armstrong Lake Undeveloped Lot & Bridge Levy   | \$365.37        | \$450.37                       |
| Gooseneck Road per Lot   | \$695           | \$682                          |
| West Lake Torment Developed Properties   | \$200           | \$300                          |
| West Lake Torment Undeveloped Properties   | \$125           | \$300                          |
| Nature Haven Permanent Residents   | \$600           | \$600                          |
| Nature Haven Seasonal Residents  | \$400           | \$400                          |
| Nature Haven Vacant Lots   | \$75            | \$75                           |
| Loon Lake per Property   | \$550           | \$550                          |
| Sunrise Ridge Property Owners with 2 Dwellings   | \$750           | N/A                            |
| Sunrise Ridge Property Owners <u>Developed Lot</u>   | \$375           | \$393.75                       |
| Sunrise Ridge Property Owners <u>Two-Dwelling Lots</u>                                     | \$750           | N/A                            |
| Sunrise Ridge Property Owners <u>Future Lots</u>   | \$125           | \$131.25                       |
| Sunrise Ridge Property Owners Vacant Lots  | \$125           | \$131.25                       |
| Sunrise Ridge Property Owners Dodge Island Lots  | \$125           | \$131.25                       |
| South Side Mack Lake per Lot   | \$250           | \$250                          |
| South Side Mack Lake per vacant / secondary lot where the lot owner owns more than one lot | \$60            | \$60                           |
| Rivers End Park Association Developed Lot  | \$220           | \$220                          |
| Rivers End Park Association Undeveloped Lot  | \$110           | \$110                          |
| Lake Torment East per lot  | \$345           | \$345                          |
| First In Road Association  | \$150           | \$150                          |
| Meadow Lane Road Association developed lot   | \$200           | \$200                          |
| Otter Lake Property Owners' Association for primary lot                                    | \$125           | \$125                          |
| Otter Lake Property Owners' Association for additional lot(s)                              | \$63            | \$63                           |
| Lake Paul Road Maintenance   | New for 2025/26 | \$150                          |

## **FINANCIAL IMPLICATIONS**

- The Municipality charges an administration fee of 4% to offset the cost of billing, collection and forwarding of the fees to the Road Associations.
- Other than the administration fee, there is no net financial impact on the Municipality's operating budget.

## **STRATEGIC PLAN ALIGNMENT**

|   |                           |   |
|---|---------------------------|---|
| ✓ | Strong Communities        |   |
|   | Environmental Stewardship |   |
|   | Economic Development      |   |
|   | Good Governance           |   |
|   | Financial Sustainability  |   |
|   | Other                     | Annual Review of Private Road Maintenance Charges |

## **ALTERNATIVES**

- No alternatives are 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).
- Post amended By-law to Municipal website.
- Approved charges will be added to the September Tax Bills, and the funds collected will be forwarded to the applicant organizations.

## **ENGAGEMENT**

- Each requesting organization is expected to engage with their membership with respect to the establishment or continuance of the levy.
- A minimum fourteen days' notice prior to second reading provides an opportunity for public comment prior to adoption.
- No further engagement was undertaken or required.

## **APPENDICES**

- Appendix A: Private Road Maintenance & Improvement Charge By-law 93

## **APPROVALS**

Scott Conrod, Chief Administrative Officer

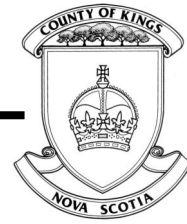
June 10, 2025

# MUNICIPALITY OF THE COUNTY OF KINGS

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**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 # 93**

### **PRIVATE ROAD MAINTENANCE & IMPROVEMENT CHARGE BY-LAW**

#### **1. Purpose**

Pursuant to this By-law, the Municipality of the County of Kings (Municipality) may enter into an Agreement with a Private Road Association to collect Charges for the maintenance, improvement, or Private Road Betterments.

In addition to ongoing maintenance, the Municipality encourages Private Road Associations to undertake asset management and capital planning activities (to address Private Road Betterments) as a means to ensure the ongoing serviceability of Private Roads.

#### **2. Definitions**

- 2.1 Administration Fee: a charge of 4% retained by the Municipality to offset the costs of billing, collection, and administration of a Private Road Maintenance and Improvement Charge as set out in an Agreement.
- 2.2 Agreement: a written Agreement pursuant to this By-law entered into in writing between the Municipality and a Private Road Association.
- 2.3 Applicant: a Private Road Association which submits an application to the Municipality for an Agreement.
- 2.4 Chief Administrative Officer: the Chief Administrative Officer as defined by the *Municipal Government Act* or their designate.
- 2.5 Fiscal Year: means the fiscal year of the Municipality which commences April 1 and concludes March 31 of the following calendar year.
- 2.6 Owner: an owner of land as defined by the *Municipal Government Act*.
- 2.7 Private Road: as defined by the Subdivision Regulations made pursuant to the *Municipal Government Act*, as amended from time to time, and as confirmed by a Development Officer of the Municipality.
- 2.8 Private Road Association (Association): a society registered pursuant to the *Societies Act* in good standing with the Nova Scotia Registrar of Joint Stocks.

2.9 Private Road Betterment: is a cost incurred to enhance the service potential of a Private Road. In general, service potential may be enhanced when there is an increase in the road's capacity to provide services, where associated operating costs are lowered, or the useful life of the road is extended.

2.10 Private Road Maintenance & Improvement Charge (Charge): a lienable charge, in accordance with the *Assessment Act* levied by the Municipality pursuant to an Agreement.

### **3. Authority**

This By-law is enabled by Section 81 *Municipal Government Act*.

### **4. Private Road Maintenance & Improvement Charges**

4.1 The Municipality will consider Applications from Associations for the levying of Charges.

4.2 Applications for an Agreement shall be submitted to the Chief Administrative Officer.

4.3 The Application shall:

4.3.1 be accompanied by a resolution of the Association that includes a description of the Charge formula and area to which the Charge is to apply with sufficient detail to allow for all necessary detail for the production and execution of an Agreement, including all items herein set out;

4.3.2 provide evidence of the Applicant's good standing with the Registrar of Joint Stocks;

4.3.3 include an operating (maintenance) budget, and may include capital or reserve budgets, and be accompanied by a resolution of the Association adopting the budget(s);

4.3.4 include the Applicant's approved financial statements for the preceding Fiscal Year;

4.3.5 detail the method of calculating the Charge, which may include different Charges determined by occupancy, or the presence or absence of a residence;

4.3.6 indicate the term of the Charge(s) to be levied against properties up to a maximum of five Fiscal Years; and

4.3.7 be submitted prior to May 1 of a Fiscal Year to which the Charge applies.

4.4 The Municipality may enter into an Agreement with the Applicant that shall remain in place until amended or terminated per terms of the Agreement.

### **5. Administration of Private Road Maintenance & Improvement Charges**

5.1 A provision shall be included in Agreements that require an Association to notify every property owner abutting the related Private Road of the Association's Annual General Meeting or any other meeting where the Association intends to seek approvals from its members to recommend a Charge for collection by the Municipality.

5.2 The Chief Administrative Officer shall levy the Charge on Owners as part of the Municipality's regular property tax billings.

5.3 All Charges under this By-law shall be due and payable from the date they are levied.

5.4 All Charges shall be due and payable per terms of Policy FIN-05-013: Interest Rate & Tax Due Date as amended from time to time.

5.5 The Charge and interest thereon is a first lien on the whole of the property subject to the Charge in the same manner and with the same effect as rates and taxes under *Assessment* and *Municipal Government Acts*.

## **6. Responsibility of the Municipality**

6.1 The Municipality limits its involvement in Private Road maintenance and Improvements to the administration of the Charge as described in this By-law. The Municipality will not provide engineering advice or technical assistance for Private Road Maintenance or Improvements.

6.2 The Municipality bears no financial responsibility for any work undertaken or activities of an Association.

6.3 Upon written request, the Municipality shall make available to each Association a letter that details particulars of the Association's Agreement with the Municipality.

## **7. Effect**

This By-law shall take effect commencing with the Municipality's 2023/24 Fiscal Year.



**SCHEDULE A****Schedule of Charges**

1. The Tupper Lake Road Maintenance Area is defined as all properties located on Tupper Lake Road, Lakeside Drive, Point Drive, Lake Drive, and Welton Court. The Municipality will:
  1. Transfer to the Tupper Lake Property Owners Association and charge to the area defined as Tupper Lake District the amount requested by the residents at a public meeting held on ~~October 22, 2023~~ August 25, 2024.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025~~ 2026 on each dwelling unit as follows:
    1. ~~Seasonal residents \$615.00~~ All properties with dwelling units \$760.00
    2. ~~Permanent residents \$820.00~~
2. That the Murphy Lake Road Maintenance Area is defined as all properties containing a residence that are abutting on, and accessed by, Murphy Lake Road. The Municipality will:
  1. Transfer to the Murphy Lake Road Property Owners Association and charge to the area defined as Murphy Lake Road District, an amount requested by the residents at a public meeting held on April ~~30~~ 22, ~~2024~~ 2025.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025~~ 2026 on each dwelling unit as follows:
    1. Seasonal residents ~~\$350.00~~ \$425.00
    2. Permanent residents ~~\$495.00~~ \$675.00
3. The Aylescott Village Road Maintenance Area is defined as all properties located at Aylesford Lake on Yacht Club Road, Maple Drive, Sunrise Trail, Village Road, Loon Lane, Hilltop Lane, Aspen Drive, and properties identified as AANs 04114132, 02402637, and 00297232. The Municipality will:
  1. Transfer to the Aylescott Village Lot Owners Association and charge to the area defined as Aylescott Village Lot Owners District the amount requested by the residents at a public meeting held on August ~~15~~ 10, ~~2023~~ 2024.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025~~ 2026 as follows:
    1. All properties \$250.00. ~~In the event that an owner has multiple lots, they are not to be charged for extra, undeveloped lots.~~
4. The North Lake Paul Road Maintenance Area is defined as all properties on North Lake Paul Road, Serenity Lane, and Raven Crest Road as PID 55526370 to PID 55126692. The Municipality will:
  1. Transfer to the North Lake Paul Road Lot Owners Association and charge to the area defined as North Lake Paul Road District the amount requested by the residents at a public meeting held on April ~~30~~ 15, ~~2024~~ 2025.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025~~ 2026 as follows:
    1. \$225.00 per property

5. The Armstrong Lake Road Maintenance Area is defined as being lots numbered 2 through 68 situated on Lakecrest Drive and Birch Point Road in Armstrong Village at Armstrong Lake, plus five additional properties whose boundaries border on or in Armstrong Lake and whose owners use the common right of way connecting Lakecrest Drive to the public road known as Lakeview Road. The Municipality will:
  1. Transfer to the Armstrong Lake Road Owners Association and charge to the area defined as Armstrong Lake District the amount requested by the residents at a public meeting held on September 30, ~~2023~~ 2024.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025~~ 2026 as follows:
    1. Improved Lot \$254.00
    - ~~4.2.~~ Improved lot with bridge levy \$619.37
    3. Unimproved Lot \$85.00
    - ~~2.4.~~ Unimproved with bridge levy \$450.37
6. The Gooseneck Road Maintenance Area is defined as being the private portions of Black River Road beginning after Civic #965, and Oak Hill Road at Black River Lake. The Municipality will:
  1. Transfer to the Gooseneck Road Association and charge to the area defined as the private portion of Black River Road, Cove Road, and Oak Hill Road at Black River Lake the amount requested by the residents at a public meeting held on March ~~29~~, 20242025.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025~~ 2026 as follows:
    1. ~~\$695.00~~ \$682.00 per Lot
7. The West Lake Torment Property Owners Association Area is defined as being all properties on Lakeside Drive, Torment Spur, Hillcrest Road, and Forest Drive excluding AANs 06115691 and 06115284. The Municipality will:
  1. Transfer to the West Lake Torment Property Owners Association and charge to the area defined as West Lake Torment District the amount requested by the residents at a public meeting held on ~~May 28, 2023~~ June 9, 2024.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025~~ 2026 as follows:
    1. ~~Developed Lots \$200.00~~ All lots \$300.00
    2. ~~Undeveloped Lots \$125.00~~
8. The Nature Haven Road Association is defined as being properties on Natures Haven Road beginning with AANs 04691679 and 10907039 and extending to AANs 10916097 and 04691776 located on Nature Haven Road. The Municipality will:
  1. Transfer to the Nature Haven Road Association and charge to the area defined as Nature Haven Road Association District the amount requested by the residents at a public meeting held on ~~February 23, 2024~~ September 15, 2024.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025~~ 2026 as follows:
    1. Residential \$600.00

2. Seasonal \$400.00
  3. Vacant Lot \$75.00
9. The Loon Lake Drive Property Owners Association is defined as all properties on Loon Lake Drive with no exceptions. The Municipality will:
1. Transfer to the Loon Lake Drive Property Owners Association and charge to the area defined as Loon Lake Drive District the amount requested by the residents at a public meeting held on April ~~14, 2024~~ 26, 2025.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025- 2026~~ as follows:
    1. \$550.00 per property
10. The Sunrise Ridge Property Owners Association is defined as all properties on Sunrise Ridge, Spruce Drive, and Birch Lane in the Sunrise Ridge Development excluding AANs 09811346, 09113338, 09811311, 09811354, 09811362; all properties on Dodge Island which have a right of way over Sunrise Ridge and Spruce Drive; all properties on Blue Lane (including unnamed extension) which have a right of way over Sunrise Ridge and Spruce Drive to the entrance of Blue Lane, The Municipality will:
1. Transfer to the Sunrise Ridge Property Owners Association and charge to the area defined as Sunrise Ridge District the amount requested by the residents at a public meeting held on July ~~15, 2023~~ 9, 2024.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025- 2026~~ as follows:
    1. Developed Lot ~~\$375.00~~ 393.75
    - ~~2. Developed with 2 Dwellings \$750.00~~
    - ~~3. 2. Vacant Lot \$125.00~~ \$131.25
    - ~~4. 3. Dodge Island Lots \$125.00~~ 131.25
    - ~~5. 4. Lots on New Road (as yet unnamed) Future Development \$125.00~~  
\$131.25
11. The South Side Mack Lake Property Owners Association is defined as all properties on Stoddart Drive to Easy Street, Easy Street, Stoddart Lane and Pine Point Road. The lot numbers being, 3 – 7, 9 -27, 36, 37, 40 and 121. The Municipality will:
1. Transfer to the South Side Mack Lake Property Owners Association and charge to the area defined as South Side Mack Lake District the amount requested by the residents at a public meeting held on ~~April 13, 2024~~ March 30, 2025.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025- 2026~~ as follows:
    1. Lot \$250.00
    2. \$60.00 per undeveloped/vacant secondary lot where a lot owner owns more than one lot.
12. The Rivers End Park Association is defined as being properties on River Lane, Crescent Point Road, and Lake End Road with the exception of AANs 02026287, 10962099, and 10962080. The Municipality will:

1. Transfer to the Rivers End Park Association and charge to the area defined as Rivers End Park Association District the amount requested by the residents at a public meeting held on August ~~5, 2023~~ 10, 2024.
2. Approve the levying of a uniform charge for the year ended March 31, ~~2025- 2026~~ as follows:
  1. Developed Lots \$220.00
  2. Undeveloped Lots \$110.00
13. The Lake Torment East Lot Owners Association is defined as being properties in the geographic area of Lake Torment East. Specifically, Falkenham Road, Island Branch Road, Birch Grove Drive, Birchgrove Park, Birchgrove Lane, Grove Lane, Cove Road and all deeded lake access roads. The Municipality will:
  1. Transfer to the Lake Torment East Property Owners Association and charge to the area defined as Lake Torment East Lot Owners Association District the amount requested by the residents at a public meeting held on August ~~19, 2023- 20, 2024~~.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025- 2026~~ as follows:
    1. All Lots \$345.00
14. The First In Road Maintenance Area is defined as being all properties located on Cove Lane and all properties located on Black River Road between and including civic numbers 965 and 1101. The Municipality will:
  1. Transfer to the First In Road Association and charge to the area defined as First In Road Association Area, the amount requested by the residents at a public meeting held on ~~August 26, 2023~~ October 20, 2024.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025as- 2026~~ as follows:
    1. All Lots \$150.00
15. The Meadow Lane Road Association is defined as all properties accessed by Meadow Lane. The Municipality will:
  1. Transfer to the Meadow Lane Road Association and charge to the area defined as Meadow Lane Road Association the amount requested by the residents at a public meeting held on ~~August 11, 2023~~ March 27, 2025.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025 2026~~, as follows:
    1. \$200.00 per property with a dwelling or a dwelling under construction
16. The Otter Lake Property Owners Association (OLPOA) area is defined as being all properties on Otter Lake Lane, Beaver Crescent, Beaver Pond Drive and White Tail Lane. The Municipality will:
  1. Transfer to the Otter Lake Property Owners Association and charge to the area defined as Otter Lake Owners District the amount requested by the residents at the annual general meeting held ~~July 15, 2023~~ September 15, 2024.
  2. Approve the levying of a uniform charge for the year ended March 31, ~~2025- 2026~~ as follows:
    1. \$125.00 per owners first lot

2. \$63.00 per owners' subsequent lot(s)

17. The Lake Paul Road Maintenance Association area is defined as all properties abutting Lake Paul Road and Lake Paul Branch Road. The Municipality will:

1. Transfer to the Lake Paul Road Maintenance Association and charge to the area defined as the Lake Paule Road district the amount requested by the residents at a meeting held in September, 2024.

2 Approve the levying of a uniform charge for the year ended March 31, 2026 as follows:

1. All developed properties \$150.00

History of this By-law:

Enacted - February 4, 2009

|                          |                 |                   |
|--------------------------|-----------------|-------------------|
| Amended - August 3, 2010 | - July 2016     | - July 26, 2022   |
| - August 2, 2011         | - July 2017     | - August 15, 2023 |
| - July 3, 2012           | - July 2018     | - July 16, 2024   |
| - July 30, 2013          | - July 31, 2019 |                   |
| - July 2014              | - July 7, 2020  |                   |
| - July 2015              | - July 6, 2021  |                   |

| By-law Amendments Since July 2020 |                          |                 |                   |                            |                                       |
|-----------------------------------|--------------------------|-----------------|-------------------|----------------------------|---------------------------------------|
| First Reading                     | Notice of Second Reading | Second Reading  | Notice of Passing | Certified Copy to Minister | Approval/ Acknowledgement by Minister |
| June 15, 2021                     | June 19, 2021            | July 6, 2021    | July 13, 2021     | July 13, 2021              | July 23, 2021                         |
| July 5, 2022                      | July 9, 2022             | July 26, 2022   | Aug. 2, 2022      | Aug. 2, 2022               | Aug 23, 2022                          |
| June 6, 2023                      | June 29, 2023            | August 15, 2023 | September 5, 2023 | September 6, 2023          | September 21, 2023                    |
| June 18, 2024                     | June 25, 2024            | July 16, 2024   | July 30, 2024     | July 30, 2024              |                                       |

# Request for Decision

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|                     |  |
|---------------------|--|
| <b>TO</b>           | Committee of the Whole   |
| <b>PREPARED BY</b>  | Kristy Taylor, Procurement Officer<br>Vicki Brooke, Policy Analyst |
| <b>MEETING DATE</b> | June 17, 2025  |
| <b>SUBJECT</b>      | Amendments to Policy FIN-05-006: Procurement                       |

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## ORIGIN

- First introduction to Committee of the Whole

## RECOMMENDATIONS

That Committee of the Whole recommend Municipal Council provide seven days' notice, per s.48(1), *Municipal Government Act*, to amend Policy FIN-05-006: Procurement, as attached to the June 17, 2025 Request for Decision.

That Committee of the Whole recommend Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to repeal Policy EPW-04-010: Engineering Services Procurement.

## INTENT

For Committee of the Whole to review and consider recommending Council adopt amendments to Policy FIN-05-006: Procurement and repealing Policy EPW-04-010: Engineering Services Procurement.

## DISCUSSION

Municipal Council adopted Policy FIN-05-006: Procurement in June 2011. The Policy establishes provisions for Municipal procurements of goods, services, and construction. Since that time, the Policy has seen minor amendments with the latest being made in May 2023.

Staff recommend Council adopt considerable amendments to the Policy to bring it into alignment with the Government of Nova Scotia's recommended procurement practices established in the [Public Procurement Act](#), the [Public Procurement Policy](#), and applicable trade agreements and partnerships. Such alignments include coordination of procurement language, spending thresholds, and defining Alternative Procurement Practices and their use.

Notable amendments to the Policy include:

- Increased purchasing thresholds for Low Value and High Value procurements which now align with public sector thresholds per the [Province's Procurement Manual](#) (s.8.2).
- The ability for Staff to proceed with procurements that have been planned and outlined in the Council-approved annual Budget. This amendment removes the current requirement to obtain subsequent Council approval to award purchases when the value of the successful submission falls within the budget already approved by Council.

This amendment will increase expediency with awarding projects, and subsequently the start of many projects; reduce the need for Special Council meetings which are often currently required for procurements that are time-sensitive; reduce the need for secondary approvals of budgeted

# Request for Decision

purchases, and require any non-budget purchases to follow specified procedures and if necessary be brought forward to Council in the form of a Supplementary Budget request.

- Change Orders will follow the award requirements as listed in the bullet above. Any additional expense via Change Order must remain within the total allocated budget for the project. Should addition of a Change Order result in the project being over the approved budget, Council approval must first be obtained in accordance with Policy FIN-05-028: Budget Management.

This amendment will bring increased focus to those change orders which would have larger budget implications and reduce focus on less substantive Change Orders (those which do not exceed the approved project budget). Additionally, this amendment will reduce project delays, as the current Change Order process can result in substantial completion time being added to projects while Council approval is obtained, even when the resulting value change would have minimal or no impact to the previously approved budget.

- Adoption of modern procurement approaches, such as prioritizing Best Value over lowest price, electronic procurement practices (i.e. removal of “hard copy” bids and supporting language), and Non-Binding Request for Proposals (NRFP) (s.11).
- Clear delineation between Emergency Purchases, and expenditures made in Emergency Situations (s.13 & 14).
- Addition of Supplier Debrief and Complaint Process (s.18) which highlights the importance and dedication to continuous improvements both for suppliers and the Municipality, as suppliers have an opportunity to provide feedback to the Municipality on procurement events.
- Clarification of Supplier Performance guidelines (s.19), providing the Municipality the ability to potentially limit or restrict suppliers from participating in Municipal procurements for specified circumstances and for a determined period of time.
- Refined clarity and process to address potential Conflict of Interest concerns (s.20).

The introduction of Best Value and Sustainable Procurement provisions has been made with a view to adopting more defined measures and approaches through Standard Operating Procedures and a Procurement Manual.

The proposed amendments to Policy FIN-05-006: Procurement cover all matters currently addressed by Policy EPW-04-010: Engineering Services Procurement. Upon adoption of the proposed amendments to Policy FIN-05-006, a separate policy pertaining to engineering procurement activities will be redundant. Therefore, staff recommend repealing Policy EPW-04-010: Engineering Services Procurement.

## **FINANCIAL IMPLICATIONS**

- There are no anticipated financial implications of the recommendation.

## **STRATEGIC PLAN ALIGNMENT**



# Request for Decision

|   |                           |                               |
|---|---------------------------|-------------------------------|
|   | Strong Communities        |                               |
|   | Environmental Stewardship |                               |
|   | Economic Development      |                               |
|   | Good Governance           |                               |
|   | Financial Sustainability  |                               |
| ✓ | Other                     | Operational Policy amendments |

## ALTERNATIVES

- Municipal Council may opt to request specific modifications to proposed amendments and/or specific additional amendments to the policy.

## IMPLEMENTATION

- Draft Policy FIN-05-006 Procurement submitted to Municipal Council for review.
- If approved as amended, Policy FIN-05-006 Procurement will be posted on the Municipal website and accompanying internal processes updated as required.
- If approved, additional training will be provided to staff to ensure compliance with the updated Policy.

## ENGAGEMENT

- Internal staff at various levels were consulted in the drafting of the revisions to this Policy.
- Staff incorporated feedback from various vendors on their understanding and experiences participating in Municipal procurement events.
- Should Municipal Council provide notice to adopt the Policy, the seven days' notice provides an opportunity for further public comment.

## APPENDICES

- Appendix A: FIN-05-006 Procurement (original)
- Appendix B: FIN-05-006 Procurement Draft (2025)
- Appendix C: EPW-04-010 Engineering Services Procurement

## APPROVALS

|   |               |
|---|---------------|
| Tyler Honeywood, Manager, Financial Reporting | June 12, 2025 |
| Scott MacKay, Interim Director, Finance & IT  | June 12, 2025 |
| Scott Conrod, Chief Administrative Officer    | June 12, 2025 |



# POLICY



## Municipality of the County of Kings

### Procurement

|                               |              |                              |             |
|-------------------------------|--------------|------------------------------|-------------|
| <b>Policy Category</b>        | Finance      | <b>Most Recent Amendment</b> | May 2, 2023 |
| <b>First Council Approval</b> | June 7, 2011 | <b>Future Review Date</b>    | May 2025    |

#### 1. Purpose

Council directs the operation of the Municipality of the County of Kings (Municipality) through its approved programs and policy. This policy establishes purchasing guidelines to ensure the most cost effective and cost-efficient methods are used to purchase goods and services for the Municipality in the manner approved by Council. The Municipality's purchasing decisions are made without favour or bias, there is equal opportunity for qualified suppliers to bid on business, and a high standard of financial stewardship is upheld.

All amounts and thresholds referenced herein include non-rebated HST.

#### 2. Guiding Principles

The following principles will guide the procurement practices of the Municipality:

- 2.1 Ensuring the Municipality's requirements for goods, services, construction, and facilities are met through an open, fair, and transparent process that maximizes competition and value to the Municipality.
- 2.2 Procurement Policy provides direction for the expenditure of funds to complete the programs approved by Council in the annual Operating (Tax and Rate supported) and Capital Budget.
- 2.3 Where practicable, the lowest total cost based on the "life cycle" costs of the acquisition rather than just the initial purchase price shall determine purchasing decisions. Costs such as repair cost, staff training, operation cost, and disposal are to be considered rather than just the lowest invoice price.
- 2.4 Promote fairness by not discriminating against any person engaging in business based on the grounds of race, creed, colour, nationality, and ancestry, place of origin, or gender. Tied bids shall be dealt with either by a drawing of names or through further negotiation with the involved suppliers to achieve the best value for money for the Municipality.
- 2.5 Encourage opportunities to partner with the business community to provide services to and for the Municipality in a cost-effective and cost-efficient manner.

- 2.6 Procure goods and services with due regard to the preservation of the natural environment and to encourage suppliers to supply goods incorporating recycled materials and sustainably sourced materials where practical.
- 2.7 Encourage opportunities to partner with other municipal units and agencies, and to utilize provincial and similar coordinated purchasing options.
- 2.8 Unless there is a valid technical, operational, or financial reason for not doing so, all bid specifications shall be prepared such that the requirements can be fulfilled by more than one product, supplier, or manufacturer.

### 3. Definitions

- 3.1 **Bid:** Refers to a competitive bid received from either a Request for Quotation, Tender or Request for Proposal.
- 3.2 **CAO:** Means Chief Administrative Officer appointed by the Council of the Municipality.
- 3.3 **Change Directive:** A written instruction prepared and signed by the Municipality (CAO, Director, or their designate), directing the Contractor to proceed with a change in the scope of work within the general scope of the contract prior to the Municipality and Contractor agreeing upon an adjustment in the contract price or contract time.
- 3.4 **Change Order:** A written amendment to a contract signed by both the Municipality and Contractor stating their agreement on a change in the scope of work, the method of adjustment or the amount of adjustment in the Contract Price, or adjustments in delivery/completion time, as applicable. A change Order may be initiated by either the Municipality or the Contractor.
- 3.5 **Contract:** A written instrument or electronic document containing the elements of offer, acceptance, and consideration to which an agency is a party.
- 3.6 **Local Vendor:** A vendor whose primary business headquarters is located in the County of Kings, including the Towns and Villages located therein.
- 3.7 **Lowest Total Cost:** Shall be the bid price and may also include other life cycle costs such as repair cost, shipping, staff training, operation cost, and disposal, when deemed appropriate and documented by the user department.
- 3.8 **Municipality:** Means the Municipality of the County of Kings.
- 3.9 **Public Request for Submission:** Refers to a Request for Qualifications, Tenders or Call for Proposals.
- 3.10 **Public Tender:** A type of procurement process where the acquisition of goods, services, construction, or facilities must be obtained through public advertisement.
- 3.11 **Request for Proposal:** A solicitation in which it is not advantageous to set forth the actual detailed requirements at the time of the solicitation, and responses may be subject to negotiation. Price must be a factor in the award, but not the sole factor.

**3.12 Standing Offer:** A Standing Offer is a contractual arrangement between the Municipality and a pre-approved supplier, where the supplier agrees to provide certain goods or services on an as required basis, during a particular period of time, at a predetermined price or discount, generally within a pre-defined dollar limit.

## **4. General**

- 4.1 This Policy applies to all staff or third parties undertaking procurement on behalf of the Municipality.
- 4.2 User departments are responsible for the preparation of the specifications for the goods and services to be purchased. They are expected to prepare specifications that can be easily interpreted by qualified suppliers.
- 4.3 User departments must describe, in advance, the criteria and method of evaluation that will be used to determine the relative merits of tenders and proposals.
- 4.4 The Municipality will be under no obligation to accept the lowest bid, or any bid, received in response to a verbal or written request.
- 4.5 The Finance Department shall work with user departments to combine requirements where possible and encourage overall standardization of items to reduce the overall cost to the Municipality.
- 4.6 Directors and Managers are responsible to ensure that all purchasing activity within their area of accountability is conducted in compliance with this Procurement Policy, the requirements of the *Municipal Government Act*, and operational procedures. Purchasing for all departments shall be monitored by the Finance Department to ensure that the guiding principles are being followed.
- 4.7 The Finance Department shall work with other levels of government, other agencies, boards, commissions, and associations such as the Federation of Canadian Municipalities and the Nova Scotia Federation of Municipalities to encourage standardization of items and/or to reduce overall cost to the Municipality.
- 4.8 The procurement of goods and services listed in Appendix A are exempt from the requirements of this Policy.

## **5. Authority of the Chief Administrative Officer**

- 5.1 The Chief Administrative Officer (CAO) has the authority to award or purchase all goods or services that are within the budgets approved by Council subject to other provisions of the Procurement Policy.
- 5.2 The CAO may authorize procedures consistent with this Policy and may delegate their authority under this Policy.

## **6. Purchasing Authority**

- 6.1 The CAO of the Municipality shall be the responsible authority for the purchase of goods and services for the Municipality subject to this Policy.

- 6.2 Council approval will be required to purchase goods and services which exceed a value of \$150,000 or which is not included in the approved budget allocation.
- 6.3 The CAO is authorized to make contracts for the acquisition of goods and services for the purposes of carrying on the business of the Municipality, where the amount of the expenditure does not exceed \$150,000, in any one case, and where such expenditure is included in the approved budget allocation.
- 6.4 Directors are authorized to make contracts for the acquisition for goods and services for the purpose of carrying on the business of the department, where the amount of the expenditure does not exceed the sum of \$25,000 in any one case, and where such expenditure has been included in the approved budget allocation.
- 6.5 Directors may delegate the purchasing authority in writing to designated staff positions within the department commensurate with each individual's duties and responsibilities up to \$2,500 for non-management employees and up to \$10,000 for Managers, where such expenditure has been included in the approved budget allocation. The CAO shall be required to approve the person designated by a Director.

## 7. Purchasing Process

- 7.1 The Methods and Forms of Purchase set out in Table 1 are established to provide:
  - a) An effective method of communicating and documenting the terms and conditions between the department making the purchase, vendor, and Finance Department;
  - b) Accurate accounting of expenditures; and
  - c) Efficient and timely payment of invoices through use of documents that provide evidence of the conditions of purchase, approval of expenditures, and acknowledgement of receipt of goods and services contracted.
- 7.2 The monetary thresholds set out in Table 1 shall determine the Methods and Forms of Purchase to be used when making purchases on behalf of the Municipality.
- 7.3 Directors are required to ensure:
  - a) Methods of Purchase such as Purchase Orders are used appropriately;
  - b) The Director of Finance is informed in writing of all staff granted administrative authorization to purchase on their behalf, and any changes to administrative authorization granted to departmental employees; and
  - c) Staff granted administrative authorization are trained with respect to the Procurement Policy objectives and procedures, as well as have the knowledge to determine whether the amount has been budgeted for.

| TABLE 1 |   |                      |
|---------|---|----------------------|
|         | METHOD AND FORM OF PURCHASE   | VALUE OF TRANSACTION |
| 1.      | <b>Discretionary Threshold</b><br>Low Value – Best price effort to extent deemed appropriate.<br>Purchase Order Required, or Purchasing Card. | Up to \$1,500        |
| 2.      | <b>Request for Quotation</b><br>Minimum three (3) written, faxed, or e-mail quotations or goods/services under Standing Offer.                | \$1,501 to \$10,000  |

|    |  |               |
|----|--|---------------|
| 3. | <b>Public Invitation to Tender or Request for Proposal</b> | Over \$10,000 |
|----|--|---------------|

## 8. Methods of Procurement

- 8.1 **Low Value:** Purchases under the value of \$1,500, may be purchased by approved designated staff, using Purchase Order or Credit Card. Verbal and/or written quotations are encouraged but not required.
- 8.2 **Request for Quotation:** Is a request for prices for goods and services and is normally used where bid deposit and performance bonds are not required and where the cost of the work does not warrant the time and level of effort required for a formal tender process. A minimum of three (3) written, faxed, or e-mail quotations must be received when the value exceeds \$1,500. The requisition is to be authorized by an appropriate authority (Section 6) and the funds are clearly identified in the approved operating or capital budget. These quotations opportunities will be posted on the Municipality's website whenever possible.
- 8.3 **Standing Offer:** In order to guarantee a continuous supply of various goods and services which are required on a day-to-day basis, while at the same time assuring that the competitive bidding system is followed, the user department can create and enter into standing offer agreements. These agreements between the Municipality and the supplier commit the seller to provide goods, services, or construction at a specific price for a specific period of time.

These Standing Offers reduce the number of individual bids and reduce overall cost due to the higher volume gained by combining the requirements of a number of departments. User departments can then draw supplies directly from these agreements. Standing Offers are governed by the purchase guidelines listed in this Policy.

- 8.4 **Tenders:** An invitation to tender solicits competitive bids. Tenders are used when detailed specifications are required to adequately describe the work to be undertaken or the goods or services to be supplied. This ensures that all bidders are bidding on the same task and that the task is completed to an acceptable standard. A request for tenders is a formal, competitive, sealed bidding process. It is normally used for the procurement of goods, services, equipment, and construction. Normally bid deposits and performance securities are required. The bids and prices are provided without condition or reservation and where an award can be made without negotiation. Submissions are compared to the submission requirements contained in the tender documents. The award is normally to the lowest bid price received from a responsible bidder meeting the requirements of the tender. Where the lowest bid price is not the sole determining factors on which the award will be made, the tender documents will contain a description of the method to be used to evaluate the bids as well as the weighted scale of each factor to be assessed.
- 8.5 **Request for Proposal (RFP):** A Request for Proposal is an invitation to suppliers to describe how their services can address or meet specific needs of the Municipality. It is used when a supplier is invited to propose a solution to a problem, requirement, or objective. Unlike Tenders, proposals requested through an RFP are evaluated based on a qualitative scoring assessment, including cost. All RFPs must include a description of the method to be used to evaluate the bids as well as the weighted scale of each factor to be assessed.

Proposals submitted in response to an RFP will generally be opened in public but only to identify the proponents who submitted proposals. Proposals opened in private shall be witnessed and a list of the submissions will be available to the public and the proponents upon request.

Contracts shall be awarded to the proponent whose proposal receives the highest score of all the compliant proposals evaluated using the qualitative assessment outlined in the RFP.

**8.6 Negotiation:** Negotiations with one or more suppliers for the supply of goods and/or service would take place when any of the following conditions exist:

- (a) Due to market conditions, where goods and/or services are in short supply;
- (b) There is only one source of the goods or services;
- (c) The extension, or reinstatement of, existing contract(s) would be more cost effective or beneficial to the Municipality. The extension or reinstatement of existing contract(s) is subject to the approvals listed in (Section 9) Tender Awarding.

**8.7 Sole Source Purchases:** This occurs when there is only one available supplier of a required product or service that meets the needs of the Municipality. Negotiation is the method of purchase used to complete the terms and conditions for this purchase. A single source purchase occurs:

- (a) Where the compatibility of a purchase with existing equipment, facilities or service is a paramount consideration and the purchase must be made from a single source;
- (b) A statutory or market-based monopoly exists;
- (c) Where an item is purchased for testing or trial use;
- (d) Where the Municipality purchases supplies for resale;
- (e) Where the Municipality has a rental contract with a purchase option and such purchase option could be beneficial to the Municipality;
- (f) Where a purchase is determined by Council to be fair and reasonable and is made from a non-profit corporation supported by the Municipality;
- (g) Where items are offered for sale by tender, auction or negotiation such purchase will be deemed to be a single source purchase and the CAO may authorize the submission of a bid or the conduct of negotiations where the CAO determines the purchase to be clearly in the best interest of the Municipality;
- (h) For matters involving security, municipal emergencies, police matters, or confidential issues, a purchase may be made in a manner that protects the confidentiality of the contractor or the Municipality. Such purchases may be made as a single source purchase.

All purchases of this nature must be approved by the CAO. Contracts over the value of \$25,000 must be reported to Council (in camera) when appropriate.

**8.8 Emergency Purchases:** An emergency purchase occurs when a situation creates immediate and serious need which may not be reasonably met by any other procedure and includes without limitation:

- (a) A condition where lack of supplies or services may adversely affect the functioning of civic government, threaten public or private property or the environment, or jeopardize the health or safety of the public; or

- (b) Interim contractual arrangements following the expiration; or breach of a contract; or the receipt of unacceptable or uncompetitive bids.

Emergency purchases are completed using the most expedient method and will take economy into consideration.

Limits for emergency purchases shall be as indicated above. However, in each case the authorizing person is required to report the emergency purchase, in writing, to the next level of authority with a copy to the Director of Finance.

- 8.9 **Over-expenditures in Emergency Situations:** In an emergency situation, the CAO is authorized to make reasonable and informed procurement decisions (Operating and Capital), which are determined by the CAO to be necessary. Among other things such decisions may be deemed by the CAO to be necessary to protect the legal interests or to satisfy legal obligations of the Municipality or involve a situation where failure to act could reasonably be expected to compromise Municipal confidentiality, cause economic disruption, or would otherwise be contrary to the public interest. Authorizations for such expenditures are considered to be over and above the other authorities given in this Policy to exceed approved budget amounts; these must be reported to Council.

## 9. Public Tender Process

- 9.1 **Specifications:** The Directors or appropriate designate shall prepare specifications for the goods and services to be acquired by Tender. Specifications should be in sufficient detail to allow bidders to prepare a clear and complete response. Where possible all requirements should be specific rather than implied. (e.g., insurance, warranties, environmental issues).
- 9.2 **Tender Documents:** Tender documents shall at a minimum include the following:
  - (a) Information to Bidders
  - (b) Tender Form;
  - (c) Form of Agreement;
  - (d) General Conditions; and
  - (e) Project drawings and/or specifications where required.

The above documents shall include, at least, the closing date and time, the fact that all tenders must be in sealed envelopes clearly marked with the purpose of the tender, and location where tenders will be received.

### **PRIVILEGE CLAUSE**

A statement shall be included in the advertisement stating "The Municipality reserves the right to reject any or all tenders, not necessarily accept the lowest tender, or to accept any which it may consider to be in its best interest. The Municipality also reserves the right to waive formality, informality, or technicality in any tender."

- 9.3 **Tender Openings:** All tenders solicited by the Municipality shall close on a weekday at 2:00 PM. The Customer Service Representative shall receive all tenders at the Finance Office in the Municipal Complex and shall stamp the time and dates received on the envelope and place the tender in a sealed Tender Box. The Tender Box shall be displayed publicly below a tender clock. No tenders shall be received by fax. Tenders received after the closing shall be returned unopened to the bidder. [OBJ]

The Chair of the Budget & Finance Committee shall be invited to all tender openings. In the circumstance that the Chair is unavailable, the Vice-Chair shall be invited. If the Chair and Vice-Chair are unable to attend, the Chair may appoint a designate to attend in their place. In the event that the Chair, Vice-Chair, or designate is unable to attend, the tender opening shall proceed as planned.

At the appointed time of opening, an employee of the department, and a Director or Manager shall meet in the designated location. The Director or Manager, or an employee of the department will bring the Tender Box (which has been sealed by the Customer Service Representative at the hour of closing) to the designated location for public opening. The public is permitted to view the tender opening in the designated location.

The Director or Manager shall ensure that the minutes of the opening are recorded, including the names of those persons in attendance, and record of any required documentation and bid amounts when relevant. The Director or Manager shall communicate to the parties that the opening does not constitute technical compliance.

- 9.4 **Tender Awarding:** All tenders valued at less than \$150,000 shall be approved in accordance with the purchasing authorities stated in this Policy ("Purchasing Authorities"). A report to the CAO from the Director is required for all public tenders valued less than \$25,000, recording the proceedings of the tender opening and the resulting awarding of the tender.

A report to the CAO and Director of Finance from the Director is required for all public tenders valued between \$25,000 and \$150,000, showing the name of the contract, the name of the bidders and the bids (or proponents and scores), the amount of award and the budgetary provision.

All tenders valued in excess of \$150,000 shall require a report from the Director, including an award recommendation, to Council.

In the event that all of the bids received exceed the budgeted appropriation, the Purchasing Authority shall do one of the following:

- a) Cancel the project;
- b) Make an award to the lowest acceptable bidder based on the budget overrun, and the significance and priority of the proposed project; or
- c) Undertake negotiations in the scope of the work with the bidder submitting the lowest acceptable tender to reduce the scope.

- 9.5 After approval, a formal contract or a Purchase Order shall be prepared for the total amount of the goods and services, which is to be signed by the appropriate authority and the successful bidder.

## 10. Call for Proposals

- 10.1 When seeking professional services or goods that cannot be rigidly defined under tender specifications, the purchasing authority shall prepare a Request for Proposal (RFP). The RFP shall generally describe the scope of work or goods entailed and would invite written proposals from prospective suppliers which detail the methodology to be utilized, the time



frame for completion, and an estimated cost for completion of the outlined work. The purchasing authority may stipulate an amount for the services to enable prospective bidders to gauge the level of effort expected. All RFP should also contain a Privilege Clause similar to that used for public tenders.

- 10.2 Openings: All proposals solicited by the Municipality shall close on a weekday at 2:00 PM. The Customer Service Representative shall receive all tenders at the Finance Office in the Municipal Complex who shall stamp the time and dates received on the envelope and place the tender in a Tender Box. At the appointed time for opening, an employee of the department, and a Director, shall meet in the designated location. The Tender Box (which has been sealed by the Customer Service Representative at the hour of closing) will be brought to the designated location for public opening. The public is permitted to view the proposal opening.

The Director shall ensure that a recorder records the proceedings at the opening, including the names of those persons in attendance and the names of those bidders that have submitted proposals. As price is not the sole consideration, the price shall not be read at the proposal opening. Proposals will not be evaluated for completeness at the time of opening.

Proposals received after the closing shall be returned unopened, to the bidder.

- 10.3 Successful Bidder: The selection of the successful bidder shall be based on consideration of a number of relative factors and shall not be selected on the basis of price alone. The RFP must itemize the other factors upon which the proposals will be evaluated in order of relative importance and show the scoring scale. The lowest price, within budget, shall receive maximum points for that criterion. Other bidders will have points deducted by the same percentage that their price exceeds the low price. Each proposal will be evaluated and scored by at least three (3) members of staff, one of whom shall be from a department separate from that doing the purchasing.
- 10.4 Values less than \$150,000 - All proposals valued at less than \$150,000 shall be approved in accordance with the purchasing authorities stated in this policy ("Purchasing Authorities"). For all proposals valued at \$10,000 or less, the Director shall submit a report to the CAO for all public RFPs with the recording the proceedings of the opening, the final points awarded to each proposal, and to whom the contract was awarded. For all proposals valued between \$10,000 and \$150,000, the Director shall submit a report to the CAO and Director of Finance for all public RFPs with recording the proceedings of the opening, the name of the proponents, the final points awarded to each proposal and a contract award recommendation, the amount of award and the budgetary provision. Individual scoring sheets will not be provided but will be retained for review by the Municipality's auditors.
- 10.5 Values in excess of \$150,000 - All proposals valued in excess of \$150,000 shall require a report from the Director, including the proceedings of the opening, the total points awarded to each proposal, and a recommendation to Council.

In the event that all of the proposals received exceed the budgeted appropriation, the Purchasing Authority shall do one of the following:

- a) Cancel the project;
- b) Obtain Council approval for the excess; or
- c) Undertake negotiations in the scope of the work with the bidder submitting the preferred proposal to reduce the scope.

10.6 After approval, a formal contract or a Purchase Order shall be prepared for the total amount of the goods and services, which is to be signed by the appropriate authority and the successful bidder.

## **11. Exceptions to Tendering for Goods/Services Over \$10,000**

11.1 All of the following exceptions to tendering must be reported to Council:

- a) Where the number of potential vendors who could reasonably provide the item are limited such that it is more cost efficient to selectively invite proposals rather than issue a tender.
- b) Where the cost (administrative, consulting, etc.) of a public tender process is felt to outweigh any cost savings that may be enjoyed as a result of the process. This will be in large part measured by the amount of work necessary to ensure the tender specifications are accurate and complete so as to validate the tender process.
- c) Where an emergency exists requiring immediate action.
- d) Where failure to act could be reasonably expected to have legal consequences for the Municipality.

## **12. Award of Contracts**

12.1 All publicly advertised tenders and request for proposals shall be presented to the CAO for approval except as noted below.

12.2 Awards less than \$25,000 - can be committed by the Director or (designate) of the user department.

12.3 The CAO and Director of Finance may approve the award of contracts under the following conditions:

- Where the funds and program have been approved by Council as part of the annual business planning and budget process and the expenditure will not result in an over-expenditure of the entire budget;
- Where the purchase was the result of a public procurement process conforming to this Procurement Policy;
- Where the tender is awarded to a supplier with the lowest cost, or highest revenue, meeting specifications;
- Where the award of a Request for Proposal is made to the highest scoring proponent based upon evaluation criteria within the Request for Proposal; or
- Where there is no legislative requirement to obtain Council approval.
- Where the award does not exceed \$150,000 for the purchase of goods, equipment, services or construction by Tender or Request for Proposal.
- Where the purchase is a sole source/single source purchase not to exceed \$25,000.
- Where the CAO does not decide that the award is a matter best dealt with by Council.

- 12.4 A quarterly report of awards over the value of \$25,000 shall be made available to Council and shall show the name of the contract, the name of the bidders and the bids (or proponents and scores), any person or company to whom a single or sole source has been awarded, the amount of award and the budgetary provision.

## 13. Supplier Performance

- 13.1 Suppliers may be subject to disqualification if there is sufficient evidence of consistent failure to meet the standards specified by the Municipality and those set out under the *Nova Scotia Occupational Health and Safety Act*, or where the supplier has been found to be in violation of any Municipality of the County of Kings By-Laws or the Dangerous and Unsightly Premises provisions of the *Municipal Government Act*. The Finance Department will maintain supplier performance files for suppliers which fail to meet the standards. Suppliers may be evaluated based on competitive price quality of a product, contract adherence and performance, after sales service and replies to invited tenders. Upon reasonable notice in writing to the supplier involved, and after a reasonable opportunity for response, a supplier can be disqualified for a period not exceeding three (3) years from participation in a solicitation for goods or services.
- 13.2 Suppliers shall be disqualified when:
- Convicted of a criminal offense of collusion or fraud by a person or a director or official of such supplier, relating to obtaining or attempting to obtain a contract or sub-contract;
  - Serious breach of contract indicating an unwillingness to perform a contract in accordance with the terms and conditions or specifications or a record of unsatisfactory performance of one or more contracts in accordance with the terms and conditions thereof or in accordance with its specifications or both;
  - The offer of any gratuity to an official or employee of the Municipality by a supplier or contractor for consideration;
- 13.3 A written decision shall be issued to the supplier disqualified or suspended setting out its reasons for disqualification or suspension, to the usual business address of that person as shown in the records of the purchasing section. The written decision shall be reviewed by legal counsel before being released.
- 13.4 Disqualification will be approved by the CAO and communicated to all Directors and Council.

## 14. Disposal of Surplus Equipment

- 14.1 Items which are likely to be of use to other departments of the Municipality can be transferred, after notice is given to all departments of the availability of these items.
- 14.2 The CAO may approve that surplus assets with a value which does not individually exceed \$5,000 be provided to, without compensation, to any non-profit group, association or entity.
- 14.3 In other cases surplus assets shall be disposed of by either public tenders, request for quotation, or public sale as reasonably practical in the circumstances.
- 14.4 In the case of Information Technology equipment which is obsolete or surplus best practice is to be followed, which includes destruction of hard disk/memory/imaging devices

prior to removal from the municipal inventory for protection of privacy. The balance of equipment should then go to Valley Region Solid Waste-Resource Management Authority for recycling.

## 15. Special Services

Council will be required to approval the awards for all services in this section.

- 15.1 Legal Services – Legal Services will be acquired by public advertisement at intervals not greater than every five (5) years. These services may be contracted on a one year term to be renewed on an annual basis up to a five (5) year maximum on terms satisfactory to the Municipality. Legal services shall be approved by the CAO (or designate).
- 15.2 Engineering Services - Engineering Services will be acquired through pre-qualified engineering firms as set out in the *Engineering Services Procurement Policy EPW-04-010*.
- 15.3 Banking Services - General Banking services will be acquired by public advertisement at intervals not greater than every five (5) years. These services shall be contracted on a one-year term to be renewed on an annual basis up to a five (5) year maximum on terms satisfactory to the Municipality.
- 15.4 Auditing Services - Services of External Auditors will be acquired by public advertisement at intervals not greater than every five (5) years. These services may be contracted on a one-year term to be renewed on an annual basis up to a five (5) year maximum on terms satisfactory to the Municipality. Selection of an auditor shall be completed by the Audit Committee who will recommend the selection of an Auditor to Council. Annual renewal of the contract for Audit services will be made by the Audit Committee.

## 16. Municipality of Kings Preference

- 16.1 The Procurement Policy requires the Municipality to consider and balance the economic, environmental, and social benefits of our purchasing. This is a more holistic approach than buying local alone.
- 16.1 In order to support the local manufacturing, agriculture, and other industries, Departments are authorized to apply a preference for goods, which are manufactured, sold, or produced the County of Kings, when it is determined to be in the best interest for the County of Kings. This guideline has been established to support the principles of public procurement and buy local initiatives in the Municipality which support small businesses and communities. The preference may not exceed the lesser of 10% or \$10,000.
- 16.2 Procurement decisions will take into account various factors including, but not restricted to, the following:
  - a) Price, quality, quantity, delivery, service capabilities, and environmental concerns;
  - b) Effectiveness and efficiency will be the overriding considerations in all purchases; and
  - c) Buying locally should be considered in all purchases up to the following amounts: Goods \$25,000, Services \$50,000, and Construction \$100,000. For all other purchases the Municipality abides by the provisions of the *Public Procurement Act*.

All procurement requests for below the stated values in c) above will include the following statement:

*The Municipality of the County of Kings recognizes the importance of buying locally and using local suppliers as much as possible. This factor will always be taken into account when evaluating effectiveness and efficiency.*

## **17. Change Orders, Directives, and Extensions**

- 17.1 Subject to the provisions of this Schedule and without invalidating the Contractor Agreement, the Municipality, may from time to time issue a Change Directive. The Contractor shall not be entitled to any payment, compensation, or extension of time for a Change Directive except in accordance with the Contractor Agreement. A Change Directive shall not be regarded as confirming an extension to the total availability target date unless expressly stipulated.
- 17.2 The Contractor shall not be entitled to claim for any losses, costs, or damages for fixed overhead or profit due to the reduction, deletion, or removal of any part of the Project, the Project requirements, except to the extent that any of such amounts would have been incurred by the Contractor and included in the Capital payment.
- 17.3 The Municipality may authorize Change Orders and Change Directives within the requirements of a contract or authorize extensions of the contract as long as:
- (a) In the case of a contract up to the value of \$100,000 a Change Order or Directive, extension or the cumulative value of them does not exceed the value of \$10,000, and are within the approved budget allocation, subject to the prior approval of the Director;
  - (b) In the case of a contract of a value equal to or greater than \$100,000 but less than \$500,000, a Change Order or Directive, extension or the cumulative value of them does not exceed the value of \$50,000 and 10% of the value of the original contract, and are within the approved budget allocation, subject to the prior approval of the CAO; and
  - (c) In the case where a Change Order or Directive exceeds the amounts in the proceeding paragraphs 17.3(a) and 17.3(b), prior approval from the Council is required.

## **18. Purchases from/by Municipal Employees & Members of Council**

- 18.1 The Municipality shall not purchase any goods or services in excess of \$1,500 from any employee, member of Council, any employee operating as a sole proprietorship, any employee who is in a partnership, or a director of a limited company. Purchases may be made from limited companies in which employee hold shares.
- 18.2 Employees, Members of Council, or their immediate family members (husband, wife, son, daughter) are not permitted to purchase personal use items through the purchasing system except where employee purchase plans are being offered.
- 18.3 Employees, Members of Council, or their immediate family members (husband, wife, son, daughter) are not permitted to purchase surplus items which may be for sale under the terms of this Policy.

## 19. Suppliers & Contractors Owing the Municipality

Any supplier/contractor having a customer account with the Municipality, which is in arrears, will have such arrears deducted from any payments due the supplier/contractor. Such deduction may be waived by the Director of Finance, where the supplier/contractor has entered into a payment arrangement suitable to the Financial Services Department.

## 20. Tie Bids

In the case of a tie bid, the Director of Finance is to request the tie bidders submit a final offer. If this is not successful and a tie bid still occurs, the contract will be awarded to the Local Vendor. Where the tie bidders are either all Local Vendors or non-local, all bidders will be invited to a meeting where the successful bidder will be selected in a draw.

## 21. Payments for Goods and Services

Payment may be made to the supplier if the supplier invoice is accompanied by evidence of receipt, a purchase order (where required above) and approval of the purchasing authority.

The accounting shall follow the below steps:

- 1) The White (original) copy of the Purchase Order to be forwarded to the supplier; the yellow copy of the Purchase order will be forwarded to the Accounting Department. The pink copy is to be maintained on file by the department.
- 2) At a minimum, when receiving goods on behalf of the Municipality of the County of Kings, the following functions shall be performed:
  - a) The packing slip should be examined;
  - b) Quantities indicated on the packing slip should be verified by physical count;
  - c) Physical condition of goods received should be examined to ensure that there are no damaged goods and if the order is damaged that appropriate steps are taken immediately to ensure liability for the damage is identified. This would normally entail either bringing the damage to the attention of the shipper and possibly filling out a damage report or refusing the order;
  - d) Signing the packing slip to indicate that the necessary verification and receiving functions have been performed; and
  - e) After completion of all relevant receiving procedures the signed packing slip should be forwarded to the accounting department.
- 3) When the invoice is received it will be matched with the other documentation and the following procedures completed:
  - a) Verified that the prices and totals are correct in comparison with the purchase order; and
  - b) Appropriate account distribution is made.
- 4) Upon completion of the above areas the documentation should be prepared for payment by the account payable clerk. [OBJ]

## Appendix A – Procurement Policy List of Exemptions

1. Petty Cash Items
2. Training and Education:  
Conferences, Conventions and Tradeshow  
Newspapers, Magazines & Periodicals (subscriptions)  
Memberships  
Seminars, Workshops not designed for the Municipality

3. Refundable Employee/Other Expenses:
  - Advances
  - University Courses
  - Entertainment
  - Miscellaneous Non-Travel
  - Meal Allowances
  - Travel Expenses
  - Hotel Accommodation
  - Refunds: tax, recreation, permits
4. Employer's General Expenses:
  - Payroll Deduction Remittances
  - Grants to Agencies
  - Medical & Dental Expenses
  - Debenture Payments
  - Payment of Damages
  - Petty Cash Replenishment
  - Tax Remittances
  - Employee Income
  - Real Property, including land, buildings, leasehold interest
  - Licenses (vehicles, elevator, etc.)
  - Charges from other government bodies or Crown corporations.
5. Professional and Special Services:
  - Committee Fees
  - Honoraria
  - Legal Settlements
  - Audits
6. Utilities:
  - Water & Sewer Charges
  - Power
  - Telephones
  - Cable Television
7. Miscellaneous (under \$1,500 only)
  - Printing and copying
  - Custom invoices
  - Taxi
  - Courier
  - Stationary
  - Catering
  - Groceries
  - Incidentals and small supplies purchased on Credit Card
  - Postage
8. Miscellaneous
  - Print, Television and Radio media advertising accounts





## Municipality of the County of Kings

### Procurement

|                               |              |                              |                    |
|-------------------------------|--------------|------------------------------|--------------------|
| <b>Policy Category</b>        | Finance      | <b>Most Recent Amendment</b> | May 2, 2023        |
| <b>First Council Approval</b> | June 7, 2011 | <b>Future Review Date</b>    | Approval + 2 Years |

#### 1. Purpose

This Policy establishes how the Municipality of the County of Kings (Municipality) will meet its obligations under the Nova Scotia *Public Procurement Act* (Act) and the Nova Scotia Public Procurement Policy.

This Policy provides direction for the expenditure of funds to complete the programs approved by Council in the annual Operating and Capital Budget (Budget) as well as outlining procurement approaches for Emergency expenditures of Goods, Services, and Construction which may be required, but were not identified in the Budget.

This Policy achieves the Best Value for the expenditure of public funds by the Municipality for the acquisition of Goods, Services, and Construction by maximizing competition, adopting commercially reasonable business practices, promoting Sustainable Procurement practices, and utilizing open, fair, and transparent procurement processes.

#### 2. Scope

This Policy applies to all departments of the Municipality, as well as all employees or third parties undertaking procurement on behalf of the Municipality. This Policy applies to the procurement by the Municipality of all Goods, Services, and Construction, including Construction and facilities by purchase or lease.

All amounts and thresholds referenced herein are inclusive of non-recoverable HST and are denominated in Canadian dollars.

#### 3. Definitions

3.1 **Alternative Procurement Practice (ALTP):** the authorized purchase of goods or services through a non-competitive procurement, a limited competition, or under circumstances described in Section 12 of this Policy.

3.2 **Best Value:** attributing factors, in addition to purchase price, to select a supplier that includes life cycle cost, supplier capacity to meet criteria in the procurement process, social considerations such as rights or interests of the workers involved, and sustainable procurement considerations. Best Value requirements may vary by procurement.

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- 3.3 **Bid:** a supplier's response to a Solicitation Document. Bid is synonymous with the terms proposal, response, submission, tender submission, quotation, or offer, and may be identified as such in this Policy.
- 3.4 **Budget:** the Municipality's annual approved operating and capital Budgets adopted in accordance with the *Municipal Government Act*.
- 3.5 **Chief Administrative Officer (CAO):** the Chief Administrative Officer of the Municipality or their designate appointed per s.28 *Municipal Government Act*.
- 3.6 **Construction:** the construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding professional consulting services related to the construction contract, unless included in the procurement.
- 3.7 **E Procurement Tool:** an online procurement service, system, or software, used by the Municipality that may support some or all the main processes involved in a procurement including, but not limited to: Goods, Services, or Construction sourcing, contract management, and spend analytics.
- 3.8 **Environmental Considerations:** factors associated with the purchase, manufacture, operation, or disposal of a product or asset that affect the environment, such as the degree to which the product or asset uses recycled materials, is energy efficient, or produces or reduces greenhouse gas emissions.
- 3.9 **Group Purchasing Organization:** an entity that helps public sector entities realize savings and efficiencies by aggregating purchasing volume and using that leverage to negotiate discounts with manufacturers, distributors, and other suppliers.
- 3.10 **Immediate Family Member:** spouse, common-law partner, parent(s), and child(ren), regardless of age or residence.
- 3.11 **Invitational Competition:** a competitive process in which a Request for Quotes, Request for Proposal, or an invitation to submit Bids is issued to at least three (3) suppliers.
- 3.12 **Life Cycle Costs:** the total costs associated with a product or asset over its life span, including the cost of acquisition, maintenance, repair, operation, and disposal.
- 3.13 **Non-Competitive Procurement:** the procurement of Goods, Services, or Construction directly from a supplier, outside of a competitive procurement process.
- 3.14 **Nova Scotia Procurement Portal:** the official website for provincial and public sector procurements, operated and maintained by the Province of Nova Scotia.
- 3.15 **Open Competition:** the solicitation of Bids through publicly posted solicitation such as Requests for Proposals or Tenders.
- 3.16 **Procurement Event:** general reference to a form of procurement; includes but is not limited to an Open Competition, or an Invitational Competition, and would include any form of procurement, including Tenders, Requests For Proposals, Requests For Quotes.

- 3.17 **Procurement Manual:** a document approved by the Municipal Treasurer which contains a series of procedures to provide detailed guidance for procurement processes.
- 3.18 **Procurement Officer:** a member of staff designated duties of procurement by CAO
- 3.19 **Purchasing Authority:** the individual granted or delegated the authority to make purchases subject to the provisions of this Policy.
- 3.20 **Service(s):** any work, duty, or function performed by a person or organization under contract with the Municipality which is required by the Municipality to carry out its business and affairs; excludes services provided by an employee through a contract of employment per Canada Revenue Agency guidelines.
- 3.21 **Solicitation Document:** the document(s) used to solicit Bids from Suppliers.
- 3.22 **Standing Offer:** a competitive process that establishes a list of one or more pre-qualified suppliers to supply Goods, Services, or Construction.
- 3.23 **Supplier:** a person or entity carrying out the business of providing Goods, Services, or Construction.
- 3.24 **Sustainable Procurement:** a procurement process that considers the environmental, economic and social factors related to the Goods, Services and Construction that are procured.

## 4. Excluded Procurement Events

4.1 This Policy does not apply to procurements:

- 4.1.1 made by the Municipality from corporations owned or controlled, in whole or part, by the Municipality;
- 4.1.2 where a Construction project is managed by a third-party on behalf of the Municipality in which case the procurement for the project must be in accordance with the contract between the Municipality and the third-party, and generally accepted practises, such as guidance documents suggested by the Province of Nova Scotia;
- 4.1.3 pertaining to training and education for employees and Members of Council, which includes conferences, conventions, tradeshow, seminars, and workshops; and
- 4.1.4 pertaining to utilities, including charges for water, sewer, power, telephone, internet, and cable television.

## 5. Procurement Policy Principles

5.1 All procurement carried out by the Municipality must be carried out with a view to:

- 5.1.1 ensuring an equitable, open and transparent process for the acquisition of Goods Services and Construction by the Municipality;

- 5.1.2 avoiding dishonesty, corruption, or favouritism in the procurement of Goods, Services, and Construction;
  - 5.1.3 encouraging competitive bidding wherever possible and, in any event, minimizing the Municipality's cost of acquiring goods and services where practical;
  - 5.1.4 complying with applicable regional, national, and international trade agreements, including the Agreements on International Trade and the Atlantic Procurement Agreement;
  - 5.1.5 procuring Goods, Services, and Construction with due regard to the preservation of the natural environment and encouraging Suppliers to utilize goods incorporating recycled materials and sustainably sourced materials where practicable;
  - 5.1.6 promoting Sustainable Procurement, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and employ under-represented populations; and
  - 5.1.7 complying with the *Public Procurement Act* and Regulations made pursuant to that Act.
- 5.2 Pursuant to s.15(1) of the *Public Procurement Act*, all employees involved in procurement on behalf of the Municipality must:
- 5.2.1 ensure procurement activities are conducted according to this Policy, Provincial and Federal legislation, trade agreements, and ethical business practices;
  - 5.2.2 encourage and support collaborative procurement amongst other municipalities and public sector entities such as hospitals and regional centres for education;
  - 5.2.3 follow leading procurement practices;
  - 5.2.4 in good faith, conduct business with current and prospective suppliers and be fair in all business dealings;
  - 5.2.5 strive to obtain the Best Value for each expenditure;
  - 5.2.6 require suppliers provide accurate representations of Goods, Services, and Construction;
  - 5.2.7 encourage suppliers to consider integrating environmental, economic, and social considerations in their product or service offerings;
  - 5.2.8 encourage the negotiation of an equitable and mutually acceptable settlement when a dispute arises; and
  - 5.2.9 request removal from a procurement process when a personal conflict of interest is perceived.

## 6. Obligations of the Municipality

- 6.1 The Municipality shall:
  - 6.1.1 publicly tender for all Goods, Services, Construction and facilities in accordance with any applicable domestic or international trade agreement;
  - 6.1.2 post on the Nova Scotia Procurement Portal the name of the successful bidder and the contract amount awarded;
  - 6.1.3 post its procurement policies on the Municipality's website;
  - 6.1.4 abide by the acceptable alternative procurement exceptions and practises as set out in Section 12 and noted in the *Procurement Act*;
  - 6.1.5 incorporate contract and risk-management guidelines into procurement practices; and
  - 6.1.6 be accountable for its procurement decisions.

## 7. Purchasing Authority

- 7.1 The CAO has the authority to award or purchase all Goods, Services, and Construction identified within the Council approved Operating and Capital Budgets.
- 7.2 In the event that the Operating and Capital Budget is not approved by Council before the beginning of a new fiscal period, the CAO's authority established in 7.1 shall be based on the immediately preceded Council approved Operating and Capital Budgets. Once the Operating and Capital Budgets are approved all Budget over-expenditures shall be reported to Council.
- 7.3 The CAO is the signing authority for all purchases, including those which require Council approval.
- 7.4 The CAO may designate Purchasing Authority to Municipal employees. This shall be documented in a Standard Operating Procedure which shall indicate each employee allocated Purchasing Authority and include their maximum dollar threshold per procurement.

Employees granted Purchasing Authority shall be trained with respect to this Policy and must have the knowledge to determine whether procurements have been identified in the Budget and fall within their Purchasing Authority.
- 7.5 For situations which may fall outside of this Policy where Purchasing Authority is not specified, or there are concerns or uncertainties, the CAO shall determine final Purchasing Authority in the matter.

## 8. Purchasing Thresholds

- 8.1 Goods, Services, and Construction must be procured under a Standing Offer if one exists for the Goods, Services, and Construction required, and if doing so will provide Best Value. If no Standing Offer for a spending category exists or is available, the Municipality shall procure Goods, Services, and Construction in accordance with 8.2.

- 8.2 Thresholds for Low Value and High Value procurement and the thresholds for acceptable procurement methods shall be:

| Segments                   | Low Value     |                          | High Value       |
|----------------------------|---------------|--------------------------|------------------|
|                            | Discretionary | Invitational Competition | Open Competition |
| Goods                      | < \$ 2,500    | < \$ 25,000              | ≥ \$ 25,000      |
| Services                   |               | < \$ 50,000              | ≥ \$ 50,000      |
| Construction               |               | < \$ 100,000             | ≥ \$ 100,000     |
| Public Process Requirement | No            |                          | Yes              |

- 8.3 The total value of all anticipated expenditures to fulfil the same requirement shall be used to determine the appropriate procurement method.
- 8.4 Purchases containing multiple components (any combination of: Goods, Services, and Construction) shall be classified based on the largest pro-rata portion of the purchase.
- 8.5 Purchases shall not be divided to reduce or keep a purchase value below any specific threshold. Where it is anticipated that multiple purchases of the same requirement will be made, the total value of all anticipated purchases during the contract term (including renewals) shall be used to determine the appropriate procurement process.

## 9. Standing Offers

- 9.1 It is mandatory for the Municipality to use existing Standing Offers, where applicable and appropriate, regardless of the procurement value, to achieve contracted benefits through the consolidation of purchases. This includes:
- 9.1.1 a standing Agreement between the Municipality and a supplier in which the supplier commits to providing specified Goods, Services, or Construction at a specific price for a specific period of time. Such standing Agreements shall themselves be the subject of an Open Competition;
  - 9.1.2 equipment leasing programs through the Government of Nova Scotia;
  - 9.1.3 Nova Scotia Provincial Standing Offers administered by the Government of Nova Scotia;
  - 9.1.4 supplies and services available from the Government of Nova Scotia; and
  - 9.1.5 the use of a Group Purchasing Organization, or a procurement program administered or recommended by the Nova Scotia Federation of Municipalities or the Association of Municipal Administrators Nova Scotia.

## 10. Procurement of Goods, Services, and Construction

Where a Good, Service, or Construction is being procured, and no Standing Offer is in place or the specifications of the Standing Offer does not meet the requirements, procurement shall be completed in accordance with the appropriate process defined in 10.1 and 10.2.

## 10.1 Low Value Procurement

- 10.1.1 Goods, Services, and Construction with a value below High Value Thresholds (as identified in 8.2), and without an available or appropriate Standing Offer, shall be procured through an Invitational Competition, subject to Sections 10.1.2, 10.1.3 and 12.
- 10.1.2 Departments are expected to conduct their own Low Value procurements, contacting the Procurement Officer for assistance or clarification when needed.
- 10.1.3 Invitational Competitions require the Purchasing Authority to obtain a minimum of three (3) quotes through the Request for Quotation process, as defined in Section 11.
- 10.1.4 Goods, Services, or Construction with a value below \$2,500, do not require the use of an Invitational Competition. The Purchasing Authority shall make a reasonable effort to identify and select vendors to obtain Best Value for these purchases.
- 10.1.5 If an Invitational Competition results in the lowest-priced or Best Value respondent quoting above the applicable Low Value threshold, but still within the allotted Budget, the Purchasing Authority may:
  - 10.1.5.1 accept the results, enacting an applicable Alternative Procurement Practice;
  - 10.1.5.2 cancel the competition and re-issue as an Open Competition; or
  - 10.1.5.3 cancel the competition and reevaluate the project.

## 10.2 High Value Procurement

- 10.2.1 Goods, Services, or Construction with a value above the Low Value threshold (as identified in 8.2) and without an available or appropriate Standing Offer shall be procured through an Open Competition, subject to Sections 10.2.2, 10.2.3 and 12.
- 10.2.2 High Value procurements are to be completed with the assistance of the Procurement Officer.
- 10.2.3 Notice of all Open Competitions shall be posted on the E Procurement Tool which can be accessed through the Municipality's website as well as the Nova Scotia Procurement Portal. Names of successful bidder(s) and the contract amount awarded shall be posted to the Nova Scotia Procurement Portal within 60 days of award.
- 10.2.4 Open Competitions shall be conducted in accordance with the requirements of this Policy, the Nova Scotia *Public Procurement Act*, the Nova Scotia Procurement Policy, all applicable trade agreements, and applicable Standard Operating Procedures of the Municipality.

## 11. Forms of Procurement Events

- 11.1 The Municipality shall utilize various forms of solicitations to procure Goods, Services, and Construction, including, but not limited to:

- 11.1.1 **Request for Quotations (RFQ)** are typically a form of Limited Competition, generally used in Low Value procurements and when the cost of the Goods, Service, or Construction does not warrant the time, effort, and expense required for a formal Open Competition.
- 11.1.2 **Tenders** are a form of Open Competition and should be used when the procurement requirements of the Municipality can be clearly and completely specified.
- 11.1.3 **Request for Proposals (RFP)** are a form of Open Competition and may be used when the Municipality is unable to clearly or completely specify the Goods, Service, or Construction required, and Suppliers are therefore asked to provide a solution to the problem, requirements or objective.
- 11.1.4 **Non-Binding Request for Proposals (NRFP)** are similar to RFPs. The defining difference is that while RFPs maintain a binding agreement between the Municipality and Suppliers once submissions are made, NRFPs are in no way a binding agreement. Negotiations, subject to the terms of the NRFP may be entered into, but no commitments are made or assumed until an agreement has been signed by all parties.
- 11.1.5 **Request for Supplier Qualifications (RFSQ)** are typically used as a tool in the establishment of Standing Offers or to pre-qualify Suppliers in the first stage of a two-stage Procurement Event.

11.2 In addition to the forms listed in Section 11.1.1 through 11.1.5, the Municipality may choose, at its sole discretion, to utilize other forms of Procurement Events, which may be updated and recommended by recognized procurement institutes or the Province of Nova Scotia.

## 12. Alternative Procurement Practices (ALTP)

- 12.1 For Procurement Events that do not exceed thresholds set out in applicable trade agreements, an ALTP may be used, subject to any restrictions or requirements set out in the Procurement Manual.
- 12.2 For Procurement Events that exceed thresholds set out in applicable trade agreements, an ALTP may be used, provided it is not done for the purpose of avoiding competition among suppliers or in a manner that discriminates against suppliers of any jurisdiction covered by an applicable trade agreement.
- 12.3 An ALTP may be used, subject to s. 12.1 and 12.2 in the following circumstances:
  - 12.3.1 Insofar as is strictly necessary where, for reasons of urgency brought about by events unforeseeable by the Municipality, the Goods, Services, or Construction could not be obtained in time using an Open Competition;
  - 12.3.2 Where Goods or Services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an Open Competition process could reasonably be expected to compromise



government confidentiality or security, result in the waiver of privilege, cause economic disruption or otherwise be contrary to the public interest;

- 12.3.3 To ensure compatibility with existing products, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- 12.3.4 To ensure the protection of patents, copyrights, or other exclusive rights;
- 12.3.5 Where there is an absence of competition and the Goods, Service, or Construction can be supplied only by a particular supplier or no alternative or substitute exists;
- 12.3.6 For the procurement of Goods or Services the supply of which is controlled by a supplier that is a monopoly;
- 12.3.7 For the purchase of Goods on a commodity market;
- 12.3.8 For work to be performed on or about a leased buildings, properties, or portions thereof that may be performed only by the lessor;
- 12.3.9 For work to be performed on a property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- 12.3.10 Where the Municipality procures a prototype or a first good or service that is developed in the course of, and for a particular contract for research, experiment, study or original development. Original development of a first good or service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the good or service is suitable for production or supply in quantity to acceptable quality standards, but does not include quantity production or supply to establish commercial viability or to recover research and development costs;
- 12.3.11 For purchases made under exceptionally advantageous circumstances that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchase from regular suppliers;
- 12.3.12 For the procurement of original works of art;
- 12.3.13 Where a contract is awarded to a winner of a design contest, provided the contest has been organized in a manner consistent with the principles of this Policy, and participants are judged by an independent jury with a view to a design contract being awarded to a winner;
- 12.3.14 For the procurement of subscriptions to newspapers, magazines or other periodicals;
- 12.3.15 For additional deliveries by the original supplier of Goods or Services that were not included in the initial procurement where a change of supplier for

such additional Goods, Services, or Construction cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement, and would cause significant inconvenience or substantial duplication of costs for the Municipality;

- 12.3.16 No Bids were submitted or no suppliers requested participation; no Bids that conform to the essential requirements of the solicitation documentation were submitted; no suppliers satisfied the conditions for participation;
  - 12.3.17 For the procurement or acquisition of fiscal agency or depository services, liquidation, and management services for regulated financial institutions or services related to the sale, redemption, and distribution of public debt, including loans and government bonds, notes, and other securities;
  - 12.3.18 For the procurement of Goods and Services for commercial sale or resale, or for use in the production or supply of Goods or Services for commercial sale or resale;
  - 12.3.19 For the procurement of Goods and Services financed primarily from donations that are subject to conditions that are inconsistent with this Policy;
  - 12.3.20 Procurement of Goods or Services from another government body;
  - 12.3.21 Procurement from philanthropic institutions, non-profit organizations, prison labour, or persons with disabilities;
  - 12.3.22 Compliance with the competitive process requirements would interfere with the Municipality's ability to maintain security or order or to protect human, animal, or plant life or health; or
  - 12.3.23 The procurement supports a measure adopted with respect to Indigenous people.
- 12.4 When an ALTP occurs, the reason for doing so must be documented. Goods, Services, or Construction regularly procured by the Municipality utilizing ALTP 12.3.3 through and including 12.3.6 may be placed on a sole-source list which must be reviewed and approved annually by the CAO. The sole-source list must document reasoning and identify the corresponding ALTP to which it applies. Utilizing an approved sole-source list will remove the requirement to document that ALTP with every use.
- 12.5 If the value of an ALTP award reaches or exceeds the thresholds established in the Canadian Free Trade Agreement (CFTA), the Municipality shall publish the award information, in accordance with CFTA requirements for such postings, on the Nova Scotia Procurement Portal.

## **13. Emergency Procurement**

- 13.1 Emergency Procurement occurs when an immediate and serious need is identified which may not be reasonably met by any other procedure and includes without limitation:

13.1.1 a condition where lack of suppliers or services may adversely affect: the functioning of civic government; threaten public and/or private property; the environment; the health, safety, and/or security of the public; or

13.1.2 interim contractual arrangements following the expiration or breach of a contract.

13.2 Emergency Purchases shall be completed using the most expedient method and will take Best Value into consideration.

13.3 Due to the serious and urgent nature, Emergency Purchases, including those in excess of Budget, may be awarded at the discretion of the CAO. Emergency Purchases in excess of Budget shall be reported to Council unless they can be eliminated through application of the provisions of Policy FIN-05-028 Budget Management.

13.4 Emergency Purchases which fall into High Value thresholds shall be reported to Council.

## **14. Expenditures In Emergency Situations**

14.1 An Emergency Situation is typically a declared state made by a government at the local, provincial, and/or federal level. Declaration of a State of Local Emergency under By-law 110 Emergency Management is an example of an Emergency Situation.

14.2 In an Emergency Situation, the CAO is authorized to make all reasonable and informed procurement decisions which, at their sole discretion, are determined necessary to: protect the legal interests of the Municipality or satisfy its legal obligations; prevent a situation where failure to act would reasonably be expected to compromise the Municipality's confidentiality or security, cause economic disruption, or would otherwise be contrary to the public interest.

14.3 Authorization in Emergency Situations extends to all necessary purchases including expenditures in excess of budgeted amounts and non-budgeted expenditures. Any such expenditure must be reported to Council at the next available meeting.

## **15. Preference**

15.1 The Municipality may apply a preference Goods, Services, or Construction below applicable domestic or international trade agreement thresholds. Preference details, if any, must be provided within the Solicitation Documents and, without limitation, represent the Best Value for each Procurement Event.

15.2 The Municipality may apply a preference for Goods, Services, or Construction for procurements above applicable domestic and international trade agreement thresholds within the obligations under the applicable trade agreement. Preference details, if any, must be provided within the Solicitation Documents.

## **16. Procurement Requirements**

16.1 The following requirements apply to all Open Competitions, regardless of the Procurement Event:

16.1.1 The Municipality must provide reasonable notice and opportunity to respond to public Procurement Events, and comply with minimum trade agreement posting timelines, where applicable; and

- 16.1.2 Include, or have attached the terms and conditions that govern the Procurement Event.
- 16.2 Open Competitions should normally include specifications or terms as follows:
  - 16.2.1 Expressly or by implication outlining the issues or criteria that will be used for selection of a successful bidder;
  - 16.2.2 A privilege clause stating that the lowest or any Bid or proposal will not necessarily be accepted;
  - 16.2.3 The location of delivery of Bids or proposals;
  - 16.2.4 The means of delivery of Bids or proposals, e.g., Electronic or hard copy;
  - 16.2.5 The time and date of Procurement Event closing;
  - 16.2.6 A notification that Solicitation Documents and Bids may be open to the public, and are subject to the Freedom of Information and Protection of Privacy provisions of the *Municipal Government Act*; and
  - 16.2.7 Bids which are subject to evaluation after opening shall be identified as such in the Solicitation Documents. The Solicitation Documents shall outline the evaluation method(s) used and the applicable evaluation criteria.
- 16.3 All procurements shall be approved and awarded by the appropriate Purchasing Authority as outlined in Appendix A attached to and forming part of this Policy. In the event that the lowest priced or highest scoring Bid exceeds the related Budget appropriation, the Purchasing Authority shall:
  - 16.3.1 in circumstances where negotiation is permitted, undertake negotiations to reduce price to an amount within the allotted Budget;
  - 16.3.2 close the Budget shortfall in accordance with Policy FIN-05-028 Budget Management;
  - 16.3.3 cancel the Procurement Event and reevaluate the project.
- 16.4 In the case of a tie Bid, the Suppliers shall be requested to submit a best-and-final offer, where it is appropriate to do so. If a request for best-and-final offer is not successful or appropriate, the award shall be made by random draw. The method and results shall be documented and kept on file with other details of the procurement. The draw shall be witnessed by a Director or Manager associated with the project.
- 16.5 Contracts for Goods, Services, and Construction that are required to be procured publicly under this Policy, including price agreements, must be re-issued publicly at least once every five years but may be issued more frequently at the discretion of the CAO. In special circumstances where a contract in excess of five years is required, Council approval is required.

## 17. Sustainability Considerations

- 17.1 Pursuant to the *Public Procurement Act*, in evaluating which Goods, Services, or Construction offer Best Value to the Municipality, the Municipality may consider sustainability criteria, meaning environmental, social, and economic considerations.

- 17.2 All Procurement Events must list the sustainability criteria that apply to the procurement, if any.

## **18. Supplier Debriefing and Complaint Process**

- 18.1 Bidders may request a debrief of their Bid once the related competition has closed. Requests must be made in writing within 10 business days of notification of the successful bidder, or unless otherwise stated in the Solicitation Document.
- 18.2 The debriefing shall provide reasons for disqualification of the supplier, or, in the case where evaluation scoring was used, provide an overview of the supplier's score in each category, reasoning for the score, and recommendations for improvement for future submissions.
- 18.3 The debriefing must not disclose any information regarding other bidders or their submissions.
- 18.4 If a Supplier is not satisfied with the results of a supplier debriefing, they may file a formal complaint with the CAO who shall commence an internal review of the process. The Supplier must request and attend a debriefing prior to filing a formal complaint.
- 18.5 If a Supplier is not satisfied with the results of a formal review, s.18 *Public Procurement Act* (an independent Supplier Complaint Process (SCP)) should be followed.
- 18.6 In the event that there is a dispute involving a procurement which is subject to trade agreement requirements, the Municipality shall comply with the complaint mechanisms applicable to that agreement.

## **19. Supplier Performance**

- 19.1 Establishing contract management practices and assessing supplier performance are both critical to the success of procurement projects. Supplier performance may be evaluated periodically during, or at the end of the contracted period, unless otherwise stipulated within the contract documents.
- 19.2 Suppliers may be disqualified from participating in future procurement opportunities for one, or any number of the following:
- 19.2.1 failure to honour a compliant Bid;
  - 19.2.2 failure to disclose a conflict of interest (real, potential, or perceived);
  - 19.2.3 false declarations;
  - 19.2.4 where the Supplier has been found to be in violation of any Municipality of the County of Kings By-Laws or Dangerous and Unsightly Premises provisions of the *Municipal Government Act*;
  - 19.2.5 conviction of unethical or illegal bidding practices, such as collusion, or fraud by a person, director, or official employed by the Supplier relating to obtaining or attempting to obtain a contract or subcontract;

- 19.2.6 serious breach of contract indicating an unwillingness to perform a contract in accordance with the terms and conditions or specifications;
  - 19.2.7 the offer of any gratuity to an official or employee of the Municipality by a Supplier for consideration;
  - 19.2.8 professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the supplier;
  - 19.2.9 significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior contract or contracts may lead to the application of demerit points against the Supplier in scored Procurement Events, or outright disqualification in future Procurement Events as detailed in 19.3;
  - 19.2.10 a threat, or filing, of legal action against the Municipality.
- 19.3 Where one of the aforementioned criteria for supplier disqualification has been established, the Municipality will provide reasonable notice in writing to the supplier involved. After a reasonable opportunity for response from the supplier, the Municipality may formally disqualify a supplier from bidding on any Procurement Events offered by the Municipality for a period not exceeding three years.
- 19.4 A written decision shall be issued to all Suppliers disqualified, suspended or receiving demerits, outlining the occurrence(s) and the details pertaining to their disqualification, suspension or demerits.
- 19.5 Disqualification, suspension, or demerits shall be approved by the CAO.
- 20. Conflict of Interest**
- 11.3 All procurement activity must be conducted with integrity to maintain the public's trust, including identifying, mitigating, avoiding and addressing actual or perceived conflicts of interest in procurement processes.
- 11.4 Internal Conflict of Interest
- 11.4.1 All Municipal employees participating in a procurement process, including members of the evaluation team, advisors, external consultants, or other service providers, must declare any perceived, possible or actual conflicts of interest to the CAO or their designate.
  - 11.4.2 If employees are unsure whether a particular relationship or circumstance may give rise to a conflict of interest, they are to consult with the CAO or designate. If a conflict of interest is determined, the employee may be asked to remove themselves from specific aspects, or the entire procurement process.
  - 11.4.3 During the procurement process, participating employees and other participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, giving preferential treatment, or publicly endorsing potential Suppliers or products.

- 11.4.4 Gifts, as mentioned in 20.2.3, do not include minor promotional materials such as pens, lanyards, socks, and similar items which might be readily provided at events such as conferences and trade shows.

## 11.5 Supplier Conflict of Interest

- 11.5.1 Solicitation Documents must be drafted to ensure Suppliers are aware they must declare and fully disclose any actual or potential conflict of interest or unfair advantage related to the preparation of their bid or where the Supplier foresees an actual or potential conflict of interest in the performance of the contract. Potential Supplier conflicts of interest or unfair advantages may include, but are not limited to:
  - 20.3.1.1 Engaging any individual to take part in the preparation of the bid who was employed with the Municipality within 12 months prior to the solicitation closing date;
  - 20.3.1.2 Engaging with any Municipal employee or a family member of any Municipal employee which may have, or appear to have, any influence on the procurement process, or subsequent performance of the contract;
  - 20.3.1.3 Access by the Supplier to confidential Municipality-owned information that is materially related to the Procurement Event and that was not readily accessible to other prospective Suppliers; or
  - 20.3.1.4 Engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement process.
- 20.4 When a potential Supplier conflict of interest or unfair advantage is identified, the CAO or designate will determine whether measures should be implemented to mitigate or address the real or perceived conflict of interest or unfair advantage.

## 21. Special Services

- 21.1 Council shall approve the awards for all the following special services:
  - 21.1.1 Legal services shall be acquired by Open Procurement at intervals not greater than every five years. These services may be contracted on a one-year term to be renewed on an annual basis for up to a five year maximum on terms satisfactory to the Municipality.
  - 21.1.2 Banking services shall be acquired by Open Competition at intervals not greater than every five years. These services may be contracted on a one-year term to be renewed on an annual basis up to a five-year maximum on terms satisfactory to the Municipality.
  - 21.1.3 External audit services shall be acquired by Open Competition at intervals not greater than every five years. These services may be contracted on a one-year term to be renewed on an annual basis up to a five-year maximum on terms satisfactory to the Municipality.

## **22. Purchases From Municipal Employees & Members of Council**

- 22.1 Employees and sitting Members of Council operating as a sole proprietorship, in a partnership, or a director of a limited company shall adhere to all Policy provisions within this Section. Purchases made from limited companies in which an employee or member of Council holds shares shall follow standard procurement Policy; however, the employee or member of Council must excuse themselves from the procurement process, citing a conflict of interest.
- 22.2 The Municipality shall only purchase Goods or Services from employees or a sitting Member of Council under the following terms:
  - 22.2.1 the Good or Service is of a unique nature, such that only the employee or Council Member would be able to provide or is otherwise not available from another Supplier as determined by the Chief Administrative Officer; and
  - 22.2.2 the cost of the Good or Service is provided at the same price as it would be for the general public.
- 22.3 Employees, Members of Council, or their Immediate Family Members shall not purchase personal use items through the purchasing system except where specific purchase plans are offered.
- 22.4 Employees, Members of Council, or their Immediate Family Members shall not purchase surplus items which may be for sale under the terms of this Policy.

## **23. Disposal of Surplus Equipment**

- 23.1 Items which are likely to be of use to another department of the Municipality can be transferred, after notice is given to all departments of the availability of these items, regardless of the item's value.
- 23.2 The CAO may approve surplus assets with a value which does not individually exceed \$5,000 be provided, without compensation, to any non-profit group, association, or entity.
- 23.3 Surplus items may be made available via public sale or Procurement Event, or disposed of appropriately, if the item is deemed defective, dangerous, or no longer appropriate for use.
- 23.4 Information technology equipment which is obsolete or deemed surplus shall be handled consistent with the security recommendations of the Information Technology Division, including, without limitation, destruction or wiping of hard disks, memory, and imaging prior to donation, sale or disposal. Electronics shall typically be taken to an authorized center for recycling.

## **24. Ethics and Compliance**

- 24.1 Any Supplier having a customer account with the Municipality, which is in arrears, will have such arrears deducted from any payments due to the Supplier. Such deduction may be waived by the Treasurer, where the Supplier has entered into an acceptable payment arrangement.
- 24.2 Employees participating in Procurement Events shall adhere in the strictest sense to Policy HR-06-002: Code of Ethics. Due to the level of scrutiny applied to procurement,



Employees participating in an active procurement are prohibited from accepting any gift or favour from any Supplier who is, or may be perceived to be, participating in that Procurement Event, prior to its award.

24.3 In compliance with s.12(k) *Public Procurement Act*, the Municipality shall submit all legislated reports to the provincial government with respect to procurement policies and activity.

24.4 All employees and Members of Council must act in good faith to comply with this Policy, though failure to comply with this Policy does not invalidate any procurement decision or act of the Municipality, nor is the Municipality liable to any supplier or prospective supplier for failing to comply with this Policy.

## 25. Document Review & Signing Authorities

25.1 The Municipality shall establish guidelines and standards for review of procurement and purchasing documents as well as signing authorities. Such details shall be prescribed in Appendix A: Document Review and Signing Authority.

## 26. Responsibilities

26.1 Council will:

- 26.1.1 Ensure the Municipality has a current and comprehensive Procurement Policy; and
- 26.1.2 review and amend this Policy as required.

26.2 The Chief Administrative Officer:

- 26.2.1 will implement this Policy;
- 26.2.2 may identify and propose revisions to this Policy;
- 26.2.3 may develop procedures consistent with this Policy; and
- 26.2.4 may, in writing, delegate their authority under the Policy.

## 27. Amendments

| Date        | Amendments  |
|-------------|---|
| May 7, 2019 | Amendment to the location for opening of tenders; addition of invitation to the Chair of the Budget & Finance Committee for tender openings.  |
| May 2, 2023 | Amendment to position titles; increase in authorization threshold that may be delegated to a Manager from \$5,000 to \$10,000; clarification that amounts referenced in the Policy include non-rebated HST. |
| Date, 2025  | Substantial re-write; removal of all procedural matters, addition of signing authorities (Appendix A).  |

## Appendix A: Document Review & Signing Authority Guidelines

Each request for signature shall be accompanied by a written acknowledgment confirming that all relevant documents have been reviewed by the appropriate parties prior to submission.

All documents requiring signatures shall be subject to a two-step review process:

- The Manager overseeing the procurement shall review and submit documents to their Director or the Deputy Chief Administrative Officer.
- The Director or Deputy Chief Administrative Officer shall review and submit to the Chief Administrative Officer for final approval and signature.

Purchasing Authority limits are established as follows:

- Chief Administrative Officer: \$50,000 or over, or otherwise directed by this Policy
- Municipal Treasurer: up to \$50,000
- Director or Deputy Chief Administrative Officer: up to \$25,000
- Manager: up to \$10,000
- Non-Management Staff: up to \$2,500

In the absence of the designated Purchasing Authority, the approval shall escalate to the next most senior level of authority as identified above.

Procurement Events involving alternative procurement methods, or cases where fewer than three quotes are obtained or deviations from standard procurement practices occur, must be reviewed by the Procurement Officer and signed by the Chief Administrative Officer.



### MUNICIPALITY OF THE COUNTY OF KINGS

#### Engineering Services Procurement Policy

**Creation Date:** June 18, 2013

**Approval Date:** July 16, 2013

**Revision Date:** June 7, 2016

**Policy Category:** Engineering & Public Works

**Next Review Date:** May 2015

**Replaces:** Policy EPW-04-004 - Procurement for Engineering Services

**1. Objective:**

To provide guidelines for pre-qualifying engineering firms to provide engineering services in support of the Municipality's ongoing operational and capital improvement programs for the duration of the pre-qualification period.

**2. Applicability:**

This policy applies only to the process of pre-qualifying Consultants to provide engineering services to the Municipality. Subject to Subsection 6.7 herein, only the Pre-Qualified Consultants and Special Service Vendors will be asked to submit proposals for specific Municipal projects.

**3. Definitions:**

- 3.1 "Consultant" means an engineering firm that holds either a Certificate of Compliance or Certificate of Sole Practitioner Firm from Engineers Nova Scotia.
- 3.2 "EPW" means the Engineering and Public Works, Land and Parks Services section of the Municipality of the County of Kings.
- 3.3 "General Terms and Conditions" means the general terms and conditions attached as a schedule to the pre-qualification request for proposals as a condition to the bid as amended by the Chief Administrative Officer from time to time.
- 3.4 "Local Consultant" means a Consultant who meets the definition of a "Local Vendor" as defined in *Policy FIN-05-006 Procurement*, Municipality of the County of Kings.
- 3.5 "Pre-Qualified Consultant" means a Consultant pre-qualified in accordance with this Policy to provide all of the engineering services requested in the pre-qualification request for proposals during the pre-qualification period.

**MASTER**

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## MUNICIPALITY OF THE COUNTY OF KINGS

### Engineering Services Procurement Policy

- 3.6 "Review Panel" means the committee in charge of evaluating submissions from prospective Consultants for the pre-qualification process.
- 3.7 "Special Service Vendor" means a Consultant pre-qualified to provide only certain engineering services requested in the pre-qualification request for proposals during the pre-qualification period.

#### 4. Responsibilities:

- 4.1 **Council** (or its designated committee) will:
- Ensure that the Municipality of the County of Kings has in place an Engineering Services Procurement Policy.
  - Approve, by motion, the list of Pre-Qualified Consultants and Special Service Vendors to provide engineering services as outlined in this Policy.
  - Approve, by motion, to either replace a Pre-Qualified Consultant or Special Service Vendor removed from the list of Pre-Qualified Consultants and Special Service Vendors or leave vacant until the next pre-qualification period.
- 4.2 The **Chief Administrative Officer** will:
- Participate as a member of the Review Panel or appoint a designate.
  - Approve the third party members of the Review Panel.
  - Approve the removal of a Pre-Qualified Consultant or Special Service Vendor and report to Council within thirty (30) days of the removal and provide Council recommendations on how to address the vacancy.
- 4.3 The **Manager of EPW** will:
- Administer and implement the Engineering Services Procurement Policy of the Municipality.
  - Recommend to the CAO a list of third party members of the Review Panel.
  - Ensure that EPW staff is advised of the Engineering Services Procurement Policy and other applicable policies noted in Section 5 of this Policy.
  - Act as the Chair of the Review Panel.
  - Recommend to the CAO the removal of a Pre-Qualified Consultant or Special Service Vendor.

**MASTER**





## MUNICIPALITY OF THE COUNTY OF KINGS

### Engineering Services Procurement Policy

- f. Submit the Review Panel's recommended list of Pre-Qualified Consultants and Special Service Vendors to provide engineering services to the CAO and Council for approval.

#### 5. Related Legislation and Policy

*Public Procurement Act 2011, Province of Nova Scotia*

*Policy FIN-05-006 Procurement, Municipality of the County of Kings*

#### 6. General Provisions

- 6.1 Consultants will be pre-qualified based on the scope of services described in a Request for Proposals (RFP) for a period of up to four (4) years (the "pre-qualification period").
- 6.2 Up to two Consultants selected from all submissions received and not pre-qualified may be selected as Special Service Vendors. Except as noted in Subsection 6.7, Special Service Vendor(s) shall only provide one of the following services during the pre-qualification period:
  - a. A Local Consultant to provide engineering support valued at \$5,000 or less; or
  - b. A Consultant that possesses expertise in a specific field that is necessary to advance the Municipality's asset management plans and which, in the opinion of the Municipal Engineer, is better qualified to provide the expertise than one or more of the Pre-Qualified Consultants.
- 6.3 Except in situations listed in Subsection 6.7, only the Pre-Qualified Consultants and Special Service Vendors will be asked to submit proposals for Municipal projects during the pre-qualification period.
- 6.4 The scope of services to be provided during the pre-qualification period shall be determined on a "project by project" basis subject to the General Terms and Conditions.
- 6.5 The RFP to pre-qualify Consultants shall be prepared by EPW consistent with this Policy and the documents lists in Section 5.
- 6.6 The RFP to pre-qualify Consultants shall, at a minimum, contain the following information:
  - a. Description of services required
  - b. Summary of Municipal Operations
  - c. 5-year Capital Plan
  - d. List of key EPW personnel

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## MUNICIPALITY OF THE COUNTY OF KINGS

### Engineering Services Procurement Policy

- e. Selection Criteria
- f. Proposal Evaluation process
- g. General Terms and Conditions
- 6.7 The Municipality may procure engineering services from additional Consultants under the following circumstances:
  - a. If the project scope is outside the scope of services which the Pre-Qualified Consultants and Special Service Vendors were pre-qualified for;
  - b. If the project is being performed on behalf of a Village or another municipal unit, that Village or municipal unit may invite one Consultant of its choosing to bid on that project; or
  - c. If the Manager of EPW estimates the value of the engineering component of the project to be greater than \$50,000.
- 6.8 The Review Panel shall be comprised of the following personnel:
  - a. Manager of EPW (Committee Chair);
  - b. Manager of Finance or designate;
  - c. Supervisor of Engineering Services;
  - d. Subject matter experts and stakeholders as may be selected at the CAO's discretion; and
  - e. CAO or designate.

### 7. Procedures

- 7.1 EPW shall prepare and issue an RFP to pre-qualify Consultants.
- 7.2 All submissions received prior to the published closing date and time will be evaluated according to the procedure outlined in this section.
- 7.3 The Review Panel shall evaluate and score all proposals using the criteria set out in the Request for Proposals.
- 7.4 During the evaluation process, the Review Panel may seek clarification or verification of information provided by a Consultant in their proposal and take the information obtained into account in evaluating a Proposal. This may include contacting references and conducting interviews with the Consultant.
- 7.5 The Review Panel shall recommend up to the three highest scoring firms that achieve a minimum 70% score on their Proposal evaluation to the CAO and Council for approval.
- 7.6 The Review Panel may also recommend to the CAO and Council up to two Special Service Vendors from those Consultants not recommended for the list of

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## MUNICIPALITY OF THE COUNTY OF KINGS

### Engineering Services Procurement Policy

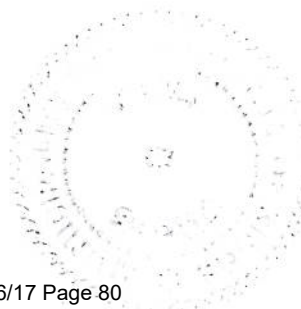
Pre-Qualified Consultants. Special Service Vendors will only be permitted to bid on work as per Subsection 6.2.

#### **8. Removal of Consultants from Pre-Qualified List**

- 8.1 During the pre-qualification period, any of the Pre-Qualified Consultants or Special Service Vendors may be removed from the list of Pre-Qualified Consultants and Special Service Vendors if, in the opinion of the Municipal Engineer, the Pre-Qualified Consultant or Special Service Vendor, as the case may be:
- a. Fails to perform the services contracted for under the RFP, or a portion thereof;
  - b. Becomes insolvent;
  - c. Commits an act of bankruptcy;
  - d. Abandons a project;
  - e. Assigns a Contract to which the Municipality is a party to without the prior written consent of the Municipality;
  - f. Engages in conduct detrimental to the Municipality;
  - g. Does not respond to three or more proposal calls during any consecutive three month period during the pre-qualification period;
  - h. Fails to observe or perform any of the provisions of the General Terms and Conditions;
  - i. Has any conflict of interest which may have an adverse effect on a project and fails to disclose it in advance to the Municipality; or
  - j. Fails to cure a default of a material obligation during the pre-qualification period.

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|                     |  |
|---------------------|--|
| <b>TO</b>           | Committee of the Whole   |
| <b>PREPARED BY</b>  | Scott MacKay, Interim Director of Finance & IT                         |
| <b>MEETING DATE</b> | June 17, 2025  |
| <b>SUBJECT</b>      | Approval of 2025/26 Hantsport Volunteer Fire Department Capital Budget |

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## ORIGIN

- First introduction to Committee of the Whole

## RECOMMENDATION

That Committee of the Whole recommend Municipal Council approve the Capital Budget of the Hantsport Volunteer Fire Department for the fiscal year 2025/26 in the amount of \$272,292 and to reduce the 2025/26 Area Rate through use of the interest accrued on unpaid contributions to the Region of West Hants as described in the June 17, 2025 Request for Decision.

## INTENT

To provide approval of the Hantsport Volunteer Fire Department Capital Budget for fiscal 2025/26.

## DISCUSSION

Based upon the Fire Services Agreement between the Municipality of the County of Kings (Municipality) and West Hants Regional Municipality (WHRM), staff of the WHRM have requested the Municipality to consider the submitted budget for the Hantsport Volunteer Fire Department (HVFD). The Municipality's share of the total Capital Budget is determined by a rolling three-year average of the percentage of calls from the HVFD into the Municipality. In 2025/26, the Municipality will be responsible for 43.9% of the Capital Budget, an amount which will be recovered through the fire area rate for the ratepayers of the Municipality, serviced by the HVFD.

The 2025/26 Capital Budget includes several new items: a light rescue truck with an annual outlay \$34,330; voice amplifiers with an annual cost of \$2,199; new thermal imaging cameras at a cost of \$3,303; upgrades to Engine #12 at a cost of \$5,498; hydraulic jaws at a cost of \$9,499, and new radios at a cost of \$9,896.

Staff have noted that predictability of future area rates (costs and related debt payments) is uncertain. Given this situation, Kings staff will discuss with West Hants representatives the availability of a five-year capital investment plan.

## FINANCIAL IMPLICATIONS

The Capital Budget for the HVFD is used to establish the fire area rate for area residents, annually. Based on this year's budget and as shown in Appendix B, the calculated rate for these ratepayers will be 11.74 cents per \$100 of assessment, an increase from the rate of 9.60 cents in 2024/25. An option to reduce this year's area rate would involve a rebate to area ratepayers who have been paying for the fire hall over the past several years within the area rate. The Municipality has not yet received an invoice for its contribution to fire hall construction. Staff feel that some consideration should be given in the form of a rebate to ratepayers for the interest earned on these funds for the past several years. The impact of such a rebate would bring the area rate down to 10.85 cents per \$100 of assessment. All fire area rates will be presented to Municipal Council for consideration at the July Council meeting.



# Request for Decision

## STRATEGIC PLAN ALIGNMENT

|   |                           |   |
|---|---------------------------|---|
|   | Strong Communities        |   |
|   | Environmental Stewardship |   |
|   | Economic Development      |   |
| ✓ | Good Governance           | The Budget review and approval process provides an opportunity to evaluate capital spending, and the contribution of area ratepayers. |
|   | Financial Sustainability  |   |
|   | Other                     |   |

## ALTERNATIVES

- None are offered.

## IMPLEMENTATION

- Notification of Council's decision will be provided to the Hantsport Fire Department and the West Hants Regional Municipality.

## ENGAGEMENT

- Municipal staff, along with the Mayor and District 9 Councillor held a meeting on June 11<sup>th</sup> with residents of the Hants Border area to discuss the Capital Budget of the Hantsport Volunteer Fire Department and the proposed area rate for ratepayers served by the HVFD. After presentation and a period of discussion, a vote was taken of the ratepayers present. Of the eight ratepayers offering a vote, six were in favor and two were opposed to the area rate of 10.85 cents per \$100 of assessment.

## APPENDICES

- Appendix A: Hantsport Volunteer Fire Department Capital Budget for 2025/26
- Appendix B: Hants Border Fire Area Rate Calculation for 2025/26

## APPROVALS

Scott Conrod, Chief Administrative Officer

June 12, 2025

# Request for Decision

## Appendix A: Hantsport Volunteer Fire Department Capital Budget 2024/25

| Capital Item                               | Principal | Interest | Total Expense    |
|--|-----------|----------|------------------|
| Hantsport Pumper                           | \$24,921  | \$2,391  | \$27,312         |
| Fire Truck Chassis                         | \$17,500  | \$2,507  | \$20,007         |
| Command Scene Lighting                     | \$2,751   | \$360    | \$3,111          |
| Maxi Force Air Bag                         | \$803     | \$212    | \$1,015          |
| SCUBA Equipment                            | \$5,000   | \$498    | \$5,498          |
| 100' Quint Fire Truck                      | \$86,485  | 51827    | \$138,312        |
| Thermal Cameras                            | \$3,003   | \$300    | \$3,303          |
| Master Intake Valve Repair (21)            | \$1,300   | \$129    | \$1,429          |
| Highway Stabilization Kit                  | \$3,515   | \$228    | \$3,743          |
| Voice Amplifiers                           | \$2,065   | \$134    | \$2,199          |
| Thermal Imaging Cameras                    | \$1,538   | \$100    | \$1,638          |
| Light Rescue                               | \$32,235  | \$2,095  | \$34,330         |
| Voice Amplifiers                           | \$2,065   | \$134    | \$2,199          |
| Thermal Imaging Cameras                    | \$3,101   | \$202    | \$3,303          |
| Engine 12 Upgrades                         | \$5,162   | \$336    | \$5,498          |
| Hydraulic Jaws                             | \$8,919   | \$580    | \$9,499          |
| 5 Radios                                   | \$9,292   | \$604    | \$9,896          |
| <b>TOTAL CAPITAL BUDGET 2025/26</b>        |           |          | <b>\$272,292</b> |
| <b>MOK PORTION (43.9%)</b>                 |           |          | <b>\$119,536</b> |
| <br>Fire Hall Principal                    |           |          |                  |
| 25 payments totalling \$1,055,600          |           |          | \$42,224         |
| 4% Administration Fee on \$119,536         |           |          | \$4,781          |
| HST on Admin Fee                           |           |          | \$669            |
| <b>Total Amount to Recover (Area Rate)</b> |           |          | <b>\$167,211</b> |

## Appendix B:

### Hants Border Fire Area Rate Calculation 2025/26

|  |                    |
|--|--------------------|
| Total amount to be recovered through area rate                     | \$167,211          |
| Property Assessment for serviced area                              | \$142,435,000      |
| Proposed area rate for Hants Border area (per \$100 of assessment) | <b>11.74 cents</b> |

The Municipality began collecting the capital portion of the fire hall contribution in 2022/23 within the Hants Border Fire Area Rate. It was anticipated that payment would be made to the West Hants Regional Municipality in late summer 2022. To date, the Municipality of the County of Kings has not received an invoice for its contribution. As a result, the area rate has included the principal portion for the past three years. Over this time, the Municipality has earned \$12,667 in interest from these funds. A credit of this amount could be made to the area rate calculation as follows.

|  |                    |
|--|--------------------|
| Total amount to be recovered through area rate                       | \$167,211          |
| Less accumulated interest to be rebated                              | <b>(\$12,667)</b>  |
| Net amount to be recovered through area rate                         | \$154,544          |
| Property Assessment for serviced area                                | \$142,435,000      |
| Discounted area rate for Hants Border area (per \$100 of assessment) | <b>10.85 cents</b> |

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|                               |                                  |
|-------------------------------|----------------------------------|
| <b>TO</b>                     | Committee of the Whole           |
| <b>FROM</b>                   | Councillor MacPherson            |
| <b>COMMITTEE</b>              | Diversity Kings County Committee |
| <b>COMMITTEE MEETING DATE</b> | June 2, 2025                     |
| <b>COTW MEETING DATE</b>      | June 17, 2025                    |

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The meeting began with Committee members volunteering to share information regarding significant events and/or priorities important to them. The objective was that we continue to learn about each other and share our stories resulting in a more engaged and interconnected Committee. There is a lot to celebrate!

Ms. Sarah Ehler from the YMCA did an informative presentation on the YREACH program. This is a program serving newcomers, immigrants, and refugees to our area. It encompasses several opportunities, including individual and group settlement services, social events, recreational opportunities, child and youth programming, counselling and advocacy, awareness, referrals, language instruction, etc.

The Diversity team members (Lucy Ofori & Danielle Dulay) did an excellent presentation on Gender & Sexuality helping us all better understand the components of an individual's expression of identity. This was useful in clarifying misconceptions and misunderstandings of terms used for personal identity and self expression.

Danielle Dulay, who is the current summer intern, did an interesting and highly informative presentation on "Lawn Jockeys". She provided the historic context of what lawn jockeys are and what messaging and symbolism they represent to society. She certainly created an awareness to those in attendance of the historic and cultural impact of these small statue ornaments.

Finally, Graysen Parker guided us through the Draft Work Plan highlighting priorities and action items for the Diversity Kings County Committee.

Next meeting: Monday, July 7, 2025

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|                               |  |
|-------------------------------|--|
| <b>TO</b>                     | Committee of the Whole                 |
| <b>FROM</b>                   | Councillor Hiltz                       |
| <b>COMMITTEE</b>              | Joint Accessibility Advisory Committee |
| <b>COMMITTEE MEETING DATE</b> | June 11, 2025                          |
| <b>COTW MEETING DATE</b>      | July 22, 2025                          |

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The committee met in person in council chambers and introduced themselves

Intermunicipal service agreement was reviewed with a couple of changes recommended. A motion was made, seconded and all members voted in favor of having the councillor or commissioner designate someone from their organization to attend and be able to vote if the original member is unable to attend any meeting. Signatures for this agreement can now be executed via electronic means.

Several environmental upgrades have been made within the county including:

-MOK- Rec Dept received a grant for a new pool lift for the Youth Centre pool. Lifeguards will also be trained on how to use it.

-Canning- playground surface being completed as well as new accessible paths to the park

- New Minas-Flower cart and Lockhart Ryan Park have improved accessible walkways
- Greenwood- New accessible washrooms, signage and widened sidewalks and new crosswalks.
- Waterville- Accessible, solar lit, clean bus stop shelters in place. A new accessible picnic table has been installed as well as a strobe light for fire alarms in the Firehall for the visually impaired
- 2 citizen members have left the committee leaving 2 vacancies. This has been advertised and June 30<sup>th</sup> is the deadline to apply
- Round table discussion was held and a lot of talk about policy and bylaws and how important we look at these through others perspective (persons with different disabilities)

- Next meeting will be held on Sept 10<sup>th</sup> in council chambers

Respectfully submitted,

Robbie Hiltz

### Committee of Council Reports - June 17, 2025

| Board/Committee   | Chair/Reporting Councillor/<br>Members  | Last/Next Meeting   | Report  |
|---|---|---|---|
| Asset Management Committee                                      | Peter Allen, Doug Gates,<br>Tim Harding   | September 3, 2024<br>Next: May 7,<br>September 11, 2025       |   |
| Audit & Finance Committee                                       | Dave Corkum, Everett<br>MacPherson (Chair), Riley<br>Peckford (Vice-Chair), Emily<br>Lutz | May 6, 2025<br>Next: September 2025                           | Written report provided<br>June 3, 2025                                   |
| Diversity Kings County  | Everett MacPherson (Vice-<br>Chair)<br>Christina Sappington (Chair)                       | June 2, 2025<br>Next: July 7, 2025                            | Written report provided<br>June 17, 2025                                  |
| Fences Arbitration Committee                                    | Bob Best<br>Alternate: Christina<br>Sappington  | No meetings   |   |
| Fire Services Advisory Committee                                | Peter Allen, Doug Gates,<br>Riley Peckford (Reporting<br>Councillor)                      | May 8, 2025<br>Next: September 18,<br>2025                    | Written report provided<br>May 20, 2025                                   |
| Greenwood Water Utility<br>Source Water Protection<br>Committee | Riley Peckford  | March 20, 2025<br>Next: September 11,<br>2025                 | Verbal report to be<br>provided April 1, written<br>report April 15, 2025 |
| Joint Accessibility Advisory<br>Committee                       | Robbie Hiltz  | June 11, 2025<br>Next: September 10,<br>2025                  | Written report provided<br>June 17, 2025                                  |
| Lake Monitoring Committee                                       | Riley Peckford<br>Alternate: Tim Harding  | No recent meetings  |   |
| Nominating Committee  | Dave Corkum (Chair), Peter<br>Allen, Everett MacPherson,<br>Riley Peckford                | March 18, 2025<br>Next: TBD                                   | Recommendations<br>provided April 1, 2025                                 |
| Planning Advisory Committee                                     | Emily Lutz (Chair), Riley<br>Peckford (Vice-Chair), Doug<br>Gates, Everett MacPherson     | May 22, 2025<br>Next: June 10, 2025                           | Recommendations<br>provided June 3, 2025                                  |
| Police Advisory Board   | Bob Best, Robbie Hiltz,<br>Christina Sappington   | February 19, 2025<br>Next: May 21,<br>September 18, 2025      | Verbal report provided<br>June 17, 2025                                   |
| Regional Sewer Committee  | Tim Harding<br>Alternate: Everett<br>MacPherson   | January 16, March 13,<br>April 8, 2025<br>Next: June 19, 2025 | Verbal report provided<br>January 21, 2025                                |
| Sandy Court Source Water<br>Protection Committee                | Tim Harding   | February 25, 2025<br>Next: TBD                                | Written report provided<br>March 18, 2025                                 |

### External Board and Committee Reports - June 17, 2025

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



Farmers' Markets of Nova  
Scotia Cooperative Ltd.

9 Chestnut Lane

Dartmouth NS, B2Y 3X1

902-932-7282

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[www.farmersmarketsnovascotia.ca](http://www.farmersmarketsnovascotia.ca)

May 7, 2025

**Mayor Dave Corkum**

Municipality of the County of Kings

*CC Scott Conrod, CAO*

## **Request for Support: Nourishing Communities Food Coupon Program**

Dear Mayor Corkum,

I hope this message finds you well.

I'm reaching out on behalf of Farmers' Markets of Nova Scotia (FMNS) to share an important update and request your support for one of our province's most impactful community food programs—the Nourishing Communities Food Coupon Program.

As you may know, this program—now in its seventh year—offers dignified access to fresh, local food for food-insecure Nova Scotians while directly supporting local farmers and rural economies. It's a nationally recognized model of what's possible when community-based solutions are backed by public investment.

Yesterday, I sent a letter to Premier Tim Houston and four key Ministers requesting an increase in provincial funding for the program in 2025 (see attached). Despite demonstrated success and growing demand, we were informed that funding will revert to the baseline amount of \$422,400—37% less than what was provided in 2024. This reduction means over 200 households will lose access to this vital support.

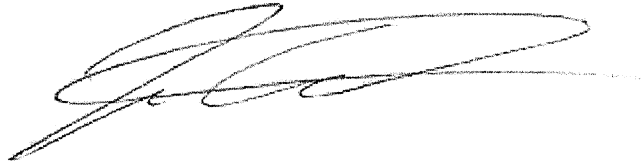
Your municipality is home to the North Mountain United Tapestry Market, which is an active partner in delivering this program. We would be deeply grateful if your office would consider writing a brief letter of support to the Premier and Ministers, urging them to reconsider this funding decision. A draft email template is enclosed for ease.

Together, we can help ensure more Nova Scotians can



access healthy, local food with dignity. If you have any questions or would like to discuss, I'd be more than happy to connect.

With respect and resolve,

A handwritten signature in black ink, appearing to read 'Justin Cantafio', with a long horizontal flourish extending to the right.

**Justin Cantafio**  
Executive Director  
Farmers' Markets of Nova Scotia

## REQUEST TO THE GOVERNMENT OF NOVA SCOTIA TO INCREASE INVESTMENT IN THE NOURISHING COMMUNITIES PROGRAM



**We're asking for a budget of \$1 million for our 2025 program and beyond.**

**Why?** We're in a food insecurity crisis. The waitlist keeps growing, and the **only** limit to increasing the impact of our program is access to funding.

**Thanks to \$672,400 in funding by the Department of Communities, Culture, Tourism, and Heritage in 2024, FMNS provided over \$450,000 in market bucks to households facing food insecurity in 33 communities across Nova Scotia.**

Here are some highlights:

- Nearly 600 households participated this year, representing over 1,800 individuals
- Approximately \$775 per household in assistance provided
- 33 participating farmers' markets and 54 partner organizations

**Key impacts from the Nourishing Communities program, an ongoing partnership between FMNS and NS CCTH:**

- 100% of market bucks go to Nova Scotia's economy, supporting local farmers and rural communities while contributing to the local economic multiplier effect
- 97% of all market bucks redeemed (the remainder is recycled into next year's program)
- 95% of program participants said they felt a greater sense of community belonging
- 94% reported that their mental health was improved as a result of participating in this program

| Nova Scotia's challenges   | How Nourishing Communities helps  |
|--|---|
| 28.9% of Nova Scotians experienced food insecurity in 2022; the highest in Canada  | 91% of participants reported eating healthier than usual during the program   |
| Nova Scotia has the among the lowest poverty indicators index score of any province  | 90% of participants felt that they had more money to meet their other (non-food / grocery) needs  |
| NS lost over 21% of its farms from 2016 to 2021—the largest decline in the number of farms of any province in the country over that period | Since 2019, over \$1.5 million has been spent at local farmers' market businesses, and ~80% has been on food products (nearly 1/3 on fresh produce alone) |

## REQUEST TO THE GOVERNMENT OF NOVA SCOTIA TO INCREASE INVESTMENT IN THE NOURISHING COMMUNITIES PROGRAM



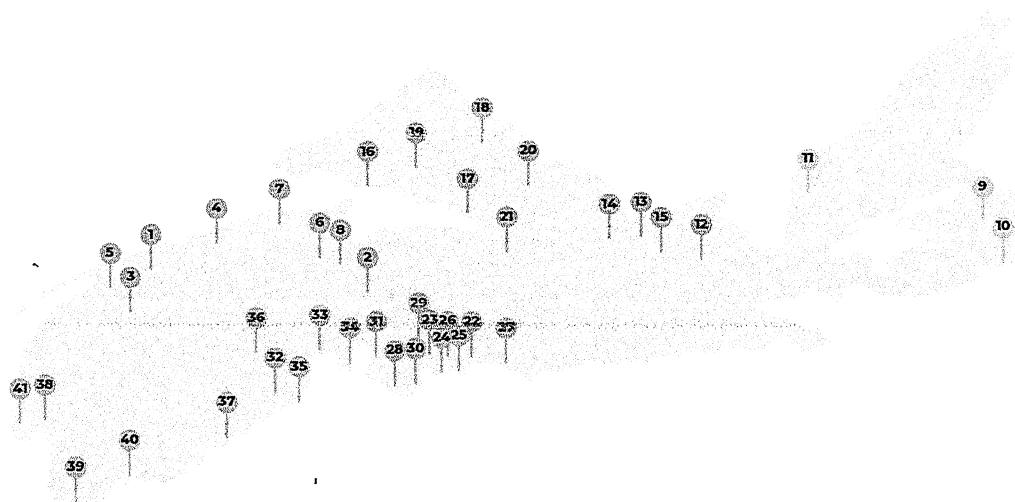
### **For every additional \$50,000 invested in this program, we can provide:**

Roughly 1,167 more weekly allotments of market bucks OR  
Add over 45 more households / 140 more people to our program

### **The now seven-year long partnership between the Province and Farmers' Markets of Nova Scotia's Nourishing Communities Program has maintained three key objectives:**

1. To provide financial support to those in need to access healthy food, recognizing that almost 1 in 3 people in Nova Scotia are food insecure;
2. To provide an experience that supports physical, mental, and community health; and
3. To support local producers and farmers in developing a robust and resilient food system in Nova Scotia

With over 40 member farmers' markets across Nova Scotia, the Nourishing Communities Program has full coverage, including numerous rural communities.





Farmers' Markets of Nova  
Scotia Cooperative Ltd.

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902-952-7282  
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[www.farmersmarketsnovascotia.ca](http://www.farmersmarketsnovascotia.ca)

May 6, 2025

**The Honourable Tim Houston**

Premier of Nova Scotia  
Office of the Premier  
Province of Nova Scotia

## **Request for Additional Funding for the Nourishing Communities Program**

Dear Premier Houston,

First, I want to extend my sincere thanks to your government for its continued support of the **Nourishing Communities Food Coupon Program**, now in its seventh year. This innovative partnership between the Province of Nova Scotia and Farmers' Markets of Nova Scotia (FMNS) has provided thousands of food-insecure Nova Scotians with dignified access to fresh, local food while strengthening rural economies and supporting our farmers. It is a shining example of what's possible when community-rooted solutions are backed by public investment.

In 2024, a generous one-time funding increase of \$250,000 (from \$422,400 to \$672,400) allowed FMNS to distribute over \$450,000 in market bucks to nearly 600 households across 33 communities. This helped over 1,800 individuals put fresh food on their tables and supported 54 partner organizations province-wide. With a 97% redemption rate and 95% of participants reporting a stronger sense of community, the program's impact speaks for itself.

We've learned that our funding for 2025 will stay at \$422,400—and **without a top-up, more than 200 households will lose access to this vital support**. This is the second time the Province has followed a one-time funding boost with a reversion to baseline levels the following year. While we remain deeply grateful for any and all government support, this abrupt reduction will mean reaching significantly fewer households at a time when **Nova Scotia continues to experience the highest rate of food insecurity in Canada**, and 5 more FMNS member markets

seek to join our program for 2025. This would further expand the program's reach, particularly into rural communities.

We understand the Province faces difficult budget decisions. However, this decision lands hardest on the most vulnerable people in our communities—people for whom this program isn't just helpful, but essential. The consequences are real: fewer meals on tables, less stability, and lost opportunity to invest in our local food economy.

I would welcome the opportunity to meet with you directly to discuss options for bridging this gap in 2025 and ensuring the long-term sustainability of the Nourishing Communities program. Our ask remains the same as it has been for several years: **a provincial investment of \$1 million annually**. This amount would allow us to meet growing demand, reduce the length of our waitlist, and build on a proven, community-based model.

Premier Houston, Nova Scotians are struggling—but they haven't given up. Neither have we. At FMNS, we believe—as your Ministers affirmed at our AGM in April—that “food for all is feasible.” Let's work together to make that more than a slogan. I'd be honoured to sit down with you and your Ministers to explore a shared path forward.

With respect and resolve,



**Justin Cantafio**

Executive Director

Farmers' Markets of Nova Scotia

CC The Honourable Dave Ritcey, Minister of Communities  
Culture, Tourism and Heritage

CC The Honourable Scott Armstrong, Minister of  
Opportunities and Social Development

CC The Honourable Greg Morrow, Minister of Agriculture

CC The Honourable Colton LeBlanc, Minister of Growth and  
Development

## Email Letter of Support Template

**Subject:** Support for Nourishing Communities Program

Dear Premier Houston,

On behalf of **[Municipality Name]**, I am writing to express our strong support for the Nourishing Communities Food Coupon Program delivered through Farmers' Markets of Nova Scotia (FMNS). This initiative plays a vital role in our community, providing food-insecure residents with access to fresh, local food while supporting our regional farmers and producers.

We understand that provincial funding for the 2025 program will revert to the baseline level of \$422,400—a significant decrease from the 2024 amount of \$672,400. This reduction will have a direct impact on our constituents and local food system, as it means more than 200 fewer households across the province will benefit from this critical support.

***[Optional: In our municipality, the program is delivered through [insert local market(s) name(s)], which has seen firsthand the positive impact of this initiative on families, farmers, and the broader community.]***

We respectfully urge your government to increase its funding commitment to FMNS, restoring and ideally expanding support for the Nourishing Communities program. A sustained annual investment of \$1 million would allow FMNS to meet growing demand, reduce its waitlist, and continue strengthening Nova Scotia's food security and rural economy.

Thank you for your consideration, and for your continued support of solutions that are rooted in community, dignity, and resilience.

Sincerely,

**[Name]**

**[Title]**

**[Municipality Name]**

Please note the following email addresses:

|  |  |
|--|--|
| The Honourable Tim Houston, Premier of Nova Scotia                                   | <a href="mailto:premier@novascotia.ca">premier@novascotia.ca</a>       |
| CC The Honourable Dave Ritcey, Minister of Communities Culture, Tourism and Heritage | <a href="mailto:MIN_CCTH@novascotia.ca">MIN_CCTH@novascotia.ca</a>     |
| CC The Honourable Scott Armstrong, Minister of Opportunities and Social Development  | <a href="mailto:OSDMIN@novascotia.ca">OSDMIN@novascotia.ca</a>         |
| CC The Honourable Greg Morrow, Minister of Agriculture                               | <a href="mailto:min_dag@novascotia.ca">min_dag@novascotia.ca</a>       |
| CC The Honourable Colton LeBlanc, Minister of Growth and Development                 | <a href="mailto:edminister@novascotia.ca">edminister@novascotia.ca</a> |

# Committee of the Whole Agenda Item Request

|                               |                               |
|-------------------------------|-------------------------------|
| <b>TO</b>                     | Committee of the Whole        |
| <b>FROM</b>                   | Councillor Emily Lutz         |
| <b>PREFERRED MEETING DATE</b> | June 17, 2025                 |
| <b>DATE REQUEST SUBMITTED</b> | June 10, 2025                 |
| <b>TOPIC</b>                  | Uranium Mining in Nova Scotia |

## PREFERRED OUTCOME

|                                     |                               |  |  |
|-------------------------------------|-------------------------------|--|--|
| <input checked="" type="checkbox"/> | Recommend a motion to Council |  | Closed Session discussion              |
| <input type="checkbox"/>            | Item received as information  |  | Promote clarity of a program or Policy |

## BACKGROUND INFORMATION & DISCUSSION

In response to the community conversations around uranium and other rare mineral mining exploration in Nova Scotia, I request that Council consider the following motion in attempt to gain some time to better consider these issues and hear about the potential risks and benefits to our communities.

## SUGGESTED RECOMMENDATION

That Committee of the Whole recommend Municipal Council request Mayor Corkum to write a letter to the Nova Scotia Government requesting a pause on the granting of any leases for uranium exploration to allow Council and our communities to become informed about the risks and potential benefits of this activity, particularly as it relates to the South Mountain watershed, to allow Council and our communities to provide feedback on any impacts identified, and to allow sufficient time for the Province to conduct meaningful consultations with the public and First Nations on uranium mining in our region.