MUNICIPALITY of the COUNTY of KINGS

COMMITTEE OF THE WHOLE
Tuesday, September 15, 2026
9:00 a.m.
AGENDA

Video Recording Times Noted in Red
Video is Available here

1. Roll Call & Land Acknowledgement 10:09/11:17
2. Approval of Agenda 12:05 — Page 1
3. Disclosure of Conflict-of-Interest Issues None
4. Approval of Minutes 12:52
   a. July 21, 2026 — Page 2
5. Business Arising from Minutes None
   a. July 21, 2026 — Page 2
6. Administration 13:47
   a. New Policy ADMIN-01-026: RCAF Flyby Authorization — Page 9
7. Engineering & Public Works
   a. Committee Consolidation: Greenwood and Sandy Court Source Water Protection Committees 17:12 — Page 13
   b. Regional Sewer Treatment Plant Pre-Design Study Update 25:45 — Page 19
8. Financial Services
   a. Guarantee Resolution: Tidal Transit Authority 33:13 — Page 21
9. Councillor Item
   a. Policy FIN-05-008: Business Expense 38:15 — Page 23
10. Board and Committee Reports 50:40
    a. Regional Emergency Management Advisory Committee — Page 24
    b. Committees of Council — Page 25
    c. External Boards and Committees — Page 26
11. Other Business 52:38
12. Comments from the Public 55:11
13. Adjournment 57:08

Accommodations are available for this meeting: please submit your request at www.countyofkings.ca/accommodationsrequest.

Land Acknowledgement

The Municipality of the County of Kings is in Mi'kma'ki, the ancestral, unceded, and current territory of the Mi'kmaq Peoples. The Municipality of the County of Kings is a neighbour to Annapolis Valley First Nation and Glooscap First Nation, as well as a diverse urban and rural Indigenous population. We are all treaty people and commit to upholding the Peace and Friendship Treaties and working towards reconciliation in all areas of the Municipality.

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THE MUNICIPALITY OF THE COUNTY OF KINGS
COMMITTEE OF THE WHOLE
Tuesday, July 21, 2026
DRAFT MINUTES

Meeting Date and Time

A meeting of the Committee of the Whole was held on Tuesday, July 21, 2026, at 9:00 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. **Attendance**

All Members of Council were in attendance. Councillor Hiltz arrived at 9:03 a.m.

Results for Roll Call

For 9
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	-
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
- Andrea Hyslop, Deputy Chief Administrative Officer
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Terry Kelly, In-house Solicitor
- Scott MacKay, Manager, Revenue
- Ashley Brooker, Trails, Parks & Active Transportation Coordinator
- Lindsey Halliday, Community Engagement Specialist
- Haley Hutt, Emergency Services Coordinator
- Charissa Kleine Deters, Diversity Specialist
- Madeleine McCarron, Policy Analyst
- Suzanne Selwood, Administrative Assistant/Recording Secretary

Land Acknowledgement

Mayor Corkum read the Land Acknowledgement per Policy ADMIN-01-025: Land Acknowledgement.

2. **Approval of Agenda**

On motion of Councillor Gates and Deputy Mayor MacPherson, that Committee of the Whole approve the July 21, 2026 agenda as circulated.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	-
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. **June 16, 2026**

On motion of Councillor Harding and Councillor Sappington, that the minutes of the Committee of the Whole meeting held on June 16, 2026 be approved as circulated.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	-
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. **June 16, 2026**

There was no business arising from the June 16, 2026 minutes.

6. **Presentations**

6a. **Valley REN: Tourism Infrastructure & Gaps Analysis Findings**

Genevieve Allen Hearn, Tourism Strategy Manager, provided a presentation.

On motion of Councillor Hiltz and Councillor Gates, that Committee of the Whole receive for information the Valley REN presentation as provided on July 21, 2026.

Motion Carried.

Results

For 10
Against 0

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

6b. **Maritime Hockey League: Tourism & Economic Impact**

Matt Moore, Commissioner, provided a verbal presentation and video.

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On motion of Councillor Allen and Councillor Lutz, that Committee of the Whole receive for information the Maritime Hockey League presentation as provided on July 21, 2026.

Motion Carried.

Results

For 10
Against 0

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

7. Administration

7a. Municipality's Fire Engagement Session What We Heard Report

Lindsey Halliday, Community Engagement Specialist, presented the Briefing as attached to the July 21, 2026 agenda and provided a presentation.

On motion of Councillor Gates and Councillor Hiltz, that Committee of the Whole receive for information the Fire Services Engagement What We Heard Report as presented in the July 21, 2026 Briefing.

Motion Carried.

Results

For 10
Against 0

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

7b. Proclamation Request: Emancipation Day & National Acadian Day

Charissa Kleine Deters, Diversity Specialist, presented the Request for Decision as attached to the July 21, 2026 agenda and provided a presentation.

On motion of Deputy Mayor MacPherson and Councillor Hiltz, that Committee of the Whole proclaim August 1, 2026 as Emancipation Day across the Municipality of the County of Kings.

Motion Carried.

Results

For 10
Against 0

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

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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 proclaim August 15, 2026 as National Acadian Day across the Municipality of the County of Kings.

Motion Carried.

Results

For 10
Against 0

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

8. **Engineering & Public Works**

8a. **Policy Update: EPW-04-015 Active Transportation Network Project Prioritization**

Ashley Brooker, Trails, Parks & Active Transportation Coordinator, presented the Request for Decision as attached to the July 21, 2026 agenda and provided a presentation.

On motion of Councillor Gates and Councillor Peckford, that Committee of the Whole recommend Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to rename and amend Policy EPW-04-015: Active Transportation Project Prioritization to Policy EPW-04-015: Active Transportation Network Project Prioritization.

Motion Carried.

Results

For 10
Against 0

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

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On motion of Councillor Sappington and Councillor Allen, that Committee of the Whole recommend Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to repeal Policy EPW-04-014: Sidewalk Construction Project Prioritization.

Motion Carried.

Results

For 10
Against 0

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

9. **Financial Services**

9a. **Amendments to By-Law 74: Treasurer**

Madeleine McCarron, Policy Analyst, presented the Request for Decision as attached to the July 21, 2026 agenda and provided a presentation.

On motion of Deputy Mayor MacPherson and Councillor Gates, that Committee of the Whole recommend Municipal Council give first reading to amend By-law 74, the Treasurer By-law, as appended to the July 21, 2026 Request for Decision.

Motion Carried.

Results

For 10
Against 0

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

10. **Planning and Inspections**

10a. **Amendments to By-Law 90: Vendors**

Trish Javorek, Director of Planning and Inspections, presented the Request for Decision as attached to the July 21, 2026 agenda and provided a presentation.

On motion of Councillor Best and Councillor Allen, that Committee of the Whole recommend Municipal Council give first reading to amend By-law 90, the Vendors By-law, as appended to the July 21, 2026 Request for Decision.

Motion Carried.

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Results

For 10
Against 0

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

11. **Board and Committee Reports**

11a. **Committees of Council** — For information.

11b. **External Boards and Committees** — Councillor Lutz provided a verbal update from the Annapolis Valley Regional Library Board.

On motion of Councillor Harding and Councillor Sappington, that Committee of the Whole receive the Board Report as provided verbally for information.

Motion Carried.

Results

For 10
Against 0

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

12. **Other Business** — Councillor Best requested monthly reports on Regional Sewer and the Regional Recreation Centre.

13. **Comments from the Public** — No members of the public were present.

14. **Adjournment** — **On motion of Councillor Gates and Councillor Sappington, there being no further business, the meeting adjourned at 11:01 a.m.**

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For

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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	Suzanne Selwood
Mayor	Administrative Assistant/Recording Secretary

Results Legend	
For	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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MUNICIPALITY of the COUNTY of KINGS

Request for Decision

TO	Committee of the Whole
PREPARED BY	Madeleine McCarron, Policy Analyst
MEETING DATE	September 15, 2026
SUBJECT	New Policy ADMIN-01-026: RCAF Flyby Authorization

ORIGIN

- First introduction to Committee of the Whole

RECOMMENDATION

That Committee of the Whole recommend Municipal Council give seven days notice, per s. 48(1) *Municipal Government Act*, to adopt Policy ADMIN-01-026: RCAF Flyby Authorization, as attached to the September 15, 2026 Request for Decision.

INTENT

For Committee of the Whole to review and consider recommending Municipal Council adopt new Policy ADMIN-01-026: RCAF Flyby Authorization.

DISCUSSION

Organizers of community events are able to request flybys, aerial demonstrations, and displays of Royal Canadian Air Force (RCAF) aircraft for their events through the Special Events Division of the RCAF. The RCAF is the final authority in approving these requests from community event organizers. As part of its approval process a letter of support from the local municipality may be required by the RCAF.

Presently, there is no policy allowing for the efficient approval of this type of request. As a result, when a request is submitted to the Municipality, it must be added to the agenda to go before Council for a decision.

Without an approval policy the process of obtaining Council approval for the Mayor to sign the support letter is inefficient and may result in delays in the planning process for community event organizers and the RCAF if the letter of support cannot be provided in a timely manner.

This Policy is intended to reduce this inefficiency and resulting time delay by allowing for the Mayor to sign a letter of support without bringing the matter before Council. Delegating the approval authority for these standard requests to the Mayor will allow the Municipality to provide an efficient and timely reply to requests from community event organizers, thereby allowing more time for the planning process prior to the event date or other deadlines.

FINANCIAL IMPLICATIONS

- No financial implications.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	

	Good Governance	
	Financial Sustainability	
✓	Other	Improving efficiency

ALTERNATIVES

- Committee may opt not to recommend adoption of the RCAF Flyby Authorization Policy.
- Committee may refer the Policy back to staff for revisions.

IMPLEMENTATION

- If approved, internal practices will be adjusted to follow the Policy.

ENGAGEMENT

- No specific engagement has taken place.
- If Council provides notice to adopt the Policy, the seven-day notice period allows for public comment.

APPENDICES

- Appendix A: Draft Policy ADMIN-01-026 RCAF Flyby Authorization

APPROVALS

Terry Kelly, In-House Solicitor September 3, 2026

Scott Conrod, Chief Administrative Officer September 10, 2026

POLICY ADMIN-01-026

Municipality of the County of Kings

RCAF Flyby Authorization

Policy Category	Administration	**Most Recent Amendment**	N/A
First Council Approval		**Future Review Date**	

1. **Purpose**
   This Policy is to authorize the Mayor to sign on behalf of Council and send, without further Council approval, letters of support that may be requested by Community Event Organizers in the Municipality seeking to schedule the Royal Canadian Air Force (RCAF) to do a Flyby, static display or other Demonstration as part of their community event.

2. **Scope**
   This Policy applies to requests received from Community Event Organizers asking the Municipality to sign documentation to show support for and/or authorize a Flyby, static display or other Demonstration by the RCAF.

3. **Definitions**

   3.1 **Aircraft:** means a vehicle designed to fly by gaining support from the air;

   3.2 **Community Event Organizers:** means the members of any group or organization who are the leads in the planning of an event within the Municipality;

   3.3 **Council:** means the Municipal Council of the Municipality of the County of Kings;

   3.4 **Demonstration:** means a showcase or display of RCAF Aircraft;

   3.5 **Flyby:** means a non-aerobatic pass or a series of non-aerobatic passes performed by one or more Aircraft at an air show;

   3.6 **Mayor:** means the Mayor of the Municipality of the County of Kings;

   3.7 **Municipality:** means the Municipality of the County of Kings;

   3.8 **Special Events Division**: means the division of the RCAF responsible for organizing and approving event and ceremony bookings.

4. Policy Statements

Requests

4.1 If Community Event Organizers, as part of organizing Flybys or other Demonstrations by RCAF Aircraft for their event, require Council support, requests shall be directed to the Mayor.

4.2 The following information will be provided when a request for Council support is being made:

- The name of the event;
- The date of the event;
- The location of the event, including a map of planned route, if applicable; and
- A copy of the Special Events Division response to original application, if applicable.

Authorization

4.3 The Mayor may sign a letter to confirm Council's support of the requested Flybys or other Demonstrations performed by RCAF Aircraft to be sent to the Canadian Air Division Headquarters, or where otherwise directed.

4.3.1 When giving this authorization the Mayor will consider:

- The proposed location;
- The date of the event;
- The community event; and
- The likelihood of Council support.

4.3.2 The Mayor also has the discretion to bring the request before Council.

4.4 The Community Event Organizers requesting Council support will be kept reasonably informed of the status of their request as necessary in the circumstances.

5. Responsibilities

5.1 Council will:

5.1.1 Review and amend this Policy as required.

5.2 The Chief Administrative Officer will:

5.2.1 Implement this Policy; and

5.2.2 Identify and recommend revisions to this Policy as required.

5.3 The Mayor will:

5.3.1 Be diligent and timely in approving requests for support; and

5.3.2 Share information on requests for support as it is received.

6. Amendments

Date	Amendments

MUNICIPALITY of the COUNTY of KINGS

Request for Decision

TO	Committee of the Whole
PREPARED BY	Andy Pulsifer, Manager of Environmental Services
MEETING DATE	September 15, 2026
SUBJECT	Committee Consolidation: Greenwood and Sandy Court Source Water Protection Committees

ORIGIN

- July 5, 2011 - Council Motion
- April 5, 2011 - Council Motion
- Current Terms of Reference for Sandy Court Source Water Protection Committee
- Current Policy for Greenwood Water Utility Source Water Protection Committee

RECOMMENDATIONS

That Committee of the Whole recommend Municipal Council give First Reading to amend By-law 102: Committees Governance to delete the reference to "Sandy Court Source Water Protection Committee" from Schedule A (Committees of Council).

That Committee of the Whole recommend Municipal Council repeal the Terms of Reference for the Sandy Court Source Water Protection Committee.

That Committee of the Whole recommend Municipal Council provide seven days' notice, per s. 48(1) *Municipal Government Act,* to repeal Policy EPW-04-009: Greenwood Water Utility Source Water Protection Committee.

That Committee of the Whole recommend Municipal Council adopt the new Terms of Reference for the Greenwood Water Utility Source Water Protection Committee, as attached to the September 15, 2026 Request for Decision concurrent to the aforementioned By-law amendment, repeal of Terms of Reference, and Policy repeal.

INTENT

For Municipal Council to amend By-law 102, repeal the Terms of Reference (TOR) for the Sandy Court Source Water Protection Committee, repeal Policy EPW-04-009 Greenwood Water Utility Source Water Protection Committee, and adopt a new TOR that in part consolidates the present Committees and brings the TOR in compliance with Policy ADMIN-01-016: Administration of Standing and Advisory Committees of Council.

DISCUSSION

In April 2011, Municipal Council approved the formation of a Sandy Court Source Water Protection Committee. The TOR for the Committee are published on the Municipal website under the "Boards & Committees" section.

The Municipality of the County of Kings owns and operates the Water Utility that provides potable drinking water to Greenwood and the Sandy Court area of the Village of Aylesford. The *Drinking Water Strategy* issued by the Province of Nova Scotia requires that utilities that use ground water for drinking water undertake source water protection measures. The source water protection measures are the first barrier to a multi-barrier approach to reduce the risk of contaminants getting into the groundwater supply.

The proposed and consolidated Greenwood Water Utility Source Water Protection Committee TOR (Appendix A) identifies the:

- Committee Purpose
- Committee Membership
- Committee Responsibilities
- Municipal Staff responsibilities; and
- Committee Operating Procedures

FINANCIAL IMPLICATIONS

- Overall, the change from individual Committees to a single Committee will have no financial impact.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
✓	Good Governance	Improving the administration of Source Water Protection planning
	Financial Sustainability	
	Other	

ALTERNATIVES

- Committee of the Whole may request the CAO to return with recommendations to modify Policy EPW-04-009.

IMPLEMENTATION

- Municipal Council gives First and Second Reading to amend By-law 102 at upcoming meetings.
- Draft TOR submitted to Municipal Council to give seven days' notice to adopt the TOR.
- If adopted, TOR will be posted on the Municipal website.
- Staff remove existing TOR and Policy from Municipal website.

ENGAGEMENT

- This is an internal governance and administrative update that will lead to an updated Source Water Protection Plan and the establishment and monitoring of annual work plans. This updated framework will involve citizen/community input (engagement).
- Engagement specific to this RFD will include the required seven-day notice prior to Policy repeal, public notice of Second Reading of By-law 102, notification to Greenwood and Sandy Court Source Water Protection Committee members and public transparency through updated information on the Municipal website.

APPENDICES

- Appendix A: Draft TOR: Greenwood Water Utility Source Water Protection Committee

APPROVALS

Brad Carrigan, Director, Engineering & Public Works — September 10, 2026

Scott Conrod, Chief Administrative Officer — September 10, 2026

Greenwood Water Utility Source Water Protection Committee

Terms of Reference

Introduction

This Terms of Reference is made pursuant to the Municipality of the County of Kings (MOK) Standing and Advisory Committees of Council Policy – ADMIN-01-016.

Purpose

The Greenwood Water Utility Source Water Protection Committee ("the Committee") serves as an advisory committee to Municipal Council on the development and maintenance of a mutually beneficial, locally developed and administered Source Water Protection Plan (SWPP). The goal of the SWPP is to protect the Greenwood, Zeke Brook and Sandy Court sources of municipal water supply. The Greenwood Water Utility, which also includes the system serving Sandy Court in Aylesford (the "Utility"), is a publicly registered and regulated municipal water utility that is subject to permits and approvals issued under the Nova Scotia *Environment Act* and the Nova Scotia *Public Utilities Act*. The adoption and maintenance of a SWPP is a regulated requirement of the Utility.

The Committee is to recommend a draft SWPP, and any subsequent amendments, to Municipal Council for approval and from the SWPP review the content and progress of annual work plans.

Definitions

"EPW" means the Engineering and Public Works Department of the Municipality of the County of Kings;

"**Municipal Government Act (MGA)**" means the Nova Scotia *Municipal Government Act*;

"Municipality of the County of Kings (MOK)" means Municipality of the County of Kings;

"**NSECC**" means Nova Scotia Environment and Climate Change;

"Planning and Inspections" means the Planning and Inspections Department of the Municipality of the County of Kings;

"SWPP" means Source Water Protection Plan: a plan developed by the Utility designed to protect and monitor the health of a source water supply; and

"Source Water Protection Area" means the area of land which contributes water to the Utility's production wells.

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SWPP and Annual Work Plan Development

The Committee may review all legislation, by-laws, policies, and guidelines applicable to the Utility relative to the Source Water Protection Area. A SWPP is to provide sound and achievable source water protection goals. To design goals, the Committee will consider NSECC best management practices including acquisition of land, by-laws, contingency planning, designation, education, and stewardship. The Committee will also receive information and advice from Municipal Staff and if necessary, may further invite experts or other appropriate resource person(s) to provide advice and may in good faith rely upon any reports and findings they provide.

Membership

The Committee shall consist of the following members:

Voting Members

- Municipality of the County of Kings District 4 Councillor;
- Municipality of the County of Kings District 5 Councillor;
- One Citizen Representative, appointed by Municipal Council for a two-year term, who shall be either a Utility customer or a resident living within the Source Water Protection Area, at the time and duration of the appointment;
- A Commissioner from the Village of Greenwood to be appointed by Municipal Council for a two-year term; and
- A Commissioner from the Village of Aylesford to be appointed by Municipal Council for a two-year term.

Appointment of the Citizen Representative shall be pursuant to By-law 54 Nominating Committee.

Non-voting members

- MOK Manager of Environmental Services;
- MOK representative from Planning and Inspections;
- MOK Director of EPW;
- MOK Representative of the Utility;
- Representative from NSECC; and
- Representative from Department of National Defence 14 Wing Greenwood.

The Chair and Vice Chair shall either be the District 5 or District 4 Councillor as appointed by the Committee with a term that is in accordance with MOK By-law 102.

A vacancy on the Committee shall be filled at the earliest possible opportunity and that appointment shall serve the remainder of the term for the member being replaced.

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Committee Responsibilities

The Committee is responsible for reviewing the SWPP and making recommendations to Municipal Council relating to the following:

- **Source Water Protection Area:** Review, recommend and be familiar with the SWP Areas.
- **Identification of Potential Contaminants and Risk Assessment:** Assist in identifying and documenting potential sources of contamination and assessing the risk to source water.
- **Source Water Protection Plan:** Review and comment on the SWPP and any proposed amendment thereto.
- **Compliance with Laws, Regulations, and Guidelines:** Review as required reports from staff and others relating to the Utility's compliance with legislation, by-laws, policies and guidelines applicable to the SWPP.
- **Annual Reporting:** Review and submit annual reports to Municipal Council outlining the Committee's activities, progress on annual work plans, and the status of the SWPP.

Operating Procedures and Responsibilities

Committee Members

- The Committee has no operational or management responsibility for the Utility and serves solely in an advisory capacity to Municipal Council on matters related to the Source Water Protection Plan. Outside of procedural decisions, e.g., the approval of minutes, the Committee is to provide recommendations to Municipal Council.
- The Committee will endeavour to make recommendations through a consensus-based approach.
- Where consensus cannot be reached, a vote may be taken.
- Decisions on duly called motions shall be made by a majority of voting members present. In the event of a tie vote, the motion is defeated.
- Meetings of the Committee are open to the public subject to section 22 *MGA*.
- Approved minutes of all meetings shall be posted to the MOK website.
- No voting member may abstain from voting, except for the purposes of a declared conflict of interest. Members must declare any pecuniary or personal conflict of interest regarding any item on the agenda prior to discussion. A member who has declared a conflict must recuse themselves from the room during the discussion and not vote on that matter, and the abstention due to conflict shall be formally recorded in the minutes.
- The Chair presiding at any meeting of the Committee shall also vote on all matters considered by the Committee.
- The Committee may appoint sub-committees to deal with any special matters falling within the jurisdiction of the Committee.
- The Committee shall meet at least twice per year.
- Three voting members shall constitute quorum.
- Pursuant to section 2.4 of By-law 102, if any member of the Committee is absent for three (3) regularly scheduled consecutive meetings without cause acceptable to the Committee, the person ceases to be a member.

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- Subject to section 31(2)(a) *MGA* the Chief Administrative Officer may attend meetings of the Committee and make observations and suggestions on any subject under discussion.
- Pursuant to section 30(4) *MGA* no MOK Council member, or Committee member shall instruct or give direction to, either publicly or privately, an employee of the Municipality.
- The Chair and Committee Members shall abide by provisions included in ADMIN Policy -01-016 Administration of Standing and Advisory Committees of Council that without limitation include the roles and responsibilities of the Chair, and Committee Members.

Municipal Staff

- Municipal Staff are to serve in the roles and fulfil the responsibilities as also set out in the Administration of Standing and Advisory Committees of Council Policy – ADMIN-01-016.

- Without limitation, the assigned Senior Staff Member is to develop draft agendas in consultation with the Committee Chair, administer the development and posting of agenda packages, and assign an Administrative Assistant to support the Committee, while Technical Staff are to provide information and advice to the Committee.

Review of Terms of Reference

- These Terms of Reference shall be reviewed by Municipal Council, at a minimum, during the first year of a new Council term.

DRAFT

MUNICIPALITY of the COUNTY of KINGS

Briefing

TO	Committee of the Whole
PREPARED BY	Brad Carrigan, Director of Engineering & Public Works
MEETING DATE	September 15, 2026
SUBJECT	Regional Sewer Treatment Plant Pre-design Study Update

ORIGIN

- Regional Sewer Treatment Plant – Project No. 24-48

RECOMMENDATION

That Committee of the Whole receive the Briefing on the Regional Sewer Treatment Plant Pre-design Study as presented on September 15, 2026 for information.

INTENT

To update Committee of the Whole on the status and timeline associated with the Regional Sewer Treatment Plant pre-design study.

DISCUSSION

Through a public procurement process, CBCL Limited was awarded a contract to prepare a pre-design study on the Regional Wastewater Treatment Plant. CBCL's report is in draft format and will first be presented and reviewed by the Technical Subcommittee of the Regional Sewer Committee. After review by the Technical Committee, the report will be forwarded and presented to the Regional Sewer Committee for their review and recommendation.

A high-level summary of the terms of reference that guided the study included the review and recommendation of technology best suited to address compliance matters such as odour control, future growth, and sludge management.

CBCL has developed and evaluated five treatment alternatives. Each option has been assessed using both qualitative and quantitative criteria. Qualitative criteria included items such as ease of operation and maintenance, odour control, compatibility with high-strength wastewater, while quantitative criteria included capital cost, operating cost, and life-cycle cost.

The completion of the study is on track in accordance with the engagement contract. The receipt and review by the two above mentioned committees will take additional time.

FINANCIAL IMPLICATIONS

- The pre-design study was awarded based on the approved budget.

STRATEGIC PLAN ALIGNMENT

✓	Strong Communities	This is a stated Key Strategic Project under the Critical Infrastructure Management section of the Strategic Plan
	Environmental Stewardship	
	Economic Development	
	Good Governance	

	Financial Sustainability	
	Other	

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer September 14, 2026

MUNICIPALITY of the COUNTY of KINGS

Request for Decision

TO	Committee of the Whole
PREPARED BY	Mike Livingstone, Director of Finance & IT
MEETING DATE	September 15, 2026
SUBJECT	Guarantee Resolution: Tidal Transit Authority

ORIGIN

- First introduction to Municipal Council

RECOMMENDATION

That Committee of the Whole recommend Municipal Council approve the Tidal Transit Authority Municipal Partner Guarantee Resolution as detailed in the Request for Decision dated September 15, 2026, in the amount of $4,713,821.

INTENT

For Committee of the Whole to consider Tidal Transit Authority's (TTA) request for the Municipality of the County of Kings (Municipality) to guarantee its proportional share of debenture financing in the amount of $4,713,821

DISCUSSION

This request relates to the 2026/27 Temporary Borrowing Resolution (TBR) requested by TTA.

TTA requires a Nova Scotia Department of Municipal Affairs (DMA) approved TBR to access financing through the Municipal Finance Division (MFD) at the Department of Finance and Treasury Board. DMA approval requires Guarantee Resolutions from each municipal owner; together, these satisfy the MFD lending requirements.

The TTA TBR contains capital purchases totalling $11,697,415 of which the Municipality is asked to guarantee $4,713,821 which is 40.3% and represents the Municipality's pro rata share of TTA in fiscal 2026-27.

The below chart summarizes the required municipal debt financing guarantees required:

DEBT FINANCING GUARANTEE REQUIRED		
Municipality of the County of Kings	40.30%	$ 4,713,821
Municipality of the County of Annapolis	19.83%	2,319,777
Town of Kentville	13.82%	1,616,323
Town of Wolfville	10.38%	1,214,166
Town of Berwick	4.12%	482,380
Town of Middleton	3.60%	421,275
Municipality of the District of Digby	7.95%	929,673
Total Capital Requirements for Borrowing Resolution	**100.00%**	**$ 11,697,415**

The following table breaks down the capital projects covered by TTA's TBR:

CAPITAL SPENDING

Purpose	Amount
Purchase of Buses	$ 9,710,937
Bus Software / Hardware & Branding	576,723
2 Service Vehicles	122,609
Building Design / Engineering	156,002
Building Renovation	1,131,144
Total	**$ 11,697,415**

FINANCIAL IMPLICATIONS

- Debenture guarantees have no financial impact unless TTA defaults, in which case the municipal owners share the net debt proportionally.
- Loan guarantees do not factor into financial indicators or affect borrowing capacity.
- DMA requires municipal Guarantee Resolutions before approving borrowing of an intermunicipal services corporation.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	To enable TTA to secure debenture financing for capital purchases

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- DMA requires the Guarantee Resolution is duly passed at a meeting of Municipal Council.
- Municipal Clerk will sign the requested copies of the Guarantee Resolution and circulate to the appropriate parties.

ENGAGEMENT

- The Capital expenditures and financing sources were approved as part of the TTA budgeting process and supporting Investing in Canada Infrastructure Projects Phase 2.

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer September 10, 2026

MUNICIPALITY of the COUNTY of KINGS

Committee of the Whole Agenda Item Request

TO	Committee of the Whole
FROM	Councillor Best
PREFERRED MEETING DATE	September 15, 2026
DATE REQUEST SUBMITTED	August 26, 2026
TOPIC	Policy FIN-05-008: Business Expense

PREFERRED OUTCOME

✓	Recommend a motion to Council		Closed Session discussion
	Item received as information		Promote clarity of a program or Policy

BACKGROUND INFORMATION & DISCUSSION

The Business Expense Policy allows Members of Council to claim travel expenses relating to meetings with organizations, community groups, and non-profits as long as the Council Member has been invited and the Council Member determines their attendance is necessary and in the best interests of the Municipality (s. 4.2.11).

The Policy also allows the Mayor and Deputy Mayor to claim travel expenses for attendance at social functions as dignitaries representing the Municipality (s. 4.3).

In my opinion, when it comes to e.g. community breakfasts, no Council Member should be able to claim travel expenses such as mileage and meals. These events are open to all community members and usually don't involve invitations.

SUGGESTED RECOMMENDATION

That Committee of the Whole recommend Municipal Council direct the CAO to propose amendments to sections 4.2.11 and s. 4.3 of FIN-05-008, the Business Expense Policy, to not allow Council Members to be reimbursed for travel expenses for community breakfasts and similar events.

APPENDICES

- Policy FIN-05-008: Business Expense

MUNICIPALITY of the COUNTY of KINGS

Committee Update

TO	Committee of the Whole
FROM	Councillor Peckford
COMMITTEE	Regional Emergency Management Advisory Committee
COMMITTEE MEETING DATE	July 20, 2026
COTW MEETING DATE	September 16, 2026

The Regional Emergency Management Advisory Committee met on July 20 to discuss the current wildfire season and emergency preparedness across the region. An update was provided on the province's new wildfire helicopters, including their capabilities and how they will support wildfire response. The helicopters will be based out of Debert, providing greater flexibility and allowing emergency crews to respond to multiple wildfire incidents more quickly and effectively across the province.

The committee also discussed upcoming ICS 200 training for municipal employees, which will help strengthen local emergency response capabilities and coordination. Emergency planning with local community centers was also reviewed, with a focus on preparedness and ensuring these facilities are able to support the community during an emergency.

Respectfully,

Councillor Peckford.

Committee of Council Reports - September 15, 2026

Board/Committee	Chair/Reporting Councillor/ Members	Last/Next Meeting	Report
Asset Management Committee	Peter Allen, Doug Gates, Tim Harding	October 7, 2025 Next: April 9, September 22, 2026	
Audit & Finance Committee	Dave Corkum, Everett MacPherson (Chair), Doug Gates, Emily Lutz	June 2, 2026 Next: TBD	Written report provided June 16, 2026
Diversity Kings County	Everett MacPherson, Christina Sappington	June 1, 2026 Next: July 6, September 9, 2026	Written report provided July 7, 2026
Fences Arbitration Committee	Bob Best Alternate: Tim Harding	No meetings	
Fire Services Advisory Committee	Peter Allen, Robbie Hiltz, Riley Peckford	September 18, 2025 Next: November 24, 2025, February 12, June 25, Sept. 17, 2026	Written report provided November 3, 2025
Greenwood Water Utility Source Water Protection Committee	Riley Peckford	September 11, 2025 Next: TBD	Written report provided October 7, 2025
Joint Accessibility Advisory Committee	Bob Best	June 10, 2026 Next: September 9, 2026	Recommendations provided July 7, 2026
Lake Monitoring Committee	Emily Lutz Alternate: Tim Harding	No recent meetings	
Nominating Committee	Dave Corkum (Chair), Peter Allen, Everett MacPherson, Riley Peckford	April 21, 2026 Next: TBD	Recommendations provided May 5, 2026
Planning Advisory Committee	Emily Lutz, Riley Peckford, Doug Gates, Everett MacPherson	July 14, 2026 Next: September 8, 2026	Recommendations provided September 1, 2026
Police Advisory Board	Bob Best, Robbie Hiltz, Christina Sappington (Chair)	May 20, 2026 Next: Joint Meeting with Kentville Police Commission TBD; Regular Meeting September 16, 2026	Written report provided June 2, 2026
Regional Sewer Committee	Tim Harding Alternate: Everett MacPherson	June 11, 2026 Next: October 8, 2026	Verbal report provided July 7, 2026
Sandy Court Source Water Protection Committee	Tim Harding	Next: TBD	Written report provided March 18, 2025

External Board and Committee Reports - September 15, 2026

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate: Christina Sappington	July 6, 2026 Next: September 17, 2026	Verbal report provided September 1, 2026
Annapolis Valley Trails Coalition Board	Robbie Hiltz Alternate: Tim Harding	February 26, 2026	Written report provided February 3, 2026
Canning Source Water Protection Committee	Everett MacPherson		
Kentville Joint Fire Services Committee	Bob Best, Tim Harding, Christina Sappington	March 20, 2025 Next: October 23, 2025	Written report provided April 1, 2025
Kentville Source Water Protection Advisory Group	Doug Gates	March 26, 2025	
Kentville Water Commission	Doug Gates	July 30, 2026 Next: TBD	Verbal report provided September 1, 2026
Kings County Homelessness Advisory Committee	Everett MacPherson	August 17, 2026 Next: TBD	Written report provided September 1, 2026
Kings Regional Emergency Management Advisory Committee	Dave Corkum, Riley Peckford	July 20, 2026 Next: TBD	Written report provided September 15, 2026
Landscape of Grand Pré Inc. Member	Peter Allen Alternate: Christina Sappington	September 23, 2025	Written report provided December 2, 2025
Landscape of Grand Pré Incorporated Board	Doug Gates	May 6, 2026 Next: TBD	Written report provided June 2, 2026
New Minas Source Water Protection Committee	Christina Sappington	May 28, 2026 Next: October 2026	Written report provided July 7, 2026
Nova Scotia Solid Waste-Resource Regional Chairs Committee	Dave Corkum (Vice-Chair)	February 3, 2026	Written report provided March 3, 2026
Port Williams Source Water Protection Committee	Doug Gates	March 18, 2026 Next: March 18, 2027	Verbal report provided April 7, 2026; Written report provided April 21, 2026
Regional Recreation Facility Steering Committee	Dave Corkum (Chair)	August 4, 2026 Next: TBD	Written report provided September 1, 2026
Valley Community Fibre Network (Authority) Board	Robbie Hiltz	September 11, 2025 Next: December 4, 2025, May 22, 2026	Verbal report provided October 7, 2025
Valley Regional Enterprise Network Liaison & Oversight Committee	Dave Corkum Alternate: Christina Sappington	May 28, 2026 Next: TBD	Written report provided June 2, 2026
Valley Regional Services Board (Tidal Transit & Valley Waste)	Dave Corkum Alternate: Emily Lutz	June 17, 2026 Next: July 15, 2026	Written report provided July 7, 2026
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen	March 11, 2026 Next: June 10, 2026	Written report provided April 7, 2026