



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

**COMMITTEE OF THE WHOLE**

**Tuesday, March 19, 2024**

**9:00 a.m.**

**AGENDA**

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

1. Roll Call **8:10**
2. Approval of Agenda **9:35** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes **10:20**
  - a. February 20, 2024 Page 2
  - b. February 28, 2024 Budget Meeting Page 9
5. Business Arising from Minutes **None**
  - a. February 20, 2024 Page 2
  - b. February 28, 2024 Budget Meeting Page 9
6. Presentations
  - a. 9:05am: Engage Nova Scotia: Nova Scotia Quality of Life Initiative **11:35** Page 13
  - b. 9:45am: Kings West Community Health Board: Western Zone Community Health Plan **56:15** Page 15
7. Inspections & Enforcement Services **1:37:40**
  - a. Award of Contract #24-06: Animal Control Enforcement Services Page 16
8. Board and Committee Reports **None**
  - a. Committees of Council Page 19
  - b. External Boards and Committees Page 20
9. Other Business **None**
10. Comments from the Public **None**
11. Adjournment **1:52:53**

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
COMMITTEE OF THE WHOLE  
Tuesday, February 20, 2024  
DRAFT MINUTES**

**Meeting Date  
and Time**

A meeting of the Committee of the Whole was held on Tuesday, February 20, 2024, at 9:00 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

**1. Attendance**

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

Deputy Mayor Lutz chaired the meeting.

**Roll Call**

***Results for Roll Call***

For 9

Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Zobia Jawed, Director, Environmental Svs & Climate Resilience
- Scott MacKay, Manager, Revenue
- Chad West, Manager, Information Technology
- Katrina Roefs, Financial Analyst
- Charissa Sanche, Diversity Specialist
- Janny Postema, Municipal Clerk
- Chris Ritchie, Recording Secretary

**Excuse Absence**

**On motion of Councillor Burgess and Councillor Allen, that Councillor Hirtle's absence from the February 20, 2024, Committee of the Whole meeting be excused.**

**Motion Carried.**

***COTW-2024-02-20-014***

***Results***

For 9

Against 0

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

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

2. [Approval of Agenda](#)

On motion of Councillor Burgess and Councillor Harding, that Committee of the Whole approve the February 20, 2024 agenda as circulated.

Motion Carried.

COTW-2024-02-20-015

**Results**

For 9  
Against 0

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

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

No Conflict of Interest issues were declared.

4. **Approval of Minutes**4a. [January 23, 2024](#)

On motion of Councillor Granger and Councillor Armstrong, that the minutes of the Committee of the Whole meeting held on January 23, 2024 be approved as circulated.

Motion Carried.

COTW-2024-02-20-016

**Results**

For 9  
Against 0

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

5. **Business Arising from Minutes**5a. [January 23, 2024](#)

There was no business arising from the January 23, 2024 minutes.

6. **Presentations**6a. [Consolidated and Non-Consolidated Financial Statements 2022/2023](#)

Jessica Clahane of Grant Thornton presented the Consolidated Financial Statements as attached to the February 20, 2024 Committee of the Whole agenda package.

**On motion of Mayor Muttart and Councillor Burgess, that Committee of the Whole receive for information the Consolidated Financial Statements as attached to the February 20, 2024 Committee of the Whole agenda.**

**Motion Carried.**

**COTW-2024-02-20-017**

**Results**

For 9

Against 0

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

Katrina Roefs, Financial Analyst, presented the Non-Consolidated Financial Statements as attached to the February 20, 2024 Committee of the Whole agenda package.

**On motion of Councillor Granger and Councillor Burgess, that Committee of the Whole receive for information the Non-Consolidated Financial Statements as attached to the February 20, 2024 Committee of the Whole agenda.**

**Motion Carried.**

**COTW-2024-02-20-018**

**Results**

For 9

Against 0

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

6b. [Nova Scotia Power: Proposed Grid-Scale Battery Facility in White Rock](#)

Debra McLellan, Project Manager, and Susan Smith, Stakeholder Lead, of Nova Scotia Power, provided a [presentation](#).

**On motion of Councillor Killam and Councillor Burgess, that Committee of the Whole receive for information the presentation from Nova Scotia Power: Proposed Grid-Scale Battery Facility in White Rock as provided on February 20, 2024.**

**Motion Carried.**

**COTW-2024-02-20-019**

**Results**

For 9  
Against 0

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

Committee of the Whole took a short break from 10:17-10:26 a.m.

7. **Administration**

7a. [March 2024 Proclamations](#)

Charissa Sanche, Diversity Specialist, presented the Request for Decision as attached to the February 20, 2024 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Mayor Muttart and Councillor Armstrong, that Committee of the Whole recommend Municipal Council proclaim March 8, 2024 as International Women's Day; March 21, 2024 as International Day for the Elimination of Racial Discrimination; and March 31, 2024 as International Transgender Day of Visibility in the Municipality of the County of Kings.**

**Motion Carried.**

**COTW-2024-02-20-020**

**Results**

For 9  
Against 0

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

## 8. Financial Services

8a. [Amendments to Policy FIN-05-009: Personal Property Tax Exemption](#)

Scott MacKay, Manager of Revenue, presented the Request for Decision as attached to the February 20, 2024 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Davison and Councillor Allen, that Committee of the Whole recommend Municipal Council give seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy FIN 05-009: Personal Property Tax Exemption as detailed in the February 20, 2024 Request for Decision.**

**Motion Carried.**

**COTW-2024-02-20-021**

*Results*

For 9  
Against 0

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

## 9. Information Technology

9a. [Discontinuation of Aylesford Broadband Pilot](#)

Chad West, Manager of Information Technology, presented the Request for Decision as attached to the February 20, 2024 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Allen and Councillor Harding, that Committee of the Whole recommend to Municipal Council the discontinuation of the Aylesford Broadband Pilot project as outlined in the Request for Decision dated February 20, 2024.**

**Motion Carried.**

**COTW-2024-02-20-022**

*Results*

For 9  
Against 0

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

## 10. Councillor Item

10a. [Guaranteed Basic Livable Income](#)

Councillor Burgess presented the item as attached to the February 20, 2024 Committee of the Whole agenda.

**On motion of Councillor Burgess and Councillor Davison, that Committee of the Whole recommend Municipal Council call upon the Federal Government to respond to calls for an annual Guaranteed Basic Livable Income (GBLI) by either endorsing, committing to and enacting a GBLI or alternatively, giving the citizens of Canada cogent reasons why GBLI cannot be implemented.**

**Motion Carried.**

**COTW-2024-02-20-023**

*Results*

For 9  
Against 0

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

## 11. Board and Committee Reports

11a. **Kings Point to Point Transit Society Board**

Councillor Harding provided a verbal report.

11b. [Committees of Council](#)

For information.

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

For information.

**On motion of Councillor Burgess and Councillor Granger, that Committee of the Whole receive the Board Report as provided verbally on February 20, 2024 for information.**

**Motion Carried.**

**COTW-2024-02-20-024**

*Results*

For 9  
Against 0

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

District 8	Kevin Davison	For
District 9	Peter Allen	For

12. **Other Business**

Councillor Killam noted that he attended a recent book launch and presented a certificate of appreciation on behalf of the Municipality. The book, "*A Sense of Place: Living and Working on the North Mountain*", was the result of a collaboration of the Harbourville Restoration Society Programming Committee, the Burlington Community Club, and Linda Dale.

13. **Comments from the Public**

Two members of the public were present but did not provide comments.

14. **Adjournment**

**On motion of Councillor Davison and Councillor Allen, there being no further business, the meeting adjourned at 11:02 a.m.**

**Motion Carried.**

**COTW-2024-02-20-025**

**Results**

For 9

Against 0

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

**Approved by:**

\_\_\_\_\_  
Emily Lutz  
Deputy Mayor

\_\_\_\_\_  
Chris Ritchie  
Administrative Assistant/Recording Secretary

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

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
SPECIAL COMMITTEE OF THE WHOLE - BUDGET  
Wednesday, February 28, 2024  
DRAFT MINUTES**

**Meeting Date  
and Time**

A special budget meeting of the Committee of the Whole was held on Wednesday, February 28, 2024 at 9:00 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

**1. Attendance**

All Members of Council were in attendance, with the exception of Councillors Burgess and Armstrong, with notice.

Deputy Mayor Lutz chaired the meeting.

Councillor Hirtle arrived at 9:22 a.m.

Councillor Killam left at 10:15 a.m.

**Roll Call**

***Results for Roll Call***

For 7  
Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Zobia Jawed, Director, Environmental Svs & Climate Resilience
- Aaron Dondale, Manager, Operations
- Mike Livingstone, Manager, Financial Reporting
- Shivani Gilhotra, Manager, Treatment Plants and Compliance
- Chris Ritchie, Recording Secretary

**Excuse Absence**

**On motion of Councillor Harding and Councillor Allen, that Councillor Burgess' absence from the February 28, 2024, Special Committee of the Whole Budget meeting be excused.**

**Motion Carried.**

**SCOTW-2024-02-28-001**

***Results***

For 7  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For

District 2	Lexie Burgess	-
District 3	Dick Killam	For
District 4	Martha Armstrong	-
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	For
District 9	Peter Allen	For

Deputy Mayor Lutz noted that Councillor Armstrong sent regrets.

**On motion of Councillor Davison and Mayor Muttart, that Councillor Armstrong's absence from the February 28, 2024, Special Committee of the Whole Budget meeting be excused.**

**Motion Carried.**

**SCOTW-2024-02-28-002**

**Results**

For 6  
Against 0

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

Councillor Granger was not in her seat during the voting.

2. [Approval of Agenda](#)

**On motion of Councillor Allen and Mayor Muttart, that Committee of the Whole approve the February 28, 2024 agenda as circulated.**

**Motion Carried.**

**SCOTW-2024-02-28-003**

**Results**

For 7  
Against 0

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

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

No Conflict of Interest issues were declared.

## 4. Financial Services

4a. [Proposed Capital Budget 2024/2025](#)

Mike Livingstone, Manager of Financial Reporting, presented the Proposed Capital Budget 2024/2025 as attached to the February 28, 2024 Committee of the Whole agenda package and provided a [presentation](#).

**On motion of Councillor Allen and Councillor Davison, that Committee of the Whole receive for information the Proposed Capital Budget 2024/2025 Presentation as provided on February 28, 2024.**

**Motion Carried.**

**SCOTW-2024-02-28-004**

**Results**

For 7

Against 0

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

Councillor Hirtle arrived at 9:22 a.m.

Councillor Killam left at 10:15 a.m. for an appointment.

Committee of the Whole took a short break from 10:21 - 10:39 a.m.

Councillor Hirtle returned from the break at 11:08 a.m.

## 5. Other Business

There was no other business to come before Committee of the Whole.

## 6. Comments from the Public

No members of the public were present.

## 7. Adjournment

**On motion of Councillor Davison and Councillor Granger, there being no further business, the meeting adjourned at 11:23 a.m.**

**Motion Carried.**

**SCOTW-2024-02-28-005**

**Results**

For 7

Against 0

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

Approved by:

\_\_\_\_\_  
Emily Lutz  
Deputy Mayor

\_\_\_\_\_  
Chris Ritchie  
Administrative Assistant/Recording Secretary

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

## **Presentation to Committee of the Whole**

**Subject:** Nova Scotia Quality of Life Initiative  
(Local Findings and Support for Next Survey)

**Organization:** Engage Nova Scotia

**Name of Presenter:** Danny Graham, Chief Engagement Officer

**Date:** March 19, 2024

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### **Organization:**

Engage Nova Scotia is an independent non-profit that has been engaging Nova Scotians in conversation, visioning, and research and analysis for more than a decade. Our mission is to change the approach to improving quality of life – for everyone. To get there, we focus on equipping governments, organizations, and individuals with insights and tools they can use to address complex challenges, invest in what matters most, and effect change in their own backyards.

### **Discussion:**

Almost 13,000 Nova Scotians responded to a 230-question survey administered by Engage in cooperation with the Canadian Index of Wellbeing (University of Waterloo) in 2019, making it one of the largest single quality of life data sets anywhere (930 respondents were from the Annapolis Valley-Hants).

With Dalhousie University, they have also built ground-breaking new tools to easily extract the findings of the survey at hyper-local <https://datatool.nsqualityoflife.ca> and demographically intersectional levels (<https://engagenovascotia.ca/wellbeing-analysis-tool>). Partners at the municipal and provincial levels are recognizing this approach (broad and deep data, plus nimble and compelling tools) as a break-through for making more effective strategy, policy, evaluation, and budget decisions.

The potential for this approach to, over time, improve the lives of residents of the Municipality of the County of Kings is significant. Work toward the next comprehensive survey had begun (in the field in April, May and June 2025). Data will be available in the tools within just months of survey completion, and the tools are being refined to bring results to smaller geographic regions, municipalities and even neighbourhoods of the province.

Our ability to do work at more local levels depends on high survey response levels locally. We are working with local partners across the province (especially municipalities) to strengthen and

deepen understanding of the value of the value for local residents – especially those who face barriers to participating in surveys of this type. The survey itself involves mailouts to 100,000 randomly selected households on multiple occasions.

Support for Engage (financial and partnerships) has come from the private, community and academic sectors. Its greatest support has come through all three levels of government. Engage entered into a five-year agreement with the Nova Scotia Government in 2023. Municipalities from one end of the province to the other have contributed to the work and have hosted workshops on Quality of Life with Engage.

**Request:**

On the invitation of the Deputy Minister of Municipal Affairs and Housing (Byron Rafuse) several Nova Scotia mayors, wardens and CAOs participated in a workshop on December 4, 2023 hosted by Engage where we asked municipalities to contribute to the cost of the survey, spread over one or two fiscal years, at a level of 50-cents a resident. We have been encouraged by the response and have commitments from all regions. We anticipate that we will secure municipal support from municipalities representing well over half of Nova Scotia residents.

A follow up letter with material was sent to the Municipality of the County of Kings on December 7, 2023 reiterating our request for a 50-cent a resident commitment. Regardless of your financial contribution, we intend to work in partnership with you to build awareness about the survey with Kings County residents. When we are successful in this effort it will ensure you have pathways to reliably understanding the challenges and solutions for your residents at a much deeper level that will help you in your decision making over many years to come.

## **Presentation to Committee of the Whole**

**Subject:** Western Zone Community Health Plan

**Organization:** Kings West Community Health Board

**Name of Presenters:** Heather Morse, MacKayla Ogilvie

**Date:** March 19, 2024

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### **Organization:**

Community Health Boards (CHBs) are groups of volunteers under Nova Scotia health who work together to improve health and wellness where we live, work, play, and learn. They gather community's ideas and share information about how to improve and promote health and wellness close to home. We focus on the many upstream factors that affect health and wellness in our communities including income, education, housing, and sense of belonging, among others. CHBs share what they have learned about health and wellness priorities with Nova Scotia Health, IWK Health Centre, and community groups, as outlined in the *Health Authorities Act*, Section 62.

### **Discussion:**

We would like to present to council on Community Health Boards and our Western Zone Community Health Plan.

### **Request:**

Providing the presentation for information.

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Terry Brown, Manager of Inspection & Enforcement Division
<b>MEETING DATE</b>	March 19, 2024
<b>SUBJECT</b>	Award of Contract #24-06: Animal Control Enforcement Services

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## **ORIGIN**

- First introduction to Committee of the Whole

## **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council award contract #24-06 “Animal Control Enforcement Services” to the Nova Scotia SPCA for five years as outlined in the Request for Decision dated March 19, 2024.

## **INTENT**

For Council to award the contract for the delivery of Animal Control Enforcement Services for the next five years.

## **DISCUSSION**

The Municipality has two By-laws, By-law 12A (Animal Control) and By-law 71A (Dog), that require specialized staffing and equipment to enforce. The specialized staffing requires enforcement personnel and the appointment of a “Pound Keeper”. Further, facilities are required to house any impounded animal.

**By-law 12A (Animal Control)** is a Municipal By-law that requires enforcement and, in some cases, impounding of livestock animals, including cats and urban chickens. Section 1(f) of the By-law defines livestock as “cattle, horses, ponies, mules, sheep, swine, goats, geese, turkeys, chickens, ducks and rabbits”.

Offences of this By-law include:

- Running at large;
- Appears to be suffering from infection or a contagious disease;
- Persistent crowing (urban chicken only); and
- Unkempt urban chicken coop.

By-law 12A also requires the Municipality to appoint a “Pound Keeper” who must meet the requirements of Section 3 of the By-law for the care of the animals impounded. Any impounded animal becomes the property of the Municipality after 72 hours of impoundment.

**By-law 71A (Dog)** is a Municipal By-law that also requires the appointment of a “Pound Keeper” to meet the requirements of Section 13 of the By-law for the care of the animals impounded.

Offences of this By-law include:

- Failure to register a dog;
- Dog at large;
- Dog persistently disturbs the quiet of a neighbourhood by barking;

# Request for Decision

- Keeping of a fierce and dangerous dog; and
- Failure to remove dog feces from a public space or private property other than the owner's.

The contract for Animal Control Enforcement Services is set to expire on April 30, 2024. In recognition of the upcoming expiry date a Non-Binding Request for Proposal (NRFP) for Animal Control Enforcement Services was prepared and issued on January 26, 2024.

The deadline for proposals expired on February 29, 2024, and the Municipality received one bid. As the one bid received was compliant with the NRFP requirements, staff recommend that the contract be awarded to the Nova Scotia SPCA as the sole bidder.

The awarded contract will be a five-year agreement which would see services provided for Animal Control Enforcement Services with an expiry date of April 30, 2029.

## **FINANCIAL IMPLICATIONS**

- The cost for the first year of the contract is \$174,996.00. The budgeted amount for Animal Control Enforcement Services contained in the 2024/2025 budget is \$176,400 (a component of the budget in GL 01-2-229-320 with a total of \$181,100).
- The costs of the full five-year contract are listed in the chart below.

Year	GL Account #	Month Invoice	Costs Annual Cost
May 1/24 to April 30/25	01-2-229-320	\$14,583.00	\$174,996.00
May 1/25 to April 30/26	01-2-229-320	\$14,874.66	\$178,495.92
May 1/26 to April 30/27	01-2-229-320	\$15,209.65	\$182,515.83
May 1/27 to April 30/28	01-2-229-320	\$15,513.85	\$186,166.14
May 1/28 to April 30/29	01-2-229-320	\$15,824.12	\$189,889.46

## **STRATEGIC PLAN ALIGNMENT**

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Renewal of contract to enforce by-laws

## **ALTERNATIVES**

- No Alternatives are recommended.

## **IMPLEMENTATION**

- Award contract to successful bidder.
- Sign agreement with Nova Scotia SPCA for the next five years.
- No interruption in service delivery will occur.

# Request for Decision

## **ENGAGEMENT**

- None

## **APPENDICES**

- [By-Law 12A \(Animal Control\)](#)
- [By-Law 71A \(Dog By-Law\)](#)

## **APPROVALS**

Patricia Javorek, Director of Planning and Inspections

March 7, 2024

Scott Conrod, Chief Administrative Officer

March 13, 2024

### Committee of Council Reports – March 19, 2024

Board/Committee	Chair/Reporting Councillor/ Members	Date Last/Next Meeting	Report
Asset Management Committee	Dick Killam, Joel Hirtle (Chair), Peter Allen	February 6, 2024 Next: March 5, 2024	Verbal report provided May 2, 2023
Audit and Finance Committee	Peter Muttart, Emily Lutz, Martha Armstrong, Kevin Davison	February 9, 2024 Next: February 27, May 28, 2024	Recommendations provided February 20, 2024
Centreville Area Advisory Committee	Lexie Burgess, Dick Killam	May 5, 2021 Next: TBD	Written report provided June 1, 2021
Diversity Kings County	June Granger (Vice-Chair), Lexie Burgess (Chair)	March 4, 2024 Next: TBD	Verbal report provided March 5, 2024
Fences Arbitration Committee	Peter Allen - Alternate	No meetings	
Fire Services Advisory Committee	June Granger (Reporting Councillor), Lexie Burgess, Tim Harding	January 18, 2024 Next: February 15, 2024	Verbal report provided October 3, 2023
Greenwood Water Utility Source Water Protection Committee	Tim Harding (Chair)	November 16, 2023 Next: TBD	Written report provided November 1, 2022
Joint Accessibility Advisory Committee	Lexie Burgess (Vice-Chair)	December 13, 2023 Next: March 13, 2024	Written report provided October 17, 2023
Kingston Area Advisory Committee	Martha Armstrong	No recent meetings	Written report provided October 6, 2020
Lake Monitoring Committee	Tim Harding Alternate - Emily Lutz	July 22, 2020 Next: TBD	
Municipal Elections Advisory Committee	Janny Postema (Chair)	July 5, 2023 Next: March 7, 2024	Written report provided January 19, 2021
Nominating Committee	Martha Armstrong (Chair), Joel Hirtle (Vice-Chair), Peter Muttart, Peter Allen	January 23, 2024 Next: TBD	Recommendations provided February 6, 2024
Planning Advisory Committee	June Granger, Dick Killam (Vice- Chair), Martha Armstrong (Chair), Peter Allen, Kevin Davison	February 13, 2024 Next: March 12, 2024	Recommendations provided March 5, 2024
Police Services Advisory Committee	June Granger, Joel Hirtle (Chair), Peter Allen (Vice-Chair), Dick Killam, Tim Harding	December 20, 2023 Next: February 21, 2024	Verbal report provided January 9, 2024
Port Williams Area Advisory Committee	June Granger	No recent meetings	
Regional Sewer Committee	Joel Hirtle (Chair) Alternate - Kevin Davison	February 1 & 22, 2024 Next: March 7, 2024	Recommendation provided August 15, 2023
Sandy Court Source Water Protection Committee	Martha Armstrong	March 18, 2021 Next: March 24, 2022	

### External Board and Committee Reports – March 19, 2024

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate - Lexie Burgess	September 2023	Verbal report provided October 3, 2023
Annapolis Valley Trails Coalition Board	Emily Lutz Alternate - Joel Hirtle	November 2023	Verbal report provided November 6, 2023
Canning Source Water Protection Committee	June Granger	No recent meetings?	
Kentville Joint Fire Services Committee	Lexie Burgess, Dick Killam, Peter Allen	September 21, 2023 Next: TBD	Verbal report provided October 3, 2023
Kentville Water Commission	Lexie Burgess	February 2, 2022 Next: April 6, 2022	Written report provided February 15, 2022
Kings Point To Point Transit Society Board	Tim Harding	February 21, 2024 Next: TBD	Verbal report provided March 5, 2024
Kings Regional Rehabilitation Centre Board	Dick Killam, Tim Harding, Joel Hirtle, Kevin Davison	November 2023 Next: December 2023	Verbal report provided December 5, 2023
<a href="#">Kings Regional Emergency Management Advisory Committee</a>	Peter Muttart Dick Killam	January 15, 2024 Next: April 15, 2024	Written report provided January 23, 2024
Kings Transit Authority Board → Interim Board for 2 years	Peter Muttart	September 21, 2022 Next: Oct. 5, Oct. 19, 2022	
Landscape of Grand Pré Inc. Member	Peter Allen Alternate: Vacant		
Landscape of Grand Pré Inc. Board	Emily Lutz	September 2023	Verbal report provided October 3, 2023
New Minas Source Water Protection Committee	Kevin Davison Alternate: Emily Lutz	January 16, 2022 Next: Feb. 16, 2022	Verbal report provided April 5, 2022
Nova Scotia Federation of Municipalities Board	Martha Armstrong	Fall Conference November 1-4, 2022	Verbal report provided October 18, 2022
Port Williams Source Water Protection Committee	June Granger	March 5, 2024 Next: TBD	Verbal report provided March 5, 2024
Regional Recreation Facility Feasibility Study Working Group	Peter Muttart	November 1, 2021 Next: Dec. 6, 2021	Verbal report provided at November 2, 2021 Council
Trans County Transportation Society (West) Board	Martha Armstrong Alternate - Tim Harding	July 6, 2023 Next: September 20, 2023	Written report provided August 15, 2023
Valley Community Fibre Network (Authority) Board	Joel Hirtle	October 31, 2022 Next: TBD	Verbal report provided November 1, 2021
Valley Regional Enterprise Network Liaison & Oversight Committee	Martha Armstrong, Chair	February 15, 2023 Next: April 19, 2023	Verbal report provided April 4, 2023
Valley Region Solid Waste-Resource Management Authority Board → Interim Board for 2 years	Peter Muttart	September 21, 2022 Next: October 5, 2022	
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen	January 13, 2021 Next: April 14, 2021	Written report provided January 19, 2021