



MUNICIPALITY *of the*  
COUNTRY *of* KINGS

December 30, 2025

To: Mayor  
Deputy Mayor  
Councillors

Dear Members of Council:

Attached please find the agenda for the Municipal Council meeting scheduled for **Tuesday, January 6, 2026 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](http://www.countyofkings.ca) and click the "Watch Live" link.

Accommodations are available for this meeting: please submit your request at [www.countyofkings.ca/accommodationsrequest](http://www.countyofkings.ca/accommodationsrequest).

Sincerely,

Janny Postema  
Municipal Clerk  
Municipality of the County of Kings



MUNICIPALITY of the  
COUNTY of KINGS

**MUNICIPAL COUNCIL**

**Tuesday, January 6, 2026**

**Following Public Hearing**

**AGENDA**

1. Roll Call & Land Acknowledgement
2. Approval of Agenda Page 2
3. Disclosure of Conflict of Interest Issues
4. Approval of Minutes
  - a. December 2, 2025 Council Page 3
  - b. December 16, 2025 Special Council Page 14
5. Business Arising from Minutes
  - a. December 2, 2025 Council Page 3
  - b. December 16, 2025 Special Council Page 14
6. Planning Advisory Committee Recommendations November 12, 2025 Page 21
  - a. Application to rezone 1184 Parkway Drive (PID 55037063), Port Williams (File 25-08)
  - b. Application to rezone 1025 Sherman Belcher Road (PID 55325633), Centreville (File 25-12)
  - c. Application to add carwash facilities as a permitted use in the Rural Commercial (C4) Zone (File 25-14)
  - d. Next Public Hearing
7. Financial Services
  - a. New Policy FIN-05-029: District Activity Funds (adoption) Page 22
8. Board & Committee Reports
  - a. Committees of Council Page 26
  - b. External Boards and Committees Page 27
9. Other Business
10. Comments from the Public
11. Adjournment

Accommodations are available for this meeting: please submit your request at  
[www.countyofkings.ca/accommodationsrequest](http://www.countyofkings.ca/accommodationsrequest).

**Land Acknowledgement**

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

**THE MUNICIPALITY OF THE COUNTY OF KINGS**  
**MUNICIPAL COUNCIL**  
**Tuesday, December 2, 2025**  
**DRAFT MINUTES**

<b>Meeting Date and Time</b>	A meeting of Municipal Council was held on Tuesday, December 2, 2025 following a Public Hearing at 6:37 p.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.
<b>1. Attendance</b>	All Members of Council were in attendance. Councillors Lutz and Sappington attended virtually.

***Results for Roll Call***

For 10  
Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Terry Kelly, In-house Solicitor
- Mike Livingstone, Director, Finance & IT
- Terry Brown, Manager, Inspections & Enforcement
- Laura Mosher, Manager, Planning (virtual)
- Janny Postema, Municipal Clerk/Recording Secretary

<b>Land Acknowledgement</b>	Mayor Corkum read the Land Acknowledgment per Policy <a href="#">ADMIN-01-025: Land Acknowledgement</a> .
<b>2. <u>Approval of Agenda</u></b>	<b>On motion of Councillor Allen and Councillor Hiltz, that Municipal Council approve the December 2, 2025 agenda as circulated.</b>

**Motion Carried.**

***Results***

For 10  
Against 0

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

3. **Disclosure of Conflict of Interest Issues** Councillor Peckford declared a conflict of interest related to item 6d.

4. **Approval of Minutes**

4a. **November 3, 2025**

**On motion of Deputy Mayor MacPherson and Councillor Gates, that the minutes of the November 3, 2025 Council meeting be approved as circulated.**

**Motion Carried.**

**Results**

For 10  
Against 0

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

5. **Business Arising from Minutes**

5a. **November 3, 2025** There was no business arising from the November 3, 2025 minutes.

6. **Planning Advisory Committee Recommendations November 12, 2025**

6a. **Adoption of Subdivision By-law 114 (second reading)** Councillor Lutz presented the recommendations as attached to the December 2, 2025 Council agenda.

Councillor Harding was not present for the Public Hearing where this item was presented and therefore not eligible to vote.

**On motion of Councillor Lutz and Councillor Allen, that Municipal Council give Second Reading to the adoption of By-law 114: Subdivision By-law as posted on the Municipal website as File 25-99.**

**Motion Carried.**

**Results**

For 9  
Against 0

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

6b. Application to Rezone  
1184 Parkway Drive  
(PID 55037063), Port  
Williams (File 25-08)

On motion of Councillor Lutz and Councillor Gates, that Municipal Council give First Reading to and hold a Public Hearing regarding the application to rezone 1184 Parkway Drive (PID 55037063), Port Williams from the General Commercial (C1) Zone to the Light Industrial Commercial (M1) Zone as described in Appendix C of the report dated November 12, 2025.

**Motion Carried.**

For 10  
Against 0

**Results**

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

6c. Application to Rezone  
the Property at 1025  
Sherman Belcher Road  
(PID 55325633),  
Centreville (File 25-12)

On motion of Councillor Lutz and Deputy Mayor MacPherson, that Municipal Council give First Reading to and hold a Public Hearing regarding the application to rezone 1025 Sherman Belcher Road (PID 55325633), Centreville from the Residential One Unit (R1) Zone to the Residential Mixed Density (R3) Zone, as described in Appendix D of the report dated November 12, 2025.

**Motion Carried.**

For 10  
Against 0

**Results**

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

6d. Application to Add  
Carwash Facilities as a  
Permitted Use in the  
Rural Commercial (C4)  
Zone (File 25-14)

Councillor Peckford left his seat due to a conflict of interest.

On motion of Councillor Lutz and Councillor Allen, that Municipal Council refuse the application to amend the text of the Land Use By-law to add Carwash Facilities as a permitted use in the Rural Commercial (C4) Zone due to the potential for the creation of pollution, consistent with policy 5.3.7(c)(ix), as described in the report dated November 12, 2025.

**Motion Defeated.**

**Results**

For 0  
Against 9

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

**On motion of Deputy Mayor MacPherson and Councillor Best, that Municipal Council give First Reading to and hold a Public Hearing related to amendments to the text of the Land Use By-law to add Carwash Facilities to the list of permitted uses in the Rural Commercial (C4) Zone.**

**Motion Carried.**

**Results**

For 9  
Against 0

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

Councillor Peckford returned to his seat.

**6e. Next Public Hearing**

Councillor Lutz noted that the next Public Hearing was scheduled for Tuesday, January 6, 2026 at 6:00 p.m.

**7. Engineering & Public Works**

**7a. 2025 Municipal Service Systems Specifications Manual**

Mayor Corkum noted that a presentation on the Specifications Manual had been provided at the Public Hearing preceding the Council meeting with an opportunity for questions.

**On motion of Deputy Mayor MacPherson and Councillor Allen, that Municipal Council approve the updated 2025 Municipal Service Systems Specifications Manual, in accordance with section 328 (1) *Municipal Government Act*, as attached to the December 2, 2025 Council agenda and hereby repeal the Municipal Specifications-1997.**

**Motion Carried.**

**Results**

For 6  
Against 4

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

7b. [Wastewater Screening Buildings - Supplemental Budget](#)

Brad Carrigan, Director of Engineering & Public Works, presented the Request for Decision as attached to the December 2, 2025 Council agenda and provided a [presentation](#).

**On motion of Councillor Allen and Councillor Harding, that Municipal Council approve a supplemental budget with incremental expenditures totalling \$800,000 for Capital Project 08-3409 – Municipal STP Infrastructure Renewal (GL 21-3-382-102), to be financed through the use of long-term debt previously assigned to other screening projects.**

**Motion Carried.**

*Results*

For 10  
Against 0

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

Council took a brief recess from 7:50 p.m. to 8:00 p.m.

8. **Financial Services**

8a. [By-law Respecting Charges for the Improvement of Water Supply \(second reading\)](#)

Scott Conrod, Chief Administrative Officer, presented the Request for Decision as attached to the December 2 2025 Council agenda and provided a [presentation](#).

**On motion of Councillor Gates and Councillor Hiltz that Municipal Council give Second Reading to the By-law Respecting Charges for the Improvement of Water Supply, By-law 115, as attached to the December 2, 2025 Request for Decision.**

**Motion Carried.**

*Results*

For 10  
Against 0

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

## 9. Inspections & Enforcement

9a. [Hazardous Materials Response Team Update](#) Mayor Corkum presented the Briefing as attached to the December 2, 2025 Council agenda.

**On motion of Deputy Mayor MacPherson and Councillor Hiltz, that Municipal Council receive for information the Briefing pertaining to the November 19, 2025 letter regarding HAZMAT services as attached to the December 2, 2025 Council agenda.**

**Motion Carried.**

**Results**

For 10  
Against 0

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

## 10. [Committee of the Whole Recommendations November 18, 2025](#)

10a. [Strategic Plan 2025 - 2029](#) Mayor Corkum presented the recommendations as attached to the December 2, 2025 Council agenda.

**On motion of Councillor Allen and Councillor Peckford, that Municipal Council approve the draft 2025-2029 Strategic Plan as attached to the December 2, 2025 Council agenda.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For

District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

10b. **Renaming a Section of Waterville Mountain Road to Gristmill Court**

**On motion of Councillor Allen and Councillor Best, that Municipal Council approve renaming section #KI0722 of Waterville Mountain Road to Gristmill Court as described in the Request for Decision dated November 18, 2025.**

**Motion Carried.**

**Results**

For 10  
Against 0

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

10c. **Infill Distance in A1 Zone**

**On motion of Deputy Mayor MacPherson and Councillor Gates, that Municipal Council direct the Chief Administrative Officer to prepare a Request for Decision on the impacts of Council considering increasing the infill distance in the Municipal Planning Strategy and Land Use By-law in the Agricultural (A1) Zone from 300 ft to 500 ft.**

**Motion Carried.**

**Results**

For 10  
Against 0

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

10d. **Strong Cities Network Sixth Global Summit**

**On motion of Councillor Gates and Councillor Harding, that Municipal Council direct the Mayor to endorse the Strong Cities Toronto Declaration for the Strong Cities Network Sixth Global Summit.**

**Motion Carried.**

**Results**

For 7  
Against 3

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

11. [\*\*Nominating Committee Recommendations November 14, 2025\*\*](#)

11a. **Councillor Appointments to Boards and Committees**

Mayor Corkum presented the recommendations as attached to the December 2, 2025 Council agenda.

**On motion of Deputy Mayor MacPherson and Councillor Peckford, that Municipal Council approve the 2025-2026 Councillor appointments to Boards and Committees as detailed in the report attached to the December 2, 2025 Council agenda effective December 2, 2025 for a one-year term ending November 30, 2026, with Councillor Gates to be appointed to the Landscape of Grand Pré Inc. Board.**

**Motion Carried.**

**Results**

For 10  
Against 0

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

11b. **Citizen Appointments to Audit & Finance Committee**

**On motion of Deputy Mayor MacPherson and Councillor Peckford, that Municipal Council reappoint Logan Morse and David Crabb to the Audit & Finance Committee effective December 2, 2025 for a one-year term ending November 30, 2026.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For

District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

11c. **Citizen Appointments to Planning Advisory Committee**

**On motion of Councillor Harding and Councillor Gates, that Municipal Council reappoint Logan Morse and Kate Friars to the Planning Advisory Committee effective December 2, 2025 for a two-year term ending November 30, 2027.**

**Motion Carried.**

**Results**

For 10  
Against 0

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

11d. **Citizen Appointments to Police Advisory Board**

**On motion of Councillor Gates and Councillor Peckford, that Municipal Council reappoint Mike Schroeder and appoint Jeff Varley to the Police Advisory Board effective December 2, 2025 for a two-year term ending November 30, 2027, conditional on interviews and criminal record and background checks.**

**Motion Carried.**

**Results**

For 10  
Against 0

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

12. **Board & Committee Reports**

12a. **Diversity Kings County Committee**

Councillor Sappington presented the report as attached to the December 2, 2025 Council agenda.

12b. [Landscape of Grand Pré Inc. Board](#) Councillor Sappington presented the report as attached to the December 2, 2025 Council agenda.

12c. [Valley Regional Services Board](#) Mayor Corkum presented the report as attached to the December 2, 2025 Council agenda.

12d. **Regional Sewer Committee** Councillor Harding provided a brief verbal update.

12e. **Nova Scotia Federation of Municipalities** Councillor Sappington noted she had been appointed to the Executive Committee of the Nova Scotia Federation of Municipalities.

12f. **Nova Scotia Association of Police Governance** Councillor Sappington provided a brief verbal update.

12g. [Committees of Council](#) For information.

12h. [External Boards and Committees](#) For information.

**On motion of Councillor Gates and Councillor Hiltz, that Municipal Council receive the Board and Committee Reports as attached to the December 2, 2025 Council agenda and as provided verbally for information.**

**Motion Carried.**

**Results**

For 10  
Against 0

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

13. **Other Business** There was no other business to come before Council.

14. **Comments from the Public** Clayton Dauphinee provided comments about accessibility and training for trades workers.

Sam Field provided comments on the Municipality and Municipal Finances.

15. **Closed Session & Adjournment** **On motion of Councillor Gates and Councillor Best, that Council adjourn and move into closed session in accordance with section 22 (2) (e) Municipal Government Act: contract negotiations.**

**Motion Carried.**

**Results**

For 10  
Against 0

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

Council moved into closed session at 8:32 p.m. and adjourned at 9:10 p.m.

**Approved by:**

Dave Corkum  
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 MUNICIPAL COUNCIL**  
**Tuesday, December 16, 2025**  
**DRAFT MINUTES**

**Meeting Date  
and Time**

A special meeting of Municipal Council was held on Tuesday, December 16, 2025 following Committee of the Whole at 11:00 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

**1. Attendance**

All Members of Council were in attendance with the exception of Mayor Corkum with notice.

Deputy Mayor MacPherson chaired the meeting.

***Results for Roll Call***

For 9  
Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Andrea Hyslop, Deputy Chief Administrative Officer
- Terry Kelly, Municipal Solicitor
- Terry Brown, Manager of Inspections and Enforcement
- Tyler Honeywood, Manager of Financial Reporting
- Haley Hutt, Administrative Assistant/Recording Secretary

**Excuse Absence**

**On motion of Councillor Sappington and Councillor Lutz, that Mayor Corkum's absence from the December 16, 2025 Special Council meeting be excused.**

**Motion Carried.**

For 9  
Against 0

***Results***

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

**Land Acknowledgement** Deputy Mayor MacPherson read the Land Acknowledgement per Policy [ADMIN-01-025: Land Acknowledgement](#).

**2. Approval of Agenda**

**On motion of Councillor Peckford and Councillor Hiltz, that Council approve the December 16, 2025 agenda as circulated.**

**Motion Carried.**

**Results**

For 9

Against 0

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

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

No Conflict of Interest issues were declared.

**4. Administration**

**4a. Community Flag Raising: MADD Annapolis Valley**

Deputy Mayor MacPherson noted the flag raising would be held on December 17<sup>th</sup> at 1:00 p.m.

**On motion of Councillor Lutz and Councillor Allen, that Municipal Council receive the Briefing on Community Flag Raising: MADD Annapolis Valley as attached to the December 16, 2025 agenda for information.**

**Motion Carried.**

**Results**

For 9

Against 0

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

**5. Recommendations from the Audit & Finance Committee December 8, 2025**

**5a. 2024/2025 Consolidated Financial Statements**

Tyler Honeywood, Manager of Financial Reporting, provided a [presentation](#).

On motion of Councillor Lutz and Councillor Allen, that Municipal Council approve the March 31, 2025 Consolidated Financial Statements as attached to the December 16, 2025 Committee of the Whole agenda.

**Motion Carried.**

**Results**

For 9  
Against 0

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

5b. 2024/2025 Non-Consolidated Financial Statements

On motion of Councillor Peckford and Councillor Gates, that Municipal Council receive for information the March 31, 2025 Non-Consolidated Financial Statements as attached to the December 16, 2025 Committee of the Whole agenda.

**Motion Carried.**

**Results**

For 9  
Against 0

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

5c. Q4 General Operating Accountability Report Fiscal 2024/2025

On motion of Councillor Sappington and Councillor Allen, that Municipal Council accept the General Operating Accountability Report for period ended March 31, 2025 as an information item.

**Motion Carried.**

**Results**

For 9  
Against 0

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

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

## 5d. Transfer to Special Project Reserve

On motion of Councillor Lutz and Councillor Hiltz, that Municipal Council approve the transfer of \$604,678 to the Special Project Reserve 61-4-460-381 relating to unspent funds from approved project budgets.

**Motion Carried.**

*Results*

For 9  
Against 0

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

## 5e. Transfer to Municipal Sewer Operating Reserve

On motion of Councillor Hiltz and Councillor Gates, that Municipal Council approve the transfer of \$86,777 to the Municipal Sewer Operating Reserve 61-4-460-130 relating to unspent funds from approved project 22-3407 Laboratory Assessment and project 19-3403 SCADA System.

**Motion Carried.**

*Results*

For 9  
Against 0

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

## 5f. Transfer to J-Class Road Paving Special Reserve

On motion of Councillor Allen and Councillor Lutz, that Municipal Council approve the transfer of \$113,520 to the J-Class Paving Special Reserve 61-4-460-382 relating to unspent J-Class Roads paving related budgeted funds.

**Motion Carried.**

*Results*

For 9  
Against 0

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

5g. Q2 General Operating Accountability Report Fiscal 2025/2026

On motion of Councillor Allen and Councillor Sappington, that Municipal Council accept the General Operating Accountability Report for period ended September 30, 2025 as an information item.

**Motion Carried.**

For 9  
Against 0

*Results*

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

6. [Committee of the Whole Recommendations December 16, 2025](#)

6a. **New Policy FIN-05-029: District Activity Funds (notice)**

Deputy Mayor MacPherson presented the recommendations as passed at the December 16, 2025 Committee of the Whole meeting.

On motion of Councillor Gates and Councillor Peckford, that Municipal Council give seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt Policy FIN-05-029: District Activity Funds, as attached to the December 16, 2025 Request for Decision.

**Motion amended.**

Amended Motion:

On motion of Councillor Gates and Councillor Peckford, that Municipal Council give seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt Policy FIN-05-029: District Activity Funds, as attached to the December 16, 2025 Request for Decision and that the Policy is reviewed after one year.

**Amended Motion Carried.**

For 9  
Against 0

*Results*

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

**6b. Designating Director for Canada Revenue Agency**

**On motion of Councillor Allen and Councillor Sappington, that Municipal Council designate William Michael Livingstone, Director of Finance & IT, as Director for the Municipality on Canada Revenue Agency's records as outlined in the December 16, 2025 Request for Decision.**

**Motion Carried.**

*Results*

For 9  
Against 0

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

**7. Comments from the Public**

No members of the public were present.

**8. Adjournment**

**On motion of Councillor Peckford and Councillor Lutz, there being no further business, the meeting adjourned at 11:22 a.m.**

**Motion Carried.**

*Results*

For 9  
Against 0

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

**Approved by:**

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Everett MacPherson  
Deputy Mayor

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Haley Hutt  
Administrative Assistant/Recording Secretary

<b>Results Legend</b>	
-	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



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<b>COMMITTEE</b>	Planning Advisory Committee
<b>COMMITTEE MEETING DATE</b>	<a href="#">November 12, 2025</a>
<b>COUNCIL MEETING DATE</b>	January 6, 2026

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## **RECOMMENDATION**

a.	Application to rezone 1184 Parkway Drive (PID 55037063), Port Williams (File 25-08)	<b>That Municipal Council give Second Reading to the application to rezone 1184 Parkway Drive (PID 55037063), Port Williams from the General Commercial (C1) Zone to the Light Industrial Commercial (M1) Zone as described in Appendix C of the report dated <a href="#">November 12, 2025</a>.</b>
b.	Application to rezone 1025 Sherman Belcher Road (PID 55325633), Centreville (File 25-12)	<b>That Municipal Council give Second Reading to the application to rezone 1025 Sherman Belcher Road (PID 55325633), Centreville from the Residential One Unit (R1) Zone to the Residential Mixed Density (R3) Zone, as described in Appendix D of the report dated <a href="#">November 12, 2025</a>.</b>
c.	Application to add carwash facilities as a permitted use in the Rural Commercial (C4) Zone (File 25-14)	<b>That Municipal Council give Second Reading to the application to amend the text of the Land Use By-Law to add Carwash Facilities to the list of permitted uses in the Rural Commercial (C4) Zone as described in Appendix A of the report dated <a href="#">November 12, 2025</a>.</b>
d.	Next Public Hearing	<b>Tuesday, February 3, 2026 at 6:00 p.m.</b>

**Municipality of the County of Kings  
District Activity Funds**

<b>Policy Category</b>	Finance	<b>Most Recent Amendment</b>	N/A
<b>First Council Approval</b>	January 6, 2026 TBD	<b>Future Review Date</b>	January 2027 TBD

**1. Purpose**

To provide Members of Council with a mechanism to support Non-Profit Organizations as defined within this policy.

**2. Scope**

This Policy applies to all Members of Council and governs the allocation and administration of the District Activity Fund to eligible Non-Profit Organizations.

**3. Definitions**

- 3.1. **District:** means the municipal electoral / polling districts as approved by the Nova Scotia Regulatory and Appeals Board in which a Member of Council is elected; for the Mayor, this includes the entirety of the Municipality.
- 3.2. **Member of Council:** means an elected Councillor or the Mayor of the Municipality of the County of Kings.
- 3.3. **Non-Profit Organization(s):** means an organization that is one of the following:
  - 3.3.1. A non-profit club, association or organization registered and in good standing with the Nova Scotia Registry of Joint Stock Companies;
  - 3.3.2. A 'registered charity' under the *Income Tax Act*; or;
  - 3.3.3. An unregistered athletic, educational, environmental, cultural, community, recreational, sporting, or social organization able to provide documentation demonstrating non-profit status, including proof of a bank account in its name, a listing of signing officers, and evidence of operations as a non-profit entity.
- 3.4. **Eligible Organization(s):** means an organization that meets one of the Non-Profit Organization criteria and is located within or provides a direct benefit to the District.

**4. Policy Statements****Establishment of a District Activity Fund**

- 4.1. This Policy establishes a District Activity Fund.

- 4.2. The District Activity Fund is intended to assist community-based Non-Profit Organizations with local initiatives.
- 4.3. The budget for the District Activity Fund shall be established annually as part of the Municipal budget process.
- 4.4. The total budget of the District Activity Fund shall be divided equally among all Members of Council with an annual amount not to exceed \$1,000 per Member of Council per fiscal year.
- 4.5. The District Activity Fund provides the financial means for Members of Council to support Eligible Organizations up to a maximum of \$250 per fiscal year.
- 4.6. Funds may only be awarded within the fiscal year in which they are budgeted and may not be carried forward to future fiscal years.
- 4.7. The total allocation provided to each Councillor is fixed on a fiscal year basis. Once a Councillor's annual allocation has been fully expended, no additional funds shall be provided.

## **Application**

- 4.8. Eligible Organizations seeking funding assistance for a local initiative must first contact their Member of Council to discuss the request.
  - 4.8.1. The Member of Council determines whether to support the request and the amount of funding to allocate up to the maximum allowable through this policy.
  - 4.8.2. Members of Council may allocate funds of up to \$250 per fiscal year to an Eligible Organization, pending the completion of a District Activity Fund Application Form including a signed attestation by both the applicant organization and allocating Member of Council.
  - 4.8.3. The Member of Council submits the completed District Activity Fund Application Form to the Chief Administrator Officer or designate for processing.

## **Grant Distribution**

- 4.9. The maximum amount that may be awarded through this fund to an Eligible Organization in a fiscal year is two hundred fifty dollars (\$250).
  - 4.9.1. Eligible Organizations that have received funding for the same specific local initiative through any other Municipal grant program in the same fiscal year are ineligible under this Policy.
  - 4.9.2. Eligible Organizations receiving funding through this program may still apply to Community Grant programs or other funds offered by the Municipality in the same year provided it is for a different project, event, or initiative.
- 4.10. Members of Council may only allocate funds to local initiatives that are located within, or provide a direct benefit to, their District.

- 4.11. Awards will be disbursed in full once the District Activity Fund Application Form and related attestation have been processed.
- 4.12. Should the awarded funds no longer be needed for the purpose outlined in the application, the recipient organization must notify the awarding Member of Council to discuss an alternate eligible use, or to arrange the return of the funds.
  - 4.12.1. Any returned funds will be credited back to the total allocation available to the respective Member of Council for use within the same fiscal year.

## **Accountability**

- 4.13. A listing of all organizations funded through this program will be published annually on the Municipality's website.
- 4.14. Recipients are required to acknowledge the Municipality's contributions.
- 4.15. Local initiatives funded by this program may be highlighted in Municipal reports, newsletters, or online platforms to showcase the program and the support provided to the Districts.

## **Compliance**

- 4.16. Access to District Activity Funds shall be suspended for any Members of Council offering as a candidate in a municipal, provincial or federal election as follows:
  - 4.16.1. **Municipal election:** from the date nomination papers are filed until the Councillor is sworn into office;
  - 4.16.2. **Provincial election (including by-election):** from the date the writ is issued until the return on the writ is completed;
  - 4.16.3. **Federal election (general or by-election):** from the date the writ is issued until the return on the writ is completed.
- 4.17. This Policy does not authorize Members of Council to:
  - 4.17.1. Commit the Municipality to fund any future costs of the initiative supported through the District Activity Fund;
  - 4.17.2. Undertake any administrative function that is the responsibility of Municipal staff;
  - 4.17.3. Benefit personally from District Activity Fund allocations; or
  - 4.17.4. Contravene any applicable legislation or policy, including but not limited to the *Municipal Government Act* and Council's Code of Conduct.

## **5. Responsibilities**

### 5.1 Council will:

- 5.1.1 ensure there is a current comprehensive and transparent policy for the District Activity Fund; and
- 5.1.2 consider an annual budget for the District Activity Fund.

### 5.2 The Chief Administrative Officer or their designate will:

- 5.2.1 develop procedures to support the timely and transparent administration of this Policy, that without limitation may involve forms, application requirements, accounting and reporting requirements;
- 5.2.2 implement this Policy; and
- 5.2.2 identify and recommend revisions to this Policy as required.

**6. Amendments**

Date	Amendments

**Committee of Council Reports - January 6, 2026**

<b>Board/Committee</b>	<b>Chair/Reporting Councillor/ Members</b>	<b>Last/Next Meeting</b>	<b>Report</b>
Asset Management Committee	Peter Allen, Doug Gates, Tim Harding	September 3, 2024 Next: May 7, September 11, October 7, 2025, March 3, 2026	
Audit & Finance Committee	Dave Corkum, Everett MacPherson (Chair), Doug Gates, Emily Lutz	December 8, 2025 Next: TBD	Written report & recommendations provided December 16, 2025
Diversity Kings County	Everett MacPherson, Christina Sappington	December 1, 2025 Next: January 5, 2026	Written report provided December 2, 2025
Fences Arbitration Committee	Bob Best Alternate: Tim Harding	No meetings	
Fire Services Advisory Committee	Peter Allen, Robbie Hiltz, Riley Peckford	September 18, 2025 Next: TBD	Written report provided November 3, 2025
Greenwood Water Utility Source Water Protection Committee	Riley Peckford	September 11, 2025 Next: March 19, 2026	Written report provided October 7, 2025
Joint Accessibility Advisory Committee	Bob Best	September 10, 2025 Next: December 10, 2025	Written report provided October 7, 2025
Lake Monitoring Committee	Emily Lutz Alternate: Tim Harding	No recent meetings	
Nominating Committee	Dave Corkum (Chair), Peter Allen, Everett MacPherson, Riley Peckford	November 14, 2025 Next: TBD	Recommendations provided December 2, 2025
Planning Advisory Committee	Emily Lutz, Riley Peckford, Doug Gates, Everett MacPherson	November 12, 2025 Next: December 9, 2025	Recommendations provided December 2, 2025
Police Advisory Board	Bob Best, Robbie Hiltz, Christina Sappington	September 17, 2025 Next: December 17, 2025	Written report provided October 7, 2025
Regional Sewer Committee	Tim Harding Alternate: Everett MacPherson	November 27, 2025 Next: January 15, 2026	Written report provided November 3, 2025
Sandy Court Source Water Protection Committee	Tim Harding	February 25, 2025 Next: TBD	Written report provided March 18, 2025

## External Board and Committee Reports - January 6, 2026

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate: Christina Sappington	September 18, 2025	Verbal report provided October 7, 2025
Annapolis Valley Trails Coalition Board	Robbie Hiltz Alternate: Tim Harding	August 2024	Verbal report provided September 3, 2024
Canning Source Water Protection Committee	Everett MacPherson		
Kentville Joint Fire Services Committee	Bob Best, Tim Harding, Christina Sappington	March 20, 2025 Next: October 23, 2025	Written report provided April 1, 2025
Kentville Source Water Protection Advisory Group	Doug Gates	March 26, 2025	
Kentville Water Commission	Doug Gates	March 26, 2025	
<a href="#"><u>Kings Regional Emergency Management Advisory Committee</u></a>	Dave Corkum, Riley Peckford	October 20, 2025 Next: January 19, 2026	Written report provided November 3, 2025
Landscape of Grand Pré Inc. Member	Peter Allen Alternate: Christina Sappington	September 23, 2025	Written report provided December 2, 2025
Landscape of Grand Pré Inc. Board	Doug Gates	September 2024	Verbal report provided September 3, 2024
New Minas Source Water Protection Committee	Christina Sappington		
Nova Scotia Solid Waste-Resource Regional Chairs Committee	Dave Corkum (Vice-Chair)	September 19, 2025 Next: TBD	Written report provided October 7, 2025
Port Williams Source Water Protection Committee	Doug Gates		Verbal report provided March 18, 2025
Valley Community Fibre Network (Authority) Board	Robbie Hiltz	September 11, 2025 Next: December 4, 2025	Verbal report provided October 7, 2025
Valley Regional Enterprise Network Liaison & Oversight Committee	Dave Corkum Alternate: Christina Sappington	Proposed Marketing Levy Info Session September 17, 2025 Next: TBD	Written report provided October 7, 2025
Valley Regional Services Board (Kings Transit & Valley Waste)	Dave Corkum	November 19, 2025 Next: December 17, 2025; January 21, 2026	Written report provided December 2, 2025
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen		