

#### MUNICIPAL COUNCIL Tuesday, January 7, 2025 6:00 p.m. AGENDA

#### Video Recording Times Noted in Red Video is available here

1.	Roll Call 11:20	
2.	Approval of Agenda 11:28	Page 1
3.	Disclosure of Conflict of Interest Issues None	
4.	Approval of Minutes 12:29  a. December 3, 2024 Council b. December 4, 2024 Special Council c. December 11, 2024 Special Council d. December 12, 2024 Special Council e. December 17, 2024 Special Council	Page 3 Page 11 Page 14 Page 18 Page 21
5.	Business Arising from Minutes None  a. December 3, 2024 Council  b. December 4, 2024 Special Council  c. December 11, 2024 Special Council  d. December 12, 2024 Special Council  e. December 17, 2024 Special Council	Page 3 Page 11 Page 14 Page 18 Page 21
6.	Administration  a. Amendments to Policy FIN-05-008: Business Expense (adoption) 17:04  b. Amendments to Policy FIN-05-020: Hospitality (adoption) 21:30	Page 30 Page 43
7.	Financial Services  a. Amendments to Policy FIN-05-024: Property Tax Sales (notice) 22:30	Page 50
8.	Fire Services Advisory Committee Recommendation December 5, 2024 27:41  a. Fire Fighter Honorariums	Page 54
9.	Joint Accessibility Advisory Committee Recommendation December 11, 2024 35:14  a. Village Commissioner Appointments to Joint Accessibility Advisory Committee	Page 54
10.	Planning Advisory Committee Recommendations December 10, 2024 37:53  a. Application to enter into a Development Agreement in New Minas (File #20-17)  b. Application to rezone three properties in North Kentville (File #24-09)  c. Application to amend the Land Use By-law (File 24-14)  d. Next Public Hearing	Page 56
11.	Correspondence 41:28  a. 2024-12-18 Nova Scotia Association of Realtors	Page 57

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#### MUNICIPAL COUNCIL Tuesday, January 7, 2025 6:00 p.m. AGENDA

12.	Board a	and C	ommittee	Rep	oorts	42:25
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a.	Kentville Joint Fire Services Committee	Page 58
b.	Police Advisory Board	Page 59
c.	Committees of Council	Page 60
d.	External Boards and Committees	Page 61

- 13. Other Business 1:00:28
- 14. Comments from the Public 1:02:27
- 15. Adjournment 1:12:18

Accommodations are available for this meeting: please submit your request at <a href="https://www.countyofkings.ca/accommodationsrequest">www.countyofkings.ca/accommodationsrequest</a>.

# THE MUNICIPALITY OF THE COUNTY OF KINGS MUNICIPAL COUNCIL Tuesday, December 3, 2024 DRAFT MINUTES

Meeting Date and Time

A meeting of Municipal Council was held on Tuesday, December 3, 2024 at 6:00 p.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. Attendance

All Members of Council were in attendance.

#### Results for Roll Call

For 10 Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Cathy Nichols, Manager, Human Resources
- Haley Hutt, Administrative Assistant/Recording Secretary

#### 2. Approval of Agenda

On motion of Councillor Allen and Councillor Hiltz, that Municipal Council approve the December 3, 2024 agenda as circulated.

#### **Motion Carried.**

For 10 Against 0

#### Results

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

3. Disclosure of Conflict of Interest Issues

No Conflict of Interest issues were declared.

#### 4. Approval of Minutes

4a. October 30, 2024

On motion of Councillor Harding and Councillor Lutz, that the minutes of the October 30, 2024 Special Council meeting be approved as circulated.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

4b. November 5, 2024

On motion of Councillor MacPherson and Councillor Sappington, that the minutes of the November 5, 2024 Council meeting be approved as circulated.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

- 5. Business Arising from Minutes
- 5a. October 30, 2024 There was no business arising from the October 30, 2024 minutes.
- 5b. November 5, 2024 There was no business arising from the November 5, 2024 minutes.
  - 6. Administration
- 6a. Group Benefit Plan Councillor Coverage

Cathy Nichols, Manager of Human Resources, presented the Request for Decision as attached to the December 3, 2024 Council agenda and provided a presentation.

On motion of Councillor Gates and Councillor Lutz, that Municipal Council approve amendments to the Municipality's Group Benefit Plan to increase coverage for active Council members to 75 years of age for Health (excluding

drug coverage) and Dental benefits in accordance with the details contained in the related December 3, 2024 Request for Decision.

#### Motion Carried.

#### Results

For 10 Against 0

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

6b. Renewal of Honourary Crier Appointment

Mayor Corkum presented the recommendation as attached to the December 3, 2024 Council agenda.

On motion of Councillor Harding and Deputy Mayor Peckford, that Municipal Council confirm the reappointment of Lloyd Smith as Honourary Crier for the Municipality of the County of Kings.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

6c. Code of Conduct
Complaint

On motion of Councillor Allen and Councillor Harding, that Municipal Council receive the November 19, 2024 letter from the Municipal Solicitor and Investigator's Report pursuant to the Municipality of the County of Kings Code of Conduct for Elected Municipal Officials and Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials dated October 11, 2024.

#### **Motion Carried.**

Results

For 10 Against 0

District	Name	Results
Mayor	Dave Corkum	For

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

#### 7. Financial Services

7a. Growth and Renewal for Infrastructure
Development Program
(GRID): Municipal And
Village Projects

CAO Conrod presented the Request for Decision as attached to the December 3, 2024 Council agenda and provided a <u>presentation</u>.

On motion of Councillor Harding and Councillor MacPherson, that Municipal Council approve the Canning Sewer Lagoon Optimization project for application under the Growth and Renewal for Infrastructure Development Program.

#### **Motion Carried.**

#### For 10 Against 0

#### Results

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

On motion of Councillor Sappington and Councillor Allen, that Municipal Council approve the issuance of letters to provide confirmed support to the Village of New Minas, Village of Greenwood, and Village of Canning to accompany their applications for funding under the Growth and Renewal for Infrastructure Development Program, and to identify the Canning Sewer Lagoon Expansion project application by the Municipality of the County of Kings as the priority project application.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

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

#### 8. Committee of the Whole Recommendations November 19, 2024

### 8a. Provincial Code of Conduct for Elected Municipal Officials

Mayor Corkum presented the recommendations as attached to the December 3, 2024 Council agenda.

On motion of Councillor Best and Deputy Mayor Peckford, that Municipal Council adopt the model code of conduct as set forth in Schedule "A" to the Regulations, which shall be titled the "Code of Conduct for Elected Officials of the Municipality of the County of Kings" attached to the November 19, 2024, Request for Decision.

#### **Motion Carried.**

Results

For 10 Against 0

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

8b. Repeal of ADMIN-01012: Policy for the
Investigation and
Adjudication of
Complaints under the
Code of Conduct for
Elected Municipal
Officials

On motion of Councillor Sappington and Councillor Lutz, that Municipal Council provide seven days' notice, per s.48 (1) *Municipal Government Act*, to repeal ADMIN-01-012: Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials.

#### **Motion Carried.**

Results

For 10 Against 0

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

#### 9. Nominating Committee Recommendations November 21, 2024

9a. Councillor
Appointments to
Boards & Committees

Mayor Corkum presented the recommendations as attached to the December 3, 2024 Council agenda.

On motion of Councillor Hiltz and Councillor Sappington, that Municipal Council approve the 2024-2025 Councillor appointments to Boards and Committees as detailed in the report attached to the December 3, 2024 Council agenda, effective December 1, 2024 for a one-year term ending November 30, 2025, with the appointments to the Police Advisory Board to be conditional on criminal record and background checks.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

9b. Citizen Appointment to Audit & Finance Committee On motion of Councillor Lutz and Councillor MacPherson, that Municipal Council reappoint Logan Morse as citizen member to the Audit & Finance Committee for a two-year term commencing December 1, 2024.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

9c. Citizen Appointments to Diversity Kings County Committee On motion of Councillor Sappington and Councillor Allen, that Municipal Council appoint James L. Davis and reappoint Tammy Sampson as At-Large citizen members to the Diversity Kings County Committee for a two-year term commencing December 1, 2024.

**Motion Carried.** 

Results

For 10 Against 0

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

9d. Citizen Appointment to Joint Accessibility Advisory Committee On motion of Councillor Lutz and Deputy Mayor Peckford, that Municipal Council appoint Jason Langille as citizen member to the Joint Accessibility Advisory Committee for a three-year term commencing December 1, 2024.

#### Motion Carried.

For 10 Against 0

#### Results

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

9e. Citizen Appointment to Planning Advisory Committee On motion of Councillor Gates and Councillor Hiltz, that Municipal Council appoint Erik Deal as citizen member to the Planning Advisory Committee for a two-year term commencing December 1, 2024.

#### **Motion Carried.**

For 10 Against 0

#### Results

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

10. Other Business

Councillor Gates shared a Holiday message.

11. Comments from the Public

John Stalker, Coldbrook, provided comments on the election of the Deputy Mayor and the election process.

12. Adjournment and Closed Session

On motion of Deputy Mayor Peckford and Councillor Hiltz, that Council adjourn to move into closed session in accordance with sections 22 (2) (a) and (e) *Municipal Government Act*: "acquisition, sale, lease, and security of municipal property" and "contract negotiations".

#### **Motion Carried.**

For 10 Against 0

#### Results

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

Council moved into closed session at 6:36 p.m. and adjourned at 7:12 p.m.

#### Approved by:

Dave Corkum

Haley Hutt

Administrative Assistant/Recording Secretary

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

#### THE MUNICIPALITY OF THE COUNTY OF KINGS SPECIAL MUNICIPAL COUNCIL Wednesday, December 4, 2024 MINUTES

Meeting Date and Time

A special meeting of Municipal Council was held on Wednesday, December 4, 2024, at 6:00 p.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

The meeting was held in conjunction with the Councils of the Towns of Berwick, Kentville, and Wolfville.

1. Attendance

All Members of Council were in attendance. Councillor Best left at 7:20 p.m.

#### Results for Roll Call

For 10 Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Janny Postema, Municipal Clerk/Recording Secretary

#### 2. Approval of Agenda

On motion of Councillor Sappington and Councillor Peckford, that Municipal Council approve the December 4, 2024 agenda as circulated.

#### Motion Carried.

#### Results

For 10 Against 0

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

3. Disclosure of Conflict of Interest Issues

No Conflict of Interest issues were declared.

#### 4. Presentations

4a. Emergency Management-Nova Scotia Emergency Management Office (NSEMO) Kerry MacLean, NSEMO Region 3 EMPO, provided a presentation.

On motion of Councillor Allen and Councillor Harding, that Municipal Council receive the Nova Scotia Emergency Management Office presentation as provided on December 4, 2024 for information.

#### **Motion Carried.**

For 10 Against 0

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

4b. Emergency Management – ICS-402 Training for Elected Municipal Officials

Dan Stovel, Kings Regional Emergency Management Coordinator, provided a presentation.

On motion of Councillor Sappington and Councillor Peckford, that Municipal Council receive the ICS-402 Training for Elected Municipal Officials presentation as provided on December 4, 2024 for information.

#### **Motion Carried.**

For 10 Against 0

#### Results

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

5. Comments from the Public

No members of the public were present.

6. Adjournment

On motion of Councillor MacPherson and Councillor Hiltz, there being no further business, the meeting adjourned at 8:15 p.m.

**Motion Carried.** 

Results

For 9
Against 0

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

#### Approved by:

Dave Corkum
Mayor
Muni

Janny Postema Municipal Clerk/Recording Secretary

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

## THE MUNICIPALITY OF THE COUNTY OF KINGS SPECIAL MUNICIPAL COUNCIL Wednesday, December 11, 2024 MINUTES

Meeting Date and Time

A special meeting of Municipal Council was held on Wednesday, December 11, 2024, at 6:00 p.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

The meeting was held in conjunction with the Councils of the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville, and the West Hants Regional Municipality.

1. Attendance

All Members of Council were in attendance.

#### Results for Roll Call

For 10 Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Janny Postema, Municipal Clerk/Recording Secretary
- 2. Approval of Agenda

On motion of Councillor MacPherson and Councillor Lutz, that Municipal Council approve the December 11, 2024 agenda as circulated.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

3. Disclosure of Conflict of Interest Issues

No Conflict of Interest issues were declared.

#### 4. Presentations

4a. Interim Intermunicipal
Services Agreement (IMSA)
Kings Transit Authority and
Valley Region Solid WasteResource Management
Authority

Dan MacDougall, Andrew Garrett, and Dwight Whynot provided presentations.

On motion of Councillor Sappington and Deputy Mayor Peckford, that Municipal Council receive the Interim Intermunicipal Services Agreement - Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority presentations as provided on December 11, 2024 for information.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

4b. Annapolis Valley Regional
Library - Library Operations
& Provincial Library Funding
Review

Julia Merritt, CEO, provided a presentation.

On motion of Councillor Best and Councillor Allen, that Municipal Council receive the Annapolis Valley Regional Library presentation as provided on December 11, 2024 for information.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

**Valley Regional Enterprise** 4c. Network (Valley REN)

Emily Boucher, CEO, provided a presentation.

On motion of Councillor Harding and Councillor Sappington, that Municipal Council receive the Valley Regional Enterprise Network presentation as provided on December 11, 2024 for information.

#### Motion Carried.

#### Results

For 10 Against 0

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

5. Comments from the Public

No members of the public were present.

Adjournment

On motion of Deputy Mayor Peckford and Councillor Lutz, there being no further business, the meeting adjourned at 7:57 p.m.

#### **Motion Carried.**

For 10 Against 0

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

Approved by:

Dave Corkum Janny Postema

Municipal Clerk/Recording Secretary Mayor

Results Legend	
-	Absent

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



## THE MUNICIPALITY OF THE COUNTY OF KINGS SPECIAL MUNICIPAL COUNCIL Thursday, December 12, 2024 DRAFT MINUTES

Meeting Date and Time

A special meeting of Municipal Council was held on Thursday, December 12, 2024 at 6:40 p.m. following a meeting of the Committee of the Whole in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. Attendance

All Members of Council were in attendance, with the exception of Councillors Gates and Lutz with notice.

#### Results for Roll Call

For 8 Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Brad Carrigan, Director, Engineering & Public Works
- Haley Hutt, Administrative Assistant/Recording Secretary

#### 2. Approval of Agenda

On motion of Councillor MacPherson and Councillor Allen, that Municipal Council approve the December 12, 2024 agenda as circulated.

#### Motion Carried.

For 8 Against 0

#### Results

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

3. Disclosure of Conflict of Interest Issues

No Conflict of Interest issues were declared.

- 4. Financial Services
- 4a. Growth and Renewal for Infrastructure
  Development Program (GRID): Municipal And Village Projects –
  Cornwallis Square

Scott Conrod, CAO, presented the Request for Decision as attached to the December 12, 2024 Council agenda and provided a <u>presentation</u>.

On motion of Councillor Sappington and Councillor Harding, that Municipal Council approve the issuance of a letter confirming support to the Village of Cornwallis Square to accompany their application for funding under the Growth and Renewal for Infrastructure Development Program, and to identify the Canning Sewer Lagoon Optimization project being advanced by the Municipality of the County of Kings as the priority project application.

#### **Motion Carried.**

#### For 8 Against 0

#### Results

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

5 Other Business

There was no other business to come before Council.

6. Comments from the Public

No members of the public were present.

7. Adjournment and Closed Session

On motion of Deputy Mayor Peckford and Councillor Sappington, that Council adjourn to move into closed session in accordance with section 22 (2) (g) *Municipal Government Act*: legal advice eligible for solicitor-client privilege.

#### **Motion Carried.**

#### For 8 Against 0

#### Results

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

Council moved into closed session at 6:50 p.m. and adjourned at 7:40 p.m.

Approved by
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Dave Corkum

Haley Hutt
Administrative Assistant/Recording Secretary Mayor

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

## THE MUNICIPALITY OF THE COUNTY OF KINGS SPECIAL MUNICIPAL COUNCIL Tuesday, December 17, 2024 DRAFT MINUTES

Meeting Date and Time

A special meeting of Municipal Council was held on Tuesday, December 17, 2024 at 1:15 p.m. following a meeting of the Committee of the Whole in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

#### 1. Attendance

All Members of Council were in attendance.

#### Results for Roll Call

For 10 Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Brad Carrigan, Director, Engineering & Public Works
- Laura Mosher, Manager, Planning Services
- Janny Postema, Municipal Clerk
- Haley Hutt, Administrative Assistant/Recording Secretary

#### 2. Approval of Agenda

On motion of Deputy Mayor Peckford and Councillor Gates, that Municipal Council approve the December 17, 2024 agenda as circulated.

#### **Motion Carried.**

Results

For 10 Against 0

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

3. Disclosure of Conflict of Interest Issues

No Conflict of Interest issues were declared.

#### 4. Administration

4a. Repeal of ADMIN-01012: Policy for the
Investigation and
Adjudication of
Complaints under the
Code of Conduct for
Elected Municipal
Officials

On motion of Councillor Lutz and Councillor Allen, that Municipal Council repeal ADMIN-01-012: Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials.

#### **Motion Carried.**

For 10 Against 0

#### Results

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

- 5. Recommendations from Audit & Finance Committee December 12, 2024
- 5a. Consolidated Financial Statements 2023/2024

On motion of Councillor MacPherson and Councillor Lutz, that Municipal Council approve the March 31, 2024, Consolidated Financial Statements as attached to the December 17, 2024, Committee of the Whole agenda.

#### **Motion Carried.**

For 10 Against 0

#### Results

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

5b. Non-Consolidated Financial Statements 2023/2024

On motion of Councillor MacPherson and Deputy Mayor Peckford, that Municipal Council receive for information the March 31, 2024, Non-Consolidated Financial Statements as attached to the December 17, 2024, Committee of the Whole agenda.

#### **Motion Carried.**

Results

For 10 Against 0

District	Name	Results
Mayor	Dave Corkum	For

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

5c. General Operating
Accountability Report
(Period Ended March
31, 2024)

On motion of Councillor MacPherson and Councillor Allen, that Municipal Council accept the General Operating Accountability Report for period ended March 31, 2024 as an information item.

#### **Motion Carried.**

For 10 Against 0

#### Results

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

5d. Transfer to Special Project Reserve

On motion of Councillor MacPherson and Councillor Gates, that Municipal Council approve the transfer of \$265,345 to the Special Project Reserve 61-4-460-381 relating to unspent funds from approved project budgets.

#### Motion Carried.

For 10 Against 0

#### Results

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

5e. Transfer to Municipal Sewer Operating Reserve

On motion of Councillor MacPherson and Councillor Allen, that Municipal Council approve the transfer of \$22,976 to the Municipal Sewer Operating Reserve 61-4-460-130 relating to unspent funds from approved project 22-3406 Municipal Specification Manual Update.

#### Motion Carried.

#### Results

For 10 Against 0

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

5f. Budget Timeline 2025/2026

On motion of Councillor MacPherson and Councillor Hiltz, that Municipal Council approve the 2025/2026 Budget Timeline attached as Appendix A to the December 12, 2024, Request for Decision.

#### **Motion Carried.**

Results

For 10 Against 0

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

5g. General Operating
Accountability Report
(Period Ended
September 30, 2024)

On motion of Councillor MacPherson and Councillor Sappington, that Municipal Council accept the General Operating Accountability Report for period ended September 30, 2024 as an information item.

Motion Carried.

For 10 Against 0 Results

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

- 6. Recommendations from Committee of the Whole December 17, 2024
- 6a. Proclamation Request:
  African Heritage Month
  2025

On motion of Councillor Gates and Deputy Mayor Peckford, that Municipal Council proclaim February 2025 as "African Heritage Month" in the Municipality of the County of Kings.

#### Motion Carried.

Results

For 10 Against 0

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

6b. Policy FIN-05-008: Business Expense (notice) On motion of Councillor Sappington and Councillor Harding, that Municipal Council provide seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt amendments to Policy FIN-05-008: Business Expense as outlined in the December 17, 2024, Request for Decision.

#### Motion Carried.

Results

For 10 Against 0

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

6c. Policy FIN-05-020: Hospitality (notice)

On motion of Councillor Harding and Councillor Sappington, that Municipal Council Municipal Council provide seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt amendments to Policy FIN-05-020: Hospitality as outlined in the December 17, 2024, Request for Decision.

#### **Motion Carried.**

Results

For 10 Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For

District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

6d. RFP 21-13 Screening
Building Project Design
- Hants Border &
Aylesford

On motion of Councillor MacPherson and Councillor Gates, that Municipal Council approve additional fees for design and engineering upgrades for the Screening Building Projects in Hants Border and Aylesford, in the amount of \$55,149.57 including non-recoverable HST, and fees for construction management services in the amount of \$59,736.06 including non-recoverable HST, for CBCL Limited.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

6e. Contract Award: 24-40 Infrastructure Maintenance Services (East) On motion of Councillor Hiltz and Councillor Lutz, that Municipal Council award Contract 24-40 Infrastructure Maintenance Services East to Gary Parker Excavation Limited at the unit rates identified in their October 24, 2024 tender submission.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

6f. Contract Award: 24-41 Infrastructure

On motion of Deputy Mayor Peckford and Councillor Allen, that Municipal Council award Contract 24-41 Infrastructure Maintenance Services West to

### Maintenance Services (West)

Gary Parker Excavation Limited at the unit rates identified in their October 24, 2024 tender submission.

#### Motion Carried.

#### Results

For 10 Against 0

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

6g. 2024/25 Capital
Investment Plan and
Canada CommunityBuilding Fund
Allocation to Villages

On motion of Councillor Sappington and Councillor Gates, that Municipal Council approve the 2024/25 Five-year Capital Investment Plan, as detailed in Appendix B of the December 17, 2024 Request for Decision.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

On motion of Councillor MacPherson and Deputy Mayor Peckford, that Municipal Council approve the 2024/25 Canada Community-Building Fund allocations and use for Village projects, as detailed in Appendix A of the December 17, 2024 Request for Decision.

#### **Motion Carried.**

#### Results

For 10 Against 0

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

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

### 6h. Our Joint Accessibility Plan Update

On motion of Councillor Sappington and Councillor Allen, that Municipal Council adopt the "Our Joint Accessibility Plan Update 2025-2028" as attached to the December 17, 2024 Request for Decision.

#### **Motion Carried.**

For 10 Against 0

#### Results

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

7. Other Business

There was no other business to come before Council.

8. Comments from the Public

No members of the public were present.

9. Adjournment and Closed Session

On motion of Councillor Allen and Councillor Gates, that Council adjourn to move into closed session in accordance with sections 22 (2) (a) & (e) *Municipal Government Act*: "acquisition, sale, lease and security of municipal property" and "contract negotiations".

#### **Motion Carried.**

#### Results

For 10 Against 0

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

Council moved into closed session at 1:40 p.m. and adjourned at 3:09 p.m.

#### Approved by:

Dave Corkum Haley Hutt
Mayor Administrative Assistant/Recording Secretary

Results Legend		
ı	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.	





#### **Municipality of the County of Kings**

#### **Business Expense Policy**

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

#### 1. Purpose

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

#### 2. Scope

2.1 This Policy shall apply to all Reportable Individuals and Employees of the Municipality.

#### 3. Definitions

- 3.1 Employee: All Employees of the Municipality and, where applicable, the Chief Administrative Officer (CAO).
- 3.2 Reportable Individuals: Mayor, Deputy Mayor, Councillors, Chief Administrative Officer (CAO), and any Employee of the Municipality delegated any of the responsibilities of the CAO pursuant to section 29(b) of the *Municipal Government Act*.

#### 4. Policy Statements

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

4.2.4 Conferences, in accordance with this Policy and Policy ADMIN-01-023: Council Conference Attendance and Professional Development as approved by Council.

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

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

- 4.5.5.2 Employees and Reportable Individuals are responsible for their own insurance while using their vehicle on Municipal business. Those choosing to use their own car when air travel is clearly the most cost-effective mode must do so on their own time and will be reimbursed to the maximum of the equivalent economy airfare plus the usual costs of local transit. In these instances, en-route meals and motel accommodation are not reimbursable.
- 4.5.5.3 Individuals shall endeavour to travel in one car when two or more Employees or Reportable Individuals are scheduled for the same destination at the same time.
- 4.5.5.4 All Employees and Reportable Individuals claiming car travel expense shall provide the Municipality with a copy of their insurance liability card at the time of submitting an expense claim.
- 4.5.6 Car Rental
  - 4.5.6.1 Reimbursement will be made for rental of economy-type cars at the destination. Car rentals require prior approval by the immediate supervisor.
- 4.5.7 Air Travel
  - 4.5.7.1 Employees and Reportable Individuals will be reimbursed in accordance with 4.5.5.2 for air travel unless emergency air travel is approved by the Director of Finance or CAO. Travel reward miles earned for air travel shall be credited to the Municipality.
- 4.5.8 Accompanying Personal Leave & Vacation
  - 4.5.8.1 An Employee or Reportable Individual may combine vacation or personal leave with a business trip if it is approved in advance by the Director of

Finance, including first completing a necessary request form (see Schedule D) and having it signed by the Director of Finance. The Municipality will reimburse the authorized travel expenses associated with the business portion of such trips provided there is a net savings to the Municipality. The Municipality is not responsible for any costs (e.g., transportation, lodging, or meals) associated with the vacation or personal days.

- Any personal expenses incurred during, before, or after completion of official business for the Municipality are the responsibility of the Employee or Reportable Individual. If the individual wishes to take a side trip before or after the official Municipality business trip, any incremental expenses associated with these trips are the responsibility of the Employee or Reportable Individual.
- 4.5.9 Accommodation
  - 4.5.9.1 Hotel accommodations shall be reimbursed, and not exceed the cost of a standard room, or the lowest available rate.
- 4.5.10 Meals
  - 4.5.10.1 For each day or part day of travel, the Employee or Reportable Individual will be paid a meal allowance for each breakfast, lunch, and dinner, when applicable, provided the meal was not provided free of cost or as part of the transportation cost. When this allowance is paid,

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

- 4.5.10.2 The daily amounts authorized for meals will be revised from time to time to reflect actual experience. Only where an Employee or Reportable Individual is exposed to unusually high costs will they be reimbursed their actual receipted costs for the individual meal that exceed the per diem to the extent that the expenses claimed are reasonable and justifiable given the circumstances. Meal claims shall be on an individual basis over the course of the day.
- 4.5.10.3 Expenses related to the purchase of alcoholic beverages will not be reimbursed.

#### 4.5.11 Telephone

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

#### 4.5.12 Taxi Fares

- 4.5.12.1 Taxi or transportation services required to travel to and from accommodation to place of business as well as from airport to accommodation, etc., will be reimbursed.
- 4.5.12.2 Receipts for taxi fares for more than \$10, including tips or gratuities, are required.
- 4.5.13 Parking and Toll Expenses
  - 4.5.13.1 All parking expenses and bridge/road tolls will be reimbursed by the Municipality.
- 4.5.14 Family Care Expenses
  - 4.5.14.1 The cost of family care incurred by a Member of Council during participation in duties outlined in Section 4.2 or 4.3 shall be reimbursed by the Municipality, given that the care is not provided by an immediate family member and a receipt is provided stating the time and date of care. The reimbursement of family care expenses shall be a taxable benefit.
  - 4.5.14.2 Council members are entitled to claim expenses related to the cost of family care for the following family members who reside on a full-time basis with the Councillor:
    - 4.5.14.2.1 Children under 18 years of age;
    - 4.5.14.2.2 Person with a disability; or,
    - 4.5.14.2.3 An adult who is a dependent requiring care.
  - 4.5.14.3 Council members are entitled to claim expenses related to the cost of family care for the following family members who reside on a part-time basis with the Councillor should Council meetings conflict with custody schedules set out in their joint custody arrangements:
    4.5.14.3.1 Children under 18 years of age
  - 4.5.14.4 Family care expenses will be reimbursed according to Schedule E of this Policy.

#### 4.6 Use of Municipal Credit Cards

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

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

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

#### 4.7 Travel Advances

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

#### 4.8 Submission of Claims

- 4.8.1 All expenses incurred must be submitted by the claimant. No expenses shall be submitted on behalf of others.
- 4.8.2 Employees are expected to submit travel and expense claims on a regular basis throughout the fiscal year. Regular submissions should be made not less than once every two months unless the total claim amount is less than \$100.00. Exceptions to this practice must be specifically approved by the Director of Finance and would only apply in cases such as ill health, extended absence, or extreme workload events. In no circumstances will claims be paid for expenditures occurring more than six months in the past.
- 4.8.3 Members of Council shall submit travel and expense claims for review and approval by the 15th of the month following each quarter end:

January to March claims:

April to June claims:

July to September claims:

October to December claims:

Due by April 15th

Due by July 15th

Due by October 15th

Due by January 15<sup>th</sup>

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

#### 4.9 Reporting Requirements

- 4.9.1 Once Members of Council and Reportable Individuals have submitted their quarterly expense claims, staff will post a report that summarizes the quarterly expenses incurred by each Reportable Individual within 90 days of the end of each fiscal quarter.
- 4.9.2 The quarterly expense reports shall include the following:
  - 4.9.2.1 Dates of meetings;
  - 4.9.2.2 Details of meetings;
  - 4.9.2.3 Kilometres claimed;
  - 4.9.2.4 Telephone costs; and,
  - 4.9.2.5 Out-of-County training and conference expenses.
- 4.10 Staff shall prepare an annual summary report of business expenses, which shall be filed with the Minister by September 30th of each year.

#### 4.11 Reimbursement of Travel Expenses

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

#### 4.12 Review Requirements

- 4.12.1 Claims for mileage and meals while travelling shall be submitted using Schedule B to the Director of Finance. Once reviewed and approved, the Director of Finance shall forward the claims to the Mayor for approval. The Director of Finance may refer any claim to the CAO for approval.
- 4.12.2 The Audit & Finance Committee will ensure the Municipality has in place a process for independent review and approval to ensure that all Council expense claims are properly prepared, documented, and approved. The Audit & Finance Committee shall review the business expense annual summary report each year prior to filing with the Minister.
- 4.12.3 By January 31st, immediately following a regular election held under the *Municipal Elections Act*, Council shall review this Policy and, following a motion by Council, either re-adopt the Policy or amend the Policy and adopt the Policy as amended.
- 4.13 Requirements of Reportable Individuals and Employees

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

- 4.13.1 Familiarize themselves and comply with the provisions of this Policy;
- 4.13.2 Complete and submit expense claims with necessary supporting documentation within a timely fashion;
- 4.13.3 Exercise reasonable diligence and care in incurring expenses prudently and responsibly; and
- 4.13.4 Ensure that they do not authorize expenses on their own behalf;
- 4.14 Fraudulent irregularity, misuse, or misappropriation of funds may result in disciplinary action up to and including termination of employment.
- 4.15 Suspicious activity and potential misuse of funds must be reported as outlined in Policy HR-06-002: Code of Ethics, and Policy ADMIN-01-012: Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials.

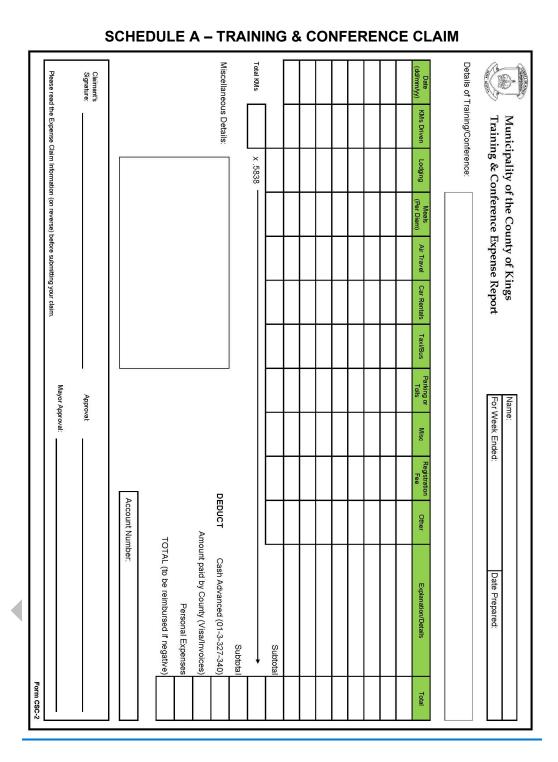
#### 5. Responsibilities

- 5.1 Council will:
  - 5.1.1 Ensure the Municipality has a current and comprehensive policy for the reimbursement of travel expenses incurred by an Employee or Reportable Individual while conducting Municipal business and;
  - 5.1.2 Review and amend this Policy as needed; and
  - 5.1.3 Individual Members of Council shall adhere to and comply with all aspects of this Policy.
- 5.2 The Chief Administrative Officer will:
  - 5.2.1 Implement, administer, and uphold the principles and provisions of this Policy;

- 5.2.2 Identify necessary revisions to this Policy;
- 5.2.3 Authorize reimbursement of expenses under this Policy;
- 5.2.4 If required, designate in writing a second signing authority to authorize reimbursement of expenses under this Policy;
- 5.2.5 Ensure that no Employee or Reportable Individual authorizes the reimbursement of expenses on their own behalf.

#### 6. Amendments

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



				Meals within the County are \$15 per meal.	
			Revised April 2024	Per Diem. Meal expenses without receipts may be daimed based on the following schedule:  Breakfast \$20  Lunch \$20  Dinner \$33  Please refer to the Business Expense Policy for more details on the allowable per diem amounts.	
				Meals: With receipts. Receipts are required for reimbursement. Reasonable meal expenses, including taxes and gratuities, will be reimbursed. Alcohol will not be reimbursed.	
	This is an abbreviated explanation of information contained in the Municipality of the County of Kings Business Expense Policy, Please refer to the Business Expense Policy for comprehensive details of eligible expenses allowed for this claim.	on of inform. Expense Po	This is an abbreviated explanatio of the County of Kings Business Expense Policy for comprehensicialm.	Living Expenses Reasonable living expenses will be reimbursed, including the cost of hotels, meal, gratuities, etc., on the basis of actual out of pocket expenses.  Udalo: Solicide hotels should not be above the median of the range.	
ES YES	ired for reimbursement: Parking Tolis Meals Meals (per diem) Miscellaneous or other costs Registration fees	nds  Pts are requ  NO  YES  YES  NO	Alcoholic beverages Tobacco products Laundry Expenses incurred by family or friends Movies or other entertainment  Submission of receipts The following is a list of when receipts are required for reimbursement. The following is a list of when receipts are required for reimbursement. The following is a list of when receipts are required for reimbursement. The following is a list of when receipts are required for reimbursement. The following is a list of when receipts are required for reimbursement. The following is a list of when receipts are required for reimbursement. The following is a list of when receipts  Tolis All Travel All Travel All Travel All Transportation/shuttles  NO Registration fees	of the County of Kings. Please enter all expenses on a GROSS basis then net any Items paid for by the Municipality (through Accounts Payable or with a County credit card) or travel advances.  Receipts should be attached to this form or, in the case of a receipt using a County credit card, a copy of the receipt.  Please attach a copy of the Application for Training and Development (along with any informational material) for Finance to verify costs.  Transportation Expenses  Reasonable transportation expenses will be reimbursed based on actual, out of pocket expenses or actual mileage incurred with a personal automobile.  Airfare: The lowest return airfare reasonably available under the circum stances. The cost of stop-overs on route will not be reimbursed, unless such stop-overs are related to County business. Individuals will not be compensated for the use of artifine tibdes to batined from airfine points, or from any other source where there is no out of pocket costs to the individual.  Mileage: Mileage at a rate of .5838 cents per kilometer for the use of a private automobile when public transportation is not convenient.  Other: Reasonable expenses for rental of an automobile, or transportation via	
		ed for the		Municipality of Kings - Expense Claim Information	

# **SCHEDULE B - MILEAGE EXPENSE CLAIM**

	Municipality of the County of Kings Mileage and Business Expense Report									
Name:							]			
For Period E	For Period Ended: Date Prepared:									
Date (dd/mm/yy)	Account	From	То		Activity	KM	2024 Rate	Total	Meals	Other
(dd/mm/yy)					20		.5838			
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					Total KMs		] [	-		
Use the Traini	ing & Conferen	ce Report (Form	CSC-2) for clai	ms relating		Mileag	e expense	-	OFFICE	EUSE
to training or o	conference activ	vities.				IV	lileage tax	7.		
Please attach	receipts or cop	ies of receipts th	at pertain to thi	s claim.		To	otal Meals			
					Total O	ther (Park	ing/Tolls)			
Completed by:						тот	AL CLAIM			
Approved by:					Mayor Approval					
									F	orm CSC-1

#### SCHEDULE C - MEAL ALLOWANCE

(Revised: November 16, 2018)

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

Breakfast per diem	\$20.00
Lunch (mid-day) per diem	\$ <del>20</del> 22.00
Dinner (evening) per diem	\$ <del>33</del> 35.00
Any Meal within Kings County	\$15.00

### <u>Breakfast</u>

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

#### Dinner

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

### General

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

# SCHEDULE D -TRAVEL-VACATION COMBINATIONS

NAME	
DATEO/DUDDOOF	
DATES/PURPOSE	
OF TRAVEL	
DATES OF	
VACATION	
JUSTIFICATION	
OF EXPENSES	
APPROVED:	DATE:
	Director of Finance

### **SCHEDULE E – FAMILY CARE RATES**

(Revised: December 4, 2018 January 2025)

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

Daily maximum of \$70.00200.

The maximum annual rate for reimbursement of family care is \$2,000500.

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

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

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



## **Municipality of the County of Kings**

## **Hospitality Policy**

Policy Category	Finance	Most Recent Amendment	January 2025
First Council Approval	January 8, 2019	Future Amendment Date	No later than November
	-		<del>2028</del> January 3 <del>2</del> 1, 2029

#### 1. Purpose

- 1.1 The Municipality of the County of Kings ("Municipality") recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.
- The purpose of this Policy is to establish <u>direction and guidelines</u> for expenditures incurred in the course of <u>carrying outconducting</u> hospitality-related activities including receptions, ceremonies, <u>conferences conferences</u>, and other group events while hosting individuals or delegations from outside of the Municipality.
- 1.32 The objectives of the Hospitality Policy will be are to:
  - 1.32.1 Clearly identify the circumstances where hospitality expenses may be are permitted;
  - 1.2.2 Require that all hospitality expenditures be preauthorized; and
  - 1.32.33 Establish the approval process for authorizing hospitality expenses;
  - 1.2.4 Prohibit a person from authorizing his/her own claim-;
  - 1.2.5 Establish the scope and applicability of the policy;
  - 1.2.6 Establish the expenditures that qualify as a hospitality expenses;
  - 1.2.7 Require that hospitality claims include name, and position of guest(s); as well as the business objective for the expenditure; and
  - 1.2.8 Require detailed/itemized receipts to support hospitality claims, (Financial Reporting and Accounting Manual, Department of Municipal Affairs and Housing).

### 2. Scope

2.1 This Policy shall apply to all Reportable Individuals and employees of the Municipality.

#### 3. Definitions

- 3.1 **Reportable Individuals**: Mayor, Deputy Mayor, Councillors, Chief Administrative Officer (CAO), and includes any employee of the Municipality delegated any of the responsibilities or powers of the CAO.
- 3.2 **Signing Authority**: An employee who has the authority to approve and pre-approve expenditures under this Policy. This is limited to the CAO and any other employee designated in writing by the CAO or the CAO's designate.

#### 4. Policy Statements

The Municipality of the County of Kings ("Municipality") recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.

4.2 Each Municipality must adopt a hospitality policy as required by sections 23(3) and 408AA of the *Municipal Government Act*.

- 4..3 The Municipality of the County of Kings shall cover eligible hospitality-related expenses incurred in the course of <u>carrying outconducting</u> hospitality related activities that support the strategic plan of the Municipality, including diplomacy, protocol, business development or promotional advocacy.
- 4.2 Preauthorization
- 4.4 Hospitality expenditures must be preauthorized the Signing Authority and shall be reviewed by the CAO (any exceptions require submission of detailed reasoning why prior approval was not sought, prior to reimbursement).

#### Eligible Hospitality Expenses

- 4.2.54 Hospitality Event:
  - 4.25.1.4 Expenses incurred by a Reportable Individual, or by the Municipality, while hosting individuals from outside of the Municipality in the form of a hospitality event for conducting business activities may qualify as an eligible hospitality expense.
  - 4.25.2 Hospitality may be offered under the following circumstances in accordance with this Policy:
    - 4.25.2.1 Hosting foreign dignitaries;
    - 4.25.2.2 Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
    - 4.25.2.3 Sponsoring or hosting conferences;
    - 4.25.2.4 Hosting ceremonies / recognition events; and
    - 4.25.2.5 Other official functions, as approved by Council or the CAO.
  - 4.25.3 Alcohol Related Expenses:
    - 4.25.3.1 While the Municipality's' standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either Council or the CAO.
    - 4.25.3.2 If alcohol is provided at a municipal hospitality event, applicable liquor laws must be adhered to, in addition to the principles of this Policy.
    - 4.5.3.3 The Municipality does not reimburse expense claims for alcohol purchases by an individual (*Municipal Government Act* s. 23(4)(a))
  - 4.25.4 Gifts:
    - 4.25.4.1 For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government is sometimes appropriate. Any giving of gifts must obtain prior approval from the Director of Finance or the CAO. No gifts shall exceed the cost of \$150.00 including tax.
- 4.3 Hospitality Expense Request:
- 4.3.1 Subject to this Policy, all hospitality events and expenses require prior approval from the Signing Authority, and shall be reviewed by the CAO.
  - 4.36.2 A request for pre-approval must include the following:
    - 4.36.1.2.1 Rationale or purpose of the event/expense;
    - 4.6.2 4.3.2.2 Estimated and itemized costs including gratuities and supplementary expenses;

4.36.3 .2.3 If alcohol-related expenses are anticipated, justification that alcohol-related expenses are necessary and appropriate according to this Policy.



- 4.4 Submission of Hospitality Invoices:
- 4.4<u>7</u>.1 Hospitality expenses must be submitted on the form in Appendix A of this <u>Policy, and Policy and</u> must be signed by the claimant.
- 4.8 4.4.2 All hospitality invoices or expense claims must include the following:
  - 4.48.2.1 Written proof of prior approval (email, written notice);
  - 4.48.2.2 The names and positions of the guests at the hospitality event;
  - 4.48.2.3 The business objective for the expense;
  - 4.48.2.4 Detailed itemized receipts or invoices; and
  - 4.48.2.5 If applicable, a copy of the Special Occasion Liquor License.
- 4.5 Reporting Requirements:
- 4.9 4.5.1 Pursuant to Section 65D of the *Municipal Government Act*A hospitality expense report shall be prepared by Finance staff and posted to the Municipal website within 90 days of the end of each fiscal quarter. The quarterly hospitality expense report shall describe the hospitality expenses incurred by the Municipality, including any purchases of alcohol during the quarter, and shall be signed by the Director of Finance indicating his/her approval of each of the hospitality expenses listed.
- 4.10 4.5.2 Finance staff shall prepare a Hospitality Annual Summary Schedule of hospitality expenses, which shall be filed with the Minister of Municipal Affairs by September 30th of each year.
- 4.6 Review Requirements:
- 4.6-11 The Audit Committee shall review the Hospitality Annual Summary Schedule annually.
- 4.12 4.6.2 By January 31st, immediately following a regular election held under the *Municipal Elections Act*, Council shall review this Policy and following a motion by Council, either re-adopt the Policy or amend the Policy and adopt the Policy as amended.
- 4.7 Requirements of Members of Council and Employees:
- 4.13 ———Anyone who incurs an expense in relation to Municipality business will:
  - 4.713.1 Familiarize themselves and comply with the provisions of this Policy;
  - 4.713.2 Complete and submit expense claims with necessary supporting documentation within a timely fashion;
  - 4.713.3 Exercise reasonable diligence and care in incurring expenses prudently and responsibly;
  - 4.713.4 Ensure that they do not authorize expenses on their own behalf;
- 4.8 Fraudulent irregularity, misuse, or misappropriation of funds may result in disciplinary action up to and including termination of employment.
- 4.9—15 Suspicious activity and potential misuse of funds must be reported as outlined in Policy HR-06-002: Code of Ethics, and Policy ADMIN-01-012: Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials.

#### 5. Responsibilities

- 5.1 Council will:
  - 5.1.1 Ensure the Municipality has a current and comprehensive policy for expenditures incurred in the course of <u>carrying outconducting</u> hospitality-related activities including; receptions, ceremonies, <u>conferences conferences</u>, and other group events while hosting individuals or delegations from outside of the Municipality;
  - 5.1.2 Review and amend this Policy as needed: and
  - 5.1.3 Individual Members of Council shall adhere to and comply with all aspects of this Policy.

- 5.2 The Chief Administrative Officer or designate will:
  - 5.2.1 Implement, administer, and uphold the principles and provisions of this Policy;
  - 5.2.2 Identify necessary revisions to this Policy.
  - 5.2.3 Authorize reimbursement of expenses under this Policy;
  - 5.2.4 Pre-approve reimbursement of expenses under this Policy;
  - 5.2.5 If required, designate in writing a second Signing Authority to authorize reimbursement of expenses under this Policy; and
  - 5.2.6 Ensure that no employee or Member of Council authorizes the reimbursement of expenses on their own behalf.

#### 6. Amendments

Date	Amendments
January 8, 2019	Adopted new Policy
November 2020	Sections 4.7, 4.8 and 4.9 added to be consistent with the Business Expense
	Policy FIN-05-008. Section 5 is added to clarify responsibilities.
January 2025	Section 1 was refined for clarity, and additional objectives added. 4.2 added
-	to set out requirement of MGA for municipalities to have a hospitality policy.
	Addition of requirements for hospitality expenses to be pre-authorized, and
	prohibition of a claimant authorizing their own claim. Addition of reporting
	deadlines.



# **APPENDIX A - HOSPITALITY EXPENSE CLAIM**

	Municipality of the County of Kings Hospitality Expense Claim		
Event:			
Location:			
Date and Time:			
Event description	on		$\neg$
Business objec	tive		
	f guests, including name and position		
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Description of Eligible Costs Incurred	Payable To (Name of Supplier)	Invoice #. (or document #)	Invoice Date	Invoice Subtotal	нѕт	Invoice Total	Invoice Attached
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icohol related expenses were inc	urred please provide justif	lcation why those	expenses are	necessary:			
of of pre-approval for event is att							
hospitality expenses are governe regulations and requirements.				this policy for			
reby certify that the Information (	contained in this claim for	n is accurate and	complete.				
me & title proval:		Da	te	-			



TO Municipal Council

PREPARED BY Scott MacKay, Manager of Revenue

MEETING DATE January 7, 2025

SUBJECT Amendments to Policy FIN 05-024: Property Tax Sales

#### **ORIGIN**

• First introduction to Municipal Council.

#### RECOMMENDATION

That Municipal Council provide seven days' notice, per s.48(1), *Municipal Government Act*, to amend Policy FIN 05-024: Property Tax Sales.

### **INTENT**

To provide Municipal Council with the necessary information to make an informed decision regarding proposed amendments to Policy FIN 05-024: Property Tax Sales.

### **DISCUSSION**

In July of 2023, the Municipality of the County of Kings experienced a cyber-attack. A number of municipal functions were either forced or taken offline as a result. With a temporary loss of access to the Municipality's finance software, a recommendation was made to delay our municipal property tax sale, typically held in March of each year. This change would accommodate staff input of several thousand property tax transactions during the cyber-outage and to meet all required terms of the *Municipal Government Act* and of the Municipality's property tax sale policy. Municipal Council passed a motion to delay the 2024 property tax sale until June of that year.

As part of the approval process, an amendment was required for the policy, to accommodate the date change. For the 2025 property tax sale, and for tax sales going forward, the recommendation is to return to the March sale date. The recommendation being presented to Municipal Council through this Request for Decision is to remove a portion of s.4.6, which reflected the temporary change of property tax sale date to June of 2024.

#### FINANCIAL IMPLICATIONS

• There is no financial impact to the Municipality.

#### STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Periodic review and amendment of a policy, as needed.



### **ALTERNATIVES**

• No alternatives are recommended.

# **IMPLEMENTATION**

• If approved as amended, Property Tax Sale policy will be updated and posted on the municipal website.

# **ENGAGEMENT**

• There was no public engagement conducted by the Municipality specific to this Request for Decision.

### **APPENDICES**

• Policy FIN 02-24: Property Tax Sales

# **APPROVALS**

Greg Barr, Director, Finance & IT December 27, 2024

Scott Conrod, Chief Administrative Officer December 27, 2024



POLICY FIN 05-024

# Municipality of the County of Kings Property Tax Sales

Policy Category	Finance	Most Recent Amendment	April 5, 2024
First Council Approval	April 5, 2022	Future Review Date	April 2027

### **Purpose**

This Policy provides direction for the planning and execution of the annual tax sale and clarity for property owners within the Municipality of the County of Kings (Municipality) with respect to the consequences of non-payment of property tax accounts and of the actions taken to conduct an annual property tax sale. Further, this Policy establishes an effective, efficient, and fair method for the collection of taxes for those properties deemed to be in a state of delinquency.

The *Municipal Government Act* is the governing document with respect to any tax sale conducted by the Municipality. Where, in any instance, a discrepancy arises between the *Municipal Government Act* and this Policy, the former shall take precedent.

#### Scope

This Policy applies to all properties in the Municipality of the County of Kings and the execution of an annual tax sale.

#### **Definitions**

- 3.1 **Property**: means any assessable property liable for taxation for all purposes for which property taxes and rates are levied by the Municipality.
- 3.2 **Tax**: per s.3(bz) *Municipal Government Act*, includes municipal rates, area rates, change in use tax, forest property tax, recreational property tax, capital charges, one-time charges, local improvement charges and any rates, charges or debts prescribed, by the enactment authorizing them, to be a lien on the property.

#### **Policy Statements**

- 4.1 Council provides authority to the Municipal Treasurer, designated by the Chief Administrative Officer in accordance with s.37(1) *Municipal Government Act*, to:
- 4.1.1 establish financial delinquency thresholds for inclusion of property tax accounts in the property tax sale,
- 4.1.2 negotiate payment arrangements with owners of delinquent accounts, and
- 4.1.3 determine the most appropriate method by which to conduct the property tax sale.
- 4.2 The Municipality shall advertise any tax sale through a dedicated website page hosted on the Municipality's website as supplemental to methods of publication prescribed by the *Municipal Government Act*.
- 4.3 In the event that the tax sale is conducted by way of public tender, the Municipality shall endeavor to livestream the opening of tendered bids for public viewing.



- 4.4 Title searches shall be completed by the Municipality's solicitor during the month of October for all tax sale properties with all resulting charges levied against the respective accounts.
- 4.5 The Municipality may consider payment arrangements for delinquent accounts under extenuating circumstances. Any payment arrangements shall be recorded by way of Agreement and stored in electronic format as well as at the Municipal complex for the duration of the term of the Agreement.
- 4.6 The Municipality shall hold its property tax sale annually in the month of March. For the fiscal year 2023-24, the property tax sale shall be conducted in the month of June 2024.

## Responsibilities

Council will:

- 5.1.1 ensure the Municipality has a current Policy for tax sales;
- 5.1.2 review and amend this Policy as required; and

The Chief Administrative Officer will:

- 5.2.1 implement and administer this Policy; and
- 5.2.2 identify and propose revisions to this Policy.

#### **Amendments**

Date		Amendments
April 2022		Policy created.
April 2024		Policy amended to note date change for 2024 property tax sale.



# **Committee Recommendations**

**COMMITTEE** Fire Services Advisory Committee

**COMMITTEE MEETING DATE December 5, 2024 COUNCIL MEETING DATE**January 7, 2025

# **RECOMMENDATION**

a.	Fire Fighter Honorariums	That Municipal Council budget for a \$1,000 honorarium for each Kings County firefighter in the 2025-2026 budget and place those funds in a reserve pending a recommendation from the Kings County Fire Fighters Association on how to distribute the funds.
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# **Committee Recommendations**

**COMMITTEE** Joint Accessibility Advisory Committee

**COMMITTEE MEETING DATE December 11, 2024 COUNCIL MEETING DATE**January 7, 2025

# **RECOMMENDATIONS**

a.	Village Commissioner Appointments to Joint Accessibility Advisory Committee	That Municipal Council reappoint Quentin Hill (Village of New Minas) and Robert Sealby (Village of Greenwood) and appoint Doug MacLean (Village of Cornwallis Square) as Village Commissioner representatives on the Joint Accessibility Advisory Committee for terms ending May 31, 2027.
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# **Committee Recommendations**

**COMMITTEE** Planning Advisory Committee

COUNCIL MEETING DATE

December 10, 2024

January 7, 2025

# **RECOMMENDATIONS**

a.	Application to enter into a Development Agreement in New Minas (File #20-17)	That Municipal Council give Initial Consideration to and hold a Public Hearing regarding entering into a development agreement to permit the development of two multi-unit dwellings at Old Dyke Road (PID 55209530), New Minas which is substantively the same (save for minor differences in form) as the draft set out in the report dated December 10, 2024.  Report attached
b.	Application to rezone three properties in North Kentville (File #24-09)	That Municipal Council give First Reading to and hold a Public Hearing regarding the application to rezone the properties located on Brooklyn Street (PIDs 55047856, 55472955, 55473987), North Kentville from the Residential One and Two Unit (R2) Zone to the Residential Multi-unit (R4) Zone, as described in Appendix D of the report dated December 10, 2024.  Report attached
c.	Application to amend the Land Use By-law (File 24-14)	That Municipal Council give First Reading to and hold a Public Hearing regarding the amendments to the text of the Land Use By-law to enable bed and breakfast operations within residential units in all zones that permit residential units as described in Appendix A of the report dated December 10, 2024.  Report attached
d.	Next Public Hearing	Tuesday, February 4, 2025 at 6:00 p.m.



December 19, 2024

Council members

Municipality of the County of Kings

Dear Councillors,

On behalf of the Nova Scotia Association of REALTORS® (NSAR) and our members, please accept our heartfelt congratulations on your election as Councillor in Municipality of the County of Kings!

We are pleased to welcome strong leaders who recognize the important economic, social, and environmental impacts of appropriate, income-accessible housing in our communities.

NSAR represents over 2,100 salespeople and brokers across the province. We are the voice of real estate in Nova Scotia.

REALTORS® are a key component of the local economy. In 2023, housing transactions through the NSAR MLS® System generated **over \$586 million in spin-off spending and an estimated 4,400 jobs across the province**.

REALTORS® believe everyone should have a place to call home. Inventory and vacancy rates are extremely low across our province. Without housing, our communities suffer.

**REALTORS®** have ideas that can help. We look forward to talking to you and your colleagues about actions we can collectively take to ensure that everyone has a place to call home.

Each region of Nova Scotia has volunteer REALTORS® who serve on our Provincial/Municipal Affairs Committee (PMAC). These REALTORS® are your local experts and can be called upon for the most up-to-date local housing data and information.

Please feel free to reach out to Paige Hoveling, Stakeholder Relations Manager, at <a href="mailto:phoveling@nsar.ns.ca">phoveling@nsar.ns.ca</a> or 902-568-5764 to be connected with your local REALTOR® or receive housing data, support, or housing expertise during your term.

We look forward to working with you and your council colleagues on actions we can take to ensure that every Nova Scotian has a place to call home.

Sincerely,

Roger Boutilier

**Chief Executive Officer** 

Andrew Gilroy
President

Suzanne Gravel

Chair, Provincial/Municipal Affairs Committee



# Committee Update

TO Municipal Council

FROM Robbie Hiltz

**COMMITTEE** Kentville Joint Fire Services Committee

COMMITTEE MEETING DATE December 19, 2024
COUNCIL MEETING DATE January 7, 2025

The Joint Fire Services Committee met Dec 19h at the Kentville Fire Department. Kentville Councillor John Andrews was nominated by Councillor Bob Best and seconded by Kentville Deputy Mayor Debra Crowell. Councillor Andrews accepted the nomination and was acclaimed.

Councillor Sappington nominated Councillor Hiltz as Vice- Chair and was seconded by Councillor Best. Councillor Hiltz accepted and was acclaimed in the role.

Chief Hamilton gave his report and same accepted by the committee. There was a lot of discussion about the proposed operation and area rates for 2025 and 2026. Kentville Deputy Mayor Crowell requested to see the CPI calculation and reasoning behind some of the proposed increases including honorariums. The committee requested to see cost figures of the area rate purchases to be incorporated into the budget process before the committee approves.

There was a lot of discussion about the purchase of two new trucks and unfortunately there is a delay on the suppliers end as it is unknown when they will be ready. One of the trucks is a pumper/rescue combo and will replace two trucks and may also increase response times to emergencies.

Chief Hamilton and KVFD Office Manager Platt gave a tour of the Department to Councillors Hiltz and Sappington after the meeting.

The next meeting has been scheduled for Jan 23/2025 at 4:30 at the Kentville Fire Department.

Respectfully submitted,

Councillor Hiltz, District 3



# **Committee Update**

TO Municipal Council
FROM Councillor Sappington
BOARD Police Advisory Board
BOARD MEETING DATE December 18, 2024
COUNCIL MEETING DATE January 7, 2025

The Police Advisory Board met on December 18<sup>th</sup> in the Municipal Chamber. I was honoured to be nominated by Councillor Best to be Chair and I accepted. Councillor Best kindly accepted my nomination to be Vice Chair.

Mr. Brown provided a brief overview of By-law 111, noting that there had recently been revisions bringing the Municipality's by-law in line with provisions of the Nova Scotia Police Act. Mr. Brown spoke to a Traffic incident involving a minor, at a cross walk, in north Kentville. S/Sgt Nugent indicated that ice covered windows may have been the cause.

S/Sgt Nugent gave us a review of the RCMP Activity Report included in the meeting agenda package.

Mr. Brown noted the Board has one vacancy-a citizen member from the Western end of the Municipality. Applications are open.

Ms. Vandenhof requested to invite the Department of Justice to present on the roll of the provincial Appointee on the PAB. Mr. Brown or Mr. Gibson agreed to arrange with the DOJ. Ms. Vandenhof asked S/Sgt. Nugent about RCMP/Community engagement during the holidays and he provided radio ads, participating in the parade of lights and sponsoring families for the holidays as a few examples.

Mr. Brown asked members to consider their priorities for the Board ahead of the first meeting of 2025. It is my understanding there will be another election for Chair and Vice Chair, at the next meeting, in February. Therefore, I took my potentially only opportunity (as Chair) to request a fieldtrip for our Board to tour the RCMP building. Staff Sargent Nugent graciously agreed to try to arrange our next meeting to be there and indeed give us a tour. The next meeting is hopefully Feb 19<sup>th</sup>, 1:30pm, at the RCMP Building in New Minas.

Respectfully submitted,

Councillor Christina Sappington District 8

# Committee of Council Reports - January 7, 2025

Board/Committee	Chair/Reporting Councillor/ Members	Last/Next Meeting	Report
Asset Management Committee	Peter Allen, Doug Gates, Tim Harding	September 3, 2024 Next: TBD	
Audit & Finance Committee	Dave Corkum, Everett MacPherson (Chair), Riley Peckford (Vice-Chair), Emily Lutz	December 12, 2024 Next: TBD	Recommendations provided December 17, 2024
Diversity Kings County	Everett MacPherson, Christina Sappington	December 2, 2024 Next: January 6, 2025	
Fences Arbitration Committee	Bob Best Alternate: Christina Sappington	No meetings	
Fire Services Advisory Committee	Peter Allen, Doug Gates, Riley Peckford (Reporting Councillor)	December 5, 2024 Next: February 20, 2025	Recommendation provided January 7, 2025
Greenwood Water Utility Source Water Protection Committee	Riley Peckford	July 25, 2024 Next: TBD	
Joint Accessibility Advisory Committee	Robbie Hiltz	December 11, 2024 Next: March 12, 2025	Recommendation provided January 7, 2025
Lake Monitoring Committee	Riley Peckford Alternate: Tim Harding	No recent meetings	
Nominating Committee	Dave Corkum (Chair), Peter Allen, Everett MacPherson, Riley Peckford	November 21, 2024 Next: TBD	Recommendations provided December 3, 2024
Planning Advisory Committee	Emily Lutz (Chair), Riley Peckford (Vice-Chair), Doug Gates, Everett MacPherson	December 10, 2024 Next: January 14, 2024	Recommendations provided January 7, 2025
Police Advisory Board	Bob Best, Robbie Hiltz, Christina Sappington	December 18, 2024 Next: February 19, 2024	Written Report provided January 7, 2025
Regional Sewer Committee	Tim Harding Alternate: Everett MacPherson	October 17, 2024 Next: TBD	
Sandy Court Source Water Protection Committee	Tim Harding	November 30, 2023 Next: TBD	

# External Board and Committee Reports - January 7, 2025

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate: Peter Allen	3 <sup>rd</sup> Thursday of Sept, Nov, Feb, April and June, 6:00-8:00pm	
Annapolis Valley Trails Coalition Board	Bob Best Alternate: Robbie Hiltz	August 2024	Verbal report provided September 3, 2024
Canning Source Water Protection Committee	Everett MacPherson		
Interim IMSA Board (Kings Transit & Valley Waste)	Dave Corkum (Chair)	December 18, 2024 Next: January 15, 2025	
Kentville Joint Fire Services Committee	Bob Best, Robbie Hiltz, Christina Sappington	December 19, 2024 Next: January 23, 2025	Written report provided January 7, 2025
Kentville Water Commission	Doug Gates		
Kings Regional Rehabilitation Centre Board	Peter Allen, Bob Best, Tim Harding, Christina Sappington	Last Monday of the Month	
Kings Regional Emergency Management Advisory Committee	Dave Corkum, Robbie Hiltz	July 3, 2024 Next: January 22, 2025	
Landscape of Grand Pré Inc. Member	Christina Sappington Alternate: Vacant		
Landscape of Grand Pré Inc. Board	Peter Allen	September 2024	Verbal report provided September 3, 2024
New Minas Source Water Protection Committee	Christina Sappington		
Port Williams Source Water Protection Committee	Doug Gates		
Valley Community Fibre Network (Authority) Board	Emily Lutz	Next: January 6, 2025	
Valley Regional Enterprise Network Liaison & Oversight Committee	Dave Corkum	October 2, 2024	
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen		Council 2025/01/07 Page 61