

THE MUNICIPALITY OF THE COUNTY OF KINGS  
MUNICIPAL COUNCIL

October 6, 2020

Reconvened on October 7, 2020

AGENDA

Audio Recording Times Noted in Red  
(Minutes:Seconds)

1. Roll Call 00:00
2. Approval of Agenda 01:28 Page 1
3. Disclosure of Conflict of Interest Issues None
4. Approval of Minutes Page 3
  - a. September 1, 2020 Council 06:35 Page 14
  - b. September 15, 2020 Special Council 07:58
5. Business Arising from Minutes Page 3
  - a. September 1, 2020 Council 08:45 Page 14
  - b. September 15, 2020 Special Council
6. Planning & Inspection Services Page 20
  - a. Application to rezone the properties at 1011 Lone Pine Drive, Centreville (File 20-04) 10:08 Page 20
  - b. Application to rezone the property at 9453 Commercial Street, New Minas (File 20-05) 11:52 Page 21
  - c. Grand View Manor Property Rezoning 13:00
7. Presentation:
  - a. 7:00 pm: Jérôme Marty: Lake Monitoring Results 18:20
8. Administration Page 23
  - a. Policy ADMIN-01-020: Records and Information Management (Final Approval) 50:34 Page 27
  - b. Repeal of By-law 21, Disposal of Records (Second Reading) 52:05 Page 28
  - c. Options for Accessibility Advisory Committee 53:17 Verbal
  - d. Four Wheel Drive Rally 105:15 Page 34
  - e. Annapolis Valley Trails Coalition (AVTC) Funding 121:00 Page 36
  - f. School Food Program Funding 131:16 Page 39
  - g. Replacement of Solid Waste By-law 83 139:27 Page 77
  - h. Doctor Retention and Recruitment 153:15
9. Engineering & Public Works, Lands and Parks Services Page 86
  - a. Driveway Culvert Policy 165:00
10. Financial Services Page 90
  - a. Western Regional Housing Authority - Expense Approval 182:44 Page 99
  - b. General Operating Accountability Report (Period Ended March 31, 2020) 224:20 Page 112
  - c. General Operating Accountability Report (Period Ended June 30, 2020) 244:06 Page 118
  - d. Capital Accountability Report (Period Ended March 31, 2020) 258:26 Page 129
  - e. Capital Accountability Report (Period Ended June 30, 2020) 271:52 Page 138
  - f. Temporary Borrowing Resolution & Resolution for Pre-Approval of Debenture Issuance 282:16
11. Correspondence Page 143
  - a. 2020-09-18 Paula Cornwall re: Industrial Forestry Practices 288:20
12. Board and Committee Reports Page 144
  - a. Annapolis Valley Trails Coalition Board 290:38 Page 145
  - b. Audit Committee 292:03 Page 146
  - c. Kings Regional Rehabilitation Centre Board 292:34 Page 147
  - d. Kingston Area Advisory Committee 293:51 Page 148
  - e. Nominating Committee 294:04 Page 149
  - f. Planning Advisory Committee 294:10 Page 150
  - g. Regional Sewer Committee 294:25 Page 151
  - h. Sandy Court Source Water Protection Committee 295:30 Page 152
  - i. Trans County Transportation Society Board 295:44 Page 153
  - j. Valley Waste Resource Management Authority Board 295:56 Page 154
  - k. Greenwood Water Utility Source Water Protection Committee 296:21 Verbal
  - l. Diversity Kings County 296:58 Verbal
  - m. Kentville Joint Fire Services Committee 298:10 Page 155/156
  - n. Other: See Attached Tables

13. Other Business 299:42
14. Closed Session 314:40
  - a. Approval of September 1 and September 15, 2020 Closed Session Minutes
  - b. Acquisition, sale, lease and security of municipal property
15. Adjournment 317:55

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
MUNICIPAL COUNCIL  
September 1, 2020  
DRAFT MINUTES**

**Meeting Date  
and Time**

A meeting of Municipal Council was held on Tuesday, September 1, 2020 following a Public Hearing at 6:06 pm via video conference.

**1. Roll Call**

All Councillors participated in the video conference.

**Results for Roll Call**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Jon Cuming, Municipal Solicitor
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, EPW, Lands & Parks
- Laura Mosher, Manager, Planning and Development (until 7:30 pm)
- Brittany Mastroianni, Diversity & Outreach Specialist (until 8:50 pm)
- Janny Postema, Municipal Clerk/Recording Secretary

**2. Approval of Agenda**

Mayor Muttart noted that a closed session to receive legal advice would be added to the agenda following approval of the agenda.

**On motion of Councillor Armstrong and Councillor Hirtle, that Municipal Council approve the September 1, 2020 agenda as amended.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

## Closed Session

On motion of Councillor Hirtle and Councillor Allen, that Municipal Council move into closed session in accordance with Section 22 (2) (g) *Municipal Government Act*: legal advice eligible for solicitor-client privilege.

**Motion Carried.**

*Results*

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council moved into closed session at 6:12 pm and returned to open session at 6:51 pm.

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

No Conflict of Interest issues were declared.

4. **Approval of Minutes**

4a. **August 18, 2020 Special Council**

On motion of Councillor Winsor and Councillor Armstrong, that the minutes of the Special Meeting of Municipal Council held on August 18, 2020 be approved as circulated.

**Motion Carried.**

*Results*

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

5. **Business Arising from the Minutes**

5a. **Minutes of August 18, 2020 Special Council**

Mayor Muttart noted that he had not yet sent a letter regarding the South Berwick intersection, but that inquiries had been made into the number of incidents reported to the RCMP.

## 6. Planning Advisory Committee Recommendations

- 6a. **Application to rezone a portion of the property at 3300 Black Rock Road (PID 55067425) and a portion of PID 55067391, Grafton (File 19-16)**

Councillor Armstrong presented the recommendations as attached to the September 1 Council agenda.

Mayor Muttart explained that his ruling that Councillor Best had not been present at the Public Hearing and was therefore not allowed to vote had not been a point of order, but rather his interpretation of the *Municipal Government Act*. He stated that it was up to Councillor Best whether or not to accept that interpretation.

Deputy Mayor Lutz pointed out that she had not been present at the Public Hearing and would therefore not vote.

**On motion of Councillor Armstrong and Councillor Hirtle that Municipal Council give Second Reading to and approve the rezoning of a portion of the property at 3300 Black Rock Road (PID 55067425) and a portion of PID 55067391, Grafton, from the Agriculture (A1) Zone and the Forestry (F1) Zone to the Commercial Recreation (P1) Zone, as described in Appendix F of the report dated May 12, 2020.**

**Motion Carried.**

### *Results*

For 5  
Against 3

District	Name	Results
Mayor	Peter Muttart	Against
District 1	Meg Hodges	For
District 2	Pauline Raven	Against
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	-
District 8	Jim Winsor	Against
District 9	Peter Allen	For

It was stated for the record that Deputy Mayor Lutz and Councillor Best did not participate in the debate and did not vote.

- 6b. **Application for a non-substantive amendment to an existing development agreement at 1650 North River Road (PID 55337893), Aylesford Lake (File 20-06)**

**On motion of Councillor Armstrong and Councillor Spicer, that Municipal Council give consideration to and approve the draft amending agreement to the existing development agreement permitting a Camp Facility at 1650 North River Road (PID 55337893), Aylesford Lake, which is substantively the same (save for minor differences in form) as the draft set out in Appendix B of the report dated August 11, 2020.**

**Motion Carried.**

### *Results*

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For

District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

6c. **Application to rezone the properties at 1011 Lone Pine Drive (PIDs 55056626, 55327498 and 55327506), Centreville (File 20-04)**

**On motion of Councillor Armstrong and Councillor Hirtle, that Municipal Council give First Reading to and hold a Public Hearing regarding the proposed rezoning of the properties at 1011 Lone Pine Drive (PIDs 55056626, 55327498 and 55327506), Centreville from the Residential One Unit (R1) Zone to the Residential One and Two Unit (R2) Zone, as described in Appendix F of the report dated July 8, 2020.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

6d. **Application to rezone the property at 9453 Commercial Street (PID 55210629), New Minas (File 20-05)**

**On motion of Councillor Armstrong and Councillor Winsor, that Municipal Council give First Reading to and hold a Public Hearing regarding the proposed rezoning of the property at 9453 Commercial Street (PID 55210629), New Minas from the Mixed Commercial Residential (C3) Zone to the Institutional (I1) Zone, as described in Appendix E of the report dated July 14, 2020.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

6e. **Public Hearing Date** Councillor Armstrong noted that the next Public Hearing was scheduled to be held on Tuesday, October 6, 2020 at 6:00 pm. There were no objections.

7a. **By-law 108: Alternative Voting (Second Reading)** Mayor Muttart presented the By-law as attached to the September 1, 2020 Council agenda.

**On motion of Councillor Spicer and Councillor Allen, that Municipal Council give Second Reading to By-law 108, being the Alternative Voting By-law of the Municipality of the County of Kings, as attached to the September 1, 2020 Council agenda.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7b. **Proclamation Request: Right to Know Week** Janny Postema, Municipal Clerk, presented the Request for Decision as attached to the September 1, 2020 Council agenda and provided a [presentation](#).

**On motion of Councillor Raven and Deputy Mayor Lutz, that Municipal Council proclaim September 28 to October 4, 2020 'Right to Know Week' in the Municipality of the County of Kings.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7c. **Municipal Election - Tariff of Fees and Expenses** Janny Postema, Municipal Clerk, presented the Request for Decision as attached to the September 1, 2020 Council agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Allen, per s. 139 (1A) *Municipal Elections Act*, that Municipal Council delegate to the Chief Administrative Officer its authority to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment relating to the 2020 Municipal Election.

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7d. [Municipal Election 2020 - Communications](#)

Brittany Mastroianni, Diversity & Outreach Specialist, presented the Briefing as attached to the September 1, 2020 Council agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Deputy Mayor Lutz, that Municipal Council accept the Briefing on Municipal Election 2020 - Communications as attached to the September 1, 2020 Council agenda for information purposes.

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7e. [Contract and Financing Amendments 2020-21 J-Class Roads](#)

Greg Barr, Director of Finance & IT, presented the Request for Decision as attached to the September 1, 2020 Council agenda and provided a [presentation](#).

On motion of Councillor Winsor and Councillor Hirtle, that Municipal Council authorize the Mayor and CAO to execute the updated cost-share agreements with the Nova Scotia Department of Transportation and Infrastructure Renewal related to 2020-21 J-Class Road projects as described within the related September 1,

**2020 Request for Decision.****Motion Carried.****Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Deputy Mayor Lutz and Councillor Spicer, that Municipal Council approve the updated financing plan for the 2020-21 J-Class Road projects as contained in the September 1, 2020 Request for Decision.

**Motion Carried.****Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Councillor Allen and Councillor Raven, that Municipal Council approve the borrowing of a maximum of \$2,691,867 from the Capital Reserve related to the 2020-21 J-Class Road projects at a term not to exceed 5 years and at an interest rate, to be established at the start of each fiscal year, of the bank prime rate less 0.75%.

**Motion Carried.****Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For

District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**On motion of Councillor Spicer and Councillor Hirtle, that Municipal Council authorize the Mayor and CAO to negotiate and execute Financing Agreements between the Villages and the Municipality as described in the September 1, 2020 Request for Decision.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**8. Audit Committee Recommendation July 23, 2020**

- 8a. [Audit Committee Work Plan](#) Councillor Spicer presented the recommendation as attached to the September 1, 2020 Council agenda.

**On motion of Councillor Spicer and Councillor Allen, that Municipal Council approve the updated Audit Committee Work Plan as proposed by the Audit Committee and included in the [July 23, 2020 committee agenda package](#).**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**9. Correspondence**

Mayor Muttart gave an overview of the correspondence as attached to the September 1, 2020 Council agenda.

**On motion of Councillor Allen and Deputy Mayor Lutz, that Municipal Council receive the Correspondence as attached to the September 1,**

**2020 agenda.****Motion Carried.****Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 9a. [Mayor Muttart re: Food in Schools](#) For information.
- 9b. [Healthy Eating Environments Committee re: Nutrition & Healthy Eating Environment Policy](#) For information.
- 9c. [Somerset and District Elementary School Thank You](#) For information.
- 9d. [John Lohr, MLA Thank You for Clean Beaches](#) For information.
- 9e. [Minister of Fisheries and Aquaculture re: Marine Debris Clean-Up Program](#) For information.
- 9f. [Minister of Education re: Food in Schools](#) For information.
- 9g. [Horton Community Centre Association Thank You](#) For information.
- 9h. [Nova Scotia Gaming Corporation Summary of Results 2019-2020](#) For information.
10. **Committee of Council Reports**
- 10a. [Diversity Kings County](#) Councillor Winsor presented the report as attached to the September 1, 2020 Council agenda.
- 10b. [Municipal Elections Advisory Committee](#) The Municipal Clerk presented the report as attached to the September 1, 2020 Council agenda.
- 10c. [Regional Sewer Committee](#) Councillor Winsor presented the report as attached to the September 1, 2020 Council agenda.

10d. Other: See [Attached Table](#)

On motion of Councillor Spicer and Deputy Mayor Lutz, that Municipal Council receive the Committee of Council reports as attached to the September 1, 2020 Council agenda.

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

## 11. Other Business

In response to a question from Councillor Best, Councillor Hodges reported that an Interim General Manager had been appointed at the Kings Transit Authority and that recruitment for a new General Manager would take place in the new year.

In response to a suggestion from Councillor Raven, Mayor Muttart agreed to collaborate with the CAO and Clerk to review which closed session minutes could be publicly released during 'Right to Know Week'.

In response to a question from Councillor Armstrong, Mayor Muttart noted that information relating to the J-Class Roads motions could be released once it had been confirmed that the contract had been signed.

Councillors Raven and Hirtle reported on the ribbon cutting of the new boardwalk at Halls Harbour and complimented the Mayor on his speech.

## 12. Closed Session

**On motion of Councillor Winsor and Councillor Spicer, that Municipal Council adjourn to move into closed session in accordance with Section 22 (2) (a) *Municipal Government Act*: acquisition, sale, lease and security of municipal property.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council moved into closed session at 8:50 pm and adjourned at 9:05 pm.

Approved by:

\_\_\_\_\_  
Peter Muttart  
Mayor

\_\_\_\_\_  
Janny Postema  
Municipal Clerk/Recording Secretary

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

DRAFT

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
SPECIAL MUNICIPAL COUNCIL  
September 15, 2020  
DRAFT MINUTES**

**Meeting Date  
and Time**

A Special Meeting of Municipal Council was held on Tuesday, September 15, 2020 at 9:14 am pm via video conference (reconvened at 2:33 pm).

**1. Roll Call**

All Councillors participated in the video conference. Councillor Best joined the meeting at 9:17 am due to technical difficulties and did not attend the meeting when it was reconvened at 2:33 pm.

**Results for Roll Call**

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer (as of 2:33 pm)
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, Engineering & Public Works, Lands & Parks
- Mike Livingstone, Manager of Financial Reporting
- Scott MacKay, Manager of Revenue (12:15 - 2:43 pm)
- Chad West, Manager of IT (until 1:02 pm)
- Katrina Roefs, Financial Analyst (until 10:03 am)
- Gloria Banks, Grant Thornton (until 10:03 am)
- Jessica Clahane, Grant Thornton (until 10:03 am)
- Janny Postema, Municipal Clerk/Recording Secretary

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

It was noted Councillor Best joined the meeting at 9:17 am.

**On motion of Councillor Allen and Councillor Winsor, that Municipal Council approve the September 15, 2020 agenda as circulated.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For

District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

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

No Conflict of Interest issues were declared.

4. **Financial Services**

4a. [2019/2020 Consolidated Financial Statements](#)

Gloria Banks and Jessica Clahane of Grant Thornton presented the Consolidated Financial Statements as attached to the September 15, 2020 Special Council agenda.

**On motion of Councillor Raven and Councillor Allen, that Municipal Council approve the March 31, 2020 Consolidated Financial Statements as attached to the September 15, 2020 Special Council agenda package.**

**Motion Carried.**

*Results*

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

4b. [2019/2020 Non-Consolidated Financial Statements](#)

Katrina Roefs, Financial Analyst, presented the Non-Consolidated Financial Statements as attached to the September 15, 2020 Special Council agenda.

**On motion of Councillor Spicer and Councillor Winsor, that Municipal Council receive for information the March 31, 2020 Non-Consolidated Financial Statements as attached to the September 15, 2020 Special Council agenda package.**

**Motion Carried.**

*Results*

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

At the request of Councillor Armstrong, an item relating to Lake Monitoring was added to the agenda.

**Recess**

**On motion of Councillor Hirtle and Councillor Allen, that Municipal Council recess until after the Committee of the Whole meeting.**

**Motion Carried.**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council recessed at 10:03 am to move into a Committee of the Whole meeting.

**Reconvene**

Council reconvened at 2:33 pm following the Committee of the Whole meeting. It was noted that Councillor Best did not rejoin the meeting.

5. [Recommendations from Committee of the Whole September 15, 2020](#)

5a. **Draft Kings REMO Emergency Management Support Plan - Wildfire Preparedness and Response Plan (March 2020)**

Mayor Muttart presented the recommendations from the September 15, 2020 Committee of the Whole meeting.

**On motion of Councillor Hirtle and Councillor Spicer, that Municipal Council adopt the Kings REMO Wildfire Preparedness and Response Plan, dated March 2020.**

**Motion Carried.**

**Results**

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

5b. **Policy ADMIN-01-020: Records and Information Management/Repeal of By-law 21, Disposal of Records**

**On motion of Deputy Mayor Lutz and Councillor Armstrong, that Municipal Council:**

1. **Provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt Policy ADMIN-01-020: Records and Information**

(First Reading)

Management as attached to the September 15, 2020 Committee of the Whole agenda; and

2. Give First Reading to repeal By-law 21, being the Disposal of Records By-law of the Municipality of the County of Kings.

**Motion Carried.**

*Results*

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 5c. **Climate Mitigation & Asset Action Plan**

On motion of Councillor Hirtle and Deputy Mayor Lutz, that Municipal Council adopt the Climate Mitigation and Asset Action Plan as attached to the September 15, 2020 Committee of the Whole agenda.

**Motion Carried.**

*Results*

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 5d. **Driveway Culverts on Municipality owned Subdivision Roads**

On motion of Councillor Raven and Deputy Mayor Lutz, that Municipal Council refer the matter of cost of replacement or repair of Driveway Culverts on Municipality owned Roads to the CAO for review and report back to Council on the extent of the issues and estimated costs and/or alternatives, with the goal of potentially eliminating disparity between DTIR roads and Municipal roads.

**Motion Carried.**

*Results*

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For

District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

6. **Other Business:  
Presentation of Lake  
Monitoring Report**

On motion of Councillor Armstrong and Deputy Mayor Lutz, that Council invite Jérôme Marty, a Consultant hired to create the Lake Monitoring Report, to present his findings at the October 6, 2020 Council meeting, accepted for information by the Planning Advisory Committee in July 2020.

**Motion Carried.**

**Results**

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7. **Closed Session**

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

**Motion Carried.**

**Results**

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Council moved into closed session at 2:43 pm and returned to public session at 3:03 pm.

**J-Class Roads Program Update**

**On motion of Councillor Spicer and Councillor Armstrong, that Municipal Council approve an additional \$45,000 to the 2020 J-Class Road program to cover the municipal share of repaving Kelly Drive in Aylesford.**

**Motion Carried.**

**Results**

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**8. Adjournment**

**On motion of Councillor Spicer and Councillor Allen, there being no further business, the meeting adjourned at 3:09 pm.**

**Motion Carried.**

**Results**

For 9  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**Approved by:**

\_\_\_\_\_  
Peter Muttart  
Mayor

\_\_\_\_\_  
Janny Postema  
Municipal Clerk/Recording Secretary

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

# THE MUNICIPALITY OF THE COUNTY OF KINGS

## REPORT TO COUNCIL

**Subject:** Planning Advisory Committee Recommendations

**Date:** October 6, 2020

A	<b>Application to rezone the properties at 1011 Lone Pine Drive, Centreville (File 20-04)</b>	<i>Be it resolved</i> that Council give <b>Second Reading</b> to and <b>approve the proposed rezoning of the properties at 1011 Lone Pine Drive (PIDs 55056626, 55327498 and 55327506), Centreville from the Residential One Unit (R1) Zone to the Residential One and Two Unit (R2) Zone, as described in Appendix F of the report dated July 8, 2020.</b>
B	<b>Application to rezone the property at 9453 Commercial Street, New Minas (File 20-05)</b>	<i>Be it resolved</i> that Council give <b>Second Reading</b> to and <b>approve the proposed rezoning of the property at 9453 Commercial Street (PID 55210629), New Minas from the Mixed Commercial Residential (C3) Zone to the Institutional (I1) Zone, as described in Appendix E of the report dated July 14, 2020.</b>
C	<b>Public Hearing Date</b>	No public hearing required.



# Municipality of the County of Kings

## Request for Decision

**TO** Council

**PREPARED BY** Laura Mosher, MCIP LPP, Manager – Planning and Development Services

**MEETING DATE** October 6, 2020

**SUBJECT** Grand View Manor Property Rezoning

### **ORIGIN**

- July 21, 2020 Special Council Meeting
- Permit application for a structure accessory to a park use

### **RECOMMENDATION**

That Municipal Council direct the CAO to have staff undertake a Land Use By-law Map Amendment to rezone Grand View Manor (PIDs 55141121, 55141139), South Berwick from the Rural Mixed Use (A2) Zone to the Institutional (I1) Zone.

### **INTENT**

For Council to direct staff to undertake a rezoning of the Grand View Manor property to accommodate a significant capital project and correct an oversight during the adoption of the new planning documents.

### **DISCUSSION**

An application was recently made to construct an accessory building on the Grand View Manor property. It was discovered during the permit review that the Land Use By-law had resulted in making Grand View Manor a non-conforming use. The property is located in the former hamlet of South Berwick. It was proposed initially that this hamlet be transitioned to a Growth Centre in the new planning documents. However, staff were directed to keep the area within the Rural Areas of the Municipality and all the properties in the former hamlet were placed in the Rural Mixed Use (A2) Zone or other relevant rural zones. Grand View Manor is considered a Residential Facility under the defined terms of the Land Use By-law. A Residential Facility is not permitted in the Rural Mixed Use (A2) Zone and the Municipality would not be able to issue permits for the proposed expansion for a use that is not permitted in the zone. As such, staff are proposing that a rezoning of the property to the Institutional (I1) Zone be directed to correct this oversight and facilitate the proposed expansion for which the Municipality has contributed through the approval of a Kings Vision Grant.

### **FINANCIAL IMPLICATIONS**

- Advertising costs generally associated with the processing of planning applications which would not be recouped from the property owner

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	



# Municipality of the County of Kings

## Request for Decision

	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Rezoning requirement

### **ALTERNATIVES**

- Council may opt to require that Grand View Manor apply directly for the Land Use By-law amendment application.
- Council may opt to postpone considering this change until a review of other housekeeping amendments has been conducted.

### **IMPLEMENTATION**

- The rezoning would follow the Municipality's standard procedure for rezoning applications.

### **ENGAGEMENT**

- Community engagement would be consistent with the typical engagement for all planning applications.

### **APPENDICES**

- None

### **APPROVALS**

Patricia Javorek, Director, Planning and Inspections      September 22, 2020

Scott Conrod, Chief Administrative Officer      September 29, 2020



Municipality of the County of Kings

Records and Information Management Policy

<b>Policy Category</b>	Administration	<b>Most Recent Amendment</b>	-
<b>First Council Approval</b>	TBD	<b>Future Review Date</b>	February 2022

1. Purpose

The Municipality of the County of Kings (Municipality) recognizes the importance of a standard and consistent approach to the classification and retention of records and information resources under the custody and control of the Municipality. This Policy establishes a records management program for administration of the receipt, creation, use, maintenance, storage, and ultimate disposition of all records, regardless of format.

The Municipality is committed to managing, retaining, and preserving the Municipality’s records in a secure and accessible manner. The Municipality recognizes that these resources are valuable corporate assets needed to support effective decision making, meet operational requirements, and to protect the legal, fiscal, historical and other interests of the Municipality.

This Policy supports compliance with the *Municipal Government Act (MGA)*, Part XX of the *Municipal Government Act: Freedom of Information and Protection of Privacy*, and other pertinent legislation. This Policy also designates responsibility and accountability for the management of records and information resources.

2. Scope

This Policy applies to all employees, activities, and records of the Municipality of the County of Kings falling under the authority of the Chief Administrative Officer, and throughout all of Council’s committees. Records of authorities, boards, committees, and agencies external to the Municipality to which Members of Council or staff may be appointed are not subject to this Policy.

Records created or accumulated by Members of Council acting in their political or constituency capacity are not corporate records where these records are stored and managed separately from municipal records.

3. Definitions

3.1 Disposition: The final action taken per the Retention and Disposition Schedule which may include, but is not limited to, transfer, destruction, or permanent preservation;

3.2 Record: Recorded information created or received in the transaction of business or pursuance of legal obligations. A record may include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means, but does not include a computer program or any other mechanism that produces records;

3.3 Retention and Disposition Schedule: A systematic listing that prescribes the classification of all records of the Municipality with a plan governing the life cycle of the records from creation or receipt to disposition. The Schedule will comply with the operational, legal, regulatory, financial, or other requirements of the Municipality.

#### 4. Policy Statements

##### General

- 4.1 The Municipality will create, classify, maintain, access, retrieve, store, dispose of, and preserve information resources throughout their life cycle in accordance with the standards and procedures prescribed in the Retention and Disposition Schedule (Appendix A), or any pertinent legislation that requires a longer retention period.
- 4.2 The Municipality will manage information resources as a valuable asset for the following purposes:
- 4.2.1 Supporting effective and efficient decision making.
  - 4.2.2 Meeting operational requirements.
  - 4.2.3 Ensuring the widest possible use of information resources within the Municipality.
  - 4.2.4 Protecting the legal, financial, operational, and archival interests of the Municipality and the public.
  - 4.2.5 Making available or restricting access to records and information, regardless of format, in accordance with the *Municipal Government Act*, including Part XX: Freedom of Information and Protection of Privacy legislation and any applicable policies.
- 4.3 The Municipality shall identify and preserve information resources that reconstruct the evolution of policy and program decisions and other records of archival value.
- It is the policy of the Municipality to ensure that such information is organized in a manner such that it is readily available for the study of decision making in the Municipality and explanation of the historical experience and role of the Municipality.
- 4.4 To facilitate an efficient records management and retrieval system, the Municipality shall eliminate the unnecessary collection of information by:
- 4.4.1 Maintaining only records which are pertinent to the operational, legal, financial, strategic, and archival needs of the Municipality;
  - 4.4.2 Coordinating information collection to avoid duplication; and,
  - 4.4.3 Ensuring that the collection of personal information is in accordance with the MGA, Part XX, Freedom of Information and Protection of Privacy.
- 4.5 The Municipality will ensure that all information resources, regardless of format, are subject to timely access according to the provisions and limitations of the MGA, Part XX, Freedom of Information and Protection of Privacy.
- 4.6 The Municipality will ensure that records management functions are incorporated into existing and future information technology applications to the best of the Municipality's abilities.

##### Designated Officer

- 4.7 The Chief Administrative Officer shall appoint a Designated Officer to administer this Policy. This individual will be responsible for the management and maintenance of the records management program.
- 4.8 The Chief Administrative Officer and/or Designated Officer may make recommendations to amend the Retention and Disposition Schedule (Appendix A), as needed, for Council approval.

##### Adoption of Retention and Disposition Schedule

- 4.9 The Municipality adopts the Retention and Disposition Schedule (Appendix A) ("Schedule") as its classification and records retention schedule, in accordance with the Nova Scotia *Municipal Government Act*.

##### Destruction of Records

- 4.10 Pursuant to s.34(2) *Municipal Government Act*, the Municipality will not destroy minutes, by-laws, policies, and resolutions of Council.

**DRAFT**

4.11 When the Designated Officer determines that the retention period for a given record has ended, as prescribed in the Schedule, the Designated Officer will initiate the steps for disposition of the record in accordance with the requirements of the Schedule.

4.12 Records pertaining to any foreseeable, pending, or current litigation, legal claim, governmental investigation, or audit will not be destroyed until that action is completed.

Records pertaining to current requests made under the Freedom of Information and Protection of Privacy Act will not be destroyed until the limitation period for requesting a review or for appealing the decision has expired.

Records pertaining to current reviews or appeals made under the Freedom of Information and Protection of Privacy Act will not be destroyed until the review or appeal is completed.

4.13 Records which have been authorized for disposition shall be destroyed or transferred in a manner that preserves the confidentiality and security of any confidential information that they may contain.

Compliance with Records and Information Management System

4.14 All records in the custody and/or control of the employees of the Municipality are the property of the Municipality. All records of the Municipality must comply with the records and information management provisions of this Policy. All employees and management of the Municipality must comply with this Policy.

**5. Responsibilities**

5.1 Council and Councillors will:

- 5.1.1 ensure the Municipality has a current and comprehensive policy to address the management of records and information resources; and
- 5.1.2 periodically review this Policy.

5.2 The Chief Administrative Officer will:

- 5.2.1 appoint a Designated Officer to administer the Records and Information Management Policy; and
- 5.2.2 propose amendments to the Policy as needed.

5.3 All 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 records they create or receive that are used to support a municipal function or conduct municipal business are managed in accordance with this Policy;
- 5.3.3 respect the confidentiality of personal or private information they encounter in the course of their duties.

**6. Amendments**

Date	Amendments

# Appendix "A"

## Retention and Disposition Schedule

(Click on link to open)



# 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@county.kings.ns.ca](mailto:municipalclerk@county.kings.ns.ca)

## BY-LAW 21

### DISPOSAL OF RECORDS BY-LAW

1. Except in regard to the following:
  - (a) Deeds, mortgages, or other documents or records relating to the title of real property; trustee accounts, assessment records;
  - (b) Courts records;
  - (c) Records required to be kept by any statute;
  - (d) Cheques, invoices other than construction or capital invoices, hospital notices and receipts, payroll records less than seven years old;
  - (e) Coupons, redeemed bonds and like nature documents less than ten years after repayment of issues;
  - (f) Duplicate tax receipts, tax rolls less than twenty years old;
  - (g) Other records, documents, or correspondence less than five years old;
  - (h) Minutes, by-laws, or resolutions of the Council;
  - (i) Plans and surveying records;
  - (j) An executed copy of the affidavit of the Clerk made pursuant to this section;

The Council of the Municipality may, by resolution, cause the destruction of any documents or records after they are no longer required, provided that the Municipal Clerk or his/her appointed designate for the purpose submits to the Council, his/her affidavit setting forth each of the documents or records to be destroyed, and that he/she has personally examined each of the documents or records proposed to be destroyed and that there is nothing of value therein.

2. The Council shall by resolution, prescribe the manner in which the said documents or records are to be destroyed.

### History of this By-law

Enacted - April 6, 1976

Amended - October 25, 2012



# Municipality of the County of Kings

## Request for Decision

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**TO** Council

**PREPARED BY** Gordon Roussel, Policy Analyst

**MEETING DATE** October 6, 2020

**SUBJECT** Options for Accessibility Advisory Committee

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### **ORIGIN**

- [Nova Scotia Accessibility Act](#), Chp 2, RSNS 2017 requires that all municipalities form an Accessibility Advisory Committee and complete an accessibility plan no later than April 1, 2021.
- October 16, 2019 Village-Municipal Meeting [Presentation](#) 'Accessibility Planning for Municipalities'.

### **RECOMMENDATION**

That Municipal Council approve entering into discussions with the seven Villages located in Kings County regarding the formation of a Joint Accessibility Advisory Committee consisting of:

- i. one member of Council who is also a member of the Kings Transit Authority Board of Directors,
- ii. one Commissioner from each of the seven Villages, and
- iii. eight members of the public who either have a disability or represent an organization that represents people with disabilities. At a minimum, that would include one member of the public who has a disability from each of the Western, Central, and Eastern areas of the Municipality, as shown on the map in Schedule A of the Planning Advisory Committee Policy (PLAN-09-003). Should no applications for citizen members be received from one of the three areas, an applicant from another part of the Municipality may be appointed to represent that area.

### **INTENT**

To form an Accessibility Advisory Committee (AAC) and prepare an Accessibility Plan as required by the Province of Nova Scotia Accessibility Act by April 1, 2021 or such later date as may be set by the Nova Scotia Accessibility Directorate as a result of the Provincial State of Emergency declared on March 22, 2020.

### **DISCUSSION**

On April 28, 2017, Bill 59, *An Act Respecting Accessibility in Nova Scotia*, received Royal Assent. Of particular relevance to the Municipality of the County of Kings (MOK) are the following sections of the Act:

- 39(2) *A municipality, university or organization shall prepare and make publicly available an accessibility plan within one year of being prescribed as a public sector body.*
- 43 *Two or more public sector bodies may agree to have a joint accessibility plan.*
- 44(1) *Every public sector body shall establish an accessibility advisory committee or continue any such committee that was established before the coming into force of this Act.*
- 44(2) *At least one half of the members of an accessibility advisory committee must be persons with disabilities or representatives from organizations representing persons with disabilities.*
- 71(1) *The Governor in Council may make regulations (a) prescribing municipalities, universities and organizations as public sector bodies;*

On December 2, 2019, the Accessibility Act General Regulations came into effect. In the Regulations, the following organizations were among those prescribed as public sector bodies under the Act effective April 1, 2020:

- *a regional municipality, a county or district municipality, a town*
- *a village continued under the Municipal Government Act*



## Municipality of the County of Kings Request for Decision

Therefore the MOK and the Villages within the County must each (1) form an Accessibility Advisory Committee, and then (2) complete an Accessibility Plan no later than April 1, 2021.

Section 41 of the Act states that “A public sector body shall seek input from persons with disabilities and representatives of organizations representing persons with disabilities when preparing an accessibility plan”. This requires public consultation. Because it has not been practical to consult with the public as a result of the Provincial State of Emergency declared on March 22, 2020 due to the COVID-19 pandemic, the Nova Scotia Accessibility Directorate has agreed to extend this deadline. The new date has not been determined as of the date of this report.

The role of the Accessibility Advisory Committee is to advise the Municipal Council on identifying, preventing, and eliminating accessibility barriers to municipal programs, services, and infrastructure. As previously noted, at least one half of the members of an AAC must be persons with disabilities or representatives from organizations representing persons with disabilities. Committee members may be staff, members of council, community members, partners, or others. The Town of Wolfville AAC consists of eight voting members including the Mayor, one other member of Council, and six members at large. With the exception of the Mayor who is ex-officio, all members are appointed for two or three year terms. The CAO and Accessibility Coordinator are non-voting ex-officio members.

Appendix A shows the voting membership composition of AACs established by Nova Scotia municipalities as of July 30, 2020. In most cases, AACs consist of members of Council with an equal or greater number of members from the public. The members from the public are primarily persons with disabilities or representatives from organizations representing persons with disabilities.

In reviewing term appointments for other AACs, it was common to have a mix of two year and three year terms when the AAC was first established in order to stagger appointments. Once those initial terms expire, all new appointments would then be for three years.

The Act does not state a minimum or maximum number of committee members, although this is an important consideration. The smaller a committee is, the less representative it will be of persons with disabilities in the community. On the other hand, the larger a committee is, the more difficult it will be to come to a consensus when developing recommendations. Finding that balance may be one of the most challenging aspects of forming an AAC. Amongst the municipalities listed in Appendix A, AAC size ranges from three to eleven members, with six to eight members being typical.

In lieu of a prescribed public sector body forming its own AAC, it may choose to form a Joint Accessibility Advisory Committee (JAAC) with other prescribed public sector bodies that have common interests. In that case, each member must be approved separately by each municipality or public sector body represented on the committee.

Appendix B shows two examples of JAACs, both located on the South Shore. In both examples, each participating municipality appoints one member of its council to the committee. As with the regular AACs in Appendix A, the number of members from the public on the JAACs equals or exceeds the number of Council members. The terms of reference for both JAACs specify that all members from the public are to be appointed by all participating municipal units. There is no requirement that there be a member from the public from each participating municipal unit. One JAAC has nine members and the other ten members. Therefore, the minimum size of a JAAC would be double the number of municipal units participating in order for there to be one member from each council and at least one half of the members being persons with disabilities or representatives from organizations representing persons with disabilities.

Intermunicipal service corporations (IMSAs) such as the Kings Transit Authority (KTA) have not been designated as public sector bodies in the Regulations. The Directorate has suggested to MOK that if concerns regarding services provided by intermunicipal agencies are raised during public consultations,



# Municipality of the County of Kings

## Request for Decision

MOK is expected to address those in some manner in the plan. The Transportation section of the Town of Wolfville accessibility plan does refer to working with the KTA to address some issues that have been identified by their AAC. Because public transit is one of the largest public facing services provided through a corporate body, the majority of which is owned by the MOK, and Transit staff have training and background in accessibility, Municipal staff are recommending that this specific IMSA be asked to join a JAAC.

Staff therefore recommend that MOK form a JAAC with the Villages and the KTA. The joint approach would not only be a way of sharing resources and expertise, but also allow for a consistent approach in addressing accessibility issues throughout Kings County. Another important consideration is if there are eight separate AACs within the County, it may prove difficult for all of them to find adequate representation amongst individuals with disabilities or those who represent them. To ensure that MOK and all the Villages are represented, there would need to be one member of MOK Council and one Commissioner from each of the Villages. To ensure KTA is represented, the member of MOK Council would also be a member of the KTA Board of Directors. With an equal number of members from the community who have disabilities or represent those who do, the JAAC would have a total of sixteen voting members. Four elected officials and four community members would be appointed for three year terms, and the remainder for two year terms. After two years, all appointments would be for three year terms. The CAO, or designate, and the Accessibility Coordinator would be non-voting ex-officio members. A senior staff member of the KTA with accessibility expertise would be asked to join the Committee in an ex-officio non-voting advisory capacity.

To ensure all parts of the Municipality are represented, the JAAC would include at least one member of the public who has a disability from each of the Western, Central, and Eastern areas of the Municipality, as shown on the map which forms Schedule A of the Planning Advisory Committee Policy (PLAN-09-003).<sup>1</sup> This requirement would not apply to citizen members who represent organizations that represent people with disabilities. Should no applications for citizen members be received from one of the three areas, an applicant from another part of the Municipality could be appointed to represent that area. This is consistent with the Planning Advisory Committee Policy (PLAN-09-003), the Police Services Advisory Committee (By-Law 82), and the Fire Services Advisory Committee.

### **FINANCIAL IMPLICATIONS**

- In accordance with Policy FIN-05-002 Council and Committee Remuneration, Committee members who are not members of Council are entitled to receive honoraria of \$100 per meeting to a maximum of \$1,300 per year plus mileage expenses based on the Province of Nova Scotia's rate per kilometer. For eight citizen members, it is estimated that the annual cost of honoraria would be \$10,400.
- Based on the current Province of Nova Scotia mileage reimbursement rate of 45.85 cents per kilometer, an average of fifty kilometers round trip for each member and thirteen meetings per year, mileage reimbursement expenses are estimated to be \$2,400 annually for the eight citizen members.
- The Villages will be requested to share these expenses with MOK by reimbursing their respective Commissioners for mileage and any other expenses they may claim, and by covering the honoraria and mileage for citizen members on a pro-rated basis according to the size of their respective total assessment bases. The JAAC formed in Lunenburg County allocates its committee costs to each of its member municipal units in this manner. The following table provides an estimate for the allocation of costs by total assessment base using the estimated cost of honoraria and mileage for citizen members (\$12,800).

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<sup>1</sup> The map in Schedule A of the Planning Advisory Committee Policy (PLAN-09-003) is currently under review.



# Municipality of the County of Kings

## Request for Decision

### Expense Allocation based on Total Assessment Base

Community	Total Assessment	% of Total	Expense Allocation
Municipality of the County of Kings *	\$3,714,514,500	73.20%	\$9,370
Canning	\$43,655,700	0.90%	\$115
New Minas	\$391,298,400	7.70%	\$986
Greenwood	\$176,445,800	3.50%	\$448
Kingston	\$230,352,100	4.50%	\$576
Aylesford	\$56,650,400	1.10%	\$141
Port Williams	\$170,595,600	3.40%	\$435
Cornwallis Square	\$289,315,400	5.70%	\$730
	<b>\$5,072,827,900</b>	<b>100.00%</b>	<b>\$12,800</b>

\* Includes the assessment base of the seven Villages.

- Other costs such as the cost of consultants, training, or recruiting citizen members would be shared in the same manner. MOK would procure the services and invoice the Villages.

### STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Mandatory requirement under the Nova Scotia Accessibility Act

### ALTERNATIVES

Council may opt to form its own AAC without the Villages. The most common AAC size for single municipal units is seven. A committee that size should be large enough to be representative of persons with disabilities in the community, and still be small enough to develop consensus when developing recommendations.

An odd number of Committee members reduces the likelihood of a tied vote assuming all members are present. Representation of persons with disabilities could be further strengthened by having them make up more than a simple majority of AAC members. Therefore, if Council decides to proceed with its own AAC without the Villages, staff recommend that the MOK AAC consist of two members of Council (at least one of whom would also be a member of the KTA Board of Directors) and five members who are representative of persons with disabilities in the community.



# Municipality of the County of Kings

## Request for Decision

As with the JAAC structure being proposed, the AAC would include at least one member of the public who has a disability from each of the Western, Central, and Eastern areas of the Municipality. This requirement would not apply to citizen members who represent organizations that represent people with disabilities. Should Council not receive any applications for citizen members from one of the three areas, Council could appoint an applicant from another part of the Municipality to represent that area.

Terms could be staggered by having three members (including one Council member) for two year terms and four members (including the other Council member) for three year terms. After two years, all appointments would be for three year terms. The CAO, or designate, and the Accessibility Coordinator would be non-voting ex-officio members. A senior staff member of the KTA with accessibility expertise would be asked to join the Committee in an ex-officio non-voting advisory capacity.

Under this alternative, the Villages could each opt to form their own AAC, and/or some or all of the Villages could come together to form a JAAC without the participation of MOK.

### **IMPLEMENTATION**

- The next step would be for the CAO to meet with Commissioners from all Villages in Kings County to discuss the formation of a Joint Accessibility Advisory Committee (JAAC) and the basis for sharing costs associated with the Committee.
- If the Villages agree to join with MOK to form a JAAC, staff will develop a costed plan for approval by Council to recruit members of the public who either have a disability or represent an organization that represents people with disabilities to participate on the Committee.
- Once the recruitment is completed, the Nominating Committee will review those applications received and will recommend to Council individuals for the eight positions available. Council will also appoint a Member of Council to the JAAC.
- Each Village must approve the same list of citizen members as well as appoint one Commissioner each.
- The first task for the new JAAC will be to develop Terms of Reference for the operation of the Committee as required by Policy ADMIN-01-016 Administration of Standing and Advisory Committees of Council. Staff will then return to Council with a Request for Decision for the Terms of Reference and to provide an update on next steps.

### **ENGAGEMENT**

- At the Village-Municipal meeting held on October 16, 2019, the CAO made a presentation on the new requirements for municipalities under the Accessibility Act.

### **APPENDICES**

- Appendix A: Composition of Accessibility Advisory Committees established in Nova Scotia as of July 30, 2020
- Appendix B: Composition of Joint Accessibility Advisory Committees established in Nova Scotia as of July 30, 2020

### **APPROVALS**

Scott Conrod, Chief Administrative Officer

September 29, 2020



# Municipality of the County of Kings

## Request for Decision

<b>Appendix A: Composition of Accessibility Advisory Committees established in Nova Scotia as of July 30, 2020</b>					
Municipality	Municipal type	Number of Members from:			
		Council	Staff	Public	Total
Halifax	Regional	3	0	8	<b>11</b>
Queens	Regional	2	0	5	<b>7</b>
Antigonish	County	3	2	6	<b>11</b>
Victoria	County	2	0	4	<b>6</b>
Argyle	District	1	3	4	<b>8</b>
Barrington	District	3	0	3	<b>6</b>
East Hants	District	2	0	5	<b>7</b>
West Hants	District	1	0	6	<b>7</b>
Amherst	Town	2	0	6	<b>8</b>
Annapolis Royal	Town	1	0	4	<b>5</b>
Antigonish	Town	3	0	4	<b>7</b>
Kentville	Town	0	0	7	<b>7</b>
New Glasgow	Town	0	0	3	<b>3</b>
Stewiacke	Town	2	0	5	<b>7</b>
Wolfville	Town	2	0	6	<b>8</b>
Yarmouth	Town	3	0	8	<b>11</b>

<b>Appendix B: Composition of Joint Accessibility Advisory Committees established in Nova Scotia as of July 30, 2020</b>					
Participating Prescribed Public Sector Bodies (PPSBs)	Number of Members from:				
	PPSBs if Joint AAC	Council	Staff	Public	Total
Town of Bridgewater Town of Mahone Bay Town of Lunenburg District of Chester District of Lunenburg	5	5	0	5	<b>10</b>
District of Shelburne Town of Shelburne Town of Lockeport	3	3	0	6	<b>9</b>



# Municipality of the County of Kings

## Request for Decision

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**TO** Council

**PREPARED BY** Rob Frost, Deputy Chief Administrative Officer

**MEETING DATE** October 6, 2020

**SUBJECT** Annapolis Valley Trails Coalition (AVTC) Funding

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### **ORIGIN**

- August 18, 2020 Community Grant Allocations received for information

### **RECOMMENDATIONS**

1. That Council direct the Chief Administrative Officer to transfer \$3,442 from the COVID-19 Reserve to provide a total of \$20,000 in funding to the Annapolis Valley Trails Coalition.
2. That Council direct the Chief Administrative Officer to have staff meet with the Annapolis Valley Trails Coalition and other trails organizations in Kings County to develop agreements for funding that would remove them from the Grants process, and return to Council for approval of an agreement.

### **INTENT**

For Council to consider additional funding for the Annapolis Valley Trails Coalition, and how to fund this and other trails groups in the future.

### **DISCUSSION**

Upon receiving their 2020/2021 grant award, the AVTC expressed concern that they would not be receiving the requested \$20,000, "...as this breaks a long standing agreement with the County regarding funding for the Coalition."

Staff found no record of a current agreement in place. It was discovered that there was an agreement in place for three years in 2013 to 2016 with the Municipality providing \$16,000 per year. This number was developed by a funding formula created by the AVTC that accounted for population and assessment of all Municipal partners. For the 2016/2017 fiscal year, Council agreed to funding \$20,000 for that fiscal year. For the fiscal years 2017/2018, 2018/2019, and 2019/2020, the AVTC applied for grant funding and received the requested \$20,000 due to the full availability of funds.

Although there is no agreement in place, it would seem that there is belief of consistent funding coming from Municipal partners, and as such, it is recommended to provide additional funds from the COVID-19 Reserve for the current fiscal year. Trail usage has certainly increased during the pandemic

Further, staff recommend that Council consider a multi-year agreement to provide sustainable and consistent funding for the AVTC, and possibly other trails organizations. These discussions would also look to clarify the roles and responsibilities of each trails group, and Municipal units.

### **FINANCIAL IMPLICATIONS**

- \$3,442 to be transferred from COVID reserve GL# 61-4-460-383 to Grants (Parks/ Playgrounds/ Trails) GL# 01-2-271-800
- Future discussion on multi-year funding agreement with AVTC



# Municipality of the County of Kings

## Request for Decision

### **STRATEGIC PLAN ALIGNMENT**

<b>Check Applicable</b>	<b>Strategic Priority</b>	<b>Description</b>
	Vision Statement	
✓	Good Governance	In relation to Community Grants review
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable	

### **ALTERNATIVES**

- Council may decide to not provide additional funding for the current fiscal year.

### **IMPLEMENTATION**

- Should Council approve the financial recommendation, the funds will be provided to the AVTC.
- Should Council approve the recommendation regarding a multi-year agreement, staff will arrange meetings as soon as possible to have an agreement in place for the next budget year.

### **ENGAGEMENT**

- Discussion with Council representative and the AVTC.

### **APPENDICES**

- None

### **APPROVALS**

Scott Conrod, Chief Administrative Officer

September 29, 2020



# Municipality of the County of Kings

## Briefing

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**TO** Council

**PREPARED BY** Amie Johnstone, Financial Services Administrative Assistant

**MEETING DATE** October 6, 2020

**SUBJECT** School Food Program Funding

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### **ORIGIN**

- March 3, 2020 [Budget Pre-approval](#)
- July 21, 2020 [Policy Approval](#)
- [September 15, 2020 Committee of the Whole](#) - Council request for information

### **RECOMMENDATION**

That Council receive the School Food Program Funding Briefing as attached to the October 6, 2020 Council agenda for information.

### **INTENT**

To provide Council with an update on the School Food Program funding prior to funds being released.

### **DISCUSSION**

On March 3, 2020, Council passed the following motion:

That Council accept the recommendations contained in the School Food Program Funding Request for Decision dated March 3, 2020, and that for the first year of 2020-2021 the total amount be \$200,000 with \$100,000 in subsequent years.

Policy FIN 05-022: School Food Program Funding was then developed and approved by Council in July 2020. The Policy outlines:

- the funding formula used for calculating allocations;
- data and timelines for submitting information required to calculate allocations;
- the requirement for a letter of commitment to be executed before funding is released by the Municipality;
- requirements for use of funds; and
- details of accountability requirements.

The Policy states:

*'While discretion is provided to individual schools on how funding is directed to different components of their school food program, schools shall direct funding to those areas of the program that will have the greatest impact on access to nutritious and health foods.'*

Per the Policy, all 24 public schools located within the Municipality of the County of Kings were contacted by the first week of the academic year and provided the letter of commitment, to be returned by October 1. Letters from all schools have now been received. Staff calculated the funding allocations based on enrolment numbers provided by the schools(see Appendix A). Per the Policy, these funding allocations will be provided to the schools no later than October 31, 2020. To date no funding has been released.

Community members have raised concerns to Councillors regarding the way the Annapolis Valley Regional Centre for Education (AVRCE) has been providing food in schools this year. Mayor Muttart has



# Municipality of the County of Kings

## Briefing

written to the AVRCE to request clarification and additional information. No response has been received at the time of writing this Briefing.

In recent discussions with several school Principals, staff have been informed that the funds from the Municipality will be used to purchase equipment for future use, as well as to supplement the AVRCE food program with more nutritious, local food.

### **FINANCIAL IMPLICATIONS**

- Fully disbursing the 2020/2021 budget of \$200,000 from GL # 01-1-219-511

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Policy FIN-05-022 School Food Program Funding Policy

### **ALTERNATIVES**

- No alternatives recommended.

### **IMPLEMENTATION**

- Staff will prepare funding to be sent directly to the schools

### **ENGAGEMENT**

- Survey of all schools located within Kings County was conducted in February 2020, with 100% participation rate from schools.

### **APPENDICES**

- Appendix A: 2020-21 School Food Policy Allocation Calculations

### **APPROVALS**

Rob Frost, Deputy CAO	October 1, 2020
Scott Conrod, Chief Administrative Officer	October 2, 2020

Appendix A.

**SCHOOL FUNDING ALLOCATION TABLE**

Total Available Funding	\$ 200,000
Total Allocated	\$ 200,000
Unallocated Funds	\$ 0

Funding Formula	Weight	Total \$	
Base Funding	25%	\$ 50,000	The base amount of funding is an equal amount of funding provided to all schools to address conditions and challenges that are common to all schools in providing nutritious and healthy food to students.
Enrolment Funding	25%	\$ 50,000	Funding based on student enrolment is variable to provide for funding appropriate to the number of students being served by the school food program.
Equity Funding	50%	\$ 100,000	Equity-based funding provides needs-adjusted allocations to student populations based on two social determinants of health. The social determinants of health considered in this calculation shall be income, Gini coefficient, and affordable housing. These determinants shall be equally weighted in determining the equitybased portion of the total allocation. *See policy for more details.
		<u>\$ 200,000</u>	
Income Allocation (33%)	\$	33,333	
Gini Coefficient (33%)	\$	33,333	
Housing Affordability (33%)	\$	33,333	

School	Base Funding*	Student Enrolment	% of Total	Enrollment Funding**	Income	Income Allocation	Gini Coefficient	Gini Coefficient Allocation	% of Owners-Tenants Spending 30% or more on Shelter	Housing Affordability Allocation	Total Equity-Based Allocation	Total Allocation Per School
L.E. Shaw Elementary School	\$ 2,083	136	2%	\$ 795	\$ 61,072	\$ 1,189	0.37	\$ 1,497	16.2	\$ 1,134	\$ 3,820	\$ 6,698
Gaspereau Valley Elementary School	2,083	209	2%	1,222	61,072	1,189	0.37	1,497	16.2	1,134	3,820	7,125
Wolfville School	2,083	284	3%	1,661	53,362	1,740	0.40	1,618	31.0	2,173	5,531	9,276
Port Williams Elementary	2,083	244	3%	1,427	55,959	1,555	0.36	1,456	20.1	1,407	4,418	7,928
New Minas Elementary School	2,083	376	4%	2,199	54,609	1,651	0.34	1,375	22.6	1,583	4,609	8,891
Evangeline Middle School	2,083	278	3%	1,626	54,609	1,651	0.34	1,375	22.6	1,583	4,609	8,318
Horton High School	2,083	850	10%	4,971	61,072	1,189	0.37	1,497	16.2	1,134	3,820	10,874
Glooscap Elementary School	2,083	230	3%	1,345	55,959	1,555	0.36	1,456	20.1	1,407	4,418	7,847
Northeast Kings Education Centre	2,083	920	11%	5,381	55,959	1,555	0.36	1,456	20.1	1,407	4,418	11,882
Aldershot Elementary	2,083	303	4%	1,772	55,959	1,555	0.36	1,456	20.1	1,407	4,418	8,274
Kings County Academy	2,083	606	7%	3,544	56,909	1,487	0.38	1,537	27.4	1,916	4,940	10,568
Coldbrook and District School	2,083	463	5%	2,708	61,147	1,184	0.32	1,294	17.5	1,227	3,705	8,496
Central Kings Rural High School	2,083	640	7%	3,743	61,147	1,184	0.32	1,294	17.5	1,227	3,705	9,532
Cambridge and District Elementary School	2,083	185	2%	1,082	61,147	1,184	0.32	1,294	17.5	1,227	3,705	6,870
Somerset and District Elementary School	2,083	196	2%	1,146	61,147	1,184	0.32	1,294	17.5	1,227	3,705	6,935
Berwick and District School	2,083	264	3%	1,544	51,413	1,880	0.35	1,416	23.1	1,615	4,911	8,538
St. Mary's Elementary School	2,083	236	3%	1,380	61,147	1,184	0.32	1,294	17.5	1,227	3,705	7,169
West Kings District High School	2,083	657	8%	3,843	61,147	1,184	0.32	1,294	17.5	1,227	3,705	9,631
Kingston and District School	2,083	556	7%	3,252	61,147	1,184	0.32	1,294	17.5	1,227	3,705	9,040
Pine Ridge Middle School	2,083	395	5%	2,310	61,147	1,184	0.32	1,294	17.5	1,227	3,705	8,099
Dwight Ross School	2,083	190	2%	1,111	61,147	1,184	0.32	1,294	17.5	1,227	3,705	6,900
Highbury Education Centre	2,083	19	0%	111	54,609	1,651	0.34	1,375	22.6	1,583	4,609	6,803
École Rose-des-Vents	2,083	272	3%	1,591	61,147	1,184	0.32	1,294	17.5	1,227	3,705	7,379
Kings County Adult High School	2,083	40	0%	234	54,609	1,651	0.34	1,375	22.6	1,583	4,609	6,926
	<u>\$ 50,000</u>	<u>8,549</u>	<u>1</u>	<u>\$ 50,000</u>		<u>\$ 33,333</u>		<u>\$ 33,333</u>		<u>\$ 33,333</u>	<u>\$ 100,000</u>	<u>\$ 200,000</u>

\* Base Funding is provided equally to all schools (total \$/# schools)

\*\* Enrolment funding is provided based on a school's share of the total enrolment ((school enrolment/total enrolment)\*enrolment funds)

Average	\$	8,333
Max	\$	11,882
Min	\$	6,698
Variance (\$)	\$	5,184



# Municipality of the County of Kings

## Request for Decision

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<b>TO</b>	Council
<b>PREPARED BY</b>	Scott Conrod, CAO
<b>MEETING DATE</b>	October 6, 2020
<b>SUBJECT</b>	Replacement of Solid Waste By-law 83

---

### **ORIGIN**

- First introduction

### **RECOMMENDATION**

That Municipal Council give first reading to By-law 109, being the Solid Waste-Resource By-law of the Municipality of the County of Kings, as attached to the October 6, 2020 Council agenda.

### **INTENT**

For Council to consider approving first reading of the draft By-law.

### **DISCUSSION**

The Valley Region Solid Waste-Resource Management Authority (Valley Waste) prepared a draft by-law for consideration of its Municipal owners (Parties).

The Municipality undertook a review of the draft with two primary objectives:

1. to the extent possible ensure the proposed By-law would pass muster on legal challenge; and
2. incorporate the operational requirements of Valley Waste.

The Municipal Solicitor was engaged in the review. Without limitation, he opined that:

- the Municipality is authorized to adopt a solid waste by-law under section 325 *Municipal Government Act (MGA)*;
- while the Parties can adopt complementary by-laws, there is no authority for a regional by-law;
- Directives should be adopted by the Municipality;
- Enforcement Officers should be appointed by Municipal Council; and
- the Municipality should detail the delegation of authority enabled under section 60 to Valley Waste for adoption of rules and fees associated with solid waste facilities and tip fees.

To streamline the process, and to be in accord with Valley Waste's role in regional solid waste management, the draft Municipal By-law has Valley Waste:

- recommending Directives for Council approval (the draft is ostensibly what was proposed by Valley Waste);
- recommending to the Municipality the By-law Enforcement Officer(s) to be appointed by Municipal Council; and
- setting out Schedules 1(a) and 1(b) of the draft By-law as delegated authority to Valley Waste.

### **FINANCIAL IMPLICATIONS**

- No anticipated direct financial implications



# Municipality of the County of Kings

## Request for Decision

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	
✓	Good Governance	Update of Municipal By-laws
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable	

### **ALTERNATIVES**

- There are no recommended alternatives

### **IMPLEMENTATION**

- Reading, notice, and publication requirements (the adoption process) is detailed within Part VII *MGA*
- Minimum 14-day notice issued prior to second reading (no substantive changes can be made between first and second readings)
- Publication requirements (a by-law has the force of law only after the above and a notice is published in a newspaper that circulates in the Municipality)
- Solid Waste By-law #83 is repealed upon the adoption date of By-law #109
- Post By-law to Municipal website

### **ENGAGEMENT**

- Consultation has occurred between the Valley Waste Solicitor, Valley Waste staff and the Solicitor and staff of the Municipality
- The minimum 14-day public notice between first and second reading provides the public opportunity to comment on the draft By-law

### **APPENDICES**

- Appendix A: Solid Waste-Resource By-law – By-law #109 (Draft)

# 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 #109

### SOLID WASTE-RESOURCE BY-LAW

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# 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](mailto:municipalclerk@countyofkings.ca)

**WHEREAS** section 325 *Municipal Government Act, 1995 R.S.N.S. c. 18*, as amended (*MGA*), enables Council to make by-laws pertaining to solid waste; and

**WHEREAS** the Municipality of the County of Kings is party to an Agreement under section 60 *MGA*, that created the Valley Region Solid Waste-Resource Management Authority as a municipally owned body corporate;

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

## 1 Repeal

Municipal By-Law # 83 Valley Region Solid Waste-Resource Management By-Law is hereby repealed.

## 2 Definitions

In this By-law:

- 2.1 “Authority” means the *Solid Waste-Resource Management Authority* as defined in provision 2.1 herein;
- 2.2 “Authority Collection” means collection of Solid Waste by or on behalf of the Authority from waste generators pursuant to this By-law and any issued Directives;
- 2.3 “Boxboard” means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or like items, with plastics removed;
- 2.4 “Bulky Items” means large items of a household nature including, without limitation, furniture, stoves, fridges with “CFC-free” sticker on, mattresses, bed springs, barrels, water tanks, dishwashers, Oil Tanks, and pieces of fencing;
- 2.5 “By-law Enforcement Officer” means a person with Special Constable Designation per ss 89 and 90 *Police Act*, employed by the Authority to administer and enforce this By-law;
- 2.6 “Collection Cart” or “Cart” means a cart supplied by the Authority for the Storage of Source-Separated Solid Waste such as an aerated cart for the collection of organic materials;
- 2.7 “Collection Containers” means bags, garbage cans or other containers approved in any Directive;
- 2.8 “Compostable Organics” or “Organics” or Compostables means Food Waste, Leaf and

- Yard Waste, Soiled and Non-Recyclable Paper, branches and bushes, natural Christmas trees without decorations and stands and other material of plant or animal origin as set out in any Directive, but does not include whole companion animal or livestock carcasses or parts thereof that may create hazards or nuisance except as approved by the General Manager or designate;
- 2.9 “Construction and Demolition Waste” or “C&D” means materials normally used in the construction of buildings, structures, roadways, walls and other landscaping material, and includes, without limitation, soil, asphalt, brick, mortar, concrete, drywall, plaster, cellulose, fibreglass fibres, lumber, wood, asphalt shingles, and metals;
- 2.10 “Directive” means a provision recommended by the Authority and adopted by the Municipality and as set out in a Schedule to this By-law;
- 2.11 “Dispose” means the actions of dumping, abandoning, placing or leaving or the causing or permitting of any of these actions with respect to any Solid Waste on any property within the jurisdiction of this By-law;
- 2.12 “Eligible Premises” means those properties within the jurisdiction of the Authority, which are eligible for Authority Collection as set out in any Directive;
- 2.13 “Dwelling Unit” means a building or a unit with a separate entrance, kitchen, and sanitary facilities in a building, occupied or intended to be occupied as a home or residence by one or more persons but does not include a hotel, motel, guesthouse, inn, or travel trailer;
- 2.14 “Food Waste” means, without limitation, fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other like items;
- 2.15 “General Manager” means the General Manager of the Authority, the successor to such position, or a designate;
- 2.16 “Hazardous Waste” means solid or liquid waste that may be harmful to humans, animals, plant life or natural resources including, without limitation, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid and pesticides;
- 2.17 “Household Hazardous Waste” or “HHW” means Hazardous Waste generated in households including, without limitation, solvents, glues, cleaners, paints and finishes, asphalt sealers, gasoline, diesel, kerosene, pesticides, lawn and garden chemicals, poisons, propane tanks, roofing tar, pool chemicals, lubricating oil, batteries, and automotive fluids. For the purposes of this By-law, Household Hazardous Waste does not include PCBs, radioactive materials, explosives, fireworks, pathological wastes, and ammunition;
- 2.18 “IC&I Waste” means Solid Waste generated by, from or within any Industrial/Commercial/Institutional Premises.

- 2.19 "IC&I Premises" means a lot of land occupied by one or more industrial, commercial or institutional establishments;
- 2.20 "Litter" means loose Solid Waste items, usually smaller in size, that are distributed over a distance or area, including, without limitation, disposable drink cups, beverage bottles and containers, cigarette boxes, cigarette butts, potato chip bags, and food and candy wrappers;
- 2.21 "Leaf and Yard Waste" means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings and other like items;
- 2.22 "Multi-Unit Residential Building" means a dwelling containing three or more residential Dwelling Units and may include condominiums;
- 2.23 "Mini-bin" means a small container supplied to Eligible Premises by the Authority for the collection of organic materials prior to deposit in an Organics Collection Cart;
- 2.24 "Notice of Violation or Summary Offence Ticket" means an administrative monetary penalty issued by the Municipality for violating the By-law which, if paid as required, will result in no prosecution for the offence being commenced by the Municipality;
- 2.25 "Occupant" means any person who occupies property, including lands or buildings, and includes a tenant, lessee, roomer, subtenant, under-tenant or co-tenant, or who otherwise occupies or has occupied land or buildings and heirs, assigns and legal representatives;
- 2.26 "Oil Tanks" means residential oil tanks, cleaned and emptied of all liquids that hold a maximum volume of 900 litres;
- 2.27 "Order" means a written direction requiring any person to comply with a provision of this By-law;
- 2.28 "Property Owner" or "Owner" has the same meaning as "Owner" in the *Municipal Government Act* and, for greater clarity, includes a landlord, a lessor, an Owner, the person giving or permitting the occupation of premises, heirs and assigns and legal representatives and, in the case of a corporation, the officers and directors;
- 2.29 "Public Waste" means Solid Waste generated in or on premises where the public is or would normally be responsible for disposing of waste including, without limitation, enclosed or exterior shopping centres, malls, food courts, quick-service or counter-service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and inside or outside public event venues;
- 2.30 "Recyclable Materials" or "Recyclables" means newsprint, corrugated cardboard, Boxboard and other paper products, redeemable beverage containers, milk cartons, glass bottles and jars, steel/tin food cans, aluminum cans, aluminum foil plates, trays and wrap, high-density polyethylene plastic containers (HDPE #2), low-density polyethylene plastic containers (LDPE #4), and polyethylene terephthalate plastic bottles (PET #1), plastic bags (#2 and #4), stretch wrap (pallet wrap) or other items set out in any Directive;

- 2.31 “Residential Premises” means any house, dwelling, apartment, condominium, flat, tenement, mini-home, mobile home, mobile home park, mobile home space or any property that is occupied or may be occupied by an individual as a residence or that part of any such place, and includes any such property or premises occupied by an Owner and family;
- 2.32 “Residual Waste” means any Solid Waste remaining after diversion of Recyclables, Organics and Hazardous Waste or Household Hazardous Waste, tires, and electronics;
- 2.33 “Soiled and Non-Recyclable Paper” means dinner napkins, paper towels and fast food wrappers, wax paper, wrapping paper, soiled pizza boxes, paper plates and cups, damp and soiled newspaper and flyers, sugar, flour and potato paper bags or other like items or such other items that may be set out in any Directive;
- 2.34 “Solid Waste” means Residual Waste, Recyclables, Organics, Compostable Organics, construction and demolition debris, and other discarded materials resulting from residential, commercial, institutional and industrial activities that are commonly accepted at a municipal Solid Waste management facility, but excludes wastes from industrial activities regulated by an approval issued pursuant to the *Environment Act*;
- 2.35 “Source-Separated Solid Waste” means Solid Waste that has been sorted and separated at the point of origin, to facilitate its reuse, recycling, composting or disposal; for greater clarity, references to ‘source separation’ and ‘source separation of Solid Waste’ have the same meaning;
- 2.36 “Special Collection” means an Authority Collection for Bulky Items and such other materials as may be set out in any Directive;
- 2.37 “Storage Facility” or “Storage” means any container, Collection Cart, receptacle, building, structure, enclosure or other facility capable of, or intended to be used for, the temporary holding or storage of Solid Waste;
- 2.38 “Unsorted Solid Waste” means any Solid Waste that is not sorted and separated and contains materials banned from landfill as Directives;
- 2.39 “Valley Region” or “Region” means the Valley Region as defined in the Nova Scotia Solid Waste-Resource Management Regulations and any amendments thereto;
- 2.40 “Warning” means written notice by a By-law Enforcement Officer of contravention or failure to comply with any provision of this By-law, but which is not subject to section 8.0 -Offence Enforcement and Penalties whereby proceedings are instituted; and
- 2.41 “Waste-Resource Management Centre” means a facility operated by the Authority for receiving, storing, sorting and shipping Solid Waste.

### **3 Valley Region Solid Waste-Resource Management Authority**

- 3.1 The *Valley Region Solid Waste-Resource Management Authority*, referenced herein as the Authority, is a body corporate established pursuant to an Intermunicipal Services

Agreement (IMSA) to which this Municipality is party. The municipal parties thereto have delegated responsibility for the management of Solid Waste within their respective jurisdictions, pursuant to section 60 *Municipal Government Act* and the Solid Waste-Resource Management Regulations enabled by the *Environment Act* to the Authority.

- 3.2 Pursuant to the IMSA, it is agreed that each party shall establish and maintain a complementary Solid Waste-Resource By-law for the efficient and consistent execution of the Authority mandate throughout the jurisdiction of the municipal parties. Accordingly, this By-law may reference places or facilities within the Region that are beyond the geographical boundaries of this Municipality and it is intended that any such references in this By-law be construed and applied in a manner consistent with the provincially-mandated regional approach to Solid Waste-Resource management.
- 3.3 The General Manager is the chief administrator of and is responsible to the Authority for its proper administration in accordance with provincial legislation and regulations, any Directive, and plans approved and established by the Authority. The General Manager shall be responsible for the administration and enforcement of this By-law.
- 3.4 Directives to supplement and assist with the administration and enforcement of this By-law may be adopted and included as a Schedule hereto, and shall form part of this By-law and shall be subject to the penalty provisions herein.
- 3.5 The Authority shall recommend to the Municipality the appointment of a By-law Enforcement Officer to assist with the administration and enforcement of this By-law. Municipal Council shall consider the recommendation and may approve the appointment by resolution.
- 3.6 For the purpose of administration of this By-law, the General Manager or the By-law Enforcement Officer, or an agent or employee of the Authority so designated by either, may, at any reasonable time, enter and inspect any land or premises, other than a dwelling or a room being used as a dwelling, to verify compliance with this By-law and Directives, and may inspect Solid Waste and any Storage Facility.
- 3.7 The General Manager or the By-law Enforcement Officer may issue an Order directing any person to comply with the provisions of this By-law, including any Directive, in the manner and within the time specified therein.
- 3.8 Any Order or other written direction pursuant to section 3.7 signed by the General Manager or By-law Enforcement Officer, is effective if delivered personally to the person named therein or posted on the premises or if sent by prepaid post or facsimile or email transmission to the most recent known address of the person named and shall be deemed to have been received by such person, in the case of facsimile or e-mail transmission on the day after it was sent and in the case of prepaid post, on the third day after it was sent where receipt is not acknowledged, in the case of posting on the premises, on the day thereof.
- 3.9 It shall be an offence for any person to fail or refuse to comply with an Order signed by either the General Manager or Bylaw Enforcement Officer pursuant to this By-law.

## 4 Prohibitions

### 4.1 Illegal Dumping of Solid Waste

4.1.1 No person shall Dispose of or permit the Disposal of, dump, place, leave, abandon, or deposit Solid Waste at any public or private place within the Municipality unless that place is duly licensed to receive and Dispose of that particular category or item of Solid Waste.

4.1.2 Litter is not illegal dumping, and therefore is not within the jurisdiction of this By-law.

### 4.2 Illegal Dumping of Solid Waste at Authority Waste Facility

No person shall Dispose of Residual Waste or Solid Waste on the lands of a Waste-Resource Management Centre or any other facility licensed to receive any category of waste except during operational hours and only where directed by the Centre or facility.

### 4.3 Illegal Burning of Solid Waste

No person shall burn Solid Waste in the Municipality in a barrel, stove or other device or in the open as a method of Solid Waste disposal, excepting brush, tree limbs and milled wood that is free from adhesives, coatings and preservatives and, with respect to such products, only where such burning is permitted by law.

### 4.4 Disposal of Banned Materials

No person shall Dispose of the following materials at any licensed Solid Waste management facility, or Dispose of any such materials in a Storage area, Storage Facility, or collection container intended for Residual Waste disposal in an incinerator or landfill, namely:

#### 4.4.1 Banned by Provincial Regulation

Materials banned from Disposal by provincial regulation, including those materials listed in Schedule B of the Nova Scotia Solid Waste-Resource Management Regulations as amended from time to time;

#### 4.4.2 Banned by the Authority

Materials banned from time to time by this By-law.

### 4.5 Flow Control

No person shall export or remove from the Municipality Residual Waste, Construction and Demolition Waste, or Unsorted Solid Waste generated within the Municipality unless permitted otherwise by the General Manager or designate, and without limiting the foregoing, transport is permitted only to Waste-Resource Management Centres authorized by the Authority.

4.6 Notwithstanding section 4.5, the Authority may export Residual Waste, Construction and Demolition Waste or Unsorted Solid Waste to approved facilities beyond the jurisdiction of the Municipality.

#### 4.7 Waste Accumulation

No Occupant or Owner of property in the Municipality shall allow, permit or authorize the accumulation of Solid Waste on or around property owned or occupied by them or allow, permit or authorize any uncollected Solid Waste to remain on or around property owned or occupied by them other than in a Storage Facility as approved in this By-law or in any Directive.

4.8 No person shall leave the lid or door of the Storage Facility open except during loading or unloading.

4.9 No person shall place any Solid Waste for collection on a property other than a property owned or occupied by that person, except as permitted by the General Manager or designate.

### 5 **Source Separation Requirements**

5.1 It shall be an offence of this By-law to fail to comply with any Directive pertaining to source separation of Solid Waste.

5.2 All Solid Waste being generated by or from any Residential Premises or any IC&I Premises shall be source-separated and packaged in accordance with any issued Directive and shall also comply with this By-law.

#### 5.3 Public Waste

The Property Owner and the Occupant of any premises where Public Waste is generated shall provide common area containers designed to receive and accommodate the quantities of Source-Separated Solid Waste generated on that site, as required by this By-law or any Directive, and shall ensure that such containers are clearly labeled and are accessible to the public, tenants, employees, visitors and Occupants of such premises.

### 6 **Authority Collection**

Solid Waste to be collected by or on behalf of the Authority must comply with the provisions of this section.

#### 6.1 Collection Container Placement

6.1.1 Except as otherwise permitted by this By-law, or by the General Manager, Collection Containers shall be placed roadside for collection as close as practicable to the edge of the street or roadway, and no further than five (5) meters from the travelled portion of the street or roadway to facilitate efficient unobstructed collection, accounting for factors such as urban versus rural setting, winter snow clearing operations, ditches, brush, and the like.

6.1.2 All Solid Waste placed for collection shall be in front of and on the same side of the street or roadway as the Eligible Premises from which it has been

generated.

- 6.1.3 Collection Carts shall be placed roadside in an upright position with the lid closed.
- 6.1.4 In the case of Multi-Unit Residential Buildings, the Owner shall provide a Storage Facility for Source-Separated Solid Waste in an easily accessible location on the building property in accordance with this By-law, any issued Directive and other applicable municipal requirements. Any collection contractor engaged by the Authority will collect Solid Waste from this location in accordance with source-separation and collection Directives provided it is accessible when the collection truck arrives, and otherwise shall be placed roadside for collection.
- 6.1.5 Collection will occur on public streets and roads only, except for: private roads identified by the Authority; roads on federal lands in cases where the cost of collection has been paid for by a grant in lieu of taxes or other means; or other roads as designated from time to time by the Authority, provided that all such roads must be in acceptable condition for the collection vehicles.
- 6.1.6 For all roads not otherwise addressed, collection will occur at the nearest intersection with a public street or road. Source-Separated Solid Waste must be brought to the intersection and placed in accordance with section 6.2 Set-out Times of this By-law; otherwise placement must be in the Solid Waste generator's own permanent Storage Facility or in the closest Storage Facility provided by the Authority for that purpose.

Any such Storage Facility must be in compliance with Storage requirements set out in clause 6.5 Solid Waste Storage.

## 6.2 Set-out Times

- 6.2.1 Solid Waste shall be set out for collection only between 7:00 pm the night before and 7:00 am on collection day. In the event of conditions preventing collection, the Property Owner shall remove prior to the end of collection day all Solid Waste not collected and set it out again on the scheduled alternative collection day or the next regularly scheduled collection day.
- 6.2.2 For Special Collections (Spring and Fall cleanups) Solid Waste for roadside collection shall be set out no earlier than the weekend immediately before the scheduled Special Collection week.

## 6.3 Removal of Collection Containers and Uncollected Material from Roadside

### 6.3.1 Removal of Collection Containers

Solid Waste Collection Containers shall be removed or caused to be removed by the Property Owner from roadside by the end of collection day excepting permanent Solid Waste Storage facilities. Permanent Storage facilities shall

comply with this By-law and any issued Directives. Collection Carts shall be removed from roadside and stored on the premises.

#### 6.3.2 Removal of Uncollected Solid Waste

Any Solid Waste not collected for any reason, including, without limitation, Litter in or around any Storage Facility, shall be removed or caused to be removed by the Property Owner by end of collection day and properly sorted, contained, stored and Disposed of in accordance with this By-law.

Where uncollected Solid Waste has not been removed from roadside within 24 hours of collection day's end, and in cases where Solid Waste has been placed roadside outside the permitted time, the General Manager may arrange for the removal and Disposal of such waste and invoice the Property Owner for associated costs. For the purposes of this section and section 507 *Municipal Government Act*, the General Manager shall be deemed to be an employee of the Municipality.

#### 6.4 Directives

The Municipality may adopt as part of this By-law Directives recommended by the Authority respecting the collection of Solid Waste, including, without limitation, the contents, type, nature, location and weight of Collection Containers or Storage facilities. The Directives, if adopted by the Municipality, shall form a part of this Bylaw and it shall be an offence to fail to comply with any such Directive.

#### 6.5 Solid Waste Storage

Solid Waste Storage facilities shall be:

- 6.5.1 Weather-tight and animal-proof with the lid or door maintained in a closed position except during loading or unloading;
- 6.5.2 Capable of accommodating the quantities of Source-Separated Solid Waste generated between collections at that location;
- 6.5.3 Designed and constructed such that Solid Waste remains in a source-separated condition;
- 6.5.4 Easily accessible to all users and easily serviced by the collector;
- 6.5.5 Safe for their intended users; and
- 6.5.6 In cases where Authority Collection is provided at the Storage location, placed to provide unobstructed access over clear ground free of snow, ditches, brush or other obstacles to the Authority Collection truck within five (5) meters of the loading hopper.

## 6.6 Owner and Occupant Responsibilities for Solid Waste Management

The responsibility for management of Solid Waste in Residential Premises and IC&I Premises is shared by each Property Owner, jointly and severally, and each Occupant, jointly and severally, as follows:

### 6.6.1 Property Owner Responsibilities

The Property Owner shall:

- 6.6.1.1 Provide Solid Waste Storage facilities as set out in section 6.5;
- 6.6.1.2 Where any Storage Facility is inaccessible to the collection truck as required in section 5.5.6 on regular or Special Collection days, ensure that Solid Waste is set roadside in accordance with section 6.2;
- 6.6.1.3 Maintain any Solid Waste Storage facilities in good repair and in a clean, tidy, and sanitary condition at all times, both inside and outside, including the immediate surroundings; and
- 6.6.1.4 Ensure that Collection Containers, Storage facilities and uncollected Solid Waste, including Litter produced or resulting from set-out Solid Waste by pests, weather conditions or otherwise, are removed by the end of collection day.

### 6.6.2 Occupant Responsibilities

The Occupant shall:

- 6.6.2.1 Source-separate and package all Solid Waste generated in the Occupant's premises as per section 5 of this By-law and issued Directives; and
- 6.6.2.2 Between collections, place sorted and packaged Solid Waste in the Storage Facility provided by the Property Owner or in their own Storage Facility, as the case may be.

## 6.7 Inspection and Rejection Guidelines

Solid Waste set out for Authority Collection shall be subject to inspection by the collection contractor or by Authority staff. Solid Waste not in compliance with this By-law or any Directive may be rejected.

## 6.8 Authority Collection Prohibitions

No person shall:

- 6.8.1 Pick over, remove, disturb or otherwise interfere with any Solid Waste that has

been set out for Authority Collection except that Solid Waste set out for Special Collections may be removed for salvage or reuse providing that the set-out location must be left in a clean and tidy condition;

6.8.2 Collect Solid Waste placed for collection by the Authority; or

6.8.3 Remove a collection container placed roadside.

These prohibitions do not apply to the person who placed the waste for collection, to the Authority, or to its contractors.

#### 6.9 Suspension of Collection

The General Manager may suspend Authority Collection, upon written notice, at any Eligible Premises where one of the following deficiencies develops until corrected to the General Manager's satisfaction, namely:

6.9.1 An unsafe or potentially unhealthy condition or a nuisance or a potential nuisance related to Storage or collection of Solid Waste;

6.9.2 Persistent violation of any provision of this By-law or any Directives, Orders or other written notice issued pursuant to this By-law; or

6.9.3 Road conditions are unsafe for collection.

### 7 Non-Authority Collection and Disposal of Solid Waste

The provisions of this section apply to all residential and IC&I Premises generating waste that is unacceptable for Authority Collection or exceeds allowable limits of Authority Collection or which for any other reason is not placed for Authority Collection by the Owner or Occupant, and is managed either by the Owner or Occupant or by another person or corporation for or on behalf of the Owner or the Occupant.

#### 7.1 Solid Waste Removal

The Property Owner or Occupant of premises shall promptly remove and Dispose of all Solid Waste not collected by Authority Collection.

#### 7.2 Solid Waste Storage

7.2.1 The Owner of any premises housing a Storage Facility, or the Owner or user thereof shall each ensure that such Storage Facility is:

7.2.1.1 weather-tight and animal-proof with the lid or door maintained in a closed position except during loading and unloading;

7.2.1.2 capable of accommodating the quantities of Source-Separated Solid Waste

generated between collections at that location;

7.2.1.3 designed and constructed such that Solid Waste remains in a source-separated condition;

7.2.1.4 emptied and cleaned regularly;

7.2.1.5 maintained in good repair and in a clean and tidy condition at all times, both inside and outside, including the immediate surroundings; and

7.2.1.6 clearly labelled with signage for source-separated waste streams.

7.3 No person shall place Solid Waste in any Storage Facility without permission of the Owner of the premises or the Owner or renter of the Storage Facility.

7.4 All Storage facilities are subject to inspection per this By-law.

7.5 The Owner of the premises or the Owner or renter or user of any Storage Facility shall each ensure that all Solid Waste placed in such Storage Facility is source-separated and packaged in accordance with this By-law and any issued Directive.

7.6 Any person collecting, transporting or hauling Solid Waste or any Storage Facility shall ensure that all Solid Waste contained within such vehicle or Storage Facility is delivered to the Waste-Resource Management Centre in a source-separated condition and deposited at the Waste-Resource Management Centre in the designated locations for each type of Source-Separated Solid Waste.

7.7 It is an offence to haul Unsorted Solid Waste to the Waste-Resource Management Centre for Disposal or to fail to deposit each type of Source-Separated Solid Waste in designated locations at the Waste-Resource Management Centre.

## **8 Waste-Resource Management Centres**

8.1 The Municipality delegates its authority as enabled under section 60 *MGA* to the Authority relative to the operation of Waste-Resource Management Centres and related tip fees as depicted in Schedules 1(a) and 1(b) of this By-law, as may be amended from time to time, by the Authority.

8.2 The Authority may recommend Directives to be adopted by the Municipality respecting the efficient, safe and environmentally-sound operation of Waste-Resource Management Centres in the Region and it shall be an offence to fail to comply with any such Directive.

### **8.3 Inspection and Enforcement**

All loads entering the Waste-Resource Management Centre are subject to inspection and enforcement by the General Manager or designate. The General Manager or designate may issue warnings, charge increased tipping fees, impose administrative

fees or revoke privileges of site users for non-compliance with this By-law or any issued Directive.

8.4 No person shall remove Solid Waste from a Waste-Resource Management Centre except as authorized by the General Manager or designate.

8.5 The operator of every commercial collection vehicle entering the Waste-Resource Management Centre site shall produce, upon request of the General Manager or designate, a manifest comprising a customer list whose Solid Waste is on board the vehicle.

## 9 Offence Enforcement and Penalties

9.1 No person shall contravene or fail to comply with any provision of this By-law.

9.2 This By-law may be enforced, at the discretion of the Municipality, by any peace officer or By-law Enforcement Officer, in accordance with the procedures set out in the *Municipal Government Act* or by means of a Summary Offence Ticket per the *Municipal Government Act* or *Summary Proceedings Act*.

9.3 The *Summary Proceedings Act*, where applicable, shall apply to proceedings under this By-law.

9.4 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:

9.4.1 Section 4.8 (failing to close the lid or door of Storage)

9.4.2 Section 4.9 (unauthorized placing of waste for curbside collection)

9.4.3 Section 6.1 (improper collection container placement)

9.4.4 Section 6.2 (improper set-out time)

9.4.5 Section 6.8.1 (interfering with Solid Waste set out for collection)

a. for the first offence to a penalty of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00) or imprisonment for a period of not more than fourteen (14) days or both;

b. for the second offence to a penalty of not less than two hundred dollars (\$200.00) and not more than seven hundred and fifty (\$750.00) or imprisonment for a period of not more than thirty (30) days or both;

c. for the third offence to a penalty of not less than four hundred dollars (\$400.00) and not more than one thousand dollars (\$1,000.00) or imprisonment for a period of not more than sixty (60) days or both.

9.5 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:

- 9.5.1 Section 3.4 (failure to comply with a Directive)
- 9.5.2 Section 3.9 (failure to obey a Warning or other written notice)
- 9.5.3 Section 4.1 (illegal dumping)
- 9.5.4 Section 4.2 (illegal disposal at licensed facility)
- 9.5.5 Section 4.3 (illegal burning)
- 9.5.6 Section 4.4 (disposing of banned Solid Waste)
- 9.5.7 Section 4.5 (removing or exporting Residual Waste or Unsorted Solid Waste)
- 9.5.8 Section 4.7 (accumulating of Solid Waste)
- 9.5.9 Section 5.2 (failure to source-separate solid waste)
- 9.5.10 Section 5.3 (failure to provide for source-separation of Public Waste or label containers)
- 9.5.11 Section 6.3 (failure to remove uncollected containers or waste from roadside)
- 9.5.12 Section 6.6.1 (failure to fulfill Owner Property Owner's responsibilities)
- 9.5.13 Section 6.6.2 (failure to fulfill Occupant's responsibilities)
- 9.5.14 Section 6.8.2 (illegally collecting Solid Waste set out for Authority Collection)
- 9.5.15 Section 6.8.3 (illegally removing Collection Containers)
- 9.5.16 Section 7.1 (failure to promptly remove Solid Waste from premises)
- 9.5.17 Section 7.2 (failure to provide proper waste Storage for non-Authority Collection)
- 9.5.18 Section 7.3 (unauthorized use of Solid Waste Storage)
- 9.5.19 Section 7.5 (Owner's or renters of Storage Facility failure to ensure Solid Waste in Storage Facility is source separated and packaged)
- 9.5.20 Section 7.6 (hauler's failure to keep hauled Solid Waste source separated and packaged)
- 9.5.21 Section 7.7 (hauling Unsorted Solid Waste or failure to deposit Solid Waste in designated locations at Management Centre)
- 9.5.22 Section 8.5 (hauler's failure to provide a manifest)
  - a. for the first offence to a penalty of not less than five hundred dollars (\$500) and not more than five thousand dollars (\$5,000) or imprisonment for a period of not more than thirty (30) days or both;
  - b. for the second offence to a penalty of not less than one thousand dollars (\$1,000) and not more than seven thousand dollars (\$7,000) or imprisonment for a period of not more than forty-five (45) days or both;
  - c. for the third offence to a penalty of not less than two thousand dollars (\$2,000) and not more than ten thousand dollars (\$10,000) or imprisonment for a period of not more than sixty (60) days or both.

9.6 Any person who violates any other provision of this By-law is guilty of a summary offense

and liable to a fine of not less than two hundred and fifty dollars (\$250) and not more than five thousand dollars (\$5,000) or to imprisonment for a period of not more than thirty (30) days or both.

- 9.7 In any prosecution for an offence under this By-law, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for the offence, unless the accused establishes that the offence was committed without the knowledge or consent of the accused.
- 9.8 Where a corporation commits an offence under this By-law, any officer or director of the corporation who directed, authorized, assented to, acquiesced in or participated in the violation of this By-law is guilty of the offence and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted.
- 9.9 In lieu of prosecution under this By-law, the General Manager or his delegate may, in his sole and absolute discretion, issue to any person he believes upon reasonable grounds has committed an offence under this By-law a Notice of Violation (By-law Ticket), which Notice shall require the person to whom it is directed to pay to the Authority within fourteen (14) days of the issuance of the Notice the sum of one hundred and twenty-five dollars (\$125) for offences listed in section 9.4 and one hundred and seventy five dollars (\$175) for offences listed in section 9.5; and one hundred and twenty-five dollars (\$125) for offences covered by section 9.6. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this By-law requires the General Manager or designate to issue a Notice of Violation before initiating a prosecution.
- 9.10 Every day during which an offence pursuant to section 9.4, 9.5, or 9.6 continues is a separate offence.
- 9.11 Proof that Solid Waste that is Disposed of anywhere in contravention of this By-law originated from a particular person, from a residence of a particular person, from a particular premises or from a particular vehicle shall be evidence that the person, the Owner, or the current Occupant of said premises or the Owner of the vehicle so Disposed of it in the absence of evidence to the contrary.

When a person is identified as owner of Solid Waste deposited or dumped on a premises in violation of this By-law, the owner, on request of the By-law Enforcement Officer shall, within 48 hours of the request, supply the name and address of the person(s) responsible for the dumping. An owner of Solid Waste deposited or dumped on a premises in violation of this By-law who fails, to supply the requested information shall be guilty of an offense under this By-law.



**For By-Law information contact the Municipal Clerk**  
Tel: (902) 678-6141 Fax: (902) 678-9279 E-mail: [municipalclerk@countyofkings.ca](mailto:municipalclerk@countyofkings.ca)

**Schedule "A" DIRECTIVES**

**SOLID WASTE-RESOURCE BY-LAW DIRECTIVES**

**Pursuant to the  
Solid Waste-Resource By-law**

**Enabled by section 3.4 of the By-law**

***Approved by Council:***

**Solid Waste-Resource  
By-law Directives**

**Enabled by  
Solid Waste-Resource By-law**

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## Introduction

The Solid Waste-Resource By-law (By-law) authorizes the Authority to apply and enforce Directives for the effective and efficient management of Solid Waste within the jurisdictions of the municipal unit parties to the *Valley Region Solid Waste-Resource Management Intermunicipal Services Agreement* or *IMSA* (i.e. the Municipality of the County of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville (collectively, the parties), or any other municipality who enters the IMSA to contract or designate the Authority to enforce their Solid Waste By-law and Directives.

These Directives are a Schedule to the By-law, forming part of the By-law that is in force and effect.

Section 2.4 of the By-law reads as follows:

- 2.4 Directives to supplement and assist with the administration and enforcement of this By-law may be adopted and included as a Schedule hereto, and shall form part of this By-law and shall be subject to the penalty provisions herein.

The Directives in this Schedule have been recommended by the Authority pursuant to section 3.4 of the By-law and adopted by the Municipality and may be amended from time to time.

## 1.0 Banned Materials

### Materials Banned from Disposal

Section 4.4 Solid Waste Resource By-law names two classes of materials that are banned from disposal in landfill: 1.1 materials banned by Provincial Regulation; and 1.2 materials banned by the Authority. Banned items may be managed as Recyclables, Compostable Organics, Household Hazardous Waste, Hazardous Waste, tires, electronics, or by other means appropriate to the material. Disposal bans are in effect at Authority facilities for the materials listed below.

***Materials on the list that are accepted at the Waste-Resource Management Centres must be delivered separated from other garbage. Questions about how to handle specific items should be directed to the Authority at 902-679-1325 or toll free at 1-877-927-8300.***

1.1 Materials banned from landfill disposal by the provincial Solid Waste-Resource Management Regulations and accepted at the Solid Waste-Resource Management Centres:

- Beverage containers
- Corrugated cardboard
- Newsprint
- Steel/tin food containers
- Glass food containers
- Low Density Polyethylene (LDPE #4) bags and packaging including industrial/commercial/institutional stretch wrap (pallet wrap)

- High Density Polyethylene (HDPE #2) non-hazardous containers and packaging such as food containers, detergent containers, shampoo containers, jugs, pails and lids, windshield washer containers, non-hazardous cleaner containers, etc.
- Compostable organic material (food waste, yard waste, Soiled and Non-Recyclable Paper)
- Lead-acid automotive batteries
- Waste paint & their containers
- Ethylene glycol (automotive antifreeze)
- Used glycol
- Glycol containers
- Used oil
- Used oil filters
- Oil containers
- Electronic products specified by the Province

In the event of conflict with the above itemized list and the current policy of Nova Scotia Environment [NSE], NSE governs. Refer to Schedule "B" — Designated Materials Banned from Destruction or Disposal in Landfills and Incinerators in the Nova Scotia Solid Waste-Resource Management Regulations.

1.2 Materials banned from landfill disposal by the Authority and accepted at the Waste-Resource Management Centres:

- Polycoat or gable top cartons (milk, juice, soy, rice, etc.) and aseptic cartons (Tetra Pak®)
- All non-hazardous plastic bottles and containers Glossy paper, office paper, and other recyclable and compostable paper products
- Boxboard
- Household Hazardous Waste (HHW)
- Propane tanks
- Expanded polystyrene foam (beaded Styrofoam®)

1.3 Materials banned federally, provincially, or by the Authority and not accepted at the Waste-Resource Management Centres:

- Industrial, Commercial, Institutional Hazardous Waste
- Liquid Waste, or Solid Waste saturated to a fluid consistency, which is not part of the HHW program
- Highly combustible or explosive materials, such as celluloid cuttings, motion picture film, gasoline or solvent soaked rags or other combustible residues, ammunition, dynamite, or other similar material
- Medical material that is considered pathogenic or biomedical including anatomical waste, saturated blood-soaked dressings, infected material, and hypodermic needles from physicians, surgeons, dentists or veterinarians
- Whole carcasses of any animal or parts thereof that may create hazards or nuisance except as authorized by the General Manager or designate, except for the bodies of companion animals delivered to the Waste-Resource Management Centre by a municipal animal control officer
- Waste listed or characterized as hazardous by federal or provincial law

- Large pieces of sheet iron, scrap metal or machine parts, automobile bodies and fuel tanks
- Septic tank pumpings, raw sewage or industrial sludge
- Radioactive materials
- Soil and rock, and tree branches and stumps exceeding 15 cm (6 in) in diameter, unless approved by the General Manager or designate
- Manure, kennel waste, excreta, fish processing waste
- Asbestos
- Fuel tanks exceeding 2250 litre (500 gal) capacity
- Hot ashes or cinders
- Used Tires (rim size 24.5 inches or less)
- Specified Risk Materials (SRM) - the skull, brain, trigeminal ganglia, eyes, palatine tonsils, spinal cord and dorsal root ganglia (DRG) of cattle aged 30 months or older, as well as the distal ileum of cattle of all ages. In cattle infected with Bovine Spongiform Encephalopathy (BSE), these tissues contain the BSE agent and may transmit the disease

## 2.0 Source-Separation

To facilitate recycling and composting of banned materials, all persons in the Valley Region are required to source-separate the waste they generate at permanent, seasonal or temporary Residential Premises, at Industrial, Commercial, and Institutional premises, in public places, and at events held in public places, commercial premises, and other public event venues. Waste must be separated into the following categories: Compostable Organics, Recyclables, Residual Waste, Hazardous Waste, tires, and electronics. The items that compose each of these categories are listed below. For up-to-date sorting information, including proper preparation, see current the Authority sorting lists in the annual calendar on the Authority website ([www.vwrm.com](http://www.vwrm.com)), a free Recycle Coach app, or call the Authority office at 1-902-679-1325 or toll free at 1-877-927-8300.

### 2.1 Organics/Compostable Organics

- Food Waste including fruits and vegetables and peelings, table scraps, meat, poultry and fish, bones, shellfish (including shells), dairy products, egg shells, cheese, cooking oil, grease and fat, bread, grain, rice and pasta, coffee grounds and filters, tea leaves and bags, and other similar items
- Leaf and Yard Waste including grass clippings, leaves, brush, twigs, house and garden plants, waste potting soil, sawdust, and wood shavings
- soiled Boxboard with all plastics, foil and metal fasteners removed (unless soiled with HHW, paint, petroleum products, etc.) including cereal, shoe, tissue, cracker, cookie, baking product and frozen food boxes (not coated with plastic), paper towel and toilet paper rolls, soiled pizza boxes and waxed corrugated cardboard
- Soiled and Non-Recyclable Paper products (unless soiled with petroleum products)
- branches and prunings tied in bundles no longer than four (4) feet
- Christmas trees with decorations and stands removed; and
- Other materials of plant or animal origin, including cat litter (optional), except for whole companion animal or livestock carcasses or parts thereof and Specified Risk Materials (see section 1.0).

## 2.2 Recyclables

### Recyclable Paper

- phone books
- paper egg cartons and other molded paper products
- newspaper
- file folders
- office paper including shredded paper (bond paper, computer paper, envelopes)
- paperback books
- cereal boxes and other Boxboard packaging
- flyers and magazines
- non-waxed corrugated cardboard

### Recyclable Containers

- milk and juice containers (no caps)
- beverage containers (soft drinks, beer, liquor may also be returned to an Enviro-Depot for refund)
- tin/steel food cans
- aluminum foil plates, trays and wrap
- glass bottles and jars (remove lids)
- clean and empty plastic bags
- all plastic bottles and containers
- stretch wrap (pallet wrap)

## 2.3 Household Hazardous Waste (HHW)

HHW to be delivered at no charge to the HHW Depot at one of the Waste-Resource Management Centres. In general, material with hazardous symbols on the packaging illustrated below shall be considered hazardous.



**Toxic**



**Corrosive**



**Flammable**



**Explosive**

Examples of Household Hazardous Waste include:

- batteries
- propane tanks
- fluorescent light bulbs
- paint, stain, finishes, sealers
- motor oil
- household cleaners
- pool chemicals
- pesticides
- needles and lancets

## 2.4 Residual Waste

Examples of Residual Waste include:

- chip bags and candy wrappers
- toothpaste tubes, tooth brushes and floss
- disposable drink cups
- diapers
- toys, clothing and footwear
- incandescent light bulbs, empty spray cans
- feminine hygiene products
- oil and antifreeze containers
- cat litter (optional)
- dog feces
- broken glass
- appliances not considered part of the electronics program
- furniture
- carpet
- Construction and Demolition (C&D) materials
- permitted medical Solid Waste\*
- and other items not listed as compostable or Recyclables or as Hazardous Waste

\* Permitted medical waste means medical waste that is not medical waste listed in section 1.3 of the Directives.

### 3.0 Authority Collection

The Authority provides a roadside waste collection program servicing all residential and IC&I Premises within the jurisdictions of the municipal unit parties to the *Solid Waste-Resource Management Intermunicipal Services Agreement*, i.e. the Municipality of the County of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville. Solid Waste is collected through the Authority Collection program provided it is source-separated and set out according to the By-law and these By-law Directives.

All Eligible Premises are subject to the same source-separation requirements, set-out limits, and Collection Container requirements. It is the responsibility of the Owner or Occupant to provide for collection and disposal of materials which are not eligible for Authority Collection or which exceed the allowable limits.

#### 3.1 Eligible Premises

The basic unit of Authority Collection is a property, or Eligible Premises. To be deemed an Eligible Premises, a premises must be in compliance with applicable municipal zoning and development requirements, and property taxes levied to date must be paid. In the case of federal lands for which property taxes are not paid, premises may be deemed Eligible Premises if an agreement is in effect to provide waste management services on those lands.

Residential Premises eligible for Authority Collection include self-contained long-term living accommodations containing kitchen facilities in which the Occupant(s) sleep, cook, and eat meals. Each such unit is one Eligible Premises.

Industrial Commercial and Institutional (IC&I) Eligible Premises may include a variety of industrial, commercial or institutional enterprises or organizations including home occupation businesses. An IC&I serviced unit must:

- conform to municipal zoning by-law requirements;
- comprise the entire building, or form a separate business unit within a building containing two or more separate units;
- be an operating business generating waste through activities of that business; and
- be assessed as commercial, resource farm, or another designation excepting residential, or resource forest.

The Owner or Occupant of any Eligible Premises generating waste in excess of the standard collection limits must make arrangements, either through private service providers or using their own resources, to remove and Dispose of their waste materials in compliance with the By-law.

Examples of residential and IC&I Eligible Premises include:

- single detached residential dwellings including mobile homes
- each individual unit in a duplex or semi-detached residential dwelling (under-and-over and side-by-side)
- each individual unit in a Multi-Unit Residential Building (e.g. apartments and condominiums) or in a multi-unit ICI building or in a multi-unit mixed use building
- each individual unit in a row house or townhouse dwelling
- an individual unit in an industrial, commercial or institutional building as defined above
- seasonal residential dwellings (e.g. a cottage)
- church halls, community halls, fire halls, service club halls, and other similar public buildings
- residential dwellings and IC&I Premises on private roads providing that properly sorted and contained waste materials shall be deposited in a drop-off depot designated by Authority for the purpose, or, in the absence of a drop-off depot, placed at the nearest intersection with a public road at the set-out times specified in section 5.2 of the By-law
- public wharves: a wharf is one Eligible Premises
- cemeteries: a cemetery is one Eligible Premises
- seasonal agricultural worker accommodations where Occupants eat, sleep and prepare their meals

### 3.2 Green Carts and Mini-bins

#### 3.2.1 Cart Distribution

The Authority provides aerated Organics Collection Carts (Green Carts) and kitchen Mini-bins for each Eligible Premises. Green Carts and Mini-bins are assigned to a given Eligible Premises and remain the property of the Authority. In all cases, the Authority supplies the Green Cart and Mini-bin only for the Storage and collection of Compostable Organics from the premises. Green Carts and Mini-bins are assigned as detailed below:

- a single detached permanent, residential dwelling including a mobile home, individual row house, and individual unit in a semi-detached dwelling - one Green Cart and one Mini-bin will be assigned automatically to the property;

- each single Industrial, Commercial, or Institutional premises - one Green Cart and Mini-bin will be supplied;
- a Multi-Unit Residential Building or condominium building - a sufficient number of Green Carts will be assigned to provide Storage for the amount of Organics generated between collections by all the building's units combined -usually that means one Green Cart for every four units;  
A Mini-bin will be provided to each individual apartment unit;
- duplexes (side by side or over and under) - one Green Cart will be assigned to each unit;
- seasonal homes on private roads - one Mini-bin will be provided to each unit; a Green Cart will only be provided if there is no seasonal waste drop-off depot in the area and the resident places the Green Cart at a public road for collection; and
- church halls, community halls, fire halls, service club halls and other similar buildings - one Green Cart and one Mini-bin will be provided on request to each unit

### 3.2.2 Green Cart Ownership

Green Carts and Mini-bins are and remain the property of the Valley Region Solid Waste-Resource Management Authority. The Green Cart and Mini-bin are registered to the residential or IC&I property, and are assigned to the property. When a property is sold, the Green Cart and Mini-bin shall remain on the property.

### 3.2.3 Green Cart Exchange

The Authority may from time to time offer more than one size Green Cart to accommodate the varying needs of residents. The standard Green Cart size has a nominal volume of 240 liters. When other Green Cart sizes are available, the current one may be exchanged for one of more suitable size. There is no service fee for this exchange. Green Carts will not be exchanged due to uncleanliness or design preference.

### 3.2.4 Lost, Stolen or Damaged Green Carts or Mini-bins

If a Green Cart is lost, stolen or damaged, except through normal use, it is the Property Owner's responsibility, subject to the General Manager's discretion, to pay the Authority the replacement cost. If damaged or stolen due to negligence of the collection contractor, it will be the contractor's responsibility to purchase a new Green Cart.

The Authority will replace Green Carts rendered unusable through normal use at no cost.

It is the Property Owner's responsibility to replace lost or broken Mini-bins, except that when a property is sold, the Authority will replace missing or destroyed Mini-bins free of charge at the Owner's request.

### 3.2.5 Sale of Property

Green Carts are the property of the Authority. Upon the sale of a property, the Green Cart shall remain with the property. The new Owner is responsible for making new Green Cart arrangements with the Authority if necessary.

### 3.3 Non-Collectable Materials

In addition to all materials detailed in **Section 1.0 Banned Materials**, subsection iii, the Authority will not collect the following materials curbside through the Authority Collection program:

- Solid Waste produced outside the jurisdictions administered by the Authority
- any materials not meeting collection requirements
- items banned by the province from landfill disposal, as per Schedule B of Solid Waste-Resource Regulations; e.g. electronics
- large windows or large glass doors
- items covered under the Authority's Household Hazardous Waste program

### 3.4 Collection Containers

Waste shall be set out for Authority Collection in the containers and quantities set out below.

Collection Containers must be designed to allow for safe and efficient collection. Collection Containers that do not allow the collector to remove waste in an ergonomically-acceptable manner may be rejected roadside provided the collector affixes a rejection sticker explaining the reason.

#### 3.4.1 Acceptable Collection Containers for Authority Collection

Acceptable Collection Containers for Recyclable Materials shall be:

- Transparent blue plastic bags weighing no more than 15 kg (33 lb.) when full; no wider than 0.8 m (30 inches), and no longer than 1 m (39 inches) when flat
- Bundles of corrugated cardboard: flattened and securely tied or otherwise bound together, weighing no more than 15 kg (33 lb.) and measuring no more than 30 cm by 60 cm by 90 cm (1 foot by 2 feet by 3 feet)

Acceptable Collection Containers for Compostable Organics shall be:

- Organics Collection Carts as assigned to properties by the Authority weighing no more than 100 kg (220 lb.) when full
- Bundles of brush, no more than 60 cm (2 feet) in diameter, securely tied, and weighing no more than 15 kg (33 lb.) with no individual piece of material being more than 5 cm (2 inches) in diameter or longer than 1.2 m (4 feet)

Acceptable Collection Containers for Residual Waste shall be:

- Clear Transparent Plastic Bags:
  - a. Securely tied and watertight
  - b. No wider than 0.8 m (30 inches) , and no longer than 1 m (39 inches) when flat; and
  - c. Weighing no more than 15 kg (33 lb.) when full
- Each serviced unit may set out one (1) solid-coloured regular plastic garbage bag (e.g. black, green, brown, white, etc.) as a "privacy bag" each collection cycle, to contain private items such as permitted medical waste and other Residual Waste. A clear bag filled with smaller opaque bags is considered one solid-coloured "privacy bag". The privacy bag counts as one Residual Waste container and is

subject to inspection for proper source-separation like any other Residual Waste container.

- Broken glass shall be safely boxed or wrapped to prevent injury
- To prevent Litter created by pests, snow plows, etc., acceptable Residual Waste bags may be set out for collection inside water tight metal or plastic garbage cans which are:
  - a. constructed of durable metal, plastic or other impermeable material designed for containment of waste;
  - b. equipped with a tight fitting impermeable cover;
  - c. equipped with handles in good repair; and
  - d. as large as or larger in diameter at the top than at the bottom.

NOTE: The basic Collection Container unit remains the plastic bag (clear or solid-coloured) regardless whether the bag is set out on its own, in a garbage can, or in a Storage bin roadside.

#### 3.4.2 Allowable Number of Collection Containers

The number of Collection Containers allowed per serviced unit per collection is as follows:

1. A total of eight bags of Recyclables and Residual Waste combined;
  - a. Up to eight bags may be Recyclable Materials (in blue bags)
  - b. No more than four bags may be Residual Waste (in clear bags)
  - c. One clear bag may be replaced with a solid-coloured privacy bag – see section 3.4.1, Acceptable Collection Containers for Residual Waste, ii.
2. One Green Cart; except in the case of a Multi-Unit Residential Building where the number of Green Carts allowed shall be the number issued by the Authority to the building in accordance with section 3.2.1 of the Directives;
3. Two bundles of brush; and
4. Two bundles of corrugated cardboard

#### 3.5 Exemptions from Collection Rules

Occasionally, the Occupant(s) of a serviced unit may be unable to comply with Authority Collection rules, for medical or similar reasons. In such cases, after verifying the reasons for the inability to comply, and after confirming that the Occupants are aware of their responsibilities and are complying with the best of their ability, Authority staff may grant an exemption to the normal collection rules.

Staff shall maintain a list of civic addresses where exemptions have been granted and the reasons for the exemptions. The civic address list shall be provided to the Authority Collection Contractor to ensure that collection at exempted address is carried out consistent with the exemptions.

#### 3.6 Curbside Inspection of Solid Waste Setouts

##### Inspection Guidelines

Authority staff regularly inspect waste materials set out for collection as a means of assessing compliance with the By-law and the source-separation and waste container Directives.

- When the Inspector finds improperly sorted or packaged material set out for collection, the inspector may respond with educational tools including leaving the waste with an information sticker, and follow-up communication with the Occupant or Owner of the property.
- Repeated subsequent violations, depending on their severity, may result in a more serious penalty as set out in the By-law, such as a By-law Ticket or the suspension of the collection service.

### 3.7 Special Collections

#### 3.7.1 Spring and Fall Clean-up

Bulky Items such as furniture, stoves, mattresses, scrap metal, bed springs, barrels, water tanks, dishwashers, clothes, washers and dryers, pieces of fencing, refrigerators, freezers, air conditioners (with a "CFC refrigerant-free" sticker) and debris from home renovations are not collected roadside during regular Authority Collection days.

The Authority provides Special Collections for Bulky Items. The dates, schedules, and rules for these collections appear on the annual Authority calendar distributed through the jurisdiction of municipal partners and on the Authority website.

Rules for Spring and Fall Cleanup are as follows:

- cleanups are intended for large, bulky and excess Residual Waste only. Recyclable Materials and Compostable Organics will not be collected by the clean-up trucks.
- items may be set out for clean-up no earlier than the weekend before the scheduled collection day
- all items must be set out for collection in front of the property where they were generated
- a maximum of 20 items will be collected from each serviced unit
- an item means a single object, bag, container, or securely tied bundle
- a bundle shall measure no more than 120 cm (4 feet) in length
- bagged waste must be placed in clear bags
- corrugated cardboard Cartons are banned from landfill in Nova Scotia and collection crews will empty and leave them for the Owner or Occupant of the serviced unit to recycle
- no more than two of any one appliance type will be collected from any one serviced unit
- items shall weigh no more than 34 kg (75 lb.) each
- certain large items such as furniture and appliances may weigh up to 91 kg (200 lb.)
- items weighing more than 91 kg (200 lb.) will not be collected
- large windows and glass doors may not be collected because of the potential danger to the collection crew if the glass shatters when compacted in the collection truck
- items not collected are the responsibility of the Owner or Occupant and must be removed from roadside at the end of the collection day

### 3.7.2 Other Special Collections

The General Manager may schedule other Special Collections as approved by the Authority.

### 3.8 Collection Schedule

Regular roadside Authority Collection of Recyclable Materials, Compostable Organics, and Residual Waste occurs every second week. Details of collection routes are available in the annual Authority Calendar, online at [www.vwrm.com](http://www.vwrm.com), or by phone through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

Collection will start no earlier than 7:00 a.m. on any collection day, unless otherwise specified.

### 3.9 Holidays

There shall be no collection on the following designated holidays:

- New Year's Day
- Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

The General Manager will notify the public, in advance, of the designated alternate collection day for each Holiday, normally through the annual calendar. Information is also available online at [www.vwrm.com](http://www.vwrm.com) or through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

### 3.10 Storm Day Collection

If Authority Collection is cancelled because of a storm, the collection contractor will collect the route the following Monday. If that Monday is a holiday or already scheduled for collection, the General Manager will designate another day.

If the collection contractor begins the day's routes but is called off the road due to inclement weather before completing the routes, no alternate collection day will be scheduled. Collection stops missed due to the cancellation will be granted double collection limits for the next regularly scheduled collection day.

## 4.0 Hazardous Waste

The Authority Collection program is not designed to collect Hazardous Waste. Residents shall Dispose of Household Hazardous Waste through the Household Hazardous Waste (HHW) Depots operated by the Authority at the Eastern Management Centre or the Western Management Centre.

The Management Centres are not permitted by the Province to accept Hazardous Waste generated in the Industrial, Commercial and Institutional sector. It is the responsibility of the IC&I sector to ensure that their Hazardous Waste is Disposed of in accordance with provincial regulations.

## 5.0 Public Waste and Special Events

The By-law requires the generator to source-separate their waste. There is no exception for waste generated at a public event where Public Waste is generated, or a private event such as a wedding, family reunion or other such gathering at a home, or other public or private venue.

The By-law defines Public Waste as:

Public Waste means Solid Waste generated in or on premises where the public is or would normally be responsible for Disposing of waste including, without limitation, enclosed or exterior shopping centres, malls, food courts, quick-service or counter-service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and inside or outside public event venues;

It is challenging for businesses or special event managers to control the actions of the public or invited guests who use their facilities or attend their events. Public education and cooperation between the public, guests, the manager, staff, the waste hauler and the Authority key to successfully managing Public Waste. Similar guidelines apply also to operators of private events such as private parties, family events and the like.

Event organizers may contact the Authority for information and borrow sorting stations. It is the responsibility of event operators to Dispose of materials collected in borrowed sorting stations. The event organizer is also responsible for picking up, cleaning and returning borrowed sorting stations.

### Guidelines for Managing Public Waste

- in any staff-controlled area all waste shall be source-separated
- where waste is not under staff control, the business or event manager shall exercise due diligence to provide the public with conveniently located Source-Separation containers
- Labels and signage shall be posted indicating what materials should be placed in each container to help the public know where to correctly place their waste
- public washroom waste is considered Residual Waste and there is no requirement to sort it
- all waste delivered to Management Centres is subject to inspection and compliance measures
- The Authority staff are available to provide advice on setting up a Public Waste sorting system
- on request, the Authority lends sorting stations to event organizers

## 6.0 Management Centres

The Authority operates two Waste Management Centres, one at 100 Donald E. Hiltz Connector Road, in Kentville and one at 343 Elliot Road, south of Exit 19 off Highway 101 near the Village of Lawrencetown. The Management Centres are approved by the Minister of the Environment to accept Source-Separated Solid Waste from the general public and the IC&I sector. The various streams of Solid Waste are transferred off site to approved processing or disposal locations.

### 6.1 Hours of Public Operation

The Eastern Management Centre in Kentville is open to the public from 8:00 am to 4:00 pm from Monday to Friday inclusive and from 8:00 am to 12:00 noon on Saturdays. The Western Management Centre in Lawrencetown is open 8:00 am to 4:00 pm on Tuesday, Wednesday, and Friday and from 8:00 am to 12:00 pm on Saturdays.

### 6.2 Materials Not Acceptable as Residual Waste

See *Section 1.0 Banned Materials* for information on what can be delivered to the Waste-Resource Management Centres.

### 6.3 Waste Disposal Fee Structure

The following provisions apply to the waste disposal fee structure:

- The Authority shall stipulate the fees and charges for disposing materials at its waste management facilities. These fees shall be set from time to time by the Authority and displayed in a Fee Schedule (see attached sample in Schedule 1 (a));
- The applicable disposal fee shall be paid by the hauler who delivers the waste to the Waste-Resource Management Centre;
- Haulers or waste generators wishing to Dispose of materials requiring special handling or disposal techniques shall give the Authority 48 hours' notice requesting permission to deposit such special wastes, stating the properties, characteristics, origins and amounts of the waste. Authority staff shall advise the hauler whether the waste is acceptable and, if so, under what conditions; and
- No waste disposal fees shall apply to waste collected from Eligible Premises by the collection contractor(s) engaged by the Authority to undertake the Authority Collection program.

### 6.4 Haulage Vehicle Registration

- Commercial haulers using the Authority's Waste-Resource Management Centres may be required to comply with the registration requirements of the Authority including vehicle registration for such haulers.
- The following provisions may apply to vehicle registration for haulers using the Authority's Waste-Resource Management Centres:
  - a. Haulers using the Authority's waste management facilities shall pre-register identifying information and the tare weight of each vehicle as required by the Authority from time to time, and separately identify those vehicles to be used in contracted Authority Collection services operated on behalf of the Authority (if the hauler is also a commercial collection contractor);
  - b. Haulers who wish to be granted credit privileges with the Authority must register adequate information with the Authority. Each hauler will be assigned an account number and each vehicle may be assigned a unique identification number that shall be displayed on the left front of the vehicle in a location, size and format specified by the Manager; and
  - c. The driver of each registered vehicle must present the assigned account number to the scale operator upon entering the facility. The hauler in whose name the account is registered will be invoiced for materials delivered under that account.

## 6.5 Waste packaging and placement requirements

Waste materials may be brought to the Waste-Resource Management Centre either bagged, bundled or loose. For bagged materials, Recyclables must be in blue or clear bags, compostables in Green Carts or compostable bags for Organics, and Residual Waste in clear bags. In case of Recyclables or Residual Waste brought in cardboard boxes, the boxes must be emptied by the user.

All Solid Waste shall be placed in appropriate designated locations for each type of Source-Separated Solid waste. Failing to do so is an offence contrary to section 6.8 of the By-law.

## 6.6 Fee Payment

- Haulers who transport acceptable material to a facility operated by the Authority, either with his/her own vehicles, or through his/her contractors or agents shall pay tipping fee charges in cash, by credit card, or by current electronic payment technology available at the site or, if they have been granted credit privileges, upon invoice in accordance with sections a, b, and c below:
  - a. When both inbound and outbound scales are operating, the vehicle will be weighed upon entering the facility and shall be weighed again upon leaving. The hauler will pay the fee in accordance with the current fee structure prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges;
  - b. When only one scale is in operation and the tare weight of a vehicle transporting materials has been predetermined, payment in accordance with the fee structure is required upon being weighed prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges; and
  - c. When only one scale is in operation and the tare weight of a vehicle transporting materials for disposal has not been predetermined, the vehicle will be weighed upon entering the facility and again upon leaving. The hauler will then pay the tipping fee in accordance with the fee structure set from time to time by the Authority prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.
- Haulers who have been granted credit privileges are subject to the current Overdue Account Collection Policy.

## 6.7 Volume Based Tipping Fees

The General Manager shall set per cubic-meter rates payable by the haulers to be used when the weigh scales at the Waste-Resource Management Centres become inoperative. These shall be applied based on the capacity of the vehicle and the volume of the material in the vehicle as estimated by the scale operator, and shall be based on material weights displayed in Schedule 1(b) Volume-based Tipping Fee Calculation.

## 6.8 Inspection and Compliance Guidelines

Waste at the Waste-Resource Management Centres may be inspected to ensure compliance with the source-separation and waste packaging requirements established by provincial regulation, the By-law, and operational rules of the Waste-Resource Management Centres.

- Based on a visual inspection, random selection or other factors, Waste-Resource Management Centre staff may choose a load for thorough screening. Waste screening normally means removing bagged waste or individual items from a load for careful examination to assess compliance and to identify the waste generator(s).
- As provided in section 7.4 of the By-law, inspection staff have the authority to request the names of all customers whose waste is contained in commercial loads being inspected.
- Non-compliant materials located in a load are communicated to the hauler, customer or generator of the waste.
- Non-compliant materials located in a load may also result in any penalty detailed in the By-law, including without limitation, a Warning, a By-law Ticket, a double tipping fee, or rejection of the load and sending it back to the generator for corrective action before it can be accepted at the Waste-Resource Management Centre.

## 7.0 By-law Enforcement

### 7.1 Compliance Philosophy

Authority staff use a balance of education and enforcement strategies to improve compliance with municipal By-laws and provincial regulations. Providing information and assistance to citizens and businesses is the first step in achieving compliance, followed if necessary by progressive enforcement action such as written notice, Warnings, fines and charges laid by investigators to be dealt with according to law in Provincial or Supreme Court.

### 7.2 Enforcement Tools and Procedures

The graduated enforcement response has been developed to address cases of failure to comply with the requirements of the By-law and Directives.

The tools used by enforcement staff range from verbal communication, written notice with specific deadlines, Warnings, suspension of curbside waste collection, Notices of Violation providing for an administrative out-of-court settlement (By-law Tickets), Summary Offence Tickets (SOTs) and Long Form Information charges in Provincial Court.

The enforcement tools are chosen based on the type and severity of offence and are at the discretion of the enforcement staff and in accordance with the Offence Enforcement and Penalties provisions of this By-law.

### 7.3 Investigation

All complaints and information concerning alleged violations of the By-law received are prioritized and investigated as quickly as resources allow. As needed, during the investigation, enforcement staff will work closely with other Authority staff, municipal staff, Nova Scotia Environment Inspectors, and with the local police agencies.

The By-law Enforcement Officer shall be qualified as a Special Constable under the Nova Scotia Police Act, be a member of the Atlantic Bylaw Officers Association (ABOA) and shall participate in enforcement and compliance training opportunities.

**Schedule 1(a) – Fee Schedule**

Current April 1, 2020



Waste Category	Price Per Tonne	
	Authority Members	Non-members
Recyclables	\$97	\$129
Organics <ul style="list-style-type: none"> <li>• Food Waste</li> <li>• Brush, Grass Clippings, Pine Needles</li> <li>• Leaves</li> </ul>	\$97 \$97 No Charge	\$129 \$129
Garbage	\$121	\$161
Construction & Demolition Debris – Sorted <ul style="list-style-type: none"> <li>• Brick, block, concrete</li> <li>• Asphalt</li> <li>• Asphalt shingles</li> <li>• Drywall</li> </ul>	\$57	\$76
Construction & Demolition Debris – Mixed	\$121	\$161
Scrap Metals and White Goods One free appliance per day	\$57	\$76
Minimum Fee	\$5	\$10
Penalty Fee	\$242	\$322
Other Services		
CFC Removal from Refrigeration Units	\$20/unit	\$20/unit
Household Hazardous Waste	No Fee	No Fee
Contaminated Soil: Contact the Authority for disposal locations.	Dependent on disposal location	Dependent on disposal location
Other Special Wastes: Generator must give the Authority 48 hours' notice to make special arrangements.	To be arranged	To be arranged
Weighscale usage (loaded weight and tare weight)	\$10.00 per load	
Used wood pallets (for sale)	\$2.00 each	

**Hours of Operation:****Kentville: Mon – Fri 8am-4pm. Saturday 8am-12noon****Lawrencetown: Tues, Wed, Fri 8am – 4pm. Saturday 8 am-12 noon**

**Note 1:** The minimum fee applies to the following: 41kg and less for garbage, 50 kg and less for Organics, 50 kg and less for Recyclables or 90 kg and less for sorted construction & demolition debris and scrap metal.

**Note 2:** The term **Authority Members** applies to anyone bringing a load generated in the Municipality of the County of Kings, the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, and the First Nations communities of Annapolis Valley, Bear River, and Glooscap. Loads originating outside these areas are considered **non-members**.

**Schedule 1(b)**  
**Volume Based Tipping Fee Calculation**

It may be necessary at times to operate one or both of the Waste-Resource Management Centres with inoperable scales – for example, during an emergency such as a major power failure. In such a circumstance it would be impossible to charge tipping fees based on incoming weights. Volume-based fees are one option.

The following table details conversion factors that the scale operator can use to calculate fees based on the type and volume of the material on the delivery truck.

**Volume Based Weights**

<b>MSW</b>	<b>lb./cu yd.</b>	<b>kg/cu yd.</b>	<b>kg/cu m</b>
Non-compacted	225	102	134
Compacted	750	341	446
<b>C&amp;D</b>			
Loose Mixed	560	255	333
Wood	169	77	100
Roofing	731	332	434
Concrete	860	391	511
<b>Organics</b>			
Food Waste	1,070	486	635
Leaves	225	102	134
Brush	300	136	178
Grass	400	182	238
<b>Recyclables</b>			
Paper Mixed Loose	875	398	520
Containers Mixed Loose	35	16	21

**Information from various sources including**

National Recycling Coalition Measurement Standards and Reporting Guidelines; EPA; FEECO; CIWMB 2006

**Conversions:** 1 kg = 2.2 lb.; 1 cu yd. = .765 cu meter

<b>By-law Adoption</b>						
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister	Date of Repeal

<b>By-law Amendments</b>						
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister	Date of Repeal



# Municipality of the County of Kings

## Request for Decision

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**TO** Council

**PREPARED BY** Scott Conrod, CAO

**MEETING DATE** October 6, 2020

**SUBJECT** Doctor Retention and Recruitment

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### **ORIGIN**

- [December 3, 2019 Council](#) - Correspondence from MLA Keith Irving

### **RECOMMENDATION**

That Municipal Council provide \$10,000 of financial support to the Annapolis Valley Chamber of Commerce from the COVID-19 Reserve GL#61-4-460-270 to be used towards funding requirements of the "Medical Resident Retention Program for the Annapolis Valley" as appended to the October 6, 2020 Request for Decision.

### **INTENT**

To provide Council with information regarding the financial request from MLA Irving and the Annapolis Valley Chamber of Commerce (AVCC) relative to Physician Recruitment.

### **DISCUSSION**

The Annapolis Valley Collaborative Committee for Doctor Retention and Recruitment was formed in August 2019 with the goal of increasing physician retention and attraction in the Annapolis Valley. The committee is operating under the auspices of the Annapolis Valley Chamber of Commerce (the Committee).

The Committee identified a role for the local community in supporting the recruitment efforts of the Nova Scotia Health Authority (NSHA). By hiring a project Coordinator (now referred to as Navigator), the Committee aims to support the work of the NSHA Recruiter for this region and create greater bonds with the ten medical residents who spend two years in the Annapolis Valley. The Committee further intends to create a toolkit of resources including videos, a database of accommodations, etc., that NSHA recruiters can use to promote the region.

This Committee first came to the attention of Council in December 2019 via a letter from Kings South MLA Keith Irving. This letter describes the committee, its goals and progress, and makes a request for a donation of staff time from the Municipality. Response to this request has been delayed due to the emergence of the COVID-19 pandemic and the Committee's confirmation of funding sources.

Since the letter from MLA Irving, the Committee applied for and was awarded a grant from the Provincial Culture Innovation Fund. In August 2020, a part time person was hired for the Navigator position. Since filling this position, the Committee has determined that the workload warrants full time hours if funds can be obtained.



# Municipality of the County of Kings

## Request for Decision

### **FINANCIAL IMPLICATIONS**

The following table outlines the proposed expenditures (all consistent) and with options/impacts related to three Municipal funding scenarios.

	Notes	Option A	Option B Recommended	Option C
<b>Expense:</b>				
Navigator		\$ 35,000	\$ 35,000	\$ 35,000
Volunteer attraction		3,000	3,000	3,000
Volunteer training		2,500	2,500	2,500
Survey		3,000	3,000	3,000
Video		10,000	10,000	10,000
Administrative overhead		1,600	1,600	1,600
Tool kit		5,000	5,000	5,000
		<b>60,100</b>	<b>60,100</b>	<b>60,100</b>
<b>Funding:</b>				
	1			
Rotary Club of New Minas		2,500	2,500	2,500
Rotary Club of Kentville		2,500	2,500	2,500
Western Kings Memorial Health Foundation		4,000	4,000	4,000
Town of Wolfville		4,000	4,000	4,000
Municipality of the County of Kings (pending)		14,000	10,000	7,500
Valley Regional Hospital Foundation		6,000	6,000	6,000
Regional Marketing & Admin support (VREN & AVCC)	2	5,000	5,000	5,000
Province of Nova Scotia: Cultural Innovation Fund		20,000	20,000	20,000
		<b>58,000</b>	<b>54,000</b>	<b>51,500</b>
Budget (deficit) / surplus	3	<b>\$ (2,100)</b>	<b>\$ (6,100)</b>	<b>\$ (8,600)</b>
<b>Notes:</b>				
1. Understood that all funding is confirmed with the exception of the Municipality				
2. Admin and marketing support, at least in part, are to be in-kind contributions				
3. AVCC representatives have indicated that the deficit would be eliminated by either a reduction in the employment hours or through fundraising (or combination thereof)				

For the reasons stated above, the project was not advanced under the Municipal Grants Policy. If the project had been advanced under Municipal Policy, it would have likely been considered under "Grants to Organizations" which has a \$7,500 cap (Option C). In the opinion of staff, the project could be considered COVID-19 related - thus the recommendation of funding at a \$10,000 level from the Municipal COVID-19 Reserve. The \$10,000 amount coincides with the original request.

Staff also suggest that if a future year amount is requested, the Committee be directed to the Municipal Grants Policy.

- \$10,000 be funded from COVID-19 Reserve GL# 61-4-460-270



# Municipality of the County of Kings

## Request for Decision

### **STRATEGIC PLAN ALIGNMENT**

<b>Check Applicable</b>	<b>Strategic Priority</b>	<b>Description</b>
✓	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
✓	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable	

### **ALTERNATIVES**

- Council may opt to provide a different amount of funding.
- Council may opt to not provide funding for this project.

### **IMPLEMENTATION**

- CAO prepare and have signed a letter of agreement prior to release of funds.
- Funds dispersed to the Annapolis Valley Chamber of Commerce.

### **ENGAGEMENT**

- The proposed project contains surveys and is to be overseen by a broad based community committee.

### **APPENDICES**

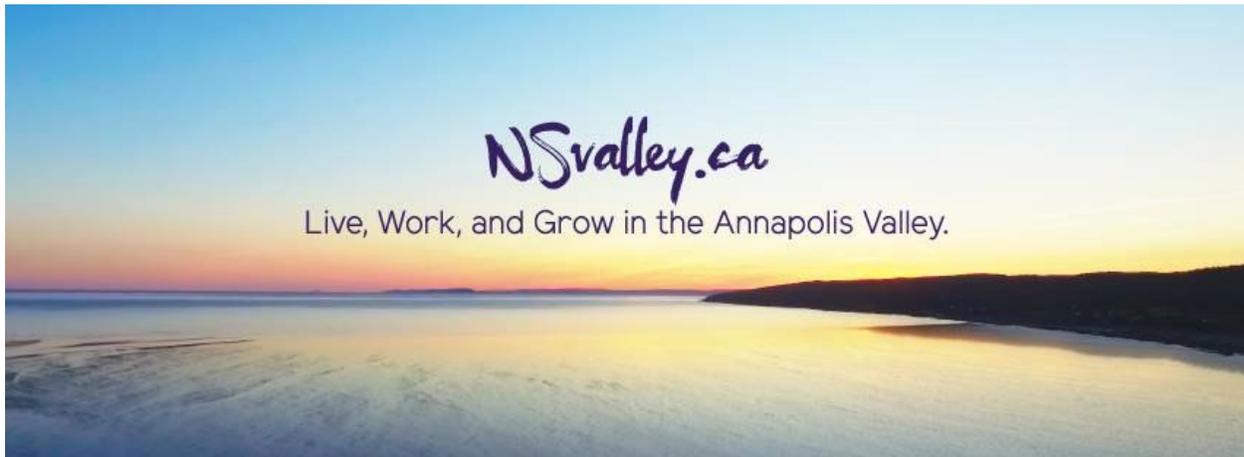
- Appendix A: Medical Resident Retention Program For The Annapolis Valley

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# “MEDICAL RESIDENT RETENTION PROGRAM FOR THE ANNAPOLIS VALLEY”



**HAVE IT ALL**



**Proposal Submission Date:**  
December 2, 2019

**Submitted by:**  
Annapolis Valley Chamber of Commerce  
& AVCC Young Business Leader  
As the  
Annapolis Valley Collaborative

**Submitted to:**  
Culture Innovation Fund  
Dept. of Communities, Culture & Heritage  
c/o Ian Mullan, Program Manager  
1741 Brunswick Street, 3<sup>rd</sup> Floor, PO Box 456  
Halifax, NS B3J 2R5

## WHAT WE WANT TO DO:

The objective of our proposal is to establish the Annapolis Valley as a welcoming community for medical residents. Based on recent successes in our community where we have been able to attract and retain new entrepreneurs and celebrate new Physicians, we have developed a program to retain more Medical Residents that spend 2 years in our region. **40% of Residents do not stay In the Annapolis Valley after completing their term!**

Our community is lacking a “Resident Retention Community Program”. The development and implementing of such a program would make us more welcoming to physicians and their families. This new program would also complement and support the work of the Medical Education Advisor [Annapolis Valley Site], Dalhousie Family Medicine Residency Program, and the Nova Scotia Health Authority doctor recruitment program.

Our program has immediate and long term outcomes! Current Residents in our region would be part of a “what do doctors want and need to stay?” fact finding process that would help us develop a database of videos and resources to be used throughout the region, or perhaps the province, to attract and retain Physicians.

We feel the way to approach promoting our community and making it more welcoming must be both “High Touch” and “High Tech”!

## THE PARTNERS:

Leadership in this proposal is headed by the Annapolis Valley Collaborative. We are a volunteer group of community stakeholders representing the following organizations:

- **Annapolis Valley Chamber of Commerce**
  - AVCC is a not-for-profit organization that provides member businesses with access to a variety of services such as group insurance, professional development and networking opportunities.
  - From advocating for business to managing the regional tourism market program, AVCC has the experience to ensure a thriving region
- **AVCC Young Business Leader Action Team**
  - Young Business Leaders committee was formed to help integrate young business leaders with established business professionals with the aim to create mentorship opportunities to enable these young leaders to be successful and remain in our region.
  - The “Valley Social Network” event has proven that networking and sharing amongst each other can have a huge impact on how we build and continue to develop our community.
- **The Town of Wolfville**
- **The Municipality of the County of Kings**
- **The Valley Regional Enterprise Network**



We are the experts to meet this need in our community because we have made the Annapolis Valley our home personally and for our businesses. We have access to a variety of community members and are well versed in the networking skills necessary to welcome and integrate new community members.

In addition to the above, the Valley Regional Enterprise Network, the only publicly funded organization dedicated to supporting the local economic development of seven municipalities and one First Nation in the Annapolis Valley region, has offered support and assistance and will provide marketing data and Physician focused Annapolis Valley branded market documents.

#### WHY IS THIS SO IMPORTANT?

Each year the Annapolis Valley hosts up to 10 Medical Residents. These physicians spend the first 2 years of their professional career in our region and not all decide to stay here. We believe that by establishing a strong connection they will see the benefit of choosing to stay.

We believe in government for the people, by the people! Just as it takes a village to raise a child, The Annapolis Valley Collaborative believes that it takes an entire community to ensure access to essential health care. We recognize the current efforts of Government and its many departments devoting resources to solving the issue of Physician shortages. We also recognize the importance of community engagement and wish to change the narrative in our region.

In August 2019, the Annapolis Valley Chamber of Commerce along with several independent business sponsors hosted a Welcome Event for 11 new Medical Specialists that settled in the Annapolis Valley over the past year. Over 200 community leaders, doctors and elected officials celebrated our community and welcomed the new members of our dynamic community. We received national exposure in the media. This allowed us to make new friends, learn from each other and make lifelong connections. Here is an example of the feedback we received from on Physician after the event:

I just wanted to send along a thank you and let you know that Jen and I really appreciated your efforts putting together last night's event.

I wasn't sure what to expect but left feeling more sure than ever that coming to 'The Valley' was a great choice.

I think last night was a great opportunity to meet some of the community members, but was also a great chance to see and get to know our colleagues outside of the workplace as well.

I'm sure Dion can tell you that the hospital environment is sometimes quite stressful and it's great to have a chance to interact with everyone outside of work!

Please send along thanks and kudos to the rest of the folks who were involved with organizing the event as well.

For the future, I hope you all continue these efforts for incoming folks and their families. An email greeting is always welcome but an old fashioned handshake and face to face meeting can never be beat!

All the best,  
Ken



The Annapolis Valley Chamber of Commerce identifies that our members, [small to large businesses in the Annapolis Valley], depend on healthy staff with access to Physicians in order to succeed and grow.

This program will help us retain valuable assets for our community: medical residents establishing family practices in the Annapolis Valley. Instead of being seen as a steppingstone on their career path, we want to be seen as the destination. We want to improve the retention rate of residents during their time with us by engaging with them and welcoming them to our community. We also want to provide them with the necessary information that will facilitate their transition to making the Annapolis Valley their home.

## HOW WILL WE DO IT?

### Reach out, learn and support!

Motivated by what we have learned from the success of the AVCC Young Business Leader's Social Network and various similar initiatives, we will build on the power of one-on-one connection in a series of promotional videos and marketing documents. These will be centered around the quality of life and opportunity for Physicians in the Annapolis Valley. The resulting "toolkit" can be used by Health Authority Medical Education Advisors and Dalhousie Family Medicine Residency Program Coordinators for years to come.

#### Phase 1 - Development

##### Project Coordinator & Volunteer Recruitment and Training

- Develop Job description and post opportunity
- Establish volunteer committee membership and terms of reference
- We will identify and recruit a team of volunteer mentors that will host and attend events, and provide one-on-one support. This approach will provide the medical residents with consistent access to people that suit their family and lifestyles preferences.

"Our culture is written in the lives of our people" [[www.novascotia.ca](http://www.novascotia.ca)]; the Annapolis Valley is home to a diverse community. Mi'kmaq, French Acadians, African Nova Scotians and many Immigrants from across the globe. By creating a formalized medical Resident retention program, we strive to offer connection to our current citizens from all backgrounds. The Annapolis Valley is known for its agricultural wealth. We are able to offer many different 'foodie' experiences, from farm to table dining to wine and cider making. We are fortunate to have such natural wonders as Cape Blomidon Provincial Park and Cape Split, the highest tides in the world to share with physicians and their families as they explore the region and consider what their quality of life could look like here.

We will attract volunteers that wish to foster and expand the values of the Annapolis Valley. Our volunteers will be assigned to a Resident based on personality and lifestyle and work to ensure the Resident and their family is made to feel a part of our community.

#### Phase 2 - Connection - High Touch



### **Resident Needs Assessment & Video Production**

- Organize 'meet and greet' events for residents to allow initial networking among residents and the local business community. These will then be followed up with individual conversations to ensure that activities are tailored to a resident and their family's unique interests.
- Recognizing that residents have a full schedule, we will collaborate with the professional development days already built into their schedule to provide networking opportunities.
- Develop a one-to-one mentorship program to improve our ability to support residents and their families: recruit mentors, provide training, create opportunities to build relationships. Connect Residents with Young leaders in our community.

The more we get to know the individual medical resident, the better we will be able to help them make connections that are right for them and their family. Retention is more likely to be successful when the individual and their family feels welcomed and integrated into a community that best suits their personal interests. This project spends the necessary upfront time establishing relationships with new residents to ensure that the activities organized are best suited to their interests. We want them to envision themselves living here, raising a family here, being an active community member. By including them in the conversation from the beginning, we are hoping to guarantee that their time spent with us is meaningful and effective. The 'connection' phase only furthers this end by offering exciting, enticing and welcoming events to help residents further envision themselves living here long term by fostering community connections and developing a sense of local belonging.

Physicians who completed a residency in the Annapolis Valley and stayed or completed a residency away and settled here are prime candidates to explain their reasoning and will be utilized to share their experiences which will carry the positive outcomes forward. They can share their personal and professional perspectives on establishing themselves as professionals, family members and citizens of the Annapolis Valley.

**The essence of this phase will be woven into a series of 1-3 minute videos that can be used for years to come to illustrate the vibrancy of our community to attract new Physicians!**

#### **Phase 3 - Tools for the future - High Tech Compile retention / recruitment tool kit**

- Compile data from survey and relationship development to create physician retention tools
- Deliver toolkit to Medical Education Advisor [Annapolis Valley Site], Dalhousie Family Medicine Residency Program, and the Nova Scotia Health Authority doctor recruitment program
- Plan next steps
- Continue Young Business Leader & Volunteer Mentor-to-Resident outreach and relationship development
- Monitor Resident retention

The Nova Scotia Health Authority [NSHA] has two recruiters responsible for the Western Region of Nova Scotia. The demands on these two local NSHA recruiters are significant: recruiters do not have the resources to



adequately help prospective and/or new physicians and their families. Creating a series of videos, regionally branded marketing documents, and tools that are Physician focused will lead their efforts to more positive outcomes!

### PUTTING IT ALL TOGETHER!

<b>Deliverables</b>	<b>Responsibility</b>	<b>Completion Date</b>
Issue Project Coordinator RFP	Annapolis Valley Collaborative	January 15, 2020
Select Project Manager	Annapolis Valley Collaborative	February 1, 2020
Establish Volunteer Action Team	Project Manager / AVCC YBL	February 28, 2020
Training and Activation	Project Manager / AVCC. YBL	March 15, 2020
Resident / Physician Survey, data collection	Project Manager/ Nova Insight	April 30, 2020
Video Production - Filming & events	Project Manager / AVCC YBL / Volunteers	June 30, 2020
Video Production / Toolkit Development	Project Manager / Valley REN	July 30, 2020
Report to Government	Annapolis Valley Collaborative	August 30, 2020

### WHAT WILL IT COST?

Our proposed Budget:

<b><u>COSTS</u></b>		
Project Coordinator [\$20/hr x 15 hours x 33 weeks]	\$9,900.00	Covered by donations
Community Volunteer Attraction / Community Awareness [Social Media & targeted recruitment]	\$3000.00	
Volunteer Training & Project Planning [Trainer/Facilitator & Meals]	\$2500.00	
Physician / Resident Survey	\$3000.00	Nova Insight
Video Development and Production [documenting Resident community experience] Filmed events	\$10,000.00	
Program Administration	\$1600.00	
Toolkit for Medical Education Advisor [Annapolis Valley Site], Dalhousie Family Medicine Residency Coordinators	\$5000.00	Partially In-Kind from Valley REN
<b>TOTAL:</b>	<b>\$35,000.00</b>	
<b><u>FUNDING</u></b>		
Cultural Innovation Fund	\$20,000.00	
Donations from Community [Service Clubs, Businesses & Partners]	\$10,000.00	
Regional Marketing & Admin Support	\$5000.00	Valley REN / AVCC
<b>TOTAL:</b>	<b>\$35,000</b>	





# Municipality of the County of Kings

## Request for Decision

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**TO** Council

**PREPARED BY** Scott Quinn, Director, EPW, Lands and Parks

**MEETING DATE** October 6, 2020

**SUBJECT** Driveway Culvert Policy

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### **ORIGIN**

- February 5, 2002 [Policy EPW-04-001 \*Breaking the Surface of a Street Policy\*](#) (BSP Policy) adopted
- July 3, 2018 [Policy ADMIN-01-015 \*Asset Management Policy\*](#) (AM Policy) adopted.
- December 17, 2019 [WSP presentation on Levels of Service](#)
- September 15, 2020 Special Council Motion directing the CAO to provide Council a report comparing driveway culverts

### **RECOMMENDATION**

That Council direct the Chief Administrative Officer to prepare a proposal for Fiscal Year 2021-22 budget deliberations to amend Policy EPW-04-001 *Breaking the Surface of a Street Policy* based on a new cost sharing model where the Municipality supplies necessary materials for replacing driveway culverts and the property owner is responsible for the installation.

### **INTENT**

For Council to review the “level of service” provided for driveway culverts under the current BSP Policy and consider potential alternatives to the current service level.

### **DISCUSSION**

The motion that Council adopted on September 15, 2020 reads in part:

*“...report back to Council on the extent of the issues and estimated costs and/or alternatives, with the goal of potentially eliminating disparity between DTIR roads and Municipal roads.”*

The motion speaks to a key element of any asset management system, and one that Council plays a critical role in, i.e. Levels of Service (LOS), which can be defined as “...specific parameters that describe the extent and quality of services that the municipality provides to users.”<sup>1</sup>

LOS Commitment is “The level of service the municipality aims to deliver to its customers.”<sup>2</sup> Council plays a key role in this through the by-laws and policies it adopts (e.g., BSP Policy) and its Annual Budgets.

LOS link an asset's performance to target performance goals, which can be broken down into the following categories:

- *Legal* - Legal or contractual requirements which set minimum standards that must be met by a service being provided.
  - Drinking water must meet legislative requirements
- *Community (Customer)* - how the service is perceived by the user, usually non-technical measures.
  - Giving priority to sidewalks near schools on busy roads
- *Asset (Technical)* - specific and measurable targets for meeting.
  - Surface condition assessments for “J-Class” roads<sup>3</sup>

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<sup>1</sup> “Definitions” Handout, AIMS Network, September 25, 2020

<sup>2</sup> Derived from “Level of Service” Spreadsheet, AIMS Network, circulated September 25, 2020

<sup>3</sup> Ibid



# Municipality of the County of Kings

## Request for Decision

Staff prepared this Request for Decision through the LOS lens consistent with the AM Policy.

### Regulatory Scan

The Municipality's current BSP Policy applies to 906 homes, 247 of which are located within subdivisions, like Fox Hill subdivision, that have both provincially and Municipality owned roads. It provides a "user pay" model, which makes the property owner wholly responsible for replacing their driveway culvert.

Municipalities are not required to provide driveway culverts under the *Municipal Government Act (MGA)*. Driveways and driveway culverts are not considered a part of the street infrastructure under Part XII (Streets and Highways) of the MGA. Council may by policy create regulations governing driveway culverts including installation standards and fees.

Staff contacted other municipal units about their policies. To date, the majority of the respondents have a cost sharing model for driveway culvert replacements. Some simply provide a new culvert to the property owner, who is then responsible for installation. Others will install the culvert and bill the property owner to cover some or all of the installation cost, usually with the property owner bearing the majority of the cost.

Staff also contacted the Nova Scotia Department of Transportation and Infrastructure Renewal (DTIR) to confirm their current practice. DTIR has installation standards for driveway culverts similar to those of the Municipality. DTIR will only replace an existing driveway culvert at its cost when the culvert is at the end of its expected life and blocking flow in the ditch. In other words, if water is flowing through it, they will not replace it.

### Staff Assessment

Staff believe that "*the goal of potentially eliminating disparity between DTIR roads and Municipal roads*" is not practical given DTIR's current overall LOS. The same maintenance concerns the Municipality has relating to the "J-Class" Road program apply to driveway culverts.

In this case, a driveway culvert would reach the equivalent of a "Damaged" condition rating under the Municipality's "J-Class" Road system before being considered for replacement. Even then, if water is flowing under the driveway it may not trigger a replacement based on the information noted above. It is not sustainable for the Municipality to adopt this approach from a liability (Legal LOS) and Technical LOS perspective due to increased risk of culvert failure during an intense rain event. Residents may react similarly to how they reacted to "J-Class" Road conditions, which would reduce Community LOS.

If DTIR's "like for like" replacement model was adopted, the replacement costs currently range from \$7,000 and \$10,000 per driveway or about \$6.34 million to \$9.06 million total based on 906 homes. The cost under a cost sharing model where the Municipality covers the cost of the culvert would be around \$2,000 per driveway or ~\$1.8 million. Neither of these options are funded under the current budget.

Year to date, staff are only aware of the one request noted in the September 15, 2020 Councillor report. Generally, the maximum inquiries regarding driveway culvert costs in a given year has been three. Having said that, there has not been any engagement with applicable residents to discuss this matter in any detail.

Arguably, another potential disparity, created by both the Municipality and DTIR, is the "aesthetic" differences in headwalls and adjoining ditches. Some property owners have integrated their culvert and headwall into their property's landscaping or have made other enhancements beyond the minimum installation requirements.

However, the only way to address this is for the Municipality and DTIR to adopt one universal standard culvert and headwall construction specification. Staff believe this would be received poorly by many



# Municipality of the County of Kings

## Request for Decision

property owners for aesthetic or financial capacity reasons. Also, soil and drainage conditions (Technical LOS consideration) may require location specific solutions.

### Conclusion

While it may not be practical to eliminate “*disparity between DTIR roads and Municipal roads*”, it is fair to revisit the LOS elements within the Municipality’s control. The LOS balance here is to ensure that driveway culverts are functioning properly to maintain flow within the ditches, particularly factoring in the affects of climate change. At the same time, the Municipality should limit its involvement with elements that are not critical to the performance of the culvert.

Staff recommend amending the BSP Policy to create a cost sharing model between the Municipality and property owners where the Municipality supplies the culvert and the property owner is responsible for the installation. It provides some relief to residents while allowing the property owner to customize the other aspects of the replacement at their expense. It is also easier to administer, and more predictable from a budgetary and administrative perspective.

### **FINANCIAL IMPLICATIONS**

- The recommended option would cost ~ \$1.8 million, which is not included in the 2020-21 Budget.
- For program start-up, Council could budget a portion of this amount each year with any unused funds put into a dedicated reserve account at the end of fiscal year.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Review of existing Policy, consistent with Good Governance Priority

### **ALTERNATIVES**

- Council may opt to leave existing policy as is.
- Council may opt to have the BSP Policy amended to include a different cost sharing model.
- Council may opt to have the BSP Policy amended to have the Municipality cover the entire cost of replacing a driveway culvert.

### **IMPLEMENTATION**

- Staff will develop proposed revisions to the BSP Policy.
- Proposed BSP Policy will be submitted to Committee of the Whole for deliberations.
- Proposed BSP Policy will be recommended by Committee of the Whole to Council for adoption.
- Upon adoption, staff will prepare a funding proposal to be submitted for budget deliberations.



# Municipality of the County of Kings

## Request for Decision

### **ENGAGEMENT**

- Not applicable. This RFD was prepared in response to a Councillor request presented at Municipal Council.

### **APPENDICES**

- None

### **APPROVALS**

Scott Conrod, Chief Administrative Officer

September 29, 2020



# Municipality of the County of Kings

## Request for Decision

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**TO** Council

**PREPARED BY** Katrina Roefs, CPA, CA, Financial Analyst

**MEETING DATE** October 6, 2020

**SUBJECT** Western Regional Housing Authority – Expense Approval

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### **ORIGIN**

- [July 7, 2020 Council](#) Tabling Motion
- June 11, 2020 Housing Nova Scotia Letter
- [Approved 2020/21 Municipality of Kings Operating Budget](#)
- [Approved 2019/20 Municipality of Kings Operating Budget](#)

### **RECOMMENDATION**

That Council approve the additional expense of \$35,823.09 above the budgeted amount for fiscal year 2019/2020 in relation to the Western Regional Housing Authority.

### **INTENT**

To provide supplementary information regarding the municipal contribution to the Western Regional Housing Authority for fiscal 2019/20 and 2020/21 for Council to consider approval of the additional expense.

### **DISCUSSION**

On June 11, 2020, Housing Nova Scotia sent a letter requesting payment of the Municipality of the County of Kings' share of the 2019/20 deficit for \$241,223 (Appendix A). This amount is \$35,823.09 in excess of budgeted amount and an increase from the historic amounts requested, which have ranged from \$190,454 - \$222,630 over the past five years.

Council passed a motion on July 7, 2020 to table the approval of the additional expense pending further explanation for the increase from Housing Nova Scotia.

Municipal staff have had ongoing correspondence with representatives from Housing NS and have received additional 2019/20 financial information related to the properties within the Municipalities jurisdiction. This information is included in appendix B to this report. The financial information includes a full breakdown by property.

The largest contributing factor to the increase relates to maintenance expenses, which had a 32.7% negative variance from budget for occupied units, and a 49.0% negative variance for unoccupied units. In total the variance to budget for the properties within the Municipality's jurisdiction totalled \$257,335.

During the year, Housing NS approved an incremental budget increase. This resulted in an increase to the maintenance budget by \$158,122 and therefore a reduction in the overall variance to \$99,213. However, this incremental budget was not communicated to the Municipality. Housing Nova Scotia informed staff that the incremental budget approval goes through Housing Nova Scotia and is then communicated to the Housing Authority Directors.

Staff also inquired regarding the maintenance cost variances, in particular how those compared to prior years. The response from Housing Nova Scotia was that maintenance and maintenance renovation costs have been budgeted consistently over the past three years.



# Municipality of the County of Kings

## Request for Decision

Municipal staff reviewed the information provided, and returned to Housing Nova Scotia with questions regarding the long-term strategy for the management of maintenance costs, i.e. an asset management program or a preventative maintenance program. Housing Nova Scotia commented that the long-term Capital Asset Management Program seeks first to ensure that the maximum useful life of the asset is realized. Operating cost savings are realized when and if possible, but a large factor in this is the overall age and condition of the public housing portfolio.

Staff also questioned the budget approval and accountability process of the organization. Housing Nova Scotia reported that all costs are managed to budget. Each Housing Authority Director is accountable for the results of their respective Housing Authority and there are approval processes in place for deviations from budget. In past years, the Municipality was unable to obtain budget information in advance of the preparation and approval of the Operating Budget. Also, a review of older housing agreements identified that there are no mechanisms in place where the Authority needs to provide budgets or accountability reports to the Municipality. Staff have communicated to Housing Nova Scotia that it is the Municipality's expectation and hope that for future budget years, information be shared with the Municipality in advance of the budget and that the Municipality will be able to improve its role as it relates to the budgeting process for Housing Nova Scotia.

Staff recommend that the Municipality pay the 2019/20 invoice now that additional information has been obtained, including a full summary of the year-end results and a full breakdown by property. A better understanding of the budgeting process and an understanding of the aging housing stock, which leads to increased maintenance costs, has also been obtained. Now that a relationship is in place, staff will work closely with Housing Nova Scotia so that the budgeted contributions align with the Housing Authority's operating plan.

### **FINANCIAL IMPLICATIONS**

- \$35,823.09 additional expense in GL 01-2-284-550 for fiscal 2019/20
- Potential additional expense in GL 01-2-284-550 for fiscal 2020/21 of up to \$75,567

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Core Program Enhancement	
✓	Not Applicable	Response to updated information

### **ALTERNATIVES**

- No alternatives presented

### **IMPLEMENTATION**

- Payment of 2019/20 share of housing deficit (\$241,223.09) from GL 01-2-284-550
- Monitoring of 2020/21 fiscal results
- Continued discussions with the Department of Municipal Affairs and Housing regarding improvements to the budgeting and communication process in relation to the Housing Authority





June 11, 2020

Scott Conrod  
Chief Administrative Officer  
Municipality of the County of Kings  
PO Box 100  
Kentville NS B4N 3W3

Lori Currie  
Chief Financial Officer  
PO Box 702 STN Central  
Halifax, N.S. B3J 2T3  
Email : [lori.currie@novascotia.ca](mailto:lori.currie@novascotia.ca)  
[www.housingns.ca](http://www.housingns.ca)

RE: 2019-20 Municipal Contribution - Western Regional Housing Authority

Dear Mr Conrod,

Housing Nova Scotia prides itself in providing safe, affordable homes to more than 17,600 Nova Scotians who live in one of our over 11,000 public housing units. Through our five regional housing authorities, we invest more than \$140 million each year to operate and maintain our public housing stock. Municipalities are key partners as they contribute to the delivery of the program by funding a percentage of the housing authorities' net operating losses, in accordance with joint operating agreements.

The **Municipality of the County of Kings'** share of the Public Housing net operating losses (NOL) for the fiscal year ending March 31, 2020, is \$241,223.09. This municipal contribution helps offset operating costs, which includes property taxes and major maintenance investments that are necessary to preserve and upgrade our public housing portfolio.

We would appreciate receiving your payment for \$241,223.09 at your earliest convenience. Please make the cheque payable to "Housing Nova Scotia" and send to the attention of Cindy McAlpine-MacKenzie, Financial Services Officer, at the above noted address to ensure that the payment is properly recorded.

In response to recent comments we have received from municipal units requesting greater insight into NOL share billings, we would like to take this opportunity to inform you of your municipal unit's projected NOL share billings for the fiscal year ending March 31, 2021.

We are projecting that your municipal unit's NOL share billing will be between the following range for the fiscal year ending March 31, 2021:

\$257,657 - \$284,067

Please note that while the projection is Housing Nova Scotia's best estimate of your municipal unit's share of NOL billings at this point in time, it is a projected range that is subject to change as the fiscal year unfolds.

Copy to: [accountspayable@countyofkings.ca](mailto:accountspayable@countyofkings.ca)



**Lori Currie**

**Chief Financial Officer**

PO Box 702 STN Central

Halifax, N.S. B3J 2T3

Email : [lori.currie@novascotia.ca](mailto:lori.currie@novascotia.ca)

[www.housingns.ca](http://www.housingns.ca)

We want to thank you for your important contribution to help meet the housing needs of your residents. Should you wish to receive more detailed information regarding your municipal unit's 2019-20 NOL share billing or 2020-21 projected NOL share billing, please contact John Campbell, Housing Director, Western Regional Housing Authority, 1-902-681-3179.

Sincerely,

A handwritten signature in blue ink that reads "Lori Currie".

Lori Currie, CPA, CMA  
Chief Financial Officer  
Housing Nova Scotia

**County of Kings  
Schedule of Revenue and Expenditures  
For the Year Ended March 31, 2020**

	County of Kings				Incremental	Adjusted
	Budget	Actual	\$ Variance	% Variance	Budget	\$ Variance
<b>Revenue:</b>						
Residential Revenue	\$ 1,889,214	\$ 1,853,948	\$ (35,266)	-1.9%		\$ (35,266)
<b>Expenditures:</b>						
Utilities	575,712	564,836	10,876	1.9%		10,876
Operating	224,743	215,050	9,693	4.3%		9,693
Maintenance	537,465	713,132	(175,667)	-32.7%	158,122	\$ (17,545)
Maintenance (Vacant Units)	247,912	369,403	(121,491)	-49.0%		\$ (121,491)
Capital Improvements	35,400	35,400	-	0.0%		
Modernization and Improvement	257,508	257,508	-	0.0%		
Administration	454,508	424,289	30,219	6.6%		30,219
Municipal Taxes	283,964	262,609	21,355	7.5%		21,355
Mortgage Amortization	1,130,459	1,130,459	0	0.0%		0
Depreciation	5,606	2,659	2,947	52.6%		2,947
	3,753,276	3,975,345	(222,069)			\$ (63,947)
<b>Net Operating Loss (NOL)</b>	<b>\$ 1,864,062</b>	<b>\$ 2,121,397</b>	<b>\$ (257,335)</b>			<b>\$ (99,213)</b>
<b>Allocation of NOL:</b>						
Province of NS	\$ 1,654,533	\$ 1,880,174				
Municipality	209,529	241,223				
	<u>\$ 1,864,062</u>	<u>\$ 2,121,397</u>				

Appendix B - 2019\_20 Financial Information - Housing Units Within Municipality of Kings

County of Kings  
 Schedule of Revenue and Expenditures  
 Fiscal Year-ending March 31, 2020

	Mee/Applecree /Belcher (530101x)	Lincoln St. (530102x)	Canning (530103x)	Highland View Manor (530201)	Garden View Manor II (530301x)	Garden View Manor I (530302x)	Glooscap Seniors (530601)	Twin Elms (530602x)	Pine Grove (530901)	Edgewood Hall (531001x)	Orchard View Manor (531301)	Rafuse Rd. (532101)	Lincoln St. (532102)	Cavelle Terrace (532103)	Mee Road (532401x)	Lincoln St. (532402)	
<b>Revenue:</b>																	
Residential Revenue	\$ 83,381	\$ 53,805	\$ 18,874	\$ 118,886	\$ 56,606	\$ 82,324	\$ 63,283	\$ 73,533	\$ 65,494	\$ 309,254	\$ 83,581	\$ 12,247	\$ 12,606	\$ 5,023	\$ 13,144	\$ 2,321	
<b>Expenditures:</b>																	
Utilities	28,108	20,923	8,391	30,700	15,506	25,378	23,477	19,588	17,932	79,012	20,304	3,627	4,464	2,891	12,086	917	
Other operating	4,586	4,045	1,975	10,920	8,644	10,177	11,754	12,789	9,151	28,275	11,765	514	509	1,965	608	127	
Maintenance	56,172	30,537	11,871	30,403	15,823	42,310	21,883	45,371	22,357	81,209	27,987	20,707	2,610	40,855	3,049	689	
Maintenance (Vacant Units)	55,931	29,195	17,819	42,677	2,362	4,663	19,537	24,887	6,411	38,079	7,656	1,705	944	2,350	38,614	236	
Capital Improvements	-	56,794	14,341	-	-	-	-	-	-	-	-	-	6,733	6,733	-	-	
Modernization and Improvement																	
Administration	23,637	18,910	7,091	26,001	11,819	17,728	17,728	17,728	17,728	65,003	17,728	4,727	4,727	2,364	4,727	1,182	
Municipal Taxes	23,800	16,104	8,224	6,564	6,677	9,336	10,812	9,445	9,740	29,143	8,444	6,728	5,691	3,387	5,586	1,386	
Mortgage Amortization	26,045	30,449	10,742	27,062	11,284	21,536	22,668	24,332	25,570	184,497	33,734	27,017	39,551	19,776	29,804	7,451	
Depreciation	148	119	44	163	74	111	111	111	111	407	111	30	30	15	30	7	
	218,428	207,075	80,498	174,489	72,189	131,238	127,970	154,252	109,000	505,625	127,729	65,056	65,259	80,335	94,503	11,994	
<b>Net Operating Loss (NOL)</b>	\$ 135,047	\$ 153,270	\$ 61,624	\$ 55,603	\$ 15,583	\$ 48,914	\$ 64,687	\$ 80,719	\$ 43,506	\$ 196,371	\$ 44,147	\$ 52,809	\$ 52,653	\$ 75,312	\$ 81,360	\$ 9,673	
<b>Allocation of NOL:</b>																	
Province of NS	\$ 116,944	\$ 132,717	\$ 53,360	\$ 48,163	\$ 13,502	\$ 42,364	\$ 56,279	\$ 70,223	\$ 37,856	\$ 175,795	\$ 39,524	\$ 47,267	\$ 47,128	\$ 67,406	\$ 72,820	\$ 8,658	
Other Municipalities																	
Municipality	18,103	20,553	8,264	7,440	2,081	6,549	8,408	10,495	5,650	20,576	4,624	5,542	5,525	7,906	8,540	1,015	
	\$ 135,047	\$ 153,270	\$ 61,624	\$ 55,603	\$ 15,583	\$ 48,914	\$ 64,687	\$ 80,719	\$ 43,506	\$ 196,371	\$ 44,147	\$ 52,809	\$ 52,653	\$ 75,312	\$ 81,360	\$ 9,673	
Municipal share percentage	13.42%	13.42%	13.42%	13.42%	13.42%	13.42%	13.02%	13.02%	13.02%	10.50%	10.50%	10.50%	10.50%	10.50%	10.50%	10.50%	
Per handover agreements																	
Municipal Unit Funding formula for public housing properties = NOL x Municipal share percentage																	
Municipal Unit funding formula for enriched properties = NOL x Municipal share percentage x municipal unit's pro rata share of enriched property tenancy																	

Appendix B - 2019\_20 Financial Information - Housing Units Within Municipality of Kings

County of Kings  
 Schedule of Revenue and Expenditures  
 Fiscal Year-ending March 31, 2020

	FY 2019-20																
	Cavelle Terrace (532403x)	Colonial/Castle Loma (532404)	Aylesford (532405x)	Cornwallis Cres. (532406x)	Black Hole Rd. (532407x)	J.B. North Manor (532801)	Lincoln Court (533101)	Waterville (533201)	Halls Harbour Rd. (533202)	West Brooklyn Mtn. (533203)	Orchard St. Berwick (533204) Place (533301)		Old Ratchford Rd. (533401)	Cornwallis Cres. (533402)	Rockwell Mtn. Rd. (533403x)	Bluff Road (533404x)	
<b>Revenue:</b>																	
Residential Revenue	\$ 15,693	\$ 11,734	\$ 9,105	\$ 14,372	\$ 6,584	\$ 88,008	\$ 51,491	\$ 13,091	\$ 6,231	\$ 8,495	\$ 6,520	\$ 52,267	\$ 4,455	\$ 5,364	\$ 7,795	\$ 10,004	
<b>Expenditures:</b>																	
Utilities	10,113	5,481	3,162	8,622	2,072	22,461	11,984	4,346	4,800	7,871	6,646	13,475	1,521	4,708	8,441	6,823	
Other operating	2,522	616	254	1,783	151	12,391	5,324	254	308	303	375	14,759	127	151	316	850	
Maintenance	13,546	8,114	2,374	8,925	5,455	18,237	18,703	1,603	4,121	7,726	3,917	25,396	5,321	1,403	1,256	3,149	
Maintenance (Vacant Units)	2,838	683	472	8,852	171	2,569	7,329	804	342	342	486	2,462	236	171	342	342	
Capital Improvements	-	-	-	-	-	163,047	-	-	-	-	-	35,400	-	-	-	-	
Modernization and Improvement																	
Administration	4,727	4,727	2,364	2,364	1,182	17,728	11,819	2,364	2,364	2,364	2,364	11,819	1,182	1,182	2,364	2,364	
Municipal Taxes	6,778	6,996	3,354	3,028	1,261	7,901	7,734	2,016	2,010	2,227	2,062	5,444	1,040	1,623	2,328	2,458	
Mortgage Amortization	29,804	29,804	14,902	14,902	7,451	85,797	22,143	7,129	7,129	7,129	7,129	29,279	3,711	3,711	8,282	8,504	
Depreciation	30	30	15	15	7	111	74	15	15	15	15	74	7	7	15	15	
	70,357	56,452	26,896	48,492	17,750	330,242	85,110	18,530	21,088	27,976	22,992	138,107	13,144	12,956	23,342	24,504	
<b>Net Operating Loss (NOL)</b>	\$ 54,664	\$ 44,718	\$ 17,791	\$ 34,119	\$ 11,166	\$ 242,234	\$ 33,618	\$ 5,439	\$ 14,857	\$ 19,481	\$ 16,472	\$ 85,840	\$ 8,689	\$ 7,592	\$ 15,547	\$ 14,499	
<b>Allocation of NOL:</b>																	
Province of NS	\$ 48,928	\$ 40,026	\$ 15,924	\$ 30,538	\$ 9,995	\$ 216,811	\$ 29,425	\$ 4,869	\$ 13,299	\$ 17,437	\$ 14,744	\$ 75,119	\$ 7,603	\$ 6,644	\$ 13,605	\$ 12,689	
Other Municipalities																	
Municipality	5,737	4,692	1,866	3,581	1,172	25,423	4,193	570	1,558	2,044	1,728	10,721	1,085	948	1,942	1,811	
	\$ 54,664	\$ 44,718	\$ 17,791	\$ 34,119	\$ 11,166	\$ 242,234	\$ 33,618	\$ 5,439	\$ 14,857	\$ 19,481	\$ 16,472	\$ 85,840	\$ 8,689	\$ 7,592	\$ 15,547	\$ 14,499	
Municipal share percentage	10.50%	10.50%	10.50%	10.50%	10.50%	10.50%	12.50%	10.50%	10.50%	10.50%	10.50%	12.50%	12.50%	12.50%	12.50%	12.50%	
Per handover agreements																	
Municipal Unit Funding formula for public hour NOL x Municipal share percentage																	
Municipal Unit funding formula for enriched pro NOL x Municipal share percentage x municipal t																	

Appendix B - 2019\_20 Financial Information - Housing Units Within Municipality of Kings

County of Kings  
 Schedule of Revenue and Expenditures  
 Fiscal Year-ending March 31, 2020

	Thompson Rd. (533405x)	New Minas Seniors (533501)	New Minas Seniors (533502)	Greenwood Seniors (533601)	Park St. (533701)	Bowlby Park Rd. (533702)	Memory Lane (533703x)	County Home Road (535101)	Lakeville (535102)	Mary Ave. (535103)	Summer St. (535104)	Fundy Villa (Enriched)	Total
<b>Revenue:</b>													
Residential Revenue	\$ 16,868	\$ 64,332	\$ -	\$ 82,091	\$ 2,196	\$ 7,031	\$ 5,579	\$ 2,655	\$ 5,010	\$ 8,236	\$ 3,750	\$ 290,627	\$ 1,853,948
<b>Expenditures:</b>													
Utilities	7,850	5,369	-	22,397	898	7,419	5,252	2,958	3,180	4,081	4,806	64,801	564,836
Other operating	254	5,834	-	9,776	127	288	303	127	151	301	151	39,446	215,050
Maintenance	6,446	12,167	820	22,617	2,425	4,267	4,928	8,975	670	685	1,206	64,973	713,254
Maintenance (Vacant Units)	472	9,603	-	17,564	236	472	342	236	171	171	171	18,341	369,281
Capital Improvements	-	-	-	-	-	-	-	-	-	-	-	9,860	292,908
Modernization and Improvement													
Administration	2,364	14,182	-	17,728	1,182	2,364	2,364	1,182	1,182	1,182	1,182	47,275	424,289
Municipal Taxes	3,390	3,598	-	9,798	1,395	3,093	2,306	1,673	1,195	1,602	2,088	13,146	262,609
Mortgage Amortization	8,290	30,484	-	39,302	4,571	8,393	8,393	4,793	4,793	4,793	4,793	183,528	1,130,459
Depreciation	15	89	-	111	7	15	15	7	7	7	7	296	2,659
	29,081	81,326	820	139,292	10,841	26,312	23,903	19,950	11,350	12,822	14,405	441,665	3,975,345
<b>Net Operating Loss (NOL)</b>	\$ 12,212	\$ 16,994	\$ 820	\$ 57,201	\$ 8,645	\$ 19,280	\$ 18,324	\$ 17,296	\$ 6,340	\$ 4,586	\$ 10,655	\$ 151,038	\$ 2,121,397
<b>Allocation of NOL:</b>													
Province of NS	\$ 10,688	\$ 14,881	\$ 717	\$ 50,065	\$ 7,565	\$ 16,872	\$ 16,035	\$ 15,134	\$ 5,549	\$ 4,014	\$ 9,324	\$ 135,210	\$ 1,873,718
Other Municipalities	-	-	-	-	-	-	-	-	-	-	-	6,456	6,456
Municipality	1,525	2,113	102	7,136	1,080	2,408	2,289	2,161	792	572	1,331	9,372	241,223
	\$ 12,212	\$ 16,994	\$ 820	\$ 57,201	\$ 8,645	\$ 19,280	\$ 18,324	\$ 17,296	\$ 6,340	\$ 4,586	\$ 10,655	\$ 151,038	\$ 2,121,397
Municipal share percentage	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	10.48%	
Per handover agreements													
Municipal Unit Funding formula for public housing NOL x Municipal share percentage													
Municipal Unit funding formula for enriched private NOL x Municipal share percentage x municipal unit													



# Municipality of the County of Kings

## Briefing

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**TO** Budget & Finance Committee

**PREPARED BY** Katrina Roefs, CPA, CA Financial Analyst

**MEETING DATE** September 21, 2020

**SUBJECT** General Operating Accountability Report (Period Ending March 31, 2020)

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### **ORIGIN**

- November 5, 2019 Council motion 10c. [Approval that quarterly accountability reports for the general operating and capital budget also be presented to Committee of the Whole and recommended for approval by Council](#)
- [2019-06-10 Budget & Finance Terms of Reference, section 4.c.2.](#)
- 2014-05-06 FIN-05-014 Surplus Allocation Policy

### **RECOMMENDATION**

That Budget & Finance Committee recommend the General Operating Accountability Report (for period ended March 31, 2020) as an information item to Council.

That Budget & Finance Committee recommend the following reserve transfers for Council approval:

Approve the creation of the J-Class Operating Reserve 61-4-460-382 and transfer of unused 2019/20 budget related to J-Class paving of \$168,992 to that reserve.

Net transfer of \$166,975 in relation to carry forward budget of approved special projects from the 2019/20 budget year and as detailed in the 2020/21 approved project budget to Special Project Reserve 61-4-460-381.

Transfer of unused 2019/20 budget related to Village Sidewalk Funding of \$16,819 for future sidewalk projects, to reserve 61-4-460-280.

Transfer of \$325,615 from the VWRM Operating Reserve (61-4-460-350) to the General Operating Reserve (61-4-460-360) to adjust for unrequired operating funding due to the VWRM surplus of 2019/20 and to align the balance of VWRM Operating Reserve to the recommended threshold set out in FIN-05-017 Reserve Policy.

### **INTENT**

To provide a summary of material variances from amounts budgeted in the 2019/20 Operating Budget to actual results as of March 31, 2020. The surplus funds to be allocated based on the Surplus Allocation Policy.

### **DISCUSSION**

Section 32(1), Part A of the *Municipal Government Act* requires that Directors of the Municipality are accountable to the Chief Administrative Officer for the performance of their duties.

This report brings us to the end of the fiscal 2019/20 year with an operating surplus of \$1,162,279 which includes \$188,227 relating to the Municipal Sewer and \$974,052 relating to General Operations. The surplus represents a 2.4% variance of actual expenditures to the approved operating budget.



# Municipality of the County of Kings

## Briefing

Section 6 of the Surplus Allocation Policy states that the annual surplus is to be allocated as follows:

- 1) To reduce long-term debt funding – the surplus shall be applied first to the current year general tax rate projects to reduce long-term funding.
  - a. No new debt was issued during the 2019/20 fiscal year
- 2) To fund reserves based on strategic priorities
  - a. Staff is recommending that the surplus operating funds (\$974,052) be directed to the General Operating Reserve (61-4-460-270) to be used for future projects that align with Council's Strategic Priorities, and if required for future transfer to the Covid-19 Reserve once more information on the financial impact of the pandemic on the Municipality is known.
- 3) Municipal Sewer – Surplus relating to the Municipal Sewer (\$188,227) is to be allocated at year-end to the Municipal Sewer Capital Reserve (41-4-460-300)

The key components of the 2019/20 surplus include:

- Savings in the required contribution to Valley Waste Resource Management (VWRM)
- Savings in Salaries & Benefits due to vacant positions
- Small changes to the annual amounts paid for mandatory Provincial transfers
- Revenue variances in relation to NSP and MT&T payments
- Various operating expenditure variances

In addition to the surplus allocated through the Surplus Allocation Policy, various reserve transfers are deemed necessary. These are included in the recommendation above. Appendix B to this report provides a full summary of operating reserve activity for the year, including surplus transfers.

Details on the variances are contained below; the charts within the report use the following color system to identify the status of each line item.

<u>Legend</u>	
<u>For Revenues</u>	<u>For Expenses</u>
<span style="color: green;">●</span> >= 100%	<span style="color: green;">●</span> <= 100%
<span style="color: yellow;">●</span> Between 90% & 100%	<span style="color: yellow;">●</span> Between 100% & 110%
<span style="color: red;">●</span> < 90%	<span style="color: red;">●</span> > 110%



# Municipality of the County of Kings

## Briefing

### Core Revenues - \$114,804 under budget

Core Revenues include Property taxes, Grants-in-Lieu of Taxes from the Federal and Provincial governments, rent revenue, HST Offset Grant revenue, and the net interest income after transfers to capital reserves.

	2019/20 Budget	2019/20 Actual	% of Budget	Variance (\$)	Variance (%)	Variance as a % of Surplus	Reason
Property Tax	\$ 37,284,854	\$ 37,353,089	100.2%	\$ 68,235	0.18%	-5.87%	Commercial and Residential appeals came in lower than budget, the budget is based on a five-year average appeal rate. The revenue received from Bell in relation to the Incorporate Maritime Telegraph and Telephone Company Limited Act came in under budget by \$16,451; the budgeted amount is based on the average historic actual amounts received as information is not available annually until subsequent to year end.
Property Tax in Lieu	2,954,200	2,915,106	98.7%	(39,094)	-1.32%	3.36%	Variance relates to change in ownership and assessment values of Federally and Provincially owned properties.
Rent	3,000	7,750	258.3%	4,750	158.33%	-0.41%	Slight variance due to CPI increase indexed every five years.
HST Offset Grant	107,500	90,775	84.4%	(16,725)	-15.56%	1.44%	The Province calculates this grant based on the total HST rebates submitted by the Municipalities within Nova Scotia. The amount received is therefore dependent on the total level of rebates received by all Municipalities. The claiming process has a one year lag and the grant for 2019/20 is based on HST rebates received up to March 31, 2018. During that period our rebates including those allocated from Jointly Operated Agencies such as Kings Transit, Valley Waste or Regional Sewer was lower than the previous year. It is anticipated that this will increase for the 2020/21 year as the bulk of the HST related to the construction of the Municipal Complex will be included in that claim. However the HST rebates of other Municipalities will still factor into the amount received.
Net Interest Income	832,800	700,830	84.2%	(131,970)	-15.85%	11.35%	Bank interest earned is higher than budget due to higher balances and an increased rate of return under the new banking contract. There is a higher allocation to the utility and capital reserve banks due to higher than anticipated balances in those funds which has resulted in less interest revenue being allocated to the general fund.
<b>Total</b>	<b>\$ 41,182,354</b>	<b>\$ 41,067,550</b>	<b>99.72%</b>	<b>\$ (114,804)</b>	<b>-0.28%</b>	<b>9.88%</b>	



# Municipality of the County of Kings

## Briefing

### Mandatory Payments including RCMP - \$67,014 below budget

Mandatory payments include all payments required to be paid by: the *Municipal Government Act* (MGA), the *Libraries Act*, the *Police Act*, or the Provincial Municipal Service Exchange Agreement.

	2019/20 Budget	2019/20 Actual	% of Budget	Variance (\$)	Variance (%)	Variance as a % of Surplus	Reason
Education Amount	\$ 11,999,417	\$ 11,914,164	● 99.3%	\$ (85,253)	-0.71%	-7.33%	Subsequent to budget approval the amount previously confirmed for the education contribution was revised by AVRCE.
PVSC - Assessment Services	830,300	830,336	● 100.0%	36	0.00%	0.00%	Amount confirmed through quarterly billings.
Municipal Road Contribution	733,500	733,516	● 100.0%	16	0.00%	0.00%	Amount confirmed through quarterly billings.
Correctional Services	635,500	635,541	● 100.0%	41	0.01%	0.00%	Amount confirmed through quarterly billings.
Housing NS	205,400	241,223	● 117.4%	35,823	17.44%	3.08%	Amount represents allocation of year end deficit of units within Kings County from the Western Regional Housing Authority. The 2019/20 amount has not been paid, as per July 7, 2020 Council motion pending the receipt of more information from Housing NS.
Library (AVRL)	305,300	305,252	● 100.0%	(48)	-0.02%	0.00%	Amount confirmed through quarterly billings
RCMP & DNA Services	7,151,061	7,133,432	● 99.8%	(17,629)	-0.25%	-1.52%	RCMP are on budget. The variance in this grouping relates to prosecution services which has increased activity with regard to fine revenue collected during the year.
<b>Total</b>	<b>21,860,478</b>	<b>\$ 21,793,464</b>	<b>99.7%</b>	<b>\$ (67,014)</b>	<b>-0.31%</b>	<b>-5.77%</b>	



# Municipality of the County of Kings

## Briefing

### Inter-Municipal Service Corporations - \$455,634 below budget

The Municipality has Inter-Municipal Service Agreements, which require the Municipality to make capital and operating contributions.

	2019/20 Budget	2019/20 Actual	% of Budget	Variance (\$)	Variance (%)	Variance as a % of Surplus	Reason
Valley Community Fibre Network	\$ 30,000	\$ 13,978	46.6%	\$ (16,022)	-53.41%	-1.38%	Budget was based on historic average as information was not provided from the IMSA.
Valley Regional Enterprise Network	156,400	139,401	89.1%	(16,999)	-10.87%	-1.46%	Budget provided was slightly higher than required funding.
Valley Waste Resource Management*	4,608,900	4,176,712	90.6%	(432,188)	-9.38%	-37.18%	VWRM reported a \$972,129 surplus for its core operations in 2019/20. The Municipality's portion is 74.71% which equates to a surplus of \$726,277. This is offset by the unrequired funding from the operating reserves of \$293,435 which was approved as part of the 2019/20 operating budget.
Kings Transit Authority*	599,700	609,275	101.6%	9,575	1.60%	0.82%	Contributions to the KTA operating reserve were approved as part of the 2019/20 operating budget. This transfer did not take place during the year as KTA did not establish the reserve.
<b>Total</b>	<b>5,395,000</b>	<b>\$ 4,939,366</b>	<b>91.6%</b>	<b>\$ (455,634)</b>	<b>-9.22%</b>	<b>-39.20%</b>	

### Legislative - \$29,492 below budget

Legislative expenses include Councillor remuneration, travel, meals, committee honorarium, scholarships, and other legislative services. The 2019/20 committee honorariums were \$10,320 under budget due to factors such as the frequency of meetings and committee composition. The variance primarily relates to the Kings Youth Council. Other variances involved council travel and meals; audio recording, and annual membership fees.



# Municipality of the County of Kings

## Briefing

### Administration- \$213,970 below budget

Administration includes the Office of the CAO, Human Resources, Recreation and Economic Development. Expenses include compensation, legal and consulting fees, training for all staff, Occupational Health & Safety, diversity and public relations projects, advertising, and other related administrative, recreation programming, and economic development expenses.

	2019/20 Budget	2019/20 Actual	% of Budget	Variance (\$)	Variance (%)	Variance as a % of Surplus	Reason
Administration	\$ 1,668,911	\$ 1,491,742	● 89.4%	\$ (177,169)	-10.62%	-15.24%	Insurance RFP resulted in total savings to the Municipality of \$33,000 a portion of this will affect Regional Sewer and the operating fund of the Greenwood Water Utility, it is estimated that \$25,000 will impact the Operating Fund. General Advertising is under budget by \$5,500 due to the use of more targeted online, and radio advertisements versus newspapers. Salaries and Benefits have a variance of \$34,700 related to filling of new and vacant positions as well as step adjustments for new hires. Training has a positive variance of \$17,000 due to fewer conferences and personal development, this has been reflected in the 2020/21 budget. Legal fees are under budget by \$90,000, a higher than normal budget was put in place for 2019/20 due to some ongoing legal matters. Certain of these matters remain outstanding.
Human Resources	139,230	148,081	● 106.4%	8,851	6.36%	0.76%	Variance relates to relocation costs which are in line with policy HR-06-018 and approved subsequent to creation of the 2019/20 operating budget. Recruiting expenses are \$3,800 under budget due to decreased turnover. Salaries and benefits have a positive variance due to a vacancy during the year. Bargaining costs are higher than budget by \$24,500.
Economic Development	114,084	85,811	● 75.2%	(28,273)	-24.78%	-2.43%	There is a variance in relation to salaries and benefits due to a vacant position.
Corporate Expenditures	240,700	236,217	● 98.1%	(4,483)	-1.86%	-0.39%	Small variance in relation to the cost of issuing debt and interest.
Recreation Administration	284,652	283,452	● 99.6%	(1,200)	-0.42%	-0.10%	On budget.
Recreation Programs	26,235	14,540	● 55.4%	(11,695)	-44.58%	-1.01%	The Moms in Motion Program received a \$4,000 grant from a local organization. This amount was unbudgeted as it was not known at time of budget approval. Day Camp, Aquatics and Seniors Programming programs all had small variances with high participation rates. There are also variances with the Afterschool Program, which is now operating under a revised funding model. As such, there are reduced grant revenues and offsetting (reduced) expenses in relation to this program
<b>Total</b>	<b>\$ 2,473,812</b>	<b>\$ 2,259,842</b>	<b>● 91.4%</b>	<b>\$ (213,970)</b>	<b>-8.65%</b>	<b>-18.41%</b>	



# Municipality of the County of Kings

## Briefing

### Corporate Services - \$63,398 below budget

Corporate Services includes the Finance, Revenue Services, and the Information Technology (IT) divisions. The department generates revenue for the Municipality through the administration of the Property Tax, Utility Billing, Area Rates and Capital Charge processes. The Department also generates revenue from the sale of services to other municipal entities, such as IT and payroll processing. The Department also manages banking and treasury functions for the Municipality.

	2019/20 Budget	2019/20 Actual	% of Budget	Variance (\$)	Variance (%)	Variance as a % of Surplus	Reason
Finance	738,880	703,215	95.2%	(35,665)	-4.83%	-3.07%	Salaries and Benefits variance related to filling of new and vacant positions.
Revenue Services	142,850	158,609	111.0%	15,759	11.03%	1.36%	Small variances related to listing recovery fees, tax sale administration fees, valuation adjustments, and commissions earned on area rate collection.
Information Technology	817,660	774,168	94.7%	(43,492)	-5.32%	-3.74%	Variance related to salaries and benefits, a summer student was not able to be secured for this year. Consultant fees were under budget as the expected change in internet providers was not able to take place before year end due to the Covid-19 closure.
<b>Total</b>	<b>1,699,390</b>	<b>1,635,992</b>	<b>96.3%</b>	<b>(63,398)</b>	<b>-3.73%</b>	<b>-5.45%</b>	

### Engineering and Public Works - \$316,440 below budget

EPW manages sewer and water utilities, the Municipal complex, municipal parks and trails, roads, sidewalks, and street lights. Sewer, water, and street lights all generate revenue (on a cost-recovery basis) from utility billing or area rates. Expenses include compensation, vehicles and equipment, utilities, insurance, supplies & parts, repairs & maintenance, J-Class road paving, and consulting services.

	2019/20 Budget	2019/20 Actual	% of Budget	Variance (\$)	Variance (%)	Variance as a % of Surplus	Reason
EPW Administration	\$ 438,830	\$ 420,708	95.9%	\$ (18,122)	-4.13%	-1.56%	Funding in relation to the LAMP (asset management) program was received from the Federation of Canadian Municipalities Green Initiative Fund in relation to previous years approved funding. Engineering had three projects carried forward to the 2020/21 year with a combined \$114,500 transferred to the Special Project Reserve. These include the following projects: 19-3409 Fleet Optimization Study; 19-3403 SCADA Review; and 19-3402 Green Initiatives all project details including intent to carry forward funds were included in the 2020/21 capital and project budget.
Municipal Building	636,334	600,593	94.4%	(35,741)	-5.62%	-3.08%	The variance primarily relate's to Property Taxes. The budget was based on half a year in order to be conservative to account for delays in vacating the old complex. Only three months worth of taxes were required to be paid. Moving costs with an estimated budget of \$15,000 came in \$4,900 over budget. Building operations including power, cleaning supplies, and maintenance have a combined positive variance of \$2,200.
Municipal Parks & Trails	198,400	190,567	96.1%	(7,833)	-3.95%	-0.67%	Savings with regard to beach caretakers, lifeguard services during the summer of 2019. Additional maintenance costs in relation to the repair work at the Cambridge Drive In property.



# Municipality of the County of Kings

## Briefing

### Engineering and Public Works - \$316,440 below budget (cont.)

	2019/20 Budget	2019/20 Actual	% of Budget	Variance (\$)	Variance (%)	Variance as a % of Surplus	Reason
Solid Waste	48,110	39,987	83.1%	(8,123)	-16.88%	-0.70%	Relates to monitoring and other costs at former landfill site.
Municipal Sewer Revenue	(4,263,100)	(4,271,690)	100.2%	(8,590)	0.20%	-0.74%	On budget, some additional units, and commercial consumption.
Municipal Sewer Expense	4,263,100	4,083,463	95.8%	(179,637)	-4.21%	-4.21%	Positive maintenance variance of \$31,000 due to fewer large breakdowns, power has been trending lower and had savings of \$104,000, this is due in part to efficient operation and maintenance. The power budget has been decreased for 2020/21. There were also salary and administrative variances due to vacant positions, the allocation of a partial FTE from the IT department, and savings with regard to insurance and training.
<b>Total</b>	<b>\$ 2,754,516</b>	<b>\$ 2,438,076</b>	<b>88.5%</b>	<b>\$ (316,440)</b>	<b>-11.49%</b>	<b>-27.23%</b>	

### Building, Development & Protective Services -\$93,133 below budget

This Department manages Planning, Building & Development, Fire, By-law Enforcement, Emergency Management services (shared with EPW). The Department generates revenues by providing Building and Fire inspection services to other municipalities, sale of building permits, application fees and other permits. Expenses include compensation, vehicles, office supplies, and contracts with third parties for provision of 911 dispatch and animal control services.

	2019/20 Budget	2019/20 Actual	% of Budget	Variance (\$)	Variance (%)	Variance as a % of Surplus	Reason
Building & Development Services (net)	293,050	245,343	83.7%	(47,707)	-16.28%	-4.10%	Variance related to salary and benefits, timing of filling vacant positions and step adjustments
Planning	434,510	380,973	87.7%	(53,537)	-12.32%	-4.61%	Variance related to salary and benefits, timing of filling vacant positions
Development	271,976	290,261	106.7%	18,285	6.72%	1.57%	Variance related to the lake monitoring program, salaries and benefits due to a step adjustment for one role, and \$7,400 negative variance for various permit revenue accounts.
Fire & Fire Inspection (net)	2,701,008	2,690,260	99.6%	(10,748)	-0.40%	-0.92%	Variance related to salary and benefits, timing of filling vacant positions and step adjustments.
Bylaw Enforcement (net)	228,004	233,101	102.2%	5,097	2.24%	0.44%	Small variances related to vehicle costs, animal control, and dog tag supplies.
EMO	224,010	219,487	98.0%	(4,523)	-2.02%	-0.39%	Costs surrounding Hurricane Dorian response and recovery. A summary has been provided to the Province it is not yet determined if any funds will be reimbursed.
<b>Total</b>	<b>\$ 4,152,558</b>	<b>\$ 4,059,425</b>	<b>97.8%</b>	<b>\$ (93,133)</b>	<b>-2.24%</b>	<b>-8.01%</b>	



# Municipality of the County of Kings

## Briefing

Grants and funding to external organizations - \$38,002 below budget

This section includes funding provided through property tax exemptions, policy [FIN-05-018 Community Grants](#), and funding provided to organizations approved in the operating budget.

	2019/20 Budget	2019/20 Actual	% of Budget	Variance (\$)	Variance (%)	Variance as a % of Surplus	Reason
Councillor Grants to organizations	\$ 72,000	\$ 72,000	● 100.0%	\$ -	0.00%	0.00%	Program fully allocated.
Property Tax exemptions per Bylaws	757,900	763,139	● 100.7%	5,239	0.69%	0.45%	Property approved by Council and added to By-law 99 tax exemption policy.
Services & Rec Director Salary Grants	205,000	197,918	● 96.5%	(7,082)	-3.45%	-0.61%	Both Programs were slightly under budget due to the applications received.
Crossing Guard and Library Grants	106,400	103,109	● 96.9%	(3,291)	-3.09%	-0.28%	Crossing guard applications were under budget.
Funding to Other External Parties	166,400	176,900	● 106.3%	10,500	6.31%	0.90%	An amount for the Valley Community Learning Association was approved by Council subsequent to budget approval.
Program grants (CRPA, CHAP, etc.)	927,000	883,632	● 95.3%	(43,368)	-4.68%	-3.73%	All information has been presented to Council with regard to award amounts. Programs such as Youth Travel Assistance and Community Park Development were not fully subscribed. Other programs had funding levels adjusted based for actual activity, such as KEAG which had one organization return close to \$10,000 do to it not operating in the 2019 year.
<b>Total</b>	<b>\$ 2,234,700</b>	<b>\$ 2,196,698</b>	<b>● 98.3%</b>	<b>\$ (38,002)</b>	<b>-1.70%</b>	<b>-3.27%</b>	

### FINANCIAL IMPLICATIONS

- Transfer of 2019/20 Operating Surplus of \$974,052 to General Operating Reserve (61-4-460-270)
- Transfer of 2019/20 Municipal Sewer Surplus of \$188,227 to Sewer Capital Reserve (41-4-460-300)
- Transfer of \$168,992 to J-Class Operating Reserve (61-4-460-382)
- Transfer of \$166,975 to Special Project Operating Reserve (61-4-460-381)
- Transfer of \$16,819 to Village Sidewalk Operating Reserve (61-4-460-280)
- Transfer of \$325,615 from VWRM Operating Reserve (61-4-460-350) to General Operating Reserve (61-4-460-270)



# Municipality of the County of Kings

## Briefing

### STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	If Checked, Provide Brief Explanation
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
X	Not Applicable - explain why project should still be considered	This report is a core function of the Municipality.

### ALTERNATIVES

- No alternatives are recommended

### IMPLEMENTATION

- Staff will make the required transfers to reserves.

### COMMUNITY ENGAGEMENT

Current year budget development included community engagement. This accountability report and annual audited financial statements (possible documents) will form part of the 2020/21 (budget) public engagement program.

### APPENDICES

- Appendix A: Operating Variance Report
- Appendix B: Operating Reserve Statement of Operations 2019/20

### APPROVALS

Mike Livingstone, Manager Financial Reporting      September 14, 2020

Greg Barr, Director of Finance & IT      September 14, 2020

Scott Conrod, Chief Administrative Officer      September 17, 2020

Appendix A  
Municipality of the County of Kings  
Operating Variance Report  
Year End Results March 31, 2020

	Year-End Budget	Year-End Actual	Actual as a % of Budget	Variance (\$)	Variance (%)	Variance as a % of total surplus
<b>Core Revenue</b>						
Property Tax	\$ 37,284,854	\$ 37,353,090	100.18%	\$ 68,236	0.18%	-5.87%
PILT	2,954,200	2,915,105	98.7%	(39,095)	-1.32%	3.36%
Rent	3,000	7,750	258.3%	4,750	158.34%	-0.41%
HST Offset Grant	107,500	90,775	84.4%	(16,725)	-15.56%	1.44%
Net Interest Income	832,800	700,830	84.2%	(131,970)	-15.85%	11.35%
<b>Total Core Revenue</b>	<b>\$ 41,182,354</b>	<b>\$ 41,067,550</b>	<b>99.72%</b>	<b>\$ (114,804)</b>	<b>-0.3%</b>	<b>-9.9%</b>
<b>Less Mandatory Payments</b>						
Annapolis Valley Regional School Board	(11,999,417)	(11,914,164)	99.3%	85,253	-0.71%	-7.33%
Assessment Charges	(830,300)	(830,336)	100.0%	(36)	0.00%	0.00%
Municipal Highway Contribution	(733,500)	(733,516)	100.0%	(16)	0.00%	0.00%
Correctional Services	(635,500)	(635,541)	100.0%	(41)	0.01%	0.00%
Regional Housing Corporation	(205,400)	(241,223)	117.4%	(35,823)	17.44%	3.08%
Regional Library	(305,300)	(305,252)	100.0%	48	-0.02%	0.00%
RCMP (& DNA)	(7,151,061)	(7,133,432)	99.8%	17,629	-0.25%	-1.52%
<b>Total</b>	<b>(21,860,478)</b>	<b>(21,793,464)</b>	<b>99.7%</b>	<b>67,014</b>	<b>-0.3%</b>	<b>5.8%</b>
<b>Available for Municipal Operations</b>	<b>\$ 19,321,876</b>	<b>\$ 19,274,086</b>	<b>99.8%</b>	<b>\$ (47,790)</b>	<b>-0.2%</b>	<b>-4.1%</b>
<b>Area Rates</b>						
Area Rates Collected	\$ (3,993,874)	\$ (3,997,154)	100.1%	\$ (3,280)	0.08%	-0.28%
Less Area Rate Revenue Paid out	3,993,874	3,997,154	100.1%	3,280	0.08%	0.28%
<b>Subtotal</b>	<b>-</b>	<b>-</b>		<b>-</b>		
<b>Inter-municipal Service Agreements</b>	<b>\$ 5,395,000</b>	<b>\$ 4,939,366</b>	<b>91.6%</b>	<b>\$ (455,634)</b>	<b>-8.4%</b>	<b>(0)</b>
<b>Legislative</b>						
Council	\$ 611,900	\$ 582,408	95.2%	\$ (29,492)	-4.8%	(0)
<b>Administration</b>						
Administration	\$ 1,668,911	\$ 1,491,743	89.4%	\$ (177,168)	-10.62%	-15.24%
HR	139,230	148,081	106.4%	8,851	6.36%	0.76%
Economic Development	114,084	85,811	75.2%	(28,273)	-24.78%	-2.43%
Corporate Expenditures	240,700	236,217	98.1%	(4,483)	-1.86%	-0.39%
Recreation Administration	284,652	283,452	99.6%	(1,200)	-0.42%	-0.10%
Recreation Programs - Net Contributions	26,235	14,540	55.4%	(11,695)	-44.58%	-1.01%
<b>Total Administration</b>	<b>\$ 2,473,812</b>	<b>\$ 2,259,842</b>	<b>91.4%</b>	<b>\$ (213,970)</b>	<b>-8.6%</b>	<b>-18.4%</b>
<b>Corporate Services</b>						
Finance	\$ 738,880	\$ 703,215	95.2%	\$ (35,665)	-4.83%	-3.07%
Revenue Services (Net of cost recoveries)	142,850	158,609	111.0%	15,759	11.03%	1.36%
IT (net of cost recoveries)	817,660	774,168	94.7%	(43,492)	-5.32%	-3.74%
<b>Total Corporate Services</b>	<b>\$ 1,699,390</b>	<b>\$ 1,635,992</b>	<b>96.3%</b>	<b>\$ (63,398)</b>	<b>-3.7%</b>	<b>-5.5%</b>
<b>EPW</b>						
EPW Administration (Net of administration fees)	\$ 438,830	\$ 420,708	95.9%	\$ (18,122)	-4.13%	-1.56%
Building (net of Provincial cost share)	636,334	600,593	94.4%	(35,741)	-5.62%	-3.08%
Municipal parks & trails	198,400	190,567	96.1%	(7,833)	-3.95%	-0.67%
Roads and Sidewalks	1,432,842	1,374,448	95.9%	(58,394)	-4.08%	-5.02%
Airport	-	-	-	-	-	-
Solid Waste	48,110	39,987	83.1%	(8,123)	-16.88%	-0.70%
<b>Subtotal</b>	<b>2,754,516</b>	<b>2,626,303</b>	<b>95.3%</b>	<b>(128,213)</b>	<b>-4.7%</b>	<b>-11.0%</b>
Municipal Sewer Revenue	(4,263,100)	(4,271,690)	100.2%	(8,590)	0.20%	-0.74%
Less Municipal Sewer Expense	4,263,100	4,083,463	95.8%	(179,637)	-4.21%	-15.46%
<b>Subtotal</b>	<b>-</b>	<b>(188,227)</b>		<b>(188,227)</b>		
Street Light Revenue	(121,300)	(121,948)	100.5%	(648)	0.53%	-0.06%
Less street light expense	121,300	121,948	100.5%	648	0.53%	0.06%
<b>Subtotal</b>	<b>-</b>	<b>-</b>		<b>-</b>		
<b>Total EPW</b>	<b>\$ 2,754,516</b>	<b>\$ 2,438,076</b>	<b>88.5%</b>	<b>\$ (316,440)</b>	<b>-11.5%</b>	<b>-27.2%</b>

Municipality of the County of Kings  
 Operating Variance Report  
 Year End Results March 31, 2020

	Year-End Budget	Year-End Actual	Actual as a % of Budget	Variance (\$)	Variance (%)	Variance as a % of total surplus
<b>Building &amp; Development Services</b>						
Building & Development Services (net)	\$ 293,050	\$ 245,343	83.7%	\$ (47,707)	-16.28%	-4.10%
Planning	434,510	380,975	87.7%	(53,536)	-12.32%	-4.61%
Development	271,976	290,259	106.7%	18,283	6.72%	1.57%
<b>Total Building &amp; Development Services</b>	<b>999,536</b>	<b>916,577</b>	<b>91.7%</b>	<b>(82,959)</b>	<b>-8.3%</b>	<b>-7.1%</b>
<b>Protective Services</b>						
Fire & Fire Inspection (net )	2,701,008	2,690,260	99.6%	(10,748)	-0.40%	-0.92%
Bylaw Enforcement (net)	228,004	233,101	102.2%	5,097	2.24%	0.44%
EMO	224,010	219,487	98.0%	(4,523)	-2.02%	-0.39%
<b>Total Protective Services</b>	<b>3,153,022</b>	<b>3,142,848</b>	<b>99.7%</b>	<b>(10,174)</b>	<b>-0.3%</b>	<b>-0.9%</b>
<b>Total Building &amp; Development Services, Protec</b>	<b>\$ 4,152,558</b>	<b>\$ 4,059,425</b>	<b>97.8%</b>	<b>\$ (93,133)</b>	<b>-2.2%</b>	<b>-8.0%</b>
<b>Total Core Municipal Services</b>	<b>\$ 17,087,176</b>	<b>\$ 15,915,109</b>	<b>93.1%</b>	<b>\$ (1,172,066)</b>	<b>-6.9%</b>	<b>-100.8%</b>
<b>Funds available after Core Municipal Services</b>	<b>2,234,700</b>	<b>3,358,977</b>	<b>150.3%</b>	<b>1,124,276</b>	<b>50.3%</b>	<b>96.7%</b>
<b>Grants</b>						
Councillor Grants to organizations	\$ 72,000	\$ 72,000	100.0%	\$ -	0.00%	0.00%
Property Tax exemptions per Bylaws	757,900	763,139	100.7%	5,238	0.69%	0.45%
Leisure Services & Rec Director Salary Grants	205,000	197,918	96.5%	(7,082)	-3.45%	-0.61%
Crossing Guard and Library Grants	106,400	103,109	96.9%	(3,291)	-3.09%	-0.28%
Funding to Other External Parties	166,400	176,900	106.3%	10,500	6.31%	0.90%
Program grants (CRAF, CHAP, CPDP, etc.)	927,000	883,632	95.3%	(43,368)	-4.68%	-3.73%
<b>Total Grants</b>	<b>\$ 2,234,700</b>	<b>\$ 2,196,698</b>	<b>98.3%</b>	<b>\$ (38,002)</b>	<b>-1.7%</b>	<b>-3.3%</b>
<b>Surplus (Deficit)</b>	<b>-</b>	<b>\$ 1,162,279</b>				

Legend	
For Revenues	For Expenses
● >= 100%	● <= 100%
● Between 90% & 100%	● Between 100% & 110%
● < 90%	● > 110%

The Municipality of the County of Kings  
 Operating Reserve Funds  
 Statement of Operations  
 (Unaudited)  
 In thousands of dollars  
 For the year ended March 31,

	Sewer Reserve	Emergency Measures	Recreation Facilities & Initiatives	Reserve for Unpaid Grants	Economic Development	General Operating	Municipal Elections	Transporation Infrastructure & Maintenance	Insurance Reserve	Valley Waste Resource Management	Special Project Reserves	2020	2019
<b>Balance, beginning of year</b>	\$ 435.7	\$ 151.9	\$ 185.4	\$ 854.5	\$ 103.8	\$ 5,528.8	\$ 90.4	\$ 197.1	\$ 33.7	\$ 1,451.5	\$ 432.4	\$ 9,465.2	\$ 8,671.8
Interest earned	10.5		4.4	15.8								30.7	28.9
Developer contributions			39.1									39.1	24.3
Transfer from other Operating Reserve						325.6						325.6	481.4
Transfers from General Capital Fund												-	-
Transfer from General Operating Fund						1,114.9	43.1	185.8			315.9	1,659.7	1,865.2
	\$ 10.5	\$ -	\$ 43.5	\$ 15.8	\$ -	\$ 1,440.5	\$ 43.1	\$ 185.8	\$ -	\$ -	\$ 315.9	\$ 2,055.1	\$ 2,399.8
Transfers to other operating reserves										325.6		325.6	481.4
Transfers to General Capital Fund													11.1
Transfer to General Operating Fund			44.6	197.2							148.9	390.7	1,113.8
<b>Balance, end of year</b>	\$ 446.2	\$ 151.9	\$ 184.3	\$ 673.1	\$ 103.8	\$ 6,969.3	\$ 133.5	\$ 382.9	\$ 33.7	\$ 1,125.9	\$ 599.4	\$ 10,804.0	\$ 9,465.2



# Municipality of the County of Kings

## Request for Decision

**TO** Budget & Finance Committee

**PREPARED BY** Katrina Roefs, CPA, CA, Financial Analyst

**MEETING DATE** September 21, 2020

**SUBJECT** Q1 Accountability Report – Fiscal 2020/21

### ORIGIN

- [2019-06-10 Budget & Finance Terms of Reference, section 4.c.2.](#)
- 2014-05-06 FIN-05-014 Surplus Allocation Policy

### RECOMMENDATION

That Budget & Finance Committee recommend the General Operating Accountability Report (for period ended June 30, 2020) as an information item to Municipal Council.

### INTENT

To provide a summary of material variances from amounts budgeted in the 2020/21 Operating Budget to actual results as of June 30, 2020, together with a forecast of the year-end results to March 31, 2021.

### DISCUSSION

This report represents activity to the end of quarter one for the fiscal 2020/21 year. It is early in the operating year and some expenses have timing or seasonal differences creating variance from budget.

The forecast variances are based on information available at the time of this report; events during the year may vary to actual outcomes.

The charts within the report use the following color system to identify the status of each line item.

<u>Legend</u>	
<u>For Revenues</u>	<u>For Expenses</u>
● $\geq 100\%$	● $\leq 100\%$
● Between 90% & 100%	● Between 100% & 110%
● $< 90\%$	● $> 110\%$

Currently a deficit of \$50,622 is forecasted for fiscal 2020/21. The forecast will be monitored and recommendations tabled to limit deficits.

The key components of the forecast deficit include:

#### **Revenue variances tax in lieu MT&T Payments - \$12,123 under budget.**

The forecast variance of \$12,123 relates to revenue received from Bell in relation to the *Incorporate Maritime Telegraph and Telephone Company Limited Act* which requires payment of 4% of gross subscribers station revenues within the Municipality to be paid to the Municipality. The budgeted amount is based on the average historic actual amounts received as information is not available annually until subsequent to year end.



# Municipality of the County of Kings

## Request for Decision

### **Revenue variance in HST Offset Grant - \$26,800 over budget**

The Province calculates this grant based on the total HST rebates submitted by the municipalities within Nova Scotia. The amount received is therefore dependant on the total level of rebates received by these municipalities. The claiming process has a one year lag and the grant for 2020/21 is based on HST rebates earned up to March 31, 2019. During that period the Municipality's rebates including those allocated from Municipal Corporations and related entities such as Kings Transit, Valley Waste or Regional Sewer. Due to the timing of the grant process, information on the current year amount is not available during the budget preparation, and therefore the budget is based on a five-year historic average.

### **Regional Housing Authority Deficit - \$65,299 above budget**

The Municipality of the County of Kings is responsible for the cost sharing of losses related to properties within its jurisdiction, which are managed by the Western Regional Housing Authority. On June 11, 2020 Housing Nova Scotia sent a letter to the Municipality. The letter contained cost sharing estimates for the 2020/21 fiscal year. This is the first time in recent years that an estimate has been made available in advance of invoicing. The estimate provided is \$257,657 - \$284,067. Municipal Staff reached out to the Housing Nova Scotia for clarification and were subsequently provided with a revised estimate of \$273,799 for the year (attributed to increased maintenance costs). Municipal staff continue to seek clarification on the increased cost share estimate.

### **COVID-19 Relief Reserve**

This accountability report uses the amounts approved by Council on May 21st, 2020 in the 2020/21 Supplemental Operating Budget. As part of this budget, \$1,845,079 was designated to a COVID-19 Relieve Reserve. These amounts will be tracked and reported on separately throughout the year.

At June 30, 2020, Council had approved spending of \$746,376, leaving a balance of \$1,093,703 of uncommitted funds in the COVID-19 Relieve Reserve.

The table on the next page is a summary of approved motions and spending to June 30, 2020:



# Municipality of the County of Kings

## Request for Decision

### Covid-19 Reserve – Activity to June 30, 2020

Motion Date	Motion	Maximum Transfer Amount	Expense GL	Actual Spending to June 30, 2020	Reserve Source
11-Jun-20	That Council authorize the transfer of up to \$100,000 from the COVID-19 Reserve Fund for Support for Business - Business Retention and Expansion (BRE) Officer and direct the CAO to implement this through the Valley REN.	\$ 100,000	01-2-265-910	\$ -	COVID-19 RESERVE 61-4-460-383
11-Jun-20	To hold \$100,000 in the COVID-19 Reserve Fund for future need for Support for Food if COVID-19 supports from other levels of government begin to decline.	\$ 100,000	01-1-219-511	\$ -	COVID-19 RESERVE 61-4-460-383
11-Jun-20	That Council authorize the transfer of \$150,000 from the COVID-19 Reserve Fund for Support for Community Groups - one time funding to help cover fixed overhead costs borne by not-for-profit community groups and direct the CAO to return with funding criteria to be approved by Council.	\$ 150,000	01-2-219-512	\$ -	COVID-19 RESERVE 61-4-460-383
11-Jun-20	To leave \$50,000 in the COVID-19 Reserve Fund for Support to the Arts and Culture Sector and have staff bring back a report after consulting with the Arts and Culture Sector.	TBD (\$50,000)	TBD	\$ -	COVID-19 RESERVE 61-4-460-383
11-Jun-20	That Council release \$139,667 to be used for the potential funding of the Councillor Grants to Organizations applications for the 2020/2021 year.	\$ 67,667	01-2-219-510	\$ -	COVID-19 RESERVE 61-4-460-383
16-Jun-20	That Municipal Council increase the total available funding for Councillor Grants to Organizations for 2020/21 by \$8,900, to be funded from the COVID-19 reserve, for a total budget of \$148,567.	\$ 8,900	01-2-219-510	\$ -	COVID-19 RESERVE 61-4-460-383
11-Jun-20	That Municipal Council receive as information the Briefing on the plan to open Aylesford Lake Beach for the 2020 season attached to the June 11, 2020 Council agenda.	\$70,000 - Aylesford Lake \$45,502 - Seasonal Positions	various 01-2-271-3XX 01-2-271-310	\$ 27,250.00	COVID-19 RESERVE 61-4-460-383
2-Jun-20	That Municipal Council resolve to conduct the October election by hybrid voting - adding electronic voting (telephone and computer) to paper balloting. 2. That Municipal Council approve additional funding of \$54,307 for the October 2020 Election Budget to be funded from Operating Reserve GL # 61-4-460-270	\$ 54,307.00	01-2-219-110	\$ -	COVID-19 RESERVE 61-4-460-383
23-Jun-20	That Council provide \$100,000 of financial support to the Annapolis Valley Chamber of Commerce to be used for Tourism Marketing for the 2020 tourism season from the COVID-19 Reserve GL# 61-4-460-270.	\$ 100,000	01-2-269-996	\$ 100,000	COVID-19 RESERVE 61-4-460-383



# Municipality of the County of Kings

## Request for Decision

### **FINANCIAL IMPLICATIONS**

- The forecast operating surplus will be finalized subsequent to year-end and distributed using the guidelines set out in FIN-05-014 Surplus Allocation Policy
- Any municipal sewer surplus at year-end is required under the Surplus Allocation Policy to be first used to reduce long-term borrowing and the balance transferred to the Sewer Capital Reserve.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Core Program Enhancement	
✓	Not Applicable	This report is a core function of the Municipality

### **ALTERNATIVES**

- No alternatives are recommended

### **IMPLEMENTATION**

- Staff will continue to monitor actual results and report on forecast variances.

### **ENGAGEMENT**

Current year budget development included community engagement. This accountability report and annual audited financial statements (possible documents) will form part of the 2021/22 (budget) public engagement program.

### **APPENDICES**

- Appendix A: Operating Variance Report

### **APPROVALS**

Mike Livingstone, Manager Financial Reporting	September 10, 2020
Greg Barr, Director of Finance & IT	September 10, 2020
Scott Conrod, Chief Administrative Officer	September 17, 2020

Appendix A  
Municipality of the County of Kings  
Operating Variance Report  
Results at June 30, 2020

	Budget YTD June 30, 2020	Actual YTD June 30, 2020	Actual as % of Budget	Variance (\$)	Variance %	Year-End Budget	Year-End Forecast	Actual as a % of Budget	Variance (\$)	Variance (%)	Variance as a % of total surplus
<b>Core Revenue</b>											
Property Tax	\$ 19,767,914	\$ 22,591,278	114.28%	\$ 2,823,364	14.28%	\$ 38,327,764	\$ 38,315,641	99.97%	\$ (12,123)	-0.03%	-23.95%
PILT	-	3,593	-	3,593	-	2,990,295	2,990,295	100.0%	-	0.00%	0.00%
Rent	-	-	-	-	-	6,255	6,255	100.0%	-	0.00%	0.00%
HST Offset Grant	-	-	-	-	-	104,300	131,100	125.7%	26,800	25.70%	52.94%
Net Interest Income	97,650	3,247	3.33%	(94,403)	-96.67%	390,600	390,600	100.0%	-	0.00%	0.00%
<b>Total Core Revenue</b>	<b>\$ 19,865,564</b>	<b>\$ 22,598,118</b>	<b>113.76%</b>	<b>\$ 2,732,554</b>	<b>13.8%</b>	<b>\$ 41,819,214</b>	<b>\$ 41,833,891</b>	<b>100.04%</b>	<b>\$ 14,677</b>	<b>0.0%</b>	<b>-29.0%</b>
<b>Less Mandatory Payments</b>											
Annapolis Valley Regional School Board	\$ (2,966,664)	\$ (2,985,546)	100.64%	\$ (18,882)	0.64%	\$ (12,405,830)	\$ (12,405,830)	100.0%	-	0.00%	0.00%
Assessment Charges	(209,250)	(209,255)	100.00%	(5)	0.00%	(837,000)	(837,000)	100.0%	-	0.00%	0.00%
Municipal Highway Contribution	(187,425)	(187,413)	99.99%	12	-0.01%	(749,700)	(749,700)	100.0%	-	0.00%	0.00%
Correctional Services	(158,425)	(158,431)	100.00%	(6)	0.00%	(633,700)	(633,700)	100.0%	-	0.00%	0.00%
Regional Housing Corporation	-	-	-	-	-	(208,500)	(273,799)	131.3%	(65,299)	31.32%	-128.99%
Regional Library	(75,558)	(76,313)	101.00%	(755)	1.00%	(305,300)	(305,300)	100.0%	-	0.00%	0.00%
RCMP (& DNA)	(1,830,062.50)	(1,819,112)	99.40%	10,951	-0.60%	(7,320,250)	(7,320,250)	100.0%	-	0.00%	0.00%
<b>Total</b>	<b>\$ (5,427,385)</b>	<b>\$ (5,436,070)</b>	<b>100.2%</b>	<b>\$ (8,686)</b>	<b>0.2%</b>	<b>\$ (22,460,280)</b>	<b>\$ (22,525,579)</b>	<b>100.3%</b>	<b>\$ (65,299)</b>	<b>0.3%</b>	<b>129.0%</b>
<b>Available for Municipal Operations</b>	<b>\$ 14,438,180</b>	<b>\$ 17,162,048</b>	<b>118.9%</b>	<b>\$ 2,723,868</b>	<b>18.9%</b>	<b>\$ 19,358,934</b>	<b>\$ 19,308,312</b>	<b>99.7%</b>	<b>\$ (50,622)</b>	<b>-0.3%</b>	<b>100.0%</b>
<b>Area Rates</b>											
Area Rates Collected	-	-	-	-	-	(4,002,420)	(4,002,420)	100.0%	-	0.00%	0.00%
Less Area Rate Revenue Paid out	-	-	-	-	-	4,002,420	4,002,420	100.0%	-	0.00%	0.00%
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Inter-municipal Service Agreements</b>	<b>\$ 1,302,884</b>	<b>\$ 1,541,832</b>	<b>118.3%</b>	<b>\$ 238,949</b>	<b>18.34%</b>	<b>\$ 5,405,734</b>	<b>\$ 5,405,734</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.00%</b>
<b>Legislative</b>											
Council	\$ 166,296	\$ 125,656	75.6%	\$ (40,640)	-24.44%	\$ 658,970	\$ 658,970	100.0%	\$ -	0.0%	0.00%
<b>Administration</b>											
Administration	\$ 241,785	\$ 226,665	93.7%	\$ (15,120)	-6.25%	\$ 1,166,069	\$ 1,166,069	100.0%	\$ -	0.00%	0.00%
HR	33,469	26,516	79.2%	(6,953)	-20.78%	143,156	143,156	100.0%	-	0.00%	0.00%
Economic Development	351	38	11.0%	(313)	-89.05%	13,921	13,921	100.0%	-	0.00%	0.00%
Corporate Expenditures	1,910	1	0.1%	(1,909)	-99.93%	121,300	121,300	100.0%	-	0.00%	0.00%
Recreation Administration	58,571	55,653	95.0%	(2,918)	-4.98%	253,582	253,582	100.0%	-	0.00%	0.00%
Recreation Programs - Net Contributions	(9,658)	2,971	-30.8%	12,629	-130.77%	(31,750)	(31,750)	100.0%	-	0.00%	0.00%
<b>Total Administration</b>	<b>\$ 326,428</b>	<b>\$ 311,845</b>	<b>95.5%</b>	<b>\$ (14,583)</b>	<b>-4.5%</b>	<b>\$ 1,666,278</b>	<b>\$ 1,666,278</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Corporate Services</b>											
Finance	\$ 185,053	\$ 174,005	94.0%	\$ (11,048)	-5.97%	\$ 714,141	\$ 714,141	100.0%	\$ -	0.00%	0.00%
Revenue Services (Net of cost recoveries)	52,926	59,237	111.9%	6,311	11.93%	102,039	102,039	100.0%	-	0.00%	0.00%
IT (net of cost recoveries)	230,128	198,804	86.4%	(31,324)	-13.61%	775,471	775,471	100.0%	-	0.00%	0.00%
<b>Total Corporate Services</b>	<b>\$ 468,107</b>	<b>\$ 432,046</b>	<b>92.3%</b>	<b>\$ (36,061)</b>	<b>-7.7%</b>	<b>\$ 1,591,651</b>	<b>\$ 1,591,651</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>EPW</b>											
EPW Administration (Net of administration fees)	\$ 113,771	\$ 120,403	105.8%	\$ 6,632	5.83%	\$ 289,028	\$ 289,028	100.0%	\$ -	0.00%	0.00%
Building (net of Provincial cost share)	53,978	34,275	63.5%	(19,703)	-36.50%	322,673	322,673	100.0%	-	0.00%	0.00%
Municipal parks & trails	10,229	30,209	295.3%	19,980	195.32%	61,115	61,115	100.0%	-	0.00%	0.00%
Roads and Sidewalks	48,842	27,545	56.4%	(21,296)	-43.60%	1,212,746	1,212,746	100.0%	-	0.00%	0.00%
Solid Waste	792	(397)	-50.1%	(1,189)	-150.10%	46,200	46,200	100.0%	-	0.00%	0.00%
<b>Subtotal</b>	<b>\$ 227,611</b>	<b>\$ 212,035</b>	<b>93.2%</b>	<b>\$ (15,576)</b>	<b>-6.8%</b>	<b>\$ 1,931,762</b>	<b>\$ 1,931,762</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>

Municipality of the County of Kings  
 Operating Variance Report  
 Results at June 30, 2020

	Budget YTD June 30, 2020	Actual YTD June 30, 2020	Actual as % of Budget	Variance (\$)	Variance %	Year-End Budget	Year-End Forecast	Actual as a % of Budget	Variance (\$)	Variance (%)	Variance as a % of total surplus
<b>EPW cont.</b>											
Municipal Sewer Revenue	\$ (196,047)	\$ (192,651)	98.3%	\$ 3,396	-1.73%	\$ (4,280,800)	\$ (4,280,800)	100.0%	\$ -	0.00%	0.00%
Less Municipal Sewer Expense	514,572	352,560	68.5%	(162,012)	-31.48%	4,105,749	4,105,749	100.0%	-	0.00%	0.00%
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 159,909</b>		<b>\$ (158,617)</b>		<b>\$ (175,051)</b>	<b>\$ (175,051)</b>		<b>\$ -</b>		
Street Light Revenue	\$ -	\$ 34	-	\$ 34	-	\$ (123,800)	\$ (123,800)	100.0%	\$ -	0.00%	0.00%
Less street light expense	24,119	13,486	55.9%	(10,633)	-44.09%	123,800	123,800	100.0%	-	0.00%	0.00%
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 13,520</b>		<b>\$ (10,599)</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		
<b>Total EPW</b>	<b>\$ 227,611</b>	<b>\$ 385,464</b>	<b>169.4%</b>	<b>\$ (184,792)</b>	<b>-81.2%</b>	<b>\$ 1,756,711</b>	<b>\$ 1,756,711</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Building &amp; Development Services</b>											
Building & Development Services (net)	\$ 48,751	\$ 31,368	64.3%	\$ (17,383)	-35.66%	\$ 260,368	\$ 260,368	100.0%	\$ -	0.00%	0.00%
Planning	79,889	78,272	98.0%	(1,617)	-2.02%	327,371	327,371	100.0%	-	0.00%	0.00%
Development	58,911	61,933	105.1%	3,021	5.13%	265,862	265,862	100.0%	-	0.00%	0.00%
<b>Total Building &amp; Development Services</b>	<b>\$ 187,550</b>	<b>\$ 171,573</b>	<b>91.5%</b>	<b>\$ (15,978)</b>	<b>-8.5%</b>	<b>\$ 853,601</b>	<b>\$ 853,601</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Protective Services</b>											
Fire & Fire Inspection (net)	\$ 1,186,463	\$ 1,087,280	91.6%	\$ (99,183)	-8.36%	\$ 2,794,663	\$ 2,794,663	100.0%	\$ -	0.00%	0.00%
Bylaw Enforcement (net)	53,579	40,718	76.0%	(12,861)	-24.00%	221,326	221,326	100.0%	-	0.00%	0.00%
EMO	36,419	33,981	93.3%	(2,438)	-6.69%	218,441	218,441	100.0%	-	0.00%	0.00%
<b>Total Protective Services</b>	<b>\$ 1,276,461</b>	<b>\$ 1,161,979</b>	<b>91.0%</b>	<b>\$ (114,482)</b>	<b>-9.0%</b>	<b>\$ 3,234,430</b>	<b>\$ 3,234,430</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Total Building &amp; Development Services, Protective Services</b>	<b>\$ 1,464,012</b>	<b>\$ 1,333,552</b>	<b>91.1%</b>	<b>\$ (130,460)</b>	<b>-8.9%</b>	<b>\$ 4,088,031</b>	<b>\$ 4,088,031</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Total Core Municipal Services</b>	<b>\$ 3,955,338</b>	<b>\$ 4,130,395</b>	<b>104.4%</b>	<b>\$ (167,587)</b>	<b>-4.2%</b>	<b>\$ 15,167,375</b>	<b>\$ 15,167,375</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Funds available after Core Municipal Services</b>	<b>\$ 10,482,842</b>	<b>\$ 13,031,653</b>	<b>124.3%</b>	<b>\$ 2,891,456</b>	<b>27.6%</b>	<b>\$ 4,191,559</b>	<b>\$ 4,140,937</b>	<b>98.8%</b>	<b>\$ (50,622)</b>	<b>-1.2%</b>	<b>100.0%</b>
<b>Other Transfers</b>											
Transfer to Reserve for COVID-19 Relief	1,845,079	1,845,079	100.0%	-	0.00%	1,845,079	1,845,079	100.0%	-	0.0%	0.00%
<b>Grants</b>											
Councillor Grants to organizations	\$ -	\$ -	-	\$ -	-	\$ 72,000	\$ 72,000	100.0%	\$ -	0.00%	0.00%
Property Tax exemptions per Bylaws	4,191	-	0.0%	(4,191)	-100.00%	788,800	788,800	100.0%	-	0.00%	0.00%
Leisure Services & Rec Director Salary Grants	-	-	-	-	-	205,000	205,000	100.0%	-	0.00%	0.00%
Crossing Guard and Library Grants	40,550	40,236	99.2%	(315)	-0.78%	92,480	92,480	100.0%	-	0.00%	0.00%
Funding to Other External Parties	-	-	-	-	-	198,200	198,200	100.0%	-	0.00%	0.00%
Program grants (CRAF, CHAP, CPDP, etc.)	-	-	-	-	-	990,000	990,000	100.0%	-	0.00%	0.00%
<b>Total Grants</b>	<b>\$ 44,741</b>	<b>\$ 40,236</b>	<b>89.9%</b>	<b>\$ (4,506)</b>	<b>-10.1%</b>	<b>\$ 2,346,480</b>	<b>\$ 2,346,480</b>	<b>100.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Surplus (Deficit)</b>						<b>\$ -</b>	<b>\$ (50,622)</b>				

Legend			
For Revenues		For Expenses	
● >= 100%	● <= 100%	● <= 100%	● <= 100%
● Between 90% & 100%	● Between 90% & 100%	● Between 100% & 110%	● Between 100% & 110%
● < 90%	● < 90%	● > 110%	● > 110%



# Municipality of the County of Kings

## Briefing

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<b>TO</b>	Budget & Finance Committee
<b>PREPARED BY</b>	Kevin Wheaton, BBA - Financial Analyst
<b>MEETING DATE</b>	September 21, 2020
<b>SUBJECT</b>	Capital Accountability Report (Period Ended March 31, 2020)

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### **ORIGIN**

- November 5, 2019 Council Motion - Approval that quarterly accountability reports for the general operating and capital budget also be presented to Committee of the Whole and recommended for approval by Council
- [2019-06-10 Budget & Finance Terms of Reference, section 4.c.2.](#)

### **RECOMMENDATION**

That Budget & Finance Committee recommend the Capital Accountability Report (for period ended March 31, 2020) as an information item to Municipal Council.

### **INTENT**

To provide a summary of:

- material variances from amounts budgeted in the 2019-20 Capital Budget compared to the actual results as of March 31, 2020; and
- the actual year-end results as of March 31, 2020.

### **DISCUSSION**

This report represents activity to the end of fiscal 2019-20. Discussions have occurred with Managers and Directors across the organization to determine the status of each project at fiscal year-end. The Capital Variance Report (Appendix A) details the budget amounts, expenditures to date, and the variances/remaining budget for each capital project for the fiscal year just ended. The variances reported are based on information available at the time of this report.

Each project listed in the Capital Variance Report is flagged with an icon that labels its current status. A green circle indicates the project is complete, or is expected to be completed, on time and on budget. A yellow circle indicates the project has deviated, or is expected to deviate, from the budget, timeline and/or scope but will be completed. A red circle indicates the project is not expected to move forward in the current or following fiscal year.

#### **Capital Variance Report – Category A (Information Technology)**

Six of the seven projects have deviated from the forecasted timelines and one project has experienced a budget overage. Updates on the seven projects are as follows:

- The Hardware Evergreening project (#18-1102) is an ongoing program for the upgrading and replacement of computer equipment, printers and copiers, as well as software. Purchases were delayed during the first half of the year due to the move into the new Municipal Complex and, then, further disrupted by COVID-19 at the end of the year. As a result, fewer purchases were made and spending was significantly less than originally planned. There was also approximately \$5,000 in



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savings from costs being under budget estimates. The budget was not carried over to the 2020/21 year.

- The Network Upgrades project (#08-1101) is an ongoing program for the upgrading and replacement of computer networking equipment, cabling, and software used to facilitate communications, both internally and with remote sites. The SQL Server upgrades planned for January were not completed due to the delay of the Records Management project. Once upgraded, the servers are to be used for database storage for the new Records Management system. The remaining budget was not carried over to the 2020-21 year.
- The Records Management project (#16-1102) began with the organizing and archiving of paper-based records during the first part of the year. The installation of SharePoint software planned for Quarter 4 was delayed due to COVID-19. The project was significantly under budget at year-end and \$20K of the remaining budget carried over to the 2020-21 year for purchase of the SharePoint software and related consulting services.
- The Accounting Software project (#16-1103) is a contingency project to be advanced in the event an immediate upgrade is required to the existing software. No immediate upgrades have been needed or are foreseen, before a full replacement of the accounting software is implemented beginning in the 2020-21 fiscal year. The full budget carried over to the 2020-21 year.
- The Asset Management Software project (#17-1102) has been put on hold and will be combined with the Accounting Software project for the 2020-21 year, as current direction is showing best value in ensuring that the accounting and asset management systems are tightly integrated. Planning work has proceeded in the current year, but no purchases have been made. The full budget carried over to the 2020-21 fiscal year.
- The Fibre Connectivity project (#17-1103) included four network connections in 2019-20. The connection to the Public Works building (Kentville) was reconfigured. Connections to the Regional Sewer Lab (New Minas) and the new Municipal Complex (Coldbrook) were completed. Connections to the Greenwood Sewer Treatment Plant and Greenwood Water Treatment Facility were put on hold until the next round of Develop NS funding. The Develop NS funding could see a direct fibre connection run in front of the two facilities, negating the need for wireless connections. \$100K of the remaining budget carried over to the 2020-21 year (to be used if the Develop NS funding is not approved).
- The Council Chamber Sound System & Display project (#18-1101) was completed in October and came in over budget by \$9K (15%) due to rework needed after the move-in, as well as the addition of the hearing loop system.

### Capital Variance Report – Category B (Municipal Buildings)

Two of the three projects were completed on time and on budget and include:

- New Municipal Complex (#16-1301); and
- Office Furniture (#19-1301).

An update on the remaining project is as follows:

- The EPW Building project (#19-1302) has experienced some delay. A parcel of land, adjacent to the new Municipal Building was purchased in October 2019. A consulting contract for the design work was awarded in February 2020 and the design work has continued through Q1 and Q2 2020-21. Construction is expected to start in Q3 2020-21. The remaining budget (\$1.7M) has carried over to the 2020-21 year.



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### Capital Variance Report – Category C (Roads & Sidewalks)

The three projects were completed on time and on budget and include:

- Pedestrian Infrastructure (#08-1714);
- Crosswalk Construction & Speed Radar Signs (#19-3411); and
- Municipal Road Remediation (#13-1702).

### Capital Variance Report – Category D (Parks & Recreation)

The two projects were completed on time and on budget and include:

- Park Facility Upgrades (#15-1601); and
- Gesner Memorial (#18-1601).

### Capital Variance Report – Category E (Municipal Sewer Infrastructure)

Three of the eight projects were completed on time and on budget and include:

- Lift Station Replacements (#08-3408);
- Sewer Treatment Plant Renewals (#08-3409); and
- EPW Equip. & Occupational Safety Improvements (#10-3409).

Updates on the remaining five projects are as follows:

- The Collection System Line Replacements project (#08-3410) included construction of sewer line (700m) in Coldbrook and the work was completed in Q2. Design work for the Scott Drive (North Kentville) sewer line replacement was put on hold due to a change in priorities for the 2020-21 year. The remaining budget was not carried over to 2020-21.
- The Sewer Upgrades project (#19-3401) included \$600K for the Chapel Road Sewer Replacement. As the Investing in Canada Infrastructure Program funding application for this project was not successful, the work was deferred to the 2020-21 year and, then, to the 2021-22 year. The Sewer Upgrades project also included \$650K for upgrades to lift stations WE-6 (Waterville) and AT-5 (Aldershot). A contract for the upgrades was awarded in October 2019 and was approximately \$100K under budget. The upgrades began in Q4, have continued into the 2020-21 year, and are expected to be complete in Q1 on budget. Due to the deferral of the Chapel Road Sewer Replacement (\$600K) and the Lift Station Upgrades contract coming in \$100K below budget, Municipal Council approved a reduction of the original budget total for the project, from \$1,250K to \$550K, in October 2019. The remaining budget, as at March 31<sup>st</sup>, was carried over to 2020-21.
- The SCADA System Review project (#19-3403) has been delayed due to the prioritization of EPW resources. Discussions with operations & IT have begun, which will inform the direction of the project. An RFP for review of the monitoring system (hardware & software) is expected to be issued in Q2 or Q3 of the present fiscal year. The full budget was carried over to 2020-21.
- The Green Initiatives project (#13-3402) was on hold for a period of time as other priorities, such as the new municipal complex and hurricane Dorian response, delayed the startup of the project. A contract for the feasibility study has been awarded to CBCL and the consulting work is expected to be complete in Q2 or Q3 of the new fiscal year. The remaining budget was carried over to 2020-21.
- The EPW Service Vehicles project (#11-3401) included the purchase of a new half-ton truck and transit van, both in Q2. A new utility trailer was also purchased in February 2020 and caused the project to be over budget by \$7K.



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### Capital Variance Report – Category F (Greenwood Water Projects)

Three of the four projects were completed on time and on budget and include:

- Production Well (#11-2408);
- Water Distribution System Improvements (#10-2403); and
- Water System Equipment (#19-2401).

An update on the remaining project is as follows:

- The Water System Assessment project (#19-2401) covers a system assessment to evaluate the water resources and infrastructure needs of the Greenwood Water Utility. A contract was awarded to Dillon Consulting and the majority of the work was complete by year-end. The project activities and remaining budget carried over to 2020-21 and the assessment is expected to be fully complete in Q1 and finish significantly under budget.

### Capital Variance Report – Category G (Regional Sewer Projects)

Two of the four projects were completed on time and on budget and include:

- Regional STP Headworks (#18-4401); and
- Regional STP Gate & Fencing (#19-4401).

Updates on the remaining two projects are as follows:

- The Regional Sewer Lines project (#14-4401) began with the award of a design contract for the force main replacement to CBCL Ltd. The design work, which started in Q3, is underway and carried over to the 2020-21 year. Construction of portions within the Town of Kentville have been delayed and will carry over to the new fiscal year along with the remaining budget.
- The Regional STP Aeration project (#17-4401) began in Q3 with the award of the contract to Gary Parker Excavating. Due to weather construction was delayed until the spring, and the budget was carried over to the 2020-21 year and is expected to be complete in Q1.

### Capital Variance Report – Category H (Special/Contingent Projects)

Three of the thirteen projects were completed on time and on budget and include:

- J-Class Road Study (#18-3406);
- Strengthening Regional Service/Municipal Modernization (#18-3409); and
- Secondary Planning Strategy - New Minas (#18-3410).

Updates on the remaining ten projects are as follows:

- The Broadband CTI project (#18-3401) includes the development and construction of broadband projects that will expand high-speed internet availability to underserved areas of the Municipality. A business plan supporting economic viability has been developed and substantial progress has been made on engineering work. Construction work has been delayed pending execution of the Federal Connect to Innovate Contribution Agreement. Construction is expected to begin in 2020/21. The remaining budget has been carried over to 2020-21.
- The Alternative Energy Production (Solar) project (#18-3402) includes studies to evaluate the technical, financial, and strategic aspects associated with construction of a 4 MW+ solar facility at the closed landfill site in Meadowview. The consulting work was not completed by year-end and the Municipality has engaged a new consulting firm to undertake the remaining technical studies. The project activities and budget was carried over to 2020-21.



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- The Alternative Energy Production (Wind) project (#18-3403) includes various consulting services related to obtaining a Provincial license for placement of a meteorological tower on Crown land. An RFP for the tower was issued and closed and the project has been put on hold, pending the outcome of radar related issues with the Department of National Defense. The project activities and budget was carried over to 2020-21.
- The Water Extension Feasibility - Village of Kingston project (#18-3407) has been delayed as the test wells drilled to date have not produced the required quality and quantity of water. The project activities and remaining budget have been carried over to 2020-21.
- The Community Infrastructure Upgrades - Mee Rd (North Kentville) project (#19-3402) includes the replacement of sewer line (700m), improvements to storm drainage, and the construction of sidewalk (900m). Due to delays in external funding announcements, construction was delayed until the spring of 2020 and is expected to be complete in Q2 of the new fiscal year. The full budget was carried over to 2020-21.
- The J-Class Paving Pilot project (#19-3404) has been replaced in the 2020-21 Budget with a new Provincial, one-time paving program, although principals of the pilot project are of ongoing importance.
- The Coldbrook Village Park Traffic & Pedestrian Study project (#19-3405) was put on hold at the request of DTIR. No reports have been commissioned to date. The project activities are now expected to be carried out in the fiscal 2021-22 year. This budget will be revisited in 2021-22.
- The Solar Consulting – Municipal Buildings project (#19-3407) involves consulting services required for the development of photovoltaic solar arrays on Municipal buildings for the production of electricity to be sold to NS Power. The consulting work is substantially complete and has been carried over to the 2020-21 year, along with the remaining budget. A Power Purchase Agreement has been achieved and installation of the solar arrays will be completed in 2020/21.
- The Fleet Optimization Study project (#19-3409) includes consulting services to evaluate options to reduce fuel consumption in the Municipal fleet, including the potential use of alternate energy sources. A contract for the feasibility study was awarded to WSP Canada Inc. Project activities and the full budget was carried over to the 2020-21 fiscal year.
- The Electric Vehicle Infrastructure Deployment project (#19-3410) was put on hold until an appropriate funding application becomes available. Project activities and the full budget was carried over to 2020-21.

### **FINANCIAL IMPLICATIONS**

- The net budget variance for the Capital Program is one of underspending for the current fiscal year. As a result, funding sources will be drawn on at lower levels than originally anticipated.



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### STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	This report is a core function of the Municipality.

### ALTERNATIVES

- No alternatives are recommended

### IMPLEMENTATION

- Staff will continue to monitor actual results and report on project variances

### COMMUNITY ENGAGEMENT

A community engagement initiative is not required as the subject was approved as part of the 2019-20 Operating and Capital Budget. The community had the opportunity to provide public comments as part of that process. This report is providing an update on those budgets.

### APPENDICES

- Appendix A: Capital Variance Report

### APPROVALS

Mike Livingstone, Manager of Financial Reporting	Date: September 16, 2020
Greg Barr, Director of Finance & IT	Date: September 16, 2020
Scott Conrod, Chief Administrative Officer	Date: September 17, 2020

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 Capital Accountability Report  
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Project #	Project Description	Project Details	2019/20 Budget (including 2018/19 carryover)	Total Budget (project-to-date)	Prior Year Expenditures	2019/20 Expenditures (Apr.01/19 to Mar.31/20)	Total Expenditures (project-to-date)	2019/20 Forecasted Expenditures (to Mar.31/20)	2019/20 Remaining Budget (\$)	2019/20 Projected Year-End Remaining Budget (\$)	2019/20 Projected Year-End Remaining Budget (%)	Project Status	Comments
<b>Municipal Infrastructure - General Tax Rate Supported Information Technology</b>													
18-1102	Hardware Evergreening	Annual program to upgrade or replace a portion of the computer hardware systems, printers, and copiers.	\$ 100,000	\$ 153,531	\$ 53,531	\$ 54,327	\$ 107,858	\$ -	\$ 45,673	\$ 45,673	46%	●	Purchases were delayed for first half of year due to building move. In Q3 & Q4, ten (10) laptops and mounts acquired for use in Municipal vehicles. However, the laptops have been temporarily deployed to support COVID-19 work-from-home activities. In Q4, IT dept was unable to complete Exchange upgrade due to COVID-19 (\$30K) and was unable to purchase 2 Toughbook computers (\$10K). There was approximately \$5K in savings from costs being under budget estimates.
08-1101	Network Upgrades	Ongoing program to replace and add system and network items, e.g. cabling, operating system upgrades, software licenses, servers, firewalls, network drops, and remote site connections.	105,500	134,316	28,816	85,627	114,443	-	19,873	19,873	19%	●	The server upgrades planned for January were not completed due to the delay of the Records Management project. The planned upgrades are for the SQL Servers which are to be used for the new Records Management system database storage.
16-1102	Records Management	Implement Records Management System.	88,389	95,000	6,611	13,755	20,366	-	74,634	74,634	84%	●	The Records Management Clerk continued work on organizing and archiving paper-based records in Q1 and approx \$14K was spent on salaries/benefits/supplies for those activities. The installation of the SharePoint software (along with consulting) was to occur in Q4, but was delayed due to COVID-19. \$20K budget has been carried forward to 2020-21 for purchase of the SharePoint software (\$15K) and related consulting services (\$5K).
16-1103	Accounting Software	This is a contingency project for use in the event immediate upgrades are required to the existing software. The current software is scheduled to be replaced during the next fiscal year.	36,000	36,000	-	-	-	-	36,000	36,000	100%	●	Budget is a contingency, in case any immediate upgrades were required to the existing software. It is not expected that MoK will go ahead with the contingency portion of this project, as the plan is to proceed with a full replacement beginning in the 2020-21 year.
17-1102	Asset Management Software	Purchase of Asset Management Software to enhance or replace the system currently in use by EPW.	100,000	100,000	-	-	-	-	100,000	100,000	100%	●	Project has been put on hold and also combined with the Accounting Software project for the 2020-21 fiscal year, as both software products need to be integrated.
17-1103	Fibre Connectivity	Installation of fibre laterals, switches, and wireless access points to all Municipal facilities.	147,605	153,000	5,395	44,892	50,287	-	102,713	102,713	70%	●	Fibre reconfiguration to the Public Works building and connection to the new Municipal Building was completed in Q1. Connection to the Regional Sewer Lab building was completed in Q4. Connections to the Greenwood Sewage Treatment Plant and Greenwood Water Treatment Facility were put on hold pending the next round of Develop NS funding. The proposed fibre buildout project, utilizing Develop NS funding, would make the fibre/wireless hybrid connections to the Greenwood STP and Greenwood Water Treatment Facility redundant. \$100K of the remaining budget was carried forward to 2020-21 for fibre/wireless hybrid connections to be used if the Develop NS funding is not approved.
18-1101	Council Chambers Sound System & Display	Installation of various audio visual equipment in Council chambers, e.g., three large displays, two moveable monitors, mounts, AV carts, and control software.	58,824	112,900	54,076	67,437	121,513	-	8,613	8,613	-15%	●	Project was completed in October and came in over budget due to system deficiencies, as well as the addition of the hearing loop system.
<b>Total Information Technology</b>			<b>\$ 636,318</b>	<b>\$ 784,747</b>	<b>\$ 148,429</b>	<b>\$ 266,039</b>	<b>\$ 414,468</b>	<b>\$ -</b>	<b>\$ 370,279</b>	<b>\$ 370,279</b>	<b>58%</b>		
<b>Municipal Building</b>													
16-1301	New Municipal Complex	Construct new municipal complex.	\$ 660,000	\$ 7,541,189	\$ 6,881,189	\$ 364,886	\$ 7,246,075	\$ -	\$ 295,114	\$ 295,114	45%	●	The new Municipal Complex was essentially complete in November 2019. The project was fully completed in March 2020 and finished on budget. Some minor work relating to the completion of the pergola and the lettering on the front of the building has been done in the 2020-21 year. \$45K of the remaining budget has been carried forward to 2020-21 for completion of those items in Q1, 2020-21.
19-1301	Office Furniture	Purchase office furniture and partitions for staff work stations in new municipal complex. Purchase of limited boardroom tables and chairs.	163,000	163,000	-	161,347	161,347	-	1,653	1,653	1%	●	Project was completed on budget in Q2, 2019-20. Along with the new furniture, a large amount of pre-existing office and meeting room furniture continues to be used in the new building.

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19-1302	EPW Building	Purchase land, design, and construct EPW facility.	1,800,000	1,800,000	-	71,745	71,745	-	1,728,255	1,728,255	96%	●	A parcel of land, adjacent to the new Municipal Building was purchased in October 2019. Consulting contract for the design work was awarded in February 2020 and the design work continued through Q1 and Q2, 2020-21. The project is expected to go to tender in Q2 with construction to start in Q3.
<b>Total Municipal Building</b>			<b>\$ 2,623,000</b>	<b>\$ 9,504,189</b>	<b>\$ 6,881,189</b>	<b>\$ 597,978</b>	<b>\$ 7,479,167</b>	<b>\$ -</b>	<b>\$ 2,025,022</b>	<b>\$ 2,025,022</b>	<b>77%</b>		
<b>Roads and Sidewalks</b>													
08-1714	Pedestrian Infrastructure	Ongoing construct of sidewalks per Council approved Sidewalk Priority List.	\$ 524,360	\$ 560,003	\$ 35,643	\$ 483,564	\$ 519,207	\$ -	\$ 40,796	\$ 40,796	8%	●	Construction of Hwy 1 sidewalk in Coldbrook was completed in Q2 2019-20 and the project finished on budget. Design work for Scott Drive Sidewalk (Phase 1) was completed in March 2020 on budget. Construction of Scott Drive Sidewalk (Phase 1) has been substantially completed in Q2 2020-21.
19-3411	Crosswalk Construction & Speed Radar Signs	Construct crosswalks and purchase/install speed radar signs.	60,000	60,000	-	22,505	22,505	-	37,495	37,495	62%	●	Speed radar signs were purchased in February 2020 and were installed in Q2 2020-21. Crosswalk and speed radar sign priorities were established in Q4 2019-20. Most crosswalk and speed radar sign installations require agreement of the Nova Scotia Department of Transportation and Infrastructure Renewal. Limited crosswalk construction during the year has resulted in underspending.
13-1702	Municipal Road Remediation	Ongoing program to crack seal, micro-surface and patch pave scheduled portions of the roughly 23 km of subdivision roads owned by the Municipality.	100,000	225,038	125,038	95,109	220,147	-	4,891	4,891	5%	●	Contract 19-11 for Municipal Road Remediation was completed in Q2 2019-20. Subdivision roads were crack sealed (3000 metres), double micro-surfaced (2,500 square metres) and patch paved/edged (770 square metres). The project finished on budget and will not carry forward.
<b>Total Roads and Sidewalks</b>			<b>\$ 684,360</b>	<b>\$ 845,041</b>	<b>\$ 160,681</b>	<b>\$ 601,178</b>	<b>\$ 761,859</b>	<b>\$ -</b>	<b>\$ 83,182</b>	<b>\$ 83,182</b>	<b>12%</b>		
<b>Parks and Recreation</b>													
15-1601	Park Facility Upgrades	Ongoing upgrades to infrastructure in park facilities including Aylesford Lake, Veterans Viewpark, McMaster Mill, and several boat launch locations including Black River Lake.	\$ 25,000	\$ 34,302	\$ 9,302	\$ 27,092	\$ 36,394	\$ -	-\$ 2,092	-\$ 2,092	-8%	●	Project is over budget due to the installation of a pump chamber to address flooding on Municipal lands housing the Valley Drive-in.
18-1601	Gesner Memorial	The project involved erecting of a monument in honour of Dr. Abraham Gesner. A digital component was also added to include the development of a digital matrix, and website/mobile/applications. The addition will result in a mapped art and culture trail in Kings County that includes the Gesner Memorial monument and seventeen (17) other outdoor art and culture exhibits.	88,154	385,684	297,530	88,154	385,684	-	0	0	0%	●	Following the preparation of the 2019-20 Capital Budget, the Gesner project and budget was expanded to include a digital component (from \$300K to \$385K). The original physical component was completed in April 2019 and includes a life-size bronze portrait of Abraham Gesner and a timeline depicting his role as the founder of the modern petroleum industry. The monument was erected at the site of his birth in Chipmans Corner, Kings County. The digital component was completed in November 2019. The entire project was completed on budget. The project does not include the use of municipal capital funds. The funding includes a private donation along with contributions from Heritage Canada, ACOA, the Nova Scotia Dept. of Communities Culture & Heritage, and the Atlantic Geoscience Society.
<b>Total Parks and Recreation</b>			<b>\$ 113,154</b>	<b>\$ 419,986</b>	<b>\$ 306,832</b>	<b>\$ 115,246</b>	<b>\$ 422,078</b>	<b>\$ -</b>	<b>-\$ 2,092</b>	<b>-\$ 2,092</b>	<b>-2%</b>		
<b>Total Municipal Infrastructure</b>			<b>\$ 4,056,832</b>	<b>\$ 11,553,963</b>	<b>\$ 7,497,131</b>	<b>\$ 1,580,440</b>	<b>\$ 9,077,571</b>	<b>\$ -</b>	<b>\$ 2,476,392</b>	<b>\$ 2,476,392</b>	<b>61%</b>		
<b>Municipal Sewer Infrastructure - Sewer Rate Supported</b>													
08-3408	Lift Station Replacements	Ongoing replacement end-of-life lift stations, pumps, & electrical panels.	\$ 249,468	\$ 1,002,080	\$ 752,612	\$ 229,632	\$ 982,244	\$ -	\$ 19,836	\$ 19,836	8%	●	Prior year lift station replacements (CB1 & CG5) were carried forward to 2019-20 and completed in Q2 2019-20. Design of lift station replacements (GW-10, GW-11, CG-4 & HB-2) for the 2020-21 year was awarded and completed in Q4 2019-20. Construction is expected to be complete by Q4 2020-21.
08-3409	Sewer Treatment Plant Renewals	Ongoing replacement of Sewer Treatment Plant (STP) equipment and related infrastructure. Pumps, blowers and other aeration equipment will be replaced as needs are identified at the STP's.	350,000	707,631	357,631	350,932	708,563	-	932	932	0%	●	Design of the Avonport STP upgrade and the Greenwood Clarifier upgrade, replacement of the fencing at the Waterville STP and the sludge bin at the Greenwood STP, and the removal of the de-watered sludge from the Waterville septage facility were all completed on schedule and on budget.
08-3410	Collection System Line Replacements	Replacement program for sewer collection system infrastructure (sewer mains and manholes).	225,000	514,471	289,471	157,057	446,528	-	67,943	67,943	30%	●	Contract 19-01 for the construction of the Coldbrook sewer line (700m) was completed in Q2 2019-20 and finished significantly under budget. Design work for the Scott Drive (North Kentville) sewer line replacement was put on hold due to a change in priorities for the 2020-21 year.

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10-3409	EPW Equip. & Occupational Safety Improvements	Ongoing replacement of end of life tools and equipment used to perform repairs & maintenance procedures, or to meet occupational health & safety requirements as needs are identified.	25,000	42,823	17,823	11,881	29,704	-	13,119	13,119	52%	●	A portable railing system for fall protection was purchased in June 2019. Renovations were done at the Aylesford STP UV building in March 2020 to correct a mold issue. Project activities were completed under budget.
19-3401	Sewer Upgrades	Replace lift stations WE-6 on County Home Rd in Waterville, and AT-5 on Spencer Rd in North Kentville. Replace 1.275 km of sewer line on Chapel Rd in Canning.	550,000	550,000	-	68,412	68,412	-	481,588	481,588	88%	●	The 2019-20 Sewer Upgrades project originally included \$600K for the Chapel Road Sewer Replacement (1.275 km). As the Investing in Canada Infrastructure Program (ICIP) funding application for the Chapel Road Sewer Replacement was not successful, the work has been deferred to the 2020-21 year and the second phase of ICIP. Contract 19-03 for Lift Station Upgrades (WE-6 & AT-5) was awarded and was approximately \$100K less than originally budgeted. The construction carried over to the 2020-21 year and is expected to be completed on budget in Q3 2020-21. Due to the deferral of the Chapel Road Sewer Replacement (\$600K) and the Lift Station Upgrades contract coming in \$100K below budget, Municipal Council approved a reduction of the budget total for the overall project, from \$1,250K to \$550K, on Oct.01/19. The funding sources were originally \$917,000 ICIP and \$333,000 Reserves and were revised on Oct 1st to \$300,000 Gas Tax and \$250,000 Reserves.
19-3403	SCADA System Review	Review current SCADA monitoring system and software and evaluate potential upgrades, including evaluation of the wiring.	50,000	50,000	-	-	-	-	50,000	50,000	100%	●	Project carried over to 2020-21 due to the prioritization of EPW resources. An RFP for review of SCADA monitoring system and software is expected to be issued in Q2 or Q3 2020-21.
13-3402	Green Initiatives	Feasibility study related to the potential for energy efficiency improvements including evaluation of a bio-waste generator.	50,000	50,000	-	6,507	6,507	-	43,493	43,493	87%	●	Priorities, such as the new municipal complex and hurricane Dorian response, have delayed the start-up of this project to the 2020-21 year. A contract for the feasibility study has been awarded and is underway. The consulting work is expected to be complete in Q3 2020-21.
11-3401	EPW Service Vehicles	Ongoing replacement of end-of-life EPW service vehicles.	85,000	169,286	84,286	91,918	176,204	-	6,918	6,918	-8%	●	A new half-ton truck and transit van were purchased in Q2 2019-20. A new utility trailer was purchased in February 2020. Project is over budget due to the purchase of the utility trailer.
<b>Total Municipal Sewer Infrastructure</b>			<b>\$ 1,584,468</b>	<b>\$ 3,086,291</b>	<b>\$ 1,501,823</b>	<b>\$ 916,339</b>	<b>\$ 2,418,162</b>	<b>\$ -</b>	<b>\$ 668,129</b>	<b>\$ 668,129</b>	<b>42%</b>		
<b>Greenwood Water Projects - Water Rate Supported</b>													
11-2408	Production Well	Phased program to test source of supply and develop a new water production well.	\$ 200,000	\$ 267,325	\$ 67,325	\$ 36,809	\$ 104,134	\$ -	\$ 163,191	\$ 163,191	82%	●	A parcel of land has been identified as the site with the most potential for a new wellfield. The volume and chemistry analysis related to this location were better than any of the previous test well sites. The property was appraised in December 2019 and purchased by the Municipality in Q1 2020-21. Drilling of the production wells, and related engineering services are expected to be complete by Q4, 2020-21.
10-2403	Water Distribution System Improvements	Upgrade or replacement program for existing water distribution system infrastructure, including watermains, valves, and hydrants.	150,000	287,088	137,088	78,746	215,834	-	71,254	71,254	48%	●	All planned project activities were completed. Project is significantly under budget due to actual costs being lower than originally expected.
11-2407	Water System Equipment	Upgrade and replacement program for existing water distribution system equipment including flow meters, treatment equipment and monitoring equipment as needs are identified during the year.	75,000	75,000	-	46,756	46,756	-	28,244	28,244	38%	●	Sandy Court system was installed in Q4 2019-20. The project was completed significantly under budget due to actual costs being lower than originally expected.
19-2401	Water System Assessment	System assessment to evaluate the water resources and infrastructure needs of the Greenwood Water Utility.	75,000	75,000	-	37,665	37,665	-	37,335	37,335	50%	●	The Water System Assessment contract was awarded and the majority of the work was complete by year-end. The project carried over to the 2020-21 year and was complete in Q1.
<b>Total Greenwood Water Projects</b>			<b>\$ 500,000</b>	<b>\$ 704,413</b>	<b>\$ 204,413</b>	<b>\$ 199,976</b>	<b>\$ 404,389</b>	<b>\$ -</b>	<b>\$ 300,024</b>	<b>\$ 300,024</b>	<b>60%</b>		
<b>Regional Sewer Projects - User Fee Supported</b>													
14-4401	Regional Sewer Lines	Design and begin construction of 900m each of 8" and 18" forcemain, running east from the Curling Club to the Kentville Research Station	\$ 200,000	\$ 200,000	\$ -	\$ 21,798	\$ 21,798	\$ -	\$ 178,202	\$ 178,202	89%	●	A design contract for the forcemain replacement was awarded, work began in Q3 and carried forward to the 2020-21 year. Construction of portions within the Town of Kentville was delayed and has been substantially completed in Q2 2020-21.
17-4401	Regional STP Aeration	Complete the design work and then proceed to de-sludge Cell 1 and replace the diffusers and related aeration equipment in Cells 1 and 2.	1,024,361	1,050,000	25,639	610,764	636,403	-	413,597	413,597	40%	●	Tender closed on October 29, 2019. Project activities began in Q4 and carried forward to the 2020-21 year. Project has been completed in Q2 2020-21, on budget.

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Project #	Project Description	Project Details	2019/20 Budget (including 2018/19 carryover)	Total Budget (project-to-date)	Prior Year Expenditures	2019/20 Expenditures (Apr.01/19 to Mar.31/20)	Total Expenditures (project-to-date)	2019/20 Forecasted Expenditures (to Mar.31/20)	2019/20 Remaining Budget (\$)	2019/20 Projected Year-End Remaining Budget (\$)	2019/20 Projected Year-End Remaining Budget (%)	Project Status	Comments
18-4401	Regional STP Headworks	Completion of the headworks project started in 2018-19. Modifications of the inflow and outflows to and from the UV chamber and include manholes for access to remove blockages when they occur.	250,000	374,945	124,945	90,752	215,697	-	159,248	159,248	64%	●	Contract 18-04 for Ventilation Upgrades was completed in Q1. Contract 19-15 for Headworks Building Addition was completed in Q2. The project activities have been completed on schedule and under budget.
19-4401	Regional STP Gate & Fencing	Install an electric gate at the entrance to the Regional STP and replace sections of perimeter fencing.	125,000	125,000	-	49,430	49,430	-	75,570	75,570	60%	●	Project was complete in Q4 and was significantly under budget, due to actual costs being lower than originally expected.
<b>Total Regional Sewer Projects</b>			<b>\$ 1,599,361</b>	<b>\$ 1,749,945</b>	<b>\$ 150,584</b>	<b>\$ 772,744</b>	<b>\$ 923,328</b>	<b>\$ -</b>	<b>\$ 826,617</b>	<b>\$ 826,617</b>	<b>52%</b>		
<b>Special/Contingent Projects</b>													
18-3401	Broadband CTI	Develop business plans associated with the proposed broadband projects that will expand broadband to underserved areas of the Municipality. With confirmed Federal Connect to Innovate funding, and a business plan supporting economic viability, then construction will begin in 2019/20. The buildout would occur over a 2-year period.	\$ 3,365,999	\$ 3,372,483	\$ 6,484	\$ 259,454	\$ 265,938	\$ -	\$ 3,106,545	\$ 3,106,545	92%	●	A business plan supporting economic viability was developed and the engineering work is substantially complete. A networking equipment vendor has also been selected. The majority of project budget (for purchase of equipment, make ready, and construction) was carried forward to 2020-21 (\$3.1M). Construction is expected to begin in October 2020, once a signed Contribution Agreement has been received from Innovation Science & Economic Development Canada (ISED), which is expected in September 2020.
18-3402	Alternative energy production: Solar	Prepare studies to evaluate the technical, financial, and strategic aspects associated with construction of a 4 MW+ solar facility at the closed landfill site in Meadowview, North Kentville.	45,000	45,000	-	-	-	-	45,000	45,000	100%	●	The geotechnical study was not completed before the end of the year and has been carried over to fiscal 2020-21 along with the remaining consulting amount.
18-3403	Alternative energy production: Wind	Various consulting services related to obtaining a provincial license for placement of a meteorological tower on Crown land to measure, record, and report wind speeds, together with the estimated cost of the test equipment, legal services, and community consultation.	91,350	91,350	-	25,000	25,000	-	66,350	66,350	73%	●	An RFP for the meteorological tower has been issued and closed. The project has been put on hold, pending the outcome of radar related issues with the Department of National Defense (DND).
18-3406	J-Class Road Study	Study to evaluate condition and scoring of the 135km of J-Class roads located in the Municipality that are owned by the Province. In 2019/20, traffic counts will be done.	20,000	37,979	17,979	19,814	37,793	-	186	186	1%	●	The contract was awarded to a specialized consulting firm and has been completed within budget.
18-3407	Water Extension Feasibility - Village of Kingston	Drilling of test wells to evaluate potential well sites identified by the engineering consulting firm.	130,000	130,000	-	53,567	53,567	-	76,433	76,433	59%	●	Consulting and well drilling work is ongoing and has been carried over to 2020-21 to bring to completion. The test wells to date have not produced the required quality and quantity of water.
18-3409	Strengthening Regional Service/Municipal Modernization	Review and update the various incorporating documents, policies, and procedures related to the governance of Valley Region Solid Waste Resource Management Authority, Kings Transit Authority, and Valley Community Fibre Network Authority.	141,095	188,160	47,065	108,736	155,801	-	32,359	32,359	23%	●	A business plan for Valley Community Fibre Network has been completed by external sources, as has accounting work at Kings Transit Authority. Valley Waste Resource Management RFPs for cost accounting services and human resources have been awarded, the cost accounting work is near complete, and human resources work was completed subsequent to year end.
18-3410	Secondary Planning Strategy - New Minas	Contribution to secondary planning strategy studies required in connection with the development of lands located with the New Minas Growth Centre.	125,790	171,997	46,207	16,850	63,057	-	108,940	108,940	87%	●	Technical background studies related to water, sanitary sewer, storm sewer and road needs/capacity has been carried over to fiscal 2020-21 and are expected to be completed in Q3 2020-21. Once those studies are complete, the Village (concurrent with the Municipality) will proceed with planning studies.
19-3402	Community Infrastructure Upgrades - Mee Rd	Replace 700m sewer pipe, improve storm drainage system, and construct 900m sidewalk along Mee Rd from Mountain View Rd at the border between the Town of Kentville and the Municipality, to the intersection of Scott Drive, Middle Dyke Rd and Mee Rd.	1,100,000	1,100,000	-	-	-	-	1,100,000	1,100,000	100%	●	Due to delays in external funding announcements, a contract for construction was not awarded until October 2019. Construction was delayed until the spring of 2020 and was substantially complete in Q2 2020-21. The entire budget has been carried over to fiscal 2020-21.
19-3404	J-Class Paving Pilot Project	Commencement of a J-Class paving and remediation program with the Province. The Municipality is requesting a long-term funding commitment from the Province.	6,337,925	6,337,925	-	-	-	-	6,337,925	6,337,925	100%	●	To date the Province has not responded to the Municipality's proposed asset management plan for J-Class roads.
19-3405	Coldbrook Village Park Traffic & Pedestrian Study	Conduct traffic and pedestrian study in vicinity of Coldbrook Village Park Drive	50,000	50,000	-	-	-	-	50,000	50,000	100%	●	Project on hold at the request of DTIR. No work has been completed to date.

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Project #	Project Description	Project Details	2019/20 Budget (including 2018/19 carryover)	Total Budget (project-to-date)	Prior Year Expenditures	2019/20 Expenditures (Apr.01/19 to Mar.31/20)	Total Expenditures (project-to-date)	2019/20 Forecasted Expenditures (to Mar.31/20)	2019/20 Remaining Budget (\$)	2019/20 Projected Year-End Remaining Budget (\$)	2019/20 Projected Year-End Remaining Budget (%)	Project Status	Comments
19-3407	Solar - Municipal Buildings	EPW identified municipal buildings capable of supporting a 50 to 75 kW solar array. The Municipality's consultant evaluated the location in terms of energy production capability (square area and orientation/exposure). Suitable sites were submitted (bid) under the Nova Scotia Department of Energy <i>Solar Electricity for Community Buildings Pilot Program</i> .	12,000	12,000	-	4,171	4,171	-	7,829	7,829	65%	●	The Municipality has been awarded a 72kW installation for the new administration building. The program involves a 20-year supply contract to Nova Scotia Power. Interconnection permitting and panel acquisitions are in progress. The current year budget was for planning. The remaining budget has been carried over to fiscal 2020-21 to cover additional electrical engineering consulting. Capital acquisitions will be dealt with in the 2020-21 year under project #20-3401 (Solar Construction - Municipal Buildings).
19-3409	Fleet Optimization Study	Study to evaluate options to reduce fuel consumption in the Municipal fleet, including the potential use of alternate energy sources.	51,000	51,000	-	-	-	-	51,000	51,000	100%	●	Contract for the feasibility study was awarded. The study activities, including budget of \$51K, has carried over to the 2020-21 fiscal year. A preliminary report was received in September 2020.
19-3410	Electric Vehicle Infrastructure Deployment	Install an electric vehicle fast charging station.	120,000	120,000	-	-	-	-	120,000	120,000	100%	●	Project was put on hold until an appropriate funding application became available. The full budget has been carried over to the 2020-21 year. An appropriate funding application became available in September 2020. The Municipality is now awaiting the results of the application.
<b>Total Special/Contingent Projects</b>			<b>\$ 11,590,159</b>	<b>\$ 11,707,894</b>	<b>\$ 117,735</b>	<b>\$ 487,592</b>	<b>\$ 605,327</b>	<b>\$ -</b>	<b>\$ 11,102,567</b>	<b>\$ 11,102,567</b>	<b>96%</b>		
<b>Total Capital Program</b>			<b>\$ 19,330,820</b>	<b>\$ 28,802,506</b>	<b>\$ 9,471,686</b>	<b>\$ 3,957,092</b>	<b>\$ 13,428,778</b>	<b>\$ -</b>	<b>\$ 15,373,728</b>	<b>\$ 15,373,728</b>	<b>80%</b>		

**Legend:**  
 Each project listed in the Capital Variance Report (above) is flagged with an icon that labels its current status.

Green Circle - indicates the project is completed, or is expected to be completed, on time and on budget.

Yellow Circle - indicates the project has deviated, or is expected to deviate, from the budget, timeline and/or scope; but will be completed.

Red Circle - indicates the project is not expected to move forward, in the current or following fiscal year.



# Municipality of the County of Kings

## Briefing

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<b>TO</b>	Budget & Finance Committee
<b>PREPARED BY</b>	Kevin Wheaton, BBA - Financial Analyst
<b>MEETING DATE</b>	September 21, 2020
<b>SUBJECT</b>	Capital Accountability Report (Period Ended June 30, 2020)

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### **ORIGIN**

- November 5, 2019 Council Motion - Approval that quarterly accountability reports for the general operating and capital budget also be presented to Committee of the Whole and recommended for approval by Council
- [2019-06-10 Budget & Finance Terms of Reference, section 4.c.2.](#)

### **RECOMMENDATION**

That Budget & Finance Committee recommend the Capital Accountability Report (for period ended June 30, 2020) as an information item to Municipal Council.

### **INTENT**

To provide a summary of:

- material variances from amounts budgeted in the 2020-21 Capital Budget compared to the actual results as of June 30, 2020; and
- the forecasted year-end results to March 31, 2021.

### **DISCUSSION**

This report represents activity to the end of the first quarter of the fiscal 2020-21 year. Discussions have occurred with Managers and Directors across the organization to determine the current status of each project and forecasts to year-end. The Capital Variance Report (Appendix A) details the budget amounts, expenditures to date, and the variances/remaining budget for each capital project for the current fiscal year. The variances forecast are based on information available at the time of this report. Events during the year may vary to actual outcomes.

Each project listed in the Capital Variance Report is flagged with an icon that labels its current status. A green circle indicates the project is complete, or is expected to be completed, on time and on budget. A yellow circle indicates the project has deviated, or is expected to deviate, from the budget, timeline and/or scope but will be completed. A red circle indicates the project is not expected to move forward in the current or following fiscal year.

### **Capital Variance Report – Category A (Information Technology)**

Four of the six projects are expected to be completed on time and on budget, and include:

- Hardware Evergreening (#18-1102);
- Network Upgrades (#08-1101);
- Accounting & Asset Management Software (#16-1103); and
- Tablet Computers (#20-1101).



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Updates on the remaining two projects are as follows:

- The Records Management project (#16-1102) has been delayed due to COVID-19. The SharePoint upgrade and Records Centre deployment is currently scheduled for the September/October period.
- The Fibre/Wireless Hybrid Connectivity project (#17-1103) has been put on hold until the next round of Develop NS funding. The Develop NS funding would see a direct fibre connection run in front of the two facilities, negating the need for a wireless connection.

### **Capital Variance Report – Category B (Municipal Buildings)**

This category contains two projects, one of which being the finalization of the New Municipal Complex (#16-1301) which has been completed on time and on budget. An update on the remaining project is as follows:

- The EPW Building project (#19-1302) has experienced some delay. The project is to be tendered in September of this year. Construction of the new building is expected to begin in Q3, pending Council awarding of the contract, and is expected to carry over into the 2021-22 year.

### **Capital Variance Report – Category C (Roads & Sidewalks)**

The Pedestrian Infrastructure project (#08-1714) is expected to be completed on time and under budget.

### **Capital Variance Report – Category D (Building & Development Service Vehicles)**

The Building & Development Service Vehicles project (#13-1501) is expected to be completed on time and on budget.

### **Capital Variance Report – Category E (Parks & Recreation)**

The Harvest Moon Trailhead project (#20-3404) is expected to be completed on time and under budget.

### **Capital Variance Report – Category F (Municipal Sewer Infrastructure)**

Seven of the nine projects are expected to be completed on time and on budget and include:

- Sewer Collection Line Replacement (#08-3410);
- EPW Equipment & Occupational Health/Safety (#10-3409);
- EPW Service Vehicle Replacements (#11-3401);
- Green Initiatives (#13-3402);
- Sewer Upgrades (#19-3401);
- SCADA System Review (#19-3403); and
- Greenwood Sewer Extensions (#20-3405).

Two projects are expected to be completed on time and under budget and include:

- Lift Station Replacements (#08-3408); and
- Sewer Treatment Plant Infrastructure Renewal (#08-3409).

### **Capital Variance Report – Category G (Greenwood Water Projects)**

All four of the following projects are expected to be completed on time and on budget:

- Water Distribution System Improvements (#10-2403);
- Water System Equipment (#11-2407);



# Municipality of the County of Kings

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- Production Well (#11-2408); and
- Water System Assessment (#19-2401).

### **Capital Variance Report – Category H (Regional Sewer Projects)**

Both of the following projects are expected to be completed on time and on budget:

- Regional Sewer Lines (#14-4401); and
- Regional STP Aeration (#17-4401).

### **Capital Variance Report – Category I (Special/Contingent Projects)**

Ten of the twelve projects are expected to be completed on time and on budget and include:

- Solar – Meadowview (#18-3402);
- Light Manufacturing Park Development Study (#18-3404);
- Water - Village of Kingston (#18-3407);
- Secondary Planning Strategy Development - New Minas (#18-3410);
- Community Infrastructure Upgrades - Mee Rd (#19-3402);
- Solar Consulting - Municipal Buildings (#19-3407);
- Fleet Optimization Study (#19-3409);
- Solar Construction - Municipal Buildings (#20-3401);
- Active Transportation (#20-3406); and
- J-Class 2020-21 One-Time Repave Program (#20-3407).

Updates on the remaining three projects are as follows:

- The Broadband CTI project (#18-3401) includes the development and construction of broadband projects that will expand high-speed internet availability to underserved areas of the Municipality. Engineering work for the project is substantially complete. Construction and materials have been tendered, but the start of construction work has been delayed, pending execution of the Federal Connect to Innovate Contribution Agreement. The approval is expected in September and construction is expected to begin in October. The construction activities and projected year-end remaining budget are expected to carry over to the fiscal 2021-22 year.
- The Alternative Energy Production (Wind) project (#18-3403) includes various consulting services related to obtaining a Provincial license for placement of a meteorological tower on Crown land. An RFP for the tower has been issued/closed and the project has been put on hold pending resolution of related radar matters.
- The Electric Vehicle Infrastructure Deployment project (#19-3410) was put on hold pending release of an external funding program. A program was announced and the Municipality has made an application and the Municipality is now awaiting the results of the application.

### **FINANCIAL IMPLICATIONS**

- At present, the net budget variance for the Capital Program is one of underspending for the current fiscal year. If the current situation holds to year-end, funding sources will be drawn on at lower levels than originally anticipated.



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### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	This report is a core function of the Municipality.

### **ALTERNATIVES**

- No alternatives are recommended

### **IMPLEMENTATION**

- Staff will continue to monitor actual results and report on project variances

### **COMMUNITY ENGAGEMENT**

Budget development involved community engagement. Specific projects have additional engagement requirements at certain junctures of implementation. This report is providing an update on the 2020-21 Capital Budget.

### **APPENDICES**

- Appendix A: Capital Variance Report

### **APPROVALS**

Mike Livingstone, Manager of Financial Reporting	Date: September 16, 2020
Greg Barr, Director of Finance & IT	Date: September 16, 2020
Scott Conrod, Chief Administrative Officer	Date: September 17, 2020

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Project #	Project Description	Project Details	2020-21 Budget (including 2019-20 carryover)	Total Budget (project-to-date)	Prior Year Expenditures	2020-21 Expenditures (Apr.01/20 to Jun.30/20)	Total Expenditures (project-to-date)	2020-21 Forecasted Expenditures (Jul.01/20 to Mar.31/21)	2020-21 Remaining Budget (\$)	2020-21 Projected Year-End Remaining Budget (\$)	2020-21 Projected Year-End Remaining Budget (%)	Project Status	Comments - June 30, 2020
<b>Municipal Infrastructure - General Tax Rate Supported Information Technology</b>													
18-1102	Hardware Evergreening	Annual program to upgrade or replace a portion of the computer hardware systems, printers, and copiers.	\$ 62,700	\$ 170,558	\$ 107,858	\$ 10,447	\$ 118,305	\$ 52,253	\$ 52,253	\$ -	0%	●	Three (3) laptops and supporting equipment were purchased. Services for the MS Exchange upgrade were purchased and the upgrade is scheduled for July. Printer replacement and wall display installation is scheduled for Q3. Additional monitor and laptop purchases to occur throughout the remainder of the year.
08-1101	Network Upgrades	Ongoing program to replace and add system and network components, including cabling, operating system upgrades, servers, firewalls, network drops, and remote site connections.	47,100	161,543	114,443	-	114,443	44,400	47,100	2,700	6%	●	All network upgrades were delayed due to COVID-19. Security camera installation is scheduled for August. Cell repeater installation is scheduled for September. SQL Server upgrade is scheduled for September. Access points for new EPW building (\$2.7K) will not be required this budget year and will require carryover to 2021-22, due to delay in building construction. Remainder of work for this project to be complete in Q4.
16-1102	Records Management	Implement Records Management System.	20,000	40,366	20,366	-	20,366	20,000	20,000	-	0%	●	The SharePoint upgrade and Records Centre deployment has been delayed due to COVID-19. The work is currently scheduled for the September/October period.
16-1103	Accounting & Asset Management Software	Replacement of existing accounting software to improve functionality and take advantage of new features such as the ability to drill down through financial reports, better integration with Microsoft Office, and integration with Asset Management software. Purchase of Asset Management software to enhance or replace the system currently in use by EPW.	250,000	250,000	-	-	-	250,000	250,000	-	0%	●	A quote has been received for the upgrade of the asset management system and the work has not been started yet. An RFP is currently under development for the replacement of the Accounting Software and integration of the new accounting system with the Asset Management System.
17-1103	Fibre/Wireless Hybrid Connectivity	Connection of the Greenwood Sewer Treatment Plant and the Greenwood Water Treatment Facility to the municipal network through a hybrid fibre/wireless, high-speed internet connection.	100,000	150,287	50,287	-	50,287	100,000	100,000	-	0%	●	Connection of the Greenwood Sewage Treatment Plant and Greenwood Water Treatment Facility to the municipal network is on hold, pending the next round of Develop NS funding. The proposed fibre buildout project, utilizing Develop NS funding, would make the fibre/wireless hybrid connection to the Greenwood STP and Greenwood Water Treatment Facility redundant.
20-1101	Tablet Computers	Purchase of Microsoft Surface tablets for use by Council, including required software.	25,000	25,000	-	-	-	25,000	25,000	-	0%	●	A tender for procurement is under development and the purchase of the tablets (and supporting equipment) is expected in August.
<b>Total Information Technology</b>			<b>\$ 504,800</b>	<b>\$ 797,755</b>	<b>\$ 292,955</b>	<b>\$ 10,447</b>	<b>\$ 303,401</b>	<b>\$ 491,653</b>	<b>\$ 494,353</b>	<b>\$ 2,700</b>	<b>1%</b>		
<b>Municipal Building</b>													
16-1301	New Municipal Complex	Construct new municipal complex.	\$ 45,000	\$ 7,291,075	\$ 7,246,075	\$ 42,901	\$ 7,288,976	\$ -	\$ 2,099	\$ 2,099	5%	●	The two outstanding items related to the pergola and outside lettering on the building were completed in Q1. Project is fully complete and on budget.
19-1302	EPW Building	Design and construct EPW building.	3,140,875	3,212,620	71,745	14,434	86,179	445,000	3,126,441	2,681,441	85%	●	Project to be tendered in September of this year. Construction is expected to begin in Q3, pending Council awarding of contract. Construction is expected to carry over into the 2021-22 year.
<b>Total Municipal Building</b>			<b>\$ 3,185,875</b>	<b>\$ 10,503,695</b>	<b>\$ 7,317,820</b>	<b>\$ 57,335</b>	<b>\$ 7,375,155</b>	<b>\$ 445,000</b>	<b>\$ 3,128,540</b>	<b>\$ 2,683,540</b>	<b>84%</b>		
<b>Roads and Sidewalks</b>													
08-1714	Pedestrian Infrastructure	Ongoing program for the construction of sidewalks listed in the Sidewalk Priority List approved by Council. In 2020-21, the construction of Phase 1 of the Scott Drive sidewalk (Mee Rd to Governor Court), the design of Phase 2 of the Scott Drive sidewalk (Governor Court to Nichols Ave), and the installation of crosswalks/speed radar signs are planned.	\$ 600,000	\$ 1,119,207	\$ 519,207	\$ 2,828	\$ 522,035	\$ 447,172	\$ 597,172	\$ 150,000	25%	●	The Scott Drive sidewalk construction was substantially complete in Q2. The design work for Scott Drive (Phase 2) and the Auburn sidewalk (Hwy 1, West Kings High School to Morden Rd) is expected to be complete by Q4. The program is projected to be under budget by approx. \$150K due to the Scott Drive Sidewalk tender coming in below budget.
<b>Total Roads and Sidewalks</b>			<b>\$ 600,000</b>	<b>\$ 1,119,207</b>	<b>\$ 519,207</b>	<b>\$ 2,828</b>	<b>\$ 522,035</b>	<b>\$ 447,172</b>	<b>\$ 597,172</b>	<b>\$ 150,000</b>	<b>25%</b>		
<b>Building &amp; Development Services Vehicles</b>													
<b>Total Building &amp; Development Services Vehicles</b>			<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>0%</b>		
<b>Parks and Recreation</b>													
20-3404	Harvet Moon Trailhead	Construction of a trailhead connecting to the Harvest Moon Trail in close proximity to the new Municipal Complex, for the benefit of the general public and Municipal staff.	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 13,000	\$ 25,000	\$ 12,000	48%	●	Project was substantially complete in Q2 and is expected to be approx. \$12K under budget, due to the easement being obtained at no cost to the Municipality.
<b>Total Parks and Recreation</b>			<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,000</b>	<b>\$ 25,000</b>	<b>\$ 12,000</b>	<b>48%</b>		

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<b>Total Municipal Infrastructure</b>			<b>\$ 4,345,675</b>	<b>\$ 12,475,656</b>	<b>\$ 8,129,982</b>	<b>\$ 70,610</b>	<b>\$ 8,230,591</b>	<b>\$ 1,426,825</b>	<b>\$ 4,275,065</b>	<b>\$ 2,848,240</b>	<b>66%</b>		
<b>Municipal Sewer Infrastructure - Sewer Rate Supported</b>													
08-3408	Lift Station Replacements	Ongoing program to replace end-of-life lift stations, pumps, & electrical panels. In 2020/21, upgrades are planned for lift stations GW10, GW11, CG4 and HB2, as well as the design work for the 2021-22 lift station projects.	\$ 650,000	\$ 1,632,244	\$ 982,244	\$ 3,281	\$ 985,525	\$ 506,719	\$ 646,719	\$ 140,000	22%	●	Contract 20-04 (lift stations CG4, GW10, GW11 & HB2) is expected to be complete in Q4. Design work for the 2021-22 lift station projects is expected to be complete in Q4. The program is expected to be approx. \$140K under budget due to Contract 20-04 coming in below budget.
08-3409	Sewer Treatment Plant Infrastructure Renewal	Ongoing program for the replacement of Sewer Treatment Plant (STP) equipment and related infrastructure. Pumps, blowers and other aeration equipment will be replaced as needs are identified at the STP's. In 2020-21, both of the clarifiers at the Greenwood STP will be replaced and the treatment equipment at the Avonport STP will be upgraded.	1,250,000	1,958,563	708,563	17,895	726,458	1,032,105	1,232,105	200,000	16%	●	Greenwood Clarifier Upgrades and Avonport STP Upgrades are expected to be complete in Q4. Tenders for the two projects came in approx. \$200K under budget.
08-3410	Sewer Collection Line Replacement	Ongoing program for the replacement of sewer collection lines. In 2020-21, research and consulting work related to developing specifications and methods for trenchless excavation will be done. New sewer laterals (from the main sewer line to the property line of individual lots) will be installed.	75,000	521,528	446,528	11,796	458,324	63,204	63,204	-	0%	●	The development of an RFQ and standard specifications for trenchless sewerline rehabilitation is expected to be complete by Q3. An emergency sewer main repair for Pattys Drive (Greenwood) was completed in Q2.
10-3409	EPW Equipment & Occupational Health/Safety	Ongoing program for the replacement of end of life tools and equipment used to perform repairs & maintenance procedures or to meet occupational health & safety requirements, as needs are identified. In 2020-21, a utility boat for the sewer lagoons, a metal band saw, a mechanical valve wrench turner, a plow blade, and an EPW lawn tractor are to be purchased.	25,000	54,704	29,704	-	29,704	25,000	25,000	-	0%	●	Equipment to be purchased in Q3 and Q4.
11-3401	EPW Service Vehicle Replacements	Ongoing program for the replacement of end-of-life EPW service vehicles. In 2020-21, two 2012 Chevrolet Colorado trucks are to be replaced with new 1/2 ton trucks.	70,000	99,704	29,704	-	29,704	70,000	70,000	-	0%	●	Delivery of two (2) new half-ton trucks was received in Q2.
13-3402	Green Initiatives	A feasibility study related to the potential for energy efficiency improvements, including the evaluation of a bio-waste generator, is to be performed in 2020-21.	43,493	50,000	6,507	4,505	11,013	38,987	38,987	-	0%	●	The feasibility study's Final Report is expected to be received in Q3.
19-3401	Sewer Upgrades	Replacement of lift stations WE-6 (on County Home Rd in Waterville) and AT-5 (on Spencer Rd in North Kentville).	481,588	550,000	68,412	341,267	409,679	140,321	140,321	-	0%	●	Contract 19-03 (lift stations AT5 & WE6) is expected to be complete in Q3.
19-3403	SCADA System Review	Review of current SCADA monitoring system and software and evaluate potential upgrades, including evaluation of the wiring required to bring the system inside the MoK firewall.	50,000	50,000	-	-	-	50,000	50,000	-	0%	●	The IT department and EPW operations have been collaborating on developing system requirements and identifying potential vendors.
20-3405	Greenwood Sewer Extensions	Extension of sewer infrastructure in the Village of Greenwood, along Rocknotch Road and Hwy 201 (Howe Ave to Village boundary). In 2020-21, a pre-design study to be completed to determine infrastructure sizing, placement and cost.	73,000	73,000	-	-	-	73,000	73,000	-	0%	●	The budget for this project was increased (in Q1) from \$20K to \$73 to allow for the inclusion of engineering design work. Both the pre-design work and the detailed design work are expected to be complete in Q4.
<b>Total Municipal Sewer Infrastructure</b>			<b>\$ 2,718,081</b>	<b>\$ 4,989,744</b>	<b>\$ 2,271,663</b>	<b>\$ 378,744</b>	<b>\$ 2,650,407</b>	<b>\$ 1,999,337</b>	<b>\$ 2,339,337</b>	<b>\$ 340,000</b>	<b>13%</b>		
<b>Greenwood Water Projects - Water Rate Supported</b>													
10-2403	Water Distribution System Improvements	Ongoing program for improvements to the Greenwood Water distribution system.	\$ 50,000	\$ 265,834	\$ 215,834	\$ 11,333	\$ 227,167	\$ 38,667	\$ 38,667	\$ -	0%	●	Design work for the Greenwood Water Treatment Facility UV system upgrades was complete in Q2.
11-2407	Water System Equipment	Upgrade and replacement program for existing water distribution system equipment, including flow meters, treatment equipment and monitoring equipment as needs are identified. In 2020-21, UV disinfection equipment, radio-read water meters and a stand-alone generator (to provide backup power to the Sandy Court water treatment system) are to be purchased.	55,000	101,756	46,756	-	46,756	55,000	55,000	-	0%	●	The purchase and installation of a stand-alone generator for the Sandy Court water treatment system was complete in Q2. Additional equipment to be purchased in Q3 and Q4.

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11-2408	Production Well	Phased program to test source of supply and develop a new water production well. In 2020-21, a property identified through a hydro-geological study is to be purchased, a new water production well is to be constructed, and a distribution forcemain to the Greenwood Water Treatment Facility is to be designed.	400,000	446,756	46,756	-	46,756	400,000	400,000	-	0%	●	The Purchase and Sale Agreement for the selected parcel of land was complete in Q1. Drilling of the production wells, and related engineering services are expected to be complete by Q4.
19-2401	Water System Assessment	A system assessment to be performed to evaluate the water resources and infrastructure needs of the Greenwood Water Utility, and to develop a specific plan for future resource development.	37,335	75,000	37,665	4,185	41,850	33,150	33,150	-	0%	●	The system assessment was complete in Q1.
<b>Total Greenwood Water Projects</b>			<b>\$ 542,335</b>	<b>\$ 889,345</b>	<b>\$ 347,010</b>	<b>\$ 15,518</b>	<b>\$ 362,529</b>	<b>\$ 526,817</b>	<b>\$ 526,817</b>	<b>\$ -</b>	<b>0%</b>		
<b>Regional Sewer Projects - User Fee Supported</b>													
14-4401	Regional Sewer Lines	Ongoing program for the replacement of Regional sewer lines. In 2020-21, approximately 200m of gravity line near the Kentville bridge is to be replaced.	\$ 200,000	\$ 221,798	\$ 21,798	\$ -	\$ 21,798	\$ 200,000	\$ 200,000	\$ -	0%	●	The contract with the Town of Kentville for the replacement of approx. 200m of gravity line (near the Kentville bridge) was substantially complete in Q2.
17-4401	Regional STP Aeration	In 2020-21, the aeration system in Cells 2 to 5 of the Regional STP lagoon are to be replaced.	413,597	1,050,000	636,403	191,667	828,070	221,930	221,930	-	0%	●	Project substantially completed in Q1. Holdback items were complete in Q2.
<b>Total Regional Sewer Projects</b>			<b>\$ 613,597</b>	<b>\$ 1,271,798</b>	<b>\$ 658,201</b>	<b>\$ 191,667</b>	<b>\$ 849,868</b>	<b>\$ 421,930</b>	<b>\$ 421,930</b>	<b>\$ -</b>	<b>0%</b>		
<b>Special/Contingent Projects</b>													
18-3401	Broadband - CTI	Development and construction of broadband projects that will expand high-speed internet availability to underserved areas of the Municipality. With confirmed Federal Connect to Innovate funding, and a business plan supporting economic viability, construction will take place in 2020-21.	\$ 5,249,614	\$ 5,515,552	\$ 265,938	\$ 37,593	\$ 303,530	\$ 3,420,095	\$ 5,212,022	\$ 1,791,927	34%	●	Construction and materials for the project have been tendered and engineering work is substantially complete. The Municipality cannot proceed with the project until a signed Contribution Agreement has been received from ISED, which is expected in September. Construction is expected to begin in October. Due to the delay with the start of construction, some portion of the construction activities and cost will need to be carried forward to Q1, 2021-22.
18-3402	Solar - Meadowview	Studies to be performed to evaluate the technical, financial, and strategic aspects associated with the construction of a 4 MW+ solar facility at the closed landfill site in Meadowview, North Kentville.	170,200	170,200	-	-	-	170,200	170,200	-	0%	●	The geo-technical study originally scheduled for the prior year will be completed along with additional consulting and project studies. An ICIP funding application was submitted for this project on Sept 9th. Phase 1 of the feasibility study (technical/financial review) is complete. Phase 2 has started.
18-3403	Wind	A contract has been signed with the Alternative Resource Energy Authority for various consulting services related to obtaining a provincial license for placement of meteorological towers on Crown land (to measure, record, and report wind speeds), and cost estimates for the test equipment, legal services, and community consultation that would be needed.	168,350	193,350	25,000	-	25,000	168,350	168,350	-	0%	●	An RFP for the meteorological tower has been issued/closed. The project has been put on hold pending resolution of radar related matters with the Department of National Defense. An ICIP funding application was submitted for this project on Sept 9th.
18-3404	Light Manufacturing Park Development Study	Road alignment and industrial park development study to be performed to identify available land adjacent to existing municipal services, determine the cost of road improvements to enhance location traffic efficiencies, and develop strategic partner relationships. In 2020-21, environmental studies will be completed in advance of the internal road alignment and industrial park development studies, including lot design. An evaluation of the adequacy of the Waterville sewer system to service the buildout to also be completed.	15,000	15,000	-	-	-	15,000	15,000	-	0%	●	An evaluation of the adequacy of the Waterville sewer system to service the buildout is currently underway and is expected to be complete in Q4. Environmental studies are being completed by the Province in advance of the internal road alignment and industrial park development studies, including lot design to be performed in 2021-22 and 2022-23.
18-3407	Water - Village of Kingston	Drilling of test wells to be done to evaluate potential well sites identified by the engineering consulting firm. In 2020-21, additional test wells to be drilled to evaluate potential well sites.	76,433	130,000	53,567	-	53,567	76,433	76,433	-	0%	●	Consulting and well drilling work is ongoing, and expected to be complete in Q4. The test wells to date have not produced the required quality and quantity of water.
18-3410	Secondary Planning Strategy Development - New Minas	Contribution to secondary planning strategy studies required in connection with the development of lands located within the New Minas Growth Centre. The studies will give consideration to traffic, water/wastewater/stormwater infrastructure, and general planning issues.	111,740	174,797	63,057	1,684	64,742	110,055	110,055	-	0%	●	Technical background studies related to water, sanitary sewer, storm sewer and road needs/capacity will be completed in Q3. The Village, concurrent with the Municipality, has also commenced planning studies, which will carry forward into 2021-22.

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19-3402	Community Infrastructure Upgrades - Mee Rd	Replace 700m sewer pipe, improve storm drainage system, and construct 900m sidewalk along Mee Rd from Mountain View Rd (at the border between the Town of Kentville and the Municipality) to the intersection of Scott Drive, Middle Dyke Rd and Mee Rd.	1,100,000	1,100,000	-	372,986	372,986	727,014	727,014	-	0%	●	The contract for this project was awarded in October 2019. Construction was delayed until the spring of 2020 and is now substantially complete.
19-3407	Solar Consulting - Municipal Buildings	During 2019-20, the Municipality bid under the Solar Electricity for Community Buildings Pilot Program and was successful with a 72kW supply contract. The contract calls for the Municipality to install a 72 kW system and sell power to NSPI under a 20-year contract for \$0.22 per kWh. The purchase, installation and cross-connection to NSPI is planned for the 2020-21 year under MoK project #20-3401 (Solar Construction - Municipal Buildings).	7,829	12,000	4,171	-	4,171	7,829	7,829	-	0%	●	The remaining consulting work relating to the Municipality's buildings will be completed during the year, in connection with panel installation on the admin building and finalization of the Net-Zero proposition for the EPW building. An ICIP funding application was submitted for the EPW building and a feasibility study for making the admin building Net-Zero, on Sept 9th.
19-3409	Fleet Optimization Study	Study to improve the sustainability and cost efficiency of the Municipality's fleet through the reduction of fossil fuel use and energy costs. Potential methods to include "right sizing" of vehicles/equipment, operational improvements, driver education, and potential to integrate alternate fuels or electric vehicles into the fleet.	51,000	51,000	-	-	-	51,000	51,000	-	0%	●	A contract has been awarded and a preliminary report was received on Sept 4. An ICIP funding application was submitted for the Implementation Phase, on Sept 9th.
19-3410	Electric Vehicle Infrastructure Deployment	Installation of a fast recharging station for electric vehicles at the new Municipal Complex.	120,000	120,000	-	-	-	120,000	120,000	-	0%	●	Project was put on hold pending release of an external funding program. A program was announced, the Municipality has made an application, and the Municipality is now awaiting the results of the application.
20-3401	Solar Construction - Municipal Buildings	During 2019-20, the Municipality bid under the Solar Electricity for Community Buildings Pilot Program and was successful with a 72kW supply contract. The contract calls for the Municipality to install a 72 kW system and sell power to NSPI under a 20-year contract for \$0.22 per kWh. The purchase, installation and cross-connection to NSPI is planned for the 2020-21 year.	270,000	270,000	-	-	-	270,000	270,000	-	0%	●	The solar panels have been ordered and will be installed over the next several months.
20-3406	Active Transportation	A comprehensive Active Transportation Plan to be created to inform an Active Transportation Policy.	75,000	75,000	-	-	-	75,000	75,000	-	0%	●	Work on the project began in the middle of July. The information gathering and background analysis is 90% complete, branding is 90% complete, and work on engagement has begun.
20-3407	J-Class 2020-21 One-Time Repave Program	In the 2020-21 Provincial Budget, the Province announced a one-time \$10,000,000 contribution to assist in the improvement of Provincially owned J-Class roads. The Department of Transportation and Infrastructure Renewal will be dividing the funding proportionately, based on kilometers of paved J-Class roads per Municipality and will be asking Municipalities to cost share 50/50. The roads chosen for repaving would become part of the Cost Shared Agreement for Subdivision Streets that has been signed with the Province.	2,288,296	2,288,296	-	-	-	2,288,296	2,288,296	-	0%	●	The original budget was set based on the Municipality's anticipated allocation of kms of J-Class roads. Subsequent to the budget, Council has approved an increase to the scope of this project allowing the Municipality to take advantage of additional Provincial funding for a longer list of approved J-Class roads. Incremental costs will be funded through a combination of internal borrowing from reserve and recovery from local Villages. Paving contracts for approved roads have been awarded. Work to be completed Q3.
<b>Total Special/Contingent Projects</b>			<b>\$ 9,703,462</b>	<b>\$ 10,115,195</b>	<b>\$ 411,733</b>	<b>\$ 412,263</b>	<b>\$ 823,996</b>	<b>\$ 7,499,273</b>	<b>\$ 9,291,199</b>	<b>\$ 1,791,926</b>	<b>18%</b>		
<b>Total Capital Program</b>			<b>\$ 17,923,150</b>	<b>\$ 29,741,739</b>	<b>\$ 11,818,589</b>	<b>\$ 1,068,802</b>	<b>\$ 12,917,391</b>	<b>\$ 11,874,181</b>	<b>\$ 16,854,348</b>	<b>\$ 4,980,166</b>	<b>28%</b>		

**Legend:**  
Each project listed in the Capital Variance Report (above) is flagged with an icon that labels its current status.

Green Circle - indicates the project is completed, or is expected to be completed, on time and on budget.

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													<div data-bbox="163 245 935 289" style="background-color: yellow; padding: 2px;">                     Yellow Circle - indicates the project has deviated, or is expected to deviate, from the budget, timeline and/or scope; but will be completed.                 </div> <div data-bbox="163 329 935 370" style="background-color: #f8d7da; padding: 2px;">                     Red Circle - indicates the project is not expected to move forward, in the current or following fiscal year.                 </div>



# Municipality of the County of Kings

## Request for Decision

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**TO** Municipal Council

**PREPARED BY** Kevin Wheaton, BBA, Financial Analyst

**MEETING DATE** October 6, 2020

**SUBJECT** Temporary Borrowing Resolution & Resolution for Pre-Approval of Debenture Issuance

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### **ORIGIN**

- [April 9, 2020 Special Council](#) - 2020/2021 Operating & Capital Budgets

### **RECOMMENDATIONS**

1. That Council approve the Temporary Borrowing Resolution in the amount of \$5,815,839 as detailed in Appendix A attached to the October 6, 2020 Request for Decision.
2. That Council pre-approve a Fall 2020 Debenture Issue in the amount of \$750,000 as detailed in Appendix B attached to the October 6, 2020 Request for Decision.

### **INTENT**

- For Council to approve the Temporary Borrowing Resolution (TBR) in a format acceptable to the Department of Municipal Affairs (DMAH) to facilitate bridge financing (borrowing) for capital projects included in the 2020-2021 Capital Budget.
- For Council to pre-approve a Fall 2020 Debenture Issue in the amount of \$750,000 to finance the Regional STP Aeration project (#17-4401) with long-term debt.

### **DISCUSSION**

A TBR is generally submitted to DMAH annually requesting approval for the Municipality to temporarily borrow funds for the construction or purchase of tangible capital assets (the temporary/bridge financing is eventually replaced with long-term debt in the form of a municipal debenture). On April 9, 2020, Council passed the following motion:

That Municipal Council approve requesting a temporary borrowing resolution from the Province in the amount of \$5,815,839 for projects identified in Appendix G to the report dated April 9, 2020.

The borrowing resolution was submitted to DMAH, however the TBR was not accepted due to specific requirements identified by DMAH that were new for this current year. The Municipality was informed that a motion of Council approving the TBR is required to reference the document attached as Appendix A.

The first recommendation contained in this RFD is for Council to re-approve the TBR that was previously approved on April 9, 2020, but in the format required by DMAH (see Appendix A).

The second recommendation is for Council to pre-approve the Fall 2020 Debenture Issue in the amount of \$750,000 for financing the Regional STP Aeration project (#17-4401), which was completed on August 4, 2020.

A Resolution for Pre-Approval of Debenture Issuance is the document that Council submits to the Nova Scotia Municipal Finance Corporation (NSMFC), along with a commitment letter requesting participation in a specific debenture issuance. The NSMFC issues debentures twice annually, once in the spring and once in the fall.



# Municipality of the County of Kings

## Request for Decision

### **FINANCIAL IMPLICATIONS**

- Approval of the TBR will facilitate borrowing for 2020-2021 Capital Budget projects.
- Approval of the Resolution for Pre-Approval of Debenture Issuance will facilitate borrowing in the amount of \$750,000 to finance the Regional STP Aeration project (#17-4401) through the NSMFC.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Aligns with requirements of DMAH and NSMFC for participation in the debenture issuance.

### **ALTERNATIVES**

- There are no applicable alternatives at this time.

### **IMPLEMENTATION**

- The Temporary Borrowing Resolution will be submitted to the Department of Municipal Affairs and Housing.
- The Resolution for Pre-Approval of Debenture Issuance will be submitted to the Nova Scotia Municipal Finance Corporation.

### **ENGAGEMENT**

- The Temporary Borrowing Resolution and Debenture Pre-Approval are necessary activities within the context of the Municipality's current year budget, which included community engagement.

### **APPENDICES**

- Appendix A: Temporary Borrowing Resolution
- Appendix B: Resolution for Pre-Approval of Debenture Issuance

### **APPROVALS**

Mike Livingstone, Manager of Financial Reporting	September 30, 2020
Greg Barr, Director, Finance & IT Services	September 30, 2020
Scott Conrod, Chief Administrative Officer	October 1, 2020

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION

Amount: \$ \_\_\_\_\_

Purpose: Capital Budget Projects

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the \_\_\_\_\_, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the \_\_\_\_\_ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the \_\_\_\_\_ borrow a sum or sums not exceeding \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the \_\_\_\_\_ to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) 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 and Housing 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 Council of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020. GIVEN under the hands of the Clerk and under the seal of the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2020. \_\_\_\_\_ Clerk

MUNICIPALITY OF THE

TEMPORARY BORROWING RESOLUTION

Amount: \$ \_\_\_\_\_

Purpose: Capital Budget Projects

SCHEDULE "A"

		\$	\$
<b>Heading:</b>			
Item			
<b>Heading Sub Total:</b>			
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Item			
<b>Heading Sub Total:</b>			
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>			

Name of Unit: Municipality of the County of Kings

**Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate**

**WHEREAS** Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister);

**AND WHEREAS** the resolution of council to borrow for capital budget projects was approved by the Minister of Municipal Affairs and Housing on \_\_\_\_\_;

**AND WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

**AND WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, the

Municipality of the County of Kings  
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 750,000 , for a period not to exceed 10 years, subject to the approval of the Minister;

**THAT** the sum be borrowed by the issue and sale of debentures of the

Municipality of the County of Kings  
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **2.53%**;

**THAT** the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

**THAT** this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Municipality of the County of Kings  
(Name of Unit)

held on the \_\_\_\_\_ day of October, 2020

**GIVEN** under the hands of the Mayor/Warden and the Clerk of the

Municipality of the County of Kings  
(Name of Unit)

this \_\_\_\_\_ day of October, 2020

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Clerk

From: Paula Cornwall

Sent: September 18, 2020 9:18 PM

To: Councillors <[Councillors@countyofkings.ca](mailto:Councillors@countyofkings.ca)>

Subject: Message to the Mayor and Council: Say No to Glyphosate and Clearcutting!!

Dear Mayor and Council,

I'm writing to ask you to please add your voices to the campaign to stop industrial forestry practices here in Nova Scotia. Why are the Depts of Lands and Forests and that of the Environment not representing the interests of the vast majority of citizens across this province? Made clear by a succession of studies into the matter. To continue with this wanton destruction is basically to commit slow suicide. We know trees play a critical role in combating climate change. We know humans are part of a chain of being and we cannot raze our woodlands and poison all the living landscape around us and expect to survive ourselves.

Please do what is right and necessary and important! Talk to the McNeil government and speak out against spraying and clearcutting! Why is Westfor, this consortium of large private logging companies, being permitted, even encouraged, to destroy our land and waters for their own short-term interests? It's all just so wrong in so many ways!

Thanks for your attention,  
Paula Cornwall, Blomidon

# THE MUNICIPALITY OF THE COUNTY OF KINGS

**To: Council**  
**Subject: Highlights from Annapolis Valley Trails Coalition AGM**  
**From: Paul Spicer**  
**Date: October 6, 2020**

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The Annapolis Valley Trails Coalition held its Annual General Meeting at the Louis Millett Centre and virtually on September 2, 2020 (click [here](#) for the minutes).

Re-elected as Chair is Beth Pattillo.

A [presentation](#) by Judy Rafuse, Annapolis Valley Chamber of Commerce, was received.

An [annual report](#) by Rick Jacques, Trail Coordinator, was presented.

Next meeting date is TBA.

Respectfully submitted,

Paul Spicer  
Councillor District 5

# THE MUNICIPALITY OF THE COUNTY OF KINGS

**To:** Council  
**Subject:** Report of the Audit Committee  
**From:** Paul Spicer  
**Date:** October 6, 2020

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The Audit Committee met virtually on September 24, 2020 (click [here](#) for the minutes).

The Committee received presentations from Mike Livingstone, Manager of Financial Reporting, Katrina Roefs, Financial Analyst, and Greg Barr, Director of Finance & IT.

The next regular meeting of the Audit Committee is scheduled for October 22, 6pm via Webex.

Respectfully submitted,

Paul Spicer  
Councillor District 5

# EXTERNAL BOARD & COMMITTEE REPORT

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**TO:** October 6, 2020  
**FROM:** Martha Armstrong - Councillor District 4  
**SUBJECT:** Kings Regional Rehabilitation Centre Board

The Board last met July 27<sup>th</sup>, 2020

The corner store at the end of County Home Road was purchased by KRRC, as noted in previous report to Council. Inspections by structural engineers determined that the building had significant and costly issues. A decision was made to demolish and build a smaller one. Construction is moving along and progress will be updated at next KRRC Board meeting to be held September 28, 2020.

A new CEO has yet to be hired, existing administrative staff has stepped into the position on an interim basis. Judy Heffern has been contracted to provide support for as long as needed. The Board is continuing the process to fill the position and any updates will be brought to Council through our members on the Board.

No further information will be available until after the next meeting of the Board in September.

# COMMITTEE OF COUNCIL REPORT

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**To:** Council - October 6, 2020  
**From:** Martha Armstrong  
**Subject:** Kingston Area Advisory Committee

The Kingston Area Advisory Committee has not met in the recent past.

At present, there are two applications that are waiting to come before the Committee. Covid-19 restrictions are making a public meeting problematic. Staff, the Village of Kingston and I have discussed possible remedies but as yet, have not settled on a way forward.

The PIMs for these applications were posted online as with all applications made during the pandemic, however, the residents of the Village are anxious to have a forum to discuss the applications in an open and face to face meeting.

We are hopeful that the Committee will reach a decision shortly to allow a meeting at which the public will have their voice heard before the Committee makes its recommendation to PAC and ultimately, Council

It is doubtful that this will happen before the Municipal elections of October 17<sup>th</sup> but I am sure that staff and the Village will work diligently with the incoming Councillor to the satisfaction of all.

Respectfully submitted

Martha Armstrong  
Councillor  
District 4

# COMMITTEE OF COUNCIL REPORT

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**To:** Council - October 6, 2020

**From:** Martha Armstrong

**Subject:** Nominating Committee

The Nominating Committee has not met in the recent past.

We did conduct the business of putting forward a motion to nominate citizen members to the New Minas Secondary Plan Working Group. All discussions and motions were dealt with via email as dictated and sanctioned by the Covid-19 State of Emergency orders.

Respectfully submitted

Martha Armstrong  
Councillor  
District 4

# COMMITTEE OF COUNCIL REPORT

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**To:** Council - October 6, 2020  
**From:** Martha Armstrong  
**Subject:** Planning Advisory Committee

The Planning Advisory Committee has been meeting regularly via Webex during the Covid-19 pandemic.

Our meeting in September dealt exclusively with the Lake Monitoring Report. We had a presentation from Mr Jerome Marty and made a motion to recommend to Council that Mr Marty be invited to our Council meeting of October 6<sup>th</sup> to inform Council as a whole on the work of the Lake Monitoring Committee along with information relative to that work.

Respectfully submitted

Martha Armstrong  
Councillor  
District 4

**Committee Reports – Jim Winsor**  
**Reporting period – October 6, 2020 Council Meeting**

**Kings Regional Sewer Committee**

Last meeting was by WebEx on September 17. Key highlights from our meeting include:

- **Operational Updates**
  - **Overflows in the Plant** - There have been significant overflow issues in the Regional Sewer Plant. Accordingly, the following motion was passed:
    - **On the motion of Councillor Savage; seconded by Dylan Quartermain the Regional Sewer Committee recommends the Technical Committee bring back a report on the overflow issue from the PepsiCo plant to the next Regional Sewer Committee Meeting.**
  - **Environment Canada Compliance Letter** - Further to the compliance letter from Environment Canada, Staff has engaged a consultant to review procedures and practices. Consultant reviewed and updated the Operations Manual with draft completed the end of August. Staff are currently reviewing the manual and hope to have the manual completed before the next meeting. There have been no major issues identified, some of the format will be updated and some wording has been updated.
  - **Compliance monitoring** - TSS levels have come down in July and August as the numbers were under the reportable limits. The new aeration project completed the end of May would have helped with the July and August numbers going down.
- **Budget Forecast Updates**
  - The first quarter of 2020 the budget was under in all areas other than maintenance which is over by \$6,000.
- **Capital Project - Desludging** – Cells 1 and 2 will have to be desludged next year. CBCL is working on a report for mechanical desludging. This item will be brought forward in the upcoming budget year. This will be one of the largest projects in the last 10 years. It was more than 10 years ago that any desludging was done.
  - The following year budget request will be for design of aeration for cells 1 and 2.
- **Financial Statements** – 2019/20 financial statements were reviewed and show that there was a \$14,500 deficit. \$14,500 was transferred from the operating reserve to offset the deficit. Mike Livingstone advised 10% of the operating budget will be built in the budget next year. The Capital Reserve rate will increase 4% over the next 5 years.
- **Next Meeting is scheduled for October 15, 2020.**

# COMMITTEE OF COUNCIL REPORT

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**To:** Council - October 6, 2020  
**From:** Martha Armstrong  
**Subject:** Sandy Court Source Water Protection Committee

The Sandy Court Source Water Protection Committee had a meeting scheduled at the time that the Covid-19 State of Emergency was called. The meeting was cancelled and to date, it has not been re-scheduled

Respectfully submitted

Martha Armstrong  
Councillor  
District 4

# EXTERNAL BOARD & COMMITTEE REPORT

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**TO:** October 6, 2020  
**FROM:** Martha Armstrong - District 4  
**SUBJECT:** Trans County Transportation Society

The last time the Board met was June 16, 2020 via Zoom

TCTS has now resumed service to clients. They have made all necessary changes to protect riders and drivers within provincial guidelines.

TCTS has completed their year end financials and will hold their AGM as soon as the State of Emergency is lifted and gatherings are permitted.

Next meeting via Zoom is September 23, 2020 @ 4pm

# EXTERNAL BOARD & COMMITTEE REPORT

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**TO:** October 6, 2020  
**FROM:** Martha Armstrong - District 4  
**SUBJECT:** Valley Waste Resource Management Authority

The Board met on 16 September, 2020

The Board has been meeting via Zoom/ Webex during the Covid 19 pandemic.

VWRM has been operating regular curbside service throughout the State of Emergency.

The Fall Cleanup will be going forward as per the dates noted on the Valley Waste calendar circulated in April, 2020. If anyone is uncertain of their date, please refer to website or call the office for information

Cottage country, or the majority of it, has now been switched away from roadside bins to curbside collection. Reports from staff indicate that the transition has been smooth, with minor issues but they believe, nothing that can't be resolved with time. The dismantling and removal of roadside bins is ongoing.

VWRM next board meeting will be October 21, 2020

# THE MUNICIPALITY OF THE COUNTY OF KINGS

**To: Council**  
**Subject: Greenwood Water Utility Source Water Protection Committee**  
**From: Paul Spicer**  
**Date: October 6, 2020**

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The Greenwood Water Utility Source Water Protection Committee meeting was held virtually on October 1 / 2020.

- Conservation By-Law update
- New well update

Next meeting date: March 11/2021, 10am in Greenwood.

Respectfully submitted,

Paul Spicer  
Councillor District 5

**Committee of Council Reports - October 6, 2020**

<b>Board/Committee</b>	<b>Reporting Councillor/Chair</b>	<b>Date Last/Next Meeting</b>	<b>Written Report</b>
Asset Management Committee	Brian Hirtle	September 28, 2020	
<b>Audit Committee</b>	<b>Paul Spicer</b> <b>Jim Winsor, Vice Chair</b>	<b>September 24, 2020</b> <b>Next: October 22, 2020</b>	<b>Written report attached to October 6, 2020 agenda</b>
Budget and Finance Committee	Brian Hirtle Emily Lutz, Vice-Chair	September 21, 2020	
Centreville Area Advisory Committee	Brian Hirtle, Pauline Raven	No recent meetings?	
Diversity Kings County	Jim Winsor	August 12, 2020 Next: October 5, 2020	Written report provided September 1, 2020
Fire Services Advisory Committee	Emily Lutz	September 17, 2020 Next: November 19, 2020	
<b>Greenwood Water Utility Source Water Protection Committee</b>	<b>Paul Spicer</b>	<b>October 1, 2020</b> <b>Next: March 11, 2021</b>	<b>Written report attached to October 6, 2020 agenda</b>
Kings Youth Council	Meg Hodges, Emily Lutz	No recent meetings	
<b>Kingston Area Advisory Committee</b>	<b>Martha Armstrong</b>	<b>No recent meetings</b>	<b>Written report attached to October 6, 2020 agenda</b>
Lake Monitoring Committee	Emily Lutz Paul Spicer - Alternate	July 22, 2020 Next: TBD	
McMaster Mill Historic Park Committee	Paul Spicer	No recent meetings	
Municipal Elections Advisory Committee	Janny Postema	July 13, 2020 Next: TBD	Written report provided September 1, 2020
<b>Nominating Committee</b>	<b>Martha Armstrong</b> <b>Meg Hodges, Vice-Chair</b>	<b>No recent meetings</b>	<b>Written report attached to October 6, 2020 agenda</b>
<b>Planning Advisory Committee</b>	<b>Martha Armstrong</b> <b>Jim Winsor, Vice-Chair</b>	<b>September 8, 2020</b> <b>Next: October 13, 2020</b>	<b>Written report attached to October 6, 2020 agenda</b>
Police Services Advisory Committee	Brian Hirtle Peter Allen, Vice-Chair	May 20, 2020 Next: Sept. 16, 2020	Written report provided July 7, 2020
Port Williams Area Advisory Committee	Meg Hodges	No recent meetings	
Port Williams Source Water Protection Committee	Meg Hodges	No recent meetings	
<b>Regional Sewer Committee</b>	<b>Jim Winsor</b> <b>Peter Allen - Alternate</b>	<b>September 17, 2020</b> <b>Next: October 15, 2020</b>	<b>Written report attached to October 6, 2020 agenda</b>
<b>Sandy Court Source Water Protection Committee</b>	<b>Martha Armstrong</b>	<b>No recent meetings</b>	<b>Written report attached to October 6, 2020 agenda</b>

## External Board and Committee Reports - October 6, 2020

Board/Committee	Reporting Councillor	Date of Last Meeting	Written Report
Annapolis Valley Regional Library Board	Meg Hodges Brian Hirtle - Alternate	June 2020 Next: TBD	Written Report provided June 16, 2020
<b>Annapolis Valley Trails Coalition Board</b>	<b>Paul Spicer</b> <b>Brian Hirtle - Alternate</b>	<b>Sept. 2, 2020 AGM</b> <b>Next: TBD</b>	<b>Written report attached to October 6, 2020 agenda</b>
Eco-Kings Action Team	Meg Hodges Pauline Raven - Alternate	No meetings since 2018	
Fences Arbitration Committee	Peter Allen	No recent meetings	
Kentville Joint Fire Services Committee	Pauline Raven	Sept. 24, 2020	Written report provided September 15, 2020
Kentville Water Commission	Bob Best	No recent meetings?	
Kings Point To Point Transit Society Board	Peter Allen	August 25, 2020 Next: Sept. 22, 2020	Written report provided September 15, 2020
Kings Region Emergency Advisory Committee	Bob Best, Emily Lutz	July 20, 2020 Next: January 18, 2021	<a href="https://www.kingsremo.ca/committees.aspx">https://www.kingsremo.ca/committees.aspx</a>
<b>Kings Regional Rehabilitation Centre Board</b>	<b>Peter Allen, Martha Armstrong, Bob Best, Paul Spicer</b>	<b>July 27, 2020</b> <b>Next: Sept. 28, 2020</b>	<b>Written report attached to October 6, 2020 agenda</b>
Kings Transit Authority Board	Meg Hodges	June 4, 2020 Next: TBD	Written Report provided June 16, 2020
Landscape of Grand Pré Inc. Board	Emily Lutz - Monthly Peter Allen - Annually	January 23, 2020 Next: TBD	Written report provided Feb. 18, 2020 (Verbal Report June 16, 2020)
Nova Scotia Federation of Municipalities Board	Emily Lutz	Weekly/Bi-weekly Meetings	Verbal Report provided June 16, 2020
<b>Trans County Transportation Society Board</b>	<b>Martha Armstrong</b> <b>Paul Spicer</b>	<b>June 16, 2020</b> <b>Next: Sept. 23, 2020</b>	<b>Written report attached to October 6, 2020 agenda</b>
Valley Community Fibre Network Board	Peter Muttart	Next: September 21, 2020	
Valley Regional Enterprise Network Liaison & Oversight Committee	Emily Lutz	Next: Late June	Verbal Report provided June 16, 2020
<b>Valley Waste-Resource Management Authority Board</b>	<b>Martha Armstrong</b> <b>Jim Winsor - Alternate</b>	<b>September 16, 2020</b> <b>Next: October 21, 2020</b>	<b>Written report attached to October 6, 2020 agenda</b>
Wolfville Source Water Protection Committee	Peter Allen	No recent meetings?	