

THE MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL MUNICIPAL COUNCIL
January 19, 2021
Following 9:00 am Committee of the Whole
AGENDA

Audio Recording Times Noted in Red
(Minutes:Seconds)

1. Roll Call **00:00**
2. Approval of Agenda **00:43** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Administration
(*Carried Over from January 5, 2021 Council*)
 - a. Village Commissioner Appointment to Greenwood Water Source Water Protection Committee **01:27** Page 2
 - b. Proposed Amendments to Policy HR-06-015: Employee Performance Management (final approval) **04:45** Page 4
 - c. Proposed Amendments to Policy FIN-05-008: Business Expense (final approval) **05:50** Page 7
 - d. Proposed Policy ADMIN-01-021: Anti-Idling (final approval) **06:45** Page 18
5. Financial Services:
 - a. Temporary Suspension of Community Grants Policy (*7 days' notice provided January 5, 2021*) **08:37**
6. Budget and Finance Committee Recommendation December 9, 2020
(*Carried Over from January 5, 2021 Council*)
 - a. 2021/2022 Budget Process and Timeline **10:46** Page 20
7. Committee of Council and Working Group Reports **18:58**
(*Carried Over from January 5, 2021 Council*)
 - a. Budget and Finance Committee Page 27
 - b. Diversity Kings County Page 28
 - c. Municipal Elections Advisory Committee Page 29
 - d. New Minas Secondary Planning Strategy Working Group Page 30
 - e. Regional Sewer Committee Page 32
 - f. Other: See Attached Table Page 33
8. Recommendations from Committee of the Whole January 19, 2021 Page 34
(*Pending Approval at Committee of the Whole*)
 - a. Proclamation Request: Purple Day for Epilepsy **21:14**
 - b. Memorandum of Understanding - Intermunicipal Service Agreements **22:07**
 - c. Community Grants Policy: Amendments & Reinstatement **23:20**
9. Other Business:
 - Joint Accessibility Committee Agreement **26:50**
 - Correspondence re: Video Broadcasting **27:57**
10. Comments from the Public **None**
11. Adjournment **28:17**



Municipality of the County of Kings

Request for Decision

TO Municipal Council

PREPARED BY Janny Postema, Municipal Clerk

MEETING DATE January 5, 2021

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 reappoint Robert Baker, Greenwood Village Commissioner, to the Greenwood Water Utility Source Water Protection Committee effective immediately for a term ending April 30, 2022.

INTENT

For Council to consider the recommendation of the Greenwood Village Commission to reappoint Robert Baker to the Greenwood Water Utility Source Water Protection Committee ('Committee') as Village Commissioner.

DISCUSSION

Section 4: 'Committee Composition' of the Greenwood Water Utility Source Water Protection Committee Policy directs that a Commissioner from the Village of Greenwood is to be appointed by Council for a two-year term commencing on the first day of May of the appointment year.

It recently came to Municipal staff's attention that the last time a Village Commissioner had been appointed to the Committee was in October 2015 for a term ending May 2017. The Village Commissioner, Robert (Bob) Baker, continued to serve on the Committee until the present time without having been reappointed. This Request for Decision is to correct this administrative oversight going forward.

The Greenwood Village Commission passed the following motion on December 16, 2020:

That Commissioner Robert Baker's name be submitted to the Council of the County of Kings as the Village representative on the Greenwood Water Utility Source Water Protection Committee for a period of two years.

It is staff's recommendation that Mr. Baker be reappointed effective immediately for a term ending April 30, 2022.

FINANCIAL IMPLICATIONS

- No financial implications

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
	Vision Statement	
	Good Governance	
	Environmental Stewardship	



Municipality of the County of Kings

Request for Decision

	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Policy Requirement

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Notify the Greenwood Village Commission, the Chair of the Committee (District Councillor), and the Municipal staff support person for the Committee of the reappointment.
- Next (re)appointment to occur prior to May 2022.

ENGAGEMENT

- There was no specific community engagement initiative as this item is guided by Policy.

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer

December 17, 2020



Municipality of the County of Kings

Employee Performance Management Policy

Policy Category	Human Resources	Most Recent Amendment	December 2020
First Council Approval	January 2, 2018	Future Amendment Date	December 2024

1. Purpose

The Municipality of the County of Kings (the "Municipality") believes in ensuring employees are provided with accurate and timely feedback regarding their performance that enables employees to be successful in their jobs and to contribute meaningfully to the work of the Municipality.

In developing a highly skilled workforce and ensuring a system of performance management is maintained, all employees will participate in a Performance Review during their Probationary Period and subsequent annual Performance Reviews. The Municipality believes in maintaining open, effective, and ongoing communication between Supervisors and staff about individual performance and goal setting.

This Policy:

- 1.1 establishes a system of consistent, systematic and fair assessment of each employee's performance and skill set;
- 1.2 ensures employees have a clear understanding of the work expected from them and receive ongoing feedback regarding performance relative to expectations;
- 1.3 enables the creation of professional development plans that will identify employee development needs and objectives; and
- 1.4 ensures well-performing employees are recognized.

2. Scope

This policy applies to all employees (union and non-union, contract or term, and management) of the Municipality.

3. Definitions

- 3.1 Performance Development Plan (PDP): A structured and supported plan created collaboratively, by an employee and their Supervisor, to establish the training and development needs for an employee. A PDP gives an employee direction, sets achievable goals, records outcomes and requires regular review.
- 3.2 Performance Review: An annual review completed by an employee and their Supervisor which is used to evaluate an employee's past job performance as it relates to expectations surrounding the strategic goals of the Municipality and the employee's job description. A Performance Review establishes goals and expectations for the upcoming review period including a Performance Development Plan (PDP) for addressing performance expectations.
- 3.3 Probationary Employee: A non-union employee who is new to the organization or, in some cases, to their position and has not yet completed their Probationary Period. For unionized employees, Probationary Employee is as defined in the Collective Agreement.
- 3.4 Probationary Period: The period of time given to evaluate a new employee's adjustment and potential ability to perform their job expectations.
- 3.5 Supervisor: An employee in a management level position which has responsibility for directing, supervising and evaluating the performance of another employee who reports directly to them.

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4. Policy Statements

4.1 Probationary Period Performance Review

- 4.1.1 All new non-union employees are classified as Probationary Employees during their first six (6) months of employment. The Probationary Period for unionized employees is specified in the Collective Agreement.
- 4.1.2 For non-union employees, the Municipality reserves the right to extend Probationary Periods for up to three (3) additional months.
- 4.1.3 Probationary Employees will receive a Probationary Performance Review prior to the end of their Probationary Period.

4.2 Annual Performance Reviews

- 4.2.1 All full-time, term, and part-time unionized and non-union employees will have an annual Performance Review.
- 4.2.2 The annual Performance Review is a review of the employee's job performance over the prior 12 months and will be benchmarked against mutually agreed upon goals and objectives set during the prior annual Performance Review. The Performance Review will:
 - 4.2.2.1 Recognize the accomplishments of the employee throughout the prior 12 months;
 - 4.2.2.2 Identify the current state and desired future state of the employee's skill set;
 - 4.2.2.3 Establish new goals and objectives that align with the strategic plan and department goals for the upcoming 12 month period;
 - 4.2.2.4. Provide the employee with an opportunity to include optional feedback regarding their performance and career aspirations;
 - 4.2.2.5 Identify the suitability of the employee for additional responsibilities or future career advancement; and
 - 4.2.2.6 Identify training and associated budgetary requirements for the employee's Performance Development Plan (PDP). Also, as part of their PDP, identify any performance gaps and opportunities for improvement, to develop the employee's skills and competencies so they may achieve their full potential within the organization.
- 4.2.3 The Supervisor shall meet with the employee to complete their annual Performance Review within 30 days of the employee's anniversary date which is based on the date the employee started in their current position. In exceptional circumstances, such as leave of absence or illness, the Supervisor and employee may complete the annual Performance Review at a mutually agreed upon date.
- 4.2.4 The Supervisor and employee will sign the completed Performance Review and submit it to Human Resources along with any other supporting documentation no later than the deadline. The employee's signature on the Performance Review only indicates they have received it, not necessarily that they agree.
- 4.2.5 If an employee believes there are discrepancies in the ratings or comments in their Performance Review, the employee may provide written feedback that will be included with their Performance Review which is maintained in their personnel file.
- 4.2.6 At least quarterly, Supervisors will provide employees with feedback, training, and coaching in an effort to assist them in meeting job expectations or to develop them for future opportunities and career advancement.

5. Responsibilities

5.1 Council will:

- 5.1.1 Ensure the Municipality has a current and comprehensive policy to address employee performance management; and
- 5.1.2 Review, amend, and adopt changes to this Policy as needed.

5.2 The Chief Administrative Officer or designate will:

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- 5.2.1 Implement and administer this Policy;
- 5.2.2 Identify necessary revisions to this Policy; and
- 5.2.3 Ensure that staff are advised of this Policy.

5.3 Employees will:

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

6. Amendments

Date	Amendments
January 2018	Adopted new Policy
December 2020	Review to be completed within 30 days of employee's anniversary date in position. Probationary Period for non-union employees can be extended up to 3 additional months. Probationary period for Supervisors and above reduced from 12 to 6 months with option to extend up to 3 additional months. Probationary review to be held any time prior to end of Probationary Period.

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Municipality of the County of Kings

Business Expense Policy

Policy Category	Finance	Most Recent Amendment	October 1, 2019
First Council Approval	May 20, 2008	Future Amendment Date	January 2021 January 2025

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 and Employees of the Municipality.

3. Definitions

- 3.1 Employee: All Employees of the Municipality and, where applicable, the Chief Administrative Officer (CAO).
- 3.2 Reportable Individuals: Mayor, Deputy Mayor, 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*.

4. Policy Statements

- 4.1 The Municipality shall reimburse 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 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, 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 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 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 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:
 - 4.3.1 Attendance at social functions as dignitaries representing the Municipality. This includes Remembrance Day ceremonies and grand openings within the Municipality.
- 4.4 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.
- 4.5 Expenses Eligible for Reimbursement
 - 4.5.1 Receipts are required for reimbursement of all travel expenses unless stated otherwise below.
 - 4.5.2 The mode of transportation chosen should be that which enables 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.
 - 4.5.3 Employees and Reportable Individuals shall schedule their travel in such a way as to minimize the cost to the Municipality generally.
 - 4.5.4 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, 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.
 - 4.5.5 Car Travel
 - 4.5.5.1 Where car travel is indicated as the most suitable mode of transportation, an Employee or Reportable Individual may use their own car and be reimbursed at the Provincial mileage rate.
 - 4.5.5.2 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, en-route meals and motel accommodation are not reimbursable.
 - 4.5.5.3 Individuals shall endeavour to travel in one car when two or more Employees or Reportable Individuals are scheduled for the same destination at the same time.
 - 4.5.5.4 All Employees and Reportable Individuals claiming car travel expense shall provide the Municipality with a copy of their insurance liability card at the time of submitting an expense claim.
 - 4.5.6 Car Rental

- 4.5.6.1 Reimbursement will be made for rental of economy-type cars at the destination. Car rentals require prior approval by the immediate supervisor.
- 4.5.7 Air Travel
 - 4.5.7.1 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.
- 4.5.8 Accompanying Personal Leave & Vacation
 - 4.5.8.1 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.
 - 4.5.8.2 Any personal expenses incurred during, before, or after completion of official business for the Municipality are the responsibility of the 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 Employee or Reportable Individual.
- 4.5.9 Accommodation
 - 4.5.9.1 Hotel accommodations shall be reimbursed, and not exceed the cost of a standard room, or the lowest available rate.
- 4.5.10 Meals
 - 4.5.10.1 For each day or part day of travel, the 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.
 - 4.5.10.2 The daily amounts authorized for meals will be revised from time to time to reflect actual experience. Only where 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.
 - 4.5.10.3 Expenses related to the purchase of alcoholic beverages will not be reimbursed.
- 4.5.11 Telephone
 - 4.5.11.1 All telephone expenses for Municipal business purposes will be reimbursed. Reasonable and necessary personal calls occasioned by absence from home will be reimbursed.
- 4.5.12 Taxi Fares
 - 4.5.12.1 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.
 - 4.5.12.2 Receipts for taxi fares for more than \$10, including tips or gratuities, are required.

- 4.5.13 Parking and Toll Expenses
 - 4.5.13.1 All parking expenses and bridge/road tolls will be reimbursed by the Municipality.
- 4.5.14 Family Care Expenses
 - 4.5.14.1 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.
 - 4.5.14.2 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:
 - 4.5.14.2.1 Children under 18 years of age;
 - 4.5.14.2.2 Person with a disability; or,
 - 4.5.14.2.3 An adult who is a dependent requiring care.
 - 4.5.14.3 Family care expenses will be reimbursed according to Schedule E of this Policy.
- 4.6 Use of Municipal Credit Cards
 - 4.6.1 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.
 - 4.6.2 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.
 - 4.6.3 A travel advance will not be provided if the Claimant has a Municipal credit card.
- 4.7 Travel Advances
 - 4.7.1 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 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 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.
- 4.8 Submission of Claims
 - 4.8.1 All expenses incurred must be submitted by the claimant. No expenses shall be submitted on behalf of others.
 - 4.8.2 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.
 - 4.8.3 Members of Council 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.

4.9 Reporting Requirements

4.9.1 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.

4.9.2 The quarterly expense reports shall include the following:

- 4.9.2.1 Dates of meetings;
- 4.9.2.2 Details of meetings;
- 4.9.2.3 Kilometres claimed;
- 4.9.2.4 Telephone costs; and,
- 4.9.2.5 Out-of-County training and conference expenses.

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

4.11 Reimbursement of Travel Expenses

4.11.1 Claims for mileage and meals while attending business meetings 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.

4.12 Review Requirements

4.12.1 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 Audit Committee will ensure the Municipality has in place a process for independent review and approval to ensure that all Council expense claims are properly prepared, documented, and approved. The Audit Committee shall review the business expense annual summary report each year prior to filing with the Minister.

4.12.3 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.

4.13 Requirements of Reportable Individuals and Employees

Anyone who incurs an expense in relation to Municipality business will:

- 4.13.1 Familiarize themselves and comply with the provisions of this Policy;
- 4.13.2 Complete and submit expense claims with necessary supporting documentation within a timely fashion;
- 4.13.3 Exercise reasonable diligence and care in incurring expenses prudently and responsibly; and
- 4.13.4 Ensure that they do not authorize expenses on their own behalf;

4.14 Fraudulent irregularity, misuse, or misappropriation of funds may result in disciplinary action up to and including termination of employment.

4.15 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.

5. Responsibilities

5.1 Council will:

- 5.1.1 Ensure the Municipality has a current and comprehensive policy for the reimbursement of travel expenses incurred by an Employee or Reportable Individual while conducting Municipal business and;
- 5.1.2 Review and amend this Policy as needed; and
- 5.1.3 Individual Members of Council shall adhere to and comply with all aspects of this Policy.
- 5.2 The Chief Administrative Officer or designate will:
 - 5.2.1 Implement, administer, and uphold the principles and provisions of this Policy;
 - 5.2.2 Identify necessary revisions to this Policy;
 - 5.2.3 Authorize reimbursement of expenses under this Policy;
 - 5.2.4 If required, designate in writing a second signing authority to authorize reimbursement of expenses under this Policy;
 - 5.2.5 Ensure that no Employee or Reportable Individual authorizes the reimbursement of expenses on their own behalf.

6. Amendments

Date	Amendments
February 2014	
August 2016	
January 2019	
March 2019	
October 2019	
December 2020	Reviewed as required by s. 23(7) <i>Municipal Government Act</i> and Business Expense Policy FIN-05-008.

SCHEDULE C - MEAL ALLOWANCE

(Revised: November 16, 2018)

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

Breakfast per diem	\$20.00
Lunch (mid-day) per diem	\$20.00
Dinner (evening) per diem	\$33.00
Any Meal within Kings County	\$15.00

Breakfast

The cost of breakfast may be claimed only when the Employee or Reportable Individual 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 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 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 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: _____ DATE: _____

Director of Finance

SCHEDULE E - FAMILY CARE RATES

(Revised: December 4, 2018)

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 \$70.00.

The maximum annual rate for reimbursement of family care is \$2,000.

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

Anti-Idling Policy

Policy Category	Administration	Most Recent Amendment	N/A
First Council Approval	DRAFT – Pending Approval	Future Amendment Date	November 2023

1. Purpose

The Municipality of the County of Kings (“Municipality”) is committed to protecting air quality by reducing the environmental impact of its operations in relation to engine and motor idling.

The average idling time is 60 seconds but can average 5 minutes when warming up a vehicle in winter.

It is recognized that needless emissions are not conducive with the Municipality’s commitment to climate change mitigation and the reduction of greenhouse gases. Eliminating excessive idling is a no-cost action that can help:

- Reduce the environmental impact of government operations
- Save fuel and operational costs
- Decrease wear and tear on Municipal vehicles and equipment
- Reduce air pollution from exhaust
- Reduce noise pollution
- Promote energy conservation

2. Scope

This Policy applies to Municipal Vehicles and Equipment while on property owned by the Municipality or while conducting Municipal business. Council and Municipal employees will make every effort to eliminate unnecessary idling while on properties owned by the Municipality or while conducting Municipal business regardless of property ownership. Contractors will be obligated to eliminate unnecessary idling while performing work for the Municipality, as part of contract requirements.

3. Definitions

- 3.1 Idle and Idling: the operation of an internal combustion engine of a vehicle while the vehicle is not in motion or the operation of a gasoline or diesel powered motor where the motorized equipment is not performing work.
- 3.2 Municipal Vehicle: a vehicle, as defined under Section 2(a) of the *Motor Vehicle Act*¹, that is either owned, leased, or rented by the Municipality or a vehicle privately owned by either Council or Municipal Staff while it’s being used to conduct Municipal business.
- 3.3 Municipal Equipment: any self-propelled equipment powered by a gasoline or diesel motor, that is either owned, leased, or rented by the Municipality.

¹ Section 2(a) of the *Motor Vehicle Act* defines a vehicle as “any device in, upon, or by which any person or property is or may be transported or drawn upon a public highway, excepting a motorized wheelchair and devices moved by human power or used exclusively upon stationary rails or tracks.”

4. Policy

4.1 Idling Restrictions

Except for purposes noted in Section 4.2, Municipal Vehicles and Equipment will not:

1. Be left unattended without stopping the engine if work is not being performed; or
2. Idle in a parked position for an extended period unless the purpose of operation is exempted under in Section 4.2.

4.2 Exemptions

Idling of a Municipal Vehicle or Municipal Equipment is permitted only under the following conditions:

- It remains motionless due to being stopped by regular traffic, a traffic control device or signal, an emergency vehicle, while engaged in a parade, or at the direction of a law enforcement official.
- Idling when operating defrosters, heaters, or air conditioners, to prevent a health or safety emergency or to provide clear vision for the operator during extreme weather conditions (e.g. snowstorms, extreme cold temperatures).
- Idling of the engine is necessary to power work-related mechanical or electrical equipment other than for vehicle propulsion (e.g. Hoist, hydraulic pumps, etc.). However, if equipment can be run from the battery alone, the operator shall refrain from idling unless there is a significant concern of draining the battery.
- When a diesel engine is required to idle to complete an active regeneration cycle on its diesel particulate filter (DPF).

5. Responsibilities

5.1 Council will:

- 5.2.1 Ensure the Municipality has a current and comprehensive policy to reduce or eliminate excessive idling by Municipal Vehicles and Equipment;
- 5.2.2 Know and understand their obligations under this Policy and act in accordance with their obligations;
- 5.2.3 Promote anti-idling initiatives within the community; and
- 5.2.4 Periodically review and amend this Policy as needed.

5.2 The Chief Administrative Officer or designate will:

- 5.2.1 Implement, administer, and promote awareness of this Policy and undertake to create an environment and culture of reduced idling while on Municipal property and/or conducting Municipal business; and
- 5.2.2 Propose amendments to this Policy as needed.

5.3 Employees will:

- 5.3.1 Know and understand their obligations under this Policy and act in accordance with their obligations;
- 5.3.2 Ensure all Municipal Vehicles and Equipment are operated in accordance with this Policy.

6. Amendments

Date	Amendments
N/A	N/A

THE MUNICIPALITY OF THE COUNTY OF KINGS

REPORT TO COUNCIL

Subject: Budget & Finance Committee Recommendation

Date: December 9, 2020 meeting date

BF-1	2021/2022 Budget Process and Timeline	<p>That Municipal Council approve the 2021/2022 Proposed Budget Process & Timeline as <u>attached</u> to the January 5, 2021 Council agenda.</p> <p><u>Request for Decision dated December 9, 2020.</u></p>
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2021/22 Draft Budget Timeline

November 2021	<p><u>Operating Budget:</u></p> <ul style="list-style-type: none"> • Prepare internal budget working papers (November 1 – 25) <ul style="list-style-type: none"> ○ Master budget spreadsheet ○ Budget working papers, Departmental budgets, and three year analysis of account details • Distribution of templates with instructions for preparation of departmental budgets • Finance staff will facilitate budget process discussions with fire departments at the November 19th, Fire Services Advisory Committee. <ul style="list-style-type: none"> ○ Budget template to be provided electronically to all departments ○ Discussion on continued use of current budgets indexed for CPI for the 2021/22 operating budget • Preliminary contact with Provincial and other external agencies (examples include: RCMP, Regional Library, Western Regional Housing) • Communication of budget requirements and deadlines to service providers, (Kings Transit, VWRM, Valley REN, VCFNA, Valley Search and Rescue, Kings Point to Point Valley Community Learning Association (VCLA), and Trans County Transportation) <p><u>Capital & Reserve Budgets:</u></p> <ul style="list-style-type: none"> • Roll forward capital budget spreadsheets • Summarize current year capital spending vs. budget • Preliminary meeting with EPW managers
December 2020	<p>Budget Process and Timeline presented to the Budget & Finance Committee for review and approval/recommendation to Council</p> <p>Condensed budget timeline released on County website</p> <p><u>Operating Budget:</u></p> <ul style="list-style-type: none"> • Departmental budget meetings with finance staff (December 7th – 16th) <ul style="list-style-type: none"> ○ Draft departmental budgets ○ Identification of any new projects, positions or requests and work plan for creation of Council Request for Decision for those items • Continued work on budget spreadsheet and supporting working papers • December 31st – Budget submission deadline per agreement for Inter Municipal Service Corporations <p><u>Greenwood Water Utility Budget:</u></p> <ul style="list-style-type: none"> • Roll forward of budget spreadsheets • Update historical analysis of accounts by summarizing prior years activity • Provide budget template and analysis to EPW department for completion <p><u>Capital & Reserve Budgets:</u></p> <ul style="list-style-type: none"> • Update current year capital spending analysis

2021/22 Draft Budget Timeline

	<ul style="list-style-type: none"> • Departmental Capital & Project Budget meetings • Prepare Draft Project Justification Sheets • Draft Capital Budgets • Prepare analysis of Reserves and Reserve Budgets <p>Release of Council engagement questionnaire</p>
January 2021	<p><u>Operating Budget:</u></p> <ul style="list-style-type: none"> • January 15th – Assessment roll received from PVSC, completion of tax revenue budget • January 15th - Draft departmental budgets submitted to finance • January 15th - Budget submission deadline for Fire Departments • Service partner budgets submitted throughout the month of January, with dates varying based on individual agreements. <ul style="list-style-type: none"> ○ Valley Search and Rescue (January 1st) ○ Alternative Transit Providers (January 30th) ○ Kings County Senior Safety Society (January 30th) ○ Valley Community Learning Association (TBD) ○ Annapolis Valley Trails Coalition (TBD) <p><u>Greenwood Water Utility Budget:</u></p> <ul style="list-style-type: none"> • Meeting with EPW to complete draft budget <p><u>Capital & Reserve Budgets:</u></p> <ul style="list-style-type: none"> • Update Project Justification Sheets with 12/31/20 data • Review draft Capital & Project Budgets with departments • Integrate Capital & Reserve Budget implications into Operating Budget <p><u>Regional Sewer Budgets</u></p> <ul style="list-style-type: none"> • Update partner Sewer Flows & Loads analysis to 12/31/20 • Input Sewer Flows & Loads into Regional Sewer Budget model • Analyze spending YTD and forecast to Y/E • Integrate relevant draft Operating budget information into draft Regional Sewer Operating budget • Prepare draft Operating & Capital budgets and review with EPW • Integrate draft Regional Sewer Budget implications into Operating Budget
February 2021	<p><u>Operating Budget:</u></p> <ul style="list-style-type: none"> • Preparation of budget information for Council • Continued work on finalizing proposed budget figures • Follow up on any remaining required inputs • Preparation of budget presentation • February 26th - Provision of preliminary budget information to Council <p><u>Greenwood Water Utility Budget:</u></p> <ul style="list-style-type: none"> • Completion of draft budget • Preparation of budget presentation

2021/22 Draft Budget Timeline

	<p><u>Regional Sewer Budgets:</u></p> <ul style="list-style-type: none"> Special meetings of Regional Sewer Committee and Technical Subcommittee to present draft Regional Sewer Operating & Capital Budgets <p>February 16th – (Regular COTW) – Service Provider Budget Presentations (VWRM, KTA)</p>
March 2021	<p>March 10th – Release of Draft Capital & Reserves Budgets</p> <p>March 17th 1:00 pm– Capital & Reserves Budgets presentation (Special COTW)</p> <p>March 24th– Release of Draft Operating Budget and Greenwood Water Utility</p> <p>March 31st 9:00 am– Operating Fund and Greenwood Water Utility budget presentation (Special COTW)</p> <p><u>Regional Sewer Budgets:</u></p> <ul style="list-style-type: none"> Further meetings of Regional Sewer Committee to review draft budgets and approve the recommendation of the draft budgets to respective partners for approval
April 2021	<p>April 7th 9:00 am– Budget Deliberations – Capital and Reserves, Operating Fund, Greenwood Water Utility, Regional Sewer (Special Council)</p> <ul style="list-style-type: none"> Possible setting of municipal rates, including tax rates Possible approval of service partner budgets as required Possible communication by Regional Sewer Committee that the draft Regional Sewer budgets have been recommended by the respective partners for approval by Municipal Council Possible approval of Operating, Capital, Reserves, Greenwood Water and Regional Sewer budgets <p>April 14th 6:00 pm- (if required) additional deliberation day (Special Council)</p> <ul style="list-style-type: none"> Possible setting of municipal rates, including tax rates Possible approval of service partner budgets as required Possible approval of Operating, Capital and Reserves, Greenwood Water Utility and Regional Sewer budgets

2021/22 Draft Budget Timeline

Implementation	<ul style="list-style-type: none">• Budget education material (condensed) provided to Councillors and the public• Approved Budget posted to Municipal Website• Departments provided with approved operating budgets• External parties notified of budget approvals• Debrief session held with Budget & Finance Committee
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MUNICIPALITY OF THE COUNTY OF KINGS



BUDGETING PROCESS

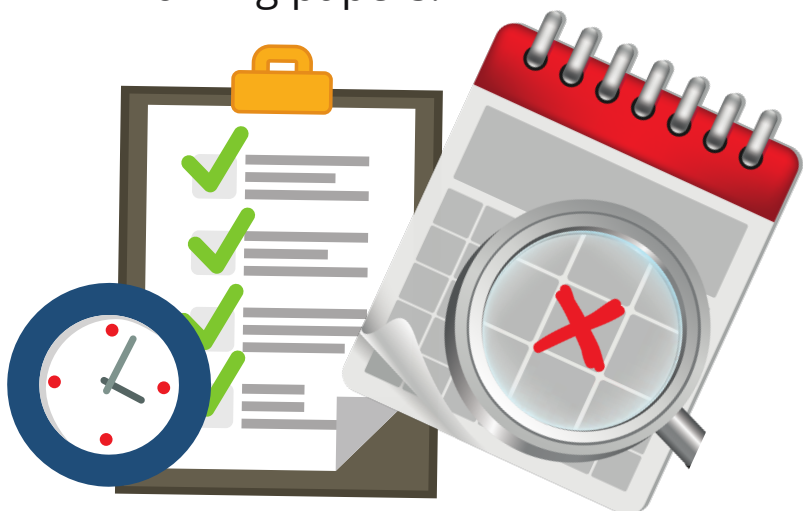
Overview



DEPARTMENTAL BUDGET MEETINGS

Departments meet with finance staff to:

- Draft departmental budgets;
- Identify new projects, initiative and staffing needs;
- Continue to work on budget spreadsheet and supporting working papers.



INFORMATION PREPARED FOR COUNCIL

Finance staff continues to:

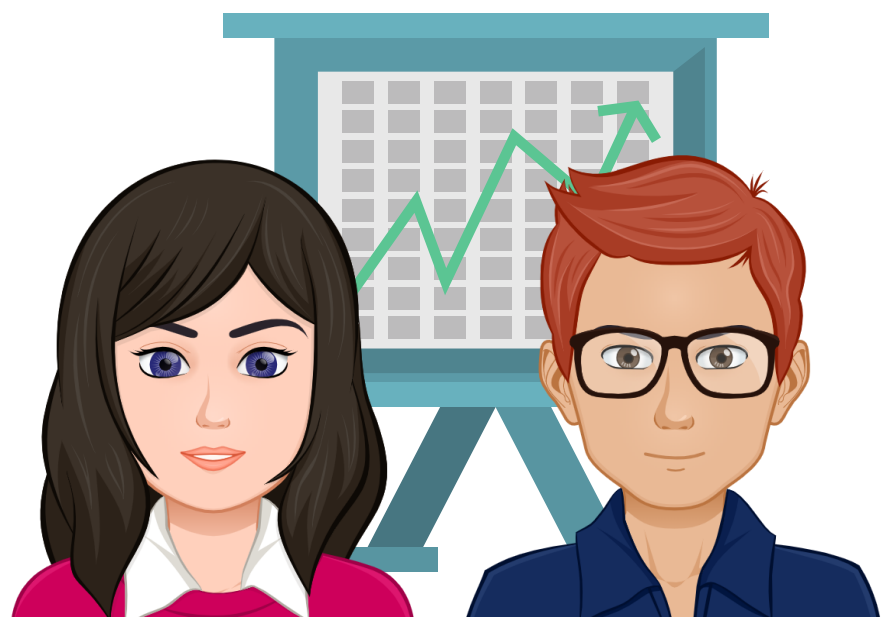
- work on finalizing proposed budget figures;
- Follow up on remaining required inputs;
- prepares budget presentation.



BUDGET TIMELINES APPROVED BY COUNCIL

Municipal staff:

- prepare internal budget working papers;
- distribute templates with instructions for the preparation of departmental budgets;
- communicate budget requirements and deadlines to service providers.



SUBMISSION DEADLINES

To be included in the budget, information needs to be received from all parties (*internal and external*) by:

- **January 15, 2021**



BUDGETS PRESENTED TO COUNCIL

Council reviews & deliberates the proposed budgets:

- Service Provider Budgets: **February 16, 2021**
- Capital Budget: **March 17, 2021**
- Operating Fund & Greenwood Water Utility: **March 31, 2021**
- Budget Deliberations - **April 7, 2021**;
- Additional Deliberation Day (If required): **April 14, 2021**
- **Meetings are open and public are welcome to attend.**

COUNCIL APPROVES BUDGETS!

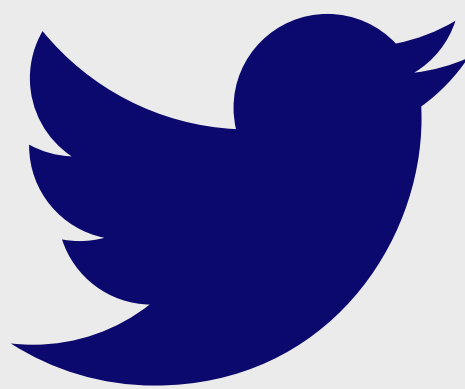
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THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Budget & Finance Committee
From: Councillor Joel Hirtle
Date: January 5, 2021

In attendance were:

Councillor Hirtle – Chair
Councillor Winsor – Vice Chair
Deputy Mayor Lutz
Mayor Muttart
Greg Barr, Director of Finance & IT Services
Mike Livingstone, Manager of Financial Reporting
Kevin Wheaton, Financial Analyst
Katrina Roefs, Financial Analyst
Amie Johnstone, Recording Secretary

- Councillor Hirtle acclaimed as Chair, Councillor Winsor acclaimed as Vice Chair.
- Director Barr presented a review of the Budget & Finance Terms of Reference.
- Mr. Livingstone presented the Request for Decision: 2021/22 Budget Process and Timeline
 - The Budget & Finance Committee recommends *that Municipal Council approve the 2021/22 Proposed Budget Process & Timeline as attached to the December 9, 2020 Request for Decision.*
- Ms. Roefs presented a briefing of the Q2 2020/21 Operating Accountability Report
 - Budget & Finance Committee recommend the General Operating Accountability Report (for period ended September 30, 2020) as attached to the December 9, 2020 agenda as an information item to Municipal Council.
- Mr. Wheaton presented a briefing of the Q2 2020/21 Capital Accountability Report
 - Budget & Finance Committee recommend the Capital Accountability Report (for period ended September 30, 2020) as attached to the December 9, 2020 agenda as an information item to Municipal Council.

Next Meeting January 11, 2021 at 3:30pm

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Diversity Kings County Committee
From: Lexie Misner, Chair
Date: January 5, 2021

The Diversity Kings County Committee meeting was called to order on December 7, 2020 by staff member Brittany Mastroianni, as the Chair seat was vacant when the meeting was called to order. Ten committee members were present, with regrets being sent in by two. Amie Johnstone and Brittany Mastroianni were present for Kings County Staff.

Councillor Granger nominated Councillor Misner as Chair and Councillor Granger accepted the nomination as Vice-Chair.

A presentation was given to the committee from Lightship Strategies President Renee Kuehnle. Andreas Robinson and Nadine Bernard were available via Zoom, but as this was a last minute change there were some technical issues to make this work.

Some great discussions were had around the work Lightship presented and some key things were discussed regarding the project. Discussion surrounded the lenses within the project, how to make goals achievable and measureable and what changes could be within our County to better represent the work.

Brittany Mastroianni gave presentations on the work plan and VANDSA training. Four verbal reports were shared with great discussion following by committee members.

A Citizen Member moved that, in an effort to further understanding of anti-Black racism and race-based discrimination, Municipal Council participate in cultural competency training programming 'Overcoming History' as offered by VANSDA. The motion passed unanimously. Councillor Misner will bring this recommendation to Council.

Our next meeting will be held on Monday January 4, 2021 via Webex.

The meeting was adjourned at 7:15 pm.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Municipal Council
Subject: Municipal Elections Advisory Committee
From: Chloe Austin, Recording Secretary
Date: January 5, 2021

The Municipal Elections Advisory Committee met on December 7, 2020 in the Tides Room at 181 Coldbrook Village Park Drive. Due to the work of the Committee Chair and Returning Officer, Barb Illsley-Jess, coming to an end, Janny Postema, Municipal Clerk, was elected Chair of the Committee.

Barb Illsley-Jess reported on the Department of Municipal Affairs and Housing Returning Officer debrief held on November 9, 2020. A key issue identified was inaccuracies in the list of electors.

Barb Illsley-Jess reviewed key points to be included in the Municipal Election 2020 Returning Officer's report to Council. The report from Intelivote had not yet been received for discussion.

Members of the Committee commented on how well the 2020 Municipal Election had been run, in particular the hiring and training of poll workers.

Next meeting: Spring 2021

Chloe Austin
Recording Secretary

New Minas Secondary Planning Strategy Project

Working Group Report - January 5, 2021

Background

The Municipality of the County of King is working in partnership with the Village of New Minas to establish a New Minas Secondary Planning Strategy to provide detailed planning policy direction in the Growth Centre of New Minas. A (Term) Working Group was established to assist in the development of a Secondary Planning Strategy.

The addition of new area to the Growth Centre through the new MPS, and the development of the Granite Drive Connector Road have been the key drivers for this strategy. It will be a ground up strategy for the entire Village and will set in place the plan and zoning for the area south of HWY 101. A Secondary Planning Strategy provides specific policy direction related to land use planning and development of a specific area.

The Working Group is to be resourced by UPLAND Planning + Design (Project Consultant), and the Municipality's Manager of Planning & Development (Project Manager).

The objectives of the Working Group are to assist the Municipality to:

- Guide the orderly implementation of the New Minas Secondary Planning Strategy Project (Project).
- Support the adoption of the New Minas Secondary Planning Strategy as a detailed layer of planning, complementing the newly approved Municipal Planning Strategy and Land Use By-law.

Membership of the Working Group includes:

- Two members of Council as selected by Municipal Council
- Three Village Commissioners as selected by the Village Commission
- Seven members of the public, four of whom are to be nominated by the Village Commission and three additional members being nominated by the Municipality.

The work to complete the NMSPS will include the completion of a series of studies covering Infrastructure Capacity (water, sewer, roads, drainage, storm water management) and future demands: market demand, Collector Road design, Active Transportation, urban design.

Current

The Working Group commenced Operations in September and has met each month thereafter. Very positive group. Focused on key issues to be identified and dealt with in the Secondary Planning Strategy.

SNC Lavelin has completed a New Minas Utility Systems Assessment which included the review of the Village infrastructure.

Market Demand Study Draft has been completed by Turner Drake. Final expected soon and the study will be posted on the Webpage. Key highlights: Collection area is a 100 km radius from the Village, Zone for the future, expand to be demand driven, focus on long term trends, keep business concentrated, preserve the downtown core.

Details of the Project can be found on the Municipality's Website at:

<https://www.countyofkings.ca/engage/consultations/visionnewminas.aspx>

Recently giving a virtual tour of the Elderkin Brook Ravine by the Friends of the Ravine. They are keenly interested in preserving the old growth hemlock of the ravine and protecting the water quality as related to development in the West end of the Village.

Greater focus on Public Engagement in the New Year. This process has been frustrated somewhat because of the COVID-19.

Council will be receiving a full briefing on this project at the January 14 COTW.

Next Meeting Later in January.

Committee Reports – Jim Winsor
Reporting period – January 5, 2021 Council Meeting

Kings Regional Sewer Committee

Last meeting was at the Municipal Complex on November 19, 2020 and report was provided verbally at the December Council meeting and written in the minutes of the meeting.

Next Meeting is scheduled for January 7 or 14, 2021 depending on Finance staff readiness for Budget Development Discussions.

Committee of Council Reports - January 19, 2021

Board/Committee	Chair/Reporting Councillor/ Members	Date Last/Next Meeting	Written Report
Asset Management Committee	Dick Killam, Joel Hirtle (Chair), Peter Allen	November 30, 2020 Next: Dec. 21, 2020	Verbal report provided December 1, 2020
Audit Committee	June Granger, Lexie Misner (Vice-Chair), Dick Killam, Tim Harding	November 26, 2020 Next: January 28, 2021	Written report provided December 1, 2020
Budget and Finance Committee	Peter Muttart, Emily Lutz, Joel Hirtle (Chair), Jim Winsor (Vice-Chair)	December 9, 2020 Next: January 11, 2021	Recommendation & written report attached to January 19, 2021 agenda
Canning Source Water Protection Committee	June Granger	No recent meetings?	
Centreville Area Advisory Committee	Lexie Misner, Dick Killam	October 28, 2020 Next: TBD	Written report provided November 3, 2020
Diversity Kings County	June Granger (Vice-Chair), Lexie Misner (Chair)	December 7, 2020 Next: January 4, 2021	Written report attached to January 19, 2021 agenda
Fences Arbitration Committee	Peter Allen - Alternate	No meetings	
Fire Services Advisory Committee	June Granger (Reporting Councillor), Emily Lutz, Tim Harding	November 19, 2020 Next: Finance Sub- Committee Jan 29, 2021; FSAC Feb 18, 2021	Written report provided December 1, 2020
Greenwood Water Utility Source Water Protection Committee	Tim Harding (Chair)	October 1, 2020 Next: March 11, 2021	Written report provided October 6, 2020
Kingston Area Advisory Committee	Martha Armstrong	No recent meetings	Written report provided October 6, 2020
Kings Youth Council	Lexie Misner, Joel Hirtle	No recent meetings	
Lake Monitoring Committee	Tim Harding Alternate - Emily Lutz	July 22, 2020 Next: TBD	
Municipal Elections Advisory Committee	Janny Postema (Chair)	December 7, 2020 Next: Spring 2021	Written report attached to January 19, 2021 agenda
New Minas Secondary Planning Strategy Working Group	Jim Winsor (Chair), Emily Lutz	December 16, 2020 Next: February 12, 2021	Written report attached to January 19, 2021 agenda
Nominating Committee	Martha Armstrong (Chair), Joel Hirtle (Vice-Chair), Peter Muttart, Peter Allen	November 5 & 12, 2020	Recommendations provided November 17, 2020
Planning Advisory Committee	June Granger, Dick Killam (Vice- Chair), Martha Armstrong (Chair), Jim Winsor, Peter Allen Alternates - Lutz & Harding	September 8, 2020 Next: Oct. 13, Nov. 10, Dec. 8, 2020, Jan. 12, 2021	Written report provided October 6, 2020
Police Services Advisory Committee	June Granger, Joel Hirtle, Peter Allen (Vice-Chair), Dick Killam (Chair), Tim Harding	May 20, 2020 Next: Sept 16, Dec 16, 2020	Written report provided July 7, 2020
Port Williams Area Advisory Committee	June Granger	No recent meetings	
Regional Sewer Committee	Jim Winsor (Chair) Alternate - Joel Hirtle	November 19, 2020 Next: Jan. 14, 2021	Written report attached to January 19, 2021 agenda
Sandy Court Source Water Protection Committee	Martha Armstrong	No recent meetings	Written report provided October 6, 2020

THE MUNICIPALITY OF THE COUNTY OF KINGS

RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE January 19, 2021

a.	Proclamation Request: Purple Day for Epilepsy	That Municipal Council proclaim March 26, 2021 ‘Purple Day for Epilepsy’ in the Municipality of the County of Kings.
b.	Memorandum of Understanding - Intermunicipal Service Agreements	That Municipal Council approve the Memorandum of Understanding as attached to the January 19, 2021 Request for Decision and authorize the Mayor and CAO to execute same.
c.	Community Grants Policy: Amendments & Reinstatement	That Municipal Council give seven days’ notice, per s.48(1) <i>Municipal Government Act</i>, to reinstate Policy FIN-05-018: Community Grants with the amendments as detailed in the January 19, 2021 Request for Decision.