



MUNICIPALITY of the
COUNTY of KINGS

MUNICIPAL COUNCIL
Tuesday, March 3, 2026
Following Public Hearing
AGENDA

Video Recording Times Noted in Red
Video is available [here](#)

1. Roll Call & Land Acknowledgement **32:04**
2. Approval of Agenda **33:05** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes
 - a. February 3, 2026 Council **33:58** Page 3
 - b. February 17, 2026 Special Council **34:40** Page 10
5. Business Arising from Minutes **None**
 - a. February 3, 2026 Council Page 3
 - b. February 17, 2026 Special Council Page 10
6. Planning Advisory Committee Recommendations February 10, 2026 Page 14
 - a. Amendment to the list of permitted uses in the Agricultural (A1) Zone and rezoning of a property on Belcher Street (PID 55030498), Port Williams **36:25**
 - b. Amendments to the Municipal Planning Strategy and Land Use By-law to expand the New Minas Growth Centre, facilitate development in the Country Residential (A4) Zone and establish Wellfield Protections for the Town of Wolfville Water Supply **37:49**
7. Administration
 - a. Amendments to Policy HR-06-019: Non-Union Salary Administration (adoption) **39:56** Page 15
 - b. Amendment to Policy FIN-05-029: District Activity Funds - Update Policy Number (notice) **41:07** Page 21
 - c. Village Commissioner Appointment to Greenwood Source Water Protection Committee **43:41** Page 27
 - d. Fire Governance Study and Potential Municipal Implications **45:43** Page 29
 - e. IMSA with Town of Kentville and Kentville Volunteer Fire Department /
Amendments to By-law 102: Committees Governance (first reading) **1:19:01** Page 32
8. Financial Services
 - a. Amendments to Policy FIN-05-007: Fire and Recreation Area Rates (adoption) **1:25:51** Page 44
 - b. Amendments to Policy FIN-05-008: Business Expense (adoption) **1:26:55** Page 47
 - c. Amendments to Policy FIN-05-009: Personal Property Tax Reduction (adoption) **1:27:56** Page 63
 - d. Guarantee Resolution - Valley Region Solid Waste-Resource Management Authority **1:29:48** Page 65
 - e. 2026/27 Budget Timeline Amendment **1:33:59** Page 72
9. Board & Committee Reports **1:37:38**
 - a. Annapolis Valley Homelessness Advisory Committee Page 75
 - b. Audit & Finance Committee Page 76
 - c. Nova Scotia Solid Waste-Resource Regional Chairs Committee Page 78
 - d. Police Advisory Board Page 79
 - e. Valley Regional Enterprise Network Liaison & Oversight Committee Page 80
 - f. Valley Regional Services Board Page 82
 - g. Virtual Fire Service Modernization Planning Session Page 83
 - h. Committees of Council Page 84
 - i. External Boards and Committees Page 85

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MUNICIPALITY *of the*
COUNTY *of* KINGS

MUNICIPAL COUNCIL
Tuesday, March 3, 2026
Following Public Hearing
AGENDA - CONTINUED

10. Other Business **None**
11. Comments from the Public **None**
12. Closed Session **1:46:03**
 - a. Approval of Council Closed Session Minutes Dec. 2, 2025, Jan. 20 & Feb. 17, 2026
 - b. MGA s. 22(2)(c): personnel matters
 - c. MGA s. 22(2)(e): contract negotiations
13. Adjournment **2:56:21**

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.

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

**THE MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
Tuesday, February 3, 2026
DRAFT MINUTES**

Meeting Date and Time

A meeting of Municipal Council was held on Tuesday, February 3, 2026 at 6:00 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 Gates with notice.

Results for Roll Call

For 9
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	-
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
- 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
- Alice Jacob, Planner
- Janny Postema, Municipal Clerk/Recording Secretary

Land Acknowledgement

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

Excuse Absence

On motion of Councillor Peckford and Deputy Mayor MacPherson, that Councillor Gates's absence from the February 3, 2026 Council meeting be excused.

Motion Carried.

Results

For 9
Against 0

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

2. [Approval of Agenda](#)

On motion of Councillor Sappington and Councillor Allen, that Municipal Council approve the February 3, 2026 agenda as circulated.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	-
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 7a: Planning 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 with Conditions.

4. **Approval of Minutes**

4a. [January 6, 2026](#)

On motion of Councillor Hiltz and Councillor Lutz, that the minutes of the January 6, 2026 Council meeting be approved as circulated.

Motion Carried.

Results

For 9
Against 0

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

4b. [January 20, 2026](#)

On motion of Councillor Sappington and Deputy Mayor MacPherson, that the minutes of the January 20, 2026 Special Council meeting be approved as circulated.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	-
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. [January 6, 2026](#) There was no business arising from the January 6, 2026 minutes.

5b. [January 20, 2026](#) There was no business arising from the January 20, 2026 minutes.

6. [Planning Advisory Committee Recommendations January 13, 2026](#)

6a. **Amendments to the Municipal Planning Strategy and Land Use** Councillor Lutz presented the recommendations as attached to the February 3, 2026 Council agenda.

By-law to expand the New Minas Growth Centre, facilitate development in the Country Residential (A4) Zone and establish Wellfield Protections for the Town of Wolfville Water Supply

On motion of Councillor Lutz and Councillor Allen, that Municipal Council give First Reading to and hold a Public Hearing regarding amendments to the Municipal Planning Documents to expand the New Minas Growth Centre, facilitate development in the Country Residential (A4) Zone and establish Wellfield Protections for the Town of Wolfville Water Supply.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	-
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. **Year End Planning Activity Report**

On motion of Councillor Lutz and Councillor Sappington, that Municipal Council receive the results of the year end Planning Services review as set out in the report to the Planning Advisory Committee dated January 13, 2026.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Dave Corkum	For

District 1	Everett MacPherson	For
District 2	Doug Gates	-
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. **Next Public Hearing** Councillor Lutz noted that the next Public Hearing was scheduled for Tuesday, March 3, 2026 at 6:00 p.m.

7. **Planning Services**

7a. **Planning 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 with Conditions** Councillor Peckford left his seat due to a conflict of interest.

Alice Jacob, Planner, presented the Request for Decision as attached to the February 3, 2026 Council agenda and provided a [presentation](#).

On motion of Councillor Lutz and Councillor Harding, 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 November 12, 2025.

Motion Carried.

Results

For 8
Against 0

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

8. **Administration**

8a. **Proclamation Requests: Amyloidosis Awareness Month & Wear Red Canada Day** Janny Postema, Municipal Clerk, presented the proclamations as attached to the February 3, 2026 Council agenda.

On motion of Councillor Best and Councillor Sappington, that Municipal Council proclaim March 2026 to be “Amyloidosis Awareness Month” in the Municipality of the County of Kings.

Motion Carried.

Results

For 9
Against 0

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

On motion of Councillor Sappington and Councillor Hiltz, that Municipal Council proclaim February 13, 2026 to be “Wear Red Canada Day” on behalf of the Canadian Women’s Heart Health Alliance in the Municipality of the County of Kings.

Motion Carried.

Results

For 9
Against 0

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

9. **Financial Services**

- 9a. [Kings Transit Authority 2025/26 Capital Contribution](#)

Mike Livingstone, Director of Finance & IT, presented the Request for Decision as attached to the February 3, 2026 Council agenda and provided a [presentation](#).

On motion of Deputy Mayor MacPherson and Councillor Hiltz, that Municipal Council authorize the release of \$36,858 as the Municipality’s contribution to the 2025/26 Kings Transit Authority Capital Budget.

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. **Board & Committee Reports**
- 10a. [Annapolis Valley Trails Coalition Board](#) Councillor Hiltz presented the report as attached to the February 3, 2026 Council agenda.
- 10b. **Regional Sewer Committee** Councillor Harding provided a brief verbal update.
- 10c. **Annapolis Valley Regional Library Board** Councillor Lutz provided a brief verbal update.
- 10d. [Committees of Council](#) For information.
- 10e. [External Boards and Committees](#) For information.

On motion of Councillor Peckford and Councillor Sappington, that Municipal Council receive the Board and Committee Reports as attached to the February 3, 2026 Council agenda and as provided verbally for information.

Motion Carried.

Results

For 9
Against 0

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

- 11. **Other Business** In response to a request from Councillor Best for a report on amounts received from deed transfer tax, the CAO noted that the amounts would be included in the quarterly variance reports reviewed by the Audit and Finance Committee.
- 12. **Comments from the Public** A member of the public and Municipal Advisor Jason Haughn were present but did not provide comments.
- 13. **Adjournment** **On motion of Councillor Peckford and Councillor Hiltz, there being no further business, the meeting adjourned at 6:40 p.m.**

Motion Carried.

Results

For 9
Against 0

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

Approved by:

 Dave Corkum
 Mayor

 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.

DRAFT

**THE MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL MUNICIPAL COUNCIL
Tuesday, February 17, 2026
DRAFT MINUTES**

**Meeting Date
and Time**

A special meeting of Municipal Council was held on Tuesday, February 17, 2026 following Committee of the Whole at 10:47 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. Attendance

All Members of Council were in attendance.

Results for Roll Call

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Andrea Hyslop, Deputy Chief Administrative Officer
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Terry Kelly, In-house Solicitor
- Mike Livingstone, Director, Finance & IT
- Scott MacKay, Manager, Revenue
- Janny Postema, Municipal Clerk/Recording Secretary

**Land
Acknowledgement**

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

Moment of Silence

A moment of silence was held in recognition of the lives lost during the tragedies in Tumbler Ridge and Rhode Island.

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

On motion of Councillor Peckford and Councillor Best, that Municipal Council approve the February 17, 2026 agenda 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

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

4. [Committee of the Whole Recommendations February 17, 2026](#)

- 4a. **Amendments to Policy FIN-05-007 Fire and Recreation Area Rates (notice)** On motion of Councillor Gates and Councillor Lutz, that Municipal Council provide seven days’ notice, per s.48(1) *Municipal Government Act*, to amend Policy FIN-05-007: Fire and Recreation Area Rates, as attached to the February 17, 2026, Request for Decision.

Motion Carried.

Results

For 10
Against 0

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

- 4b. **Amendments to Policy FIN-05-008: Business Expense (notice)** On motion of Councillor Allen and Councillor Harding, that Municipal Council provide seven days’ notice, per s.48(1) *Municipal Government Act*, to amend Policy FIN-05-008: Business Expense, as attached to the February 17, 2026, Request for Decision, with the per diem for lunch set at \$25.

Motion Carried.

Results

For 9
Against 1

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	Against
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

4c. **Amendments to Policy FIN-05-009: Personal Property Tax Reduction (notice)**

On motion of Deputy Mayor MacPherson and Councillor Sappington, that Municipal Council give seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy FIN-05-009: Personal Property Tax Reduction, as detailed in the February 17, 2026, Request for Decision.

Motion Carried.

Results

For 10
Against 0

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

5. **Comments from the Public**

No members of the public were present.

6. **Closed Session**

On motion of Councillor Best and Councillor Lutz, that Council move into closed session in accordance with *Municipal Government Act* sections 22 (2) (a), (c), and (e): "acquisition, sale, lease and security of municipal property", "personnel matters", and "contact 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 10:53 a.m. and returned to public session at 12:07 p.m.

6a. **Amendments to Policy HR-06-019: Non-Union Salary Administration (notice)**

On motion of Deputy Mayor MacPherson and Councillor Gates, that Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy HR-06-019: Non-Union Salary Administration, as outlined in the February 17, 2026, Request for Decision.

Motion Carried.

Results

For 10
Against 0

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

7. Adjournment

On motion of Councillor Lutz and Councillor Best, there being no further business, the meeting adjourned at 12:09 p.m.

Motion Carried.

Results

For 10
Against 0

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

Approved by:

Dave Corkum
Mayor

Janny Postema
Municipal Clerk

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.

COMMITTEE	Planning Advisory Committee
COMMITTEE MEETING DATE	February 10, 2026
COUNCIL MEETING DATE	March 3, 2026

RECOMMENDATIONS

a.	Amendment to the list of permitted uses in the Agricultural (A1) Zone and rezoning of a property on Belcher Street (PID 55030498), Port Williams	That Municipal Council give First Reading to and hold a Public Hearing regarding the application to amend a map and the text of the Land Use By-Law to permit the expansion of an existing agricultural related industry at 830 Belcher Street (PID 55030498), Port Williams as described in Appendices C and D of the report dated February 10, 2026.
b.	Amendments to the Municipal Planning Strategy and Land Use By-law to expand the New Minas Growth Centre, facilitate development in the Country Residential (A4) Zone and establish Wellfield Protections for the Town of Wolfville Water Supply	That Municipal Council give Second Reading to amendments to the Municipal Planning Documents to expand the New Minas Growth Centre, facilitate development in the Country Residential (A4) Zone and establish Wellfield Protections for the Town of Wolfville Water Supply.
c.	Next Public Hearing	Tuesday, April 7, 2026 at 6:00 p.m.



Municipality of the County of Kings

Non-Union Salary Administration Policy

Policy Category	Human Resources	Most Recent Amendment	September 17, 2024
First Council Approval	December 3, 2019	Future Review Date	September 2028

1. Purpose

The Municipality maintains a salary administration program that endeavours to be internally equitable and externally competitive, affordable for the Municipality, which is used to recruit and retain qualified, motivated, and productive employees.

This Policy:

- 1.1 Expresses the principles of salary administration as it applies to non-union employees;
- 1.2 Ensures a process to determine fair and equitable compensation for positions and related duties within the Municipality;
- 1.3 Identifies the components of the salary administration program;
- 1.4 Identifies circumstances under which an employee’s salary may be changed; and
- 1.5 Provides guidance for determining the starting salaries of new employees.

2. Scope

- 2.1 This Policy applies to all non-union employees of the Municipality, excluding the Chief Administrative Officer.
- 2.2 The Chief Administrative Officer’s salary shall be determined through a contract negotiated with Council.
- 2.3 The Collective Agreement shall determine salary administration for union employees.

3. Definitions

- 3.1 **Council:** means the Council for the Municipality of the County of Kings.
- 3.2 **Employee:** for the purposes of this policy, means all full-time non-union employees of the Municipality, including all management positions and all non-union/non-management positions, excluding the Chief Administrative Officer.
- 3.3 **Municipality:** means the Municipality of the County of Kings.
- 3.4 **Hiring Manager:** means the Manager or Director who is filling a position within the Hiring Manager’s department. Typically, the Hiring Manager is the immediate supervisor to the new hire.
- 3.5 **Performance Review:** means an annual review completed by an employee and the employee’s supervisor which is used to evaluate the employee's past job performance as it relates to expectations surrounding the strategic goals of the Municipality and the employee's job description. It also establishes goals and expectations for the upcoming review period.
- 3.6 **Probationary Period:** means the period of time allotted to management to evaluate a new employee's performance.

4. Policy Statements

Salary Administration Components

4.1 Starting Salaries

- 4.1.1 By default, newly hired employees will start at the minimum rate of pay within the salary range for the position.
- 4.1.2 Notwithstanding 4.1.1, there may be circumstances when it is determined that a rate of pay higher than the minimum is necessary to hire a candidate or to acknowledge previous related experience. Factors that may be considered are:
 - 4.1.2.1 Candidate’s knowledge, skills, and/or experience related to the position;
 - 4.1.2.2 Candidate’s salary from previous employment;
 - 4.1.2.3 Market salary rate for the position; and/or
 - 4.1.2.4 Salary relative to subordinates, peers, and supervisor.
- 4.1.3 Should the hiring manager wish to hire a new employee at a higher rate of pay than the minimum, they shall provide a rationale by using the Salary Rationale Form appended hereto as Appendix A. This form shall be completed by the Director of the Department and approved by the Chief Administrative Officer (CAO) before a salary offer is made to the candidate.

4.2 Performance Evaluations

- 4.2.1 All non-union employees will participate in an annual Performance Review as established in Policy HR-06-015 Employee Performance Management.
- 4.2.2 The annual Performance Review shall generate an overall performance evaluation rating, ranging from Unsatisfactory to Superior. Each of these ratings will be associated with a percentage increase as established in Table 1:

Table 1 – Performance Evaluation Rating	
Evaluation:	Percentage Increase:
Unacceptable	0.00%
Needs Improvement	0.00%
Meets Expectations	1.00%
Exceeds Expectations	1.50%
Superior	2.00%

4.3 Range Adjustments

- 4.3.1 To ensure non-union employees maintain the same standard of living on a year-over-year basis, adjustments will be made to existing salary ranges based on a five-year rolling average of the annual Consumer Price Index (CPI) for Nova Scotia (June – all items) as published by Statistics Canada.

4.4 Professional Designation Premium

- 4.4.1 A 10% designation premium shall apply to individuals within the Manager and non-union non-management classifications who maintain an accounting, engineering, professional geoscientist, or planning professional designation that relates to their position.

4.5 Increases within Existing Salary Ranges

4.5.1 Increases within the existing salary ranges for non-union employees will be based on a combination of the employee’s Performance Review rating, as determined in section 4.2.2, and the five-year rolling average of the annual Consumer Price Index (CPI) for Nova Scotia, as determined in section 4.3.1, and shown in Table 3.

Table 3 – CPI and Performance Based Increase Rates			
Evaluation	Performance	CPI	Total
Unacceptable	0.00%	N/A	0.00%
Needs Improvement	0.00%	5-year CPI	5-year CPI
Meets Expectations	1.00%	5-year CPI	1.00% + 5-year CPI
Exceeds Expectations	1.50%	5-year CPI	1.50% + 5-year CPI
Superior	2.00%		2.00% + 5-year CPI

4.5.2 New employees will participate in a Performance Review prior to the completion of their Probationary Period. Employees that have completed their Probationary Period may be eligible for a Performance Review increase, as well as a CPI increase. Both increases will be pro-rated based on the length of the Probationary Period if it is less than one year. Those employees who have not completed their Probationary Period will only be eligible for the pro-rated CPI increase.

4.5.3 Changes to salaries shall become effective June 1st of each year.

4.5.4 If an employee’s pay rate reaches the upper end of the salary range for their position (the maximum pay rate), their pay rate would then only increase annually by CPI as determined in section 4.3.1.

4.5.4.1 The CAO may approve a Performance Review increase as determined in section 4.2.2. This one-time increase shall be considered a one-time lump-sum payment and will not be added to the employee’s base salary on an ongoing basis.

4.6 External Salary Reviews

4.6.1 External salary reviews shall be conducted for non-union position salary ranges every four (4) years to ensure the Municipality remains competitive and therefore capable of attracting and retaining talented employees.

4.6.2 Salary reviews may result in adjustments to existing salary ranges.

4.6.2.1 If a salary range is increased as a result of the salary review, the salary range shall be adjusted upward. In this instance, the affected employee’s salary will be increased by the percentage change between the previous salary range and the revised salary range.

4.6.2.2 If there is a decrease to a salary range, there will be no decrease to the employee’s current salary.

4.6.3 The CAO shall consider situations whereby an employee’s salary may be increased by a higher percentage, subject to the position taking on additional duties.

4.6.4 All salaries are dependent on annual budgets as approved by Council. Salary increases may be provided over multiple years depending on budgetary constraints.

4.7 Job Descriptions

- 4.7.1 Every non-union position in the Municipality shall have a complete, accurate, up-to-date job description that describes the essential functions and job-related qualifications and demands of the job. Information from job descriptions will be utilized in recruitment and selection, salary administration, training and development, and performance planning.
- 4.7.2 Job descriptions for all positions will use a standard format and include the title of the position, position summary, reporting structure, job duties and responsibilities, and required qualifications and training.
- 4.7.3 New job descriptions require CAO approval and will be administered by the Human Resources Manager.
- 4.7.4 In the event it becomes necessary to make significant changes to the duties and responsibilities of an existing position, a revised job description will be prepared in consultation with the Human Resources Manager and approved by the Director of the department. Should duties be added to a position, the Director may recommend to the CAO that the salary be adjusted accordingly per section 4.6.3.

4.8 Temporary Assignments

- 4.8.1 If an employee is temporarily assigned to, and designated the duties of, another position for which the rate of pay is higher than the rate of pay for the employee’s regular position, and the employee is assigned to and performs in that capacity for at least two (2) days in one pay period, the employee shall receive an additional \$50 for each day in the acting role.

5. Responsibilities

5.1 Council will:

- 5.1.1 Ensure the Municipality has a current and comprehensive policy to administer non-union salaries;
- 5.1.2 Review, amend, and adopt changes to this Policy as required; and
- 5.1.3 Approve the overall salaries budget as part of the annual budgeting process.

5.2 The Chief Administrative Officer or designate will:

- 5.2.1 Implement and administer this Policy;
- 5.2.2 Identify and propose necessary revisions to this Policy as required;
- 5.2.3 Approve individual salaries within approved ranges; and
- 5.2.4 Develop and follow a Standard Operating Procedure to verify salaries are within the budget approved by Council and are reconciled against amounts paid.

5.3 Non-Union Employees will:

- 5.3.1 Be familiar with and act in accordance with this Policy.

6. Amendments

Date	Amendments
May 4, 2021	New definitions, wording clarified, clarification of CAO’s responsibilities.

September 2024	Inclusion of a 10% premium applied to individuals within the Manager classification who maintain an Accounting, Engineering, or Planning professional designation that relates to their position.
<u>Date TBD</u>	<u>Inclusion of non-union non-management classification and professional geoscientist designation.</u>

**APPENDIX A
SALARY RATIONALE FORM**

This form is to be used only if new employee is NOT being hired at the minimum rate.

Position Title	
Position Salary Range	
Candidate Name	
Minimum Salary (default)	\$
Proposed Salary	\$

Supporting Rationale

Explain in detail why this candidate should be hired at a level higher than the minimum level. Include reference to the candidate's knowledge, skills and abilities, their previous salary level, competitive salary information (if available), relationship to peers, subordinates and supervisor, and any other relevant details.

Recommended

Hiring Manager

Date

Concurred

Director of Department

Date

Approved

Chief Administrative Officer

Date

TO	Municipal Council
PREPARED BY	Janny Postema, Municipal Clerk
MEETING DATE	March 3, 2026
SUBJECT	Amendment to Policy FIN-05-029: District Activity Funds (Update Policy Number)

ORIGIN

- [January 6, 2026](#) - Policy FIN-05-029: District Activity Funds adopted

RECOMMENDATION

That Municipal Council give seven days' notice, per s. 48(1) *Municipal Government Act*, to amend Policy FIN-05-029: District Activity Funds to FIN-05-030, as outlined in the March 3, 2026 Request for Decision.

INTENT

For Municipal Council to amend the District Activity Funds Policy to the correct policy number.

DISCUSSION

Municipal Council adopted Policy FIN-05-029: District Activity Funds on January 6, 2026. Due to a staff oversight, the number assigned to this Policy was incorrect. The Deed Transfer Tax Reserve Policy had already been assigned the number FIN-05-029. The District Activity Funds Policy therefore should have been assigned the number FIN-05-030.

FINANCIAL IMPLICATIONS

- None

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Correction of policy number

ALTERNATIVES

- There are no recommended alternatives.

IMPLEMENTATION

- Draft Policy submitted to Municipal Council for adoption.
- If approved as amended, Policy posted to Municipal website.

ENGAGEMENT

- Should Municipal Council provide notice to adopt the Policy, the seven days' notice provides an opportunity for further public comment.

Request for Decision

APPENDICES

- Appendix A: Policy FIN-05-029 District Activity Funds

APPROVALS

Scott Conrod, Chief Administrative Officer

February 24, 2026

POLICY



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

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

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
<u>Date TBD</u>	<u>Policy number updated.</u>

TO	Municipal Council
PREPARED BY	Janny Postema, Municipal Clerk
MEETING DATE	March 3, 2026
SUBJECT	Village Commissioner Appointment to Greenwood Water Utility Source Water Protection Committee

ORIGIN

- [Policy EPW-04-009: Greenwood Water Utility Source Water Protection Committee](#)

RECOMMENDATION

That Municipal Council appoint Bob Baker, Greenwood Village Commissioner, to the Greenwood Water Utility Source Water Protection Committee effective May 1, 2026 for a term ending April 30, 2028.

INTENT

For Council to appoint a Village of Greenwood Commissioner to the Greenwood Water Utility Source Water Protection Committee (“Committee”) in accordance with Policy EPW-04-009: Greenwood Water Utility Source Water Protection Committee.

DISCUSSION

Policy EPW-04-009, section 4 (Committee Composition) requires a Commissioner from the Village of Greenwood to be appointed by Council for a two-year term commencing on the first day of May of the appointment year.

The term of the current Greenwood Village Commissioner on the Committee ends April 30, 2026. The Greenwood Village Commission wishes to appoint Commissioner Bob Baker.

FINANCIAL IMPLICATIONS

- None

STRATEGIC PLAN ALIGNMENT

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

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Notify the Greenwood Village Commission, the Chair of the Committee (District Councillor), and the Senior Staff Member and Recording Secretary for the Committee of the appointment.

Request for Decision

- Next (re)appointment to occur prior to May 1, 2028.

ENGAGEMENT

- No specific engagement initiative was undertaken as this item is guided by the Greenwood Water Utility Source Water Protection Committee Policy.

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer

February 24, 2026

TO	Municipal Council
PREPARED BY	Andrea Hyslop, Deputy Chief Administrative Officer
MEETING DATE	March 3, 2026
SUBJECT	Fire Governance Study and Potential Municipal Implications

ORIGIN

- First introduction to Municipal Council

RECOMMENDATION

That Municipal Council receive the Briefing on Fire Governance Study, Bill 186, and Potential Municipal Implications as presented in camera on March 3, 2026 as information.

INTENT

For Council to be briefed on the Fire and Associated Services Governance Study and the potential municipal implications.

DISCUSSION

In summary, the Province of Nova Scotia has released the following related materials:

- September 2025 – Fire and Associated Services Governance Study was released (Appendix A)
- October 2025 – Bill 158 [The Fire Safety and Services Act](#) was introduced in response to the Study
- February 23, 2026 – Bill 186 [Support for Fire Protection Services Act](#) was introduced

The Fire and Associated Services Governance Study (Appendix A) released in September of 2025, the report provides 40 recommendations on improving fire service across Nova Scotia. There is a commitment from the Province to implement the report within a 36-month (3 year) period and have introduced legislation on February 23, 2026 that will provide the proposed framework and transition plan.

Most of the recommendations provided are high level resulting in many unknowns. Until the proposed framework and transition plan are released, it is difficult to discern the cascading impacts the recommendations may have. In the next 3 years the following implications are clear:

- Municipalities will be responsible for oversight on fire service and delivery (i.e., dissolution of Fire Commissions).
- Municipalities will be responsible for ensuring fire departments have access to appropriate resources and equipment.
- Municipal Council will be responsible for approving Fire Chief appointments.
- Municipalities must conduct a Community Risk Assessment (CRA) to determine what level of service for fire protection is required.
- Municipalities must develop a funding model for service delivery (e.g., one area rate, or multiple).

Some implications that are less clear and require the Province to provide additional information through the proposed framework and transition plan include:

- What funding might be available to support municipalities during this transition period.
- What type of standards the Province will implement for firefighting equipment and Personal Protective Equipment (PPE). If municipalities are to be responsible for ensuring appropriate access to equipment, the overall implications cannot be known until the standards are released.
- How current assets, and potentially debt and other obligations, might be transitioned, if at all, to municipalities.

The Province has engaged with municipal elected officials and senior administrators from across Nova Scotia. However, these engagements were done with limited notice or lacked an opportunity to provide meaningful feedback.

Bill 158, introduced in October 2025, directs the Minister of Emergency Management and the Minister of Municipal Affairs to develop a legislative framework and engage in consultations. Bill 158 has not passed 2nd reading and appears to be utilized as a communication tool for parties impacted by fire service modernization.

Bill 186 that was introduced February 23, 2026, is currently proceeding through the legislative process. The primary intention of Bill 186 is to establish the Office of the Fire Commissioner, under the Department of Emergency Management, and the role of Fire Commissioner. It also legislates municipalities conducting fire service reviews to determine its protection level and provides power to the Minister of Department of Emergency Management to develop regulations on fire protection services and standards. It is not clear if the regulatory framework is required before the provisions will be proclaimed.

The Nova Scotia Federation of Municipalities (NSFM) released a detailed summary of the Study (Appendix B), which addresses agreeable points and areas of concern from their perspective. The below table highlights a summary of NSFM’s agreeable points and their areas of concern.

Agreeable Points	Areas of Concerns
<ul style="list-style-type: none"> • Improve provincial standards for training and equipment management • Council receives annual reports from fire departments • Cost recovery process (e.g. answering calls on provincial roads) • Recognition that all fire departments, regardless of composition, are partners • Improve recruitment efforts for volunteers • Regional approach to training 	<ul style="list-style-type: none"> • Creation of a new Fire Commissioner • Consolidation of fire and emergency resources under Department of Emergency Management (DEM) • Municipalities hire a municipal fire chief* • Potential for downloading to municipalities (e.g. responsible for equipment and community risk assessments) • Development of sustainable funding models for fire departments, reducing their reliance on public fundraising • Standardization of tax and levy rates

* DEM communicated during consultation sessions that fire chiefs would be appointed by their membership and not hired by municipalities. Municipalities would be responsible for approving the appointment.

The Municipality of the County of Kings has 13 fire departments and 8 different governance structures. Given the Municipality’s unique perspective on the various players and impacts the fire service has in a large rural area, staff will be reaching out to the Deputy Minister of the Department of Emergency Management to request further discussions on the proposed recommendations and offer further insights into considerations for the framework and transition plan.

FINANCIAL IMPLICATIONS

- There are no financial implications associated with this Briefing.
- There are expected to be financial implications associated with the proposed fire service modernization. However, further information on the framework and transition plan is required.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Providing an update on the proposed fire service modernization from the Province.

APPENDICES

- Appendix A: [Final Nova Scotia Fire and Associated Services Governance Study](#)
- Appendix B: [NSFM Detailed Summary of the 2025 FSANS Review](#)

APPROVALS

Scott Conrod, Chief Administrative Officer

February 24, 2026

TO	Municipal Council
PREPARED BY	Scott Conrod, Chief Administrative Officer
MEETING DATE	March 3, 2026
SUBJECT	IMSA with Town of Kentville and Kentville Volunteer Fire Department Amendments to By-law 102: Committees Governance

ORIGIN

- February 17, 2026 Special Council Closed Session

RECOMMENDATIONS

That Municipal Council receive for information the update on the execution of an Intermunicipal Services Agreement with the Town of Kentville and Kentville Volunteer Fire Department as instructed in private session on February 17, 2026.

That Municipal Council give First Reading to amend By-law 102: Committees Governance to delete the reference to the Kentville Joint Fire Services Committee and delete and add other disbanded or new boards and committees.

INTENT

To update Municipal Council on the recently executed Intermunicipal Services Agreement (IMSA) with the Town of Kentville and Kentville Volunteer Fire Department.

For Municipal Council to give First Reading to amend the Committees Governance By-law to delete the reference to the Kentville Joint Fire Services Committee, as well as to make further updates to Schedules A and B of By-law 102.

DISCUSSION

On February 17, 2026 Municipal Council instructed the CAO in closed session to execute an IMSA with the Town of Kentville and the Kentville Volunteer Fire Department and to report back to Council in public session once the Agreement had been fully executed. The three parties have signed the Agreement, which replaces the Agreement that was set to expire on March 31, 2026. As a result of the IMSA, the Kentville Joint Fire Services Committee will no longer be required.

Staff recommend taking this opportunity to further update Schedules A and B as appended to By-law 102 given that certain boards and committees were disbanded since the By-law was adopted in 2016, while others have been created since that date.

FINANCIAL IMPLICATIONS

- There are no financial implications resulting from the recommendation other than the discontinuation of expenses incurred by Council members who were appointed to the Kentville Joint Fire Services Committee.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
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	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Agreement made pursuant to Part X <i>Municipal Government Act</i> and related update to By-law 102

ALTERNATIVES

- There are no recommended alternatives.

IMPLEMENTATION

- The Municipality follows statutory requirements for Second Reading and public notification associated with the By-law amendments.
- Municipal Council gives Second Reading to amending By-law 102 at an upcoming meeting.

ENGAGEMENT

- Representatives of the parties have met and corresponded on the Replacement Agreement.
- The statutory requirement to publish a notice of Council's intent to consider amendments to the By-law in a newspaper circulating in the Municipality or posted on the Municipality's website at least fourteen days before Second Reading provides an opportunity for public comment prior to adoption.

APPENDICES

- Appendix A: By-law 102 Committees Governance

MUNICIPALITY OF THE COUNTY OF KINGS

For By-Law information contact the Municipal Clerk

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



BY-LAW # 102

COMMITTEES GOVERNANCE BY-LAW

A BY-LAW TO DEFINE THE MANDATE, ADOPT TERMS OF REFERENCE AND ADOPT MEETING PROCEDURES FOR COMMITTEES ESTABLISHED BY OR APPOINTMENTS TO EXTERNAL COMMITTEES BY THE MUNICIPALITY OF THE COUNTY OF KINGS

WHEREAS By-law 64, 'Meetings and Procedure By-law', establishes the rules and procedures under which meetings of all committees established by Council, except for Committee of the Whole, are to operate; and

WHEREAS Council establishes committees and makes appointments to committees and boards of external bodies that may include any combination of members of the public, members of Council and/or members of Municipal staff;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of the County of Kings enacts as follows:

1. DEFINITIONS

Appointee means a Citizen Appointee, Council Appointee or Staff Appointee.

Board means a Board of a body that Council makes appointments to as a matter of law or under the terms of an intermunicipal agreement or memorandum of understanding to which the Municipality is a party.

Citizen Appointee means a member of the public appointed by Council to serve on a Committee or External Committee.

Committee means any committee of Council established or approved by Council on a special, standing or advisory basis with terms of reference approved by Council but does not include the Committee of the Whole.

Council Appointee means a member of Council appointed by Council to serve on a Committee or External Committee.

External Committee means a committee which is not a Committee of Council and may include an external Board, commission, committee, authority or quasi-judicial committee created pursuant to statute or agreement or memorandum of understanding to which the Municipality is a party to.

Regularly scheduled meeting means a committee meeting that is scheduled on a regular basis in accordance with section 2.3 (a).

Staff Appointee means a member of Municipal staff appointed by the CAO and approved by Council to serve on a Committee or External Committee.

Sub-Committee means a committee established by a standing committee of Council with a clear mandate that has a beginning and ending and reports directly to the creating standing committee and may include members of the public, members of Council and/or members of Municipal Staff.

2. GENERAL PROVISIONS

- 2.1 Except as otherwise provided for in this by-law, all Committees and Committee members must conform to the rules governing the procedures of a meeting of Council as outlined in the 'Meetings and Procedure By-law 64'.
- 2.2 Where an Appointee is appointed by Council to an External Committee, the Appointee shall, subject to the by-laws of the External Committee, comply with the provisions of this By-law.

2.3 Attendance and Regularly Scheduled Meetings

- (a) At the first meeting of a Committee in a calendar year, the Committee shall pass a motion setting the schedule for regularly scheduled meetings of the Committee for the year and report the schedule back to the Municipal Clerk. In determining the frequency of regularly scheduled meetings, the Committee shall consider the nature of the Committee, the Committee's Terms of Reference and the Committee's objectives and shall set the schedule on a recurring basis weekly, monthly, quarterly, biannually or annually, as deemed necessary by a majority of the Committee members.
- (b) The Committee Chair shall ensure that attendance of Committee members is recorded in the minutes of the meeting.

2.4 Absenteeism, Alternates and Vacancy

- (a) Attendance of Council Appointees and Citizen Appointees shall be reported by the Chair of the Committee to the Municipal Clerk on a quarterly basis. Council Appointees and Citizen Appointees to an External Committee shall each report his or her personal attendance to the Municipal Clerk on a quarterly basis. A report of attendance of all Council Appointees and Citizen Appointees on both internal Committees and External Committees shall be prepared by the Municipal Clerk and submitted to Council on a quarterly basis.
- (b) Subject to section 2.4 (d), if any member of a Committee is absent for three (3) regularly scheduled consecutive meetings without cause acceptable to the Committee, the person ceases to be a member.
- (c) The Chair of the Committee shall immediately notify the Municipal Clerk of a vacancy, and the Council shall fill the vacancy.
- (d) In the event that a Council Appointee is unable to attend a regularly scheduled meeting of either a Committee or an External Committee, as the case may be, the Council Appointee shall make every effort to arrange for another Council member as an alternate. For the purposes of section 2.4 (b), the absence of a Council Appointee shall not count provided that an alternate Council member has agreed to attend in advance.

- (e) Any Citizen Appointee to a Committee or External Committee who is absent without acceptable cause to Council for more than thirty per cent (30%) of the regularly scheduled meetings since their term of appointment will not be eligible for reappointment.
- (f) A member of a Committee of Council who intends to leave a meeting before the meeting is adjourned must inform the Chair of this intention either at the start of the meeting or prior to leaving.
- (g) The quarterly payment of any honorarium payable by the Municipality to a Citizen Appointee pursuant to FIN-05-002 shall be reduced pro rata on a per meeting basis for each meeting missed by the Citizen Appointee in the previous three-month period.

2.5 Mayor as Ex-Officio Member of Committees

- (a) Subject to the Terms of Reference of any Committee, the Mayor of the Municipality is *ex-officio* a member of every Committee or Sub-Committee;
- (b) Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor of the Council, such number is automatically increased by one, being the Mayor of the Council, as provided under (a) above, when the Mayor is present, and all members of the Committee are present.
- (c) In those instances when all members are not present, the Mayor's attendance replaces an absent member and the membership number is not automatically increased by one.
- (d) The Mayor is able to participate in the business of the Committee without any restriction except voting unless the Mayor is replacing another Council Appointee or unless the Committee's Terms of Reference indicate otherwise.
- (e) Subject to section 2.5 (d), only members appointed by Council who have been appointed to a Committee, or their alternate, are entitled to vote at a meeting.

2.6 Criteria to Serve on Committee

Every member of a Committee or every Appointee of Council to an External Committee must be either a member of Council or a person eligible to be elected as a member of the Council, in accordance with the Municipal Elections Act. All appointments to Committees are made at the pleasure of Council.

2.7 Termination of Committee

Except for an External Committee, Council has the right to abolish a Committee at any time.

2.8 Retention of Applications to Serve on Committees

Applications from members of the public who are not appointed during the regular appointment process will be kept on file in the office of the Municipal Clerk for a period of three months from the date of submission. If a vacancy occurs on a Committee within three months, the applicants who applied to serve on that Committee and were not appointed will be contacted and asked if they are still interested in serving. Names of those who continue to have an interest to serve on the Committee will be submitted to the Nominating Committee for consideration to fill the

vacancy. At the direction of Nominating Committee, the Clerk's Office may also re-advertise the vacancy in the newspaper.

2.9 Report to Council

Council Appointees are responsible to report back to Council, on a quarterly basis, on the business of the Committee or External Committee, as the case may be, and in any event shall report the following as soon as becoming aware of:

- (a) the creation of a sub-committee of the committee;
- (b) the creation or termination of a material contract;
- (c) matters which may have a financial impact on the Municipality;
- (d) matters which may give rise to liability for the Municipality; and
- (e) any material information that may affect the interests of the Municipality.

Where Council has more than one Council Appointee on a Committee or External Committee then the Council Appointees must determine amongst themselves who is responsible to report to Council at the first meeting where the schedule is agreed to.

2.10 Agenda

The Agenda of every Committee will be structured as follows:

- 1) Meeting to Order
- 2) Roll Call
- 3) Amendments to Agenda
- 4) Approval of the Agenda
- 5) Business Arising from the Minutes
- 6) Approval of Minutes
- 7) Disclosure of Conflict of Interest Issues
- 8) Business
- 9) Other Business
- 10) Correspondence
- 11) Date of Next Meeting
- 12) Public Comments
- 13) Adjournment

In accordance with requirements for public notice, transparency and disclosure, new substantive items should not be introduced on the Agenda under Other Business.

2.11 Public Participation at Committee Meetings

At Committee meetings that are open to the public, once a motion has been introduced, members of the Committee may speak to the motion. Following the members' discussion, the Chair may invite members of the public to share their comments, views, suggestions and opinions. The Committee will then conclude its deliberations and decide on the motion.

2.12 Election of Officers

Each Committee will meet as soon as possible after the day of the inaugural meeting of Council and/or in December each subsequent calendar year to appoint a Chair and Vice-Chair from its membership for a term commencing December 1st and terminating November 30th or until a

successor is appointed. For the purpose of clarity, a member of the Committee who served as Committee Chair or Vice-Chair may be reappointed as Committee Chair or Vice-Chair unless otherwise stipulated in the Terms of Reference of the Committee.

2.13 Minute Keeping

The Chair of each Committee shall be responsible to ensure that minutes are taken of each meeting of the Committee and that a record of the approved minutes is provided to the Municipal Clerk to be posted online on the Municipal website.

3 TERM OF APPOINTMENT

- 3.1 (a) In those instances where the appointments to a Committee are to be staggered over the term of Council, the Committee will establish which members will serve for the staggered term and advise Council accordingly. Council may, by resolution, confirm the term of the appointments as recommended by the Committee.
- (b) Where a Council member is appointed to a committee, the Council member's appointment ceases if and when the person ceases to be a Council member and that former Council member shall not be eligible to apply as a Citizen member for 6 months.
- (c) Terms of office and membership of Council Appointees, Staff Appointees or Citizen Appointees on External Committees must be in accordance with this By-law unless the term of office is established under statute or the terms of an agreement or memorandum of understanding to which the Municipality is a party.
- (d) Where a Committee member resigns before the end of their term of appointment, the chair of the Committee must notify the Municipal Clerk within three days that there is a vacancy on the Committee. The Municipal Clerk shall notify the Nominating Committee and subject to section 3.2, a recommendation shall be brought forward by the Nominating Committee to Council for an appointment to fill the balance of the term at a meeting of Council.

3.2 Duration of Citizen Appointments

- (a) Appointments of a Citizen Appointee to a committee are for a term of two years unless the Terms of Reference indicate otherwise.
- (b) Members of the public will be eligible to serve for a maximum of four consecutive years on the same Committee unless, at the end of the four year period, there are no other applications acceptable to the Nominating Committee, in which case, upon the recommendation of the Nominating Committee, the member is eligible to serve for an additional two years but in no event, shall a member of the public serve for more than six consecutive years on a committee;
- (c) Members of the public are required to take at least one year absence after serving on the same Committee for six years. After a one-year absence, the member of the public is eligible to re-apply to serve on the former Committee. In exceptional circumstances and on the recommendation of the Nominating Committee, a member of the public may, upon application, be appointed beyond six years if there are compelling reasons;

- (d) During the one-year absence from a Committee, a member of the public may apply to serve on a different Committee and subject to 3.2 (g), a member of the public may serve on more than one committee;
- (e) A member of the public who has been appointed to replace a citizen Committee member and is filling a partially completed term will be appointed for the balance of that member's term and subject to section 3.2 (c), upon the expiry of the partial term, the new member is eligible to apply for a re-appointment for a maximum of four consecutive years or, subject to section 3.2 (b), six years;
- (f) Renewed membership on a Committee is not automatic; any member of the public who wishes to serve for an additional term must complete and submit the approved application form for re-appointment.
- (g) No member of the public may serve on more than two committees at the same time.

COMMITTEE COMPOSITION

4 Committees of Council - Schedule 'A'

- 4.1 The composition and terms of reference for Committees established by the Municipality of the County of Kings are in accordance with Schedule 'A', attached hereto and forming a part of this By-law.
- 4.2 It is the responsibility of the Chair of Committees of Council to report to Council on all matters connected with their duties or referred to them by the Council and to recommend such action as they deem necessary.

5 External Committees - Schedule 'B'

- 5.1 The External Committees to which Council makes appointments, but are not Committees of Council, are included in Schedule 'B'. These Committees are bound by the rules established by their governing body.

6 Sub-Committees - Schedule 'C'

- 6.1 The composition and terms of reference for sub-Committees that report to a Committee are in accordance with Schedule 'C', attached hereto and forming part of this By-law.

7 EFFECT

- 7.1 This By-law will come into force and take effect on the date of its passing.

History of this By-law

Enacted November 1, 2016

Schedule A - Committees of Council

~~Budget and Finance Committee~~

Asset Management Committee

Audit and Finance Committee

~~Centreville Area Advisory Committee~~

Diversity Kings County Committee

Fire Services Advisory Committee

Greenwood Water Utility Source Water Protection Committee

~~Kingston Area Advisory Committee~~

Lake Monitoring Committee

~~McMaster Mill Historic Park Committee~~

~~New Minas Area Advisory Committee~~

Nominating Committee

Planning Advisory Committee

Police ~~Services~~ Advisory ~~Committee~~Board

~~Port Williams Area Advisory Committee~~

~~Port Williams Source Water Protection Committee~~

~~Race Relations and Anti-Discrimination Committee~~

Regional Sewer Committee

Sandy Court Source Water Protection Committee

Schedule B - External Boards/Committees

Annapolis Valley Regional Library Board

Annapolis Valley Trails Coalition Board

Canning Source Water Protection Committee

Fences Arbitration Committee

~~Grand View Manor Board~~

Joint Accessibility Advisory Committee

~~Kentville Joint Fire Services Committee~~

Kentville Source Water Protection Advisory Group

Kentville Water Commission

~~Kings Partnership Steering Committee~~

~~Kings Point-to-Point Board~~

~~Kings Regional Rehabilitation Centre Board~~

Kings Regional Emergency Management Advisory Committee

~~Kings Transit Authority Board~~

Landscape of Grand Pré Inc. Board

New Minas Source Water Protection Committee

Port Williams Source Water Protection Committee

Regional Emergency Management Planning Committee

~~Trans-County Transportation Society (West) Board~~

Valley Community Fibre Network Board

Valley Regional Enterprise Network Liaison & Oversight Committee

Valley Regional Services Board

~~Valley Waste Resource Management Authority Board~~

Western Regional Housing Authority Board

Wolfville Source Water Protection Committee

Schedule C - Sub-Committees



Municipality of the County of Kings

Fire and Recreation Area Rates Policy

Policy Category	Finance	Most Recent Amendment	January 9, 2024
First Council Approval	March 7, 2000	Future Review Date	Approval + 1 Year

1. Purpose

This Policy provides the framework for establishing and administering fire and recreation area rates. This Policy is enabled per section 75 *Municipal Government Act* which provides that area rates may be used to finance all or part of the cost of any municipal service or facility that Council deems to be of benefit to an area.

2. Scope

With respect to fire area rates, this Policy applies to all residential, commercial and resource properties in the Municipality.

With respect to recreation area rates, this Policy shall apply to all properties with dwelling units.

3. Definitions

3.1 **Administration Fee:** Amount levied by the Municipality calculated as a percentage of the amount of area rate billed by the Municipality on an Applicant’s behalf.

3.2 **Applicant:** Any organization within the Municipality incorporated under the *Societies Act* and having as its objective the provision of fire or recreation services and which has submitted an application for the establishment or continuation of a fire or recreation area rate.

3.3 **Ratepayer:** A person or entity owning property within an area and rated on the current assessment roll of the Municipality; includes the spouse of a property owner as defined by the *Matrimonial Property Act*.

4. Policy Statements

Defining of Areas

4.1 For recreation area rates, the Applicant shall provide a definition of the area to which the area rate shall apply in the initial year, or in subsequent years an indication of any changes to the area to which the area rate shall apply.

In the case of fire area rates, the Municipality shall define the areas to which the area rate will apply, in consultation with the respective fire chief(s).

Any changes to a recreation or fire area shall be approved by Council.

Application for Area Rate

4.2 Prior to the submission of an application to Council for a new area rate or area rate change, an Applicant shall call a public meeting to determine support of the area rate from the applicable Ratepayers.

~~4.3 Notice of the meeting shall be given by posting in at least five (5) conspicuous places and one of the following methods: two advertisements in a newspaper having circulation in the area to which the rate will apply. The first such notice shall be published not less than 14 days prior to the date of the meeting and the second notice not less than seven days prior to the date of the meeting. In addition to the newspaper notice, the Applicant shall post the notice of the meeting in five conspicuous places in the area to which the area rate is to be applied not less than 14 days prior to the date of the meeting~~

~~a) publication in a newspaper circulating in the area; or~~

~~b) posting on a publicly accessible internet site.~~

~~-~~

~~Notices shall be posted at least twice. The first notice, not less than 14 days prior to the date of the meeting and the second notice, not less than seven days prior to the date of the meeting.~~

~~4.34.4~~ -The notice shall contain the date, time, and place of the public meeting; the name of the Applicant; the amount of the area rate to be requested in the application; the area to which the area rate will apply; that Ratepayers will be entitled to vote; and the method of voting.

~~4.44.5~~ The public meeting shall be conducted by the Applicant for Ratepayers of the area. Prior to a vote being called, the Applicant shall make a presentation to the meeting that addresses the reasons and proposed purposes for use of the area rate funds and the amount of the rate. Support for the proposed area rate shall be determined by majority vote of the Ratepayers present and voting at the meeting.

~~4.54.6~~ An application must be submitted by recreation organizations and fire departments, to the Municipality by March 1 in each year and shall set out evidence of the organization's incorporation and good standing under the *Societies Act* and shall include:

- a budget in support of the proposed area rate;
- prior year financial statements;
- a definition of the area to which the area rate shall apply;
- a declaration setting out the fulfilment of the public notice and public meeting process required by this Policy; and
- a notice of the area rate required to be collected by the Municipality on behalf of the Applicant.

~~4.64.7~~ An area rate does not continue automatically from year-to-year. A new application must be submitted annually to ensure the continued billing of the area rate. All funds raised through the fire area rate shall be used for capital expenses only. Any portion of a proposed fire area rate that was approved at the prior year's meeting related to repayment of debt shall be considered to be approved in each subsequent year to the extent as disclosed in the audited financial statements.

~~4.74.8~~ An area rate for fire services shall be applied to the taxable property assessment for the defined area at a rate per \$100 of assessment. An area rate for recreation services shall be applied on a per dwelling unit basis.

~~4.84.9~~ The Municipality will provide assessment data and dwelling unit counts for the prescribed area determined by each Applicant.

Approval of Area Rate

4.94.10 Council shall be responsible for approval of all area rates for fire departments and recreation organizations.

4.104.11 An Administration Fee of 4% will be charged by the Municipality to offset the costs involved in billing, collecting, and remitting area rate funds to Applicants. Applicants should include this fee in their budget calculations and area rate submissions. The Administration Fee will be retained by the Municipality from the area rate collected from Ratepayers, and a full accounting of the funds collected shall be provided to each applicant.

Fire Protection Commissioners

4.114.12 This policy does not apply to Fire Protection Commissioners, as recognized by the *Rural Fire District Act*, except for the Administration Fee of 4% as outlined in 4.11, which is in accordance with 46 (3) of the *Rural Fire District Act*.

5. Responsibilities

- 5.1 Council will:
 - 5.1.1 ensure the Municipality has a current and comprehensive Policy for fire and recreation area rates; and
 - 5.1.2 review and amend this Policy as required.

- 5.2 The Chief Administrative Officer will:
 - 5.2.1 implement this Policy; and
 - 5.2.2 identify and propose revisions to this Policy.

6. Amendments

Date	Amendments
January 8, 2002	
August 6, 2002	
September 5, 2023	
January 9, 2024	
<u>TBD</u>	<u>Amending to provide alternative options of notification of the annual meeting, and aligning to the methods in the <i>Municipal Government Act</i></u>



Municipality of the County of Kings

Business Expense Policy

Policy Category	Finance	Most Recent Amendment	January 7, 2025
First Council Approval	May 20, 2008	Future Review Date	January 2029

1. Purpose

- 1.1 To establish guidelines for the reimbursement of travel expenses incurred by an Employee or Member of Council while conducting Municipal business away from the Municipal offices.
- 1.2 The Business Expense Policy:
 - 1.2.1 Identifies expenses related to travel that are eligible for reimbursement;
 - 1.2.2 Identifies circumstances that dictate travel;
 - 1.2.3 Provides authorization guidelines for travel and expenses; and,
 - 1.2.4 Ensures a reasonable and timely procedure to claim and report travel expenses.

2. Scope

- 2.1 This Policy shall apply to all ~~Reportable Individuals~~ Members of Council and Employees of the Municipality.

3. Definitions

- 3.1 Employee: All Employees of the Municipality, ~~and, where applicable, including~~ the Chief Administrative Officer (CAO).

~~3.2 Reportable Individuals~~ Members of Council: Mayor, Deputy Mayor, and Councillors, ~~Chief Administrative Officer (CAO), and any Employee of the Municipality delegated any of the responsibilities of the CAO pursuant to section 29(b) of the Municipal Government Act.~~

~~3.23.3~~ Reportable Individual: As defined in the Municipal Government Act.

4. Policy Statements

- 4.1 The Municipality shall reimburse Members of Council and Employees for all reasonable and appropriate expenses for travel, meals, and accommodation incurred in the course of carrying out their duties and responsibilities ~~including attending courses, seminars and conferences~~ approved by the Municipality.
- 4.2 Members of Council are also eligible for reimbursement of travel expenses relating to the following:
 - 4.2.1 Attendance at Council and Committee of the Whole meetings.
 - 4.2.2 Attendance at a meeting of any Board, Committee, Commission, or to any other organization to which the Council member has been appointed by Council.
 - 4.2.3 An alternate’s attendance at a Board or Committee meeting (in addition to the regular member), for the purposes of becoming and staying informed.

- 4.2.4 Conferences, in accordance with this Policy and Policy ADMIN-01-023: Council Conference Attendance and Professional Development as approved by Council.
 - 4.2.5 Council Meetings and meetings of the Nova Scotia Federation of Municipalities.
 - 4.2.6 Meetings with other government agencies and businesses, including meetings with the Province and MLAs, which have been scheduled by Council, Mayor, Deputy Mayor, or CAO.
 - 4.2.7 Public Planning meetings including Public Information Meetings, Public Participation Meetings, Public Hearings, and Advisory Committee meetings.
 - 4.2.8 Training sessions, including orientation meetings.
 - 4.2.9 Meetings with the ~~Chief Administrative Officer~~CAO to discuss Municipality business.
 - 4.2.10 Attendance at social functions within individual Councillors' districts as dignitaries representing the Municipality.
 - 4.2.11 Meetings with Organizations, Community Groups, Non-Profits, and those associated with Village Commissions that:
 - 4.2.11.1 Have been pre-organized;
 - 4.2.11.2 The Council member has been invited to; and
 - 4.2.11.3 The Council member determines to be necessary to attend and to be in the best interest of the Municipality.
 - 4.2.12 All other meetings, conferences, and seminars in accordance with Policy ADMIN-01-023: Council Conference Attendance and Professional Development as approved by the majority of Council.
- 4.3 — The Mayor and Deputy Mayor are also eligible for reimbursement for travel expenses relating to the following: for
- 4.44.3 Attendance at social functions as dignitaries representing the Municipality. This includes Remembrance Day ceremonies and grand openings within ~~the Municipality-Kings County~~. For greater clarity if the Mayor or Deputy Mayor are unable to attend, one alternate can be sent in their stead and be eligible for reimbursement.
- 4.54.4 Council members shall not be reimbursed for meeting expenses with individual constituents, individual electors, or individual complainants, as these expenses are deemed to be incidental to the discharge of duties and included in regular remuneration.
- 4.64.5 Expenses Eligible for Reimbursement
- 4.6.14.5.1 Receipts are required for reimbursement of all travel expenses unless stated otherwise below.
 - 4.6.24.5.2 The mode of transportation chosen should be that which enables the Member of Council or the Employee ~~or Reportable Individual~~ to conveniently meet scheduled appointments, minimizes the amount of working time spent travelling, and is the most cost- effective means of transportation.
 - 4.6.34.5.3 Members of Council and Employees ~~and Reportable Individuals~~ shall schedule their travel in such a way as to minimize the cost to the Municipality.
 - 4.6.44.5.4 In those situations where other organizations (e.g. Kings Transit Authority, Kings Regional Rehabilitation Centre, and Valley Region Solid Waste-Resource Management Authority) are holding meetings on the same day as scheduled meetings of Municipal Council or Committees, Members of Council and Employees ~~and Reportable Individuals~~ are not permitted to submit duplicate claims to both organizations. Such claims are expected to be provided to the organization that is scheduled to absorb the larger amount of time for the individual on the particular day.
 - 4.6.54.5.5 Car Travel

~~4.6.5.14.5.5.1~~ Where car travel is indicated as the most suitable mode of transportation, a Member of Council or an Employee ~~or Reportable Individual~~ may use their own car and be reimbursed at the Provincial mileage rate.

~~4.6.5.24.5.5.2~~ Members of Council and Employees ~~and Reportable Individuals~~ are responsible for their own insurance while using their vehicle on Municipal business. Those choosing to use their own car when air travel is clearly the most cost-effective mode must do so on their own time and will be reimbursed to the maximum of the equivalent economy airfare plus the usual costs of local transit. In these instances, enroute meals and motel accommodation are not reimbursable.

~~4.6.5.34.5.5.3~~ Individuals shall endeavour to travel in one car when two or more Members of Council or Employees ~~or Reportable Individuals~~ are scheduled for the same destination at the same time.

~~4.6.5.44.5.5.4~~ All Employees and ~~Reportable Individuals~~ Members of Council claiming car travel expense shall provide the Municipality with a copy of their insurance liability card at the time of submitting an expense claim.

~~4.6.64.5.6~~ Car Rental

~~4.6.6.14.5.6.1~~ Reimbursement will be made for rental of economy-type cars at the destination. Car rentals require prior approval by the immediate supervisor. For greater clarity, the CAO and Members of Council will require approval by the Director of Finance.

~~4.6.74.5.7~~ Air Travel

~~4.6.7.14.5.7.1~~ Members of Council and Employees ~~and Reportable Individuals~~ will be reimbursed in accordance with 4.5.5.2 for air travel unless emergency air travel is approved by the Director of Finance or CAO. Travel reward miles earned for air travel shall be credited to the Municipality.

~~4.6.84.5.8~~ Accompanying Personal Leave & Vacation

~~4.6.8.14.5.8.1~~ A Member of Council or an Employee ~~or Reportable Individual~~ may combine vacation or personal leave with a business trip if it is approved in advance by the Director of Finance, including first completing a necessary request form (see Schedule D) and having it signed by the Director of Finance. The Municipality will reimburse the authorized travel expenses associated with the business portion of such trips provided there is a net savings to the Municipality. The Municipality is not responsible for any costs (e.g., transportation, lodging, or meals) associated with the vacation or personal days.

~~4.6.8.24.5.8.2~~ Any personal expenses incurred during, before, or after completion of official business for the Municipality are the responsibility of the Member of Council or Employee ~~or Reportable Individual~~. If the individual wishes to take a side trip before or after the official Municipality business trip, any incremental expenses associated with these trips are the responsibility of the Member of Council or Employee ~~or Reportable Individual~~.

~~4.6.94.5.9~~ Accommodation

~~4.6.9.14.5.9.1~~ Hotel accommodations shall be reimbursed, and not exceed the cost of a standard room, or the lowest available rate.

~~4.6.10~~4.5.10 Meals

~~4.6.10.14.5.10.1~~ For each day or part day of travel, the Member of Council or Employee ~~or Reportable Individual~~ will be paid a meal allowance for each breakfast, lunch, and dinner, when applicable, provided the meal was not provided free of cost or as part of the transportation cost. When this allowance is paid,

no additional amount may be claimed for meals or gratuities associated with meals, except in exceptional circumstances. The meal allowances provided are included in Schedule C of this Policy.

~~4.6.10.24.5.10.2~~ The daily amounts authorized for meals will be revised from time to time to reflect actual experience. Only where a Member of Council or an Employee ~~or Reportable Individual~~ is exposed to unusually high costs will they be reimbursed their actual receipted costs for the individual meal that exceed the per diem to the extent that the expenses claimed are reasonable and justifiable given the circumstances. Meal claims shall be on an individual basis over the course of the day.

~~4.6.10.34.5.10.3~~ Expenses related to the purchase of alcoholic beverages will not be reimbursed.

~~4.6.114.5.11~~ Telephone

~~4.6.11.14.5.11.1~~ All telephone expenses for Municipal business purposes will be reimbursed. Reasonable and necessary personal calls occasioned by absence from home will be reimbursed.

~~4.6.124.5.12~~ Taxi Fares

~~4.6.12.14.5.12.1~~ Taxi or transportation services required to travel to and from accommodation to place of business as well as from airport to accommodation, etc., will be reimbursed.

~~4.6.12.24.5.12.2~~ Receipts for taxi fares for more than \$10, including tips or gratuities, are required.

~~4.6.134.5.13~~ Parking and Toll Expenses

~~4.6.13.14.5.13.1~~ All parking expenses and ~~bridge/road~~ tolls will be reimbursed by the Municipality.

~~4.6.144.5.14~~ Family Care Expenses

~~4.6.14.14.5.14.1~~ The cost of family care incurred by a Member of Council during participation in duties outlined in Section 4.2 or 4.3 shall be reimbursed by the Municipality, given that the care is not provided by an immediate family member and a receipt is provided stating the time and date of care. The reimbursement of family care expenses shall be a taxable benefit.

~~4.6.14.24.5.14.2~~ Council members are entitled to claim expenses related to the cost of family care for the following family members who reside on a full-time basis with the Councillor:

~~4.6.14.2.14.5.14.2.1~~ Children under 18 years of age;

~~4.6.14.2.24.5.14.2.2~~ Person with a disability; or,

~~4.6.14.2.34.5.14.2.3~~ An adult who is a dependent requiring care.

~~4.6.14.34.5.14.3~~ Council members are entitled to claim expenses related to the cost of family care for the following family members who reside on a part-time basis with the Councillor should Council meetings conflict with custody schedules set out in their joint custody arrangements:

~~4.6.14.3.14.5.14.3.1~~ Children under 18 years of age

~~4.6.14.44.5.14.4~~ Family care expenses will be reimbursed according to Schedule E of this Policy.

~~4.74.6~~ Use of Municipal Credit Cards

~~4.7.14.6.1~~ Municipal credit cards shall only be used for the expenses outlined and permitted in this Policy and shall not be used for personal use. The card holder is required to retain and submit all receipts or invoices related to all card transactions.

4.7.24.6.2 The Claimant shall not be reimbursed and will be responsible for late payment interest, fees, or any other similar charges included with purchases made on a Municipal credit card, unless otherwise approved by the CAO.

4.7.34.6.3 A travel advance will not be provided if the Claimant has a Municipal credit card.

4.84.7 Travel Advances

4.8.14.7.1 When the estimated travel, meal, and accommodation expenses (with respect to courses, seminars, or conferences) exceeds \$150.00, an advance of seventy-five percent (75%) of the estimate may be advanced to a Member of Council ~~or an~~ Employee or Reportable Individual. When the Employee returns, they must turn in the receipts supporting the expenses to their direct supervisor, which in turn are forwarded to the Director of Finance. ~~Reportable Individuals~~ Members of Council may submit their receipts directly to the Director of Finance. If the actual expenses are less than the advance, the balance must be repaid immediately. Expenses greater than the advance will be reimbursed in accordance with this Policy. When the estimated expense is less than \$150.00, there will be no advance.

4.94.8 Submission of Claims

4.9.14.8.1 All expenses incurred must be submitted by the claimant. No expenses shall be submitted on behalf of others.

4.9.24.8.2 Employees are expected to submit travel and expense claims on a regular basis throughout the fiscal year. Regular submissions should be made not less than once every two months unless the total claim amount is less than \$100.00. Exceptions to this practice must be specifically approved by the Director of Finance and would only apply in cases such as ill health, extended absence, or extreme workload events. In no circumstances will claims be paid for expenditures occurring more than six months in the past.

4.9.34.8.3 ~~Members of Council~~ Reportable Individuals shall submit travel and expense claims for review and approval by the 15th of the month following each quarter end:

January to March claims:	Due by April 15 th
April to June claims:	Due by July 15 th
July to September claims:	Due by October 15 th
October to December claims:	Due by January 15 th

In no circumstances will claims be paid for expenditures occurring more than six months in the past.

4.104.9 Reporting Requirements

4.10.14.9.1 Once ~~Members of Council and~~ Reportable Individuals have submitted their quarterly expense claims, staff will post a report that summarizes the quarterly expenses incurred by each Reportable Individual within 90 days of the end of each fiscal quarter.

4.10.24.9.2 The quarterly expense reports shall include the following:

- 4.10.2.14.9.2.1 Dates of meetings;
- 4.10.2.24.9.2.2 Details of meetings;
- 4.10.2.34.9.2.3 Kilometres claimed;
- 4.10.2.44.9.2.4 Telephone costs; and,
- 4.10.2.54.9.2.5 Out-of-County training and conference expenses.

4.114.10 Staff shall prepare an annual summary report of business expenses, which shall be filed with the Minister by September 30th of each year.

4.124.11 Reimbursement of Travel Expenses

4.11.1 Claims for mileage and meals while attending ~~business meetings training or conferences~~ shall be submitted using Schedule A ~~to the Employee's Manager for approval and then forwarded to the Director of Finance.~~ The places travelled from and to, the reason for travel, distance travelled, meeting fee (if applicable), and any other eligible expenses incurred must be reported with all receipts attached.

~~1.1.14.11.2~~ Claims for mileage and meals while ~~attending business meetings travelling for Municipal business~~ shall be submitted using Schedule B.

1.24.12 Review Requirements

4.12.1 Any Claims submitted under Schedule A or B must follow the below review requirements below:

<u>Claimer</u>	<u>Reviewer and Approver</u>
<u>Mayor</u>	<u>Director of Finance and Deputy Mayor</u>
<u>Member of Council</u>	<u>Director of Finance and Mayor</u>
<u>CAO</u>	<u>Director of Finance and Mayor</u>
<u>Directors of Municipality, excluding the Director of Finance</u>	<u>Director of Finance</u>
<u>Director of Finance</u>	<u>Deputy Chief Administrative Officer</u>
<u>All other Employees of the Municipality</u>	<u>Supervisor</u>

~~1.3~~ ~~Claims for mileage and meals while travelling shall be submitted using Schedule B to the Director of Finance. Once reviewed and approved, the Director of Finance shall forward the claims to the Mayor for approval. The Director of Finance may refer any claim to the CAO for approval.~~

4.12.2 The Director of Finance may refer any claim of Employees to the CAO for approval.

1.1.14.12.3 The Audit & Finance Committee shall review the business expense annual summary report each year prior to filing with the Minister.

1.1.24.12.4 By January 31st, immediately following a regular election held under the *Municipal Elections Act*, Council shall review this Policy and, following a motion by Council, either re-adopt the Policy or amend the Policy and adopt the Policy as amended.

1.24.13 Requirements of ~~Reportable Individuals~~ Members of Council and Employees
Anyone who incurs an expense in relation to Municipality business will:

1.2.14.13.1 Familiarize themselves and comply with the provisions of this Policy;

1.2.24.13.2 Complete and submit expense claims with necessary supporting documentation within a timely fashion;

1.2.34.13.3 Exercise reasonable diligence and care in incurring expenses prudently and responsibly; and

1.2.44.13.4 Ensure that they do not authorize expenses on their own behalf;

1.34.14 Fraudulent irregularity, misuse, or misappropriation of funds may result in

disciplinary action up to and including termination of employment.

1.44.15 Suspicious activity and potential misuse of funds must be reported as outlined in Policy HR-06-002: Code of Ethics, and Policy ADMIN-01-012: Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials.

2.5. Responsibilities

2.15.1 Council will:

2.1.15.1.1 Ensure the Municipality has a current and comprehensive policy for the reimbursement of travel expenses incurred by an Employee or ~~Reportable Individual~~Member of Council while conducting Municipal business and;

2.1.25.1.2 Review and amend this Policy as needed; and

2.1.35.1.3 Individual Members of Council shall adhere to and comply with all aspects of this Policy.

2.25.2 The ~~Chief Administrative Officer~~CAO will:

2.2.15.2.1 Implement, administer, and uphold the principles and provisions of this Policy;

2.2.25.2.2 Identify necessary revisions to this Policy;

2.2.35.2.3 Authorize reimbursement of expenses under this Policy;

2.2.45.2.4 If required, designate in writing a second signing authority to authorize reimbursement of expenses under this Policy;

2.2.55.2.5 Ensure that no Employee or ~~Reportable Individual~~Member of Council authorizes the reimbursement of expenses on their own behalf.

3.6. Amendments

Date	Amendments
February 2014	
August 2016	
January 2019	
March 2019	
October 1, 2019	
January 19, 2021	Reviewed as required by s. 23(7) <i>Municipal Government Act</i> and Business Expense Policy FIN-05-008.
January 2025	Increased the dependent care reimbursement daily and annual allocations. Added provision for joint custody situations. Increased per diem expenses. Removal of Audit & Finance Committee responsibility for process for independent review and approval to ensure that all Council expense claims are properly prepared, documented, and approved, as their role relates to the review of the summary report only.
<u>TBD</u>	<u>Removal of the per diem in the County, improving clarity on reimbursable expenses and reviewers/approvers, and establishing consistent definitions.</u>

Municipality of Kings - Expense Claim Information

The following applies to all persons who travel for business purposes at the expense of the County of Kings. **Please enter all expenses on a GROSS basis then net any items paid for by the Municipality (through Accounts Payable or with a County credit card) or travel advances.**

Receipts should be attached to this form or, in the case of a receipt using a County credit card, a copy of the receipt.

Please attach a copy of the Application for Training and Development (along with any informational material) for Finance to verify costs.

Transportation Expenses

Reasonable transportation expenses will be reimbursed based on actual, out of pocket expenses or actual mileage incurred with a personal automobile.

Airfare: The lowest return airfare reasonably available under the circumstances. The cost of stop-overs on route will not be reimbursed, unless such stop-overs are related to County business. Individuals will not be compensated for the use of airline tickets obtained from airline points, or from any other source where there is no out of pocket costs to the individual.

Mileage: Mileage at a rate of **\$.5638 cents per kilometre** for the use of a private automobile when public transportation is not convenient.

Other: Reasonable expenses for rental of an automobile, or transportation via taxi, public transportation or airport bus.

Living Expenses

Reasonable living expenses will be reimbursed, including the cost of hotels, meal, gratuities, etc., on the basis of actual out of pocket expenses.

Hotels: Selected hotels should not be above the median of the range.

Meals: **With receipts.** Receipts are required for reimbursement. Reasonable meal expenses, including taxes and gratuities, will be reimbursed. Alcohol will not be reimbursed.

Per Diem. Meal expenses without receipts may be claimed based on the following schedule:

- Breakfast \$20
- Lunch \$22
- Dinner \$35

Please refer to the Business Expense Policy for more details on the allowable per diem amounts.

Individuals will NOT be reimbursed for the following items:

- Alcoholic beverages
- Tobacco products
- Laundry
- Expenses incurred by family or friends
- Movies or other entertainment

Submission of receipts

The following is a list of when receipts are required for reimbursement:

Automobile (personal per km)	NO	Parking	YES
Lodging	YES	Tolls	YES
Air Travel	YES	Meals	YES
Car Rentals	YES	Meals (per diem)	NO
Taxi	YES	Miscellaneous or other costs	YES
Public Transportation/shuttles	NO	Registration fees	YES

This is an abbreviated explanation of information contained in the Municipality of the County of Kings Business Expense Policy. Please refer to the Business Expense Policy for comprehensive details of eligible expenses allowed for this claim.

Revised January 2026

SCHEDULE C – MEAL ALLOWANCE

(Revised: January 27, 2026)

The per diem claimable for each meal is set out as follows:

Breakfast per diem	\$20.00
Lunch (mid-day) per diem	\$22.00 \$25.00
Dinner (evening) per diem	\$35.00
Any Meal within Kings County	\$15.00

Breakfast

The cost of breakfast may be claimed only when the Employee or ~~Reportable Individual~~Member of Council has been travelling on Municipal business for more than one hour before the recognized time for the start of the day's work. This applies to daily or day-to-day travelling or to the first day of a trip exceeding one day in duration.

Dinner

The cost of the evening meal may be claimed when the Employee or ~~Reportable Individual~~Member of Council is travelling on Municipal business a minimum of three hours before 6:30 pm and is not expected to return to his/her residence before 6:30 pm.

General

The per diems claimable for meals while travelling on Municipal business provide an adequate allowance for each day. Employees and ~~Reportable Individuals~~Members of Council travelling on Municipal business will be reimbursed the receipted costs per individual meal that exceed the per diem only when an Employee or ~~Reportable Individual~~Member of Council is exposed to unusually high costs and the expenses claimed are reasonable and justifiable in the circumstances.

SCHEDULE D –TRAVEL-VACATION COMBINATIONS

NAME _____

DATES/PURPOSE _____

OF TRAVEL _____

DATES OF _____

VACATION _____

JUSTIFICATION _____

OF EXPENSES _____

APPROVED: _____

Director of Finance

DATE: _____

SCHEDULE E – FAMILY CARE RATES
(Revised: January 2025)

The actual expenses incurred for the care of family members as laid out in the Policy shall be reimbursed according to the following rates;

Daily maximum of \$200.

The maximum annual rate for reimbursement of family care is \$2,500.

The amount payable to be calculated by the official start and end time of the meeting plus up to a maximum of one hour for traveling time, to and from the meeting.

If there are discrepancies between the actual expenses incurred, and the rates in this schedule, the lesser amount will be reimbursed.

If extenuating circumstances regarding the care of a family member exceed the maximum rates as laid out in this Schedule, exceptions may be made to reimburse the additional cost of care if pre-approval from the Director of Finance is obtained.



Municipality of the County of Kings

Personal Property Tax Reduction

Policy Category	Finance	Most Recent Amendment	February 18, 2025
First Council Approval	March 4, 2014	Future Review Date	April 2026 <u>2027</u>

1. Purpose

Pursuant to Section 69 *Municipal Government Act*, this Policy provides the authority for Council to provide a property tax reduction to individuals below a household income threshold established by Policy.

2. Scope

This Policy applies to all residential properties owned and occupied by residents of the Municipality of the County of Kings whose household total income is below the threshold identified in Section 4.1.

3. Definitions

3.1 **Total Gross Income:** refers to a person’s total income from all sources for the previous calendar year, excluding any allowance paid pursuant to the War Veterans Allowance Act (Canada) or pension paid pursuant to the Pension Act (Canada), but including the income of all members of the same family residing in the same household;

3.2 **Consumer Price Index (CPI):** is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. Major groups are:

- | | |
|--------------------|-----------------------------|
| Food and Beverages | Medical Care |
| Housing | Recreation |
| Apparel | Education and Communication |
| Transportation | Other Goods and Services |

The CPI refers to the percentage increase in the immediately preceding municipal taxation year in the Consumer Price Index for Nova Scotia as published relative to that Index.

4. Policy Statements

4.1 Municipal Council sets the amount of annual tax reduction for the fiscal year ~~2025/26~~2026/27 as follows:

Property owned and occupied by a person(s) who is/are a resident of the Municipality, and whose total gross household income from all sources for the previous year is less than \$ ~~47,000~~48,000 will receive a residential tax reduction up to a maximum of \$ ~~580~~630, but not exceeding the annual residential property tax for the property.

Where property is jointly owned, only one tax reduction shall be allowed and the sharing in such reduction shall be on the basis of ownership in such joint property.

4.2 All applications must be accompanied by the ~~2024-2025~~ CRA Notice(s) of Assessment for all individuals living in the household.

4.3 Applications must be submitted by December 31, ~~2025~~2026. The Chief Administrative Officer reserves the right to extend this deadline under extenuating circumstances.

Applications received after the calculation of the September ~~2025-2026~~ final tax bill has taken place, once approved, will result in a credit applied to the tax account, unless the applicant requests a refund, at which time a cheque will be issued to the applicant.

4.4 The Tax Exemption referred to in Section 4.1 of this Policy will be increased annually as follows: (rounded to the nearest ten)

$$\text{Average Assessed Value} \times \text{CPI} \times \text{Residential Tax Rate}$$

4.5 The “Total Gross Income” referred to in Section 4.1 of this Policy will be increased annually by the Consumer Price Index (rounded to the nearest thousand).

5. Responsibilities

5.1 Council will:

5.1.1 ensure the Municipality of the County of Kings has in place a comprehensive Personal Property Tax Exemption Policy.

5.2 The Chief Administrative Officer will:

- 5.2.1 administer and implement the Personal Property Tax Exemption Policy of the Municipality;
- 5.2.2 identify necessary revisions to the Personal Property Tax Exemption Policy in consultation with other managerial staff.

5.3 The Finance Department will:

5.3.1 provide to Council the information needed to make a decision.

6. Amendments

Date	Amendments
April 14, 2016	
May 5, 2020	Text amendments to include <i>property</i> and updating income level and tax exemption to reflect inflation.
April 19, 2022	Maximum exemption and income threshold revised.
March 21, 2023	Maximum exemption and income threshold revised.
March 5, 2024	Policy title amended. Maximum exemption and income threshold revised. Income verification requirements amended.
February 18, 2025	Maximum exemption and income threshold revised.

TO	Municipal Council
PREPARED BY	Mike Livingstone, Director of Finance & IT
MEETING DATE	March 3, 2026
SUBJECT	Guarantee Resolution, Valley Region Solid Waste-Resource Management Authority

ORIGIN

- First introduction to Municipal Council

RECOMMENDATION

That Municipal Council approve the Valley Region Solid Waste-Resource Management Authority Municipal Partner Guarantee Resolution, as detailed in Appendix A attached to the Request for Decision dated March 3, 2026, in the amount of \$249,905.

INTENT

For Municipal Council to consider the Valley Region Solid Waste-Resource Management Authority (VWRM) request that the Municipality of the County of Kings (Municipality) approve the attached Guarantee Resolution in the amount of \$249,905, which represents the Municipality’s share of \$428,835 planned borrowing of VWRM.

DISCUSSION

This request relates to the 2026/27 Temporary Borrowing Resolution (TBR) requested by VWRM and attached as Appendix B to the Request for Decision dated March 3, 2026.

A TBR approved by the Nova Scotia Department of Municipal Affairs (DMA) is required for VWRM to access financing through the Municipal Finance Division (MFD) of the Nova Scotia Department of Finance and Treasury Board, and a Guarantee Resolution from each of the VWRM municipal partners is required by DMA for their approval of the TBR.

Together, the municipal guarantees and the DMA approved TBR satisfy the lending requirements of the MFD.

The VWRM TBR contains the following capital purchases with a total cost of \$428,835 of which the Municipality is asked to guarantee \$249,905 (58.28% which represents the Municipality’s pro rata share of VWRM in fiscal 2025-26):

Capital Project	Amount	Budget Year
Hydrological Wells (EMC and WMC)	\$ 91,688	2023-24
Household Hazardous Waste Container & Pre-rab Steel Structure	276,790	2024-25
Two Tri-Pak TB6030 Balers	60,357	2024-25
Total	\$ 428,835	
Municipality's Share	58.28%	
Guarantee Amount	\$ 249,905	

Request for Decision

VWRM is catching up on debentures for projects captured in prior budgets as indicated in the table above. None of these projects are included in VWRM’s 2026/27 Capital budget, which includes further project spending of \$2,425,000 of which \$2,400,000 has been budgeted to be financed via debenture.

FINANCIAL IMPLICATIONS

- Debenture guarantees have no financial impact on the Municipality, unless VWRM were to default on the loan, in which case the guaranteeing municipal partners would be responsible for their proportionate share of the net debts of the organization.
- Loan guarantees are not currently included in the evaluation of the Municipal Financial Condition Indicators and do not currently affect the Municipality’s ability to borrow for its own purposes. DMA requires municipal partners to provide a Guarantee Resolution on TBRs of inter-municipal corporations before the Minister will provide approval to borrow.

STRATEGIC PLAN ALIGNMENT

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

ALTERNATIVES

- There are no recommended alternatives.

IMPLEMENTATION

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

ENGAGEMENT

- There were no specific engagement initiatives related to this request for guarantee resolution.

APPENDICES

- Appendix A: Guarantee Resolution
- Appendix B: VWRM February 18, 2026 TBR and Schedules

APPROVALS

Scott Conrod, Chief Administrative Officer

February 24, 2026

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
MUNICIPAL PARTNER GUARANTEE RESOLUTION
COUNCIL OF
Municipality Of The County Of Kings**

Guarantee Share Amount: \$ 249,905 Purpose: Replacement guarantee for capital projects completed in 25-26 from prior year budgets that expired

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority has determined to borrow the aggregate principal amount of two hundred forty nine thousand nine hundred five Dollars (\$ 249,905) for purpose of Replacement guarantee for capital projects ;

WHEREAS the Authority has requested the Council of the Municipality Of The County Of Kings, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Council of the Municipality Of The County Of Kings does hereby approve the borrowing of the aggregate principal amount of two hundred forty nine thousand nine hundred five Dollars (\$ 249,905) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Council unconditionally guarantee repayment of two hundred forty nine thousand nine hundred five Dollars (\$ 249,905) for the purpose set out above; and

THAT upon the issue of the debentures, the Mayor/Warden and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Municipality Of The County Of Kings held on the ____ day of _____, 2026.

GIVEN under the hands of the Clerk and under the seal of the Municipality this ____ day of _____, 2026.

Clerk

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 428,835

Capital Projects: Detailed in Schedule "B"

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, the Municipality of the County of Annapolis, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the specific amounts and descriptions of which are contained in Schedule "B";

WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister of Municipal Affairs has the approved the proposed guarantees;

BE IT THEREFORE RESOLVED

THAT under the authority of the intermunicipal services agreement entered into under Section 60 of the *Municipal Government Act*, and subject to the approval of the Minister of Municipal Affairs, the Authority borrow a sum or sums not to exceed
four hundred twenty eight thousand eight hundred thirty five Dollars
 (\$ 428,835) for the purpose set out above;

THAT the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

THAT pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed
four hundred twenty eight thousand eight hundred thirty five Dollars
 (\$ 428,835) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and,

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 18 day of February, 2026.

GIVEN under the hands of the Chair and the Secretary and under the seal of the Authority this 18 day of February, 2026.


Chair


Secretary

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 428,835

Capital Projects: Detailed in Schedule "B"

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	58.28%	249,905
Municipality of the County of Annapolis	20.98%	89,961
Town of Kentville	8.10%	34,717
Town of Wolfville	7.19%	30,842
Town of Berwick	2.71%	11,632
Town of Middleton	1.90%	8,164
Town of Annapolis Royal	.84%	3,614
Total Capital Requirements for Borrowing Resolution	100	428,835.00

TO Municipal Council
PREPARED BY Mike Livingstone, Director of Finance & IT
MEETING DATE March 3, 2026
SUBJECT 2026/27 Budget Timeline Amendment

ORIGIN

- [October 21, 2025](#) – Municipal Council approval of 2026/27 Budget Timeline

RECOMMENDATION

That Municipal Council approve the amended 2026/27 Budget Timeline as attached to the March 3, 2026 Request for Decision.

INTENT

For Municipal Council to consider a revised schedule of release and meetings concerning the 2026/27 Operating and Capital Budgets.

DISCUSSION

In pursuit of presenting Municipal Council with a thoroughly prepared and well-balanced capital budget, a revised release and presentation schedule has been proposed.

More time is needed to adequately critique the volume of capital plans submitted by the various Municipal Departments.

Delaying the release and presentation of the capital budget will allow for rationalization of proposed spending levels, optimization of grant allocations, confirmation that reserves are utilized sustainably, and that debt financing is drawn upon responsibly.

FINANCIAL IMPLICATIONS

- There are no direct financial implications.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Amendment of Council approved Budget Timeline

ALTERNATIVES

- Council may opt to request specific further amendments to the 2026/27 Budget Timeline.

Request for Decision

IMPLEMENTATION

- The amended 2026/27 Budget Timeline will be posted on the Municipal website.

ENGAGEMENT

- No engagement initiatives have been undertaken related to this Request for Decision.

APPENDICES

- Appendix A: Amended 2026/27 Budget Timeline

APPROVALS

Scott Conrod, Chief Administrative Officer

February 25, 2026

Appendix A - Amended 2026/27 Budget Timeline

Date	Original Timeline	Revised Timeline
February 25, 2026	Release of Draft Capital Budget	Release of Draft Capital Budget delayed to March 11, 2026
March 4, 2026	Presentation of Capital Budget	Special budget meeting cancelled
March 11, 2026	Release of Operating and Water Utility Budgets	Release of Draft Capital, Operating, and Water Utility Budgets
March 17, 2026	Presentation of Operating and Water Utility Budgets	Presentation of Operating and Water Utility Budgets
March 25, 2026	Budget Deliberations	Presentation of Draft Capital Budget (Deliberations delayed)
April 1, 2026	Budget Deliberations (if required)	Budget Deliberations
April 21, 2026		New date, Budget Deliberations (if required)

TO	Municipal Council
FROM	Deputy Mayor MacPherson
COMMITTEE	Annapolis Valley Homelessness Advisory Committee
COMMITTEE MEETING DATES	January 19 and February 9, 2026
COUNCIL MEETING DATE	March 3, 2026

Under the initiative of MLA Kings North, Hon. John Lohr, the Annapolis Valley Homelessness Advisory Committee has been established to respond to the homelessness situation in the Annapolis Valley. This committee has met twice to date and is in the process of establishing terms of reference, including a mandate, representation, structure, protocols, etc.

This committee is comprised of representation from municipal units as well as other associations and agencies with a keen interest in finding solutions to this important social issue. The following partners have been in attendance to date: Valley Roots Housing, Valley Connect Outreach, Town of Kentville, Annapolis Valley Chamber of Commerce, Supportive Housing & Homelessness Team, Department of Opportunities and Social Development, Open Arms Resource Centre, Municipality of the County of Kings, Office of Minister John Lohr, Downtown Kentville Business Community, Kentville Police Service, Town of Berwick, Kings Seniors' Safety Society, Kentville Business Community. Other agencies and associations will be invited to participate as required.

The mandate of this committee is to provide leadership, strategic advice, and coordination in the community's efforts to prevent and end homelessness. The Committee serves as the primary table for cross-sector collaboration, ensuring that local homelessness responses are data-driven, coordinated, and aligned with the principles of Housing First. The Committee explicitly acknowledges the concerns and impacts of homelessness on the broader community, including residents and businesses, supporting possible interventions and solutions.

Specific duties of the Committee under consideration include:

- **Strategic Planning:** Develop and oversee the implementation of the community's "Plan to End Homelessness".
- **Funding Recommendations:** Review proposals and letters of support for homelessness funding opportunities.
- **System Coordination:** Identify gaps in services and barriers to housing, facilitating cooperation between agencies to resolve them.
- **Information Sharing:** Provide data and information on gaps in services, funding, and policies to regional advocacy groups (e.g. Homeless No More).
- **Community Engagement:** Educate the public and stakeholders to reduce stigma and build support for housing solutions. Listen to and respond to the concerns of the community.

The Committee will meet monthly.

TO	Municipal Council
FROM	Deputy Mayor MacPherson
COMMITTEE	Audit and Finance Committee
COMMITTEE MEETING DATE	February 26, 2026
COUNCIL MEETING DATE	March 3, 2026

The Audit and Finance Committee met on February 26, 2026.

In attendance: Mayor Dave Corkum, Deputy Mayor Everett MacPherson, Councillor Emily Lutz, Citizen Member David Crabb, Director Mike Livingstone, Manager Tyler Honeywood, Financial Analyst Katrina Roefs, Admin Assistant Susan Gray

Regrets: Councillor Gates, Citizen Member Logan Morse

Tyler Honeywood presented the 2024/25 Q4 Capital Accountability Report. This Capital Accountability Report details the budget amounts, expenditures, and variances from amounts budgeted for fiscal 2024/25, for each capital project as of the March 31, 2025 year-end date. The Capital Accountability Report for 2024/25 Q4 shows significant carryover occurring, with a remaining budget amount of \$35,568,091 as of March 31, 2025. A large majority of project carryovers are in the Municipal Sewer, Regional Sewer, and the Greenwood Water Utility categories.

Tyler Honeywood also presented the 2025/26 Q3 Capital Accountability Report. This report represents activity to the end of December 2025, which combined with estimates for Q4 expenditures will form the initial carryover amounts for the 2026/27 Capital Budget. Progress on capital projects was presented in this report, although there will be carryovers in capital projects for the 2026/27 fiscal year. Together, Sewer and Water projects account for 79% of the budget.

The latest details on the progression of all capital projects can be viewed by accessing Q3 Capital Accountability Report, Fiscal 2025/26.

Katrina Roefs, Financial Analyst, reported on the Q3 General Operating Accountability Report (for period ended December 31, 2025). The intent of this report is to provide a summary of material variances from amounts budgeted in the 2025/26 Operating Budget to actual results as of December 31, 2025, together with a forecast of the year-end results at March 31, 2026. This will help inform the 2026/27 general operating budget.

Currently we are forecasting a surplus of \$2,269,180 in operations for the 2025/26 year. The latest details on general operating budget can be viewed by accessing Q3 Operating Accountability Report, Fiscal 2025/26.

Katrina Roefs also presented a preliminary Budget Preview. This document provides an overview of key components of the 2026/27 operating and utility budgets. It is based on predicted revenues predominantly from municipal taxes considering annual assessment lifts and increased growth. It also takes into account inflationary pressures, increases in mandatory expenses, and other predicted costs. It is a best estimate at this moment in time. Municipal Councillors will have several opportunities to respond to and provide input into the 2026/27 budget throughout the budgetary process.

Finally, Tyler Honeywood presented an update on the Audit and Finance Committee Work Plan. This plan outlines required processes and reports throughout the fiscal year. The Audit and Finance Committee has made tremendous progress on reestablishing timelines following some challenging events.

A huge thank you to Director Livingstone and his entire team for their professional and detailed accountability of all financial matters within the Municipality. It is a complex and important job.

Respectfully submitted,

Chair of the Audit and Finance Committee
Deputy Mayor Everett MacPherson

TO	Municipal Council
FROM	Mayor Corkum
COMMITTEE	Nova Scotia Solid Waste-Resource Regional Chairs Committee
COMMITTEE MEETING DATE	February 3, 2026
COUNCIL MEETING DATE	March 3, 2026

1. A motion was approved to reinstate the Municipal/Provincial Priorities Working Group to investigate options for the future management of commercial recyclable materials.
2. The recent implementation of Extended Producer Responsibility (EPR) for packaging, paper, and similar products has significantly altered recycling systems.
3. The commercial sector is not currently obligated under the EPR framework, creating uncertainty related to service availability and potential cost impacts. At the same time, provincial landfill regulations continue to apply to designated recyclable materials, creating compliance risks and operational pressures for municipalities.
4. The reinstated priorities group will convene to develop a work plan for presentation at the March 2026 Regional Chairs Committee meeting.

TO	Municipal Council
FROM	Councillor Sappington
BOARD	Police Advisory Board
BOARD MEETING DATE	February 18, 2026
COUNCIL MEETING DATE	March 3, 2026

The Police Advisory Board met in Council Chambers on February 18, 2026 at 1:30 p.m.

Craig Gibson, Emergency Coordinator, provided a brief overview of the function and expectations of the Police Advisory Board. Elections for Chair and Vice Chair were held following the overview.

I was pleased to be elected the Chair for 2026, and Councillor Hiltz was elected Vice Chair.

We welcomed two new members: Jeff Varley, citizen member, and Peter Murray, provincial appointee. They both read the oath of office and were affirmed to the Board.

There was discussion around the RCMP scope of responsibility, as well as bringing in the Human Trafficking group to provide the Board with a presentation at a future meeting.

A meeting schedule was prepared by staff and was voted on and approved by the Board, with the timing of the quarterly meetings switching to 2:00pm instead of 1:30pm.

TO	Municipal Council
FROM	Mayor Corkum
COMMITTEE	Valley REN Liaison & Oversight Committee
COMMITTEE MEETING DATE	February 9, 2026
COUNCIL MEETING DATE	March 3, 2026

The Committee met and discussed several items of business, summarized as follows:

1. The Committee approved the E-Vote Policy.
2. The draft 2026–2027 budget was reviewed and currently reflects a projected deficit of \$137,720.
3. Strategic Plan Priorities Review:
Emily Boucher, CEO, presented a review of the 2024–2028 Strategic Plan Priorities, highlighting progress and key focus areas moving forward.
4. An activity update was provided to the Committee outlining ongoing initiatives and operational work.
5. The draft 2026 Business Plan was presented and circulated (attached) for Council’s information.
6. Regional Enterprise Network (REN) Highlights
Key updates on REN involvement included:
 - Supporting newcomers through the Immigration & Settlement Navigator program.
 - Delivering training and networking opportunities through the Connector Program.
 - Providing client assistance through the Business Now Program.
 - Working with agriculture-based businesses to explore and develop new revenue opportunities.
 - Hosting an investment attraction meeting with regional partners, which resulted in a new business locating in the region.

2026-2027 Business Plan - Draft

Valley Regional Enterprise Network



Key Priority Areas

Population Readiness

Ensuring our region is ready for sustainable population growth by addressing demographic issues, attracting/retaining talent and residents and analyzing employer needs and labour market data

- Immigration and Settlement program extension for 2 years with a focus on Welcoming Communities (retention) as the next phase of project
- Facilitate meetings with the Workforce Supports Ecosystem and identify regional gaps/opportunities

Economic Prosperity

Ensuring our businesses and strategic sectors are supported and poised for growth and development

- BusinessNOW - navigate businesses to resources and supports - utilize business retention and expansion diagnostics (BRE) results
- Facilitate meetings with the Business Supports Ecosystem and identify regional gaps/opportunities
- Investment Readiness and Implementation Strategy
- Support and coordination for Key and Emerging Sectors - investment/opportunity profiles for energy, defense, tourism, agriculture and manufacturing
- Guru Site Selector and Ecosystem Tools - promotion and further development

Regional Resilience

Ensuring our region is resilient and working together intentionally in a collaborative regional ecosystem to advance economic development opportunities and regional growth

- Partner and Community Communication
- Regional response approach as it relates to regional economic risk mitigation - Halifax Partnership tools
- Asset Based Community Development (ABCD) Tool Development
- Development of new Strategic Plan
- Development and facilitation of a Regional Economic Leadership Council (Regional Industry Ambassadors)

Actions

***Multiple actions intersect all three pillars*

Outputs & Targets

- Support 100 clients directly (one-on-one) regionally
- Host 3 Welcoming Community Expos
- Host Quarterly Welcoming Community Activities as part of the Annapolis Valley Welcome Network
- Host a minimum of 4 Regional Workforce Supports Meetings and distribute corresponding reports

- Support 200 businesses through regional business support services (BusinessNOW navigation, referral, and BRE interviews)
- Develop and promote 8 investment readiness tools, including: a regional Investment Readiness and Implementation Strategy, updated regional economic profiles for Valley REN partners, and Guru Site Selector Ecosystem, ABCD and State of the Region Reports
- Complete 3 sector development initiatives: Year 2 of the Tourism Implementation Project, Agrilink funding and defense sector exploration activities

- Host and/or participate in 24 regional and municipal engagement sessions, including: Council presentations, Regional Economic Leadership Council sessions, Community Asset Mapping sessions, Strategic Planning session, and community connection sessions throughout the region
- Complete and promote 2 videos highlighting our region's investment readiness opportunities
- Communicate Valley REN activities through brief monthly (12) newsletter updates, detailed quarterly (4) reports and Annual Report (1) on key activities and metrics to partners and community

Outcomes

- Increased awareness of settlement supports for newcomers and employers
- Youth and newcomer talent retention
- New residents feel welcomed
- Attracting, developing and retaining a workforce that meets the needs of employers – primary focus on retention
- Strong regional workforce supports ecosystem
- Easily accessible regional workforce data and information to support programming

- Increased regional business intelligence of local business climate and improved business navigation and access to resources and supports
- Increased business investment and attraction
- Increased sector supports, increased sector diversification
- Increased cooperation/collaboration (regional unification)
- More prosperous, competitive and innovative companies

- Greater awareness of Valley REN activities
- Increased knowledge among partners
- Greater coordination, alignment and action among economic development partners
- Increased regional opportunities
- Greater awareness and promotion of our region's competitive advantage
- The region is better prepared to mitigate and respond to rapid economic climate changes

Regional Impact

Together, building a stronger, more resilient and cohesive regional economy.

TO	Municipal Council
FROM	Mayor Corkum
BOARD	Valley Regional Services Board
BOARD MEETING DATE	February 18, 2026
COUNCIL MEETING DATE	March 3, 2026

Tidal Transit Update

1. The most significant change is the rebranding from Kings Transit to Tidal Transit.
2. In 2025, ridership reached approximately 300,000 riders. Ridership declines were attributed to service reliability issues, including buses running 20–30 minutes late, breakdowns, and an aging fleet.
3. Insurance rates have increased, contributing to overall operating pressures.
4. Proposed changes are focused on transitioning the service from an unreliable system to a more dependable and consistent service.
5. A fleet right-sizing initiative will result in an approximate 10% budget increase. The operating budget is projected to increase from \$3,212,679 in 2025 to \$3,679,000 in 2026, with capital costs increasing from \$87,000 to \$128,000.
6. Investment in newer buses is expected to improve reliability and overall service delivery.

Valley Waste Update

1. Valley Waste ended 2025 with a positive variance of approximately \$417,000.
2. The variance was largely due to higher-than-expected landfill credits.
3. A resolution has been passed to reinstate a \$486,000 debenture, which will be brought forward to all councils for approval.

TO	Municipal Council
FROM	Mayor Corkum
MEETING	Virtual Fire Service Modernization Planning Session
MEETING DATE	February 17, 2026
COUNCIL MEETING DATE	March 3, 2026

I attended a virtual Fire Service Modernization Planning Session hosted by the Department of Municipal Affairs and the Department of Emergency Management. Key highlights from the session are outlined below:

1. The modernization plan is proposed to be phased in over a three-year period.
2. Provincial representatives indicated that the initiative is not intended to result in downloading responsibilities to municipalities.
3. The stated goal is to ensure adequate and consistent fire services across the Province, regardless of where residents live.
4. To date, 14 engagement sessions have been held, with many participants expressing concerns related to differences between urban and rural fire service delivery.
5. The importance of sustainable, long-term provincial funding was identified as a key component of the plan.
6. The proposed governance model suggests Fire Chiefs would report to CAOs and/or a designated individual, and Municipal Councils would have oversight of service delivery.
7. Municipal Councils would continue to make final decisions regarding fire service budgets.

Committee of Council Reports - March 3, 2026

Board/Committee	Chair/Reporting Councillor/ Members	Last/Next Meeting	Report
Asset Management Committee	Peter Allen, Doug Gates, Tim Harding	October 7, 2025 Next: April 9, 2026	
Audit & Finance Committee	Dave Corkum, Everett MacPherson (Chair), Doug Gates, Emily Lutz	February 26, 2026 Next: TBD	Written report provided March 3, 2026
Diversity Kings County	Everett MacPherson, Christina Sappington	January 5, 2026 Next: February 2, 2026 African Heritage Month Launch; March 2, 2026	Written report provided January 20, 2026
Fences Arbitration Committee	Bob Best Alternate: Tim Harding	No meetings	
Fire Services Advisory Committee	Peter Allen, Robbie Hiltz, Riley Peckford	September 18, 2025 Next: November 24, 2025, February 12, 2026	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, March 11, 2026	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	February 10, 2026 Next: March 10, 2026	Recommendations provided March 3, 2026
Police Advisory Board	Bob Best, Robbie Hiltz, Christina Sappington	February 18, 2026 Next: May 20, 2026	Written report provided March 3, 2026
Regional Sewer Committee	Tim Harding Alternate: Everett MacPherson	January 15, 2026 Next: March 2, 2026	Verbal report provided February 3, 2026
Sandy Court Source Water Protection Committee	Tim Harding	February 25, 2025 Next: TBD	Written report provided March 18, 2025

External Board and Committee Reports - March 3, 2026

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate: Christina Sappington	January 21, 2026 Next: TBD	Verbal report provided February 3, 2026
Annapolis Valley Trails Coalition Board	Robbie Hiltz Alternate: Tim Harding	February 26, 2026	Written report provided February 3, 2026
Canning Source Water Protection Committee	Everett MacPherson		
Kentville Joint Fire Services Committee	Bob Best, Tim Harding, Christina Sappington	March 20, 2025 Next: October 23, 2025	Written report provided April 1, 2025
Kentville Source Water Protection Advisory Group	Doug Gates	March 26, 2025	
Kentville Water Commission	Doug Gates	March 26, 2025	
Kings Regional Emergency Management Advisory Committee	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)	February 3, 2026	Written report provided March 3, 2026
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	February 9, 2026	Written report provided March 3, 2026
Valley Regional Services Board (Kings Transit & Valley Waste)	Dave Corkum Alternate: Emily Lutz	February 18, 2026 Next: March 18, 2026	Written report provided March 3, 2026
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen		