



MUNICIPALITY *of the*
COUNTY *of* KINGS

April 30, 2024

To: Mayor
Deputy Mayor
Councillors

Dear Members of Council:

Attached please find the agenda for the Municipal Council meeting scheduled for **Tuesday, May 7, 2024 following a Public Hearing at 6:00 p.m.**

The meeting will be held in the Council Chambers, 181 Coldbrook Village Park Drive, Coldbrook.

Members of the public can watch live on YouTube: visit www.countyofkings.ca and click the "Watch Live" link.

Sincerely,

Janny Postema
Municipal Clerk
Municipality of the County of Kings



MUNICIPALITY *of the*
COUNTY *of* **KINGS**
MUNICIPAL COUNCIL
Tuesday, May 7, 2024
Following Public Hearing
AGENDA

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 - b. Kings Vision Grant: Halls Harbour Community Development Association
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 - a. Change Order: West Kings Sidewalk Infrastructure
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MUNICIPAL COUNCIL
Tuesday, May 7, 2024
Following Public Hearing
AGENDA - CONTINUED

- 11. Committee of the Whole Recommendations April 16, 2024 Page 72
 - a. Proclamation Request: Lyme Disease Awareness Month
 - b. Proclamations for the Month of May
 - c. Award of Contract #24-03: Municipal Insurance Requirements

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 - a. Regional Emergency Management Advisory Committee Page 78
 - b. Committees of Council Page 79
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- 13. Correspondence Page 80
 - a. 2024-04-15 Village of Cornwallis Square Re-naming

- 14. Other Business

- 15. Comments from the Public

- 16. Adjournment

**THE MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL MUNICIPAL COUNCIL
April 18, 2023
DRAFT MINUTES**

**Meeting Date
and Time**

A special meeting of Municipal Council was held on Tuesday, April 18, 2023 following Committee of the Whole at 10:57 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. Roll Call

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

Results for Roll Call

For 8
Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, Engineering & Public Works, Lands & Parks
- Janny Postema, Municipal Clerk
- Chloe Austin, Recording Secretary

Councillor Absence

On motion of Councillor Allen and Councillor Armstrong, that Councillor Misner's absence from the April 18, 2023 Special Council meeting be excused.

Motion Carried.

SC-2023-04-18-046

Results

For 8
Against 0

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

2. [Approval of Agenda](#)

On motion of Mayor Muttart and Councillor Armstrong, that Municipal Council approve the April 18, 2023 agenda as circulated.

Motion Carried.

SC-2023-04-18-047

Results

For 8
Against 0

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

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

No Conflict of Interest issues were declared.

4. **Councillor Resignation**

4a. [Delivery of Councillor Resignation: Jim Winsor](#)

Janny Postema, Municipal Clerk, delivered Councillor Winsor's resignation to Council per section 17 (1) *Municipal Government Act*.

On motion of Mayor Muttart and Councillor Armstrong, that Municipal Council receive the Briefing on Councillor Jim Winsor's resignation as presented to Council by the Municipal Clerk on April 18, 2023.

Motion Carried.

SC-2023-04-18-048

Results

For 8
Against 0

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

5. **Engineering & Public Works, Lands and Parks Services**

5a. [Approval of Change Order Allocation: Aylesford Lake Beach Washroom](#)

Scott Quinn, Director, Engineering & Public Works, Lands & Parks, presented the Request for Decision as attached to the April 18, 2023 Special Council agenda and provided a [presentation](#).

On motion of Councillor Harding and Councillor Allen, that Municipal Council authorize a change order to Contract # 22-05

Aylesford Lake Beach Washroom in the amount of \$72,306 (including non-recoverable HST) funded from GL 21-3-371-115 (Park Facility Upgrades) pursuant to Section 17.3(c) of Policy FIN-05-006 Procurement.

Motion Carried. **SC-2023-04-18-049**

Results

For 8
Against 0

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

6. [Recommendations from Committee of the Whole April 18, 2023](#)

6a. **Redirection of Grant**
Applicant: GLS Society for Health and Life

On motion of Councillor Hirtle and Mayor Muttart, that Municipal Council redirect the GLS Society for Health and Life grant application to the Community Festivals and Special Events Grant.

Motion Carried. **SC-2023-04-18-050**

Results

For 8
Against 0

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

6b. **Amendments to Policy FIN-05-006: Procurement (notice)**

On motion of Councillor Harding and Mayor Muttart, that Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy FIN-05-006: Procurement.

Motion Carried. **SC-2023-04-18-051**

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	-
District 3	Dick Killam	For

District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	-
District 9	Peter Allen	For

7. **Other Business**

Council took a moment of silence to remember those lost in the Nova Scotia mass shooting of 2020.

A few questions arose about replacing Councillor Winsor on boards and committees.

Councillor Armstrong congratulated staff on the Utility and Review Board Hearing for the electoral boundary review held on April 13, 2023.

Councillor Hirtle pointed out the press release about the Exit 14a Interchange coming to the Waterville-Cambridge area.

8. **Comments from the Public**

No members of the public were present.

9. **Closed Session & Adjournment**

On motion of Councillor Harding and Councillor Granger, that Council adjourn to move into closed session in accordance with section 22 (2) (e) *Municipal Government Act*: contract negotiations.

Motion Carried.

SC-2023-04-18-052

Results

For 8
Against 0

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

Council moved into closed session at 10:56 a.m. and adjourned at 11:08 a.m.

Approved by:

Emily Lutz
Deputy Mayor

Chloe Austin
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

**THE MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
Tuesday, April 2, 2024
DRAFT MINUTES**

Meeting Date and Time

A meeting of Municipal Council was held on Tuesday, April 2, 2024 following a Public Hearing at 7:48 p.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. Attendance

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

Roll Call

Results for Roll Call

For 9
Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Zobia Jawed, Director, Environmental Svs & Climate Resilience
- Laura Mosher, Manager, Planning & Development
- Alice Jacob, Planner
- Katie Ollmann, Planner
- Janny Postema, Municipal Clerk/Recording Secretary

Excuse Absence

On motion of Councillor Armstrong and Councillor Granger, that Councillor Burgess' absence from the April 2, 2024 Council meeting be excused.

Motion Carried.

RC-2024-04-02-050

Results

For 9
Against 0

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

District 8	Kevin Davison	For
District 9	Peter Allen	For

2. [Approval of Agenda](#)

On motion of Councillor Allen and Deputy Mayor Lutz, that Council approve the April 2, 2024 agenda as circulated.

Motion Carried.

RC-2024-04-02-051

Results

For 9
Against 0

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

3. Disclosure of Conflict of Interest Issues

No Conflict of Interest issues were declared.

4. Approval of Minutes

4a. [March 5, 2024 Council, March 19, 2024 Special Council, and March 20, 2024 Special Council - Budget](#)

On motion of Councillor Armstrong and Councillor Harding, that the minutes of the March 5, March 19, and March 20, 2024 Council meetings be approved as circulated.

Motion Carried.

RC-2024-04-02-052

Results

For 9
Against 0

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

5. Business Arising from Minutes

5a. [March 5, 2024](#)

There was no business arising from the March 5, 2024 minutes.

5b. [March 19, 2024](#)

There was no business arising from the March 19, 2024 minutes.

5c. [March 20, 2024](#)

There was no business arising from the March 20, 2024 minutes.

6. [Planning Advisory Committee Recommendations March 12, 2024](#)

6a. **Application to enter into a Development Agreement in East Dalhousie** ([File #23-07](#))

Councillor Armstrong, Chair of the Planning Advisory Committee, presented the recommendations as attached to the April 2, 2024 Council agenda.

On motion of Councillor Armstrong and Councillor Davison, that Municipal Council give Initial Consideration to and hold a Public Hearing regarding entering into a Development Agreement to permit Tourist Commercial Uses at 100 Alton Road (PID 55480966), East Dalhousie as described in Appendix C of the report dated March 12, 2024.

Motion Carried.

RC-2024-04-02-053

Results

For 9
Against 0

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

6b. **Application to enter into a Development Agreement in Forest Hill** ([File #22-08](#))

On motion of Councillor Armstrong and Councillor Allen, that Municipal Council give Initial Consideration to and hold a Public Hearing regarding entering into a development agreement to permit 12 tourist cabins at 1459 Forest Hill Road (PID 55217939), Forest Hill, which is substantively the same (save for minor differences in form) as the draft set out in Appendix C of the report dated March 12, 2024.

Motion Carried.

RC-2024-04-02-054

Results

For 9
Against 0

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

6c. **Application to enter into a Development Agreement in Scots Bay** ([File #21-25](#))

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council give Initial consideration to and hold a Public Hearing regarding entering into a development agreement to permit the development of a campground at 5734 Highway 358 (PID

55014534), Scots Bay, which is substantively the same (save for minor differences in form) as the draft set out in the report dated March 12, 2024.

Motion Carried.

RC-2024-04-02-055

Results

For 9
Against 0

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

6d. Application to enter into a Development Agreement in North Kentville (File #23-09)

On motion of Councillor Armstrong and Councillor Killam, that Municipal Council give Initial Consideration to and hold a Public Hearing regarding entering into a Development Agreement to permit 16 additional residential units within 4 approved multi-unit dwellings on the property located at Aldershot Road (PID 55046056), North Kentville, which is substantively the same (save for minor differences in form) as the draft set out in Appendix F of the report dated March 12, 2024.

Motion Carried.

RC-2024-04-02-056

Results

For 9
Against 0

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

6e. Application to rezone Properties in Kingston (File #23-15)

On motion of Councillor Armstrong and Deputy Mayor Lutz, that Municipal Council give Second Reading to the application to rezone the properties located at 496/498 and 500/502 Mosher Street (PIDs 55109698 and 55109680), Kingston from the Residential One Unit (R1) Zone to the Residential Mixed Density (R3) Zone, as described in Appendix D of the report dated January 31, 2024.

Motion Carried.

RC-2024-04-02-057

Results

For 9

Against 0

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

6f. Application to enter into a Development Agreement in Port Williams ([File #22-23](#))

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council give Final Consideration to entering into a Development Agreement to permit the addition of a restaurant, event venue and an expanded commercial area within an existing building at 1441 Church Street (PID 55037188), Port Williams, as described in Appendix C of the report dated February 8, 2024.

Motion Carried.

RC-2024-04-02-058

Results

For 9
Against 0

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

6g. Application for a substantive amendment to a Development Agreement in Canning ([File #23-12](#))

On motion of Councillor Armstrong and Councillor Davison, that Municipal Council give Final Consideration regarding amendments to an approved Development Agreement registered on a vacant parcel in the southeast quadrant of J Jordan Road and Summer Street (PIDs 55354385, 55008627 and 55551758), Canning, which is substantively the same (save for minor differences in form) as the draft set out in Appendix C of the report dated February 13, 2024.

Motion Carried.

RC-2024-04-02-059

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	-
District 3	Dick Killam	For
District 4	Martha Armstrong	For

District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Kevin Davison	For
District 9	Peter Allen	For

6h. **Next Public Hearing Date**

Councillor Armstrong noted that the next Public Hearing was scheduled to be held on Thursday, May 2, 2024 at 6:00 p.m. regarding File #21-25 only, and Tuesday, May 7, 2024 at 6:00 p.m. for all other files.

7. **Administration**

7a. **Proclamation Request: Heart Failure Awareness Week**

Janny Postema, Municipal Clerk, presented the recommendation as attached to the April 2, 2024 Council agenda.

On motion of Councillor Armstrong and Councillor Harding, that Municipal Council proclaim May 5-11, 2024 to be “Heart Failure Awareness Week” the Municipality of the County of Kings.

Motion Carried.

RC-2024-04-02-060

Results

For 9
Against 0

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

7b. **Village Commissioner Appointment to Greenwood Water Utility Source Water Protection Committee**

Janny Postema, Municipal Clerk, presented the Request for Decision as attached to the April 2, 2024 Council agenda.

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council reappoint Dale Harty, Greenwood Village Commissioner, to the Greenwood Water Utility Source Water Protection Committee effective May 1, 2024 for a term ending April 30, 2026.

Motion Carried.

RC-2024-04-02-061

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	-
District 3	Dick Killam	For
District 4	Martha Armstrong	For

District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Kevin Davison	For
District 9	Peter Allen	For

8. **Financial Services**

8a. [Amendments to Policy FIN 05-003: Fees \(adoption\)](#)

Mayor Muttart presented the Policy as attached to the April 2, 2024 Council agenda.

On motion of Deputy Mayor Lutz and Councillor Armstrong, that Municipal Council adopt amendments to Policy FIN-05-003: Fees as attached to the April 2, 2024 Council agenda.

Motion Carried. RC-2024-04-02-062

Results

For 9
Against 0

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

8b. [Amendments to Policy FIN 05-024: Property Tax Sales \(adoption\)](#)

Mayor Muttart presented the Policy as attached to the April 2, 2024 Council agenda.

On motion of Councillor Armstrong and Councillor Killam, that Municipal Council adopt amendments to Policy FIN-05-024: Property Tax Sales as attached to the April 2, 2024 Council agenda.

Motion Carried. RC-2024-04-02-063

Results

For 9
Against 0

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

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

Mayor Muttart presented the Policy as attached to the April 2, 2024 Council agenda.

On motion of Councillor Granger and Councillor Davison, that Municipal Council adopt amendments to the Policy FIN-05-026: Tax Exemption for Non-Profit Organizations as attached to the April 2, 2024 Council agenda.

Motion Carried.

RC-2024-04-02-064

Results

For 9
Against 0

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

9. [Committee of the Whole Committee Recommendation March 19, 2024](#)

9a. [Award of Contract #24-06: Animal Control Enforcement Services](#)

Mayor Muttart presented the recommendation as attached to the April 2, 2024 Council agenda.

On motion of Councillor Davison and Councillor Hirtle, that Municipal Council award contract #24-06 "Animal Control Enforcement Services" to the Nova Scotia SPCA for five years as outlined in the Request for Decision dated March 19, 2024.

Motion Carried.

RC-2024-04-02-065

Results

For 9
Against 0

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

10. [Nominating Committee Recommendation January 23, 2024](#)10a. **Citizen Appointment to Kings Regional Rehabilitation Centre Board**

Councillor Armstrong, Chair of the Nominating Committee, presented the recommendation as attached to the April 2, 2024 Council Agenda.

On motion of Councillor Armstrong and Councillor Hirtle, that Municipal Council appoint Theresa Dalweg as citizen member to the Kings Regional Rehabilitation Centre Board for a three-year term commencing April 1, 2024.

Motion Carried.

RC-2024-04-02-066

Results

For 9
Against 0

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

11. **Board and Committee Reports**11a. [Committees of Council](#)

For information.

11b. [External Boards and Committees](#)

For information.

12. **Other Business**

Deputy Mayor Lutz and Mayor Muttart acknowledged the great work of staff and thanked community members who attended the International Transgender Day of Visibility proclamation and flag raising ceremony held on March 31, 2024, as well as for the Autism Acceptance Month proclamation and flag raising ceremony held on April 2, 2024.

13. **Comments from the Public**

Several members of the public made comments on the topic of the application for the development of a campground in Scots Bay: Julie Skaling, of Arlington; Ann Doyle-Huntley, of Scots Bay; David Upton, of Kingsport; Athena Koros, of Wolfville; Jeff Skaling, of Arlington; Ramona Jennex, Chair of the Flower Cart Group Board; Chelsea Olman, of Sheffield Mills; Teresa Steele, of Scots Bay; Althea Tupper, of Arlington; Lindsay Steele, of Scots Bay; James Malard, of Scots Bay; Perry Jackson, of Kentville.

Chris Cann, of Baxters Harbour, spoke about community engagement.

14. **Closed Session**14a. **Contract Negotiations and Adjournment**

On motion of Deputy Mayor Lutz and Councillor Harding, that Council adjourn and move into closed session in accordance with section 22 (2) (e) *Municipal Government Act*: contract negotiations.

Motion Carried.

SC-2024-04-02-067

Results

For 9
Against 0

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

Council moved into closed session at 9:52 p.m. and adjourned at 10:13 p.m.

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.

**THE MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL COUNCIL
Tuesday, April 16, 2024
DRAFT MINUTES**

Meeting Date and Time

A special meeting of Municipal Council was held on Tuesday, April 16, 2024 at 9:51 a.m. following a meeting of the Committee of the Whole in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. Attendance

All Members of Council were in attendance, with the exception of Mayor Muttart and Deputy Mayor Lutz (attending the International Network of Michelin Cities in Anderson, South Carolina).

Councillor Harding attended the meeting virtually.

Appointment of Chair

In the absence of the Mayor and Deputy Mayor, Janny Postema, Municipal Clerk, called the meeting to order. The Clerk asked Council to appoint a Chair from those present, in accordance with section 15 *Municipal Government Act*.

On motion of Councillor Allen and Councillor Granger, that Council appoint Councillor Armstrong as Chair of the April 16, 2024 Special Council meeting.

Motion Carried.

SC-2024-04-16-048

Results

For 8
Against 0

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

Councillor Armstrong took the chair.

Roll Call

Results for Roll Call

For 8
Against 0

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

Also in attendance were:

- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Zobia Jawed, Director, Environmental Svs & Climate Resilience
- Mike Livingstone, Manager, Financial Reporting
- Janny Postema, Municipal Clerk
- Chris Ritchie, Recording Secretary

Excuse Absence

On motion of Councillor Davison and Councillor Burgess, that Mayor Muttart and Deputy Mayor Lutz’s absence from the April 16, 2024 Special Council meeting be excused.

Motion Carried.

SC-2024-04-16-049

Results

For 8
Against 0

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

2. [Approval of Agenda](#)

On motion of Councillor Granger and Councillor Burgess, that Council approve the April 16, 2024 agenda as circulated.

Motion Carried.

SC-2024-04-16-050

Results

For 8
Against 0

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

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

No Conflict of Interest issues were declared.

4. Financial Services

4a. Appointment of Municipal Auditor

Mike Livingstone, Manager of Financial Reporting, presented the Request for Decision as attached to the April 16, 2024 Special Council agenda and provided a [presentation](#).

On motion of Councillor Burgess and Councillor Hirtle, that Municipal Council appoint Grant Thornton LLP as Municipal Auditor for the fiscal period ended March 31, 2024.

Motion Carried.

SC-2024-04-16-051

Results

For 8
Against 0

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

5. Other Business

There was no other business to come before Council.

6. Comments from the Public

No members of the public were present.

7. Adjournment

On motion of Councillor Allen and Councillor Killam, there being no further business, the meeting adjourned at 9:59 a.m.

Motion Carried.

SC-2024-04-16-052

Results

For 8
Against 0

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

Approved by:

Martha Armstrong
Councillor

Chris Ritchie
Administrative Assistant/Recording Secretary

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

DRAFT

TO	Municipal Council
PREPARED BY	Mandy Burgess, Development Officer
MEETING DATE	May 7, 2024
SUBJECT	Variance Appeal Hearing: Highbury Road, New Minas (PID 55203228)

ORIGIN

- April 4, 2024 – Development Officer refuses a variance to reduce the required parking by 16 spaces
- April 8, 2024 – Applicant appealed the decision to refuse per the rights of appeal established in the *Municipal Government Act* (MGA)

RECOMMENDATION

Council may uphold the decision of the Development Officer to refuse the variance with the following proposed motion:

That Municipal Council move that the appeal is unsuccessful and uphold the decision of the Development Officer to refuse the variance for the reduction in the required number of automobile parking spaces for a development on PID 55203228, Highbury Road, New Minas.

INTENT

Municipal Council is to hear the appeal concerning the variance refusal and may make any decision that the Development Officer could have made (MGA s. 237(1)).

This report outlines the process to determine whether the variance application conflicts with the requirements of the Land Use By-law and the *Municipal Government Act* and can be refused.

DISCUSSION

An application for a variance to the required number of automobile parking spaces for a multi-unit residential development was received by John Apfeld of Valley Roots Housing Cooperative on March 26, 2024. The applicant had discussions with Municipal staff regarding the development and parking on this property in the months leading up to the application. The proposed development is comprised of 4 multi-unit dwellings, each containing 6 or more units, for a total of 32 residential units on the property.

The requested and refused variance was to reduce the minimum required automobile parking spaces from 48, a ratio of 1.5 spaces per residential unit, to 32 spaces, a ratio of 1 space per residential unit.

The MGA sets out guidelines under which the Development Officer may consider a variance to the Land Use By-law requirements regarding parking spaces. Those guidelines are as follows:

- 235(3) A variance may not be granted where the
- (a) variance violates the intent of the development agreement or land-use by-law
 - (b) difficulty experienced is general to properties in the area; or
 - (c) difficulty experienced results from an intentional disregard for the requirements of the development agreement or land-use by-law.

As part of the evaluation process, the Development Officer reviews the application based on the above criteria.

(a) Variance violates the intent of the land-use by-law

Municipal Council has established minimum parking space ratios and standards within the Land Use By-law to ensure that sufficient, non-congestive, safe parking is provided for all residents of a development. These parking ratios and standards aim to balance the on-site parking demand with safe access for service providers, while preventing spillover of parking onto roads and neighbouring properties. The Nova Scotia Department of Public Works has advised that should parking on Highbury Road occur, the applicant would be responsible to rectify the issue.

With the adoption of the current Land Use By-law in November 2019, a change to the residential parking ratios was made, whereby the new By-law only requires 1.5 spaces per residential unit for dwellings containing 6 or more units. Dwellings with fewer than 6 residential units require parking at a ratio of 1 space per unit. The requirement had previously been to provide 1.5 spaces per residential unit for any dwelling of more than 2 units.

The 2019 Land Use By-law adoption also brought in significantly reduced front and rear yard setbacks for multi-unit residential developments. These reductions provide for greater flexibility in site design and building placements to ensure that the requirements of the zone and general provisions, including minimum amenity areas, parking, traffic aisles and pedestrian pathways, can be incorporated as required on the property.

The Municipality completed a Secondary Planning Strategy for the Growth Centre of New Minas on May 2, 2023, where changes were brought forward specific to this Growth Centre to encourage more active transportation. However, this holistic review did not propose any alterations to any of the automobile parking space ratios established by Council in the 2019 Land Use By-law. Except for changes to the wellfield provisions to permit multi-unit residential development as-of-right, the lone other amendment for residential resulting from this review was to incorporate a minimum requirement for on-site bicycle parking.

The Land Use By-law has enabled the Development Officer to contemplate a variance request to the minimum required parking spaces, if the required number of spaces cannot be provided on site. In addition to the requirements of section 235 of the *Municipal Government Act*, a variance shall not be granted if there is adequate space on the lot to provide the required number of spaces. Through previous and ongoing correspondence on the matter it was demonstrated by the submission of a site plan that the required 48 automobile parking spaces can be provided on the subject property.

In the opinion of the Development Officer the Land Use By-law does not provide the authority to grant the variance as requested as the decision would be in contravention of the By-law.

(b) difficulty experienced is general to properties in the area

The difficulty experienced is considered general to the properties in the area. Although much of the lands along Highbury Road fall within the Residential Mixed Density (R3) or Residential Multi-Unit (R4) zones, the historic development pattern is mostly lower density housing. However, a recent (2021) development

Request for Decision

just northeast of the subject site, replacing a one-unit dwelling with two multi-unit dwellings, had to be creative in their parking and access design to accommodate all the requirements of the Land Use By-law, while maximizing the number of residential units. While the subject property is burdened by a watercourse and ravine at the rear of the property, the developable area in the front of the property is not unique from any other property in a similar zone.

The application describes the project as an affordable housing development with the intention of targeting tenants who will not require an on-site parking spot. Proximity to main services and easy access to public and active transportation routes, reduce the need for automobiles. Further indicating that lowering the capital costs and the ongoing maintenance costs, smaller parking areas, will enable the development to stay more affordable.

The Land Use By-law does not regulate for a specific demographic, there isn't an ability to account for the potential tenants as part of the consideration for number of parking spaces or any other by-law regulation. Further, this measure isn't supported as the Development Officer ultimately has no control over the tenants in the building. Until proximity to public transportation and active transportation routes are incorporated into the Land Use By-law, these cannot be considerations as to why a parking reduction should be considered. Capital and maintenance costs are not unique to this development. Every developer/landlord must budget and account for initial costs and ongoing upkeep, with most trying to save wherever possible.

(c) difficulty experienced results form an intentional disregard for the requirements of the development agreement or land-use by-law

Permit applications have not been submitted and construction has not started on the lot. Discussion and review of different site plans have occurred before the variance application was submitted.

FINANCIAL IMPLICATIONS

- There are no financial implications for the Municipality.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Requirement of the <i>Municipal Government Act</i>

ALTERNATIVES

- Council may overturn the decision of the Development Officer and approve the requested variance.

IMPLEMENTATION

Request for Decision

- Upon decision of Municipal Council, the Development Officer proceeds with the steps outlined in the *Municipal Government Act*. A notification of the decision of Council will be circulated to the applicant and all assessed owners whose property is within 30 metres of the subject property. Upon permit application, issue a development permit for the development provided the proposal is consistent with the remaining terms of the Land Use By-law if a variance has been granted, or is consistent with all terms of the Land Use By-law where a variance has been refused.

ENGAGEMENT

- Following the applicable sections of the *Municipal Government Act*, the Development Officer provided written notice of the variance refusal hearing to every assessed owner whose property is within 30 metres of the subject property. The notice provides recipients an opportunity to attend the hearing and provide comment on the application to Council.

APPENDICES

- Appendix A: Application, Supporting Letters, and Site Plans of 32 and 48 Parking Spaces
- Appendix B: Development Officer's Refusal Letter
- Appendix C: Appellants Email/Letter
- Appendix D: Notice of Council Hearing

APPROVALS

Laura Mosher, Manager, Planning and Development	April 24, 2024
Trish Javorek, Director, Planning and Inspections	April 26, 2024
Scott Conrod, Chief Administrative Officer	April 30, 2024



Municipality of the County of Kings

181 Coldbrook Village Park Drive
Coldbrook, NS B4R 1B9
www.countyofkings.ca

Tel: (902) 690-6152
Fax: (902) 679-0911
Tel: 1-888-337-2999

Land of Orchards, Vineyards and Tides

VARIANCE APPLICATION FORM

A variance is a relaxation of a Municipal Land Use By-law requirement provided for through Sections 235, 236, and 237 of the *Municipal Government Act*. However, Section 235.3 prevents the Development Officer from granting a variance where the variance requested violates the intent of the land use by-law, where the difficulty experienced is general to properties in the area, or where the difficulty experienced results from an intentional disregard for the requirements of the land use by-law.

Should your variance application be approved, the Development Officer has seven days to give written notice to all property owners within thirty metres of the subject property. These property owners then have fourteen days to file an appeal. A Development Permit cannot be issued until the appeal period expires or any appeals made are disposed of. If the Development Permit is issued, a location certificate prepared by a Nova Scotia Land Surveyor will be required to confirm the varied setbacks.

This application must be accompanied by a copy of a plot plan showing:

- the property and dimensions
- the location, dimensions, distances from lot lines, and type/use of existing buildings on the property, any proposed additions, and the location of any proposed buildings
- any easements, right-of-ways, or other restrictions on the property
- the location of the driveway and on-site septic system or sewer lateral
- any other features deemed necessary by the Development Officer to properly evaluate the variance application

Name of Applicant: John Apfeld

Name of Owner: Valley Roots Housing Cooperative

Mailing Address: 440 Main Street, Kentville

Telephone: 902 300 5410

PID: 55203228 AAN: _____ Lot No: _____

Civic Address: _____

Existing Use: Vacant Zone: R4

What is the nature of the variance requested? Indicate desired distances.

Reduced front/flankage yard _____

Reduced rear yard _____

Reduced side yard _____

Percentage of land built on _____

Reduced parking spaces 48 to 32

Explain the proposal and why it is not possible for you to comply with the provisions of the Municipality's Land Use By-law. Include proposed measurements/numbers.

As the Project Manager for the Valley Roots Housing Cooperative I am working with the Cooperative to apply to Kings County planning and development to reduce the number of parking stalls from the current requirement of 1.5 cars per unit to a 1 to 1 ratio. We have discussed this with the four non-profits groups that make up the Valley Roots Housing Cooperative and they feel strongly that most of the clientele this affordable housing project hopes to attract will not require a parking spot.

The main points supporting this application are as follows;

- The non-profits who will be managing this project agree that a substantial number of the target residents for this project will not require a parking spot.
- The capital cost savings including the ongoing maintenance and eventually replacement would go towards lowering the costs of the project allowing lower rents.
- The project is in the downtown area close to bus transportation and is zoned R4 multi Family.
- The main services such as groceries, pharmacies, shopping centres, are all within walking distance.
- Most municipalities are lowering the ratios for parking requirements in urban locations to reduce the local traffic which currently in New Minas is congested on Commercial Street, the main street.
- With the current climate crisis we are seeing first hand now any opportunity to reduce the number of car emissions and increase the use of public transportation should be thoroughly endorsed and implemented.

Municipal planners across Nova Scotia are advocating for reduced parking

requirements in Urban areas serviced with public transportation. Affordable Housing is at a crisis stage in every province across Canada and as the cost of living continues to rise, we must take every opportunity to endorse measures that can reduce the costs of affordable housing projects.

I understand that I will need to hire a surveyor to prepare a location certificate to confirm the varied setbacks have been met after the footings have been placed.

Signature: _____ *JMM* _____ Date: March 20 2024

OFFICE USE:

Date received:	_____
Date of site visit:	_____
Approved/Refused:	_____
Date notice sent:	_____
Date appeal period ends:	_____
Appeals? Yes/No	_____
Date permit issued:	_____



VALLEY ROOTS HOUSING ASSOCIATION

Establishing homes that are attainable, dignified, and supported.

Mandy Burgess

Development Officer

t: (902) 690-2448

www.countyofkings.ca

Mandy,

As the Project Manager for the Valley Roots Housing Cooperative I am working with the Valley Roots Housing Cooperative to apply to Kings County planning and development to reduce the number of parking stalls from the current requirement of 1.5 cars per unit to a 1 to 1 ratio. We have discussed this with the four non-profits groups that make up the Valley Roots Housing Cooperative and they feel strongly that most of the clientele this affordable housing project hopes to attract will not require a parking spot. The main points supporting this application are as follows;

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- With the current climate crisis we are seeing first hand now any opportunity to reduce the number of car emissions and increase the use of public transportation should be thoroughly endorsed and implemented.

Municipal planners across Nova Scotia are advocating for reduced parking requirements in Urban areas serviced with public transportation. Affordable Housing is at a crisis stage in every province across Canada and as the cost of living continues to rise, we must take every opportunity to endorse measures that can reduce the costs of affordable housing projects.

I have contacted the following departments you recommended except the Valley Waste contact as the garbage building has been approved already and will not be moving.



VALLEY ROOTS HOUSING ASSOCIATION

Establishing homes that are attainable, dignified, and supported.

Nova Scotia Public Works – Logan Webb (902-679-4308)
Kings County Building Team – Terry Brown (cc'd above)
Emergency Services – New Minas Fire - Chief, James Redmond
(nmvfd@ns.aliantzinc.ca)
Valley Waste – Andrew Garrett – (902-679-1325)

I have attached the original 48 stall parking plan and the proposed 32 stall parking plan. The reduced pavement area will allow for a larger communal space in this purposely designed pocket community.

I look forward to your approval of this reduction but should you require additional information please feel free to contact me at your convenience.

Kind regards,

John Apfeld
Summa Holdings Inc.
johnapfeld@gmail.com
902 300 5410
Project Manager for
Valley Roots Housing Cooperative
440 Main Street, Kentville NS
B4N 1K8



VALLEY ROOTS HOUSING ASSOCIATION

Establishing homes that are attainable, dignified, and supported.



John Apfeld <johnapfeld@gmail.com>

RE:

1 message

Tim Bouter

Tue, Feb 20,
9:52 AM (9 days
ago)

to me

Hi John,

Thanks for your email. The County of Kings is responsible for zoning and development rules in New Minas. I have attached Laura Mosher's contact card, so you can get in touch with her on this issue.

Regards,

Tim Bouter, P. Eng.

Clerk Treasurer/Chief Administrative Officer

t 902-681-0430 | e timb@newminas.com



VALLEY ROOTS HOUSING ASSOCIATION

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nmvfd@ns.aliantzinc.ca nmvfd@ns.aliantzinc.ca

To: John Apfeld <johnapfeld@gmail.com>

Unfortunately, specific data on the percentage of low-income tenants who own transportation (such as cars) is not readily available in sources I have accessed, actually not up to date statistics and low-income demographics.

I did find one article suggesting that 24% of low-income families do not have their own vehicle. In what I have read and seen I believe this to be true and perhaps this number today should be even higher.

In trying to find an example of similar building to those you propose, I use the 66 unit apartment building at [116 Highland Avenue](#) in New Minas owned by Nova Scotia Housing Development Corporation. This 66 unit apartment has 36 parking spaces. It is my understanding that the requirements for being a tenant in this building you must be 58 years old or older, and low income with rental costs based on income. Not sure of the suitability of comparison.

I personally take your group as the experts in required parking spaces for this target group.

As far as fire protection the plan with vehicle parking across the drive way from buildings A and B is preferred, although I am not opposed to the other plan with parking within 6 ft. of the building.

Low income housing is a requirement in our society to-day and badly needed.

Wishing you speedy progress and construction of these buildings.

Regards,

James Redmond

New Minas Fire Chief



VALLEY ROOTS HOUSING ASSOCIATION

Establishing homes that are attainable, dignified, and supported.



John Apfeld <johnapfeld@gmail.com>

Re:

1 message

Webb, Logan <Logan.Webb@novascotia.ca>

Tue, Feb 27, 2024 at 8:19 AM

To: John Apfeld <johnapfeld@gmail.com>

Good morning John,

The reduction of parking stalls have negligible impact to the road network for this development, therefore you have my support on the reduction.

Thanks
Logan

Mandy Burgess
Development Officer
www.countyofkings.ca

March 4, 2024

To the attention of Mandy Burgess,

I would like to support the proposal by Valley Roots Housing Cooperative in reducing the number of parking spaces for the planned cooperative housing site at the Highbury Street location in New Minas.

Community Inclusion Society offers a variety of employability programming in the counties of Kings and West Hants. Many of our job seekers are struggling to maintain housing or to find affordable housing. Due to low incomes, many of our job seekers who are experiencing housing insecurity do not have their driver's licenses, or if they do, they cannot afford to own a car due to costs to maintain vehicles and have car insurance. As a result, one of the reasons the Highbury location was attractive was due to the walkability to many services in New Minas and access to bus routes.

For those who will need lower rental costs, the percentage of those tenants having a vehicle will be low.

If you have any further questions, please contact me.

Respectfully,



Mary Fox
Executive Director
Community Inclusion Society

March 4, 2024

To Whom It May Concern,

My name is Peter Gillis and I am the executive director of the Valley Community Learning Association (VCLA). Please accept this letter as acknowledgement of our support for the parking variance application related to the Valley Roots affordable housing project being proposed for the Highbury Road in New Minas (PID# 55203228).



**Valley Community
Learning
Association**

Suite 106, 49 Cornwallis Street
Kentville, Nova Scotia B4N 2E3
(902) 679-5252
vcla@eastlink.ca
www.vcla.ca

Although our work is not *directly* related to housing, we are certainly very aware of the increasing need for affordable housing for our learners; our instructors work with people in shelter crisis every day. For this reason we accepted the invitation to become a founding member of the Valley Roots team and are committed to work with other like-minded community members to attempt to address the housing crisis in our community. We feel that the parking variance being requested makes sense given that relatively few of those who are in need of shelter have cars; hence the reason for this letter.

VCLA is a not-for-profit charitable group that works to raise the literacy levels of adults in Kings and Annapolis Counties, in Nova Scotia. VCLA does this by offering a range of free classes and 1-1 tutoring in such areas as the GED, basic literacy, English as an additional language, numeracy, health literacy, family literacy, computer literacy, trades-related upgrading and youth programming.

If you have any questions or require any more information, please feel to contact me directly.

Thank you,

Peter Gillis
Secretary, Valley Roots
VCLA Executive Director



#6 440 Main Street, Kentville, Nova Scotia B4N 1K8
Tel: 902-365-3773

Mandy Burgess

Development Officer

t: (902) 690-2448

www.countyofkings.ca

Dear Mandy

I would like to support the proposal by Valley Roots Housing Cooperative in reducing the amount of parking stalls for the Highbury apartments in New Minas. I can support this due to current reflections on the need for parking, with the targeted social economic individuals who will be living there.

The Portal is a nonprofit located in Kentville. We support young people in a variety of settings, including Supported Living Programs, Outreach and Supported Apartment Living.

We currently support 15 clients, living in 10 apartments. Only 7 of these have a drivers license, and only 2 have a car.

The new development is on a well serviced bus route and is close to all shops and services. Valley Roots is committed to developing housing with reduced environmental impacts within our community.

If you have any further questions, please do not hesitate to contact me.

Kind regards

Debra Large (she/her)

Housing Locator

debra@portalyouth.ca | Office - 902 679 8789

www.portalyouth.ca

GENERAL NOTES

1. All work is, at a minimum, to be completed in accordance with the National Building Code of Canada, latest edition, and in accordance with all other applicable codes, bylaws, and other legal requirements.
 2. All Federal, Provincial, and local ordinances, etc., shall be considered as part of the specifications for this building and shall take precedence over anything shown, described, or implied, if and when variances occur.
 3. The Builder is to check and verify all drawings for compliance with local building and zoning requirements and report any discrepancies prior to commencing construction.
 4. Structural lumber is to be No. 2 SPF or better, or the equivalent manufactured lumber product.
 5. Design and engineering of manufactured wood structural members, including floor joists, roof trusses, beams, columns, and lintels, to be by supplier.
 6. This drawing does not take into account unknown site conditions such as soil bearing capacity, water tables, depth of bedrock, buried structures, etc.
 7. Remove all demolition debris and construction waste from the site except material and items specifically noted by the Owner to be left on site. Job site is to be left broom clean when the contract is complete.
 8. Structural engineering, if required, by others.
- © Passive Design Solutions

Designs and drawings are the exclusive copyright of PDS. The drawings cannot be reproduced, modified, reused, published, presented or shared in any part or whole without written consent from PDS. Purchase of a plan set from PDS, provides a non-exclusive right to build a single home. Building more than one home is an infringement of the Copyright Act.

Valley Roots Housing Association New Minas Pocket Neighbourhood

Highbury Rd, New Minas NS
PID #55203228

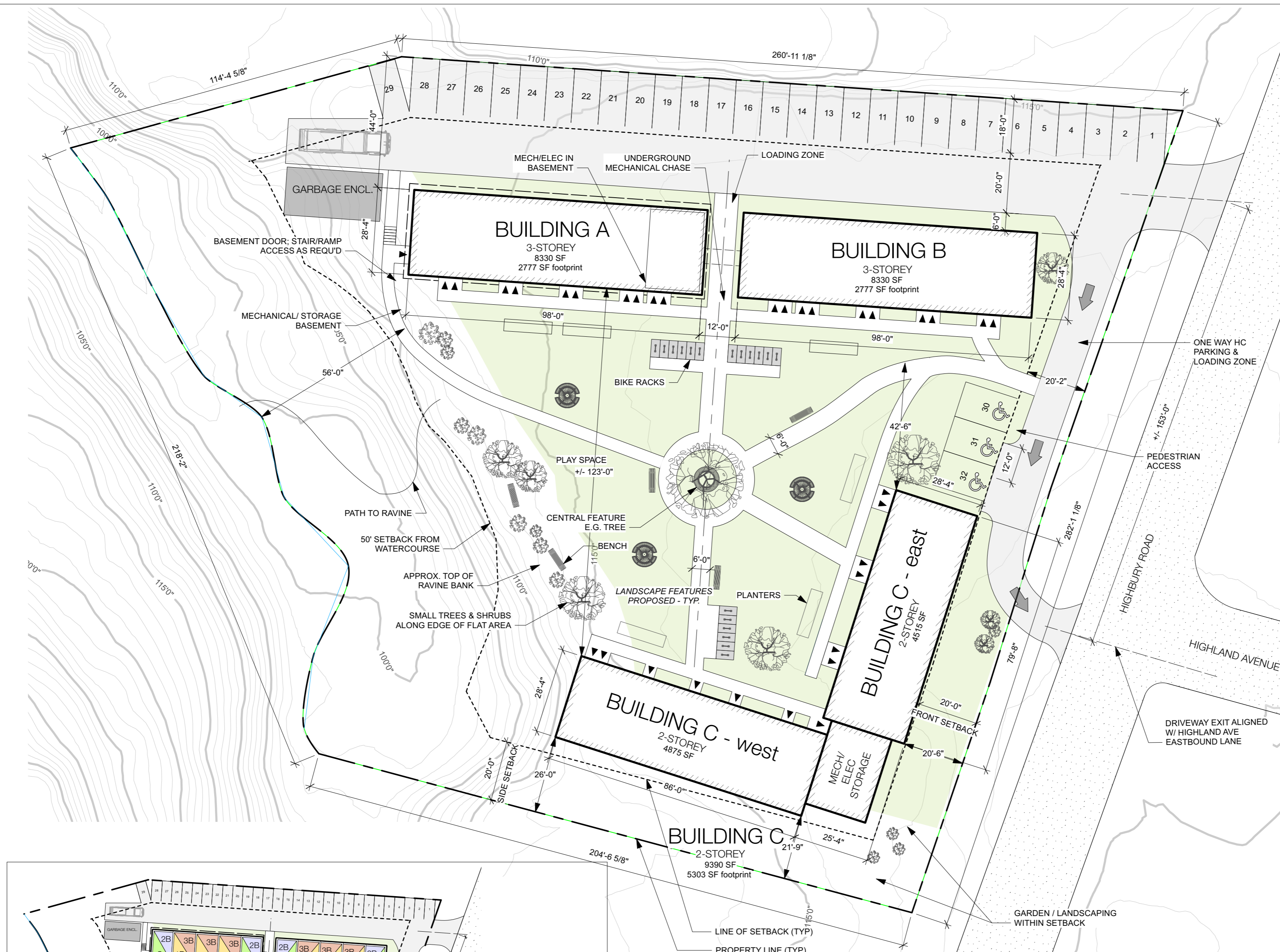
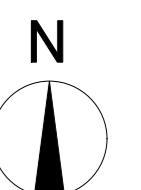
DRAFT DESIGN DOCUMENTS
ISSUED FOR REVIEW

Monday, January 15, 2024

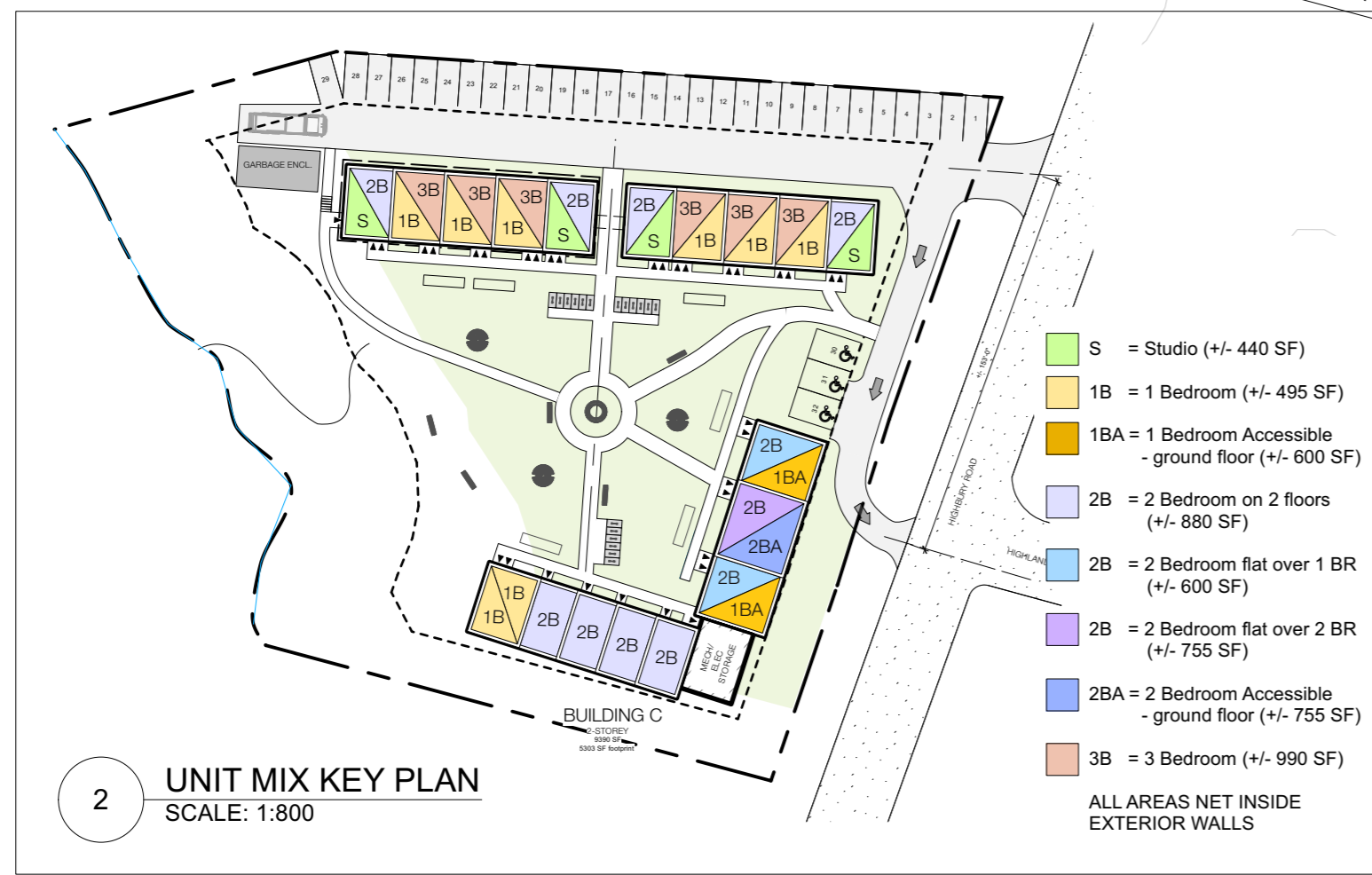
Site Plan

Drawn By: XX Checked By: XX

A101



1 SITE PLAN
SCALE: 1:300



2 UNIT MIX KEY PLAN
SCALE: 1:800

32 units
 4 Studio
 10 1 Bedroom
 12 2 Bedroom
 6 3 Bedroom
32 parking stalls
 +/- 26,050 sf total gross living area
 +/- 11,145 sf total building footprint

GENERAL NOTES

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 2. All Federal, Provincial, and local ordinances, etc., shall be considered as part of the specifications for this building and shall take precedence over anything shown, described, or implied, if and when variances occur.
 3. The Builder is to check and verify all drawings for compliance with local building and zoning requirements and report any discrepancies prior to commencing construction.
 4. Structural lumber is to be No. 2 SPF or better, or the equivalent manufactured lumber product.
 5. Design and engineering of manufactured wood structural members, including floor joists, roof trusses, beams, columns, and lintels, to be by supplier.
 6. This drawing does not take into account unknown site conditions such as soil bearing capacity, water tables, depth of bedrock, buried structures, etc.
 7. Remove all demolition debris and construction waste from the site except material and items specifically noted by the Owner to be left on site. Job site is to be left broom clean when the contract is complete.
 8. Structural engineering, if required, by others.
- © Passive Design Solutions

Designs and drawings are the exclusive copyright of PDS. The drawings cannot be reproduced, modified, reused, published, presented or shared in any part or whole without written consent from PDS. Purchase of a plan set from PDS, provides a non-exclusive right to build a single home. Building more than one home is an infringement of the Copyright Act.

**Valley Roots Housing Association
New Minas Pocket
Neighbourhood**

Highbury Rd, New Minas NS
PID #55203228

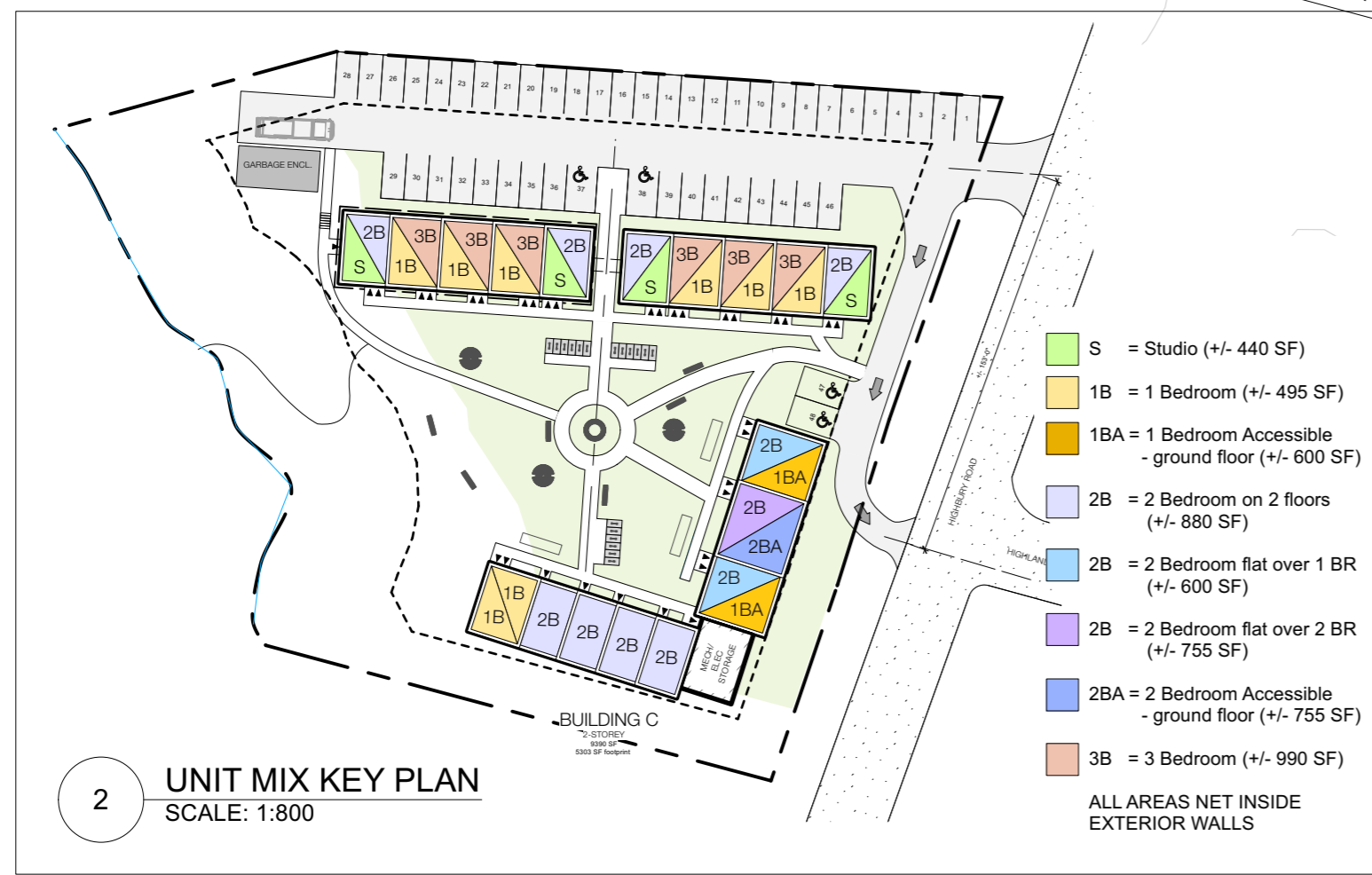
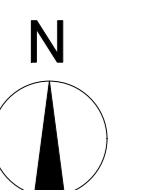
DRAFT DESIGN DOCUMENTS
ISSUED FOR REVIEW

Monday, January 15, 2024

Site Plan

Drawn By: XX Checked By: XX

A101



32 units
 4 Studio
 10 1 Bedroom
 12 2 Bedroom
 6 3 Bedroom
 48 parking stalls
 +/- 26,050 sf total gross living area
 +/- 11,145 sf total building footprint

1 SITE PLAN
SCALE: 1:300

2 UNIT MIX KEY PLAN
SCALE: 1:800

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

April 4, 2024

John Apfeld
Valley Roots Housing Cooperative
440 Main Street, Unit 6
Kentville, NS B2N 1K8

Dear Property Owner:

Re: Variance to Required Number of Automobile Parking Spaces
Location: Highbury Road, New Minas (PID 55203228)
Owner: His Majesty the King/Municipal Affairs and Housing

This is to notify you of the refusal to grant the requested variance from the automobile parking requirements of the Land Use By-law of this Municipality, under the provisions of Section 235 of the Municipal Government Act of Nova Scotia.

You are proposing to develop a multi-unit residential development consisting of four dwellings containing a total of 32 residential units on PID 55203228, Highbury Road, New Minas. The subject property is within the Residential Multi-unit (R4) Zone of the Land Use By-law. The minimum required parking space ratio for the development is 1.5 automobile spaces per residential unit, as each dwelling will contain 6 or more residential units.

Your variance application is looking to reduce the number of required automobile parking spaces from 48 spaces (1.5 spaces/unit) to 32 spaces (1 space/unit).

Section 235 (3) of the Municipal Government Act states:

A variance may not be granted where the

- (a) variance violates the intent of the development agreement or land-use by-law;
- (b) difficulty experienced is general to properties in the area; or
- (c) difficulty experienced results from an intentional disregard for the requirements of the development agreement or land-use by-law.

It is the opinion of the Development Officer that this variance application is unable to be approved as it does not meet the criteria outlined in the Land Use By-law and Municipal Government Act.

Phone: 902-690-2448 or 1-888-337-2999
Email: mburgess@countyofkings.ca
181 Coldbrook Village Park Drive,
Coldbrook, N.S. B4R 1B9

Under Section 236 (4) of the Municipal Government Act, where a variance is refused, the applicant may appeal the refusal to council within seven days after receiving notice of the refusal, by giving written notice to the Municipal Clerk. The appeal may be forwarded to the Municipal Clerk at the below noted mailing address or email at municipalclerk@countyofkings.ca and should state the grounds of the appeal. The appeal period for this variance will expire at midnight on April 14, 2024.

Please do not hesitate to contact our department if you have questions or require additional information.

Respectfully,



Mandy Burgess
Development Officer
Municipality of the County of Kings

Phone: 902-690-2448 or 1-888-337-2999
Email: mburgess@countyofkings.ca
181 Coldbrook Village Park Drive,
Coldbrook, N.S. B4R 1B9

From: [John Apfeld](#)
To: [Kings Municipal Clerk](#); [Mandy Burgess](#)
Cc: [Russ Sanche](#); [Mary Fox](#); [Natalie Leonard](#); [Earl Mielke](#)
Subject: Valley Roots Variance to Required Number of Automobile Parking Spaces.
Date: April 8, 2024 8:07:12 PM
Attachments: [Refusal Letter Valley Roots \(1\).pdf](#)

Municipal Clerk,

This email is to confirm that Valley Roots would like to appeal the refusal for a parking reduction on the lot mentioned below. We would like to have this scheduled at council as soon as possible.
If there is anything we need to submit or present please let us know at your earliest convenience.

Variance to Required Number of Automobile Parking Spaces.
Highbury Road, New Minas (PID 55203228}
His Majesty the King/Municipal Affairs and Housing

Kind regards,

John Apfeld
Summa Holdings Inc.
johnapfeld@gmail.com
902 300 5410
Project Manager for
Valley Roots Housing Cooperative
440 Main Street, Kentville NS
B4N 1K8

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

April 17, 2024

Dear Property Owner:

Re: Hearing of Appeal on the Variance Application to Reduce the Required Number of Automobile Parking Spaces

Location: Highbury Road, New Minas (PID 55203228)

Owner: His Majesty the King/Municipal Affairs and Housing

You are welcome to attend the Municipality of the County of Kings Council Meeting scheduled on Tuesday, May 7, 2024 at 6:00pm in the Council Chambers of the Municipal Complex located at 181 Coldbrook Village Park Drive, Coldbrook, Nova Scotia. Council will hear the appeal of a refused variance application for the lands of His Majesty the King/Municipal Affairs and Housing, Highbury Road, New Minas (PID 55203228). The variance refused by the Development Officer is a reduction of 16 automobile parking spaces from the required 48 spaces for the proposed development. It is the opinion of the Development Officer that this variance application was unable to be approved as it violates the intent of the Land Use By-law.

As you are a property owner within 30 metres of the subject property, you have been specifically notified of this hearing under the provisions of Section 236 of the Municipal Government Act. As part of this hearing, you will have the opportunity to comment on this application. Please note that the Agenda for the Council meeting will be posted on the website (www.countyofkings.ca) a few days prior to the meeting.

Should you have any questions regarding this process, please contact the Municipal Clerk at 690-6131.

Respectfully,



Mandy Burgess

Development Officer

Municipality of the County of Kings

Phone: 902-690-2448 or 1-888-337-2999

Email: mburgess@countyofkings.ca

181 Coldbrook Village Park Drive,
Coldbrook, N.S. B4R 1B9

COMMITTEE	Planning Advisory Committee
COMMITTEE MEETING DATES	March 12, 2024 & April 9, 2024
COUNCIL MEETING DATE	May 7, 2024

RECOMMENDATIONS

a.	Application for rezoning in North Kentville (File #24-01)	That Municipal Council give First Reading to and hold a Public Hearing regarding the application to rezone 1.1 acres of the vacant parcel fronting on Middle Dyke Road (PID 55496038), North Kentville, from the Residential One Unit (R1) Zone to the Residential One and Two Unit (R2) Zone as described in Appendix C of the report dated April 9, 2024.
b.	Options Report Greenwich (File #P23-01)	That Municipal Council authorize the Chief Administrative Officer to proceed with amendments to the Municipal Planning Documents to redesignate a portion of the community of Greenwich as a Growth Centre as described in Option 3 of the report dated April 9, 2024.
c.	Application to enter into a Development Agreement in East Dalhousie (File #23-07)	That Municipal Council give Final Consideration to entering into a Development Agreement to permit Tourist Commercial Uses at 100 Alton Road (PID 55480966), East Dalhousie as described in Appendix C of the report dated March 12, 2024.
d.	Application to enter into a Development Agreement in Forest Hill (File #22-08)	That Municipal Council give Final Consideration to entering into a Development Agreement to permit 12 tourist cabins at 1459 Forest Hill Road (PID 55217939), Forest Hill, which is substantively the same (save for minor differences in form) as the draft set out in Appendix C of the report dated March 12, 2024.
e.	Application to enter into a Development Agreement in North Kentville (File #23-09)	That Municipal Council give Final Consideration to entering into a Development Agreement to permit 16 additional residential units within 4 approved multi-unit dwellings on the property located at Aldershot Road (PID 55046056), North Kentville, which is substantively the same (save for minor differences in form) as the draft set out in Appendix F of the report dated March 12, 2024.
f.	Next Public Hearing Date	Tuesday, June 4, 2024 at 6:00 p.m.

FROM Janny Postema, Municipal Clerk
COUNCIL MEETING DATE May 7, 2024

RECOMMENDATIONS

a.	Proclamation Request: Access Awareness Week	<p>That Municipal Council proclaim May 26 - June 1, 2024 as “Access Awareness Week” in the Municipality of the County of Kings.</p> <p><u>Proclamation attached</u></p>
b.	Proclamation Request: Cole Wittenberg Day	<p>That Municipal Council proclaim June 8, 2024 as “Cole Wittenberg Day” in the Municipality of the County of Kings.</p> <p><u>Proclamation attached</u></p>
c.	Proclamation Request: VON Week	<p>That Municipal Council proclaim May 19 - 25, 2024 as “Von Week” in the Municipality of the County of Kings.</p> <p><u>Proclamation attached</u></p>



MUNICIPALITY *of the*
COUNTY *of* KINGS

PROCLAMATION

Access Awareness Week

May 26 - June 1, 2024

WHEREAS, the week of May 26 - June 1, 2024 is recognized as Access Awareness Week; and

WHEREAS, Access Awareness Week aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education, and communication; and

WHEREAS, This is the 38th year that this public awareness initiative has taken place in Nova Scotia; and

WHEREAS, The theme for 2024 Access Awareness Week is Communities for All: Taking Action on Access Awareness; and

WHEREAS, Accessibility barriers are many and interconnected, removing and preventing them is challenging and complex; and

WHEREAS, The foundation of Nova Scotia's *Accessibility Act* is to provide, support, and protect the rights of persons with disabilities to full inclusion and accessibility by the identification, prevention and removal of accessibility barriers; and

WHEREAS, Access Awareness Week promotes the inclusion of all Nova Scotians with disabilities as full citizens within our communities; and

WHEREAS, Through public awareness, community partnerships and education, this campaign aims to foster an environment of equal participation for persons with disabilities within Kings County;

THEREFORE, BE IT RESOLVED, that I, Mayor Muttart, on behalf of Municipal Council, proclaim May 26 - June 1, 2024 to be "**Access Awareness Week**" in the Municipality of the County of Kings.

Signed this 7th day of May 2024,

Mayor Peter Muttart



MUNICIPALITY *of the*
COUNTY *of* KINGS

PROCLAMATION
Cole Wittenberg Day
June 8, 2024

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 honorary host of Rewind 89.3'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 \$60,000 for children like Cole, 'Wish Kids'; and

WHEREAS, Rewind 89.3 will host its eighth Radiothon on June 8, 2024 and Cole will be in everyone's thoughts and actions; and

WHEREAS, The Radiothon and broadcast on June 8, 2024 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, Rewind 89.3 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 I, Mayor Muttart, on behalf of Municipal Council, proclaim June 8, 2024 to be "**Cole Wittenberg Day**" in the Municipality of the County of Kings.

Signed this 7th day of May 2024,

Mayor Peter Muttart



MUNICIPALITY *of the*
COUNTY *of* KINGS

PROCLAMATION

VON Week

May 19 - 25, 2024

WHEREAS, The Victorian Order of Nurses for Canada is a charitable community-based health care organization addressing community health and social needs; and

WHEREAS, VON Annapolis Valley nurses, home support workers, community service coordinators and many other staff and volunteers are caring for the lives and well-being of residents of Kings and Annapolis Counties; and VON's nursing, health promotion and support services make a contribution to the health care system in Nova Scotia, particularly during the COVID-19 pandemic;

THEREFORE, BE IT RESOLVED, that I, Mayor Muttart, on behalf of Municipal Council, proclaim May 19 - 25, 2024 "VON Week" in the Municipality of the County of Kings and that the Council encourage all residents of the Annapolis Valley to support the VON and the community by sharing positive virtual messages and financially supporting VON Annapolis Valley's charitable programs.

Signed this 7th day of May 2024,

Mayor Peter Muttart

TO	Municipal Council
PREPARED BY	Laurie-Ann Clarke, Grants and Funding Administrator
MEETING DATE	May 7, 2024
SUBJECT	Kings Vision Grant: Halls Harbour Community Development Association

ORIGIN

- April 15, 2024 - Proposal Letter for Multi-Year Funding Agreement Change Request received from HHCA
- [June 20, 2023](#) - Council approval of 2023-2024 Kings Vision Grant program funding
- [FIN-05-018 Community Grants Policy](#) (Policy)

RECOMMENDATION

That Municipal Council accept the April 15, 2024 proposal from the Halls Harbour Community Development Association and award the organization \$13,821 for 2023-2024, and cancel the remaining Vision Grant approved at the June 20, 2023 Council meeting.

INTENT

For Municipal Council to consider the proposal received from the HHCA regarding the 2023-2024 Kings Vision Grant multi-year agreement on April 15, 2024.

DISCUSSION

On June 20, 2023, Municipal Council approved the 2023-2024 Kings Vision Grant program funding, which awarded the Halls Harbour Community Development Association funding to a maximum of \$609,000 or 3% of total project costs. The amount would be paid over seven years, averaged at up to \$87,000 per year. The award was approved with the following pre-funding conditions, which must be met prior to the execution of a Contribution Agreement between the HHCA and the Municipality:

1. Confirmation of annual project funding as detailed in the original application budget dated March 2023.
2. Confirmation of approved development agreement and approvals from authorities having jurisdiction prior to any construction commencing.

To date, the pre-funding conditions have not been met, a Contribution Agreement has not been executed, and no funding has been issued. Per the *Halls Harbour Waterfront Climate Change Adaptation Initiative 2023-2024 Summary & Forecast* (Appendix A) submitted to Municipal staff on March 1, 2024, costs incurred by the HHCA for the 2023-2024 year totalled \$27,640.85. Based on actual costs incurred, had the pre-funding conditions been met, the 2023-2024 award amount payable to HHCA would be \$829.23.

On April 15, 2024, the HHCA submitted a proposal letter (Appendix B) requesting the following changes to the multi-year agreement:

1. That the funding agreement approved by Municipal Council for year one be replaced with a funding agreement that covers 50% of \$27,642 spent for the project costs of engineering design, consultation, and funding assistance conducted in 2023.

Request for Decision

2. The remainder of the six-year funding award be cancelled to allow the HHCDa to submit a new Kings Vision Grant application for 2024-2025 with a modified project scope.

FINANCIAL IMPLICATIONS

- \$13,821 of \$87,000 from GL 01-2-271-240 payable to HHCDa for 2023/2024; remainder to surplus
- \$87,000 x 6 years (\$522,000) available to new Vision Grant applications for fiscal 2024/25 to 2029/30

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Policy

ALTERNATIVES

- Municipal Council may approve the proposal of the HHCDa as written.
- Municipal Council may refuse the proposal of the HHCDa as written.
- Municipal Council may provide alternative direction, such as requesting further information or recommending an alternative amount be awarded for the 2023-2024 year or additional conditions applied.

IMPLEMENTATION

- Once approved, staff will advise the HHCDa of the decision including any associated conditions.
- Funding will be distributed to the HHCDa as directed.
- The report of 2023-2024 grant recipients and funding amounts published on the Municipal website will be updated to reflect the decision.

APPENDICES

- Appendix A: Hall’s Harbour Waterfront Climate Change Adaptation Initiative 2023-2024 Summary & Forecast
- Appendix B: Proposal Letter for Multi Year Funding Agreement Change Request

APPROVALS

Rob Frost, Deputy Chief Administrative Officer	April 25, 2024
Scott Conrod, Chief Administrative Officer	April 30, 2024



Hall's Harbour Waterfront Climate Change Adaptation Initiative 2023-2024 Summary & Forecast



Prepared by:

Engineering By Houghton
1942 Manawagonish Road
Saint John, NB
(506) 777-3294
www.EbyH.ca

On behalf of:

Hall's Harbour Community Development Association
3586 Highway 359
Hall's Harbour, NS
(902) 670-1946
www.hallsharbour.org

Date: February 21, 2024

February 21, 2024

Re: Hall's Harbour Waterfront Climate Change Adaptation Initiative – 2023 Summary and 2024 Forecast.

Dear HHCCA,

2023 Summary:

The year 2023 has been pivotal for the Halls Harbour project, characterized by strategic advancements and critical milestones under Engineering by Houghton's leadership. Reflecting on these developments, here's an updated comprehensive overview:

Spring 2023: Strategic Grant Applications and Community Engagement The season started with submitting the Kings Vision Grant application in April, aiming to secure foundational funding. Daniel Houghton's presentation to the County of Kings Committee of the Whole in May effectively engaged stakeholders, showcasing the project's vision and progress.

Summer 2023: Significant Funding Achievements and DMAF Applications July was a landmark month, beginning with the successful award of the Kings Vision Grant, providing \$609,000 over seven years. This financial boost was complemented by the submission of two funding applications through the federal Disaster Mitigation and Adaptation Fund (DMAF), targeting \$2,250,000 for East Wharf and \$2,500,000 for West Wharf projects against the backdrop of their estimated construction costs.

Fall 2023: Focused Efforts on Sustainable Development Leveraging feedback from earlier SCCF application rejections, a revised second-round application was submitted in November for \$996,038, aiming to cover detailed engineering design work costs. This strategic move was designed to enhance readiness for construction, underscoring a commitment to meticulous planning and sustainable project execution.

Year-End Reflection: The year concluded without feedback on the DMAF and SCCF round two applications, leaving anticipation for 2024. Despite these pending outcomes, 2023 is a year of strategic funding pursuits, community engagement, and resilience in the face of challenges. Engineering by Houghton's proactive and determined efforts have set a solid foundation for the project's future phases, promising continued progress towards revitalizing Halls Harbour.

Costs Incurred in 2023: In 2023, Engineering by Houghton delivered outstanding value to the Halls Harbour Community Development Association (HHCA) through dedicated services totalling \$27,640.85. This investment encompassed a range of professional services crucial for advancing the Halls Harbour project, including detailed engineering design work, grant application support, and project management. The attached statement and related invoices detail these costs, underscoring the firm's commitment to providing exceptional expertise and support. Despite the comprehensive nature of services rendered, the focus has always been on ensuring that the HHCA receives exceptional value for money, reinforcing our pledge to contribute significantly to the project's success while maintaining fiscal responsibility.

2024 Forecast:

While awaiting responses from the DMAF and SCCF funding applications submitted in 2023, tangible work can continue on Hall's Harbour Waterfront Climate Change Adaptation Initiative in 2024. Drawing on the internationally recognized RIBA (Royal Institute of British Architects) Plan of Work for major projects (Infographic is attached), continued funding will enable Engineering by Houghton to move forward on several core project management tasks while we await on response from SCCF for detailed engineering costs and DMAF for construction costs. The recommended tasks and activities recommended for 2024 include:

- Create and Refine a Project Brief;
- Develop Project and Sustainability Outcomes;
- Develop Quality Aspirations and Confirm Spatial Requirements;
- Undertake Feasibility Studies;
- Continuously Monitor and Update Project Budget;
- Source Site Information, including Site Surveys;
- Prepare Project Program;
- Prepare Project Execution Plan;
- Align Cost Plan, Project Strategies and Outline Specification; and
- Ongoing client and Project Stakeholder Engagement and Project Management.

Engineering by Houghton's budget to complete or initiate these RIBA core tasks is approximately \$54,000.00 + HST.

In addition to the resources being applied to the advancement of the RIBA plan of work, the project team will continue to work off the foundation that was created in 2023. The team will spearhead fundraising efforts via communication with private landowners, local businesses, and business groups. The Engineering by Houghton project team will continue to act as the Owner's Representative and chair the Steering Committee. We anticipate conducting additional funding application submittals and research and applying for new funding opportunities as they become available. The total estimated cost to continue these services and advance funding procurement for the project is approximately \$26,000.00 + HST.



As we stand on the threshold of another promising year, it is with a sense of accomplishment and anticipation that we reflect on our journey through 2023 and look forward to the milestones we aim to achieve in 2024. The Halls Harbour Waterfront Climate Change Adaptation Initiative remains a beacon of innovation, community engagement, and resilience. With the continued support and collaboration from all stakeholders, including the HHCDA, local communities, and funding bodies, we are poised to navigate the challenges and opportunities that lie ahead.

Engineering by Houghton is committed to advancing the Halls Harbour project with integrity, excellence, and a focus on delivering lasting value to the community and the environment. Our plans for 2024, guided by the RIBA Plan of Work and underpinned by proactive management and strategic funding initiatives, are designed to ensure that we build on the solid foundation laid in the previous year. Together, we will continue to transform challenges into opportunities for growth, innovation, and community development.

Thank you for your trust, partnership, and commitment to this project. We are excited to embark on the next phase of this journey with you, fostering a legacy of sustainability, resilience, and community prosperity at Halls Harbour.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Houghton', is written over a light blue horizontal line.

Daniel Houghton, P.Eng
CEO & Founder
Engineering by Houghton Inc



Summary of Expenditures 2023





Engineering By Houghton
 1942 Manawagonish Road
 Saint John, NB E2M-5H5
 Tel: (506) 777-3294 Fax: (506) 777-3294
 info@ebyh.ca
 www.ebyh.ca

STATEMENT

As Of 2023-12-31

Bernard Miles
 Halls Harbour Community Development Association
 4089 Highway 359
 R.R. #3
 Centerville, NS B0P-1J0

Halls Harbour Community Development Association

INVOICE	INVOICE DATE	BILL AMOUNT	AMOUNT PAID	LAST PAY DATE	INVOICE BALANCE
1317	2023-03-16	\$2,458.13	\$0.00		\$2,458.13
1042	2023-04-30	\$7,006.38	\$0.00		\$7,006.38
1063	2023-05-31	\$2,590.38	\$0.00		\$2,590.38
1120	2023-07-31	\$11,313.13	\$0.00		\$11,313.13
1145	2023-08-31	\$319.13	\$0.00		\$319.13
1166	2023-10-31	\$552.00	\$0.00		\$552.00
1209	2023-11-30	\$3,401.70	\$0.00		\$3,401.70
Halls Harbour Community Development Association Balance:					\$27,640.85
Grand Total:					\$27,640.85

[Pay Now](#)



Engineering By Houghton

1942 Manawagonish Road
Saint John, NB E2M-5H5, Canada
Tel: (506) 777-3294 Fax: (506) 777-3294
info@ebyh.ca
www.ebyh.ca

Bernard Miles
Halls Harbour Community Development Association
4089 Highway 359
R.R. #3
Centerville, NS B0P-1J0

PAID INVOICE

TAX ID: 772254678
INVOICE DATE: 2023-03-16
INVOICE NO: 1317
BILLING THROUGH: 2023-02-28

Halls Harbour Funding Support - Vision Grant

Managed By: Daniel Houghton

PROFESSIONAL SERVICES

ACTIVITY	RATE	AMOUNT
Media and Public Communication:PR & Media		
Engineering and Project Management Support and Consulting Services - Halls Harbour Community Development Association - Halls Harbour Wharf Climate Adaptation Initiative. Vision Grant Application	\$2,137.50	\$2,137.50
TOTAL SERVICES		\$2,137.50
SUBTOTAL		\$2,137.50
HST		\$320.63
AMOUNT DUE THIS INVOICE		\$2,458.13

This invoice is due on 2023-04-15

ACCOUNT SUMMARY

SERVICES BTD	EXPENSES BTD	LAST INV NO	LAST INV DATE	LAST INV AMT	LAST PAY AMT	PREV UNPAID AMT
\$2,137.50	\$0.00	--	--	--	--	--

TOTAL AMOUNT DUE INCLUDING THIS INVOICE \$2,458.13



Engineering By Houghton

1942 Manawagonish Road
Saint John, NB E2M-5H5, Canada
Tel: (506) 777-3294 Fax: (506) 777-3294
info@ebyh.ca
www.ebyh.ca

PAID INVOICE

TAX ID: 772254678
INVOICE DATE: 2023-04-30
INVOICE NO: 1042
BILLING THROUGH: 2023-04-30

Bernard Miles
Halls Harbour Community Development Association
4089 Highway 359
R.R. #3
Centerville, NS B0P-1J0

223037 - Halls Harbour Funding Support

HALLS HARBOUR FUNDING SUPPORT - SCCF 2022 \$0.00

HALLS HARBOUR FUNDING SUPPORT - VISION GRANT

TITLE	HOURS	RATE	AMOUNT
Civil Engineering Team Lead	18.50	\$125.00	\$2,312.50
Senior Technician	42.00	\$90.00	\$3,780.00
TOTAL SERVICES		60.50	\$6,092.50
TOTAL (223037-1B)		60.50	\$6,092.50

HALLS HARBOUR FUNDING SUPPORT - DMAF AND OTHERS \$0.00

SUBTOTAL **\$6,092.50**

HST **\$913.88**

AMOUNT DUE THIS INVOICE **\$7,006.38**

This invoice is due on 2023-05-30

ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$23,447.08	\$13,982.57	\$9,464.51



Engineering By Houghton

1942 Manawagonish Road
Saint John, NB E2M-5H5, Canada
Tel: (506) 777-3294 Fax: (506) 777-3294
info@ebyh.ca
www.ebyh.ca

PAID INVOICE

TAX ID: 772254678
INVOICE DATE: 2023-05-31
INVOICE NO: 1063
BILLING THROUGH: 2023-05-31

Bernard Miles
Halls Harbour Community Development Association
4089 Highway 359
R.R. #3
Centerville, NS B0P-1J0

223037 - Halls Harbour Funding Support

HALLS HARBOUR FUNDING SUPPORT - VISION GRANT

TITLE	HOURS	RATE	AMOUNT
Civil Engineer	14.00	\$125.00	\$1,750.00
Senior Technician	3.50	\$90.00	\$315.00
TOTAL SERVICES	17.50		\$2,065.00
TOTAL (223037-1B)	17.50		\$2,065.00

HALLS HARBOUR FUNDING SUPPORT - DMAF AND OTHERS

TITLE	HOURS	RATE	AMOUNT
Civil Engineer	1.50	\$125.00	\$187.50
TOTAL SERVICES	1.50		\$187.50
TOTAL (223037-1C)	1.50		\$187.50

SUBTOTAL \$2,252.50

HST \$337.88

AMOUNT DUE THIS INVOICE \$2,590.38

This invoice is due on 2023-06-30

ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$26,037.46	\$13,982.57	\$12,054.89



Engineering By Houghton

1942 Manawagonish Road
Saint John, NB E2M-5H5, Canada
Tel: (506) 777-3294 Fax: (506) 777-3294
info@ebyh.ca
www.ebyh.ca

INVOICE

TAX ID: 772254678
INVOICE DATE: 2023-07-31
INVOICE NO: 1120
BILLING THROUGH: 2023-07-31

Bernard Miles
Halls Harbour Community Development Association
4089 Highway 359
R.R. #3
Centerville, NS B0P-1J0

223037 - Halls Harbour Funding Support

HALLS HARBOUR FUNDING SUPPORT - SCCF 2022			\$0.00
HALLS HARBOUR FUNDING SUPPORT - VISION GRANT			
TITLE	HOURS	RATE	AMOUNT
Senior Civil Engineer	1.50	\$125.00	\$187.50
TOTAL SERVICES		1.50	\$187.50
TOTAL (223037-1B)		1.50	\$187.50
HALLS HARBOUR FUNDING SUPPORT - DMAF AND OTHERS			
TITLE	HOURS	RATE	AMOUNT
Civil Engineering Team Lead	8.30	\$125.00	\$1,037.50
Engineer in Training	10.50	\$85.00	\$892.50
Senior Civil Engineer	29.00	\$125.00	\$3,625.00
Senior Technician	45.50	\$90.00	\$4,095.00
TOTAL SERVICES		93.30	\$9,650.00
TOTAL (223037-1C)		93.30	\$9,650.00
SUBTOTAL			\$9,837.50
HST			\$1,475.63
AMOUNT DUE THIS INVOICE			\$11,313.13

This invoice is due on 2023-08-30

[Pay Now](#)



ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$37,350.59	\$13,982.57	\$23,368.02



Engineering By Houghton

1942 Manawagonish Road
Saint John, NB E2M-5H5, Canada
Tel: (506) 777-3294 Fax: (506) 777-3294
info@ebyh.ca
www.ebyh.ca

INVOICE

TAX ID: 772254678
INVOICE DATE: 2023-08-31
INVOICE NO: 1145
BILLING THROUGH: 2023-08-31

Bernard Miles
Halls Harbour Community Development Association
4089 Highway 359
R.R. #3
Centerville, NS B0P-1J0

223037 - Halls Harbour Funding Support

HALLS HARBOUR FUNDING SUPPORT - VISION GRANT \$0.00

HALLS HARBOUR FUNDING SUPPORT - DMAF AND OTHERS

TITLE	HOURS	RATE	AMOUNT
President	1.50	\$125.00	\$187.50
Senior Technician	1.00	\$90.00	\$90.00
TOTAL SERVICES		2.50	\$277.50
TOTAL (223037-1C)		2.50	\$277.50
SUBTOTAL			\$277.50
HST			\$41.63
AMOUNT DUE THIS INVOICE			\$319.13

This invoice is due on 2023-09-30

[Pay Now](#)



ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$37,669.72	\$13,982.57	\$23,687.15



Engineering By Houghton

1942 Manawagonish Road
 Saint John, NB E2M-5H5, Canada
 Tel: (506) 777-3294 Fax: (506) 777-3294
 info@ebyh.ca
 www.ebyh.ca

INVOICE

TAX ID: 772254678
 INVOICE DATE: 2023-10-31
 INVOICE NO: 1166
 BILLING THROUGH: 2023-10-31

Bernard Miles
 Halls Harbour Community Development Association
 4089 Highway 359
 R.R. #3
 Centerville, NS B0P-1J0

223037 - Halls Harbour Funding Support

HALLS HARBOUR FUNDING SUPPORT - VISION GRANT

TITLE	HOURS	RATE	AMOUNT
Senior Technician	2.50	\$96.00	\$240.00
TOTAL SERVICES		2.50	\$240.00
TOTAL (223037-1B)		2.50	\$240.00

HALLS HARBOUR FUNDING SUPPORT - DMAF AND OTHERS

TITLE	HOURS	RATE	AMOUNT
Senior Technician	2.50	\$96.00	\$240.00
TOTAL SERVICES		2.50	\$240.00
TOTAL (223037-1C)		2.50	\$240.00

SUBTOTAL \$480.00

HST \$72.00

AMOUNT DUE THIS INVOICE \$552.00

This invoice is due on 2023-11-30

[Pay Now](#)



ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$38,221.72	\$13,982.57	\$24,239.15



Engineering By Houghton

1942 Manawagonish Road
Saint John, NB E2M-5H5, Canada
Tel: (506) 777-3294 Fax: (506) 777-3294
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INVOICE

Bernard Miles
Halls Harbour Community Development Association
4089 Highway 359
R.R. #3
Centerville, NS B0P-1J0

TAX ID: 772254678
INVOICE DATE: 2023-11-30
INVOICE NO: 1209
BILLING THROUGH: 2023-11-30

Halls Harbour Funding Support - DMAF and Others

Managed By: Daniel Houghton

PROFESSIONAL SERVICES

TITLE	HOURS	RATE	AMOUNT
Civil Engineer	6.00	\$125.00	\$750.00
Senior Technician	23.00	\$96.00	\$2,208.00
TOTAL SERVICES		29.00	\$2,958.00

SUBTOTAL \$2,958.00

HST \$443.70

AMOUNT DUE THIS INVOICE \$3,401.70

This invoice is due on 2023-12-30

[Pay Now](#)



ACCOUNT SUMMARY

SERVICES BTD	EXPENSES BTD	LAST INV NO	LAST INV DATE	LAST INV AMT	LAST PAY AMT	PREV UNPAID AMT
\$13,313.00	\$0.00	1166	2023-10-31	\$552.00	--	\$9,239.15

TOTAL AMOUNT DUE INCLUDING THIS INVOICE \$12,640.85

RIBA Plan of Work 2020





RIBA Plan of Work 2020

Stage Boundaries:

Stages 0-4 will generally be undertaken one after the other.

Stages 4 and 5 will overlap in the **Project Programme** for most projects.

Stage 5 commences when the contractor takes possession of the site and finishes at **Practical Completion**.

Stage 6 starts with the handover of the building to the client immediately after **Practical Completion** and finishes at the end of the **Defects Liability Period**.

Stage 7 starts concurrently with Stage 6 and lasts for the life of the building.

Planning Note:

Planning Applications are generally submitted at the end of Stage 3 and should only be submitted earlier when the threshold of information required has been met. If a **Planning Application** is made during Stage 3, a mid-stage gateway should be determined and it should be clear to the project team which tasks and deliverables will be required. See *Overview* guidance.

Procurement:

The RIBA Plan of Work is procurement neutral – See *Overview* guidance for a detailed description of how each stage might be adjusted to accommodate the requirements of the **Procurement Strategy**.

- ER Employer's Requirements
- CP Contractor's Proposals



The RIBA Plan of Work organises the process of briefing, designing, delivering, maintaining, operating and using a building into eight stages. It is a framework for all disciplines on construction projects and should be used solely as guidance for the preparation of detailed professional services and building contracts.

	0	1	2	3	4	5	6	7
	Strategic Definition	Preparation and Briefing	Concept Design	Spatial Coordination	Technical Design	Manufacturing and Construction	Handover	Use
	← Projects span from Stage 1 to Stage 6; the outcome of Stage 0 may be the decision to initiate a project and Stage 7 covers the ongoing use of the building. →							
Stage Outcome at the end of the stage	The best means of achieving the Client Requirements confirmed <small>If the outcome determines that a building is the best means of achieving the Client Requirements, the client proceeds to Stage 1</small>	Project Brief approved by the client and confirmed that it can be accommodated on the site	Architectural Concept approved by the client and aligned to the Project Brief <small>The brief remains "live" during Stage 2 and is derogated in response to the Architectural Concept</small>	Architectural and engineering information Spatially Coordinated	All design information required to manufacture and construct the project completed <small>Stage 4 will overlap with Stage 5 on most projects</small>	Manufacturing, construction and Commissioning completed <small>There is no design work in Stage 5 other than responding to Site Queries</small>	Building handed over, Aftercare initiated and Building Contract concluded	Building used, operated and maintained efficiently <small>Stage 7 starts concurrently with Stage 6 and lasts for the life of the building</small>
Core Tasks during the stage	Prepare Client Requirements Develop Business Case for feasible options including review of Project Risks and Project Budget Ratify option that best delivers Client Requirements Review Feedback from previous projects Undertake Site Appraisals <small>No design team required for Stages 0 and 1. Client advisers may be appointed to the client team to provide strategic advice and design thinking before Stage 2 commences.</small>	Prepare Project Brief including Project Outcomes and Sustainability Outcomes , Quality Aspirations and Spatial Requirements Undertake Feasibility Studies Agree Project Budget Source Site Information including Site Surveys Prepare Project Programme Prepare Project Execution Plan	Prepare Architectural Concept incorporating Strategic Engineering requirements and aligned to Cost Plan , Project Strategies and Outline Specification Agree Project Brief Derogations Undertake Design Reviews with client and Project Stakeholders Prepare stage Design Programme	Undertake Design Studies , Engineering Analysis and Cost Exercises to test Architectural Concept resulting in Spatially Coordinated design aligned to updated Cost Plan , Project Strategies and Outline Specification Initiate Change Control Procedures Prepare stage Design Programme	Develop architectural and engineering technical design Prepare and coordinate design team Building Systems information Prepare and integrate specialist subcontractor Building Systems information Prepare stage Design Programme <small>Specialist subcontractor designs are prepared and reviewed during Stage 4</small>	Finalise Site Logistics Manufacture Building Systems and construct building Monitor progress against Construction Programme Inspect Construction Quality Resolve Site Queries as required Undertake Commissioning of building Prepare Building Manual <small>Building handover tasks bridge Stages 5 and 6 as set out in the Plan for Use Strategy</small>	Hand over building in line with Plan for Use Strategy Undertake review of Project Performance Undertake seasonal Commissioning Rectify defects Complete initial Aftercare tasks including light touch Post Occupancy Evaluation	Implement Facilities Management and Asset Management Undertake Post Occupancy Evaluation of building performance in use Verify Project Outcomes including Sustainability Outcomes <small>Adaptation of a building (at the end of its useful life) triggers a new Stage 0</small>
Core Statutory Processes during the stage:	Strategic appraisal of Planning considerations	Source pre-application Planning Advice Initiate collation of health and safety Pre-construction Information	Obtain pre-application Planning Advice Agree route to Building Regulations compliance Option: submit outline Planning Application	Review design against Building Regulations Prepare and submit Planning Application <small>See Planning Note for guidance on submitting a Planning Application earlier than at end of Stage 3</small>	Submit Building Regulations Application Discharge pre-commencement Planning Conditions Prepare Construction Phase Plan Submit form F10 to HSE if applicable	Carry out Construction Phase Plan Comply with Planning Conditions related to construction	Comply with Planning Conditions as required	Comply with Planning Conditions as required
Procurement Route	Traditional Design & Build 1 Stage Design & Build 2 Stage Management Contract Construction Management Contractor-led	ER CP Appoint client team	ER CP Appoint design team	ER CP Appoint contractor	ER CP Appoint contractor Pre-contract services agreement	ER CP Appoint contractor Tender Appoint contractor	ER CP Appoint contractor	ER CP Appoint contractor Preferred bidder
Information Exchanges at the end of the stage	Client Requirements Business Case	Project Brief Feasibility Studies Site Information Project Budget Project Programme Procurement Strategy Responsibility Matrix Information Requirements	Project Brief Derogations Signed off Stage Report Project Strategies Outline Specification Cost Plan	Signed off Stage Report Project Strategies Updated Outline Specification Updated Cost Plan Planning Application	Manufacturing Information Construction Information Final Specifications Residual Project Strategies Building Regulations Application	Building Manual including Health and Safety File and Fire Safety Information Practical Completion certificate including Defects List Asset Information <small>If Verified Construction Information is required, verification tasks must be defined</small>	Feedback on Project Performance Final Certificate Feedback from light touch Post Occupancy Evaluation	Feedback from Post Occupancy Evaluation Updated Building Manual including Health and Safety File and Fire Safety Information as necessary



April 15, 2024

Proposal Letter For Multi Year Funding Agreement Change Request

Re: County of Kings Vision Grant Multi Year Agreement With Hall's Harbour Community Development Association.

Attn: Council Members and County of Kings Vision Grant Staff

Please accept this proposal letter to request a change to the County of Kings Vision Grant multiyear agreement with the Hall's Harbour Community Development Association for the "Hall's Harbour Waterfront Climate Change Initiative".

The HHCDCA currently has several pending funding applications for both the engineering and construction phases of the project. The current phase, "Phase 2 Engineering and Design Services" did not align with the requirements of the original funding agreement between the County of Kings Vision Grant and the HHCDCA for year 1 and will not align during year 2-3.

- 1.) Complete funding for the project received.
- 2.) All permits and approvals to do work on the parcels within the project scope.

The HHCDCA requests that council and the Vision Grant staff replace the original funding agreement for year 1 with a funding agreement of 50% of \$27,642 for the project costs of engineering design, consultation and funding assistance that was conducted in 2023 for the Hall's Harbour Waterfront Climate Change Adaptation Initiative.

The HHCDCA has submitted a new County of Kings Vision Grant Application that encompasses only the Phase 2 engineering and design requirements of the project. We appreciate your consideration to the requested changes to the funding agreement and look forward to working with the County of Kings and Vision Grant staff.

If you have any questions, please contact the undersigned.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Matt Darrah', with a long horizontal flourish extending to the right.

Matt Darrah
Senior Field Technologist
Engineering By Houghton
506-435-3898
matt@ebyh.ca

1942 Manawagonish Road, Saint John NB, E2M 5H5

www.engineeringbyhoughton.ca

TO	Municipal Council
PREPARED BY	Brad Carrigan, Director of Engineering & Public Works
MEETING DATE	May 7, 2024
SUBJECT	Change Order: West Kings Sidewalk Infrastructure

ORIGIN

- 2023/24 Capital Budget

RECOMMENDATION

That Municipal Council authorize Change Order CO#7 for the West Kings Sidewalk Infrastructure Project in the amount of \$44,736.42, including non-rebated HST, to Gary Parker Excavating Limited.

INTENT

For Municipal Council to approve an additional change order in accordance with the Municipality's Procurement Policy.

DISCUSSION

The West Kings Sidewalk project remains under budget including available contingency funds. To date the cumulative construction related change orders total \$24,792. An additional change order, as described below, has a proposed cost of \$44,736. If approved, the additional change order will bring the cumulative total of change orders to \$69,528. This amount exceeds the \$50,000 threshold permitted to be approved by Municipal staff under the Municipality's Procurement Policy. Amounts over this cumulative threshold must be approved by Municipal Council.

Upgrades to West Kings Sidewalk infrastructure were identified and approved in the 2023/24 Capital Budget. On September 5, 2023, Gary Parker Excavating Limited (GPEL) was awarded the tender for construction of a concrete sidewalk and related stormwater infrastructure and roadway asphalt remediation along Highway #1 near West Kings Rural High School in Auburn. Approved and Contemplated Changer Orders (CCOs) associated with this contract are described as follows:

		Qty	Unit	Amount with Non-Rebated HST
CO #01	Additional topo of the site at super elevated locations to blend new curb line into existing contours	1	LS	\$ 2,128.74
CO #02	Existing storm manhole converted into a catch basin/manhole	1	LS	5,569.65
CO #03	Additional catch basin added to reflect the existing asphalt edge as it currently shows as a low point	1	LS	8,708.14
CCO #4	Curb adjustment at CB4	1	LS	2,686.41
CCO #6	Paving single lift of 75mm thick Type CHF asphalt at West Kings High School driveway entrance	1	LS	5,699.02
	Sub-total			24,791.96
CCO #7	As described below			44,736.42
	Total value of change and contemplated change orders			\$ 69,528.38

On April 2, 2024, concrete sidewalk construction was restarted for the season, with Municipal engineering staff visiting the site to review conditions and inspect concrete construction by the contractor. After review of the actual site conditions (site drainage and slope), staff requested a CCO be prepared to raise a yard catch basin, reverse the slope of the east end of the sidewalk and blend the asphalt from in front of the auto service station and the concrete pads to the driveway entrance.

CCO #7 was received from GPEL in the amount of \$44,736.42 (including non-rebated HST) to address the actual site conditions.

The fee proposal for CCO #7 has been reviewed by project design consultant DesignPoint Engineering & Surveying Ltd. to confirm that the proposed cost was reasonable and appropriate for the requested work scope. DesignPoint stated ... “we believe that the quote from GPEL is fair and reasonable” and noted the asphalt work in CCO #7 was 25% lower than the contract amount.

The Municipality’s Procurement Policy, section 17.3 states:

- 17.3 The Municipality may authorize Change Orders and Change Directives within the requirements of a contract or authorize extensions of the contract as long as:*
- (a) In the case of a contract up to the value of \$100,000 a Change Order or Directive, extension or the cumulative value of them does not exceed the value of \$10,000, and are within the approved budget allocation, subject to the prior approval of the Director;*
 - (b) In the case of a contract of a value equal to or greater than \$100,000 but less than \$500,000, a Change Order or Directive, extension or the cumulative value of them does not exceed the value of \$50,000 and 10% of the value of the original contract, and are within the approved budget allocation, subject to the prior approval of the CAO; and*
 - (c) In the case where a Change Order or Directive exceeds the amounts in the preceding paragraphs 17.3(a) and 17.3(b), prior approval from the Council is required.*

Per the above section 17.3(c), Council approval of Contemplated Change Order #7 is required.

FINANCIAL IMPLICATIONS

Request for Decision

- The following figures include the non-rebated portion of HST.
- To date, project Change Orders have been approved totaling \$24,792, leaving \$131,637 of remaining construction contingency. Change Order #7 for \$44,736 will reduce the construction contingency to \$86,901.
- The project will remain under budget with an available budget capacity of \$191,376.

	Contracts	Committed	Uncommitted
Engineering and Consulting	\$ 60,750	\$ 60,750	\$ -
Construction	1,381,880	1,381,880	-
Construction Contingency	156,429	69,528	86,901
	1,599,059	1,512,158	86,901
Project Budget (GL 21-3-372-101 / Project Sht 08-1714)	1,790,435	1,512,158	278,277
Remaining Project Budget GL acct.	\$ 191,376	\$ -	\$ 278,277

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Operational contract matter covered by Municipal Policy

ALTERNATIVES

- Municipal Council may choose not to support the recommendation.

IMPLEMENTATION

- Pending approval by Council, staff will authorize the contractor to proceed with the proposal.
- The contractor would be positioned for substantial project completion in early to mid May.

ENGAGEMENT

- The project was publicly tendered through the Municipal and Nova Scotia Procurement websites.

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer

April 30, 2024

Committee Recommendations

COMMITTEE	Audit & Finance Committee
COMMITTEE MEETING DATE	February 9, 2024
COUNCIL MEETING DATE	May 7, 2024

RECOMMENDATIONS

a.	2022/23 Q4 Capital Accountability Report	That Municipal Council receive the Capital Accountability Report (for period ended March 31, 2023) as attached to the February 9, 2024 Audit & Finance Committee agenda as information.
b.	2022/23 Q4 Operating Accountability Report	That Municipal Council receive the General Operating Accountability Report (for period ended March 31, 2023) as attached to the February 9, 2024 Audit & Finance Committee agenda as information.

COMMITTEE	Committee of the Whole
COMMITTEE MEETING DATE	April 16, 2024
COUNCIL MEETING DATE	May 7, 2024

RECOMMENDATIONS

a.	Proclamation Request: Lyme Disease Awareness Month	That Municipal Council proclaim May 2024 as “Lyme Disease Awareness Month” in the Municipality of the County of Kings.
b.	Proclamations for the Month of May	<p>That Municipal Council proclaim:</p> <ul style="list-style-type: none"> • May 5, 2024 as "National Day of Awareness for Missing and Murdered Indigenous Women, Girls, and Two-Spirit Peoples (MMIWG2S)"; • May 17, 2024 as "International Day Against Homophobia, Transphobia, and Biphobia"; • May 2024 as "Gaelic Nova Scotia Month"; • May 2024 as "Asian Heritage Month"; and • May 2024 as "Jewish Heritage Month" <p>in the Municipality of the County of Kings.</p>
c.	Award of Contract #24-03: Municipal Insurance Requirements	That Municipal Council award RFP #24-03: Municipal Insurance Requirements to BrokerLink Insurance as outlined in the April 16, 2024 Request for Decision.

TO	Municipal Council
SUBJECT	Kings REMO Regional EM Advisory Committee
FROM	Dan Stovel, REMC
COMMITTEE MEETING DATE	April 15, 2024
COUNCIL MEETING DATE	May 7, 2024

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, April 15, 2024.

Key issues of discussion included:

- **Presentation: NSDNRR - FireSmart**
 - The Season should be more aptly names Wildfire “Risk” Season
 - It is not just the ‘big wall of fire’ that will burn down homes.
 - Overview of fire impacts on structures
 - Home Ignition Zones:
 - 0 to 1.5m: Non-Combustible
 - 1.5m to 10m: Reduced Combustibles (pruning, thinning, moving and raking, moving wood etc)
 - 10m to 30m: Increasing the barrier with same techniques, promoting hardwood, moving if possible, removing dead/dying and softwood
 - FireSmart Communities – Assess/Plan and Action:
 - Looks at neighbourhoods or subdivisions as a whole and gives percentages to evaluate
 - Looks at water supply, forest stand and management, home construction, past fire occurrences, recreational use, critical infrastructure, access
 - Pull together a report and plan and action items, present to community
 - Where you can find resources:
 - FireSmart Canada or Nova Scotia Facebook Pages
 - NS Wildfire Viewer
 - <https://novascotia.ca/burnsafe/>
 - www.smokeybear.com
 - <https://firesmartbc.ca/ember/>

- **NS Department of Emergency Management & Nova Scotia Guard**
2024-03-28 Premier Houston introduced legislation that will lead, direct and support a coordinated response and manage the immediate and ongoing needs of Nova Scotians when a crisis or disaster occurs

Nova Scotia Department of Emergency Management

- Department of Emergency Management will oversee the Nova Scotia Guard.
- It will also include existing emergency response teams from across government, with expanded responsibilities such as:
 - leading Nova Scotia’s coordinated emergency and disaster preparedness, response and recovery initiatives
 - leading the coordination of all organizations, internal and external, that respond to emergencies and disasters
 - working closely with communities, as well as Indigenous, federal, municipal and private-sector partners.

- The Department will be led by John Lohr, Minister responsible for the current Emergency Management Office, and Deputy Minister Paul LaFleche, whose expanded roles take effect immediately.
- It will include all divisions of the Emergency Management Office, as well as Service Nova Scotia's Public Safety Field Communications and business continuity teams.
- The Department of Emergency Management is expected to be established in the fall

Nova Scotia Guard

- A group of volunteers from across the province who will help communities during and after emergencies
- Will include volunteers with specialty skills and members of the public to fill a variety of roles depending on emergency needs
- Nova Scotians can express their interest in volunteering for the Nova Scotia Guard at <https://ns.211.ca/early-registration-for-the-ns-volunteer-portal/> or by phoning 211.

2024-03-28 Premier's CBC Interview

- **Public Health Update:**

COVID-19 Update

Health Canada, 2024-04-09

- Nationally, COVID-19 indicators continue to slowly decrease or remain at low levels.
- In the latest reporting week, seven reporting provinces and territories reported no Activity to low COVID-19 Activity Levels, while one reported moderate Activity Levels. Activity Level trajectories varied by jurisdiction, with most reporting decreasing or stable trends.
- National SARS-CoV-2 percent positivity has been decreasing since mid-December 2023.
- Following an increase in mid-November, overall outbreak incidence has been decreasing since early January, with more recent weeks showing a slower decline.

NS Respiratory Watch Report – Week 14 March 31 to April 6, 2024:

- Influenza PCR positives remained stable this week
- COVID-19 PCR positives remained stable this week
- RSV positives has remained stable this week

Outbreaks: 0 new long-term care facility outbreaks

- 0 influenza
- 0 COVID-19
- 0 RSV

Subject to changes impacting Kings County, the Kings REMO REMC will no longer provide updates on Public Health issues at future Kings REMO REMAC meetings.

- **Kings County EM Guide for Elected Officials**

REMC highlighted updates to the EM Guide for Elected Officials:

- Cover Page – dated April 2024
- Kings County Hazard Risk Vulnerability Assessment – Page 7. Updated based on latest HRVA approved by REMAC January 2024
- Familiarization with County Plans – Page 12. Kings REMO Regional Emergency Management Plan (REMP), Change 3 dated March 2024
- Back-cover Page. Social Media account amended from Twitter to 'X'

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE

APRIL 2024 KINGS COUNTY EMERGENCY MANAGEMENT GUIDE FOR ELECTED OFFICIALS

ACTION: Kings REMO REMC will have Guide printed and available for elected officials post-election October 2024.

- **Kings REMO Regional EM Plan (REMP), Change 3**

REMC presented summary of Changes highlighted for Change 3:

- 5.1.3 Wildland Fires – updated with details from 2023 Wildland Fire Season in Nova Scotia
- 5.2 Risk Analysis Matrix – updated from the recent Hazard Risk Vulnerability Assessment conducted in December 2023 and approved by Kings REMO REMAC January 2024
- 9.2 Plan Maintenance & Responsibility – annual review updates and Plan Revisions amended to March 21, 2024 with approval on April 15, 2024
- Annex L – Province of NS – Important Numbers – NSEMO Region 3 Preparedness Officer – cell number updated

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 3 TO THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT PLAN, DATED MARCH 2024.

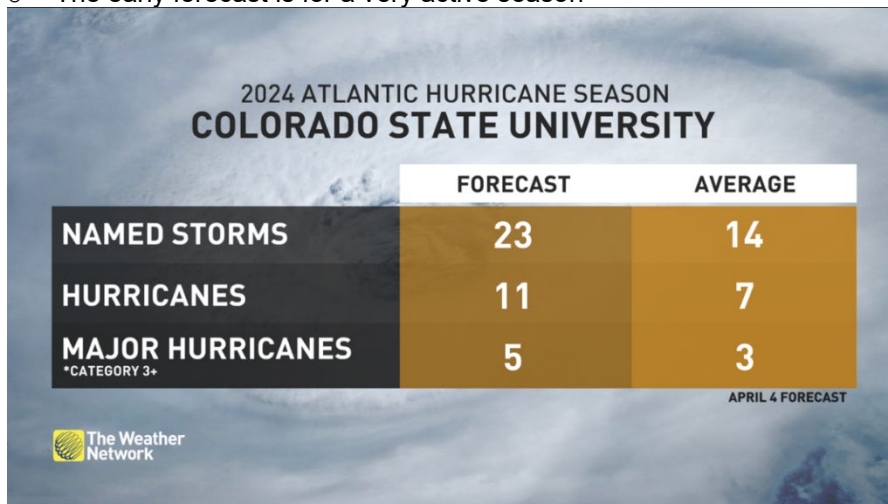
ACTION: Kings REMO REMC will post the amended Plan to Kings REMO Website and upload to WebEOC File Library

- **2024 Wildfire Season**

- Nova Scotia Wildfire Season: March 15 to October 15
- 18-year average of Wildfires in Kings County: 20 wildfires per year
- 2024-03-01: Kings REMO Wildfire Season Awareness News Release
- 2024-03-14: Kings REMO REMC CBC Mainstreet interview
 - Community Outreach presentations
 - Emergency Email Notification System
 - Vulnerable Persons Registry
 - FireSmart Canada

- **2024 Hurricane Season**

- The early forecast is for a very active season



- **Emergency Management – Volunteer Registration Form**

Management of Spontaneous Volunteers:

- Volunteers are a critical part of a well-coordinated and well-resourced humanitarian response, but potential volunteers should confirm that they are needed before travelling to impacted areas – do not self-deploy.

REMC presented Committee with proposed Volunteer Registration Form:

- Position Responsibilities
- Tasks may include
- Qualifications
- Time commitment
- Dress code
- Identification

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE EMERGENCY VOLUNTEER REGISTRATION FORM, DATED MARCH 21, 2024.

Kings REMO Programs:

- **Kings County Comfort Centres**

www.KingsREMO.ca/comfort.aspx

25 Comfort Centres (as of 2024-04-15)

Woodville Community Centre removed from list of active Comfort Centres – replacement generator has been approved

Pending Additions (Provincial & Municipality of the County of Kings Generator Program Funding):

- Salvation Army Church (Kentville)
- Morden Community Centre (Morden)
- Bethany Memorial Baptist Church (Aldershot)
- Valley Community Learning Association (Kentville)

REMC is in the process of delivering Comfort Centre Signs to all facilities (19 of 25 signs delivered across Kings County):



- **Community Outreach Program**

Total number of 2024 presentations 10 (as of 2024-04-15)

2024-01-25	Kings RCMP
2024-02-05	White Rock Community Centre (Filmed by Eastlink)
2024-02-10	Kings Presbyterian Church
2024-02-12	Wolfville Farmer's Market & WBDC
2024-02-17	Burlington Community Centre

2024-02-21	Kings Central High School (Grade 12 class)
2024-03-05	Valley REN/Immigration & Settlement Navigation
2024-03-13	East Dalhousie Community Centre
2024-03-25	Lake Paul/Lake George Community Centre
2024-04-15	Nicholsville Garden Club & Community

Scheduled presentations:

2024-04-28	Black River Community Club
2024-04-30	Centreville Community Hall
2024-05-07	Greenwich Fire Dept & Community

- **Kings REMO Social Media**

Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings, and preparedness messages

Kings REMO actively uses Social Media to increase community awareness:

- Facebook followers:
 - 4,927 2023-04-17
 - 9,636 2024-04-15 (+ 4,709)
- X followers:
 - 834 2023-04-17
 - 984 2024-04-15 (+ 150)
- Instagram followers:
 - 257 2023-04-17
 - 301 2024-04-15 (+ 44)

- **Vulnerable Persons Registry (VPR)**

Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program

- 2023-09-21 38 registrations
- 2023-10-16 40 registrations
- 2024-01-15 47 registrations
- 2024-04-15 49 registrations

Kings REMO REMC is focused on building a "Community of Champions" to increase awareness of the Kings VPR program

- **Training & Exercises**

ICS Training Schedule

2024 Planned Training – hosted by Kings REMO:

- Apr 24-25: ICS-200
- Jun 27: BEM Course
- Sep 11-13: ICS-300

2024 Planned Exercises

- 2024-04-18 Wildfire-Evacuation Workshop Kings REMO
- 2024-05-29/30 NS EMO Exercise Nova Bravo NS EMO
- 2024-07-11 Hurricane-ECC Activation Exercise Kings REMO
- 2024-11-21 Winterstorm-Shelter Exercise Kings REMO

Next Meeting: Monday, July 15, 2024

No Meeting will be scheduled for October 2024 due to Municipal Elections.

Committee of Council Reports – May 7, 2024

Board/Committee	Chair/Reporting Councillor/ Members	Date Last/Next Meeting	Report
Asset Management Committee	Dick Killam, Joel Hirtle (Chair), Peter Allen	February 6, 2024 Next: March 5, April 2, 2024	Verbal report provided May 2, 2023
Audit and Finance Committee	Peter Muttart, Emily Lutz, Martha Armstrong, Kevin Davison	February 9, 2024 Next: February 27, May 28, 2024	Recommendations provided February 20, 2024
Centreville Area Advisory Committee	Lexie Burgess, Dick Killam	May 5, 2021 Next: TBD	Written report provided June 1, 2021
Diversity Kings County	June Granger (Vice-Chair), Lexie Burgess (Chair)	March 4, 2024 Next: April 3, 2024	Verbal report provided March 5, 2024
Fences Arbitration Committee	Peter Allen - Alternate	No meetings	
Fire Services Advisory Committee	June Granger (Reporting Councillor), Lexie Burgess, Tim Harding	January 18, 2024 Next: February 15, 2024	Verbal report provided October 3, 2023
Greenwood Water Utility Source Water Protection Committee	Tim Harding (Chair)	November 16, 2023 Next: TBD	Written report provided November 1, 2022
Joint Accessibility Advisory Committee	Lexie Burgess (Vice-Chair)	December 13, 2023 Next: March 13, June 12, 2024	Written report provided October 17, 2023
Kingston Area Advisory Committee	Martha Armstrong	No recent meetings	Written report provided October 6, 2020
Lake Monitoring Committee	Tim Harding Alternate - Emily Lutz	July 22, 2020 Next: TBD	
Nominating Committee	Martha Armstrong (Chair), Joel Hirtle (Vice-Chair), Peter Muttart, Peter Allen	January 23, 2024 Next: TBD	Recommendations provided February 6, 2024
Planning Advisory Committee	June Granger, Dick Killam (Vice- Chair), Martha Armstrong (Chair), Peter Allen, Kevin Davison	April 9, 2024 Next: May 14, 2024	Recommendations provided May 7, 2024
Police Services Advisory Committee	June Granger, Joel Hirtle (Chair), Tim Harding (Vice-Chair), Dick Killam, Peter Allen	February 21, 2024 Next: May 15, 2024	Verbal report provided January 9, 2024
Port Williams Area Advisory Committee	June Granger	No recent meetings	
Regional Sewer Committee	Joel Hirtle (Chair) Alternate - Kevin Davison	February 1 & 22, 2024 Next: April 25, 2024	Recommendation provided August 15, 2023
Sandy Court Source Water Protection Committee	Martha Armstrong	March 18, 2021 Next: March 24, 2022	

External Board and Committee Reports – May 7, 2024

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate - Lexie Burgess	September 2023	Verbal report provided October 3, 2023
Annapolis Valley Trails Coalition Board	Emily Lutz Alternate - Joel Hirtle	November 2023	Verbal report provided November 6, 2023
Canning Source Water Protection Committee	June Granger	No recent meetings?	
Kentville Joint Fire Services Committee	Lexie Burgess, Dick Killam, Peter Allen	September 21, 2023 Next: March 21, 2024	Verbal report provided October 3, 2023
Kentville Water Commission	Lexie Burgess	February 2, 2022 Next: April 6, 2022	Written report provided February 15, 2022
Kings Point To Point Transit Society Board	Tim Harding	February 21, 2024 Next: TBD	Verbal report provided March 5, 2024
Kings Regional Rehabilitation Centre Board	Dick Killam, Tim Harding, Joel Hirtle, Kevin Davison	November 2023 Next: December 2023	Verbal report provided December 5, 2023
<u>Kings Regional Emergency Management Advisory Committee</u>	Peter Muttart Dick Killam	April 15, 2024 Next: July 15, 2024	Written report provided May 7, 2024
Kings Transit Authority Board → Interim Board for 2 years	Peter Muttart	September 21, 2022 Next: Oct. 5, Oct. 19, 2022	
Landscape of Grand Pré Inc. Member	Peter Allen Alternate: Vacant		
Landscape of Grand Pré Inc. Board	Emily Lutz	September 2023	Verbal report provided October 3, 2023
New Minas Source Water Protection Committee	Kevin Davison Alternate: Emily Lutz	January 16, 2022 Next: Feb. 16, 2022	Verbal report provided April 5, 2022
Nova Scotia Federation of Municipalities Board	Martha Armstrong	Fall Conference November 1-4, 2022	Verbal report provided October 18, 2022
Port Williams Source Water Protection Committee	June Granger	March 5, 2024 Next: TBD	Verbal report provided March 5, 2024
Regional Recreation Facility Feasibility Study Working Group	Peter Muttart	November 1, 2021 Next: Dec. 6, 2021	Verbal report provided at November 2, 2021 Council
Trans County Transportation Society (West) Board	Martha Armstrong Alternate - Tim Harding	July 6, 2023 Next: September 20, 2023	Written report provided August 15, 2023
Valley Community Fibre Network (Authority) Board	Joel Hirtle	October 31, 2022 Next: TBD	Verbal report provided November 1, 2021
Valley Regional Enterprise Network Liaison & Oversight Committee	Martha Armstrong, Chair	February 15, 2023 Next: April 19, 2023	Verbal report provided April 4, 2023
Valley Region Solid Waste-Resource Management Authority Board → Interim Board for 2 years	Peter Muttart	September 21, 2022 Next: October 5, 2022	
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen	January 13, 2021 Next: April 14, 2021	Written report provided January 19, 2021



Village of Cornwallis Square
1415 County Home Road, Cambridge
P.O. Box 129
Waterville, Nova Scotia
B0P 1V0
Phone 902-538-0325, Fax 902-538-1683

April 15, 2024

Dear Mayor Muttart and council,

Please join the village commission and community residents at a Tuesday, May 21, meeting (7:30 p.m. at the Waterville & District fire hall, 1415 County Home Road), as we review work to change our village name.

Commissioner Sara White has earlier confirmed attendance from Annapolis Valley First Nation Councillor Monique Holland and Tassa Kennedy and Kings West MLA Chris Palmer to ensure this May 21 worked for the AVFN, Mr. Palmer and the village commission.

The enclosed village information sheet will be circulated in the May 8 Valley Flyer Services pack, inviting residents and village organizations to come and help us consider next steps in our re-naming journey. We'll have a meeting presentation based on this information sheet as an overview, and invite you to join the start of our wider community conversation. There may be points in the meeting, or participants' ideas and thoughts, when a county council perspective would be valuable.

If you have any questions in advance of the May 21 meeting, please reach out. As always, the village is happy to be partnering with you.

Sincerely,

A handwritten signature in blue ink that reads 'Colin Best'.

Colin Best

Commission chair, Village of Cornwallis Square
Bestcolin55@gmail.com / 902-300-6034

Woodville
Waterville
Cambridge
Grafton



Village of Cornwallis Square

902-538-0325 | 1415 County Home Road,
P.O. Box 129, Waterville, NS, B0P 1V0

Who we are

In 1947, Waterville, Cambridge and Grafton formed the WCG Commission, responsible for fire services. In the 1960s, Woodville joined the service area, and the formal name became "Village of Cornwallis Square."

Elected volunteer commissioners - one at-large, and one each from Woodville, Waterville, Grafton and Cambridge - serve a three-year term. The commission elects its chair following the annual meeting. It works with a part-time clerk to support village fire, recreation and sidewalk services.

Village commission meetings are held the third Tuesday of each month, 7:30 p.m., at 1415 County Home Road in the village office.

Community Enhancement Grants

Village organizations are welcome to apply for annual support from the village's Community Enhancement Grants.

Initial applications are accepted in May and early June, for approval at the June commission meeting.

Later applications may be considered as funding allows. For information and an application, contact the village office, or any commissioner.

Village business

The Village of Cornwallis Square works to ensure fire protection services for the four communities included in village boundaries (Woodville, Waterville, Cambridge and Grafton), along with additional fire services funding from the Municipality of the County of Kings.

An annual area rate on village assessment generates funds for village business, including

- sidewalk maintenance and snow-clearing
- crossing guard at Highway 1/ Cambridge Road
- part-time village clerk
- small-scale recreation and community projects
- all Highway 1 bus shelters within the village
- the work of the Joint Accessibility Advisory Committee, with a number of Kings County-based village and municipal partners

Contact us

If you would like to speak with us, please reach out. Send any correspondence to the village office, or contact any commissioner.



Colin Best, chairman
Waterville
bestcolin55@gmail.com



John Foote, commissioner
Woodville
jandlfoote@outlook.com



Michael Keith
commissioner at large
michael.keith@ns.sympatico.ca



Sara White, commissioner
Cambridge
cskeddy@hotmail.ca



Ric Hamilton, commissioner
Grafton
r.hamilton@xcountry.tv



William Farrell, clerk
villageofcornwallissquare
@hotmail.com



Courtesy Jijuktu'kwejk Watershed Alliance

Changing our village name

Our village name is not widely recognizable, or obviously associated with the four geographic communities it represents. The village commission would also like to acknowledge Annapolis Valley First Nation as a clearly identifiable community within village boundaries. The commission also recognizes the current village name is not respectful or inclusive of all our village communities.

A village name change will be almost unnoticeable to residents and organizations: the commission uses it as a legal name for official business, and a name change will cost very little.

Since Spring 2022, commission members have been working on the best options to change our village name. The Nova Scotia Municipal Government Act covers changing a municipal unit's name in Part 1, Section 9. Currently, the MGA considers municipal units as counties and towns; villages do not have authority to change their name.

Fall 2022 - The village commission first asked for provincial action during the Legislative session on a change to the MGA.

Spring 2023 - The village commission again anticipated provincial action on a change to the MGA.

Spring 2023 - Annapolis Valley First Nation Chief Gerald Toney, on behalf of his council, wrote the Municipality of the County of Kings council, requesting the Village of Cornwallis Square change its name. Kings council sent a letter to Municipal Affairs and Housing supporting an amendment to the MGA allowing villages to change their name.

How you may help

The village commission is asking individuals and groups to become involved in this name change process, offering any of your historical knowledge, experience or identity characteristics that may better identify all of us, and the work the village does. Does something about the village's geography, lifestyle, sense of community or shared heritage lend itself to a new name?

Please share your thoughts and potential village name suggestions

Email villageofcornwallissquare@hotmail.com OR
attend a meeting at 7:30 p.m., May 21, at the Waterville & District Fire Hall, 1415 County Home Road.

May 2023 - the village sent 70+ letters to schools and student governments, businesses, organizations and clubs, churches, politicians at three levels, and First Nations government and association bodies; with an obvious interest in our village name change. We explained the name change, and we asked for feedback and any potential new name.

August 2023 - the County of Kings sent a second letter, in August, to the province in support of an amendment to the MGA.

Currently - the village commission continues to request a change to the MGA, or suggest a private member's bill. Such a bill would enable the Village of Cornwallis Square to change its name; it would not change the MGA in support of any other villages.



Courtesy Wikipedia