

**MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL**

June 2, 2020

Following Public Hearing

AGENDA

Audio Recording Times Noted in Red
(Minutes:Seconds)

1. Roll Call **00:00**
2. Approval of Agenda **01:51** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes **09:03**
 - a. May 5, 2020 Council Page 2
 - b. May 19, 2020 Special Council Page 13
 - c. May 20, 2020 Special Council Page 17
 - d. May 21, 2020 Special Council Page 19
5. Business Arising from Minutes
 - a. May 5, 2020 Council **10:07** Page 2
 - b. May 19, 2020 Special Council **None** Page 13
 - c. May 20, 2020 Special Council **None** Page 17
 - d. May 21, 2020 Special Council **None** Page 19
6. Presentation
 - a. Request for exemption/grandfathering of Welsford properties under New MoK Planning Documents (Bev & Greg Johnstone) **13:30** Page 23
7. Recommendations from Planning Advisory Committee Page 26
 - a. Application to rezone a portion of the property at 3300 Black Rock Road, and a portion of the property in Grafton, (PIDs 55067425 and 55067391) (File 19-16) **40:40** Page 27
 - b. Application to enter into a development agreement to permit tourist commercial uses at 555 Ross Creek Road, Ross Creek (PID 55015457) (File 18-17) **42:27**
 - c. Public Hearing Date: July 7, 2020 at 6:00 pm **43:49**
8. Recreation Services
 - a. Recreation Programs and Focus **44:25** Page 44
9. Administration
 - a. Proclamation Request: Cole Wittenberg Day June 11, 2020 **59:13** Page 49
 - b. Municipal Election 2020: Date for Amendments to List of Electors **60:52** Page 53
 - c. Municipal Election 2020: Voting Method Options **62:39** Page 55
 - d. Revised Position Description for Councillors and Deputy Mayor **96:26** Page 58
 - e. COVID-19 Supplementary Budget & Relief Programs (click [here](#) for presentation) **101:58/144:12**
10. Financial Services
 - a. Amendment to By-law 99: Tax Exemption for Non-Profit Organizations (Second Reading) **143:00** Page 65
 - b. Amendments to By-law 93: Private Road Maintenance Charge (First Reading) **146:06** Page 76
11. Engineering & Public Works, Lands and Parks Services
 - a. Award of Contract 20-12: Avonport STP Upgrades **150:04** Page 89
 - b. Repeal of By-law 103: Oak Island Road Wastewater Management District (First Reading) **154:56** Page 93
 - c. Opening of Aylesford Lake Beach for 2020 Season **156:54** Page 95
12. Recommendation from Committee of the Whole May 19, 2020 Page 97
 - a. Amendments to Policy ADMIN-01-000: Policy Development **182:51** Page 98
13. Committee of Council Reports **Deferred**
 - a. Audit Committee Page 115
 - b. Diversity Kings County Page 116
 - c. Municipal Elections Advisory Committee Page 117
 - d. Police Services Advisory Committee Page 118
 - e. Regional Sewer Committee Page 119
 - f. Other: See Attached Table Page 121
14. Other Business **Deferred**
15. Closed Session **194:52**
 - a. Approval of May 5, May 19, and May 21, 2020 Closed Session Minutes
 - b. Contract Negotiations: Amendment to Municipal Banking Services **196:05**
 - c. Contract Negotiations: Solar Electricity for Community Buildings Contract Approval **197:28**
16. Adjournment **199:21**

**MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
May 5, 2020
DRAFT MINUTES**

**Meeting Date
and Time**

A meeting of Municipal Council was held on Tuesday, May 5, 2020 at 6:00 pm via video conference.

1. Roll Call

All Councillors participated in the video call, with the exception of Councillor Raven with notice.

Results for Roll Call

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Councillor Absence

On motion of Councillor Spicer and Councillor Hirtle, that Councillor Raven's absence from the May 5, 2020 Council meeting be excused.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Jon Cuming, Municipal Solicitor
- Greg Barr, Director, Finance and IT
- Trish Javorek, Director, Planning and Inspections
- Scott Quinn, Director, EPW, Lands & Parks
- Tim Bouter, Manager of Engineering
- Scott MacKay, Revenue Manager
- Laura Mosher, Manager, Planning & Development
- Chad West, Manager of IT
- Janny Postema, Municipal Clerk/Recording Secretary

2. Approval of Agenda

On motion of Councillor Hirtle and Councillor Winsor, that Municipal Council approve the May 5, 2020 agenda as circulated.

Motion Carried.

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

It was noted that Councillor Best was unable to vote due to technical difficulties.

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

No Conflict of Interest issues were declared.

4. **Approval of Minutes**4a. **Minutes of April 7, April 9, and April 21, 2020**

On motion of Councillor Winsor and Councillor Hirtle, that the minutes of the Municipal Council meetings held on April 7, April 9, and April 21, 2020 be approved as circulated.

Motion Carried.

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

It was noted that Councillor Best was unable to vote due to technical difficulties.

5. **Business Arising from the Minutes**5a. Minutes of April 7, 2020

In response to a question from Councillor Armstrong regarding a letter from the Village of New Minas regarding a meeting held on October 15, 2019, Mayor Muttart noted that it would be addressed under item 6b: New Minas Secondary Planning Strategy Working Group.

5b. [Minutes of April 9, 2020](#)

There was no business arising from the April 9, 2020 minutes.

5c. [Minutes of April 21, 2020](#)

In response to a comment from Councillor Spicer, Councillor Allen confirmed that he had intended to vote in favour of the motion to adjourn.

6. **Planning & Inspection Services**6a. [Public Hearing Date](#)

Laura Mosher noted that the next Public Hearing was scheduled to be held on Tuesday, May 19, 2020 at 9:00 am; there were no objections.

6b. [New Minas Secondary Planning Strategy Working Group](#)

Laura Mosher, Manager of Planning and Development, presented the request for Decision as attached to the May 5, 2020 Council agenda and provided a [presentation](#).

On motion of Councillor Hodges and Councillor Hirtle, that Council accept the Terms of Reference as presented on May 5, 2020, with the amendment recommended by the CAO to start provision 6 with "Subject to provision 5".

Amendment:

On motion of Councillor Winsor and Councillor Hodges, to change the last sentence of provision 5 to "Public appointments are preferred to be made within the geographic area of Kings County".

Amendment Withdrawn.

Original motion:

That Council accept the Terms of Reference as presented on May 5, 2020, with the amendment recommended by the CAO to start provision 6 with "Subject to provision 5".

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Councillor Winsor and Councillor Armstrong, that Council appoint Mark Redmond, John Owen, John Bourgeois, and John Sutcliffe as citizen members to the New Minas Secondary Planning Strategy Working Group for an undefined term.

Motion Carried.

Results

For 9

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Councillor Hirtle and Deputy Mayor Lutz, that Municipal Council expand the composition of the New Minas Secondary Planning Strategy Working Group as detailed within the related May 5, 2020 Request for Decision.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7. Administration

7a. Amendments to Policy
PLAN-09-002: Area Advisory
Committee (Final Approval)

Mayor Muttart presented the Policy as attached to the May 5, 2020 Council agenda.

On motion of Councillor Hodges and Councillor Hirtle, that Municipal Council adopt amendments to Policy PLAN-09-002: Area Advisory Committee as attached to the May 5, 2020 Council agenda.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For

District 8	Jim Winsor	For
District 9	Peter Allen	For

7b. **Amendments to Policy FIN-05-009: Personal Property Tax Exemption (Final Approval)**

Mayor Muttart presented the Policy as attached to the May 5, 2020 Council agenda.

On motion of Councillor Hodges and Councillor Winsor, that Municipal Council adopt amendments to Policy FIN-05-009: Personal Property Tax Exemption as attached to the May 5, 2020 Council agenda.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7c. **Water Conservation By-law 107 (Second Reading)**

Mayor Muttart presented the By-law as attached to the May 5, 2020 Council agenda.

On motion of Councillor Spicer and Councillor Hirtle, that Municipal Council give Second Reading to By-law 107, being the Water Conservation By-law of the Municipality of the County of Kings, as attached to the May 5, 2020 Council agenda.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

8. **Financial Services**

8a. **Amendment to Schedule B of By-law 99, Tax Exemption for**

Scott MacKay, Revenue Manager, presented the Request for Decision as attached to the May 5, 2020 Council agenda and provided a [presentation](#).

Non-Profit Organizations

On motion of Councillor Best and Councillor Spicer, that Municipal Council give First Reading to amendments to Schedule B of By-law 99, being the Tax Exemption for Non-Profit Organizations By-law of the Municipality of the County of Kings, as attached to the May 5, 2020 Council agenda.

Motion Carried.

Results

For 9

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

8b. COVID-19 Reserve and Program Response & Future Meeting Date

Greg Barr, Director of Finance and IT, presented the Briefing as attached to the May 5, 2020 Council agenda and provided a [presentation](#).

On motion of Councillor Hirtle and Councillor Winsor, that Council accept the Briefing on the "COVID-19 Reserve and Program Response & Future Meeting Date" dated May 5, 2020 as an update on the development of a supplementary budget and establish May 19, 2020 as a Special Council meeting date.

Following discussion, the mover and seconder of the motion agreed to add "or such other date as Council determines" as a friendly amendment.

Amended motion:

That Council accept the Briefing on the "COVID-19 Reserve and Program Response & Future Meeting Date" dated May 5, 2020 as an update on the development of a supplementary budget and establish May 19, 2020 as a Special Council meeting date or such other date as Council determines.

Motion Carried.

Results

For 9

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For

District 9	Peter Allen	For
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9. Engineering & Public Works, Lands and Parks Services

9a. Award of Contract 20-02: Greenwood STP Clarifier Upgrades

Tim Bouter, Manager of Engineering, presented the Request for Decision as attached to the May 5, 2020 Council agenda and provided a [presentation](#).

On motion of Councillor Hodges and Councillor Best, that Municipal Council award Contract 20-02: Greenwood STP Clarifier Upgrades to Filtrum Inc. for the total price of \$732,500.00 + HST.

Motion Carried.

Results

For 9

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9b. Award of Contract 20-04: Lift Station Upgrades

Tim Bouter, Manager of Engineering, presented the Request for Decision as attached to the May 5, 2020 Council agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Winsor, that Municipal Council award Contract 20-04: Lift Station Upgrades to Mid Valley Construction (1997) Ltd. for the total price of \$370,500.00 + HST.

Motion Carried.

Results

For 9

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Deputy Mayor Lutz and Councillor Armstrong, that Municipal Council award the pre-purchase of the control panels related to Contract 20-04: Lift Station Upgrades to Surflin Control Systems Ltd. for the total price of \$86,440.00 + HST.

Motion Carried.**Results**

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9c. **Award of Contract 20-06:
Scott Drive Sidewalk**

Tim Bouter, Manager of Engineering, presented the Request for Decision as attached to the May 5, 2020 Council agenda and provided a [presentation](#).

On motion of Councillor Best and Councillor Hirtle, that Municipal Council award Contract 20-06: Scott Drive Sidewalk to Gary Parker Excavating Ltd. for the total price of \$384,802.58 + HST.

Motion Carried.**Results**

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9d. **New Cost Share Agreement
Provincial Village/
Subdivision Roads**

Scott Quinn, Director of Engineering & Public Works, Lands and Parks, presented the Request for Decision as attached to the May 5, 2020 Council agenda.

On motion of Councillor Spicer and Councillor Best, that Municipal Council authorize the Mayor and Chief Administrative Officer to sign Cost Share Agreement 2020-014 for a new cost share agreement with the Department of Transportation and Infrastructure Renewal for paving Provincial Subdivision Roads as attached to the May 5, 2020 Council agenda.

Motion Carried.**Results**

For 9
Against 0

District	Name	Results
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Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council took a short break from 8:12 pm - 8:30 pm.

10. Recommendations from Committee of the Whole April 21, 2020

10a. **Council Direction for Employee Computer Loan Policy**

Mayor Muttart presented the recommendations as attached to the May 5, 2020 Council agenda.

On motion of Deputy Mayor Lutz and Councillor Allen, that Municipal Council direct the Chief Administrative Officer to prepare a draft policy for the Municipality to issue loans to employees and Members of Council for the purchase of computers and related equipment for personal use.

Motion Carried.

Results

For 8
Against 1

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	Against
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

10b. **Develop Nova Scotia Round 2 Funding Application**

On motion of Councillor Allen and Deputy Mayor Lutz, that Municipal Council direct the Chief Administrative Officer to submit a response to DNS-1920-0002 (*Develop Nova Scotia - Internet for Nova Scotia Initiative*).

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For

District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

11. Committee of Council Reports

- 11a. Audit Committee Councillor Spicer presented the report as attached to the May 5, 2020 Council agenda.
- 11b. Municipal Elections Advisory Committee The Municipal Clerk presented the report as attached to the May 5, 2020 Council agenda.
- 11c. **Regional Sewer Committee** Councillor Winsor reported that the April meeting had been cancelled, but that a meeting would be held on May 21st.
- 11d. **Diversity Kings County** Councillor Winsor reported that the April meeting had been cancelled, but that a meeting had been held on May 4th. He provided a verbal update.
- 11e. **Police Services Advisory Committee** Councillor Hirtle reported that meetings had been postponed until further notice.
- 11f. **Asset Management Committee** Councillor Hirtle reported that meetings had been postponed until further notice.
- 11g. **Budget and Finance Committee** Councillor Hirtle noted that the May 1st meeting had been held in closed session.
- 11h. **Other: See Attached Table** **On motion of Councillor Winsor and Councillor Spicer, that Municipal Council receive the Committee of Council reports as attached to the May 5, 2020 Council agenda and as provided verbally.**

Motion Carried.

For 9
Against 0

Results

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

12. Other Business

In response to a question from Councillor Best, Rob Frost, Deputy CAO, reported that the presentation by the designer of the new logo had been postponed given that meetings could not be held in person due to the COVID-19 crisis.

In response to a question from Councillor Best, Scott Quinn, Director of Engineering & Public Works, Lands and Parks, noted that he expected to bring a report on the concept design for the new EPW Operations Centre

to the May 19th Committee of the Whole meeting.

13. **Closed Session & Adjournment**

On motion of Councillor Allen and Councillor Best, that Council adjourn to move into closed session in accordance with Sections 22 (2) (e) and (g) *Municipal Government Act*: ‘contract negotiations’ and ‘legal advice eligible for solicitor-client privilege’.

Motion Carried.

Results

For 9

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council moved into closed session at 8:41 pm and adjourned at 9:37 pm.

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

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

MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL MUNICIPAL COUNCIL
May 19, 2020
DRAFT MINUTES

**Meeting Date
and Time**

A Special Meeting of Municipal Council was held on Tuesday, May 19, 2020 at 2:52 pm via video conference.

1. Roll Call

All Councillors participated in the video call.

Results for Roll Call

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Jon Cuming, Municipal Solicitor (as of 3:30 pm)
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, Engineering & Public Works, Lands & Parks
- Tim Bouter, Manager of Engineering (until 2:57 pm)
- Mike Livingstone, Manager of Financial Reporting
- Chad West, Manager of IT
- Janny Postema, Municipal Clerk/Recording Secretary

2. [Approval of Agenda](#)

The recommendation from Committee of the Whole regarding the municipal election was added to the agenda.

On motion of Councillor Raven and Councillor Best, that Municipal Council approve the May 19, 2020 agenda as amended.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

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

4. **Recommendations from Committee of the Whole May 19, 2020**

- 4a. **Joint Flood Risk Infrastructure Investment Program (FRIIP) Application** Deferred.

- 4b. **Village of Greenwood Provincial Capital Assistance Program (PCAP) Application** On motion of Councillor Spicer and Councillor Armstrong, that Council resolve to support an application being filed by the Village of Greenwood under the Provincial Capital Assistance Program for cost sharing on predesign and design services for sidewalk, sanitary, and storm water systems off Rocknotch Road in Greenwood as described within the related May 19, 2020 Request for Decision.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 4c. **Approval of Change Order Allocation: Mee Road Sidewalk & Sewer Replacement** On motion of Councillor Winsor and Councillor Hirtle, that Council authorize up to \$121,418.31 from GL 21-3-369-128 (Community Infrastructure Upgrades - Mee Road) to be used for change orders under Contract 19-10 as approved by CBCL Ltd. and the Municipal Engineer.

Motion Carried.

Results

For 8
Against 2

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	Against
District 3	Brian Hirtle	For
District 4	Martha Armstrong	Against
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 4d. **Municipal Election** On motion of Councillor Raven and Councillor Hirtle, that the Municipality of the County of Kings communicate to the Minister of

Municipal Affairs and Housing that it believes that due to the COVID-19 environment it is not appropriate to hold a municipal election until 2021 or until the need for social distancing no longer exists.

Motion Carried.

Results

For 9

Against 1

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	Against
District 8	Jim Winsor	For
District 9	Peter Allen	For

Closed Session

On motion of Councillor Spicer and Deputy Mayor Lutz, that Committee of the Whole adjourn to move into closed session in accordance with Sections 22 (2) (e), (f), and (g) *Municipal Government Act*: ‘contract negotiations’, ‘litigation or potential litigation’, and ‘legal advice eligible for solicitor-client privilege’.

Motion Carried.

Results

For 10

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council moved into closed session at 3:18 pm and adjourned at 4:48 pm.

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

Results Legend	
-	Absent
COI	Conflict of interest
For	A vote in favour

Against	A vote in the negative or any Councillor who fails or refuses to vote and who is required to vote by the preceding subsection, shall be deemed as voting in the negative.
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DRAFT

MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL MUNICIPAL COUNCIL
May 20, 2020
DRAFT MINUTES

**Meeting Date
and Time**

A Special Meeting of Municipal Council was held on Wednesday, May 20, 2020 at 6:00 pm via video conference.

1. Roll Call

All Councillors participated in the video call.

Results for Roll Call

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer (as of 8:05 pm)
- Jon Cuming, Municipal Solicitor
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, EPW, Lands & Parks
- Mike Livingstone, Manager of Financial Reporting
- Janny Postema, Municipal Clerk/Recording Secretary

2. [Approval of Agenda](#)

On motion of Councillor Allen and Councillor Hirtle, that Municipal Council approve the May 20, 2020 agenda as circulated.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

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

No Conflict of Interest issues were declared.

4. **COVID-19 Supplementary Budget & Relief Programs**

Greg Barr, Director of Finance & IT, presented the Request for Decision as provided to Council on May 15, 2020 and provided a [presentation](#).

Greg Barr and Jon Cuming, Municipal Solicitor, responded to Councillors' questions.

Council took a short break from 7:47 pm - 8:05 pm.

It was agreed that the discussion would be continued at the May 21, 2020 Special Council meeting.

5. **Adjournment**

On motion of Deputy Mayor Lutz and Councillor Spicer, there being no further business, the meeting adjourned at 9:00 pm.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	-
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

It was noted that Councillor Raven had left the meeting prior to adjournment due to technical difficulties.

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

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

MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL MUNICIPAL COUNCIL
May 21, 2020
DRAFT MINUTES

**Meeting Date
and Time**

A Special Meeting of Municipal Council was held on Thursday, May 21, 2020 at 6:00 pm via video conference.

1. Roll Call

All Councillors participated in the video call.

Results for Roll Call

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Jon Cuming, Municipal Solicitor
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, EPW, Lands & Parks
- Mike Livingston, Manager of Financial Reporting
- Janny Postema, Municipal Clerk/Recording Secretary

2. [Approval of Agenda](#)

On motion of Councillor Winsor and Councillor Hirtle, that Municipal Council approve the May 21, 2020 agenda as circulated.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

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

No Conflict of Interest issues were declared.

4. [COVID-19 Supplementary Budget & Relief Programs](#)4a. **COVID-19 Reserve Fund**

Greg Barr, Director of Finance & IT, presented two flow charts and responded to Councillors' questions.

On motion of Deputy Mayor Lutz and Councillor Spicer, that a COVID-19 Reserve Fund be created.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Closed Session

On motion of Councillor Winsor and Deputy Mayor Lutz, that Council move into closed session in accordance with Sections 22 (2) (d), (e), and (g) *Municipal Government Act*: 'labour relations, 'contract negotiations', and 'legal advice eligible for solicitor-client privilege'.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council moved into closed session at 6:56 pm and returned to open session at 8:56 pm.

4b. **Transfer to COVID-19 Reserve**

On motion of Deputy Mayor Lutz and Councillor Spicer, that Municipal Council approve the Supplementary Budget consisting of the transfer of \$1,845,079 from the budget line items detailed within the amended Appendix D of the May 20, 2020 Request for Decision to a COVID-19 Reserve within the Operating Reserve.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

4c. **Transfer Back to General
Municipal Operating Fund**

On motion of Deputy Mayor Lutz and Councillor Armstrong, that Municipal Council:

- Authorize the CAO to transfer funds from the COVID-19 Reserve to the General Municipal Operating Fund up to \$250,000 to operationalize activities affected by the reduction in COVID-19 restrictions, to a maximum of the original line item amounts in the approved 2020/2021 budget; and
- Require that notification of all transfers be provided to Council by e-mail prior to the transfers taking place and also reported formally at subsequent Council meetings.

Motion Carried.

Results

6
Against 4

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	Against
District 3	Brian Hirtle	Against
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	Against
District 7	Emily Lutz	For
District 8	Jim Winsor	Against
District 9	Peter Allen	For

5. **Adjournment**

On motion of Councillor Armstrong and Councillor Allen, there being no further business, the meeting adjourned at 9:28 pm.

Motion Carried.

Results

For 10
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	Against
District 3	Brian Hirtle	Against
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	Against

District 7	Emily Lutz	For
District 8	Jim Winsor	Against
District 9	Peter Allen	For

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

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

Annapolis Springs Farm

Hwy 360, RR # 5: North Berwick/Welsford, Kings County, N.S.
Greg and Beverley Johnstone

May10, 2020

Page | 1

Kings County Mayor and Council
181 Coldbrook Village Park Drive
Coldbrook, Nova Scotia, B4R1B9

Without Prejudice

Dear Mayor Muttart and Council:

RE: Beverley and Gregory Johnstone: Highway 360, Welsford, Kings County Property: Request for Exemption/Grandfathering under the new Kings County Land Use By-Laws, in relation to:

- | | | |
|-------------------------------------|--------------|----------------|
| 1. Lot 1 (PID# 55536114) | 23.25 acres | MLS# 201906159 |
| 2. Lot 2 (PID# 55537526) | 16.88 acres | MLS# 201906184 |
| 3. Lot 3/4 (PID# 55537534/55537492) | 10/2.8 acres | MLS# 201906186 |

The purpose of this letter is to request a grant of exemption or grandfathering, of our properties in Welsford, Kings County, for our family and future buyers of this land, under the new Kings County Land Use Bylaw. We believe these new by-laws are unfair, unreasonable, and unrealistic to landowners like ourselves, for the following reasons:

1. We live in Dartmouth, Nova Scotia and at no time did the County of Kings, DIRECTLY or FORMALLY notify us, as registered owners of the property, of the development and progress, of the new Land Use Bylaw regulations and/or of the implications on our land ownership, use and valuation. As nonresidents of Kings County, we were not aware of the progress, dates, and opportunities to provide landowner input. We discovered the new by-law changes purely by accident.
2. Under the new Land Use By-Laws, and due to circumstances beyond our control, we are about to experience a **significant devaluation of the above noted properties**, as we are unlikely able to meet the September 30th, deadline criteria, needed to sell or build a residential dwelling on our property.
3. Many of us Kings County nonresident property owners, through no fault of our own, have been placed squarely in the middle of the changes to protect agricultural land. This new Land Use Bylaw has been implemented in a manner, that does not appear to reflect fair consideration, of the financial impact it will have on the owners.
4. During the course of our ownership of this property (2009 to present) there have been a number of significant changes introduced by Kings County relating to land use and we were in compliance on all of those changes.
5. The occurrence of the COVID19 pandemic has adversely impacted the economies of the world. In particular, the states of emergency imposed throughout the province, country, and internationally are having the effect of shutting down important factors and processes relating to landowner's ability to sell or build upon their land. For example:
 - travel restrictions (adversely impacting buyers and sellers),
 - limits on social contact
 - limits on construction sites
 - disruptions in material and services supply chain
 - access to bank credit facilities and financing.

All of these factors and more, have disrupted the "business as usual" environment we have become accustomed to, severely extinguishing demand for properties such as ours for the foreseeable future and extending the time lines to complete projects of all nature. The impact of COVID19, on us as landowners, is unprecedented and beyond our control. These and other impacts deny us the opportunity to comply with Kings County new Land Use Bylaw deadline compliance date, of September 30, 2020 for building permit approvals. Many industry leaders and economic experts are now suggesting a 3-5-year recovery time frame.

Page | 2

Again, through no fault of our own, we have been placed in the middle of the changes, to protect agricultural land in Kings County. We are definitely, one couple who have tried our best, to meet all of Kings County changing deadlines and expectations and therefore, are requesting a grandfathering of our properties, to be protected under the new Kings County Land Use Bylaws.

BACKGROUND AND PERSPECTIVE:

We are residents of Dartmouth, Nova Scotia. We spent 10 years searching throughout Nova Scotia to find the retirement property of our dreams, where we could grow grapes, work together at something we love and spend time in the outdoors. We found it in Kings County, a 53-acre property in Welsford, on Hwy 360 on the south facing side of the North mountain. My mother was born and raised in Sheffield Mills, Kings County, (family roots are important to us). We prepared the land, registered the property as a bona fide farm (Annapolis Springs Farm), became members of the Grape Growers Association of Nova Scotia, took courses at Kings Tech CC and had our grapes in a nursery ready to plant. We invested our time and money, with respect for the land, into this property and became very connected to the Kings County community. Disappointed, both my husband and I had to change our dreams and retirement plans, with news of significant health issues.

Reluctantly, we put our property up for sale. After three years of trying to sell our property as a package, feedback from those who showed interest, some of them didn't want to pay for all the cultivated land, but wanted the amazing view of the valley, to build a retirement home and have enough open land for their own individual vineyard, gardens/orchards. Others only wanted to pay for agricultural land and had no interest in building a house, or the upper wooded area.

As a result, our real estate agent advised us to divide the property, as selling it in pieces, may be of greater appeal to a variety of potential buyers. When we approached the Kings County Development office, we were advised to do it before the new Land Use development plans come into effect. To add to our stress, Kings County employees were unable to provide us any measure of certainty when the Land Use Bylaws were coming into effect but advised us, they were in the formulation process. Our surveyor, familiar with the property and our wishes, got to work immediately, following all the rules of division. We were successful in completing the division process and subsequently received approval from Kings County before the new land use by-laws were submitted to council.

We were then presented with a second surprise. With only a few days before the deadline, we received a call from our surveyor informing us, if we plan to sell our newly approved lots, as building lots, we needed to apply for zoning land use approvals (allowing the owner to build a home on the property), immediately. We drove from Dartmouth to apply the next day. Yet again, our third surprise, we were told by the Kings County Development Office of another game changing deadline, that is, the building permits were only good for one year and would NOT be renewed, if the plans for any homes, were not approved and the footers in the ground, by September 30th, 2020. By now, the window of opportunity to find three new buyers, to comply with these new criteria was quickly closing.

Upon learning of these new rules and deadlines, we recognized our efforts and expenses to divide our land would have been futile as we were about to experience significant property devaluation. Under the pressure of this unexpected short timeline, to salvage our investment of time, effort, and money, we made a creative plan, with our real estate agent. We reluctantly decided to reduce the value of each property, by five percent each month, to create interest for potential buyers. We knew with the onset of fall, Christmas and winter, fewer people would be looking to purchase land. We now only had the small window of spring through to September 2020. However, COVID-19 arrived early in 2020 and changed the world as we know it, further impeding our ability to comply with the hard deadline established by Kings County.

Again, through no fault of our own, we are caught in the middle of working for years to develop our property, following all the rules of Kings County. Now, as we approach the point when we will complete our project, the County changes the rules again, thereby risking our long term retirement project and contributing to a substantial devaluation of our property and investment which represents a substantial portion of our future retirement resources.

Our goals for this property were in place from the purchase of this land in 2009, including ongoing efforts on our part to move our project forward to completion, while being in compliance with all Kings County requirements throughout. For these reasons and for the additional points noted above, we believe we have the foundation upon which to support our request for an exemption or grandfathering in decision by Council.

I trust Mr. Mayor and council, after reviewing this letter, you will find our request is not unreasonable or unrealistic. We therefore ask yourself and council to find a way, to grant us an exemption or grandfathering in, of our above referenced Welsford, Kings County properties, under the newly approved Kings County Land Use Bylaw, so that we can accomplish our plan, which we began over a decade ago.

It is our hope that three new families will fall in love with these properties and embrace their beauty and its community, as we have. As you are aware, time is of the essence, therefore should you not come to an agreement through this letter, we wish to address our request before Council at the next Council meeting.

We thank you for your time and consideration of our request. We look forward to a fair and reasonable decision that reflects a balance of valuing agricultural lands, the broader community it serves, landowners like ourselves and the local economy, in a sustainable way going forward.

Please acknowledge receipt of this letter.

Yours very truly,


Bev and Greg Johnstone
Annapolis Springs Farm



[Faint, illegible text]

[Faint, illegible text]

[Faint, illegible text]

[Faint, illegible text]

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

Subject: Planning Advisory Committee Recommendations

Date: June 2, 2020

A	Application to rezone a portion of the property at 3300 Black Rock Road, and a portion of the property in Grafton, (PIDs 55067425 and 55067391) (File 19-16)	<i>Be it resolved that Council give First Reading to and hold a Public Hearing regarding the map amendment to the Land Use By-law to rezone a portion of the property at 3300 Black Rock Road (PID 55067425) and a portion of PID 55067391, Grafton, from the Agriculture (A1) Zone and the Forestry (F1) Zone to the Recreational Open Space (P2) Zone, as described in Appendix F of the report dated May 12, 2020.</i> <u>Report Attached</u>
B	Application to enter into a development agreement to permit tourist commercial uses at 555 Ross Creek Road, Ross Creek (PID 55015457) (File 18-17)	<i>Be it resolved that Municipal Council give Final Consideration to and approve entering into a development agreement to permit tourist commercial facilities at 555 Ross Creek Road (PID 55015457) Ross Creek, which is substantively the same (save for minor differences in form) as the draft set out in Appendix A of the report dated March 3, 2020.</i>
C	Public Hearing Date	July 7, 2020 at 6:00 p.m.



Municipality of the County of Kings

Report to the Planning Advisory Committee

Planning application to rezone a portion of the property at 3300 Black Rock Road, PID 55067425 and a portion of the property at PID 55067391, Grafton, N.S. from Forestry (F1) Zone and Agricultural (A1) Zone to Recreational Open Space (P2) to develop a campground and accessory uses.

(File #19-16)

May 12th, 2020

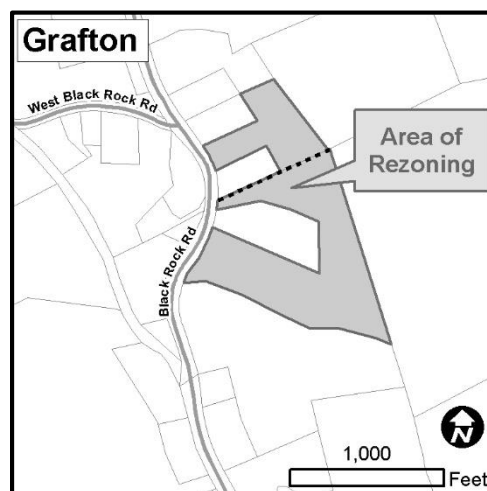
Prepared by: Planning and Development Services

Applicant	Branton Kornelsen
Land Owner	Branton Kornelsen
Proposal	To rezone a portion of the property at 3300 Black Rock Road, PID 55067425 and a portion of the property at PID 55067391, Grafton, N.S. from Forestry (F1) Zone and Agricultural (A1) Zone to Recreational Open Space (P2) to develop a campground and accessory uses.
Location	3300 Black Rock Road, PID 55067425 and PID 55067391, Grafton, Nova Scotia
Lot Area	3300 Black Rock Road, PID 55067425 – 5.5 acres No assigned civic address, PID 55067391 – 37.7 acres Approximately 22.5 acres subject to application for rezoning.
Designation	Forestry (F) and Agriculture (A)
Zone	Forestry (F1) and Agriculture (A1)
Surrounding Uses	Primarily low density, rural residential uses along with forestry, agriculture, and a campground located approximately 2.5 kilometres from subject property
Neighbour Notification	Staff sent notification letters to the 18 owners of properties within 500 feet of the subject property

1. SUMMARY

Branton Kornelsen has submitted an application to have a portion of two properties, 3300 Black Rock Road, PID 55067425, and PID 55067391 (no assigned civic address), to be rezoned from the Forestry (F1) Zone and Agriculture (A1) Zone to the Recreational Open Space (P2) Zone. The purpose of the rezoning application is to enable the development of a campground and accessory uses including a canteen and caretaker's dwelling.

The application was submitted to the Municipality prior to the adoption of By-law #105 and By-law #106; therefore it can only be evaluated under policies contained in the 1992 Municipal Planning Strategy (Bylaw #56), since Bylaw# 56 was the only Municipal Planning Strategy in force when the application was submitted. However, if approved by Municipal Council, both sets of zoning maps will be amended, as has been Council's practice during the interim period when both sets of documents had been approved by Municipal Council but, prior to the approval of By-law #105 and By-law #106 by the



Minister of Municipal Affairs on March 5, 2020. This includes the zoning map for Bylaw #75 from Forestry (F1) and Agriculture (A1) to the Recreational Open Space (P2) Zone and the zoning map for By-Law #106 from the Rural Mixed Use (A2) and Agriculture (A1) Zone to the Commercial Recreation (P1) Zone.

2. OPTIONS

In response to the application, the Planning Advisory Committee may recommend the following:

- A. Recommend that Council approve the Land Use By-law map amendment, as proposed;
- B. Recommend that Council refuse the Land Use By-law map amendment; or,
- C. Provide alternative direction, such as requesting further information on a specific topic, or making changes to the Land Use By-law map amendment

3. PROPERTY BACKGROUND

The area to be rezoned consists of two separate portions of the subject properties. The property at 3300 Black Rock Road, is approximately 5.5 acres in area and is the northerly of the two properties. The property features approximately 360 feet of frontage along Black Rock Road. The front portion of the property, approximately 2.6 acres, is zoned Agriculture (A1) while the remaining 2.9 acres is zoned Forestry (F1). The property is mainly forested and undisturbed although some trees and vegetation have recently been cleared in order to create recreation trails. There is currently one driveway to access the property. The topography is generally flat and there is some rock on the property as well.



Figure 1 - Photo of trail on PID 55067425

PID 55067391, which is vacant and does not have an assigned civic address, is the larger, and southerly of the two properties. It has a total lot area of 37.7 acres. A small portion of PID 55067391, approximately 2.6 acres to the rear of the property is zoned Forestry (F1) while the remaining 35.1 acres is zoned Agricultural (A1). However, a significant amount of the land zoned Agricultural (A1) is classified as Class 4, Class 5, or unclassified soil and is considered poor soil. The portion of the property which lies closest to the Valley floor is classified as Class 2 and Class 3 soil. It is not being considered for rezoning purposes and will remain in the Agriculture (A1) Zone. There are two identified watercourses located on the property, however they do not fall within the boundaries of the portion of the property being sought for rezoning.

Two portions of the property feature frontage on Black Rock Road. There is approximately 65 feet of frontage at the northerly portion of the property, directly abutting PID 55067425. There is a much larger frontage consisting of approximately 1,030 feet along Black Rock Road. PID 55067391 is an irregularly shaped parcel, and wraps around another separate property, 3292 Black Rock Road (PID 55067498). The property is mainly forested though some vegetation has been cleared for the purpose of creating recreation trails and camping sites for private use as well as to provide viewpoints of the Valley floor from the North Mountain. The topography, particularly on the portion of the property being applied for rezoning, features steep slopes and rocky terrain. The portion of the property where the rear lot line of 3292 Black Rock Road abuts PID 55067391 has a very significant slope towards the Valley floor, as shown in Figure 2 of this report. This is approximately 400 feet from the property's northern frontage on to Black Rock Road.

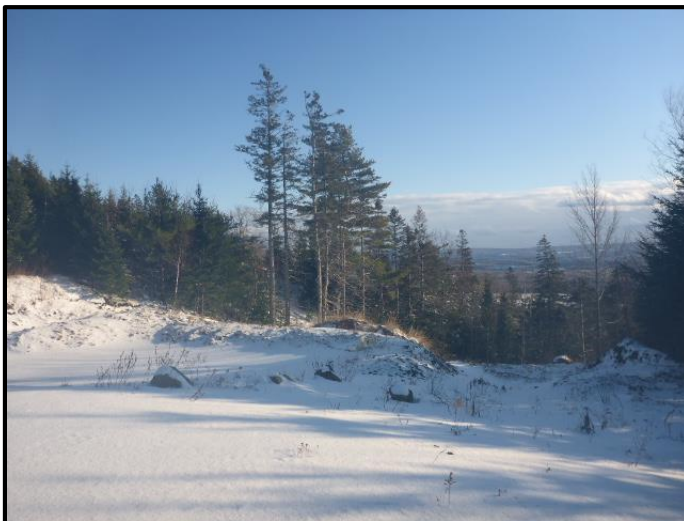


Figure 2 - viewpoint to valley floor from PID 55067391

The subject properties are located within the rural community of Grafton, which is centrally located in the Municipality. The subject properties are located along the North Mountain, looking down onto the Valley floor. It is approximately 8 kilometres from Waterville, the closest Growth Centre in proximity to the subject properties. The community is accessed by Black Rock Road, a two-lane road which runs in a general north-south direction, commencing in Waterville at an intersection with Highway 1, travelling northward through Grafton and Black Rock, towards the Bay of Fundy and ending at the community of Canada Creek. The surrounding area is rural, consisting of low-density residential development, home based businesses, and resource uses. Towards Grafton and the Valley floor are existing agricultural operations.

4. INFORMATION

4.1 Subject Property Information

A site visit was conducted on January 7th, 2020 by a Planner. The applicant and planner walked the subject property and discussed the intent behind the planning application. The planner took photos of the subject property.

4.2 Comments from Public

Under the Planning Policies of the Municipality of the County of Kings (PLAN-09-001), a Public Information Meeting was required because the application concerns a Land Use Bylaw Map Amendment for a portion of a property with a total lot area in excess of 1 acre. A letter was sent out to 20 property owners within a 500 foot radius of the subject property seeking comments on the proposed Land Use Bylaw Map amendment. A Public Information Meeting was held on

Monday, January 13th, 2020 at the Grafton Community Hall, 5350 Brooklyn Street, Grafton, N.S. Fifty members of the public attended the meeting. Members of the public offered concerns with the proposed rezoning and development pertaining to increased noise, increased traffic, access to the site, reduction of agricultural land, and potential impact on source water. A summary of the meeting is included as Appendix C to this report.

Additionally, staff received two phone calls pertaining to the development. One in support of the development and one in opposition. Staff also received two emails pertaining to the development, one in support of the development and one in opposition.

4.3 Requests for Comments

Staff requested comments from both internal and external departments on the application. The Department of Transportation and Infrastructure Renewal found the existing road network to be adequate for the proposed use and that no further traffic study was required. The proposed access point passed stop sighting distance and noted width and slope of the access point could be addressed at the time of permitting; an access permit has not been issued at this point. Nova Scotia Environment was contacted and did not provide comment. Nova Scotia Lands and Forestry was contacted and, through GIS mapping, did not identify any species at risk, sensitive habitats, wetlands, or watercourses. Engineering and Public Works commented that, during construction, the applicant will be required to follow Nova Scotia Environment regulations regarding sedimentation/erosion control. Building and Enforcement noted the applicant, during construction, will be required to meet minimal building code, including barrier free compliance. The Waterville Fire Chief provided confirmation that equipment and services were sufficient for the proposed use.

A full summary of the comments received are found in Appendix E of this report.

5. POLICY REVIEW – LAND USE BYLAW AMENDMENTS

5.1 Enabling MPS Policies

Given this particular application concerns the rezoning of land within two separate zones, Agricultural (A1) and Forestry (F1), to one zone - the Recreational Open Space (P2) Zone, the policy review is required to be conducted under two separate sets of policies. The first set of policies enable Council to consider those that permit the rezoning from Agricultural (A1) to Recreational Open Space (P2). The second set of policies enable Council to consider rezoning from Forestry to the Recreational Open Space (P2) Zone.

Policy 3.2.9.1.1 “The Recreational Open Space (P2) Zone is established in 2.6 (Urban Recreations, Parks, Open Space, and Natural Environment) and Policies under subsection 3.7.8 (Rural Common Policies) of the Strategy and shall be a zone that is enabled in the Agricultural District.”

Policy 3.2.9.1.2 “It shall be the policy of Council to consider rezoning lands in the Agricultural District to the Recreational Open Space (P2) Zone subject to the conditions in 3.2.14 (Development Agreement and Rezoning Review).”

Policy 3.2.14.1.1 “In considering proposals enabled in policy and which refer to this Sub-section (3.2.14). Council shall be satisfied that a development:

- a. Will not be located on class 2 or 3 soils as identified on the 2001 Generalized Soil Capability Map of this Strategy*
- b. Will not be located on active class 4 agricultural land as illustrated on the Agricultural Land Use Information Maps of this Strategy*
- c. Can meet all the applicable policies of this Strategy, including those in Part 6 (Implementation Section)*

The portions of land currently being sought for rezoning from Agriculture (A1) to the Recreational Open Space (P2) are not located on lands identified as class 2 or class 3 soils. Further, the land is not located on active class 4 agricultural land. The generalized soil capability map (Appendix B) identifies that the only classes of soil which are being sought for rezoning are either class 5 or unclassified, which are class 5 or poorer.

The following policies relate to a rezoning from the Forestry (F1) Zone to the Recreational Open Space (P2)

Policy 3.3.8.2 “Recreational Open Space and Recreational Commercial will require an amendment to the Land Use Bylaw or a Development Agreement in accordance with Rural Common Policies, Subsection 3.7.8”

Policy 3.7.8.4 “A Recreational Open Space (P2) Zone was created in Urban Section 2.6. Recreational open space uses, such as golf courses, driving ranges, campgrounds and similar uses, may be permitted in accordance with the policies contained in the relevant Rural District Sections.”

The application to rezone a portion of the properties from Forestry (F1) to the Recreational Open Space (P2) Zone for the purpose of the development of a campground is consistent with the Rural Common Policies found in Section 3.7.8 of Bylaw #56, Municipal Planning Strategy.

5.2 General LUB amendment Policies

Section 6.2.2 of the Municipal Planning Strategy contains a number of general criteria for all applications for a map amendment to the land use bylaw (Appendix D). These criteria consider the impact of the proposal on the road network, services, development pattern, environment, finances, and wellfields, as well as the proposal’s consistency with the intent of the planning strategy.

In terms of the other general development criteria contained in the Municipal Planning Strategy there are no additional costs to the Municipality related to the rezoning and development of the subject property. There are no concerns regarding storm drainage, road networks leading to the subject property, or traffic generation. Staff has determined that the subject property would be serviced via a private sewer system and private water system.

6. CONCLUSION

The proposed rezoning is in keeping with the intent of the enabling policies found in the Municipal Planning Strategy. The proposed amendment meets the objectives outlined in the Municipal Planning Strategy. The proposal meets all of the general criteria to permit the rezoning of the subject property through a Land Use Bylaw map amendment.

7. STAFF RECOMMENDATION

Staff recommend that the Planning Advisory Committee forward a positive recommendation to Municipal Council by passing the following motion.

The Planning Advisory Committee recommend that Council give First Reading to and hold a Public Hearing regarding the map amendment to the Land Use Bylaw to rezone a portion of the property at 3300 Black Rock Road (PID 55067425) and a portion of PID 55067391, Grafton, from the Agriculture (A1) Zone and the Forestry (F1) Zone to the Recreational Open Space (P2) Zone, as described in Appendix F of the report dated May 12th, 2020.

8. APPENDICIES

Appendix A: Zoning Map

Appendix B: Generalized Soil Capability Map

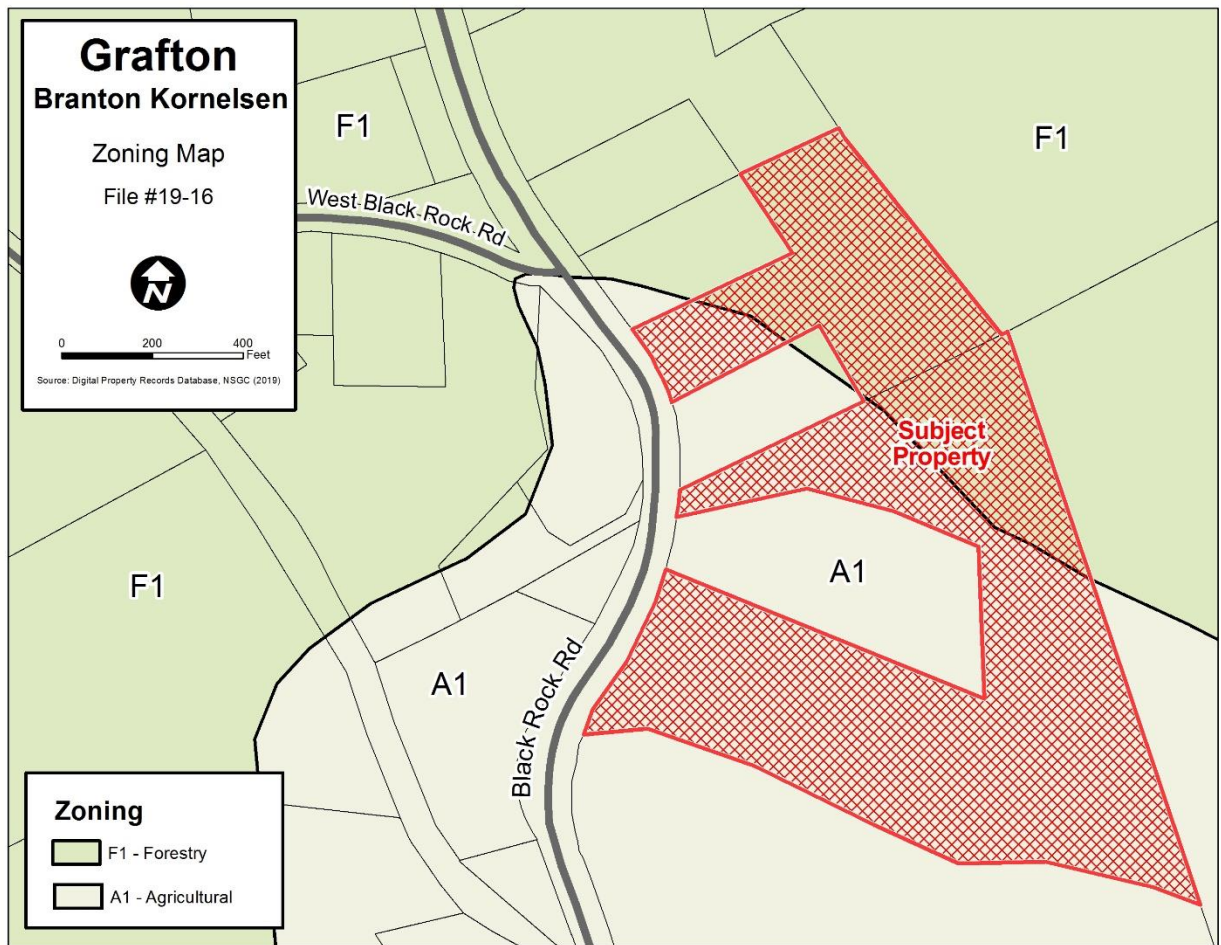
Appendix C: Public Information Meeting Notes (January 13th, 2020)

Appendix D: Municipal Planning Strategy, Section 6.2.2.1 – Amendment to the Land Use Bylaw (General Criteria)

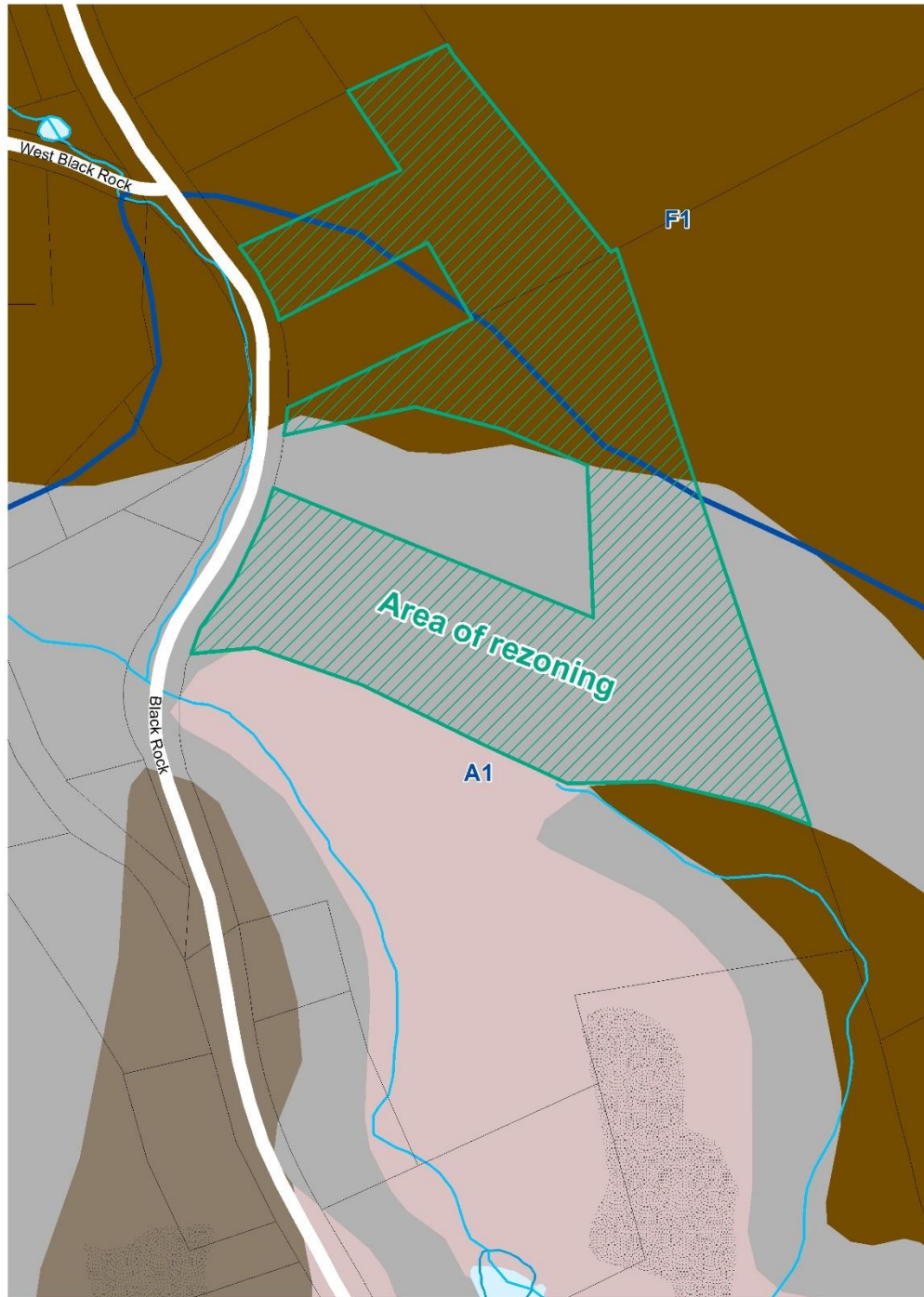
Appendix E: Request for Comments

Appendix F: Proposed Land Use Bylaw Map Amendment (Bylaw 75 and Bylaw 106)

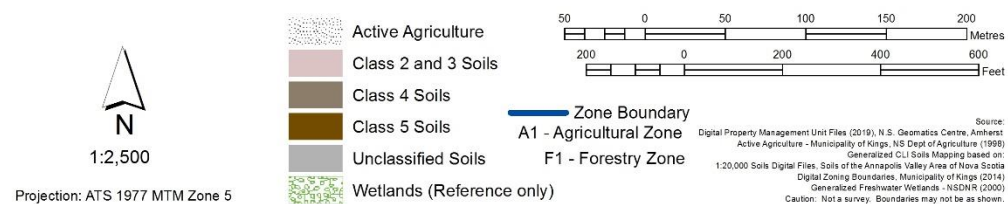
Appendix A: Reference Zoning Map



Appendix B: Generalized Soil Capability Map



Generalized Soil Capability Map



Appendix C: Public Information Meeting Notes

MUNICIPALITY OF THE COUNTY OF KINGS
Planning and Development Services

Public Information Meeting Notes
January 13, 2020

Planning Application to permit the rezoning of a portion of PID 55067425 and a portion of PID 55067391 from Forestry (F1) and Agriculture (A1) to the Recreational Open Space (P2) for the purpose of developing a campground. (File 19-16)

<i>Meeting, Date and Time</i>	A Public Information Meeting was held on Monday January 13, 2020 at 7:00 p.m. at the Grafton Community Hall, 5350 Brooklyn Street, Grafton.
<i>Attending</i>	In Attendance:
<i>Councillors</i>	Councillor Brian Hirtle – District 3 (Chair)
<i>Planning Staff</i>	Will Robinson-Mushkat – Planner Chloe Austin – Recording Secretary
<i>Applicant</i>	Branton Kornelsen
<i>Public</i>	50 Members
<i>Welcome and Introductions</i>	<p>The Chair, Councillor Brian Hirtle, called the meeting to order at 7:00 pm, introductions were made and the members of the public were welcomed to the meeting.</p> <p>The Public Information Meeting provides an opportunity for the public to express concerns and/or receive clarification on any aspect of the proposal. No evaluation has been completed and no decisions have been made at this point.</p>
<i>Presentations</i>	Will Robinson-Mushkat provided a brief overview of the planning process and the criteria that will be used to evaluate the application from Branton Kornelsen to permit the rezoning of a portion of PID 55067425 and a portion of PID 55067391 from Forestry (F1) and Agriculture (A1) to the Recreational Open Space (P2) for the purpose of developing a campground.
<i>Comments from the Public</i>	<p>Paul Cameron – Arnold Rd, Grafton</p> <p>Mr. Cameron is opposed to this rezoning for the following reasons:</p> <ol style="list-style-type: none">1) He is opposed to any A1 land being rezoned for any reason2) He sees no need for another campground in this area3) He is worried about source water protection for those with wells at the foot of the mountain.

He wants to know who owns the land to the east of the property and what are the dimensions of the property.

Mr. Robinson-Muskat informed him that the property is 24 acres. It is not certain who owns the land east of the property.

Joyce Coupling, Grafton

Ms. Coupling lives across the road from the site. She received the notification letter and currently has no objections but she is curious why the land is measured in feet instead of metres. It was explained that this is due to how things are documented in the Municipal Government Act. She has concerns about road safety should there be an increase in traffic on the mountain. It was explained that the Department of Transportation is responsible for driveways, speed limits, etc. The Department has been contacted seeking comment but there has not yet been any objections.

Steve Thorpe, Brow of Mountain rd.

Mr. Thorpe would like to know how many access points will be created, how many camp sites will be available, and how septic waste will be disposed. Will water ways be protected? Has there been a feasibility study to determine whether this business proposal is likely to succeed? Mr. Robinson-Muskat assured him that the applicant does not anticipate that this will be a high intensity campground. A feasibility study is not required as part of a planning application.

Alastair Keddy, W. Black Rock rd.

Mr. Keddy has worked for the Department of Transportation for 30 years. He believes that the road has too many turns to safely support a driveway and does not want to see the creation of a hidden driveway. The area already has two campgrounds which bring problems with four-wheelers to the area.

Jane , Neighbour.

Speaker is against this proposal. She feels it will create havoc for the existing residents and landowners. Mr. Robinson-Mushkat assured her that a minimum 45' setback is required.

Natasha Lee, Black Rock Rd.

Ms. Lee would like to know if the trail connects to Hiltz rd. She has concerns about four-wheelers travelling behind her house. Four-wheelers are already a problem for the people living in the area.

Paul Cameron

Mr. Cameron would like to have more detail about the prospective campground. Mr. Robinson-Mushkat described it as likely to be a small campground, possibly with a small canteen. The activities provided on site were not described in the application.

Irmgard Lipp, Grafton

Ms. Lipp is not worried about what Mr. Kornelson does with the property but has concerns over what might happen should the property eventually change hands.

Joyce Coupling

Ms. Coupling would like to know how campgrounds are regulated. What do other counties do? What about other parts of Canada? She feels Nova Scotians would benefit from seeing how others have handled issues such as four-wheelers.

Lyndsay Ray, Simmons rd.

Ms. Ray questioned if an application like this would be permitted once the new MPS/LUB documents are adopted. Mr. Robinson-Mushkat clarified that the rezoning not be permitted.

John and Valerie Arnold, Arnold rd.

Mr. and Mrs. Arnold own a wood lot on the east side of the land in question. They have not sold this property or attempted to develop it because it is a good location for wildlife.

Gerald Wheaton, Black Rock rd.

Mr. Wheaton has had complaints that his cattle are too loud. He points out that four-wheeler traffic in the area is much louder and is a general nuisance.

Sandra Colman, Black Rock rd.

Ms. Colman questioned where the access to the campground would be located.

Branton Kornelson (Applicant)

Mr. Kornelson responded to questions about his vision for the campground.

Adjournment

The Chair called for further questions three times. There being no further discussion, the Chair thanked those in attendance and adjourned the meeting at 8:01 p.m.

Appendix D: Municipal Planning Strategy, Section 6.2.2.1 – Amendment to the Land Use Bylaw (General Criteria)

In considering amendments to the Land Use Bylaw, in addition to all other criteria as set out in various policies of this Strategy, Council shall be satisfied:

Criteria	Comments
<i>a. the proposal is in keeping with the intent of the Strategy, including the intent of any Secondary Planning Strategy, and can meet the requirements of all other Municipal Bylaws and regulations</i>	The proposed rezoning through an LUB map amendment is consistent with the intent set forth in the MPS because the enabling policies permit both the rezoning of land from the Agricultural (A1) Zone to the Recreational Open Space (P2) Zone provided the land is not identified as class 2, class 3, or active class 4 soil and the rezoning of land from the Forestry (F1) Zone to the Recreational Open Space (P2) for the purpose of campground development.
<i>b. that the proposed rezoning is not premature or inappropriate by reason of:</i>	
<i>i. the financial capability of the Municipality to absorb any costs related to the development of the subject site</i>	There are no costs to the Municipality associated with the proposed rezoning and any subsequent development.
<i>ii. the impact on, or feasibility and costs of, sewerage and water services if central services are to be provided, or adequacy of physical site conditions for private on-site sewer and water systems</i>	The subject property will be serviced via private water and sewer services. The site features adequate physical conditions to support these systems.
<i>iii. the potential for creating, or contributing to, a pollution problem including the contamination of watercourses</i>	Given the low impact of the proposed use and the acreage, staff does not anticipate risks with regard to pollution, including the contamination of watercourses. The applicant will be required to follow specifications and regulations pertaining to development and drainage during construction.
<i>iv. the adequacy of storm drainage and the effect on adjacent uses</i>	It is the responsibility of the land owner to ensure adequate drainage and effect on adjacent uses.
<i>v. the adequacy and proximity of school, recreation, and any other community facilities</i>	Not applicable – no residential uses proposed
<i>vi. the adequacy of street or road networks in, adjacent to, or leading to the subject site</i>	Nova Scotia DTIR is satisfied that the existing road network is adequate for the existing and proposed dwellings to and from the site. No traffic study is required nor does DTIR have any concerns at this time.

vii. <i>the potential for the contamination of a watercourse due to erosion or sedimentation</i>	Watercourse contamination associated with the proposed rezoning and LUB Map amendment is not anticipated.
viii. <i>creating extensive intervening parcels of vacant land between the existing developed lands and the proposed site, or a scattered or ribbon development pattern as opposed to compact development</i>	Not applicable - no subdivision is proposed
ix. <i>traffic generation, access to and egress from the subject site, and parking</i>	Nova Scotia DTIR satisfied that the existing road network is adequate for all traffic involved to and from the site. No traffic study is required by DTIR.
x. <i>incompatibility with adjacent uses and the existing development form of the surrounding area</i>	The proposed zone and development is compatible and complementary to the existing development form and adjacent uses in the surrounding area.
xi. <i>the potential for overcrowding on lakeshores or the reduction of water quality</i>	Not applicable – no lakefront
xii. <i>the potential for contamination of, or interference with a designated groundwater supply protection area</i>	The potential for contamination of, or interference with, a designated groundwater supply protection area is minimal.
c. <i>the proposed site is suitable for development in terms of steepness of grades, soil and geological conditions, location of watercourses, marshes, swamps, or bogs and proximity of highway ramps, railway rights-of-way and other similar factors that may pose a hazard to development</i>	There does not appear to be any explicit hazards to the development of the subject property with regard to the proposed rezoning or subsequent form of development which the rezoning would permit.

Appendix E: Request for Comments

Nova Scotia Department of Transportation and Infrastructure Renewal (DTIR)

- Nova Scotia Department of Transportation and Infrastructure Renewal (DTIR) has not issued an access permit for a driveway for the proposed campground;
- Has no current concerns with the existing road networks or potential traffic generation;
- Proposed access point passes SSD (stop sighting distance), the width and slope of the access point can be addressed at the time of permitting;
- Does not require a traffic analysis;

Nova Scotia Environment (NSE)

- No comments were received from NSE.

Nova Scotia Lands and Forestry (NSLF)

- Nova Scotia Lands and Forestry commented that the area proposed for rezoning did not have an identified areas of sensitivity, species at risk, wetlands or watercourses.

Municipality of the County of Kings Engineering and Public Works (EPW)

- Engineering and Public Works (Municipality of the County of Kings) staff noted the applicant is required to follow Nova Scotia Environment regulations regarding sedimentation/erosion control and alternations of existing drainage during future construction;
- EPW did not bring forth any additional concerns.

Municipality of the County of Kings Building and Enforcement

- The Manager of Building and Enforcement Services indicated that the development will need to be built to the minimum standards and may include barrier free compliance and engineered design;
- Fire protection services for the subject property and proposed use have been deemed to be adequate by the Waterville fire chief.

Municipality of the County of Kings Development Control

- Each of the two portions of the properties applied to be rezoned appear to comply independently with the minimum requirements for the old P2 (Recreational Open Space) zone and the new P1 (Commercial Recreation) zone.
- Consolidation of the two portions of the rezoned properties will only be required if/when portions of the campground, including but not limited to access, parking, canteen, required natural areas, campsites and cabins are proposed to extend beyond the limits of one of the properties.
- A development permit will be required prior to the commencement of a campground. Prior to a development permit being issued for the proposed use the applicant must demonstrate to the satisfaction of the Development Officer, compliance with the

requirements of the Land Use Bylaw. Approvals from external agencies such as NS Transportation and NS Environment shall be required as part of the permit application.

- In the P1 Zone one unit dwelling is permitted only as an accessory use to the campground, therefore a permit for a dwelling located on a property within the P1 zone would only be issued after the establishment of a campground.

Appendix F: Proposed Land Use Bylaw Map Amendment (Bylaw 75)

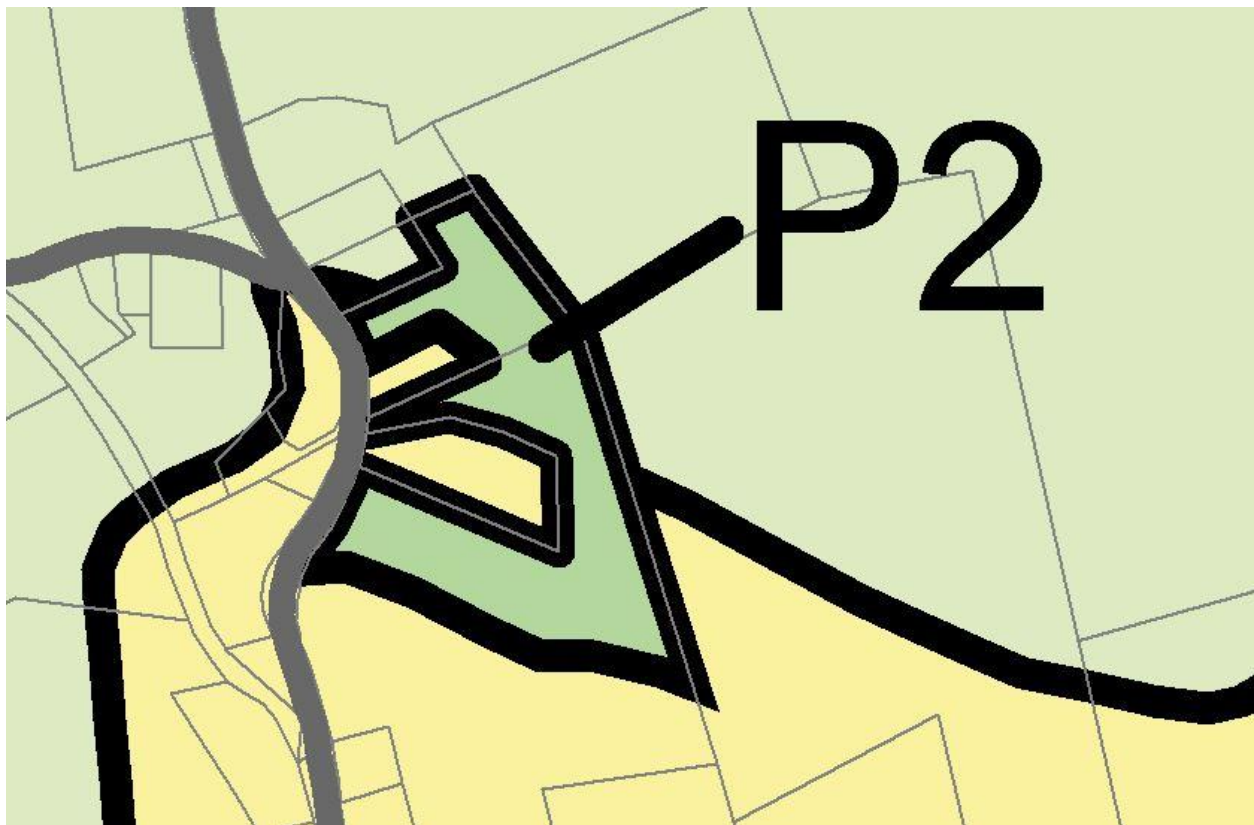
THE MUNICIPALITY OF THE COUNTY OF KINGS

**AMENDMENT TO BYLAW 75
COUNTY OF KINGS LAND USE BYLAW**

Land Use Bylaw Map Amendment to rezone a portion of the properties at 3300 Black Rock Road, PID55067425, and a portion of PID 55067391, Grafton from the Agriculture (A1) Zone and the Forestry (F1) Zone to the Recreational Open Space (P2) Zone.

BYLAW 75 Land Use Bylaw

1. Amend Schedule 1m, Zoning map for the Municipality of the County of Kings, by rezoning a portion of the property at 3300 Black Rock Road, (PID 55067425) and a portion of the property at PID 55067391, Grafton from the Agriculture (A1) Zone and the Forestry (F1) Zone to the Recreational Open Space (P2) Zone as shown on the inset copy of a portion of Schedule 1m below.



Proposed Land Use Bylaw Map Amendment (Bylaw 106)

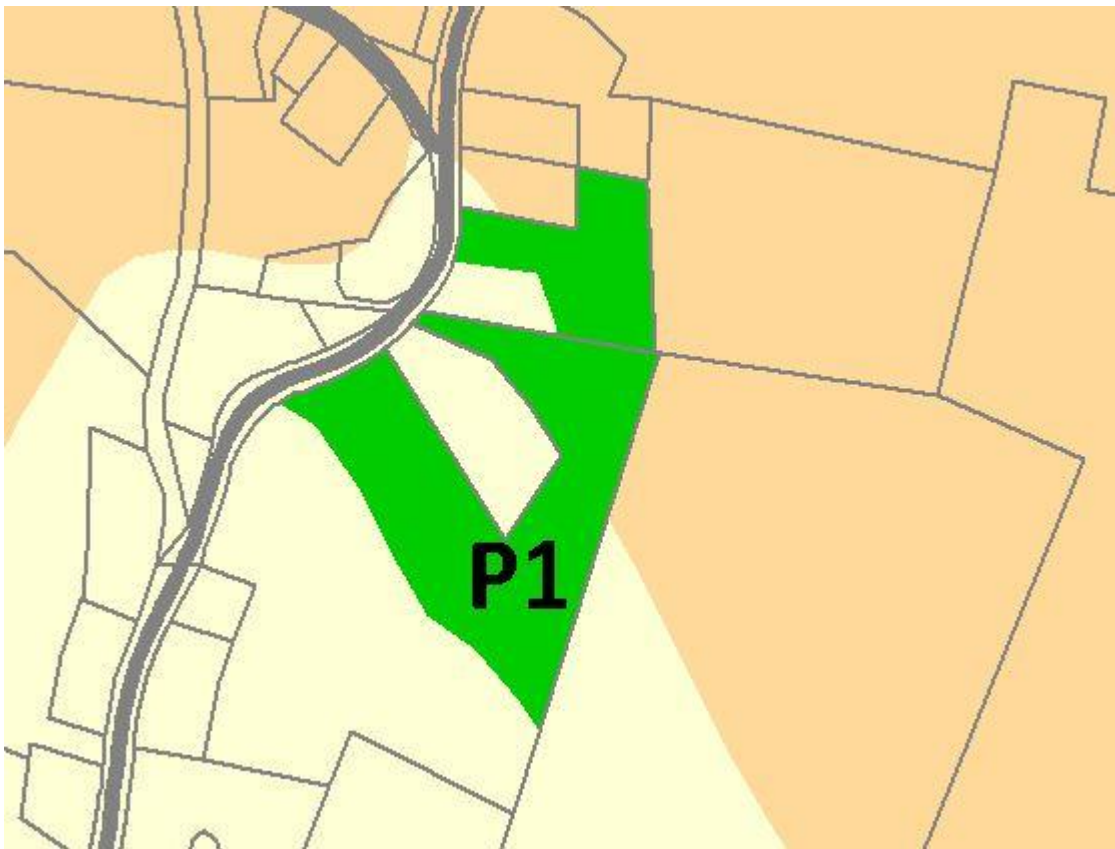
THE MUNICIPALITY OF THE COUNTY OF KINGS

**AMENDMENT TO BYLAW 106
COUNTY OF KINGS LAND USE BYLAW**

Land Use Bylaw Map Amendment to rezone a portion of the properties at 3300 Black Rock Road, PID55067425, and a portion of PID 55067391, Grafton from the Agriculture (A1) Zone and the Forestry (F1) Zone to the Commercial Recreation (P1) Zone.

BYLAW 106 Land Use Bylaw

2. Amend Map 13, Rural Zoning, by rezoning a portion of the properties at 3300 Black Rock Road, PID55067425, and a portion of PID 55067391, Grafton from the Agriculture (A1) Zone and the Forestry (F1) Zone to the Commercial Recreation (P1) Zone as shown on the inset copy of a portion of Map 13 below.





Municipality of the County of Kings

Briefing

TO	Municipal Council
PREPARED BY	Rob Frost, Deputy Chief Administrative Officer
MEETING DATE	June 2, 2020
SUBJECT	Recreation Programs and Focus

ORIGIN

- Update to Council

RECOMMENDATION

That Council receive the Briefing regarding current and summer recreation programming dated June 2, 2020 as information.

INTENT

To provide Council with an update on how the focus of recreation has changed due to Covid-19, what summer programming may look like, and how programs will or will not be resumed.

DISCUSSION

Recreation is a fundamental support for our well-being; our social, physical, emotional, and mental health all benefit from recreation related leisure activities. In times like these, when traditional supports are limited, it is important to highlight activities and resources available to cope with adverse life events via recreation opportunities. Recreation is an important part of the fabric of our communities at the best of times, and during times of distress (such as a global pandemic) the need to find ways to recreate becomes even more prominent.

As Covid-19 has caused some programs to end earlier in the year, and will prevent some programs from happening, recreation staff have had to find new and creative ways to assist residents with recreation opportunities. Staff very quickly found creative solutions to assist people in finding recreational opportunities, and have been developing many scenarios of how to provide service in the coming months under a variety of possible restrictions.

Some of the work completed includes:

- Stay at Home Activities for Kids - MoK Recreation Staff were among the first to have this programming in place, as soon as the announcement that school would not continue after March Break. This was then repeatedly shared and duplicated by other Recreation Departments.
- Seniors' Kits - Early in the isolation phase Recreation staff connected with the Kings County Seniors' Safety Society (KCSSS), through Councillor Hirtle, as they were working diligently to keep good contact with seniors. Kings Recreation staff partnered with KCSSS to develop, compile, and safely deliver Seniors' Kits to 250 seniors. These kits included masks, hand sanitizer, puzzle books, therabands and information on exercising at home, as well as a treat. Seniors were delighted to receive these kits.
- Tumblebugs Video Series - MoK Recreation staff member Shawn Fevens and his family have been recording and sharing videos that walk families through a half hour "Tumblebugs" Program. Tumblebugs is a basic movement program that is overseen by Gymnastics NS, and a program that we would normally be running in multiple locations. The videos have been watched and shared by many.



Municipality of the County of Kings

Briefing

- All of the Recreation Departments in the Annapolis Valley have been working very well together, and have been collaborating to try to add as much programming in new and creative ways as possible and not duplicate services.

The list of planned programming is attached as Appendix A.

A number of regular programs will or may not happen due to COVID-19:

- Volunteer Banquet was cancelled. This function will be re-evaluated in the fall, but likely will not be able to be held this year due to the number of people. Should this be the case, we will look forward to celebrating two Volunteers of the Year as soon as we can hold the event next year.
- Canada Day Celebrations at Aylesford Lake have been cancelled. Staff are working on a collaboration with other Recreation Departments and others as to the ways we can all celebrate virtually.
- Traditional Day Camps and Kayak Camps will not be held this year. Communication on this will be released the week of June 1st. Staff are looking at options for later in the summer for “pop-up” camps that could be held at different locations. These of course would have to meet all the Provincial guidelines around social distancing and number of participants. Kayak loans at Aylesford Lake may be able to continue for the later part of the summer, or there may be a different loan program developed.
- Tennis Programming that occurred last summer will likely not happen, but will be re-evaluated as the summer progresses, and restrictions change.

The Covid-19 pandemic has caused all Recreation Departments to think creatively, work together, and to think about the long term implications and delivery of Recreation. This chance to look at how we do things fits well with the work that had been started on how MoK funds recreation programs and services.

FINANCIAL IMPLICATIONS

- Savings from programs not occurring have been added to the Covid-19 Reserve.
- Some expenditures (e.g. equipment) will be adjusted to support programming that can continue in new ways.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Briefing on Recreation Activities

ALTERNATIVES

- Not applicable



Municipality of the County of Kings

Briefing

IMPLEMENTATION

- Recreation staff will continue to develop programming following Provincial guidelines.

COMMUNITY ENGAGEMENT

- Staff continue to ask for recreation suggestions through social media and partner organizations.

APPENDICES

- Appendix A: List of Recreation Programs and Activities

APPROVALS

Scott Conrod, Chief Administrative Officer

May 26, 2020

Phase Alignment	Program	Description	COVID Considerations	Target Population(s)	Community(ies)	Supporting Player(s)	\$ Potential Amount/Sources
With Restrictions-align with early provincial government phases	Playbox Installation	Identify communities for playbox installation	No equipment until playgrounds are open	Families, Youth,	Kings County	Public Works	Boxes are purchased- PW to help install
	Senior Kits	Delivery of senior kits	Social distancing, washing hands while prepping	Seniors	Kings County	Kings Sr Safety, Community Lincs, Municipalities	Minimal
	Trail Adventures	Self guided walks through trails- target families	Physical Distancing	Families	Kings County	NA	No \$ required
	Trail Video Series	Showcase local trails	Physical Distancing	Families, Youth, Adults, Seniors,	Kings County	Kings County Municipalities	No \$ required
	Trail stories and posters	Fitness/mindfulness ideas on trails	Physical Distancing	Families, Youth, Adults, Seniors,	Kings County	AVTC, Local trail groups	Minimal- small signage
	Virtual Programming	Virtual camps, activities, games, sport practices (TWD, soccer, etc.)	Online, may require contactless drop off for supplies	Families, Youth, Adults, Seniors,	Kings County		Potential Honorariums
	Equipment Loan Program	Equipment loan to communities	Sanitize, contactless, etc.	Families, Youth, Adults, Seniors,	Kings County with the exception of Kentville	NA	Potential purchase of additional equipment
	Tumblebugs	Follow-along videos	None	Families	Kings County	To be Determined	No \$ required
	Youth Leader Program	Ages 16-21- paid program to go towards online courses and certifications that are self directed (cover cost of programs)- High 5, First Aid, resume building, loose parts/outdoor play, other free opportunities. Leader training for open gym and other casual rec leader programs/positions	Online, may require in person as restrictions loosen.	Youth	Valley Municipalities	Diversity Committee	CDG
	Community Walking Maps and Routes	Create routes in communities for walking	Physical Distancing	Families, Youth, Adults, Seniors,	Municipalities	GIS	No \$ required
	MOK Rocks	Virtual rock painting, DIY paint, rock painting kit,	Promoting rock painting and hiding along trails or parks	Families, Youth, Adults, Seniors,	NA	Megan W	Minimal for paint supplies
	Virtual Canada Day	Work with other Valley Municipalities to put together a schedule of online activities for Canada Day	Physical Distancing	Families, Youth, Adults, Seniors,	Valley Municipalities	Valley Municipalities	No \$ required
	June is Rec Month	Promote activities or encourage physical activity	Physical Distancing	Families, Youth, Adults, Seniors,	NA	To be Determined	No \$ required
	Bike Week	First week of June- Online promotion and possible gifts for any challenges	Physical Distancing	Families, Youth, Adults	Kings County	Kings Municipalities	Minimal for small gifts
	Summer Market Highlight	Food of the week- fruit or veg, recipe-	Online	Families, Youth, Adults, Seniors,	Kings County	Farmers Markets	Minimal for supplies
	Community /Regional Walking Challenge	Potential for a community walking challenge with other Kings rec departments- see how many kms community can walk	Online	Families, Youth, Adults, Seniors,	Kings County	Kings Municipalities	Minimal for supplies/award
	ParticipACTION Promotion	ParticipACTION has some great resources and challenges related to physical activity to share	Online	Families, Youth, Adults, Seniors,	Kings County	ParticipACTION	No \$ required
	Duke of Ed Promotion	Duke of Ed is a program for youth to be involved in the community and skill building.	Minimal supervisor interaction, online	Youth	Kings County	Duke of Ed NS/Can	No \$ required
	Mobile Pop-Up Play Days	Travel around different communities for pop-up play sites- think outdoor open gym	Families play together, not with others, in their area. Return equipment for staff to sanitize prior to someone else using	Families, Youth	To Be Determined	Kings County Municipalities	Minimal \$

Fewer restrictions-align with later government phases	Playbox Equipment Placing	Put equipment in playbox	Once playgrounds are open	Families, Youth	Kings County		Minimal \$/ ACF
	Kayak Loans at Aylesford Lake	Kayak loans with a scheduled time to go and do	Disinfect kayaks each time, social distancing for paddling and any exchanges	Youth, Adults	Aylesford Lake		Minimal \$- cleaning supplies
	Guided Hike(s)	Guided hike on local trails- sign up ahead of time	Sign up ahead of time, physical distancing on trail, number depends on gov. guidelines	Youth, Adults	Kings County	Regional guided hike series	Minimal \$- honouriums for hike leaders, potential ACF
Ongoing Projects	On-Going Pool Planning	Planning for fall swim lessons and other programming at the Waterville Pool	Possible fewer numbers in lessons, sanitization requirements, more private bookings and less public swims.	Families, Youth, Adults, Seniors,	Kings and neighbouring areas	Waterville Youth Facility	Budgeted
	Continued Recreation Event Planning	Planning for a fall modified version of the 55+ Games, Youth Fun Run (2021), March Break Camp (2021)	Dependent on physical and health restrictions	Families, Youth, Adults, Seniors,	Kings and neighbouring areas	Local sport organizations, schools, community organizations.	TBD
	Seniors Specific Programming	Recreation related programming for a senior demographic- i.e. activity classes, special events, expos and demonstrations	Possible fewer numbers in lessons, sanitization requirements, more private sessions and access to 1-1 consultations and training	Seniors	Kings County	Senior Lincs, Valley Senior Safety	TBD
	Moms in Motion Planning	Planning process for 2020-2021 MIM programming that includes grant writing, facilitation of training, activity planning, attending scheduled meetings	Possible fewer numbers in the program or multiple programs each week, sanitization requirements, more private sessions and access to 1-1 consultations and training	Single Mothers	Kings County	Town of Kentville, Chrysalis House, Kids Action	Budgeted
	Continued support and membership on recreation community committees	Valley Recreation Committee, Kings County Recreation Committee, Valley Accessibility Committee, Valley Connect Committee, Active Kids Healthy Kids Grant Committee, Seniors Active Committee, Valley Female Leadership Network, School Physical Activity Partnership, Valley Active Communities Committee, Adaptive	Currently being conducted via online platform	Families, Youth, Adults, Seniors,	Annapolis Valley	Municipalities, CCH, Seniors Organizations	Budgeted
	Final reports + program wrap-up of programming	Equipment Working Group Final reports for Active Community Funds, MPAL documents, Multisport program	None		Kings County	CCH	
	Active Transportation Plan	RFP has been posted, with project scheduled to commence early July	Online submission, non-public opening of RFP		Kings County		
	Active Living Strategy	Draft 1 nearing completion, stakeholder engagement and consultation to begin afterwards	Conduct engagement via online platforms	Families, Youth, Adults, Seniors, those seeking equity	Kings County	CCH	
	2020-2021 Active Living Planning	Planning for active living initiatives in 2020-2021 that are harmonious with restrictions.	Online connection with stakeholders	Families, Youth, Adults, Seniors, those seeking equity	Kings County	CCH	Active Communities Fund (CCH)
	Physical Activity & Movement Public Awareness Advisory Committee	Participation on the committee for a provincial awareness campaign to promote physical activity and movement.	None	Middle aged women	Nova Scotia	CCH, Doctor's NS	None
	Grow Together	Working with project team to determine continued support for participants during this time.	Physical Distancing	Equity Seeking groups, families, youth, adults, seniors	Kings County + West Hants	VANSDA	



Municipality of the County of Kings

Request for Decision

TO Municipal Council

PREPARED BY Janny Postema, Municipal Clerk

MEETING DATE June 2, 2020

SUBJECT Proclamation Request: Cole Wittenberg Day

ORIGIN

- May 21, 2020 e-mail from Melanie Sampson, Program Director & Afternoon Host, 89.3 K-Rock
- [Proclamations Policy COMM-02-003](#)

RECOMMENDATION

That Municipal Council proclaim June 11, 2020 'Cole Wittenberg Day' in the Municipality of the County of Kings.

INTENT

To present the proclamation to Council for approval per the Proclamations Policy.

DISCUSSION

Section 4.1 of the Proclamations Policy states that:

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

Staff consider raising awareness for Cole Wittenberg Day a cause that will positively impact the community and therefore recommend that Council proclaim June 11, 2020 'Cole Wittenberg Day' in the Municipality of the County of Kings.

FINANCIAL IMPLICATIONS

- No financial implications

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
✓	Vision Statement	"A place where all people choose to be"
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable - explain why project should still be considered	



Municipality of the County of Kings

Request for Decision

COMMUNITY ENGAGEMENT

- No specific community engagement initiatives were undertaken as part of this recommendation as it is guided by the Proclamations Policy.

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Post on Municipality's social media.

APPENDICES

- Appendix A: May 21, 2020 e-mail from Melanie Sampson
- Appendix B: Cole Wittenberg Day Proclamation

APPROVALS

Scott Conrod, Chief Administrative Officer

May 26, 2020

From: [Melanie Sampson](#)
To: [Janny Postema](#)
Subject: Fw: Cole Wittenberg Day Proclamation
Date: May-21-20 12:46:07 PM
Attachments: [Proclamation Cole Wittenberg Day.pdf](#)

Hi, Janny.

Our annual 89.3 K-Rock Radiothon is drawing near. We're hoping to again have this date proclaimed as Cole Wittenberg Day in Kings County.

The only different info for this year is the date, June 11 2020, and a change for Children's Wish. They're now referred to as Make-a-Wish Canada, so the name of our Radiothon is the "89.3 K-Rock Radiothon in support of Make-a-Wish."

Let me know if there's any further info you need from me. I've attached last year's document for reference.

Thanks and take care!

Mel



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

**Municipality of the County of Kings
PROCLAMATION
COLE WITTENBERG DAY
June 11, 2020**

WHEREAS, Cole Wittenberg was an inspiration and motivator of community involvement for anyone who met him; and

WHEREAS, Cole was a resident of Coldbrook and sadly passed away at the age of 4½ on June 2, 2017; and

WHEREAS, Cole was to be the honourary host of 89.3 K-Rock's first ever Radiothon in support of Make-a-Wish less than two weeks later; and

WHEREAS, Cole's family participated in the Radiothon and, together with the community, raised more than \$40,000 for children like Cole, 'Wish Kids'; and

WHEREAS, K-Rock will host its fourth Radiothon on June 11, 2020 and Cole will be in everyone's thoughts and actions; and

WHEREAS, the Radiothon and broadcast on June 11, 2020 will be dedicated to raising money for Wish Kids so they may experience joy, family time, and fun with loved ones; and

WHEREAS, Cole Wittenberg Day is to be a day of celebration, community fundraising, and storytelling and celebrating Wish Kids like Cole, and their families, who cherish memories made through their granted wishes; and

WHEREAS, K-Rock will also be giving an annual award in Cole's name to a community volunteer who exemplifies dedication, compassion, and commitment to children in our community;

THEREFORE, BE IT RESOLVED, that Mayor Muttart, on behalf of Council, proclaims June 11, 2020 **Cole Wittenberg Day** in the Municipality of the County of Kings.

Signed _____

Mayor Peter Muttart



Municipality of the County of Kings

Request for Decision

TO Municipal Council

PREPARED BY Janny Postema, Municipal Clerk

MEETING DATE June 2, 2020

SUBJECT Municipal Election 2020 - Date for Amendments to List of Electors

ORIGIN

- [Municipal Elections Act](#) s.38(1)

RECOMMENDATION

Per s. 38 (1) *Municipal Elections Act*, that Municipal Council choose September 4, 2020 as the date by which revising officers provide the amended list of electors to the Returning Officer.

INTENT

For Council to choose the date, on the advice of the Returning Officer, by which the amended list of electors is to be provided to the Returning Officer.

DISCUSSION

The *Municipal Elections Act*, s.38 (1) states that:

On or before **the date chosen by the council on the advice of the returning officer**, the revising officers shall furnish the returning officer or registrar of voters with a list of electors consisting of the preliminary lists of electors together with the amendments that they have made to the lists as a result of their sittings. [emphasis added]

The Returning Officer has advised that the date by which the amended list of electors is to be provided be Friday, September 4, 2020. An earlier date will not allow revising officers sufficient time to review and amend the list. The proposed date does allow the Returning Officer to provide the amended list to candidates by Nomination Day, being Tuesday, September 8, 2020 (for campaigning purposes).

FINANCIAL IMPLICATIONS

- No financial implications resulting from the recommendation.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Part of statutory requirements to prepare for municipal election



Municipality of the County of Kings

Request for Decision

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Revising officers review the preliminary lists of electors and make any necessary amendments before September 4, 2020.
- Revising officers provide the amended list of electors to the Returning Officer no later than September 4, 2020.

COMMUNITY ENGAGEMENT

- No specific community engagement initiatives were undertaken as part of this recommendation; the *Municipal Elections Act* dictates that the Returning Officer advises Council of the date.

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer

May 26, 2020



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Barb Illsley-Jess, Returning Officer
MEETING DATE	June 2, 2020
SUBJECT	Municipal Election 2020 - Voting Method Options

ORIGIN

- [June 18, 2019 Committee of the Whole: 2020 Municipal Election Options](#)
- [September 3, 2019 Council: Voting Method for 2020 Municipal Election](#)

RECOMMENDATIONS

1. That Municipal Council resolve to conduct the October election by hybrid voting - adding electronic voting (telephone and computer) to paper balloting.
2. That Municipal Council approve additional funding of \$54,307 for the October 2020 Election Budget to be funded from Operating Reserve GL # 61-4-460-270.

INTENT

For Council to reconsider a voting method for the 2020 election considering current public health protocols in relation to Covid-19.

DISCUSSION

The next municipal election is Saturday, October 17, 2020. On September 19, 2019, Council voted that the election would be conducted by paper ballot. In mid March 2020, a State of Emergency (SOE) was put in place by the Province of Nova Scotia due to the global Covid-19 pandemic. Protocols are currently in place due to the SOE that would affect the regular operation of a municipal election.

On May 13, 2020 the Honourable Chuck Porter, Minister of Municipal Affairs and Housing, issued a letter to the Nova Scotia Federation of Municipalities confirming that municipal elections will be held in October 2020, and that municipalities should continue their election preparations with current public health protocols in mind. A change to hybrid or e-voting would offer electors a voting method that would help to greatly reduce physical contact when voting.

Hybrid voting combines a mix of both e-voting and paper balloting. In Kings County, e-voting could begin on October 5 [*Municipal Elections Act* s. 50A (1)] and end on October 15. Ordinary Polling day on October 17 would be the only option for paper ballot voting. Hybrid voting would give electors alternative voting methods. Voting can be completed via telephone (both cell and landline) and internet. This would reduce in-person contact on Election Day.

If Covid-19 restrictions are still in place come October, with both paper balloting and hybrid methods of voting, changes will need to be made at polling locations to follow all health protocols. At a minimum, one additional poll worker will be required at every poll to guide electors, keep hard surfaces sanitized, etc. Masks, sanitizer, and gloves may be required for each poll.

Council could decide to offer only e-voting. This method eliminates all physical contact for electors and is the most cost effective of all options. However, for electors who prefer traditional paper voting this method could be outside their comfort zone and/or they may not have adequate internet access.



Municipality of the County of Kings

Request for Decision

Table 1

	Current Budget Paper Ballot	Hybrid Budget	Electronic Only Budget
Advertising/ Engagement	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Election Workers Stipend & Help Desk Wages	\$ 54,900.00	\$ 47,360.00	\$ 4,050.00
Hall Rentals	\$ 8,500.00	\$ 5,800.00	\$ -
Misc Supplies	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Postage	\$ 36,000.00	\$ 7,261.00	\$ 7,261.00
Printing (ballots, poll boxes, voter cards, poll books, voter screens)	\$ 10,000.00	\$ 6,500.00	\$ -
Returning Officer/Assistant Wages	\$ 54,802.10	\$ 54,802.10	\$ 54,802.10
Telephone	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Current Budget	\$ 218,202.10		
Reduction in Engagement (some items will not be able to occur in person)	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00
E-voting Cost Quote	\$ -	\$ 88,915.00	\$ 88,915.00
Total	\$ 208,202.10	\$ 254,638.10	\$ 199,028.10
Additional Costs for Health Protocols	\$ 17,871.00	\$ 17,871.00	
Grand Total Needed	\$ 226,073.10	\$ 272,509.10	\$ 199,028.10
Budget Variation	-\$ 7,871.00	-\$ 54,307.00	\$ 19,174.00

The additional costs in the table below will need to be considered for either a paper only election, or a hybrid election, should there be continued restrictions that need to be followed come October 2020. These costs are included in the total numbers above.

Table 2

Estimated Cost to Encourage Physical Distancing at Polling Locations	
one additional poll staff per station to manage physical distancing (63 ordinary/10 advance)	11,680
floor markers/physical distancing signs	1,000
masks (\$1,780 per case of 2000 - approx. 50 masks per station)	3,560
gloves (144.30 per case of 10 boxes - one box per station)	1,154
hand sanitizer (1 gal - 5,000 ml)	477
Total would be added to both hybrid and paper ballot models	\$ 17,871

Given the decision by the Department of Municipal Affairs and Housing for the October election to proceed, and the instruction to move forward with preparations for fall elections while keeping current public health protocols in mind, the recommendation is that Council consider endorsing a hybrid method of delivery for the October election. This delivery option would allow individual electors to decide the method they prefer to use to cast their vote, with one of the options providing complete physical distancing.



Municipality of the County of Kings

Request for Decision

FINANCIAL IMPLICATIONS

- Current 2020 election budget: \$218,202.10.
- Adjusted cost (taking overlapping costs with paper ballot delivery into consideration) of e-voting: \$54,307. This additional cost would be funded from the COVID-19 Reserve component of the Municipality's Operating Reserve Account 61-4-460-270.
- The advertising/engagement budget is reduced by \$10,000 as some of the planned events will not be able to happen in person, and to shift some funds to e-voting.
- Cost of e-voting only (no paper ballot): \$199,028.10.
- Cost estimate to enhance physical distancing measures at polling locations: \$17,871 (this cost will be incurred with both paper and hybrid delivery methods.)

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Evaluate a hybrid method of election delivery to help meet current public health protocols

ALTERNATIVES

- Council may opt to conduct an election with only paper ballot and make changes to enhance social distancing at the polling locations.
- Council may opt to conduct an election with only electronic voting.

IMPLEMENTATION

- If electronic voting or hybrid voting is selected, a By-law to authorize e-voting (per s.146A *Municipal Elections Act*) must be passed, and will be developed as soon as possible.
- Contract with a third party e-voting service provider.

COMMUNITY ENGAGEMENT

- No specific Community Engagement initiatives were undertaken as part of this recommendation.

APPENDICES

- None

APPROVALS

Rob Frost, Deputy Chief Administrative Officer	May 25, 2020
Scott Conrod, Chief Administrative Officer	May 26, 2020



Municipality of the County of Kings

Request for Decision

TO Municipal Council

PREPARED BY Rob Frost, Deputy Chief Administrative Officer
Vicki Brooke, Policy Analyst

MEETING DATE June 2, 2020

SUBJECT Revised Position Description for Councillors and Deputy Mayor

ORIGIN

- [February 4, 2020 Council Motion](#)
- [May 19, 2020 Committee of the Whole Motion](#)

RECOMMENDATION

That Council adopt the position description for Councillor-Deputy Mayor as attached to the June 2, 2020 Council agenda.

INTENT

For Council to consider adoption of the revised Councillor-Deputy Mayor position description. As drafted, the Position Descriptions provide a broad summary of the core duties of an elected official. The extent to which these duties are fulfilled, and the tasks undertaken outside of the items listed in the description are at the discretion of individual Members of Council.

Following presentation of the initial draft Position Description staff are proposing revisions based on the Committee's feedback. The draft revisions relate to: adding reference to meetings with Villages and community organizations, inclusion of budget deliberations and audit approval, and clarifying meeting attendance requirements.

The revised Position Description also provides an expanded introductory section on three categories of a Member of Council's work: corporate responsibilities, jurisdiction-wide responsibilities, and district-based activities.

Also, through a reorganization of the content, information on the Council-Chief Administrative Officer relationship is provided at the beginning of the Position Description.

DISCUSSION

At the February 4, 2020 Council meeting, Council directed staff to develop position descriptions for all Members of Council and to return same to the Committee of the Whole.

FINANCIAL IMPLICATIONS

- There are no financial implications of the recommendation.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
✓	Good Governance	Deputy Mayor position description
	Environmental Stewardship	
	Economic Development	
	Strong Communities	



Municipality of the County of Kings

Request for Decision

	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Responding to Council motion

ALTERNATIVES

- Council may direct further amendments.

IMPLEMENTATION

- Staff will share the positions descriptions with Members of Council and those standing for election.

COMMUNITY ENGAGEMENT

- Staff surveyed Members of Council for their perspectives and ideas for topics to be addressed in the Position Descriptions.

APPENDICES

- Appendix A: Revised Position Description for Councillor-Deputy Mayor

APPROVALS

Scott Conrod, Chief Administrative Officer

May 28, 2020



Municipality of the County of Kings

Position Description

Councillor

POSITION TITLE: Councillor for the Municipality of the County of Kings

CREATION DATE: May 2020

POSITION SUMMARY: As a Councillor for the Municipality of the County of Kings, you have been elected by the constituents of your District to represent your area and the entire Municipality to provide sound decision making as part of the Council. Councillors are to consider the welfare and interests of the Municipality as a whole and to participate in developing and evaluating the policies and programs of the Municipality. Councillors have an important role as you and your counterparts on Council will make decisions potentially affecting all residents.

Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position Descriptions are not intended to capture the full breadth of tasks and/or assignments a Councillor may be required to complete at any given time.

JOB DUTIES & RESPONSIBILITIES

Councillors are accountable to the citizenry of the Municipality and to Municipal Council. More specifically, members of Council must act in accordance with the laws of Canada, Nova Scotia, and the Municipality. Councillors shall adhere to and uphold the Municipality's Code of Conduct for Elected Municipal Officials. A copy is appended to and forms part of this Position Description.

Duties of a Municipal Councillor can typically, but not exclusively, be grouped into three functional areas: Corporate Responsibilities, Jurisdiction-Wide Responsibilities, and District-Based Activities.

Each Member has **Corporate Responsibilities** to the Municipality which are of primary importance. This responsibility relates in part to the Councillor's fiduciary responsibility to act in the financial best interest of the Municipality. At times, this may mean voting for matters in the interest of the body corporate, which may be out of step with the interests of an individual District or community. Although not limited to, a corporate responsibility relates to a Councillor's consideration and approval of budgets, the annual audit, and administration of decisions under the Municipality's Planning Documents.

Complementing this, there are **Jurisdiction-Wide Responsibilities** as representatives of all the communities within the Municipality. This takes shape in advancing plans and priorities that benefit the entire Municipality, such as the development and advancement of the Strategic Plan, and deliberating Core Program Enhancements.

District-Based Activities relate to the Councillor's work as a delegate, trustee, or representative of the area for which they have been elected. This work responds to the needs of individuals and communities alike.

Reporting Structure

Council has one employee: the Chief Administrative Officer (CAO). Pursuant to Part II *Municipal Government Act*, the CAO is responsible to Council for the proper administration of the affairs of the Municipality. Municipal Managers report to Directors, and Directors to the CAO. Council instruction is to be provided solely to the CAO. Councillors do not instruct staff other than the CAO and that instruction is by motion of Council (with the exception of instruction provided pursuant to s.22 *Municipal Government Act*).

Legislative Functions

Decisions of Council are mainly operationalized through Council's passage of resolutions (motions), Policies, and By-laws. Resolutions tend to be related to certain specific one-time decisions that the CAO is not otherwise permitted to operationalize, or decisions that are set out in a Policy or By-law as being a direct responsibility of Council.

Policies typically authorize the CAO to operationalize routine matters as of right, while By-laws are enacted by Council to cover substantive areas of public (municipal) policy. Council's role in this regard normally involves requesting reports and information to be reviewed, considering the contents of said report, and rendering an informed and evidenced-based decision on the adoption of a resolution, Policy, or By-law.

Strategic Decision Making through Council, Committee of the Whole, and Committee Meetings

- All Members of Council shall play an active role in assessing and supporting the Municipality's Strategic Plan, including the Vision, Mission, and Key Strategic Priorities.
- Councillors shall participate in the administration of particular grant programs, including the Councillor Grants to Organizations.
- The Municipality currently holds Committee of the Whole and Council meetings monthly. Councillors are expected to attend all meetings of Council and Committee of the Whole (COTW).
- Special meetings to address budgets, or other time-sensitive items are held as needed.

Community Engagement, Events and Consultation

- Councillors are representatives of their Districts and are often called upon to attend a wide variety of community events and engagement opportunities. Each year Councillors will be requested to attend particular events hosted by the Municipality including the volunteer celebration and awards, planning meetings in their District (Public Information Meetings), District-specific meetings (Community Conversations), and Remembrance Day celebrations.
- The Municipality of the County of Kings encourages Councillors to engage with residents at internally or externally organized events.
- There may be a requirement for a Councillor to Chair a Council or Committee meeting in the absence of the Mayor or Deputy Mayor.
- All Members of Council have an important role in supporting the advocacy work of the Municipality, particularly with other levels of government and community organizations.

Meeting Preparation

Every Councillor will be appointed to Committees of Council, Intermunicipal Service Corporations, and/or Committees and Boards of external organizations. Most meetings are held monthly or quarterly and vary between daytime and evening sessions. A comprehensive listing of Committees to which Members of Council may be appointed can be found [here](#).

- Councillors must be prepared for every meeting they attend. This may include, but is not limited to:
 - Submitting items for inclusion on Council or Committee Agendas;
 - Reading of Meeting Package as released;
 - Becoming familiar with any items to be discussed;
 - Research and discussions with staff for clarification; and
 - Preparation of speaking points and questions.
- Councillors are expected to attend all meetings of Council and the Committees to which they have been appointed. Per s.17(4) MGA, any Member of Council who, without leave of the Council, is absent from three consecutive regular meetings ceases to be qualified to serve as a Member of Council.
 - Councillors may attend meetings of Villages (within or outside of their District) or community organizations of interest.
 - Members of Council may assume the duties of another Member who is on leave.

Training, Conferences, and Research

- Members of Council will have the opportunity to attend conferences hosted by organizations such as the Nova Scotia Federation of Municipalities (Fall and Spring), the Federation of Canadian Municipalities, and others specific to topic areas.
- In supporting the decision making duties of Council and committees, Councillors may undertake independent research on topics of interest that relate to current or future projects within the Municipality.

Travel

- Amount of travel for each Councillor is dependent on which District they represent and the number and location of Committee meetings to which the Councillor is assigned.
- Councillors may be requested to travel to meet with individual constituents.

Working with Constituents

- Constituents will reach out to Councillors for a wide variety of reasons. Some examples may include:
 - Questions and concerns regarding Municipal operations;
 - Questions and concerns regarding other government operations;
 - Requesting support to advocate on behalf of the individual or group; and
 - Requesting support for community groups.
- Reaching out to and liaising with other levels of government and partners to help attain information for or advocate on behalf of a constituent;
- Provide assistance in navigating Municipal By-laws and Policies

DUTIES OF DEPUTY MAYOR

A Deputy Mayor is selected by Council from amongst all Councillors for a term that is determined at the time of appointment. Per s.16 *MGA*, the Deputy Mayor acts in the absence or inability of the Mayor, or in the event the office of Mayor being vacant. The Deputy Mayor has all the power and authority of the Mayor when acting in that capacity.

The Deputy Mayor is regularly called on to Chair meetings of Council and Committee of the Whole. Other duties include periodically acting in the ceremonial role of the Mayor, and in the administrative functions of developing agendas, signing cheques, Agreements, By-laws, and minutes of meetings which they chaired.

LEGISLATION

Notwithstanding other statutory responsibilities, the following summarizes Councillor responsibilities under two important Provincial Statutes: *Municipal Government Act* and *Municipal Conflict of Interest Act*.

Municipal Government Act

[*Municipal Government Act*](#) (MGA) is the legislation that allows municipalities to operate. It is the guiding document for all municipalities. The following sections of the MGA specifically relate to a Councillor as an individual, and requirements on the role of a Councillor:

- s. 14 Powers of council
- s. 16 Deputy mayor deputy warden
- s. 17 Mayor or councillor resignation
- s. 18 Employment restrictions for former council member
- s. 19 Council Meetings
- s. 20 Quorum of Council
- s. 21 Voting at a Council Meeting

- s. 22 Open Meetings and Exceptions
- s. 23 Council may make policies
- s. 24 Standing, special and advisory committees
- s. 30 Council and chief administrative officer relationship

Municipal Conflict of Interest Act

All elected officials shall inform themselves and understand of the requirements under the [Municipal Conflict of Interest Act](#).

REQUIRED QUALIFICATIONS AND TRAINING

Qualifications Required Under the Municipal Elections Act

Eligibility as councillor

17 (1) *Except as otherwise provided in this Act, every person shall be qualified to be elected as councillor who*

(a) is a Canadian citizen of the full age of eighteen years at the time of nomination;

(b) has been ordinarily resident in the municipality or in an area annexed to the municipality for a period of six months preceding nomination day, and continues to so reside;

(c) has obtained a certificate in the prescribed form from the clerk, treasurer, collector or other official having knowledge of the facts that, as of nomination day, the charges that are liens on the person's property and the taxes due to the municipality by the person have been fully paid or all instalments or interim payments that are due as of nomination day have been paid; and

(d) is not disqualified under this Act.

(2) *A councillor who is otherwise qualified shall be eligible for re-election.*

Education and Experience

Although no formal training or experience is required, there are multiple opportunities to learn more about municipal government through the Nova Scotia Federation of Municipalities, online learning through various universities, and through staff presentations.

Knowledge, Skills, Abilities

It is important to note that Councillors come from all walks of life and may have very different skill sets. Some knowledge, skills, and abilities may be brought to the Council table at the beginning of the term, while some may be developed over time.

- Exceptional customer service/relationship skills;
- Superior organizational, analytical, research, problem solving and decision making skills;
- Ability to work well in a team environment;
- Ability to formulate and present informed opinions;
- Public speaking;
- Knowledge and understanding of rules of order.

[Policy FIN-05-002: Council and Committee Remuneration](#) defines remuneration for Councillors. Other benefits are available.

APPENDIX A: MEETING SCHEDULE

Current to May 2020

Meeting	Recurrence	Time
Council	First Tuesday of Each Month	Evening
Committee of the Whole	Third Tuesday of Each Month	Daytime
	Second Thursday of Each Month	Evening



BY-LAW 99

TAX EXEMPTION FOR NON PROFIT ORGANIZATIONS BY-LAW

1. This By-law is enacted by the Municipality of the County of Kings under the authority of Section 71 (1) (a) and (b) and Section 71 (2) of the Municipal Government Act, Chapter 18, S.N.S. 1998.
2. This By-law shall be known as the "Tax Exemption For Non-Profit Organizations By-law."
3. The Council of the Municipality of the County of Kings has determined that the property identified and belonging to the named Canadian charitable organization listed in Schedule A is used directly and solely for a charitable purpose and is therefore granted a tax exemption to the extent and under the conditions listed in Schedule A.
4. The Council of the Municipality of the County of Kings is of the opinion that each of the following non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations provides a service that might otherwise be a responsibility of the Council, and the property of each organization to the extent and under the conditions as listed in Schedule B, is therefore granted a tax exemption.
5. The property of those non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations or institutions to the extent and under the conditions as listed in Schedule C to this By-law that would otherwise be classified as commercial property shall be reduced to the tax that would otherwise be payable if the property were residential property.
6. The full or partial tax exemption provided in Sections 3, 4 and 5 shall apply only to that portion of the properties specified in Schedules A, B and C.
7. Unless the description of the property in the By-law identifies that the tax exemption applies in regards to a specific percentage of the assessment for the property, the exemption is for 100% of taxes and rates levied by the Municipality to a maximum of \$ 30,000 of taxes and/or rates per property, excluding Area Rates. Where the description of a property in the By-law makes reference to a percentage of assessment, the property is exempt from such taxes and rates only to the extent of the percentage referenced in the By-law.
8. When a property or part thereof, listed in the By-law ceases to be occupied by the non-profit association identified as the owner or the property is no longer

exclusively used for the community, charitable, fraternal, educational, recreational, religious, cultural or sporting purposes identified at the time of application for the exemption, then the partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.

9. Nothing in this By-law shall relieve the owners of the properties in the By-law from paying Area Rates and Capital Charges.
10. Owners of the properties listed in the By-law shall report to the Municipality's Treasurer any change in the status of the ownership or use of the property which would affect or could reasonably be interpreted as affecting its eligibility for tax exemption pursuant to this By-law within 30 days of such change.
11. Owners of properties seeking to make use of the tax exemption provided in Section 3, Section 4 or Section 5 shall make application to the Municipality outlining the nature of activities and or services offered in their organization, the benefit to the community and a current financial statement. Any exemption granted under this By-law is at the sole discretion of Council.
12. Applications made pursuant to Section 11 of this By-law must be received by the Municipality on or before February 28th in any year.

History of this By-law:

Enacted - January 14, 2014
Amended - April 14, 2016
Amended - July 4, 2017
Amended - June 5, 2018
Amended - September 3, 2019
Amended - TBC

TAX EXEMPTION FOR NONPROFIT ORGANIZATIONS BY-LAW PROPERTY LIST

Schedule A

Properties must be owned by a named registered Canadian charitable organization, and used directly and solely for a charitable purpose.

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 3	CHARITABLE NUMBER
Land Arena 1035 J Jordan Rd Canning	PID # 55008676 AAN # 02372789	Annapolis Valley Regional School Board	100 %	889967592 Canning District Recreational Commission
Land Building 4120 Hwy 359 Halls Harbour	PID # 55040513 AAN # 01619616	Fundy View Community Centre	100 %	118934348
Land Arena 1490 Westwood St Kingston	PID # 55084784 AAN # 04876717	Western Kings Rink Association	100 %	127946036
Land 1204 Ridge Rd Wolfville Ridge	PID # 55319966 AAN # 09312587	Rotary Club of Wolfville Society	100 %	119125755 Rotary Club of Wolfville Charitable Trust
Land Educational 9412 Commercial St. New Minas	PID # 55209654 AAN # 02372851	The Flower Cart	100 %	107390676
Fellowship Halls 2080 Bishop Mountain Rd N Kingston	PID # 55086961 AAN # 03538826	Multi Addiction Centre Society	100 %	892111782
Lot 1A Building, Fire Hall 3580 Hwy 359	PID # 55040125 AAN # 04682874	Halls Harbour District Firefighters Association (exempt)	100 %	133978148
Lot ABC-1, Fire Station 6 Jones Rd	PID # 55385710 AAN # 03491226	New Minas Volunteer Fire Department (exempt)	100 %	11905630
Lot 298 9798 Hwy 1 Greenwich	PID # 55378434 AAN # 01809822	Greenwich Fire Commissioners (exempt)	100 %	118947720
Land Fire Station/Hall Garage 570 Sparky St Kingston	PID # 55083273 AAN # 00112364	Kingston District Fire Commission (exempt)	100 %	886929991
Land Fire Station/Hall 1083 Park Street	PID # 55091441 AAN # 00163805	Aylesford Fire District (exempt)	100 %	118797851

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 3	CHARITABLE NUMBER
Lot Daycare 1063 J Jordan Rd Canning	PID # 55020820 AAN # 08074372	Apple Tree Landing Family Education Centre	100 %	106718984
Land Fellowship Hall 1951 Hwy 359 Centreville	PID # 55038806 AAN # 00704326	Centreville Community Club	100 %	85816771
Land Garage 485 Gibson Woods Rd	PID # 55044663 AAN # 01693646	Gibson Woods United Baptist Church	100 %	89080323
Land Building 342 Bligh Rd Woodville	PID # 55077176 AAN # 05004047	Woodville Community Centre	100 %	863422796
Land Fellowship Hall 3083 Aylesford Rd Lake Paul	PID # 55126874 AAN # 02412608	Lake Paul and Lake George Community Club	100 %	888532793
Land 1542 White Rock Rd White Rock	PID # 55192595 AAN # 04906799	White Rock Community Assoc	100 %	888136843
Land Fellowship Hall 1159 Woodville Rd Lakeville	PID # 55077309 AAN # 02414899	Trustee of the Lakeville BR WINS	100 %	875150781
Land Fellowship Hall 11794 Highway 1 Grand Pré	PID # 55231674 AAN # 02079615	Horton Community Centre Association	100 %	881098032
Land Fellowship Hall 410 West Brooklyn Mtn Rd West Brooklyn	PID # 55236574 AAN # 06381332	West Brooklyn Community Association	100 %	134112366
Lot 1 29 Main St Kingsport	PID # 55017016 AAN # 02575221	Kingsport Community Association	100 %	889936910
Land Incorp Farm 551 Ross Creek Rd Ross Creek	PID # 55015457 AAN # 04816587	Coastarts Association Ross Creek Centre for the Arts	100 %	139921563
Lot Fellowship Hall 2564 Hwy 360 Harbourville	PID # 55071633 AAN # 01883739	Harbourville Community Hall Sewing Circle	100 %	891388548
Lot 10 Dwelling 56 Eden Row Greenwich	PID # 55193619 AAN # 01393421	Wolfville Homefires Society	100 %	108219106

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 3	CHARITABLE NUMBER
Lot 1-2 Building 1172 Huntington Point Rd Halls Harbour	PID # 55041214 AAN # 04913582	Charles MacDonald House of Centreville Society	100 %	880862966
Land Museum 19 Saxon St Centreville	PID # 55054183 AAN # 02673401	Charles MacDonald House of Centreville Society	100 %	880862966
Land Cottage/Cabin 1224 Baxters Harbour Rd Baxters Harbour	PID # 55011449 AAN # 03716457	Fundy Camp Society	100 %	891410797
Lot Buildings 8 Q-7 Rd Lake George	PID # 55125488 AAN # 02373998	Eastern Valley Baptist Association	100 %	107273740
Lot 1 Museum 1158 Steadman Rd Billtown	PID # 55437693 AAN # 09309918	Northville Farm Heritage Centre	100 %	894693712
Land Barley St Burlington	PID # 55097869 AAN # 00814423	Nova Scotia Nature Trust (exempt)	100 %	889627691
Land Hardwood Lake Rd S Lake Paul	PID # 55148068 AAN # 08070644	Nova Scotia Nature Trust (exempt)	100 %	889627691
Land Brow of Mnt Rd W Aylesford Mnt	PID # 55097810 AAN # 00814415	Nova Scotia Nature Trust (exempt)	100 %	889627691
Land Nollett Beckwith Rd Viewmount	PID # 55097836 AAN # 00814431	Nova Scotia Nature Trust (exempt)	100 %	889627691
Land Incorp Farm Ridge Rd Wolfville Ridge	PID # 55374789 AAN # 08118787	Nova Scotia Nature Trust (exempt)	100 %	889627691
Land Ridge Rd Wolfville Ridge	PID # 55392583 AAN # 09311165	Nova Scotia Nature Trust (exempt)	100 %	889627691
Land White Rock Rd Gaspereau	PID # 55323612 AAN # 08124205	Nova Scotia Nature Trust (exempt)	100 %	889627691
Land White Rock Rd Gaspereau	PID # 55323745 AAN # 08124183	Nova Scotia Nature Trust (exempt)	100 %	889627691
Land 1 White Rock Rd Gaspereau	PID # 55193031 AAN # 00816957	Nova Scotia Nature Trust (exempt)	100 %	889627691

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 3	CHARITABLE NUMBER
Land White Rock Rd Gaspereau	PID # 55193064 AAN # 00816981	Nova Scotia Nature Trust (exempt)	100 %	889627691
Land Educational Lot CDL-7 11 Opportunity Lane Coldbrook	PID # 55476881 AAN # 09803831	Peopleworx Society	100 %	130015258
Lot CDL-8A Opportunity Lane Coldbrook	PID # 55476899 AAN # 09803858	Communityworx Society	100%	859292054
Land Dwelling 9809 Main Street, Canning	PID # 55021729 AAN # 03997995	Fieldwood Heritage Society	100 %	895986057
Land Ridge Rd Wolfville Ridge	PID # 55191001 AAN # 04989767	Rotary Club of Wolfville Society	100 %	119125755
Lot SPCA 1285 County Home Rd Cambridge	PID # 55437743 AAN # 09309969	Kings County Branch, Nova Scotia Society for the Prevention of Cruelty	100 %	888698065
Land Warehouse 1119 Station Rd Aylesford	PID # 55373872 AAN # 03076504	The Beehive Adult Service Centre	100 %	119215481
Lot GKK-1 Dwlg Bldg 113 Cornwallis Ave New Minas	PID # 55477913 AAN # 02310937	Crosbie House Society	100%	857415806
Lot CC-1 Aylesford Rd Lake Paul	PID # 55517510 AAN # 10487560	Lake Paul and Lake George Community Club	100 %	888532793
Land Pier Rd Kingsport	PID # 55004444 AAN # 01189794	Kingsport Community Association	100%	889936910RT0001
9453 Commercial St New Minas	PID #55210629 AAN #05841429	New Minas Baptist Church	100%	861207330RR0001

Schedule B

Properties must be owned by non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations providing a service that might otherwise be the responsibility of council.

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 4
Lot Building Glenmont	PID # 55012363 AAN # 01726862	Glenmont West Community Club	100 %
Land and Hall 2521 Pereau Rd Lower Blomidon	PID # 55007009 AAN # 00356743	White Waters Community Association	100 %
Lot S-1 5790 Hwy 358 Scots Bay	PID # 55376701 AAN # 04206061	Scots Bay Women's Institute	100 %
Land Sports Park 1042 Sherman Belcher Rd Centreville	PID # 55056345 AAN # 00704393	Centreville Community Park Recreation Commission	100 %
Lot 6A Fellowship Hall 4404 Black Rock Rd	PID # 55068340 AAN # 05830419	Trustees Black Rock Community Association	100 %
Land Building 5350 Brooklyn St Grafton	PID # 55059273 AAN # 01768727	Grafton Community Association	100 %
Land Building 4361 Hwy 221 Welsford	PID # 55076608 AAN # 04862244	Welsford Community Club	100 %
Land Fellowship Hall 3157 Hwy 1 Aylesford East	PID # 55077846 AAN # 00163791	Aylesford East Community Club	100 %
Land Hall 3469 Brooklyn St Weston	PID # 55077614 AAN # 04880188	Weston Community Hall Association	100 %
Fellowship Halls 2122 Long Point Rd Burlington	PID # 55094619 AAN # 00552763	Burlington Community Hall	100 %
Land Bishop Mountain Rd North Kingston	PID # 55086987 AAN # 03538834	North Kingston Community Hall	100 %
Land Building 2321 Morden Rd Morden	PID # 55099733 AAN # 03301273	Morden Community Hall	100 %
Land Hall 1481 East Dalhousie Rd East Dalhousie	PID # 55128292 AAN # 01077252	Dalhousie Community Center	100 %
Land Hall 659 Victoria Rd Millville	PID # 55116164 AAN # 03255107	Millville Community Hall	100 %

Lot Building 8464 Brooklyn St North Kentville	PID # 55047641 AAN # 03187861	Meadowview Development Association	100 %
Land Fellowship Hall 10 Prospect Rd Morristown	PID # 55124325 AAN # 03323978	Morristown Community Club	100 %
Lot NCC-1 Fellowship Hall 413 Victoria Rd Nicholsville	PID # 55103360 AAN # 03508374	Nicholsville Community Club	100 %
Land Fellowship Hall 5961 Hwy 1 Cambridge	PID # 55157812 AAN # 00597821	Cambridge Community Centre	100 %
Land Buildings 1015 Maple St Waterville	PID # 55162994 AAN # 04828097	Waterville Recreation Club	100 %
Lot 1A 402 Windermere Rd Windermere	PID # 55144075 AAN # 04978668	Windermere Community Club	100 %
Land Fellowship Hall 1458 Bishopville Rd Bishopville	PID # 55216204 AAN # 00334057	Bishopville Daisy Club Trustees of	100 %
Land Fellowship Hall 2833 Lovett Rd Coldbrook	PID # 55159891 AAN # 00839124	Coldbrook Recreation Comm	100 %
Land Fellowship Hall 4528 Prospect Rd North Alton	PID # 55195838 AAN # 03538419	North Alton Community Hall	100 %
Land Fellowship Hall 3992 Highway 12 South Alton	PID # 55195440 AAN # 04373022	South Alton Community Association	100 %
Land Fellowship Hall 106 Greenwich Rd Greenwich	PID # 55194435 AAN # 01809814	Greenwich Community Center	100 %
Land 1211 Gospel Rd Glenmont	PID # 55012173 AAN # 01726889	Glenmont Hillcrest Club	100 %
Land 5796 Highway 358 Scots Bay	PID # 55014484 AAN # 04206053	Scotts Bay Community Hall Assoc	100 %
Land 2176 Prospect Rd South Waterville	PID # 55168629 AAN # 04364015	South Waterville Community Hall	100 %
Land Fellowship Hall 2940 Prospect Rd Prospect	PID # 55165922 AAN # 03830357	Prospect Community Hall	100 %
Land Fellowship Hall 989 Deep Hollow Rd Black River	PID # 55188197 AAN # 00337692	Black River Community Club	100 %
Fellowship Halls 2806 Greenfield Rd Gaspereau	PID # 55218218 AAN # 00890006	Gaspereau Community Centre Trustees of	100 %
Land 59 English Mountain Rd Canaan	PID # 55181689 AAN # 04990943	Canaan Community Club Association	100 %
Lot SMCA-1 98 Black Hole Rd Sheffield	PID # 55021422 AAN# 04241703	Sheffield Mills Community Association	100 %

Land Sports Park 792 Meadowvale Rd Tremont	PID # 55104525 AAN # 04876695	Western Kings Community Club	100 %
Land Fellowship Hall 204 Hutchinson Rd Lockhartville	PID # 55226039 AAN # 00889768	Lockhartville Community Hall	100 %
Land 2739 Pereau Rd White Water	PID # 55019822 AAN # 04685377	Canadian Sunday School Mission Truth for Youth Bible Society	100 %
Land Fellowship Hall 4320 Brooklyn St Somerset	PID # 55074207 AAN # 04370406	Somerset Community Hall	100 %
Land 1290 Victoria Rd Aylesford	PID # 55092688 AAN # 01892568	Harmony Lodge 52 AF & AM	100 %
Land 4158 Highway 1 South Berwick	PID # 55141295 AAN # 04373049	South Berwick Community Club	100 %
Fellowship Hall Steadman Road Billtown	PID # 55042212 AAN # 05195691	Apple Valley Riders	100 %
Land 1684 Victoria Rd Dempseys Corner	PID # 55090997 AAN # 05555957	Dempsey Corner Community Hall	100 %
Land 13893 Hwy 1 Hants Border	PID # 55235741 AAN # 05605407	Hants Border Community Club	100 %
Land 4078 Black Rock Rd Whites Corner	PID # 55068266 AAN # 00337943	Jolly Workers of Black Rock	100 %
Land Dwelling 377 White Rock Rd Canaan	PID # 55323455 AAN # 00092584	Annapolis Valley Shooting Sports Club	100 %
Land Hall 1599 Baxters Harbour Rd Baxters Harbour	PID # 55011001 AAN # 04717988	Baxters Harbour Community Association	100 %
Land French Cross Rd Morden	PID # 55324941 AAN # 08132682	Morden Community Association	100 %
Land Morden Rd Morden	PID # 55450902 AAN # 09429085	Morden Community Association	100%
Land 1152 Hwy 12 Murphy Lake	PID # 55175129 AAN # 00357405	Blue Mountain Field Day Association	100 %
Land Treatment Fac 1040 Meadowvale Rd East Tremont	PID # 55105969 AAN # 03399788	Greenwood Water Utility	40%
Lions Hall Auburn	PID # 55116255 AAN # 00163783	Aylesford District Lions Club	100%
Land Fellowship Hall 1000 Seminary Ave Canning	PID # 55007231 AAN # 00650889	Canning District Lions Club	100 %

Lot 3 Fellowship Hall Garage 1482 Veterans Lane Kingston	PID # 55121917 AAN # 02565056	Lions Club of Kingston	100%
Land Bigelow St Canning	PID # 55301451 AAN # 08126879	Canning District Lions Club	100%
Land Seminary Ave Canning	PID # 55019970 AAN # 03567753	Canning District Lions Club	100%
Land Bigelow St Canning	PID # 55301444 AAN # 08126860	Canning District Lions Club	100%
Land Building 9806 Main Street Canning	PID#55016448 PID#55003305 AAN#02154749 AAN#02154706	Canning Library and Heritage Centre	100%
Lot Building 5687 Hwy # 1 Cambridge	PID # 55158505 AAN # 05885191	Kings Regional Rehabilitation Centre (Plank Industries)	100%
Lot Building 177 Middle Dyke Rd Kentville	PID # 55031147 AAN # 05283248	Valley Search and Rescue	100%
Lot Building 5324 Hwy # 1 Waterville	PID # 55159404 AAN # 03399699	Hadassah House Society	100%
Land Fellowship Hall 3201 Long Point Road Harbourville	PID # 55095434 AAN # 04718119	United Church of Canada (Trustees of)	100%
New Minas Children's Centre 9453 Commercial St New Minas	PID # 55510629 AAN # 05841429	New Minas Baptist Church	100%
Parcel A Starrs Point Loop Port Williams	PID # 55037618 AAN # 05254108	Port Williams Women's Institute	100%
Parcel C 1058 Cape Split Rd Scotts Bay	PID # 55307540 AAN # 01763288	Scott's Bay Wilderness Society	100%
Land Long Point Road Burlington	PID #55094486 AAN #09313451	Burlington Community Park Society	100%

Schedule C

No properties currently fall within this category.



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Scott MacKay, Revenue Manager
MEETING DATE	June 2, 2020
SUBJECT	Amendments to By-law 93: Private Road Maintenance Charge

ORIGIN

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

RECOMMENDATION

That Municipal Council give First Reading to amendments to By-law 93, being the Private Road Maintenance Charge By-law of the Municipality of the County of Kings, as attached to the June 2, 2020 Council agenda.

INTENT

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

DISCUSSION

Each year Council is asked to approve amendments to Schedule A of By-law 93, which authorizes the collection of private road maintenance fees on behalf of external organizations for the purpose of maintaining private roads.

Road Associations must hold a properly advertised public meeting of all owners of land that may be subject to the private road maintenance charge and receive support for the proposed charge, determined by majority vote of the owners present and voting at the meeting. The proposed area to be charged must be clearly defined. Each organization must provide proof of incorporation and good standing under the *Societies Act*, together with a budget in support of the charge, and the method of calculating the charges. Each organization must provide an executed agreement to perform the maintenance.

Finance staff have received applications from the Road Associations identified in Schedule A of By-law 93. The applicants have complied with the requirements of the By-law. A number of associations were forced to hold their voting by alternative means to accommodate engagement under the current conditions imposed upon us by Covid-19.

Table 1 reflects the charges by area for the prior year (2019/20) and the recommended charges for 2020/21.



Municipality of the County of Kings

Request for Decision

TABLE 1 - ROAD MAINTENANCE FEES

AREA	2019/20 charges	Proposed 2020/21 charges
Tupper Lake Permanent Residents	\$660	\$700
Tupper Lake Seasonal Residents	\$232	\$350
Murphy Lake Permanent Residents	\$495	\$495
Murphy Lake Seasonal Residents	\$350	\$350
Aylescott Village Seasonal Dwelling	\$175	\$175
Aylescott Village Undeveloped Lot	\$50	\$50
Aylescott Village Permanent Dwelling	\$350	\$350
North Lake Paul per Property	\$100	\$100
Armstrong Lake lot with Dwelling	\$246	\$246
Armstrong Lake Undeveloped Lot	\$82	\$82
Gooseneck Road per Lot	\$200	\$250
West Lake Torment Developed Properties	\$150	\$150
West Lake Torment Undeveloped Properties	\$75	\$75
Nature Haven Permanent Residents	\$500	\$500
Nature Haven Seasonal Residents	\$250	\$250
Nature Haven Vacant Lots	\$50	\$50
Loon Lake per Property	\$350	\$350
Sunrise Ridge Property Owners Permanent Dwellings	\$500	\$500
Sunrise Ridge Property Owners Seasonal Dwellings	\$375	\$375
Sunrise Ridge Property Owners Seasonal Lots	\$250	\$250
Sunrise Ridge Property Owners Vacant Lots	\$125	\$125
Sunrise Ridge Property Owners Dodge Island Lots	New for 2020	\$125
South Side Mack Lake per Lot	\$200	\$200
South Side Mack Lake per vacant / secondary lot where the lot owner owns more than one lot	\$50	\$50
Rivers End Park Association Developed Lot	\$200	\$200
Rivers End Park Association Undeveloped Lot	\$100	\$100
Lake Torment East per Lot	New for 2020	\$300

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.



Municipality of the County of Kings

Request for Decision

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable - explain why project should still be considered	Annual review of Private Road Maintenance Charges

COMMUNITY ENGAGEMENT

- Each requesting organization must provide evidence that they have complied with By-law 93, Section 3.3, which prescribes the level of public participation required.
- Second Reading of amendments to the By-law will be advertised per MGA s. 168 (2).
- No further community engagement was undertaken or required.

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Approved charges will be added to the September Tax Bills, and the funds collected will be forwarded to the applicant organizations.
- Following first reading, advertise Council's second reading of amendments to the By-law.
- Following second reading, Municipal Clerk will file the requisite notification with Municipal Affairs and post the amended By-law to the Municipal website.

APPENDICES

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

APPROVALS

Greg Barr, Director of Finance and IT.

May 22, 2020

Scott Conrod, CAO

May 26, 2020

MUNICIPALITY OF THE COUNTY OF KINGS



For By-Law information contact the Municipal Clerk

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

BY-LAW # 93

PRIVATE ROAD MAINTENANCE CHARGE BY-LAW

Policy Statement

Private road maintenance will ensure the safety and long-term serviceability of roads shared by private land-owners. Road maintenance includes all work required to maintain the road in a serviceable condition year round. The Municipality will consider entering into an agreement with a community organization to provide a means for collecting charges for the maintenance of private roads.

1.0 Definitions

Administration Fee: means an administration fee of 4% which shall be charged by the Municipality to offset the costs involved in billing, collecting and administering the private road maintenance charge.

Applicant: means a community organization incorporated pursuant to the Societies Act, R.S.N.S., c.435, which submits an application for a private road maintenance charge.

Municipality: means Municipality of the County of Kings

Owner: means an owner of land as defined in the Municipal Government Act.

Private road: means a road that is not public and requires maintenance to ensure continuing safe access for residents and emergency vehicles.

Resident Owner: means an Owner who is not a Seasonal Owner.

Seasonal Owner: means an Owner who lives in a secondary residence not intended for year round occupancy nor occupied for greater than six months per year.

2.0 Authority

2.0 Pursuant to section 81 of the *Municipal Government Act*, the Municipality has the authority to impose, fix and provide methods for the enforcement of charges for the purpose of maintaining private roads, curbs, sidewalks, gutters, bridges, culverts, and retaining walls that are associated with private roads, where the cost is incurred under an agreement between the Municipality and an Applicant.

3.0 Private Road Maintenance Charge Application

3.1 An Application for the establishment or continuation of a private road maintenance charge shall be submitted to the Municipal Director of ~~Corporate Services~~Finance by an Applicant.

3.2 The Application for the establishment of a charge shall:

- I. Provide evidence of the Applicant's good standing under the *Societies Act*.
- II. Define the area to which the charge is to apply with sufficient clarity to allow for proper implementation of the charge for billing purposes.
- III. Include a budget in support of the charge, including the Administration Fee, and also include the Applicant's financial statements for its preceding fiscal year.
- IV. The method of calculating the charge, which may include different charges for seasonal use of lots as opposed to year-round use of lots, and different charges for lots with and without a residence located on them, and different charges for different types of uses of lots.
- V. Be submitted prior to May 1st of the fiscal year to which the charge applies.
- VI. Be accompanied by an agreement to perform the maintenance, in the form approved by the Municipality, and executed by the Applicant.

3.3 Public Meeting

3.3.1 Prior to the submission of an Application, an Applicant shall call a public meeting of all Owners of land which may be subject to the private road maintenance charge. This meeting must be held prior to March 1st in each year.

3.3.2 Notice of said meeting shall be posted in no fewer than 5 conspicuous places in the area to which the charge is to be applied, no less than 14 days prior to the meeting. Notice of the meeting will also be made through direct mail to all Owners of land which may be subject to the private road maintenance charge.

The notice shall contain:

- I. _____ The date, time and location of the public meeting
- II. The name of the Applicant
- III. The charge requested in the Application
- IV. The area to which the charge applies
- V. That the Owners are entitled to a vote (limited to one vote per lot)
- VI. The methods of voting

- 3.3.3 Notice to an Owner who does not live year-round on a lot, or to multiple Owners of one lot, shall be sent by post to the address used for the Property Tax Bill.
- 3.3.4 The public meeting will be conducted by the Applicant. The Applicant will keep a register of Owners, recording Owners' names and addresses and lots owned by the Owners within the area to which the charge will apply.
- 3.3.5 The Applicant will make a presentation to the meeting, which will outline the reasons for and purposes of a private road maintenance charge and the amount of and the method of calculating the suggested charge, and present a budget.
- 3.3.6 Following the Applicant's presentation to the meeting, support for the charge shall be determined by majority vote of the Owners present at the meeting. Proxy voting, telephone voting, and electronic voting or other reasonable means of voting as determined by the meeting will be allowed for those Owners unable to attend the meeting in person. Each Owner shall have one vote for each lot they own, limited to one vote per lot if there are multiple Owners of one lot.

4.0 Annual Application

- 4.1 Applications must be submitted annually if an Applicant wants a charge to continue into the next fiscal year of the Municipality. Charges are not automatically renewed.

5.0 Responsibility of the Municipality

- 5.1 The Municipality limits its involvement in the private road maintenance to the administration of the charge. The Municipality will not provide engineering advice or technical assistance for the private road maintenance. The Director of ~~Finance~~~~Corporate Services~~ is authorized to execute an agreement entered into with an Applicant for the maintenance of private roads.

6.0 Private Road Maintenance Charges

- 6.1 Every Owner of land which is located within a private road maintenance area described in Schedule "A" attached to and forming part of this Bylaw shall pay the private road maintenance charge applicable to said area as set out in Schedule "A".
- 6.2 All charges under this By-law shall be due and payable from the date they are assessed.
- 6.3 The Director of ~~Corporate Services~~~~Finance~~ shall notify ~~O~~owners liable for the charge of the charge and the account payable by either mailing notice by regular post to the last known address of such Owners or by posting it on the property in respect of which the charge is levied.

- 6.4 All charges remaining unpaid for more than thirty days subsequent to being due and payable shall bear interest at the same rate as charged by the Municipality for unpaid rates and taxes.
- 6.5 All charges and interest thereon shall be a first lien on the property in respect of which such is payable.

7.0 Effect

This Bylaw shall take effect upon publication.

SCHEDULE A

Schedule of Charges

- a) 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:
- a) Transfer to the Tupper Lake Property Owners Association and charges to the area defined as Tupper Lake District the amount requested by the residents at a public meeting held on ~~July 29, 2017~~ April 12, 2020.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 on each dwelling unit as follows:
 - a. Seasonal residents \$ ~~232.00~~ 350.00
 - b. Permanent residents \$ ~~660.00~~ 700.00
- b) 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:
- a) Transfer to the Murphy Lake Road Owners Association and charges to the area defined as Murphy Lake Road District, an amount requested by the residents at a public meeting held on ~~April 29, 2018~~ April 20, 2020.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 on each dwelling unit as follows:
 - a. Seasonal residents \$ 350.00
 - b. Permanent residents \$ 495.00
- c) 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, plus properties identified as PIDs 55177414 and 55196406. The Municipality will:

- a) Transfer to the Aylescott Village Lot Owners Association and charges to the area defined as Aylescott Village Lot Owners District the amount requested by the residents at a public meeting held on ~~July 29, 2017~~ August 23, 2019.
- b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - a. ~~Lot with~~ Seasonal Dwelling \$ 175.00
 - b. ~~Vacant Undeveloped~~ Lot \$ 50.00
 - c. Permanent Dwelling \$ 350.00
- d) 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:
 - a) Transfers to the North Lake Paul Lot Owners Association and charges to the area defined as North Lake Paul Road District the amount requested by the residents at a public meeting held on ~~May 20, 2017~~ April 12, 2020.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - \$ 100.00 per property
- e) The Armstrong Lake Road Maintenance Area is defined as being lots numbered 2 thru 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:
 - a) Transfer to the Armstrong Lake Road Owners Association and charges to the area defined as Armstrong Lake District the amount requested by the residents at a public meeting held on ~~August 12, 2017~~ August 10, 2019.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - a. Lot with Dwelling \$ 246.00
 - b. Vacant Lot \$ 82.00
- f) The Gooseneck Road Maintenance Area is defined as being the private portions of Black River Road, Cove Road and Oak Hill Road at Black River Lake. The Municipality will:
 - a) Transfer to the Gooseneck Road Association and charges 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 3, 2018~~ March 22, 2020.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - ~~\$200.00~~ 250.00 per Lot

- g) 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 PID 55132716 & PID 55132724. The Municipality will:
- a) Transfer to the West Lake Torment Property Owners Association and charges to the area defined as West Lake Torment District the amount requested by the residents at a public meeting held on ~~May 28, 2017~~ May 18, 2019.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - a. Developed Lots \$ 150.00
 - b. Undeveloped Lots \$ 75.00
- h) The Nature Haven Road Association is defined as being properties on Natures Haven Road beginning with PID 55126866 and extending to PID 55126767 and PID 55126510 located on Nature Haven Road. The Municipality will:
- a) Transfer to the Nature Haven Road Association and charges to the area defined as Nature Haven Road Association District the amount requested by the residents at a public meeting held on ~~October 18, 2017~~ October 2, 2019.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2019 as follows:
 - a) Permanent Residents \$ 500.00
 - b) Seasonal Residents \$ 250.00
 - c) Vacant Lot \$ 50.00
- i) The Loon Lake Drive Property Owners Association is defined as all properties on Loon Lake Drive excluding PID 55338081. The Municipality will:
- a) Transfer to the Loon Lake Drive Property Owners Association and charges to the area defined as Loon Lake Drive District the amount requested by the residents at a public meeting held on ~~April 21, 2018~~ April 27, 2020.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - a) \$350.00 per property
- j) 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 PID 55336564. PID 55336374, PID 55336366, PID 55336572 and PID 55336630; all properties on Dodge Island which have a right of way over sunrise Ridge and Spruce Drive; all properties on Blue Lane which have a right of way over Sunrise Ridge and Spruce Drive, The Municipality will:
- a) Transfer to the Sunrise Ridge Property Owners Association and charges to the area defined as Sunrise Ridge District the amount requested by the residents at a public meeting held on ~~July 8, 2017~~ April 28, 2020.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - a) Permanent Dwelling \$ 500.00
 - b) Seasonal Dwelling \$375.00

- c) Seasonal Lot \$250.00
- d) Vacant Lot \$125.00
- d)e) Dodge Island Lots \$125.00
- k) 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:
 - a) Transfer to the South Side Mack Lake Property Owners Association and charges to the area defined as South Side Mack Lake District the amount requested by the residents at a public meeting held on ~~May 26, 2018~~ March 26, 2020.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - a) Lot \$ 200.00
 - b) Undeveloped Lot \$ 50.00 \$50.00 per undeveloped/vacant secondary lot where a lot owner owns more than one lot
- l) The Rivers End Park Association is defined as being properties on River Lane (5 through 137), Crescent Point Road (3 through 76), Lake End Drive (Lot S-2 and 52 through 85) The Municipality will:
 - a) Transfer to the Rivers End Park Association and charges to the area defined as Rivers End Park Association District the amount requested by the residents at a public meeting held on ~~November 19, 2017~~ July 21, 2019.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - a) Developed Lots \$ 200.00
 - b) Undeveloped Lots \$ 100.00
- m) 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:
 - a) Transfer to the Lake Torment East Property Owners 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 September 6, 2019.
 - b) Approve the levying of a uniform charge for the year ended March 31, 2021 as follows:
 - c) All Lots \$ 300.00

History of this By-law

Enacted - February 4 2009
 Amended - August 3 2010
 - August 2, 2011
 - July 3 2012
 - July 30 2013

- July 2014
- July 2015
- July 2016
- July 2017
- July 2018
- July 31, 2019

THIS AGREEMENT is made as of _____

BETWEEN:

MUNICIPALITY OF THE COUNTY OF KINGS, as a body corporate pursuant to the Municipal Government Act ("the Municipality")

AND _____ **ASSOCIATION**,
an association incorporated under the Societies Act of Nova Scotia ("the Association")

WHEREAS the Municipality is committed to facilitating safe access for municipal residents use of private roads which do not form a part of the Municipal street system;

AND WHEREAS the Municipality is authorized by Section 81 of the Municipal Government Act and Bylaw #93 to provide a mechanism to establish area rates for private road maintenance.

THEREFORE the parties hereto agree as follows:

Section 1.0: Definitions

Area rate includes charges levied by area rate for private road maintenance

Section 2.0 Appointment of Association

The Municipality hereby appoints the Association for the Term of this Agreement to maintain the Private Road as an independent not-for-profit association, on the terms and conditions set out in this Agreement, and the association hereby accepts such appointment.

Section 3.0 Private Road Maintenance Policy

The Association agrees to adhere to all terms and conditions of the Private Road Maintenance Bylaw. Failure to comply may result in the immediate termination of this agreement.

Section 4.0 Term/Termination

- 4.1 This Agreement shall automatically renew subject to the Association meeting the Annual Renewal Requirements.
- 4.2 This Agreement may be terminated at the discretion of the Municipality upon giving the Association three months written notice. If the Association breaches or fails to meet the requirements of this agreement it is within the Municipality's discretion to withhold, or terminate the collection of an area rate.
- 4.3 The Agreement may be terminated by the Association upon giving the Municipality three Months written notice.

- 5.1 It is the responsibility of the Association to ensure all terms and conditions of the Private Road Maintenance Bylaw #93 has been met

Section 6.0 Duties and Responsibilities of the Municipality

- 6.1 The Municipalities responsibilities will be limited to the billing and collection of the charge or area rate, and administering this agreement.
- 6.2 The Municipality will not provide engineering, technical or legal services or advice with respect to the private road that is maintained through this agreement.
- 6.3 The Municipality reserves the right to review the financial statements and corporate records (including by-laws) of the Association from time to time and the Association shall furnish these documents to the Municipality if and when requested.

Section 7.0 Limitations of Authority

- 7.1 The Association is not an agent of the Municipality and shall not pass of or represent that Is an agent of the Municipality unless expressly authorized by prior written direction.

The undersigned have read and understand the obligations and responsibilities as outlined in the Municipal Private Road By-Law.

Signature (Road Association)

Date

Signature

Date



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Tim Bouter, Manager of Engineering Services
MEETING DATE	June 2, 2020
SUBJECT	Award of Contract 20-12: Avonport STP Upgrades

ORIGIN

- \$1,250,000 budget for Lift Station Replacement program approved by Council during 2020/21 Capital Budget Deliberations
- May 14, 2020 - Tender closed for Contract 20-12 Avonport STP Upgrades

RECOMMENDATION

That Municipal Council award Contract 20-12: Avonport STP Upgrades to Filtrum Inc. for the total price of \$196,300.00 + HST.

INTENT

For Council to award construction services related to mechanical treatment equipment upgrades at the Avonport Sewer Treatment Plant.

DISCUSSION

On May 14, 2020, tenders were received for construction services for upgrades to the Avonport Sewer Treatment Plant (STP). The Avonport STP uses a mechanical sequencing batch reactor (SBR) system for treatment of the wastewater. The upgrades involve the replacement of the existing decanters (see Figure 1), which are a key piece of equipment within an SBR system. The upgrades are required in order for the Avonport STP to consistently meet the effluent discharge requirements of Nova Scotia Environment.

In lay terms, the SBR system operates on a similar principle as oil/water separators. In this case, the process separates solids out of solution. The treatment tank facilitates biological processes that bind solids together, which then settle to the bottom of the tank. The resulting sludge is pumped out for treatment. The clear effluent left at the top of the tank is then "skimmed" off by a decanting system for further treatment prior to discharge.

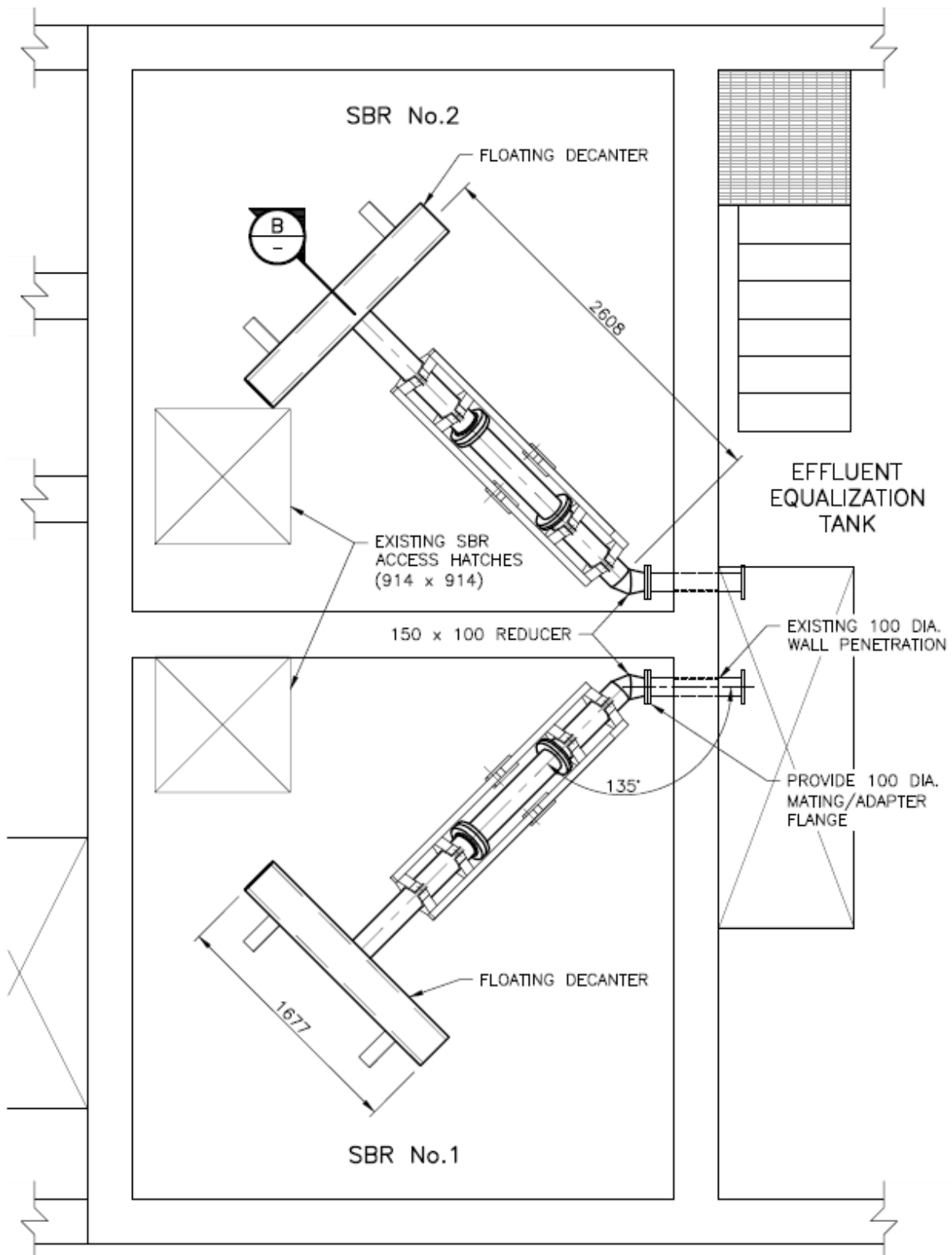
It has been determined that the existing decanters are too often removing liquid from the lower portion of the tanks and skimming off poor quality effluent and potentially some sludge. This results in a high solids count in the effluent, which does not meet the discharge requirements of Nova Scotia Environment. The new decanters are floating style units used to remove treated effluent from the uppermost portion of the basin, where the maximum amount of settlement has occurred. The decanter will collect treated effluent from below the water surface to preclude foam, scum, or other floatables from the effluent.



Municipality of the County of Kings

Request for Decision

Figure 1 - New Decanter Equipment





Municipality of the County of Kings

Request for Decision

Four tenders were received for the construction services, which were reviewed for mathematical checks and compliance by Engineering Services staff:

Tenderer	Tenderer's Location	Price (before HST)
Filtrum Inc.	Quebec City, QC	\$196,300.00
L&R Construction Ltd.	MacKay Siding, NS	\$214,360.00
Mid Valley Construction (1997) Ltd.	Kingston, NS	\$322,730.00
Western Plumbing & Heating Ltd.	Dartmouth, NS	\$272,840.00

FINANCIAL IMPLICATIONS

- This work will be funded from the following account in the approved 2020/21 Capital Budget:

Account Name	GL#	Budget Amount	Committed to Date
STP Infrastructure Renewal	21-3-382-102	\$1,250,000	\$796,430.00

COMMUNITY ENGAGEMENT

- This project was publically tendered through the Municipality and Nova Scotia Procurement websites.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
	Good Governance	
✓	Environmental Stewardship	STP upgrades will reduce risk of environmental contamination
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not applicable	Part of core operations

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Sign Form of Agreement(s) with successful contractors.
- Issue Purchase Order(s) to successful contractors.
- Manager of Engineering Services will be responsible for contract administration/management.



Municipality of the County of Kings

Request for Decision

APPENDICES

- None

APPROVALS

Scott Quinn, Director of EPW, Land & Parks	May 21, 2020
Scott Conrod, Chief Administrative Officer	May 22, 2020



Municipality of the County of Kings

Request for Decision

TO	Municipal Council
PREPARED BY	Scott Quinn, Director Engineering & Public Works, Lands and Parks
MEETING DATE	June 2, 2020
SUBJECT	Repeal of By-law 103: Oak Island Road Wastewater Management District

ORIGIN

- [July 4, 2017 Council Session](#)
- [September 3, 2019 Council Session](#)

RECOMMENDATION

That Municipal Council give First Reading to repeal By-law 103, being the Oak Island Road Wastewater Management District By-law of the Municipality of the County of Kings.

INTENT

For Council to repeal By-law 103 Oak Island Road Wastewater Management District (By-law).

DISCUSSION

On July 4, 2017, Council gave second reading to approve By-law 103: Oak Island Road Wastewater Management District.

Council approved the discharge of a development agreement for a proposed winery at 677 Oak Island Road, Avonport on September 3, 2019.

The By-law (see Appendix A) is no longer required and is in conflict with current land use zoning. It was enacted in conjunction with a development agreement for a proposed winery on Oak Island Road in Avonport. The By-law enabled the developer to install a “micro” lift station on the property with a forcemain (aka small diameter pressure collection system) discharging to a Municipal lift station near the intersection of Oak Island Road and Bluff Road.

However, the central sewer aspect was not constructed and Council approved the discharge of the development agreement without the winery opening. The area covered by the By-law is zoned A1 (Agricultural), which the Planning Department advises does not support providing central services.

In short, without the winery there is no longer a “business case” for retaining the By-law.

FINANCIAL IMPLICATIONS

- None. The contemplated wastewater system was never developed.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	



Municipality of the County of Kings

Request for Decision

	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Repeal of By-law that is no longer required

ALTERNATIVES

- None recommended.

IMPLEMENTATION

- Following first reading, advertise Council's second reading of repeal of the By-law.
- Following second reading, Municipal Clerk will file the requisite notification with Municipal Affairs and remove the By-law from the Municipal website.

COMMUNITY ENGAGEMENT

- None. Administrative task to remove redundant By-law.

APPENDICES

- Appendix A: [By-law 103 Oak Island Road Wastewater Management District](#)

APPROVALS

Scott Conrod, Chief Administrative Officer

May 22, 2020



Municipality of the County of Kings

Briefing

TO	Municipal Council
PREPARED BY	Scott Quinn, Director Engineering & Public Works, Lands and Parks
MEETING DATE	June 2, 2020
SUBJECT	Opening of Aylesford Lake Beach for 2020 Season

ORIGIN

- [March 22, 2020](#) - Province of Nova Scotia ordered all municipal beaches closed under State of Emergency.
- [May 16, 2020](#) - Province of Nova Scotia reopened municipal beaches under certain conditions.

RECOMMENDATION

That Municipal Council receive as information the Briefing on the plan to open Aylesford Lake Beach for the 2020 season attached to the June 2, 2020 Council agenda.

INTENT

Brief Council on the operational plans to re-open Aylesford Lake Beach consistent with the lifting of the ban under the Province's State of Emergency.

DISCUSSION

The beach area of the Aylesford Lake Beach facility will open for the season on July 4, 2020. The boat launch area opened on May 1, 2020 when the Province lifted some restrictions on parks.

Staff reviewed a number of operating scenarios for the facility with the Coldbrook Lions Club (canteen operator), and the NS Lifesaving Society. The consensus is that the beach area should open for the season with minimal services. All also agree that it is impractical to try and maintain the same level of service at Aylesford Lake Beach as previous years while adhering to public health restrictions.

On that basis, the plan for the season is:

- Lifeguards will be on duty when the beach area reopens;
- Canteen will remain closed;
- No "porta-potties" will be provided;
- Playground areas will be closed until public health orders are lifted; and
- Social distancing and other applicable public health posters will be posted around the facility.

A communications plan will be implemented in advance of the scheduled opening, using social media, etc. to advise the public on these operational changes to mitigate expectations.

Staff will monitor and reassess the situation throughout the season and make changes as needed, up to and including closing the entire facility.

Considerations

Staff looked at many factors when considering opening the facility including, but not limited to:

- **Public Safety (Drownings)** - NS Lifesaving Society recommends supervised beaches reopen where practical. They are concerned about an increased risk of drownings due to people swimming at unsupervised locations if supervised beaches remain closed.



Municipality of the County of Kings

Briefing

- Community Mental Health - It has been widely reported that people are feeling the mental strains that have arisen during the pandemic. This summer will hardly resemble what we have grown accustomed to on many levels. Many cultural and sporting activities have already been cancelled with others in jeopardy of being cancelled or significantly reduced. People will be looking for some outlet to get their minds off things and getting out into nature (even a curated version like a park or beach) is one of the few available options at the moment.
- Desire for some normalcy - There is some pressure from the community to get Municipal recreation facilities and properties open. That will likely increase as the weather improves and people look to get out more for their overall health or at least to get away from the house.
- Scan of other Jurisdictions - The Province and other municipal units have reopened their beaches and other facilities on a minimal operational basis. The Municipality has received questions from the public on why certain recreation facilities remain closed relative to their peers. Staff expect more of the same if the Aylesford Lake Beach remains closed.

FINANCIAL IMPLICATIONS

- \$65,800 from Covid-19 Reserves for Aylesford Lake Operations
- \$45,502 from Covid-19 Reserves for Seasonal Positions

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Part of core operations

ALTERNATIVES

- None recommended

IMPLEMENTATION

- Hire Lifeguard Service, two Seasonal Beach Caretakers, and one Seasonal Property Maintenance person.
- Prepare Facility for July 4, 2020 opening.
- Monitor and adjust facility operations as needed.

COMMUNITY ENGAGEMENT

- None. Operational decision based on available information.

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer

May 29, 2020

THE MUNICIPALITY OF THE COUNTY OF KINGS

RECOMMENDATION FROM
COMMITTEE OF THE WHOLE
May 19, 2020

a.	Amendments to Policy ADMIN-01-000: Policy Development	That Council provide seven days' notice, per s.48 (1) <i>Municipal Government Act</i>, to adopt amendments to Policy ADMIN-01-000: Policy Development, including comments made at the May 19, 2020 Committee of the Whole meeting. <u>Report attached.</u>
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Municipality of the County of Kings

Request for Decision

TO Council

PREPARED BY Vicki Brooke, MPA, Policy Analyst

MEETING DATE June 2, 2020

SUBJECT Amendments to Policy ADMIN-01-000: Policy Development

ORIGIN

- [May 19, 2020 Committee of the Whole Agenda](#)
- [Policy ADMIN-01-000: Policy Development and Implementation](#)

RECOMMENDATION

That Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy ADMIN-01-000: Policy Development as attached to the June 2, 2020 Council agenda.

INTENT

For Council to consider providing notice to adopt amendments to Policy ADMIN-01- 000: Policy Development.

DISCUSSION

Potential amendments to Policy ADMIN-01-000: Policy Development were presented to Council at the May 19, 2020 Committee of the Whole meeting. At that time, Staff provided that the proposed amendments:

- offer direction for matters that were previously unaddressed;
- establish the functional codes and numbering system for policies;
- remove references to obsolete Standard Operating Procedures;
- explain the policy cycle;
- address matters of policy formatting; and
- consolidate the responsibilities of the Chief Administrative Officer.

At the Committee of the Whole meeting, further amendments were requested. These amendments related to differentiating between the use of a Policy, By-law, and Standard Operating Procedures in the Definitions Section, wording changes from "future amendment date" to "future review date" in the header of the Policy, and minor typographical changes throughout the document. The attached proposed revisions incorporate the changed requested by the Committee.

FINANCIAL IMPLICATIONS

- There are no financial implications of the recommendation.

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	



Municipality of the County of Kings

Request for Decision

	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Regular policy updates.

ALTERNATIVES

- Council may direct further amendments.

IMPLEMENTATION

- High-level list of particular steps to act on the recommended motion.

COMMUNITY ENGAGEMENT

- Staff feedback into the policy development process was sought and incorporated into the draft amendments.
- The seven days' notice to Council per s. 48(1) Municipal Government Act provides an opportunity for public comment prior to adoption.

APPENDICES

- Appendix A: Policy ADMIN-01-000 Policy Development and Implementation (Original).
- Appendix B: Policy ADMIN-01-000 Policy Development (Track Changes).
- Appendix C: Policy ADMIN-01-000 Policy Development (Clean).

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: (Month Day, Year)



MUNICIPALITY OF THE COUNTY OF KINGS

Policy Development and Implementation

Creation Date: November 15th, 2011

Approval Date: December 6th, 2011

Revision Date:

Policy Category: Administration

Next Review Date: November 2014

Replaces:

1. Purpose:

The Municipality of the County of Kings (the "Municipality") recognizes that the development of public policy is a process for providing effective parameters and guidelines for action of all committees, Council and staff. This policy provides guidelines for proper policy development, adoption and implementation.

2. Objectives:

The objectives of this policy are to ensure that:

- 2.1 policies are developed on the basis of thorough research, analysis and due consideration of alternatives;
- 2.2 policies are written in a manner so that the intent of each policy may be known, understood and implemented correctly and completely;
- 2.3 the necessary steps are taken to approve, amend and repeal policies by motion of Council;
- 2.4 all approved policies of the Municipality are easily identifiable and searchable by number, category and title, and;
- 2.5 only officially approved policies are being used by staff and the public.

3. Applicability:

This policy and its related procedures apply to all policies of the Municipality.

4. Definitions:

4.1 **Policy** refers to principles and guidelines adopted by Council to reach its goals. Policies are designed to provide high level direction and guidance to municipal staff and Council, set fundamental goals and objectives, establish roles and responsibilities, and allocate and define the limits of authority.

4.2 Policies differ from **bylaws** in that policy is intended to establish principles and guidelines for the Municipality and its staff whereas municipal bylaws are intended to establish regulations for residents of the broader community.

4.3 **Procedures** are developed by Senior Management and approved by the Chief Administrative Officer. Procedures are task-oriented and provide a series of actions which must be executed in the same manner in order to ensure consistency in results across several staff.

4.4 **Policy Cycle** refers to the dynamic, provisional, continuous nature of policy development. The cycle delineates that policies must be properly researched, developed, formally adopted by Council and staff, and evaluated against intended impacts and outcomes

MASTER



MUNICIPALITY OF THE COUNTY OF KINGS

Policy Development and Implementation

4.5 **Policy Manual** refers to the official physical ("Master") and electronic ("Intranet") consolidation of all policies of the Municipality of the County of Kings maintained to serve as an operational guide for staff, Council and the public. The Policy Manual will be regarded as an evolving document that may be modified as policy needs change.

5. Responsibilities

5.1 Council will:

- a. ensure that the Municipality has in place effective policies to guide the actions of staff and Council in the handling of local affairs, and;
- b. approve, by motion of Council, the adoption, repeal or modification of all policies of the Municipality.

5.2 The Chief Administrative Officer will:

- a. administer and implement the policies of the Municipality;
- b. identify necessary areas for policy development, and revisions to existing policies, in collaboration with Council and senior management staff, and;
- c. monitor the policy cycle.

5.3 Service Area Managers will:

- a. ensure that service area staff are advised of the approved policies of the Municipality as located in the Policy Manual, and;
- b. identify necessary areas for policy development, and revisions or repeal of existing policies, in collaboration with the Chief Administrative Officer.

5.4 Staff will:

- a. familiarise themselves with the policies of the Municipality, and;
- b. refer only to the policies that are located in the Policy Manual.

6. General Provisions:

- 6.1 A policy is not to be considered an official policy of the Municipality unless it has been approved by a motion of Council, and;
- 6.2 Service Areas (excluding Administration) should not create their own policy manuals unless special authority has been given by the Chief Administrative Officer. Staff should refer to either the official Master Policy Manual or Intranet Policy Manual.

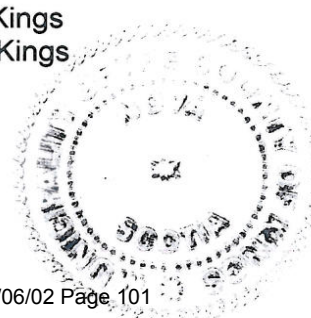
7. Related Policies, Procedures and Legislation

Municipal Government Act, 1998, c. 18, s. 1.

Procedure for Policy Development and Approval, Municipality of the County of Kings

By-Law #51, Chief Administrative Officer By-Law, Municipality of the County of Kings

MASTER



POLICY

ADMIN-01-000



Municipality of the County of Kings

Policy Development

Creation Date: November 15 th , 2011 Approval Date: December 6 th , 2011 Revision Date:		Policy Category: Administration Next Review Date: November 2014 Replaces:	
Policy Category	Administration	Most Recent Amendment	-
First Council Approval	November 15, 2011	Future Review Date	April/May 2021

1. **Purpose:**

The Municipality of the County of Kings (the "Municipality") recognizes the need for consistent and effective policies well formed policies to serve as statements of Council's intended course of action ~~course or principled response to matters within the Municipality's jurisdiction. of action.~~ The Municipality believes that ~~the~~ development of public policy is a process ~~for that providing~~ provides effective parameters and guidelines for ~~action of all committees, Council, committees,~~ and staff. This policy provides guidelines for proper policy development, adoption and implementation.

Objectives:

~~The objectives of this policy are to ensure that~~ This policy ensures that:

- ~~2.1~~ policies are developed on the basis of thorough research, analysis, and due consideration of alternatives;
- ~~2.2~~ policies are written in a manner ~~such~~ that the intent of each policy ~~may be~~ known, understood, and implemented correctly and ~~completely consistently~~;
- ~~2.3 the necessary steps are taken to approve, amend, and repeal policies by motion of Council;~~
- ~~2.4~~ all approved policies of the Municipality are easily identifiable and searchable by number, category and title; ~~and~~;
- ~~2.5~~ only ~~officially those policies~~ approved ~~policies by municipal Council~~ are ~~being~~ used by staff and the public.

2. **Applicability: Scope**

This policy ~~and its related procedures apply~~ applies to all policies ~~and policy decisions~~ of the Municipality ~~of the County of Kings.~~

3. **Definitions:**

- ~~4.3.1~~ Policy: ~~refers statements of to a course~~ resolution of Council that is required, pursuant to the ~~Municipal Government Act~~ to be recorded in the by-law records of the Municipality. ~~of principle of actions~~ and guidelines adopted by Council Policies may be established in

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MUNICIPALITY OF THE COUNTY OF KINGS

Policy Development and Implementation

accordance with s.48(3) *Municipal Government Act* (MGA) related to any matter identified in s.49(1) or any other relevant section of the MGA, as amended, or another Act of the Legislature.

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to reach fulfill objectives its and goals, and respond to issues relevant to municipal governance. Policies differ from By-laws in that By-laws may be made by Council for matters identified in s.172(1) and (2) MGA, as amended.

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Commented [SC1]: Reference MGA authority

Policies differ from Standard Operating Procedures in that Standard Operating Procedures detail the actions undertaken to operationalize a Policy. Policies are designed to provide high-level direction and guidance to municipal staff and Council, set fundamental goals and objectives, establish roles and responsibilities, and allocate and define the limits of authority.

4.2 Policies differ from *by-laws* in that policy is intended to establish principles and guidelines for the Municipality and its staff whereas municipal bylaws are intended to establish regulations for residents of the broader community.

4.3 Procedures are developed by Senior Management and approved by the Chief Administrative Officer. Procedures are task-oriented document(s) that provide a series of actions which must be executed in the same manner in order to ensure consistency in results across several staff of policy implementation.

4.3.2 Policy Cycle: refers to the dynamic, provisional, continuous nature of policy development. The cycle delineates that policies must be properly researched, developed, formally adopted by Council and staff, and evaluated against intended impacts and outcomes.

4.5.3.3 Policy Manual: refers to the official comprehensive physical "master" ("Master") and electronic ("Intranet") consolidation of all policies of the Municipality of the County of Kings maintained to serve as an operational guide for Council, staff, Council, and the public.

The Policy Manual will be regarded as an evolving document that may be modified as policy needs change.

7.4. General Provisions: Policy Statements

6.1 A policy is not to be considered an official policy of the Municipality unless it has been approved by a motion of Council, and;

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Policy

POLICY

ADMIN-01-000
ADMIN-01-000



MUNICIPALITY OF THE COUNTY OF KINGS

Policy Development and Implementation

6.2 ~~Service Areas (excluding Administration) should not create their own policy manuals unless special authority has been given by the Chief Administrative Officer. Staff should refer to either the official Master Policy Manual or Intranet Policy Manual.~~

~~#4.1 Per s.47 Municipal Government Act, Council may exercise its powers by policy. This exercise of powers shall adhere to the requirements of the MGA.~~

~~Policies differ from By-laws in that By-laws may be made by Council for matters identified in s.172(1) and (2) MGA, as amended.~~

~~Policies differ from Standard Operating Procedures in that Standard Operating Procedures detail the actions undertaken to operationalize a Policy or directive.~~

4.2 Policies will provide high-level direction and guidance to Municipal Staff and Council, set fundamental goals and objectives, establish roles and responsibilities, and allocate and define the limits of authority.

4.3 As much as possible, policies shall use plain language and concise phrasing.

4.4 The Municipal Clerk shall maintain the Municipality's Policy Manual.

4.5 Policies shall be circulated to Council and Staff once approved.

4.6 All adopted policies shall bear the crest and seal of the Municipality.

4.7 All policies shall be organized according to the following functional codes and sequential numbering.

Functional Area	Alpha Code	Numeric Code
Administration	ADMIN	01
Communication	COMM	02
Development & Building Services	DBS	03
Engineering & Public Works	EPW	04
Finance	FIN	05
Human Resources	HR	06
Information Technology	IT	07
Parks & Recreation Services	PARS	08
Planning	PLAN	09
Protective Services	PRO	10

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MASTERDRAFT

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Policy

POLICY



ADMIN-01-000

ADMIN-01-000

MUNICIPALITY OF THE COUNTY OF KINGS

Policy Development and Implementation

This organization shall take the form of Alpha Code-Numeric Code-Sequential Number (three digits).

~~## Procedures are developed by Senior Management and approved by the Chief Administrative Officer.~~

Policy Cycle

4.8 Policy development shall be consistent with the following cycle:

4.8.1 Identification of policy issues

Determination and definition of challenges and opportunities to be addressed through the policy's development; consideration of the potential policy's scope.

4.8.2 Research and analysis

Collection and assessment of information to refine possible measures of the policy.

4.8.3 Engagement per Policy ADMIN-01-013: Community Engagement

4.8.4 Drafting

Formal development of policy proposals.

4.8.5 Review

Consideration of the drafted policy by Committee or Council; includes presentation of revisions.

4.8.6 Adoption and implementation

Policy action occurring with monitoring and evaluation of outcomes.

Following adoption and implementation, the cycle shall begin again as operationally or strategically needed, or as required by the policy's review timelines.

Policy Formatting

4.9 All policies shall follow the template attached to and forming part of this Policy.

4.10 A section of definitions shall be included in the policy as required for better interpretation or understanding.

4.11 Images and graphics may be used in policies as required for interpretation or understanding.

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MUNICIPALITY OF THE COUNTY OF KINGS

Policy Development and Implementation

4.12 Definitions and policy statements shall be ordered with sequential numbering. All sub-lists shall use numerals, not letters.

8. Related Policies, Procedures and Legislation

Municipal Government Act, 1998, c. 18, s. 1.

Procedure for Policy Development and Approval, Municipality of the County of Kings

By-Law #51, Chief Administrative Officer By-Law, Municipality of the County of Kings

5. By-Law #51, Chief Administrative Officer By-Law, Municipality of the County of Kings
Responsibilities

5.1 Council will:

- 5.1.1 ensure the Municipality has in place effective policies to guide the actions of staff and Council, and;
- 5.1.2 by motion of Council, approve the adoption, repeal, or amendment of all policies of the Municipality.

5.2 The Chief Administrative Officer will:

- 5.2.1 in collaboration with Council and senior management, identify necessary areas for policy development, and amendment to existing policies;
- 5.2.2 monitor the policy cycle;
- 5.2.3 administer the policies of the Municipality; and
- 5.2.4 ensure that service area staff are advised of the approved policies of the Municipality as located in the Policy Manual.

identify necessary areas for policy development, and amendment or repeal of existing policies, in collaboration with the Chief Administrative Officer; and

5.2.6 familiarise themselves with the policies of the Municipality.

6. Amendments

Council will:

- ensure that the Municipality has in place effective policies to guide the actions of staff and Council in the handling of local affairs, and;
- approve, by motion of Council, the adoption, repeal or modification of all policies of the Municipality.

The Chief Administrative Officer will:

- administer and implement the policies of the Municipality;
- identify necessary areas for policy development, and revisions to existing policies, in collaboration with Council and senior management staff, and;
- monitor the policy cycle.

Service Area Managers will:

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MUNICIPALITY OF THE COUNTY OF KINGS

Policy Development and Implementation

- ensure that service area staff are advised of the approved policies of the Municipality as located in the Policy Manual, and;
- identify necessary areas for policy development, and revisions or repeal of existing policies, in collaboration with the Chief Administrative Officer.

Staff will:

- familiarise themselves with the policies of the Municipality, and;
- refer only to the policies that are located in the Policy Manual.

<u>Date</u>	<u>Amendments</u>
<u>May 2020</u>	<u>Policy updating; creation of template; revision of headers.</u>

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MUNICIPALITY OF THE COUNTY OF KINGS

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Municipality of the County of Kings

Policy Development

Appendix A: Policy Format

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<u>Policy Category</u>		<u>Most Recent Amendment</u>	
<u>First Council Approval</u>		<u>Future Review Date</u>	

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1. Purpose [Arial 11; Bold; left justified]

Responds to why the policy exists; concise statement of the Municipality's position on the issue to which the policy responds. [Arial 11; Regular; left justified]

2. Scope [Arial 11; Bold; left justified]

Statement of the individuals, places, and instances governed by this policy. [Arial 11; Regular; left justified]

3. Definitions [Arial 11; Bold; left justified]

Definitions of terms used in the policy as required for clarity or interpretation. [Arial 11; Regular; left justified]

3.1 Term: definition;

3.2 Term: definition.

4. Policy Statements [Arial 11; Bold; left justified]

Concise directives to fulfill the purpose of the policy. Policy statements must respond to the position provided in the purpose section and be limited to the individuals, places, and instances provided in the scope. Subheadings shall be used as necessary. [Arial 11; Regular; left justified]

4.1 Statement.

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MUNICIPALITY OF THE COUNTY OF KINGS

Policy Development and Implementation

Subheading

4.2 Statement.

4.2.1 Sub-statement:

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5. Responsibilities [Arial 11; Bold; left justified]

5.1 Council will:

5.1.1 Statement; and

5.1.2 Statement. [Arial 11; Regular; left justified]

5.2 The Chief Administrative Officer will:

5.2.1 Statement; and

5.2.2 Statement.

6. Amendments

<u>Date</u>	<u>Amendments</u>
<u>Month Day, Year</u>	<u>General nature of amendments.</u>

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POLICY**ADMIN-01-000****Municipality of the County of Kings****Policy Development**

Policy Category	Administration	Most Recent Amendment	-
First Council Approval	November 15, 2011	Future Review Date	May 2021

1. Purpose

The Municipality of the County of Kings (the “Municipality”) recognizes the need for consistent and effective policies to serve as statements of Council’s intended course of action or principled response to matters within the Municipality’s jurisdiction. The Municipality believes that development of public policy is a process that provides effective parameters and guidelines for Council, committees, and staff. This policy provides guidelines for proper policy development, adoption and implementation.

This policy ensures that:

- policies are developed on the basis of thorough research, analysis, and due consideration of alternatives;
- policies are written in a manner such that the intent of each policy is known, understood, and implemented correctly and consistently;
- all approved policies of the Municipality are easily identifiable and searchable by number, category and title; and
- only those policies approved by Council are used by staff and the public.

2. Scope

This policy applies to all policies and policy decisions of the Municipality of the County of Kings.

3. Definitions

- 3.1 Policy: a resolution of Council that is required, pursuant to the *Municipal Government Act* to be recorded in the by-law records of the Municipality. Policies may be established in accordance with s.48(3) *Municipal Government Act* (MGA) related to any matter identified in s.49(1) or any other relevant section of the MGA, as amended, or another Act of the Legislature.
- 3.2 Policy Cycle: the dynamic, provisional, continuous nature of policy development. The cycle delineates that policies must be properly researched, developed, formally adopted by Council and staff, and evaluated against intended impacts and outcomes.
- 3.3 Policy Manual: the comprehensive physical and electronic consolidation of all policies of the Municipality of the County of Kings maintained to serve as an operational guide for Council, staff, and the public.

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4. Policy Statements

- 4.1 Per s.47 *Municipal Government Act*, Council may exercise its powers by policy. This exercise of powers shall adhere to the requirements of the MGA.

Policies differ from By-laws in that By-laws may be made by Council for matters identified in s.172(1) and (2) MGA, as amended.

Policies differ from Standard Operating Procedures in that Standard Operating Procedures detail the actions undertaken to operationalize a Policy or directive.

- 4.2 Policies will provide direction and guidance to Municipal Staff and Council, set fundamental goals and objectives, establish roles and responsibilities, and allocate and define the limits of authority.
- 4.3 As much as possible, policies shall use plain language and concise phrasing.
- 4.4 The Municipal Clerk shall maintain the Municipality's Policy Manual.
- 4.5 Policies shall be circulated to Council and Staff once approved.
- 4.6 All adopted policies shall bear the crest and seal of the Municipality.
- 4.7 All policies shall be organized according to the following functional codes and sequential numbering.

Functional Area	Alpha Code	Numeric Code
Administration	ADMIN	01
Communication	COMM	02
Development & Building Services	DBS	03
Engineering & Public Works	EPW	04
Finance	FIN	05
Human Resources	HR	06
Information Technology	IT	07
Parks & Recreation Services	PARS	08
Planning	PLAN	09
Protective Services	PRO	10

This organization shall take the form of Alpha Code-Numeric Code-Sequential Number (three digits).

Policy Cycle

- 4.8 Policy development shall be consistent with the following cycle:

- 4.8.1 Identification of policy issues
Determination and definition of challenges and opportunities to be addressed through the policy's development; consideration of the potential policy's scope.

- 4.8.2 Research and analysis
Collection and assessment of information to refine possible measures of the policy.
- 4.8.3 Engagement per Policy ADMIN-01-013: Community Engagement
- 4.8.4 Drafting
Formal development of policy proposals.
- 4.8.5 Review
Consideration of the drafted policy by Committee or Council; includes presentation of revisions.
- 4.8.6 Adoption and implementation
Policy action occurring with monitoring and evaluation of outcomes.

Following adoption and implementation, the cycle shall begin again as operationally or strategically needed, or as required by the policy's review timelines.

Policy Formatting

- 4.9 All policies shall follow the template attached to and forming part of this Policy.
- 4.10 A section of definitions shall be included in the policy as required for better interpretation or understanding.
- 4.11 Images and graphics may be used in policies as required for interpretation or understanding.
- 4.12 Definitions and policy statements shall be ordered with sequential numbering. All sub-lists shall use numerals, not letters.

5. Responsibilities

- 5.1 Council will:
 - 5.1.1 ensure the Municipality has in place effective policies to guide the actions of staff and Council, and;
 - 5.1.2 by motion of Council, approve the adoption, repeal, or amendment of all policies of the Municipality.
- 5.2 The Chief Administrative Officer will:
 - 5.2.1 in collaboration with Council and senior management, identify necessary areas for policy development, and amendment to existing policies;
 - 5.2.2 monitor the policy cycle;
 - 5.2.3 administer the policies of the Municipality; and
 - 5.2.4 ensure that service area staff are advised of the approved policies of the Municipality as located in the Policy Manual.

6. Amendments

Date	Amendments
May 2020	Policy updating; creation of template; revision of headers.

Appendix A: Policy Format

POLICY

ADMIN-01-000



Municipality of the County of Kings

Policy Development

Policy Category		Most Recent Amendment	
First Council Approval		Future Review Date	

1. **Purpose** [Arial 11; Bold; left justified]
Responds to why the policy exists; concise statement of the Municipality's position on the issue to which the policy responds. [Arial 11; Regular; left justified]
2. **Scope** [Arial 11; Bold; left justified]
Statement of the individuals, places, and instances governed by this policy. [Arial 11; Regular; left justified]
3. **Definitions** [Arial 11; Bold; left justified]
Definitions of terms used in the policy as required for clarity or interpretation. [Arial 11; Regular; left justified]
 - 3.1 Term: definition;
 - 3.2 Term: definition.
4. **Policy Statements** [Arial 11; Bold; left justified]
Concise directives to fulfill the purpose of the policy. Policy statements must respond to the position provided in the purpose section and be limited to the individuals, places, and instances provided in the scope. Subheadings shall be used as necessary. [Arial 11; Regular; left justified]
 - 4.1 Statement.
 - Subheading
 - 4.2 Statement.
 - 4.2.1 Sub-statement:
 - Bulleted list.

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5. **Responsibilities** [Arial 11; Bold; left justified]

5.1 Council will:

5.1.1 Statement; and

5.1.2 Statement. [Arial 11; Regular; left justified]

5.2 The Chief Administrative Officer will:

5.2.1 Statement; and

5.2.2 Statement.

6. **Amendments**

Date	Amendments
Month Day, Year	General nature of amendments.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Report of the Audit Committee
From: Paul Spicer, Chair
Date: June 2, 2020

The Audit Committee met by Webex on May 28, 2020.

Audit Plan and Strategy Presentation by Grant Thornton.

A work plan update was presented by Greg Barr, Director of Finance and IT.

Respectfully submitted,

Paul Spicer
Councillor District 5

Committee Reports – Jim Winsor
Reporting period – June 2, 2020 Council Meeting

Diversity Kings Committee

Last meeting was May 4th. We did not have a meeting in April and this was a “getting refocused” under the COVID 19 Paradigm.

- We had an excellent presentation from Megan Wright, an Acadia Student doing her Professional Work Placement with the Municipality for her Community Services program on Equity, Diversity and Inclusion in the Workplace.
- Brittany reviewed the work plan developed by the Committee further to the Budget approved by Council, spending time clarifying those things that would be undertaking by herself and within her usual diversity budget. The Committee is excited with the plan it has for the year and the budget approved by Council to support it.
- The Committee is hopeful that it will have the draft Request for Proposal to review for the June meeting.
- The Chair updated the committee on the New Minas Secondary Planning process and noted that the Diversity and Outreach Specialist will assist with drafting the advertisement seeking three representatives to sit on the New Minas Secondary Planning Strategy Working Group.

Next meeting is scheduled for June 1, 2020.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Municipal Elections Advisory Committee
From: Chloe Austin, Recording Secretary
Date: June 2, 2020

The Municipal Elections Advisory Committee met on May 27, 2020 by web conference.

The work plan was reviewed:

- An offer has been made for the Assistant Returning Officer position.
- Council will revisit the question of e-voting taking into account the impact of the COVID-19 pandemic.
- Barb Illsley-Jess and Brittany Mastroianni have developed a communication plan. Information will be centralized on a webpage that both candidates and the public can be directed to.
- The budget will be finalized after the Council decision regarding e-voting.
- Office hours for members of the public will be established beginning in July.

Next meeting: Monday, June 8, 2020 at 2:00 pm.

Chloe Austin
Administrative Assistant
Municipality of the County of Kings

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Police Services Advisory Committee
From: Peter Allen, Chair
Date: June 2, 2020

The Police Services Advisory Committee meeting was held Wednesday, May 20, 2020. Due to the COVID-19 pandemic, the meeting was held by video conference.

S/Sgt. Robert Jodrey reported that this spring/summer certain members of the RCMP will be patrolling the Harvest Moon Trail on bicycle.

Sgt. Andrew Buckle reported how the RCMP members are dealing with the COVID-19 pandemic.

Next meeting date: September 16, 2020.

Respectfully Submitted,

Peter Allen,
Councillor District 9

Committee Reports – Jim Winsor
Reporting period – June 2, 2020 Council Meeting

Kings Regional Sewer Committee

Last meeting was May 21st. Key highlights from our meeting include:

- **New Aeration System** - Project to install cells in ponds, 3, 4, and 5 has been completed. Supply of oxygen to the system is great and having its desired effect.
- **Odour Issue** - There seem to be no odour issues whatsoever at this time. Ponds are in good shape. Water coloration is good. Testing numbers are fairly good. Aeration project has had good results.
- **Spikes in various environmental test requirements (BODs, AVG TSS, Avg E-coli,) that exceed environmental levels.** Occasional spikes occur that are explainable and acceptable, however these have been more common over the past year or so. The Committee passed a motion to task the Technical sub-committee with a project to review and analyze the trends and test results over the past couple of years and to consider the physical points of testing to determine where there might be issues and to make recommendations for remediation.
- **Plans for Ponds 1 and 2** - They contain too much sludge to complete aeration project. Desludging has to occur first. This is set out over the course of three years as follows:
 - The study of the science of the material is happening in 2020/21.
 - Plans for sludge removal will be developed in 2021/22.
 - Project to remove the sludge will occur in 2022/23.
 - Preliminary results indicate that the sludge once removed will not likely be useable for energy consumption due to its low organics.

- **Financial situation for fiscal year ending 2019/20** - Actual expenditures have increased by \$69,000 since last month, however these numbers are not yet finalized and have the potential to still see further increase. This puts the Regional Sewer over budget by approximately \$18,000 and will likely see us having to draw down on the operating surplus to take it down to \$17,000 or less. The tentative plan is for Finance staff to provide final numbers (depending on closure of the fiscal year) to our June 18 meeting with recommendations on how to deal with budget overage relative to use of surplus or other options.

Next Meeting is scheduled for June 18, 2020.

Committee of Council Reports - June 2, 2020

Board/Committee	Reporting Councillor/Chair	Date Last/Next Meeting	Written Report
Asset Management Committee	Brian Hirtle	*November 25, 2019 Next: Feb. 24, May 25, 2020	*Written report provided December 3, 2019
Audit Committee	Paul Spicer Jim Winsor, Vice Chair	May 28, 2020 Next: TBD	✓
Budget and Finance Committee	Brian Hirtle Emily Lutz, Vice-Chair	*May 1, 2020 Next: May 11, 2020	*Verbal report provided May 5, 2020
Centreville Area Advisory Committee	Brian Hirtle, Pauline Raven	*June 24, 2019 Next: TBD	*Written report provided July 2, 2019
Diversity Kings County	Jim Winsor	May 4, 2020 Next: June 1, 2020	✓
Fire Services Advisory Committee	Emily Lutz	*January 23, 2020 Next: March 5, April 23, July 16, 2020	*Written report provided February 4, 2020
Greenwood Water Utility Source Water Protection Committee	Paul Spicer	*March 12, 2020 Next: TBD	*Written report provided April 7, 2020
Kings Youth Council	Meg Hodges, Emily Lutz	No recent meetings	
Kingston Area Advisory Committee	Martha Armstrong	No recent meetings	
Lake Monitoring Committee	Emily Lutz Paul Spicer - Alternate	No recent meetings	
McMaster Mill Historic Park Committee	Paul Spicer	No recent meetings	
Municipal Elections Advisory Committee	Janny Postema	May 27, 2020 Next: June 8, 2020	✓
Nominating Committee	Martha Armstrong Meg Hodges, Vice-Chair	*Oct. 22 & Nov. 5, 2019 Next: TBD	*Written report/ Recommendations provided November 5, 2019
Planning Advisory Committee	Martha Armstrong Jim Winsor, Vice-Chair	*October 8, 2019 Next: Nov. 12, Dec. 10, 2019, Jan. 14, Feb. 11, March 10, June 9, 2020	*Written report provided November 5, 2019
Police Services Advisory Committee	Brian Hirtle Peter Allen, Vice-Chair	May 20, 2020 Next: Sept. 16, 2020	✓
Port Williams Area Advisory Committee	Meg Hodges	June 24, 2019	
Port Williams Source Water Protection Committee	Meg Hodges	No recent meetings?	
Regional Sewer Committee	Jim Winsor Peter Allen - Alternate	May 21, 2020 Next: June 18, 2020	✓
Sandy Court Source Water Protection Committee	Martha Armstrong	*March 27, 2019 Next: TBD	*Written report provided April 2, 2019