



MUNICIPALITY of the
COUNTY of KINGS

MUNICIPAL COUNCIL
Tuesday, May 5, 2026
Following Public Hearing
AGENDA

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

1. Roll Call & Land Acknowledgement **47:08**
2. Approval of Agenda **50:43** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes
 - a. April 1, 2026 Special Council (Budget) **51:37** Page 3
 - b. April 7, 2026 Council **52:18** Page 11
 - c. April 21, 2026 Special Council **52:54** Page 22
5. Business Arising from Minutes **None**
 - a. April 1, 2026 Special Council (Budget) Page 3
 - b. April 7, 2026 Council Page 11
 - c. April 21, 2026 Special Council Page 22
6. Planning Advisory Committee Recommendations April 14, 2026 Page 28
 - a. Application for a development agreement in Halls Harbour (File 25-19) **54:54**
 - b. Application to amend an existing development agreement in Wallbrook (File 25-18) **56:19**
 - c. Application to rezone a property in Port Williams (File 25-22) **57:35**
 - d. Application to amend the text of the Land Use By-law to Permit Second Dwellings in Rural Areas and Associated Amendments (File P24-01) **58:33**
 - e. Request to remove a property from the Municipal Heritage Property Registry (File 26-03) **59:45**
 - f. Next Public Hearing **1:00:46**
7. Administration
 - a. Amendment to By-law 102: Committees Governance (second reading) **1:01:03** Page 30
 - b. Proclamation Request: Lyme Disease Awareness Month **1:02:02** Page 40
 - c. Council and Committee of the Whole Meetings in August 2026 **1:04:35** Page 41
 - d. Elected Officials Media Protocol (presentation) **1:06:12**
8. Engineering & Public Works
 - a. Policy EPW-04-017: Lake Monitoring Program (adoption) **1:10:35** Page 44
 - b. Cost Sharing Agreement for Paved Shoulders on South Bishop Road, Coldbrook **1:11:44** Page 47
9. Financial Services
 - a. Amendments to Policy FIN-05-003: Fees (adoption) **1:18:55** Page 51
 - b. Amendments to Policy FIN-05-026: Tax Exemption for Non-Profit Organizations (notice) **1:20:07** Page 58
10. Inspection & Enforcement Services
 - a. Council Appointment of Building Officials **1:23:54** Page 81

Agenda continued on next page



MUNICIPALITY of the
COUNTY of KINGS

MUNICIPAL COUNCIL
Tuesday, May 5, 2026
Following Public Hearing
AGENDA - Continued

11. Committee of the Whole Recommendations April 21, 2026 **1:44:20** Page 83
 - a. Renewal of J-Class Roads Cost Sharing Agreement
 - b. Exploration: Kings County Exhibition
12. Nominating Committee Recommendations April 21, 2026 **1:55:10** Page 84
 - a. Citizen Appointments to Diversity Kings County Committee
13. Board & Committee Reports **1:58:23**
 - a. Mayor's Report Page 85
 - b. Committees of Council Page 86
 - c. External Boards and Committees Page 87
14. Other Business **2:00:40**
15. Comments from the Public **None**
16. Closed Session **2:02:30**
 - a. Approval of Council Closed Session Minutes December 2, 2025, January 20, February 17, March 3, March 25, April 1, and April 21, 2026
 - b. MGA s. 22 (2) (e) Contract Negotiations
 - c. MGA s. 22 (2) (e) Contract Negotiations
 - d. MGA s. 22 (2) (e) Contract Negotiations
17. Adjournment **3:42:39**

Land Acknowledgement

The Municipality of the County of Kings is in Mi'kma'ki, the ancestral, unceded, and current territory of the Mi'kmaq Peoples. The Municipality of the County of Kings is a neighbour to Annapolis Valley First Nation and Glooscap First Nation, as well as a diverse urban and rural Indigenous population. We are all treaty people and commit to upholding the Peace and Friendship Treaties and working towards reconciliation in all areas of the Municipality.

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

**THE MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL COUNCIL - BUDGET
Wednesday, April 1, 2026
DRAFT MINUTES**

Meeting Date and Time

A special budget meeting of Municipal Council was held on Wednesday, April 1, 2026 at 9:00 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. Attendance

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

Roll Call

Results for Roll Call

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	-
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Andrea Hyslop, Deputy Chief Administrative Officer
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Terry Kelly, In-house Solicitor
- Mike Livingstone, Director, Finance & IT
- Tyler Honeywood, Manager, Financial Reporting
- Katrina Roefs, Financial Analyst
- Haley Hutt, Administrative Assistant/Recording Secretary

Excuse Absence

On motion of Councillor Best and Councillor Harding, that Councillor Hiltz's absence from the April 1, 2026 Council meeting be excused.

Motion Carried.

Results

For 9
Against 0

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

2. [Approval of Agenda](#)

On motion of Deputy Mayor MacPherson and Councillor Gates, that Council approve the April 1, 2026 agenda as circulated.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	-
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. **Financial Services**

4a. [2026/27 Budget Approval](#)

Mike Livingstone, Director of Finance & IT, presented the Request for Decision as attached to the April 1, 2026 Special Council agenda and provided a [presentation](#).

1. [Greenwood Water Utility](#)

On motion of Councillor Gates and Councillor Peckford, that Municipal Council approve the 2026/27 Operating and Capital Budget for the Greenwood Water Utility which includes \$1,209,910 of Gross Expenditures, and a total Capital Budget of \$8,618,788 funded out of Prior Period Surplus, Long Term Debt, and Operating Revenue, attached as Appendix A to the April 1, 2026 Request for Decision.

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	-
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

2. [Regional Sewer System](#)

On motion of Deputy Mayor MacPherson and Councillor Harding, that Municipal Council approve the 2026/27 Operating and Capital Budget for the Regional Sewer System which includes \$2,942,700 of Gross Expenditures and a Capital Budget of \$5,294,819, attached as Appendix B to the April 1, 2026 Request for Decision.

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	-
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. [Hantsport Volunteer Fire Department Municipal Contribution](#)

On motion of Deputy Mayor MacPherson and Councillor Sappington, that Municipal Council approve the 2026/27 Municipal contribution in the amount of \$127,175 to the West Hants Regional Municipality for the Hantsport Volunteer Fire Department as summarized in Appendix C to the April 1, 2026 Request for Decision.

Motion Carried.

Results

For 8
Against 1

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

Councillor Best moved to table the motion until such time as a staff report could be prepared. The tabling motion failed due to a lack of a seconder.

4. [2026/2027 Capital and Project Budget with Gross Expenditures](#)

On motion of Councillor Lutz and Councillor Allen, that Municipal Council approve the Capital and Project Budget with Gross Expenditures of \$51,188,259 as summarized in Appendix D to the April 1, 2026 Request for Decision.

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	-
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. [Five-Year Capital Plan](#)

On motion of Councillor Harding and Councillor Lutz, that Municipal Council approve the Five-Year Capital Plan as summarized in Appendix E to the April 1, 2026 Request for Decision, and as detailed within the Project Justification Sheets of the Proposed 2026/27 Budget Document, included as Appendix H to the April 1, 2026 Request for Decision.

Motion Carried.

Results

For 8
Against 1

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

6. [Amendments to Policy FIN-05-003: Fees](#)

On motion of Councillor Best and Councillor Harding, that Municipal Council provide seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt amendments to Policy FIN-05-003, the Fees Policy, attached as Appendix F to the April 1, 2026 Request for Decision.

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	-
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. [2026/2027 Operating Budget with Gross Expenditures](#)

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

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	-
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 9:32 a.m. and returned to open session at 9:45 a.m.

On motion of Councillor Lutz and Councillor Sappington, that Municipal Council approve an increase to the contribution to the Regional Library in the amount of \$165,800 to be funded through a reduction in the contribution to the General Operating Reserve, and that the increased contribution be used only to support libraries situated within the Municipality of the County of Kings.

Motion Amended.

Amendment:

On motion of Councillor Best and Deputy Mayor MacPherson, that the amount be changed to \$82,900.

Amendment Carried.

Results

For 8
Against 1

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

Amended Motion:

On motion of Councillor Allen and Councillor Harding, that Municipal Council approve an increase to the contribution to the Regional Library in the amount of \$82,900 to be funded through a reduction in the contribution to the General Operating Reserve, and that the increased contribution be used only to support libraries situated within the Municipality of the County of Kings.

Amended 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	-
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 Lutz and Councillor Allen, that the 2026/27 Operating Budget with Gross Expenditures of \$76,671,720 be approved as amended during the April 1, 2026 Special Council meeting.

Motion Carried.

Results

For 8
Against 1

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

8. Residential and Resource Property Tax Rate

On motion of Councillor Harding and Councillor Allen, that the residential and resource property tax rate for 2026/27 be set at \$0.853 per \$100 of assessment.

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	-
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. **Commercial Property Tax Rate**

On motion of Councillor Best and Councillor Gates, that the commercial property tax rate for 2026/27 be set at \$2.287 per \$100 of assessment.

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	-
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 Sappington and Councillor Allen, there being no further business, the meeting adjourned at 10:08 a.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	-
District 4	Riley Peckford	For
District 5	Tim Harding	For
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

Approved by:

Dave Corkum
Mayor

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.

DRAFT

**THE MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
Tuesday, April 7, 2026
DRAFT MINUTES**

**Meeting Date
and Time**

A meeting of Municipal Council was held on Tuesday, April 7, 2026 following a Public Hearing at 6:20 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:

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

**Land
Acknowledgement**

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

2. [Approval of Agenda](#)

On motion of Councillor Best and Councillor Harding, that Municipal Council approve the April 7, 2026 agenda as circulated.

Motion Carried.

Results

For 10
Against 0

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

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

4. **Approval of Minutes**

4a. [March 3, 2026](#) **On motion of Councillor Peckford and Councillor Hiltz, that the minutes of the March 3, 2026 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. [March 25, 2026](#) **On motion of Councillor Gates and Councillor Allen, that the minutes of the March 25, 2026 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

5. **Business Arising from Minutes**

5a. [March 3, 2026](#) There was no business arising from the March 3, 2026 minutes.

5b. [March 25, 2026](#) There was no business arising from the March 25, 2026 minutes.

6. [Planning Advisory Committee Recommendations February 10, 2026](#)

6a. **Amendment to the list of permitted uses in the Agricultural (A1) Zone and rezoning of a** Councillor Lutz presented the recommendations as attached to the April 7, 2026 Council agenda.

property on Belcher Street (PID 55030498), Port Williams

On motion of Councillor Lutz and Councillor Allen, that Municipal Council give Second Reading regarding the application to amend a map and the text of the Land Use By-Law to permit the expansion of an existing agricultural related industry at 830 Belcher Street (PID 55030498), Port Williams as described in Appendices C and D of the report dated February 10, 2026.

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. Application to amend an existing development agreement at 850 Grand Pré Rd (PID 55235550), Wallbrook (File 25-18)

On motion of Councillor Peckford and Deputy Mayor MacPherson, that Municipal Council give Initial Consideration and hold a Public Hearing to approve the amending development agreement regarding the expansion of an existing visitor-oriented development at 850 Grand Pré Road (PID 55235550), Wallbrook, which is substantively the same (save for minor differences in form) as the draft set out in Appendix E of the report dated March 10, 2026.

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. Application to amend the text of the Land Use By-law to Permit Second Dwellings in Rural Areas and Associated Amendments (File P24-01)

On motion of Councillor Peckford and Councillor Harding, that Municipal Council give First Reading to and hold a Public Hearing regarding amendments to the Land Use By-law to permit the development of second dwellings in Rural Areas where Residential Uses are permitted except for the Rural Commercial (C4) Zone, Agricultural (A1) Zone, Farm Commercial (A3) Zone, and Country Residential (A4) Zone as described in the report dated March 10, 2026.

Motion Amended.

Amendment:

On motion of Councillor Lutz and Deputy Mayor MacPherson, to add the Historic Hamlet of Grand Pré Zone (A5) to the proposed exclusions.

Amendment Carried.

Results

For 9
Against 1

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

Amended Motion:

On motion of Councillor Allen and Councillor Gates, that Municipal Council give First Reading to and hold a Public Hearing regarding amendments to the Land Use By-law to permit the development of second dwellings in Rural Areas where Residential Uses are permitted except for the Rural Commercial (C4) Zone, Agricultural (A1) Zone, Farm Commercial (A3) Zone, Country Residential (A4) Zone, and Historic Hamlet of Grand Pré (A5) Zone as described in the report dated March 10, 2026.

Amended 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. **Application to rezone portion of 1200 Parkway Drive (PID 55479562), Port Williams (File 25-22)**

On motion of Councillor Peckford and Councillor Gates, that Municipal Council give First Reading to and hold a Public Hearing regarding the application to rezone a portion of 1200 Parkway Drive (PID 55479562), Port Williams from the Light Industrial Commercial (M1) Zone to the General Commercial (C1) Zone as described in Appendix C of the report dated March 10, 2026.

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. **Next Public Hearing**

Councillor Lutz noted that the next Public Hearing was scheduled for Tuesday, May 5, 2026 at 6:00 p.m.

7. **Administration**

7a. [Amendments to By-law 102: Committees Governance \(second reading\)](#)

On motion of Councillor Allen and Councillor Lutz, that Municipal Council give Second Reading to amend By-law 102: Committees Governance to delete the reference to the Kentville Joint Fire Services Committee and delete and add other disbanded or new boards and committees.

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

7b. [Proclamation & Flag Raising Requests: VON Week, Gaelic Month, Philippine Independence Day](#)

Janny Postema, Municipal Clerk, presented the proclamations as attached to the April 7, 2026 Council agenda.

On motion of Deputy Mayor MacPherson and Councillor Peckford, that Municipal Council receive for information the VON Week community flag raising notification as provided on April 7, 2026, and that Municipal Council proclaim May 17 - 23, 2026 to be VON Week 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

On motion of Councillor Harding and Councillor Peckford, that Municipal Council receive for information the Gaelic Nova Scotia Month community flag raising notification as provided on April 7, 2026, and that Municipal Council proclaim May 2026 to be Gaelic Nova Scotia 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

On motion of Councillor Sappington and Councillor Best, that Municipal Council receive for information the Philippine Independence Day community flag raising notification as provided on April 7, 2026.

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. Financial Services

- 8a. [Amendment to Policy FIN-05-029: District Activity Funds - Update](#)

On motion of Councillor Sappington and Councillor Harding, that Municipal Council amend Policy FIN-05-029: District Activity Funds to FIN-05-030, as attached to the April 7, 2026 agenda.

[Policy Number \(adoption\)](#)

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

9. [Audit & Finance Committee Recommendations February 26, 2026](#)

9a. **Q4 Capital Accountability Report Fiscal 2024/2025**

Deputy Mayor MacPherson presented the recommendations as attached to the April 7, 2026 Council agenda.

On motion of Deputy Mayor MacPherson and Councillor Sappington, that Municipal Council accept the Capital Accountability Report for period ended March 31, 2025 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

9b. **Q3 Capital Accountability Report Fiscal 2025/2026**

On motion of Deputy Mayor MacPherson and Councillor Gates, that Municipal Council accept the Capital Accountability Report for period ended December 31, 2025 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

9c. **Q3 General Operating Accountability Report Fiscal 2025/2026**

On motion of Deputy Mayor MacPherson and Councillor Allen, that Municipal Council accept the General Operating Accountability Report for period ended December 31, 2025 as an information item.

Motion Carried.

Results

For 10
Against 0

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

10. [Committee of the Whole Recommendations March 17, 2026](#)

10a. **County of Kings Fly Fishing Streamer**

On motion of Councillor Gates and Councillor Lutz, that Municipal Council approve the fly fishing streamer to become the official fly of the Municipality of the County Kings and hang it in the main entrance of the Municipal building for all residents to enjoy.

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	COI
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

10b. **Antigonish Coalition to End Poverty**

On motion of Councillor Allen and Councillor Lutz, that Municipal Council direct the Mayor to send a letter to the Municipality of the County of Antigonish in support of the Antigonish Coalition to End Poverty.

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

11. **Board & Committee Reports**

- 11a. [Divert NS Circular Economy Summit](#) Mayor Corkum presented the report as attached to the April 7, 2026 Council agenda.
- 11b. [Wolfville Source Water Protection Advisory Committee](#) Councillor Allen presented the report as attached to the April 7, 2026 Council agenda.
- 11c. **Port Williams Source Water Protection Advisory Committee** Councillor Gates noted he attended the March 18, 2026 meeting and would provide a written report at the April 21, 2026 Committee of the Whole meeting.
- 11d. [Committees of Council](#) For information.
- 11e. [External Boards and Committees](#) For information.

On motion of Councillor Hiltz and Councillor Sappington, that Municipal Council receive the Board and Committee Reports as attached to the April 7, 2026 Council agenda and as provided verbally 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

12. **Correspondence**

Mayor Corkum presented the correspondence as attached to April 7, 2026 Council agenda.

On motion of Councillor Harding and Councillor Lutz, that Municipal Council receive the correspondence as attached to the April 7, 2026 agenda 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

- 12a. [Town of Digby Letter of Support Antigonish Coalition to End Poverty](#) For information.
- 12b. [Invite 40th Anniversary Opening of White Rock Community Hall](#) For information.
- 13. **Other Business** Councillor Best congratulated the Valley Jets on their win during the Nova Scotia U13 AAA provincial championship.
- 14. **Comments from the Public** No members of the public were present.
- 15. **Adjournment** **On motion of Deputy Mayor Peckford and Councillor Gates, there being no further business, the meeting adjourned at 7:06 p.m.**

Motion Carried.

Results

For 10
Against 0

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

Approved by:

Dave Corkum
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

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

DRAFT

**THE MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL MUNICIPAL COUNCIL
Tuesday, April 21, 2026
DRAFT MINUTES**

**Meeting Date
and Time**

A special meeting of Municipal Council was held on Tuesday, April 21, 2026 following Committee of the Whole at 11:15 a.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. Attendance

All Members of Council were in attendance, with the exception of Councillors Peckford and Harding 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	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	-
District 5	Tim Harding	-
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

Also in attendance were:

- Andrea Hyslop, Deputy Chief Administrative Officer
- Trish Javorek, Director, Planning & Inspections
- Mandy Burgess, Manager, Development
- Tyler Honeywood, Manager, Financial Reporting
- Jordan Matheson, Manager, Engineering
- Janny Postema, Municipal Clerk/Recording Secretary

**Land
Acknowledgement**

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

Excuse Absence

On motion of Councillor Lutz and Councillor Sappington, that Councillor Peckford's and Councillor Harding's absence from the April 21, 2026 Special Council meeting be excused.

Motion Carried.

Results

For 8
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	-
District 5	Tim Harding	-
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

2. [Approval of Agenda](#)

On motion of Deputy Mayor MacPherson and Councillor Hiltz, that Municipal Council approve the April 21, 2026 agenda as circulated.

Motion Carried.

Results

For 10
Against 0

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

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

No Conflict of Interest issues were declared.

4. [Committee of the Whole Recommendations April 21, 2026](#)

4a. **Proclamation Requests for May 2026**

On motion of Councillor Allen and Councillor Lutz, that Municipal Council proclaim May 2026 as Jewish Heritage Month across the Municipality of the County of Kings.

Motion Carried.

Results

For 8
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	-
District 5	Tim Harding	-
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

On motion of Deputy Mayor MacPherson and Councillor Gates, that Municipal Council proclaim May 2026 as Asian Heritage Month across the Municipality of the County of Kings.

Motion Carried.

Results

For 8
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	-
District 5	Tim Harding	-
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

4b. **Lake Monitoring Program**

On motion of Councillor Sappington and Councillor Allen, that Municipal Council rescind the February 2, 2010 motion that reads: “Be it resolved that Municipal Council approves the Terms of Reference for the Lake Monitoring Technical Advisory Committee”.

Motion Carried.

Results

For 8
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	-
District 5	Tim Harding	-
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

On motion of Councillor Gates and Deputy Mayor MacPherson, that Municipal Council give First Reading to amend By-law 102: Committees Governance to delete the reference to “Lake Monitoring Committee” from Schedule A (Committees of Council).

Motion Carried.

Results

For 8
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	-
District 5	Tim Harding	-
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 Deputy Mayor MacPherson, that Municipal Council provide seven days’ notice, per s. 48(1) *Municipal Government Act*, to adopt Policy EPW-04-017: Lake Monitoring Program, as attached to the April 21, 2026 Request for Decision.

Motion Carried.

Results

For 8
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	-
District 5	Tim Harding	-
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

- 4c. **2026/27 Cost Shared Program for Paving of Subdivision Streets (J-Class Roads)**

On motion of Deputy Mayor MacPherson and Councillor Lutz, that Municipal Council grant authority to the CAO to negotiate the paving of Chapel Road, Cavelle Avenue, and Cavelle Terrace with the Nova Scotia Department of Public Works, which may include substituting some or all of the roads identified in the Agreement.

Motion Carried.

Results

For 7
Against 1

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	-
District 5	Tim Harding	-
District 6	Bob Best	Against
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 grant authority to the Mayor to sign the Notice of Acceptance, with potential amendments to include Chapel Road, Cavelle Avenue, and Cavelle Terrace, based on negotiations with the Nova Scotia Department of Public Works.

Motion Carried.

Results

For 7
Against 1

District	Name	Results
Mayor	Dave Corkum	For
District 1	Everett MacPherson	For
District 2	Doug Gates	For
District 3	Robbie Hiltz	For
District 4	Riley Peckford	-
District 5	Tim Harding	-
District 6	Bob Best	Against

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

On motion of Deputy Mayor MacPherson and Councillor Lutz, that Municipal Council approve a Supplemental Budget for J-Class Road Paving, GL 01-2-232-309, in the amount of \$570,000 to be financed by a transfer from the J-Class Road Operating Reserve, GL 61-4-460-382.

Motion Carried.

Results

For 7
Against 1

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

4d. Revised Hantsport Fire Department Budget

On motion of Councillor Allen and Councillor Hiltz, that Municipal Council approve the revised 2026/27 Budget for the Hantsport Fire Department with an operating contribution of \$131,400, as attached in Appendix A to the April 21, 2026 Request for Decision.

Motion Carried.

Results

For 8
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	-
District 5	Tim Harding	-
District 6	Bob Best	For
District 7	Emily Lutz	For
District 8	Christina Sappington	For
District 9	Peter Allen	For

4e. Expansion of Port Williams Growth Centre Boundary

On motion of Councillor Gates and Councillor Hiltz, that Municipal Council direct the Chief Administrative Officer to begin the process of amending the Municipal Planning Strategy and Land Use By-law to expand the Port Williams Growth Centre boundary to include the entirety of PID 55037139, known as the SAG Boundary, as described in Appendix E of the Request for Decision dated April 21, 2026.

Motion Carried.

Results

For 6

Against 2

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	-
District 5	Tim Harding	-
District 6	Bob Best	For
District 7	Emily Lutz	Against
District 8	Christina Sappington	For
District 9	Peter Allen	Against

5. **Comments from the Public**

No members of the public were present.

6. **Closed Session and Adjournment**

On motion of Councillor Allen and Councillor Sappington, that Council adjourn and move into closed session in accordance with *Municipal Government Act* section 22 (2) (e): contract negotiations.

Motion Carried.

Results

For 8
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	-
District 5	Tim Harding	-
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 11:34 a.m. and adjourned at 11:41 a.m.

Approved by:

Dave Corkum
Mayor

Janny Postema
Municipal Clerk

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

COMMITTEE	Planning Advisory Committee
COMMITTEE MEETING DATE	April 14, 2026
COUNCIL MEETING DATE	May 5, 2026

RECOMMENDATIONS

a.	Application for a development agreement in Halls Harbour (File 25-19)	That Municipal Council give Initial Consideration to and hold a Public Hearing regarding entering into a development agreement to convert an existing building into a one unit dwelling at 1138 West Halls Harbour Road (PID 55041073), Halls Harbour, which is substantively the same (save for minor differences in form) as the draft set out in Appendix D of the report dated April 14, 2026 .
b.	Application to amend an existing development agreement in Wallbrook (File 25-18)	That Municipal Council give Final Consideration to approve the amending development agreement regarding the expansion of an existing visitor oriented development at 850 Grand Pré Road (PID 55235550), Wallbrook, which is substantively the same (save for minor differences in form) as the draft set out in Appendix E of the report dated March 10, 2026 .
c.	Application to rezone a property in Port Williams (File 25-22)	That Municipal Council give Second Reading to the application to rezone a portion of 1200 Parkway Drive (PID 55479562), Port Williams from the Light Industrial Commercial (M1) Zone to the General Commercial (C1) Zone as described in Appendix C of the report dated March 10, 2026 .
d.	Application to amend the text of the Land Use By-law to Permit Second Dwellings in Rural Areas and Associated Amendments (File P24-01)	That Municipal Council give Second Reading regarding amendments to the Land Use By-law to permit the development of second dwellings in Rural Areas where Residential Uses are permitted except for the Rural Commercial (C4) Zone, Agricultural (A1) Zone, Farm Commercial (A3) Zone, Country Residential (A4) Zone, and Historic Hamlet of Grand Pré (A5) Zone as described in the report dated March 10, 2026 .

Committee Recommendations

e.	Request to remove a property from the Municipal Heritage Property Registry (File 26-03)	That Municipal Council remove the property located at 1108 Middle Street (PID 55036867), Port Williams from the Municipal Heritage Property Register, as described in the report dated March 10, 2026.
f.	Next Public Hearing	Tuesday, June 2, 2026 at 6:00 p.m.

MUNICIPALITY OF THE COUNTY OF KINGS



For By-Law information contact the Municipal Clerk

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

BY-LAW # 102

COMMITTEES GOVERNANCE BY-LAW

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

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

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

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

1. DEFINITIONS

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

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

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

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

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

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

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

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

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

2. GENERAL PROVISIONS

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

2.3 Attendance and Regularly Scheduled Meetings

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

2.4 Absenteeism, Alternates and Vacancy

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

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

2.5 Mayor as Ex-Officio Member of Committees

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

2.6 Criteria to Serve on Committee

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

2.7 Termination of Committee

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

2.8 Retention of Applications to Serve on Committees

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

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

2.9 Report to Council

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

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

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

2.10 Agenda

The Agenda of every Committee will be structured as follows:

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

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

2.11 Public Participation at Committee Meetings

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

2.12 Election of Officers

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

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

2.13 Minute Keeping

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

3 TERM OF APPOINTMENT

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

3.2 Duration of Citizen Appointments

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

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

COMMITTEE COMPOSITION

4 Committees of Council - Schedule 'A'

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

5 External Committees - Schedule 'B'

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

6 Sub-Committees - Schedule 'C'

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

7 EFFECT

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

History of this By-law

Enacted November 17, 2016

Amended April 17, 2026

By-law Adoption				
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister
October 4, 2016	October 17, 2016	November 1, 2016	November 17, 2016	November 17, 2016

By-law Amendments				
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister
March 3, 2026	March 13, 2026	April 7, 2026	April 17, 2026	April 17, 2026
April 21, 2026	April 22, 2026	May 5, 2026		

Schedule A - Committees of Council

Asset Management Committee

Audit and Finance Committee

Diversity Kings County Committee

Fire Services Advisory Committee

Greenwood Water Utility Source Water Protection Committee

~~Lake Monitoring Committee~~

Nominating Committee

Planning Advisory Committee

Police Advisory Board

Regional Sewer Committee

Sandy Court Source Water Protection Committee

Schedule B - External Boards/Committees

Annapolis Valley Regional Library Board

Annapolis Valley Trails Coalition Board

Canning Source Water Protection Committee

Fences Arbitration Committee

Joint Accessibility Advisory Committee

Kentville Source Water Protection Advisory Group

Kentville Water Commission

Kings Regional Emergency Management Advisory Committee

Landscape of Grand Pré Inc. Board

New Minas Source Water Protection Committee

Port Williams Source Water Protection Committee

Regional Emergency Management Planning Committee

Valley Community Fibre Network Board

Valley Regional Enterprise Network Liaison & Oversight Committee

Valley Regional Services Board

Western Regional Housing Authority Board

Wolfville Source Water Protection Committee

Schedule C - Sub-Committees

Clerk Recommendations

FROM Janny Postema, Municipal Clerk
COUNCIL MEETING DATE May 5, 2026

RECOMMENDATION

a.	Proclamation Request: Lyme Disease Awareness Month	<p>That Municipal Council proclaim May 2026 to be “Lyme Disease Awareness Month” in the Municipality of the County of Kings.</p> <p><u>Proclamation attached</u></p>
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MUNICIPALITY *of the*
COUNTY *of* KINGS

PROCLAMATION

Lyme Disease Awareness Month

May 2026

WHEREAS, Lyme Disease is a serious illness caused by the bite of a blacklegged tick infected with the bacterium *Borrelia burgdorferi*: and

WHEREAS, blacklegged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS, awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick-borne diseases;

THEREFORE, BE IT RESOLVED, that I, Mayor Corkum, on behalf of Municipal Council, proclaim May 2026 to be “Lyme Disease Awareness Month” in the Municipality of the County of Kings.

Signed this 5th day of May 2026,

Mayor David Corkum

TO Municipal Council
PREPARED BY Janny Postema, Municipal Clerk
MEETING DATE May 5, 2026
SUBJECT Council and Committee of the Whole Meetings in August 2026

ORIGIN

- Annual decision of Council regarding Council and Committee of the Whole meetings in August

RECOMMENDATION

That Municipal Council and Committee of the Whole meetings not be held in August 2026 unless required for urgent and pressing matters.

INTENT

For Council to consider not holding Council and Committee of the Whole (COTW) meetings in August 2026 as a summer break.

DISCUSSION

It has been the practice around this time of year for Council to consider whether it meets in August.

History of Council and COTW meetings in August (past 10 years):

Year	Regular Council	COTW	Special Council
2016	Held	Cancelled	None
2017	Held	Cancelled	August 8
2018	Cancelled	Cancelled	None
2019	Cancelled	Cancelled	None
2020	Cancelled	Cancelled	August 18
2021	Held (time-sensitive matters)	Cancelled	August 31 (time-sensitive matters)
2022	Cancelled	Cancelled	None
2023	Cancelled	Cancelled	August 15 (due to cybersecurity incident)
2024	Cancelled	Cancelled	None
2025	Cancelled	Cancelled	None

FINANCIAL IMPLICATIONS

- None

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	

Request for Decision

	Good Governance	
	Financial Sustainability	
✓	Other	Annual Council decision regarding Council and COTW meetings in August

ALTERNATIVES

- Council may opt to hold the Regular Council meeting in August 2026.
- Council may opt to hold the COTW meeting in August 2026.
- Council may opt to hold both the Regular Council and COTW meetings in August 2026.

IMPLEMENTATION

- Council and COTW meetings in August 2026 are removed from the Councillors' Calendar and not posted on the Municipal website.
- Mayor and CAO determine whether any urgent and pressing matters need to be dealt with in August; Municipal Clerk schedules meeting(s) if required.
- Municipal Clerk notifies Council of meeting(s) to be held, if any.
- Municipal Clerk updates meeting schedule on Municipal website and Councillors' Calendar accordingly.

ENGAGEMENT

- No engagement held as this is a Council decision.

APPENDICES

- None

APPROVALS

Scott Conrod, Chief Administrative Officer

April 29, 2026



Municipality of the County of Kings

Lake Monitoring Program

Policy Category	Engineering & Public Works	Most Recent Amendment	Council Meeting Date
First Council Approval	Council Meeting Date	Future Review Date	Month Year

1. Purpose

The purpose of this Policy is to formalize the Municipality’s ongoing commitment to the volunteer-based Lake Monitoring Program in a clear, non-regulatory, and supportive framework. The Program provides long-term water quality data to support environmental awareness, and document changes in lake health. It does not grant or imply any statutory or regulatory authority to the Municipality over lakes or lake monitoring activities.

2. Scope

This Policy applies to the Municipality’s coordination and support of the Municipality’s Lake Monitoring Program, which has operated continuously since 1997 (with some lakes monitored since 1992). The Program currently monitors thirteen lakes located within the Municipality through community volunteers and Municipal staff support.

3. Definitions

- 3.1 **Citizen-science:** The voluntary participation of the general public in scientific research, collaborating with scientists to collect data, analyze results, and solve real world problems.
- 3.2 **Lake Monitoring Program:** A volunteer-lead program administered by the Municipality of the County of Kings to monitor lake health of thirteen lakes within the Municipality by identifying water quality trends.
- 3.3 **Secchi depth:** The depth at which a standard 20-30 cm black and white disk, lowered into the water, is no longer visible to the human eye.

4. Policy Statements

The Municipality of the County of Kings will:

- Maintain the Lake Monitoring Program as a volunteer-driven, citizen-science initiative that collects water quality data to assess and document long-term changes in lake health.
- Support the Program through coordination, volunteer training, sample collection logistics, laboratory analysis (where feasible using existing resources), and public reporting, while

DRAFT

clearly communicating that the Program is informational only and does not constitute regulatory oversight.

- Use program data to promote environmental stewardship without creating new regulatory requirements.

Key operational elements of the Program:

4.1 Volunteer Sampling

- 4.1.1 Volunteers collect samples from the deepest point of each lake (marked by buoy) once per month from May to September (generally on the third Sunday of the month, weather permitting). Sampling includes surface and deep-water samples (combined to create two composite sample replicates), secchi depth, water and air temperature, weather conditions, and other field observations as per established protocols.
- 4.1.2 Field observations such as blue green algae blooms and significant drops in water levels are to be directly reported to Nova Scotia Department of Environmental and Climate Change Office: 1-877-936-8476 (toll free) Regional office for Western Regions; Kings County, Annapolis County and West Hants: 902-679-6086.

4.2 Sample Processing and Analysis

- 4.2.1 Municipal staff collect samples from volunteers the day following sampling, maintain chain-of-custody procedures, and transport them in a cooler with ice to an accredited external laboratory. Samples are analyzed for parameters including Total Phosphorus, Total Nitrogen, Chlorophyll-a, and others required for the Canadian Council of Ministers of the Environment Water Quality Index. The Municipality may perform limited internal analysis where feasible.

4.3 Annual Reporting

- 4.3.1 Results are compiled into an annual report and presented to Municipal Council by an external consultant, following the field season. Volunteers are notified of the results and the date/time of the Council presentation so they may attend if desired.

4.4 Data Publication and Transparency

- 4.4.1 Annual reports and data summaries are posted on the Municipal website under the Lake Monitoring Program section to ensure public access and transparency.

4.5 Additional Elements

- 4.5.1 The Program may reference historical data, coordinate with external partners (such as volunteer groups or provincial guidelines), and include clear disclaimers that all information is for educational and public awareness purposes only.

4.6 Financial Implications

- 4.6.1 Laboratory costs and costs associated with external analysis, together with related incidental expenses, will be included in the Municipality's annual Operating Budget.

4.7 Monitoring and Review

4.7.1 This Policy will be reviewed every five years or as required by Council.

5. Responsibilities

5.1 Council will:

5.1.1 Receive the annual report and provide ongoing policy direction.

5.2 Municipal Staff will:

5.2.1 Coordinate volunteer training (spring meeting), sample pickup and transport, laboratory submissions, data analysis/reporting, website updates, and volunteer notifications.

5.3 Volunteers will:

5.3.1 Perform field sampling and data recording in accordance with training and protocols.

5.4 The Chief Administrative Officer will:

5.4.1 implement this Policy;

5.4.2 identify and propose revisions to this Policy.

6. Amendments

Date	Amendments

TO	Municipal Council
PREPARED BY	Ashley Brooker
MEETING DATE	May 5, 2026
SUBJECT	Cost Sharing Agreement for Paved Shoulders on South Bishop Road, Coldbrook

ORIGIN

- [July 6, 2021](#) - Acceptance of Active Kings County: An Active Transportation Plan for the Municipality of the County of Kings

RECOMMENDATION

That Municipal Council direct the Chief Administrative Officer to enter into a cost-sharing agreement with the Province of Nova Scotia for 1.2 kilometres of paved shoulders on South Bishop Road, Coldbrook, as outlined in the May 5, 2026 Request for Decision.

INTENT

For Council to consider entering into a cost-sharing agreement with the Province of Nova Scotia for paved shoulders along South Bishop Road, Coldbrook, with an estimated cost of \$450,000.

BACKGROUND

Opportunities to implement paved shoulder infrastructure are directly dependent on Provincial paving schedules identified through the Province's highway improvement program. Municipalities do not have direct input into which provincial roads are selected for repaving. Therefore, projects of this nature can generally only be advanced when the Province elects to undertake roadway work. This requires the Municipality to respond strategically when Provincial projects arise, evaluating whether these Active Transportation (AT) improvements can be incorporated at that time rather than through a Municipally driven prioritization process.

On an annual basis, staff review the updated release of the Provincial Five-Year Highway Improvement Plan, the Active Kings County (Municipality's active transportation plan), and the Municipality's established sidewalk and active transportation priority rankings to determine if there are opportunities to advance AT or sidewalk infrastructure projects within the Municipality.

DISCUSSION

South Bishop Road has been identified as a medium-term priority for a potential sidewalk installation on the Municipality's AT Plan, however the road width has been deemed too restrictive for a safe sidewalk installation. Conditions are suitable for paved shoulders as an alternative AT solution to a sidewalk. Paved shoulders would enhance safety for pedestrians, cyclists, and other active users while remaining consistent with the rural roadway character and the available right-of-way. As a result, staff requested budgetary pricing from the Nova Scotia Department of Public Works (NSDPW) to incorporate paved shoulders along South Bishop Road in conjunction with upcoming provincial roadway repaving work.

Staff recommend installation of paved shoulders from Trunk 1 northerly to Loretta Avenue, representing an approximate distance of 1.2 km, on both sides of the road. This reduced road segment has been recommended (compared to paving shoulders to Highway 101 - 1.9 km) for several reasons:

Request for Decision

- The area between Trunk 1 and Loretta Avenue experiences higher residential presence and anticipated active transportation use;
- The northern section toward Highway 101 is less populated and includes heavier truck traffic associated with nearby industrial operations;
- The shorter segment represents a more cost-effective initial phase while still achieving meaningful active transportation network connectivity.

The proposed design would maintain consistency with similar rural AT projects by constructing 1.2-metre paved shoulders on both sides of the roadway, which is within allowable standards for this road classification. The preliminary cost estimate of \$450,000 reflects the construction of paved shoulders along the recommended 1.2 km.

The cost estimate does not include widening across the two existing bridge structures along South Bishop Road. Incorporation of paved shoulders across these structures would require full bridge replacement by the Province, which is not currently identified within provincial capital plans.

This project improves AT connectivity between Trunk 1, nearby recreation destinations, residential areas, and the Harvest Moon Trail, strengthening links within the Municipality’s broader AT system. Paved shoulders at this location would enhance safety for road users and support recreational and commuter travel.

FINANCIAL IMPLICATIONS

- This cost-sharing agreement will utilize \$450,000 of the Active Transportation Infrastructure project budget, Project 22-3403, GL 21-369-124,
- \$400,000 of that cost is financed from the General Operating Reserve, GL 61-4-460-270,
- The remaining \$50,000 is financed from Operations, i.e. from 2026/27 revenues.
- The overall project budget and financing sources are in alignment with original budget plans.

STRATEGIC PLAN ALIGNMENT

✓	Strong Communities	Active Transportation initiatives to support community connectivity
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
	Other	

ALTERNATIVES

- Council may opt not to direct the Chief Administrative Officer to enter into a cost-sharing agreement.

IMPLEMENTATION

- Staff will notify the Nova Scotia Department of Public Works and enter into a cost-sharing agreement for the work.

Request for Decision

- Nova Scotia Public Works to release project to public tender and proceed with paved shoulders when the road paving is being completed.

ENGAGEMENT

- Extensive community engagement took place during the development of the Active Transportation Plan, highlighting that community connectedness is a priority, including links to Highway 1 and the Harvest Moon Trail.
- Staff have received requests to support active transportation infrastructure along South Bishop Road from the community.

APPENDICES

- Appendix A: Map of proposed paved shoulder location

APPROVALS

Jeremy Sharpe, Manager, Public Works	April 29, 2026
Brad Carrigan, Director, Engineering & Public Works	April 29, 2026
Scott Conrod, Chief Administrative Officer	April 30, 2026

Appendix A –Map of Paved Shoulder Location





Municipality of the County of Kings

Fees

Policy Category	Finance	Most Recent Amendment	April 15, 2025
First Council Approval	May 1, 2007	Future Review Date	March 2026

1. Purpose

This Policy provides details of all fees charged by the Municipality of the County of Kings (Municipality).

2. Scope

This Policy applies to all fees charged by the Municipality.

3. Definitions

Refer to the following related Municipal By-laws for definitions:

- By-law 12A: Animal Control
- By-law 45: Street Lighting
- By-law 60: Subdivision
- By-law 69: Taxi
- By-law 71A: Dog
- By-law 72: Building
- By-law 78: Tax Collection Fees
- By-law 79: Septic Waste Disposal
- By-law 90: Vendors
- By-law 98: Wastewater Sewer
- By-law 106: Land Use

4. Policy Statements

Fees for Animal Control

4.1 Amount to be paid to the pound keeper by the owner of an animal or a cat in order to reclaim an animal:

- 4.1.1 Impound Fees: \$35.00
- 4.1.2 Care and sustenance (per day or portion thereof to commence at midnight on the day of impoundment): \$ 5.00
- 4.1.3 Veterinary fees: Amount expended
- 4.1.4 Required transportation (rental of trailers, etc.) Amount expended
- 4.1.5 Any extraordinary expenses incurred by the Animal Control Officer or Pound Keeper in relation to the animal.

Fees for Sewer Charges

4.2 Every owner of land which is serviced by a sewer line or is fronting on any street or highway within the Municipality which street or highway has had a sewer line installed as directed by Council pursuant to the Wastewater Sewer By-law 98 shall pay to the Municipality a charge known as the Sewer Service Charge for both the construction and maintenance of such sewer line and drainage system and the operation of any sewer treatment facility, as follows:

- 4.2.1 In the case of a single family dwelling the annual sum of \$~~5996~~15.00 for a frontage up to but not exceeding a maximum of 250 feet.

- 4.2.2 In the case of lots upon which no building has been constructed the annual sum of \$~~18479~~.00
- 4.2.3 Notwithstanding 4.2.2, the developer or subdivider who installed and transferred to the Municipality the sewer line servicing such lots shall be exempt from payment of such sum until such developer or subdivider has transferred ownership of such lots, or an occupancy permit has been issued for the property, whichever may occur first.
- 4.2.4 In the case of land upon which no building has been constructed and not the subject of final approval as a subdivision, or not dealt with in sections 4.2.1 and 4.2.5 herein, the annual sum of \$~~179184~~.00
 - 4.2.4.1 For each 200 feet of frontage or portion thereof where the land is not in active agricultural use;
 - 4.2.4.2 For every 1,000 feet of frontage or portion thereof where the land is in active agricultural use.
- 4.2.5 In the case of public schools the annual sum of \$~~599615~~.00 for each academic classroom.
- 4.2.6 In the case of property used for commercial uses, apartment buildings and other uses other than as a single family dwelling a minimum sum of \$~~599615~~.00 per annum based upon a discharge of up to 40,000 gallons of effluent (based on human waste or equivalent) into a sewer line and an additional sum of additional gallons of effluent as prescribed in the Table forming Schedule "A" of the Wastewater Sewer By-law 98.
- 4.2.7 In the case of property described in subparagraph (e) but for which no rate is prescribed in the table a sum based on the rate of \$~~599615~~.00per annum up to 40,000 gallons of effluent (based on human waste or equivalent) discharged into a sewer line; the number of gallons and the equivalency of the effluent may be metered or otherwise established by the Municipal Engineer based upon examination of the operations carried out on the property in question and by reference to accepted sanitary engineering standards.
- 4.3 In addition to the basic sewer charge, the owner or occupier of every building, other than a single unit family dwelling discharging into the public sewer system an amount of sewage exceeding the volume of 40,000 gallons per year, shall be charged unless, otherwise specifically provided for herein, the following rates for each building:
 - 4.3.1 \$~~3383.47~~ for each and every 1,000 gallons or fraction thereof exceeding the volume of 40,000 gallons per year up to and including 100,000 gallons per year; and
 - 4.3.2 \$~~4024.12~~ for each and every 1,000 gallons or fraction thereof exceeding 100,000 gallons per year up to and including 200,000 gallons per year; and
 - 4.3.3 \$~~4684.80~~ for each and every 1,000 gallons or fraction thereof exceeding 200,000 gallons per year.
 - 4.3.4 For the purpose of determining the number of gallons in 4.3.1 the amount of sewage discharge shall be according to a meter where one is installed and where there is no meter installed it shall be determined in accordance with Schedule A of the Wastewater Sewer By-law 98.
 - 4.3.5 In making the calculation referred to in 4.3.1 and 4.3.2, the total volume of sewage for each individual building shall be calculated and charged for separately from any other buildings belonging to the same owner.
- 4.4 The base sewer charge will index annually based on the prior year's October Nova Scotia Consumer Price Index (all goods). In the event of decline in the October Nova Scotia Consumer Price Index (all goods), the base sewer charge from the prior fiscal period will be maintained and subsequent year indexing will be adjusted to offset the decline.

- 4.5 Every person connecting to the Sewer System shall, as applicable, pay the following fees:
 - 4.5.1 Sewer Permit Application Fee: \$175.00 non-refundable application fee
 - 4.5.1.1 Fees associated with any Sewer Permit Application which involves the creation of a new residential unit within the Municipality of the County of Kings, except for a one-unit dwelling or recreational cabin, shall be waived while the Municipality is receiving Housing Accelerator Funding. For clarity, the application fee shall also be waived for a mixed-use building, where new residential unit(s) are being created. The expected end date for this waiver is project to be February 16, 2027.
 - 4.5.2 Fees for Municipal Engineer to conduct a dye test to confirm connection to Sewer Main: \$100.00 non-refundable fee.
 - 4.5.3 Sewer Charge Variance Fee (excluding One Unit Dwellings and each unit in a Semi-Detached Dwelling):
 - 4.5.3.1 When Owner of a Building applies to the Engineer for a Sewer Charge Variance to have their Sewer Service Charge calculated based on water meter readings;
 - 4.5.3.2 \$175.00 non-refundable application fee;
 - 4.5.3.3 Amount expended for water meter(s) in cases where water meter(s) is (are) not installed.

Fees for Street Lighting

- 4.6 The categories for which said street lighting charge may be levied and the amount of such charge shall be:
 - 4.6.1 Single dwellings: ~~\$42.00~~ \$42.50 per annum;
 - 4.6.2 Multiple dwelling units including apartment buildings in any one building: each residential unit shall be charged the single dwelling rate, up to a maximum of five units and any units beyond five units shall have no charge applied to them;
 - 4.6.3 Commercial dwellings: ~~\$42.00~~ \$42.50 per annum;
 - 4.6.4 Row housing or duplex: each dwelling unit shall be charged the single dwelling rate;
 - 4.6.5 Single dwellings, multiple dwelling units, commercial dwellings, and row housing or duplexes within the Growth Centre of Centreville: ~~\$4.50~~ \$4.75 per annum per unit for intersection pedestrian lighting.

Fees for Taxis and Taxi Licenses

- 4.7 The fees for taxis and taxi licenses shall be:

4.7.1	Taxi/Limousine Owners License Plate	\$25.00
4.7.2	Replacement Plate	\$ 5.00
4.7.3	Taxi/Limousine Driver’s License	\$10.00
4.7.4	Replacement License	\$ 5.00

Fees for Dog Licenses and Impounding

- 4.8 The annual registration fee shall be \$10.00 for each spayed or neutered dog and \$30.00 for each dog which has not been spayed or neutered, or as amended by Policy of Council.
 - 4.8.1 For the purposes of this Policy, the registration year shall mean the period indicated in Dog By-law 71A.
 - 4.8.2 The registration fee shall be reduced by 50% in the year of acquisition where the owner acquires ownership of the dog after the mid-point of the registration year.
- 4.9 A dog that is trained to assist and assists a person with a disability is exempt from paying a registration fee but not from registration.
- 4.10 The annual registration fee for a kennel shall be \$50.00, or such other fee set by Policy of Council.
- 4.11 Except in the case where a dog is impounded for being fierce or dangerous, or is rabid or appears to be rabid or exhibits symptoms of canine madness, the owner of a dog which has been

impounded, upon proof of ownership of the dog, may redeem the dog after payment to the Pound Keeper of the following costs and fees:

- 4.11.1 An impounding fee of \$35.00;
- 4.11.2 A boarding fee of \$5.00 for each day during any part of which the dog was impounded;
- 4.11.3 Any extraordinary expenses incurred by the Pound Keeper in relation to the dog.

Fees for Building Permits

4.12 Fees for building permits shall be as follows:

- 4.12.1 New construction of and additions to residential buildings, community centres, and churches: \$20.00 plus \$0.11 per square foot based on all usable floor area of the new construction or addition.
- 4.12.2 New construction of and additions to commercial, industrial and other buildings not otherwise specified: \$20.00 plus 15.4 cents per square foot based on all usable floor area of the new construction or addition.
- 4.12.3 New construction of and additions to sheds, decks, shell storage buildings, garages, barns and other farm, forestry or fishing buildings not designed for human occupancy: \$20.00 plus 4.4 cents per square foot based on all usable floor area of the new construction or addition.
- 4.12.4 Repairs, renovations or alterations to all existing buildings: \$20.00 plus \$2.20 per \$1,000 of estimated value of construction work.
- 4.12.5 Location or relocation of an existing structure, or mobile home: \$75.00.
- 4.12.6 Construction or location of solar panels or a swimming pool including required fencing and decking: \$50.00.
- 4.12.7 Renewal of an approved permit: \$15.00.
- 4.12.8 Development Permit shall be \$20.00 if no Building Permit is triggered.
- 4.12.9 Erection of any sign: \$15.00.
- 4.12.10 Building or structure demolition: \$30.00.
- 4.12.11 To amend a permit in force: \$15.00.
- 4.12.12 All square footage under this Section shall be calculated as follows:
 - 4.12.12.1 Buildings intended for human occupancy shall include all floor space of all floors;
 - 4.12.12.2 Buildings not intended for human occupancy shall be based on the area of the main floor.
- 4.12.13 Fees less a \$15.00 processing charge shall be refunded in situations where the application was not completed, or the application was denied or withdrawn.
- 4.12.14 Fees associated with any Building Permit which involves the creation of a new residential unit within the Municipality of County of Kings, except for a one unit dwelling or recreational cabin, shall be waived while the Municipality is receiving Housing Accelerator Funding. For clarity, a mixed-use building, shall only have the fees associated with the residential unit(s) waived. The expected end date for this waiver is projected to be February 16, 2027.
- 4.12.15 Fees associated with any Building Permit for solar panels accessory to a residential use in the Municipality of the County of Kings shall be waived while the Municipality is receiving Housing Accelerator Funding. The expected end date for this waiver is projected to be February 16, 2027.

Fees for Subdivision and Site Plan Approval

4.13 Fees for subdivision and site plan approval shall be as follows:

- 4.13.1 Tentative subdivision approval \$ 50.00 per lot
- 4.13.2 Final subdivision approval \$150.00 per plan
- 4.13.3 Site plan approval \$100.00 per application

Fees for Tax Collection

4.14 An officer executing a warrant issued under the authority of the *Assessment Act* is entitled to the following fees:

- 4.14.1 Delivery and Executing a Warrant: \$90.00
- 4.14.2 Advertising for and conducting a sale: \$50.00 plus any actual expenses incurred, in lieu of those fees set out in subsection 111(5) of the *Assessment Act*.

4.15 A cost recovery fee of \$7.00 per billing to be charged to financial institutions for the provision of tax information.

4.16 Returned cheques: \$20.00 per cheque.

Fees for Septic Waste Disposal

4.17 Every Septic Tank Cleaner or other user of the Septic Waste Treatment Facility shall pay a charge for the operation of the facility, including the Municipality.

4.18 The Charge referred to in 3(a) of Septic Waste Disposal By-law 79 shall be apportioned and payable by each User of the facility at the rate of \$30.00 per 1,000 Imperial Gallons of Septic Waste or portion thereof delivered to the Septic Waste Treatment Facility. Such charge shall be calculated monthly.

4.19 A Septic Tank Cleaner or other user of the Septic Waste Treatment Facility, who is more than 20 days in arrears of payment to the Municipality of the Operating Charge may be denied access to the Facility by order of the Municipal Engineer.

4.20 Arrears of payment of Operating Charges shall carry interest at the current interest rate.

Fees for Vendors By-Law 90

4.21 Fee for Vendors: \$500 per annum

Fees for Planning Applications

4.22 Fees for applications to amend the Land Use By-law 106:

- 4.22.1 \$500.00 non-refundable application fee.
- 4.22.2 \$400.00 advertising fee. This fee is to be refunded if the application is withdrawn or refused before the application is advertised in the newspaper, or if the application results in a general text amendment that benefits multiple properties.

4.23 Fees for applications to enter into a development agreement or make a substantial amendment to an existing development agreement:

- 4.23.1 \$700.00 non-refundable application fee (including property registration costs).
- 4.23.2 400.00 advertising fee. This fee is to be refunded if the application is withdrawn or refused before the application is advertised in the newspaper.

4.24 Fees for applications to make an insubstantial amendment to an existing development agreement:

- 4.24.1 \$300.00 non-refundable application fee (including property registration costs).

4.25 Fees for applications to discharge a development agreement:

- 4.25.1 No application fee.

4.26 Fees for Heritage Properties and Conservation Districts:

- 4.26.1 No fee for applications to add a property to a Heritage Conservation District or to register a Municipal Heritage Property.
- 4.26.2 \$500.00 non-refundable application fee to remove a property from a Heritage Conservation District or to de-register a Municipal Heritage Property.

4.27 Groups exempt from fees for planning applications:

- 4.27.1 Places of Worship
- 4.27.2 Fire Departments

- 4.27.3 Incorporated Societies
- 4.27.4 Service Clubs
- 4.27.5 Community Associations
- 4.27.6 Recreational Associations
- 4.27.7 Registered Charities
- 4.27.8 Village Commissions
- 4.27.9 Provincial or Federal government departments and agencies

4.28 Council, by motion, may choose to refund all, or a portion of, the fees charged for a planning application. In doing so, Council shall indicate the reason for not collecting or refunding the usual fees.

4.29 Fees for Credit Card transactions:
 The Municipality utilizes the services of an external party for the processing of credit card transactions. These organizations charge a variable fee which is added to the amount due on all credit card transactions. This fee is due and payable by the customer at the time of transaction.

5. Responsibilities

5.1 Council will:

- 5.1.1 Ensure the Municipality has a current and comprehensive policy for fees; and
- 5.1.2 Review and amend this Policy as required.

5.2 The Chief Administrative Officer or their designate will:

- 5.2.1 Implement and administer this Policy; and
- 5.2.2 Identify and propose revisions to this Policy as necessary.

5.3 Directors and Managers will:

- 5.3.1 Ensure that the fee in this Policy are implemented;
- 5.3.2 Review the fee amounts periodically to ensure they are appropriate. If the fees are no longer appropriate, determine what the fees should be; and
- 5.3.3 Recommend to the Chief Administrative Officer what the fees should be.

6. Amendments

Date	Amendments
January 2, 2008	
May 6, 2008	
March 3, 2009	
May 5, 2009	
May 18, 2010	
April 19, 2011	
July 3, 2012	
April 16, 2013	
May 7, 2013	
April 15, 2014	
April 14, 2015	
April 14, 2016	Sewer charges and street light fees amended.
December 6, 2016	Sewer permit application, dye test, and variance fees amended.
May 25, 2017	Sewer charges and street light fees amended.
April 18, 2019	Sewer charges amended.
May 4, 2021	Street light fees amended.
April 19, 2022	Sewer charges and street light fees amended.
April 4, 2022	Sewer charges and street light fees amended.
May 2, 2023	Sewer charges and street light fees amended.

April 2, 2024	Sewer charges and street light fees amended.
February 18, 2025	Building and Sewer Permit Fees temporary relief.
April 15, 2025	Sewer charges and street light fees amended.
May 5, 2026	Sewer charges and street light fees amended.

TO	Municipal Council
PREPARED BY	Scott MacKay, Manager of Revenue
DATE	May 5, 2026
SUBJECT	Amendments to Policy FIN-05-026: Tax Exemption for Non-Profit Organizations

ORIGIN

- First introduction to Municipal Council

RECOMMENDATION

That Municipal Council give seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy FIN-05-026: Tax Exemption for Non-Profit Organizations, as detailed in the May 5, 2026, Request for Decision.

INTENT

For Municipal Council to consider amendments to Policy FIN-05-026, Tax Exemption for Non-Profit Organizations; specifically changes made to properties listed in Schedule B of the Policy.

DISCUSSION

The Tax Exemption for Non-profit Organizations Policy serves to provide relief from property taxes for organizations that provide a community, charitable, fraternal, educational, recreational, religious, cultural or sporting service within the Municipality of the County of Kings. The Municipality's Policy is consistent with provision 71 (1) (b) of the *Municipal Government Act* that provides discretion to the Council to provide exemption from taxation to organizations that provide a service that might otherwise be a responsibility of the Council.

Municipal staff have received applications from three organizations requesting consideration for inclusion in the Policy, effective beginning in the 2026-27 tax year.

AYLESFORD LAKE YACHT CLUB operates from a lakefront property and is dedicated to the promotion and teaching of sailing as well as engagement through community events at its clubhouse on Maple Drive, Aylesford Lake. The requested exemption (100%) in fiscal year 2026-27 would be: \$3,445.

VALLEY ROOTS HOUSING COOPERATIVE LTD operates a soon to be opened 32-unit affordable, accessible, and energy-efficient housing development on Highbury Road in New Minas. The requested exemption (100%) in fiscal year 2026-27 would be: \$8,837.

STUDENT HOUSING ASSOCIATION OF NOVA SCOTIA has recently purchased a 34-unit residential property in Kingston with the intent to provide safe and affordable housing to students, young professionals and recent graduates. The requested exemption (100%) in fiscal year 2026-27 would be: \$29,104.

Housing is considered a Provincial responsibility and not a service that is the responsibility of Council. For this reason, it is not recommended to provide an exemption to Valley Roots Housing Cooperative Ltd, and the Student Housing Association of Nova Scotia. Schedule B of the Policy has been reviewed, and it does not contain any not-for-profit housing groups.



STUDENT HOUSING NOVA SCOTIA

January 29, 2026

Municipality of the County of Kings
% Scott MacKay, Revenue Manager
181 Coldbrook Village Park Drive
Colbrook, Nova Scotia B4R 1B9

Dear Scott,

On behalf of Student Housing Nova Scotia, I am pleased to submit the attached application for consideration of a municipal property tax exemption in accordance with the County's policy FIN-05-026: Tax Exemption for Non-Profit Organizations. This application is for tax exemption at a property our organization recently purchased located at 354, 356, and 366 Lincoln Street, Kingston (PID: 55085708).

Student Housing Nova Scotia (SHNS) is a non-profit organization focused on providing secure, reliable, and low-cost housing to students, young professionals, and recent graduates across the province. Founded in 1965, we have provided reliable and low-cost housing to thousands of tenants for nearly six decades. More recently, SHNS has expanded throughout the Annapolis Valley, and currently owns and operates 67 units in Wolfville, Kingston, and Lawrencetown.

As we expand, we have made the decision to acquire properties where many tenants are not students. We understand the broader housing pressures facing all members of the community, and we have assured our tenants and community partners that SHNS has no plans to displace any non-student tenants. As units become available, we offer first priority to responsible student tenants, helping ensure long-term affordability in the communities where students live. With that in mind, we expect that a majority of our tenants in these properties will not be students, and we are committed to ensuring that we continue to offer all of our tenants reasonable, below-market rental rates and a responsive and reliable level of service.

SHNS operates on a cost recovery model designed to cover operating expenses rather than generate profit or surplus funds. Property taxes represent a significant portion of our operating costs, and are ultimately borne by our tenants. These costs directly affect our ability to maintain below market rents and invest in essential capital improvements.

Our recent acquisition of 34 units in Kingston was supported by the Province of Nova Scotia through its Community Housing Acquisition Program. As part of our agreement with the Province, SHNS has committed to delivering long-term affordability at these properties for the next 30 years.

Mitchell Archibald | Executive Director

Direct 902-579-7772 | Main Office 902-536-6500

mitchell@studenthousingns.ca | 5991 Spring Garden Road, Suite 365 | Halifax, NS B3H 1Y6



STUDENT HOUSING
NOVA SCOTIA

To do this, we respectfully request that the Municipality of the County of Kings approve this application for property tax exemption. Granting this request would materially improve our ability to continue delivering below-market rental rates, maintain our properties, and deliver long-term benefits to both students and the broader community.

Thank you for your consideration, I have attached some additional information about our organization and our impact for your reference. We would welcome the opportunity to provide additional information and answer any questions you or your team may have.

Sincerely,

Mitchell Archibald, Executive Director



About Student Housing Nova Scotia

Student Housing Nova Scotia (SHNS) is a non-profit organization that develops, provides, and advocates for housing that meets the needs of post-secondary students in Nova Scotia. We also lead and support research, programs, and initiatives which address and improve housing outcomes.

We have a vision that every student in Nova Scotia has housing that meets their needs. In support of this, we strive to create **SPACES** for students:

- S**ecure and reliable housing solutions.
- P**urpose-built housing that meets the needs of its residents.
- A**ffordable and accessible options for all types of students.
- C**omfortable and community centred atmosphere.
- E**nvironmentally responsible operations.
- S**upporting a sustainable future for all.

As one of the oldest non-profit housing providers in the province, SHNS has provided thousands of students with a place to call home. Collectively, we have saved our tenants millions of dollars in rent, while offering a supportive environment to live, learn, and grow. Over six decades of operations, SHNS has developed extensive expertise in sustainable management of housing, as well as the management and oversight of large-scale capital projects and renovations.

The Student Effect and Economic Impact

Nova Scotia has more post-secondary institutions per capita than any other province in Canada. Each year, the province attracts more than 49,000 university students and over 20,000 community college students from within Nova Scotia, across Canada, and internationally. Combined, post-secondary students represent more than 6% of the total provincial population, and account for a significant share of Nova Scotia's approximately 133,000 rental households. In 2022, Nova Scotia's post-secondary system was estimated to contribute approximately \$1.17 billion to provincial gross domestic product; supported 18,000 jobs; and generated nearly \$1 billion in tax revenue and income contributions. It is also estimated that 96 cents of every dollar students spend remains in the local economy.

Long-term Impact

We pride ourselves on the long-term impact we have been able to have on the people and communities we serve. From 2010-2024 average rents in the South End of Halifax increased by more than 67%. Over the same 15-year period our rents in the same area increased by 34%, which translated into a monthly savings of over \$500 for each of our tenants. Cumulatively, this has translated into millions of dollars in long-term impact.



Beyond providing affordability, we also strive to provide a safe, supportive, and responsive environment to our tenants. In our 2024 tenant survey, more than 90% of our tenants reported they were satisfied with SHNS as a landlord, and that renting from us made it easier for them to afford their education.

While we are enthusiastic about the impact we can have today, the truly significant impact comes from our long-term investment in our properties, students, and the communities where they live.

Our Role in the Community

While our explicit mandate is to provide reliable and below-market housing to students, the broader community benefit is clear. Students contribute directly to the human, social, and economic vitality of communities, particularly in rural areas like Kingston. Access to affordable and suitable housing enables students to pursue post-secondary education and develop the skills that communities depend on, including future health care workers, tradespeople, engineers, and educators.

Student housing also affects local rental markets differently than traditional households. In a for-profit market, housing priced by the bedroom can command rents well above what the broader market can sustain. This dynamic can drive up rental rates in communities close to post-secondary institutions and makes it more difficult for non-student households to access housing, increasing affordability pressures for everyone.

In the Annapolis Valley, and more specifically in the Kingston and Greenwood area, our objectives are:

1. To support students attending Nova Scotia Community College by providing suitable and below-market housing.
2. To strengthen the communities in which we operate by enabling education and workforce development.
3. To contribute to greater stability in the local rental market by reducing student driven demand pressures.

Benefits of Non-Profit Housing

As an active member of the Nova Scotia Non-Profit Housing Association, and as one of the province's oldest non-profit housing organizations, SHNS is a continued example of how non-profit housing serves as a stabilizing force in the rental market. By removing the requirement to maximize returns, and deliberately offering units at below market rates, we reduce pressure on the broader housing system and allow traditional market dynamics to function more effectively.

APPENDIX B



Boyd Jagoe

Treasurer

Aylesford Lake Yacht Club

10 Harris Place

Wolfville, NS

B4P 1T2

902 698 1172

boydlaraine@gmail.com

Jan 13, 2025

Scott MacKay, Revenue Manager

Municipality of County of Kings

181 Coldbrook Village Park Drive

Coldbrook, NS

B4R 1B9

Dear Scott,

I hope this letter finds you well. On behalf of the Aylesford Lake Yacht Club, I am writing to formally request a property tax exemption for our organization. As a registered non-profit dedicated to promoting sailing and community engagement, we believe that our club qualifies for such an exemption given our status as a community-oriented facility.


The Aylesford Lake Yacht Club operates on a modest lakefront property that serves as a hub for various local events and activities. While our primary mission is to offer a welcoming space for sailing enthusiasts of all ages, we also host a wide variety of community events, such as family reunions, weddings, group retreats, and staff socials. In the past, we even operated a children's sailing camp for over 10 years, further emphasizing our commitment to fostering skills, education, and community involvement.

As a non-profit, we depend on membership fees and rental income to maintain the clubhouse and support our operations. Despite our best efforts to keep costs low, maintaining a waterfront property is costly, and we face significant financial challenges. Granting a property tax exemption would help us direct our limited resources toward improving the club's offerings, maintaining our facilities, and continuing to serve our community through a variety of social and recreational programs.

We respectfully ask for your consideration in granting Aylesford Lake Yacht Club a property tax exemption, in recognition of the community impact we provide and the non-profit nature of our operations. Should you require any additional information or documentation regarding our request, we would be more than happy to provide it.

Thank you for your time and attention to this matter. We look forward to your response and hope to continue contributing to the community in meaningful ways.

Sincerely,

A handwritten signature in blue ink, appearing to read "Boyd Jagoe". The signature is stylized with several loops and a long horizontal stroke extending to the right.

Boyd Jagoe

VALLEY ROOTS HOUSING COOPERATIVE LTD.

479 Main Street, Kentville, NS B4N 3W4
valleyrootshousing@gmail.com



Scott MacKay
Revenue Manager
Municipality of the County of Kings
181 Coldbrook Village Park Drive
Coldbrook, NS. B4R 1B9

February 26, 2026

Re: Application for Tax Exemption – Highbury Road Development, New Minas

Dear Scott MacKay,

On behalf of Valley Roots Housing Cooperative Ltd., I am writing to formally request consideration for a property tax exemption pursuant to Policy FIN-05-026 (Tax Exemption for Non-Profit Organizations) for our 32-unit affordable housing development located on Highbury Road, New Minas.

As Council is aware, the Municipality of the County of Kings is a valued funding and project partner in this development. The property is a 1.6-acre parcel secured through Nova Scotia’s Land for Housing Program. Construction is underway, with completion scheduled for September 2026. The project will deliver 32 deeply affordable, accessible, and net-zero-ready housing units built to Passive House standards.

The development is delivered on a non-profit basis, with all revenues reinvested into operations, capital reserves, and long-term housing affordability. Relief from property taxation will directly preserve affordability for residents, strengthen financial sustainability, and reinforce the Municipality’s existing investment in this non-market housing initiative.

Granting a tax exemption would represent a continuation of the Municipality’s partnership in this project and a clear affirmation of Kings County’s commitment to expanding affordable housing supply.

Thank you for your consideration and continued leadership in strengthening housing security and community wellbeing in Kings County.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carolyn Sloan".

Carolyn Sloan
Executive Director



Municipality of the County of Kings

Tax Exemption for Non-Profit Organizations

Policy Category	Finance	Most Recent Amendment	April 15, 2025
First Council Approval	June 6, 2023	Future Review Date	June 2027

1. Purpose

This Policy supports the provision of an exemption of property taxes for non-profit organizations within the Municipality of the County of Kings (Municipality) under the authority of Sections 71(1) and 71(2) *Municipal Government Act*.

2. Scope

This Policy applies to any qualified property within the Municipality of the County of Kings.

3. Definitions

3.1 **Canadian charitable organization:** any organization registered as an active charity with the Canada Revenue Agency.

3.2 **Exemption:** a release of obligation from paying all or a portion of property taxes.

3.3 **Property Taxes:** refers only to that portion of a property tax bill that is indicated to be residential tax, commercial tax, or resource tax.

4. Policy Statements

4.1 The property belonging to a named Canadian charitable organization that is used directly and solely for a charitable purpose and shall be granted a tax exemption to the extent and under the conditions listed in Schedule A of this Policy.

4.2 The property of a non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organizations which provides a service that might otherwise be a responsibility of the Council shall be granted a tax exemption to the extent and under the conditions as listed in Schedule B of this Policy.

4.3 The property of a non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organizations or institution that would otherwise be classified as commercial property shall be reduced to the tax that would otherwise be payable if the property were residential properties to the extent and under the conditions as listed in Schedule C to this Policy.

4.4 The full or partial tax exemption provided in sections 4.1, 4.2 and 4.3 shall apply only to that portion of the properties specified in Schedules A, B and C.

- 4.5 Unless the description of the property in Schedule A, B, or C identifies that the tax exemption applies to a specific percentage of the assessment for the property, the exemption is for 100% of property taxes levied by the Municipality. Where the description of a property in the Policy refers to a percentage of assessment, the property is exempt from property taxes only to the extent of the percentage referenced in the Schedule.
- 4.6 When a property or part thereof, listed in Schedule A, B, or C of this Policy ceases to be occupied by the non-profit association identified as the owner or the property is no longer exclusively used for the community, charitable, fraternal, educational, recreational, religious, cultural, or sporting purposes identified at the time of application for the exemption, the partial or total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the remaining portion of the year.
- 4.7 Owners of the properties listed in the Schedules of this Policy shall report to the Municipality's Treasurer any change in the status of the ownership or use of the property which would affect or could reasonably be interpreted as affecting its eligibility for tax exemption pursuant to this Policy within 30 calendar days of such change.

The Municipality may periodically review the assessment roll during the fiscal year to determine any such changes in ownership. Changes of ownership for any property listed in Schedules A, B or C shall result in immediate cessation of the partial or total exemption of taxes. In the event that the new owner meets the qualifications as a non-profit organization as defined by this Policy, the Municipality shall encourage the property owner to make application for inclusion under Schedule A, B, or C.

- 4.8 Organizations seeking to make use of the tax exemption provided in Section 4.1, 4.2, or 4.3 shall make application to the Municipality outlining the nature of activities and or services offered by their organization, the benefit to the community and a current financial statement. Organizations seeking inclusion under the terms of Section 4.1 shall also provide to the Municipality, proof of charitable status with Canada Revenue Agency.

Any exemption granted under this Policy is at the sole discretion of Council.

- 4.9 Applications made pursuant to Section 4.8 of this Policy, must be received by the Municipality on or before February 28 of any year.

5. Responsibilities

- 5.1 Council will:
 - 5.1.1 ensure the Municipality has a current and comprehensive Policy for Tax Exemptions for Non-Profit Organizations;
 - 5.1.2 review and amend this Policy as required.
- 5.2 The Chief Administrative Officer will:
 - 5.2.1 implement and administer this Policy; and
 - 5.2.2 identify and propose revisions to this Policy.

6. Amendments

Date	Amendments
June 6, 2023	Policy created.
April 2, 2024	Addition and deletion of properties in Schedules.
April 15, 2025	Addition and deletion of properties in Schedules.

**TAX EXEMPTION FOR NONPROFIT ORGANIZATIONS POLICY PROPERTY LIST
Schedule A**

Properties must be owned by a named registered Canadian charitable organization and used directly and solely for a charitable purpose.

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 4.1	CHARITABLE NUMBER
Land Arena 1035 J Jordan Rd Canning	PID # 55008676 AAN # 02372789	Annapolis Valley Regional School Board	100%	889967592 Canning District Recreational Commission
Land Building 4120 Hwy 359 Halls Harbour	PID # 55040513 AAN # 01619616	Fundy View Community Centre	100%	118934348
Land Arena 1490 Westwood St Kingston	PID # 55084784 AAN # 04876717	Western Kings Rink Association	100%	127946036
The Flower Cart	PID # 55210660 AAN # 00918083	The Flower Cart	90%	107390676
Fellowship Halls 2080 Bishop Mountain Rd N Kingston	PID # 55086961 AAN # 03538826	Multi Addiction Centre Society	100%	892111782
Lot 1A Building, Fire Hall 3580 Hwy 359	PID # 55040125 AAN # 04682874	Halls Harbour District Firefighters Association (exempt)	100%	133978148
Lot ABC-1, Fire Station 6 Jones Rd	PID # 55385710 AAN # 03491226	New Minas Volunteer Fire Department (exempt)	100%	11905630
Lot 298 9798 Hwy 1 Greenwich	PID # 55378434 AAN # 01809822	Greenwich Fire Commissioners (exempt)	100%	118947720
Land Fire Station/Hall Garage 570 Sparky St Kingston	PID # 55083273 AAN # 00112364	Kingston District Fire Commission (exempt)	100%	886929991
Land Fire Station/Hall 1083 Park Street	PID # 55091441 AAN # 00163805	Aylesford Fire District (exempt)	100%	118797851
Lot Daycare 1063 J Jordan Rd Canning	PID # 55020820 AAN # 08074372	Apple Tree Landing Family Education Centre	100%	106718984

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 4.1	CHARITABLE NUMBER
Land Fellowship Hall 1951 Hwy 359 Centreville	PID # 55038806 AAN # 00704326	Centreville Community Club	100%	85816771
Land Garage 485 Gibson Woods Rd	PID # 55044663 AAN # 01693646	Gibson Woods United Baptist Church	100%	89080323
Land Building 342 Bligh Rd Woodville	PID # 55077176 AAN # 05004047	Woodville Community Centre	100%	863422796
Land Fellowship Hall 3083 Aylesford Rd Lake Paul	PID # 55126874 AAN # 02412608	Lake Paul and Lake George Community Club	100%	888532793
Land 1542 White Rock Rd White Rock	PID # 55192595 AAN # 04906799	White Rock Community Assoc	100%	888136843
Land Fellowship Hall 1159 Woodville Rd Lakeville	PID # 55077309 AAN # 02414899	Trustee of the Lakeville BR WINS	100%	875150781
Land Fellowship Hall 11794 Highway 1 Grand Pré	PID # 55231674 AAN # 02079615	Horton Community Centre Association	100%	881098032
Land Fellowship Hall 410 West Brooklyn Mtn Rd West Brooklyn	PID # 55236574 AAN # 06381332	West Brooklyn Community Association	100%	134112366
Lot 1 29 Main St Kingsport	PID # 55017016 AAN # 02575221	Kingsport Community Association	100%	889936910
Land Incorp Farm 551 Ross Creek Rd Ross Creek	PID # 55015457 AAN # 04816587	Coastarts Association Ross Creek Centre for the Arts	100%	139921563
Lot Fellowship Hall 2564 Hwy 360 Harbourville	PID # 55071633 AAN # 01883739	Harbourville Community Hall Sewing Circle	100%	891388548
Lot 10 Dwelling 56 Eden Row Greenwich	PID # 55193619 AAN # 01393421	Wolfville Homefires Society	100%	108219106

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 4.1	CHARITABLE NUMBER
Lot 1-2 Building 1172 Huntington Point Rd Halls Harbour	PID # 55041214 AAN # 04913582	Charles MacDonald House of Centreville Society	100%	880862966
Land Museum 19 Saxon St Centreville	PID # 55054183 AAN # 02673401	Charles MacDonald House of Centreville Society	100%	880862966
Land Cottage/Cabin 1224 Baxters Harbour Rd Baxters Harbour	PID # 55011449 AAN # 03716457	Fundy Camp Society	100%	891410797
Lot Buildings 8 Q-7 Rd Lake George	PID # 55125488 AAN # 02373998	Eastern Valley Baptist Association	100%	107273740
Lot 1 Museum 1158 Steadman Rd Billtown	PID # 55437693 AAN # 09309918	Northville Farm Heritage Centre	100%	894693712
Land Barley St Burlington	PID # 55097869 AAN # 00814423	Nova Scotia Nature Trust (exempt)	100%	889627691
Land Hardwood Lake Rd S Lake Paul	PID # 55148068 AAN # 08070644	Nova Scotia Nature Trust (exempt)	100%	889627691
Land Brow of Mnt Rd W Aylesford Mnt	PID # 55097810 AAN # 00814415	Nova Scotia Nature Trust (exempt)	100%	889627691
Land Nollett Beckwith Rd Viewmount	PID # 55097836 AAN # 00814431	Nova Scotia Nature Trust (exempt)	100%	889627691
Land Incorp Farm Ridge Rd Wolfville Ridge	PID # 55374789 AAN # 08118787	Nova Scotia Nature Trust (exempt)	100%	889627691
Land Ridge Rd Wolfville Ridge	PID # 55392583 AAN # 09311165	Nova Scotia Nature Trust (exempt)	100%	889627691
Land White Rock Rd Gaspereau	PID # 55323612 AAN # 08124205	Nova Scotia Nature Trust (exempt)	100%	889627691
Land White Rock Rd Gaspereau	PID # 55323745 AAN # 08124183	Nova Scotia Nature Trust (exempt)	100%	889627691

POLICY

FIN-05-026

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 4.1	CHARITABLE NUMBER
Land 1 White Rock Rd Gaspereau	PID # 55193031 AAN # 00816957	Nova Scotia Nature Trust (exempt)	100%	889627691
Land White Rock Rd Gaspereau	PID # 55193064 AAN # 00816981	Nova Scotia Nature Trust (exempt)	100%	889627691
Land Educational Lot CDL-7 11 Opportunity Lane Coldbrook	PID # 55476881 AAN # 09803831	Peopleworx Society	100%	130015258
Lot CDL-8A Opportunity Lane Coldbrook	PID # 55476899 AAN # 09803858	Communityworx Society	100%	859292054
Lot SPCA 1285 County Home Rd Cambridge	PID # 55437743 AAN # 09309969	Kings County Branch, Nova Scotia Society for the Prevention of Cruelty	100%	888698065
Land Warehouse 1119 Station Rd Aylesford	PID # 55373872 AAN # 03076504	The Beehive Adult Service Centre	100%	119215481
Lot GKK-1 Dwlg Bldg 113 Cornwallis Ave New Minas	PID # 55477913 AAN # 02310937	Crosbie House Society	100%	857415806
Lot CC-1 Aylesford Rd Lake Paul	PID # 55517510 AAN # 10487560	Lake Paul and Lake George Community Club	100%	888532793
Land Pier Rd Kingsport	PID # 55004444 AAN # 01189794	Kingsport Community Association	100%	889936910RT0001
9453 Commercial St New Minas	PID #55210629 AAN #05841429	New Minas Baptist Church	100%	861207330RR0001
1004 J Jordan Road Canning	PID # 55300057 AAN # 08082278	Community Living Alternatives Society	100%	106762749
1447 Westwood Street Kingston	PID # 55084776 PID # 55511869 AAN # 02209152	Community Living Alternatives Society	100%	106762749

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 4.1	CHARITABLE NUMBER
1506 Sarah Drive Coldbrook	PID #55152524 AAN # 8040907	Community Living Alternatives Society	100%	106762749
315 Bluff Road Avonport Station	PID #55228647 AAN # 01450069	Writers' Federation of Nova Scotia	100%	122250566
1349 County Home Road, Waterville	PID 55549133 AAN 03399621	Kings Regional Rehabilitation Centre	100%	107570210
1349 County Home Road, Waterville	PID 55541726 AAN 10915988	Kings Regional Rehabilitation Centre	100%	107570210

Schedule B

Properties must be owned by non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organizations providing a service that might otherwise be the responsibility of Council.

PROPERTY	PROPERTY NUMBER	OWNER	EXTENT OF APPLICATION OF SECTION 4.2
Lot Building Glenmont	PID # 55012363 AAN # 01726862	Glenmont West Community Club	100%
Lot S-1 5790 Hwy 358 Scots Bay	PID # 55376701 AAN # 04206061	Scots Bay Women's Institute	100%
Land Sports Park 1042 Sherman Belcher Rd Centreville	PID # 55056345 AAN # 00704393	Centreville Community Park Recreation Commission	100%
Lot 6A Fellowship Hall 4404 Black Rock Rd	PID # 55068340 AAN # 05830419	Trustees Black Rock Community Association	100%
Land Building 5350 Brooklyn St Grafton	PID # 55059273 AAN # 01768727	Grafton Community Association	100%
Land Fellowship Hall 3157 Hwy 1 Aylesford East	PID # 55077846 AAN # 00163791	Aylesford East Community Club	100%
Land Hall 3469 Brooklyn St Weston	PID # 55077614 AAN # 04880188	Weston Community Hall Association	100%
Fellowship Halls 2122 Long Point Rd Burlington	PID # 55094619 AAN # 00552763	Burlington Community Hall	100%
Land Bishop Mountain Rd North Kingston	PID # 55086987 AAN # 03538834	North Kingston Community Hall	100%
Land Building 2321 Morden Rd Morden	PID # 55099733 AAN # 03301273	Morden Community Hall	100%
Land Hall 1481 East Dalhousie Rd East Dalhousie	PID # 55128292 AAN # 01077252	Dalhousie Community Centre	100%
Land Hall 659 Victoria Rd Millville	PID # 55116164 AAN # 03255107	Millville Community Hall	100%
Lot Building 8464 Brooklyn St North Kentville	PID # 55047641 AAN # 03187861	Meadowview Development Association	100%
Land Fellowship Hall 10 Prospect Rd	PID # 55124325 AAN # 03323978	Morristown Community Club	100%

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Morristown			
Lot NCC-1 Fellowship Hall 413 Victoria Rd Nicholsville	PID # 55103360 AAN # 03508374	Nicholsville Community Club	100%
Land Fellowship Hall 5961 Hwy 1 Cambridge	PID # 55157812 AAN # 00597821	Cambridge Community Centre	100%
Land Buildings 1015 Maple St Waterville	PID # 55162994 AAN # 04828097	Waterville Recreation Club	100%
Lot 1A 402 Windermere Rd Windermere	PID # 55144075 AAN # 04978668	Windermere Community Club	100%
Land Fellowship Hall 1458 Bishopville Rd Bishopville	PID # 55216204 AAN # 00334057	Bishopville Daisy Club Trustees of	100%
Land Fellowship Hall 2833 Lovett Rd Coldbrook	PID # 55159891 AAN # 00839124	Coldbrook Recreation Comm	100%
Land Fellowship Hall 4528 Prospect Rd North Alton	PID # 55195838 AAN # 03538419	North Alton Community Hall	100%
Land Fellowship Hall 3992 Highway 12 South Alton	PID # 55195440 AAN # 04373022	South Alton Community Association	100%
Land Fellowship Hall 106 Greenwich Rd Greenwich	PID # 55194435 AAN # 01809814	Greenwich Community Centre	100%
Land 1211 Gospel Rd Glenmont	PID # 55012173 AAN # 01726889	Glenmont Hillcrest Club	100%
Land 5796 Highway 358 Scots Bay	PID # 55014484 AAN # 04206053	Scotts Bay Community Hall Assoc	100%
Land Fellowship Hall 989 Deep Hollow Rd Black River	PID # 55188197 AAN # 00337692	Black River Community Club	100%
Fellowship Halls 2806 Greenfield Rd Gaspereau	PID # 55218218 AAN # 00890006	Gaspereau Community Centre Trustees of	100%
Land 59 English Mountain Rd Canaan	PID # 55181689 AAN # 04990943	Canaan Community Club Association	100%
Lot SMCA-1 98 Black Hole Rd Sheffield	PID # 55021422 AAN# 04241703	Sheffield Mills Community Association	100%
Land Sports Park 792 Meadowvale Rd Tremont	PID # 55104525 AAN # 04876695	Western Kings Community Club	100%
Land Fellowship Hall 204 Hutchinson Rd Lockhartville	PID # 55226039 AAN # 00889768	Lockhartville Community Hall	100%
Land 2739 Pereau Rd White Water	PID # 55019822 AAN # 04685377	Canadian Sunday School Mission Truth for Youth Bible Society	100%
Land 1290 Victoria Rd	PID # 55092688 AAN # 01892568	Harmony Lodge 52 AF & AM	100%

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Aylesford			
Land 4158 Highway 1 South Berwick	PID # 55141295 AAN # 04373049	South Berwick Community Club	100%
Fellowship Hall Steadman Road Billtown	PID # 55042212 AAN # 05195691	Apple Valley Riders	100%
Land 1684 Victoria Rd Dempseys Corner	PID # 55090997 AAN # 05555957	Dempsey Corner Community Hall	100%
Land 13893 Hwy 1 Hants Border	PID # 55235741 AAN # 05605407	Hants Border Community Club	100%
Land 4078 Black Rock Rd Whites Corner	PID # 55068266 AAN # 00337943	Jolly Workers of Black Rock	100%
Land Dwelling 377 White Rock Rd Canaan	PID # 55323455 AAN # 00092584	Annapolis Valley Shooting Sports Club	100%
Land Hall 1599 Baxters Harbour Rd Baxters Harbour	PID # 55011001 AAN # 04717988	Baxters Harbour Community Association	100%
Land French Cross Rd Morden	PID # 55324941 AAN # 08132682	Morden Community Association	100%
Land Morden Rd Morden	PID #55450902 AAN # 09429085	Morden Community Association	100%
Land 1152 Hwy 12 Murphy Lake	PID # 55175129 AAN # 00357405	Blue Mountain Field Day Association	100%
Lions Hall Auburn	PID # 55116255 AAN # 00163783	Aylesford District Lions Club	100%
Land Fellowship Hall 1000 Seminary Ave Canning	PID # 55007231 AAN # 00650889	Canning District Lions Club	100%
Lot 3 Fellowship Hall Garage 1482 Veterans Lane Kingston	PID # 55121917 AAN # 02565056	Lions Club of Kingston	100%
Land Bigelow St Canning	PID # 55301451 AAN # 08126879	Canning District Lions Club	100%
Land Seminary Ave Canning	PID # 55019970 AAN # 03567753	Canning District Lions Club	100%
Land Bigelow St Canning	PID # 55301444 AAN # 08126860	Canning District Lions Club	100%
Land Building 9806 Main Street Canning	PID#55016448 PID#55003305 AAN#02154749 AAN#02154706	Canning Library and Heritage Centre	100%
Lot Building 5687 Hwy # 1 Cambridge	PID # 55158505 AAN # 05885191	Kings Regional Rehabilitation Centre (Plank Industries)	100%
Lot Building			

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177 Middle Dyke Rd Kentville	PID # 55031147 AAN # 05283248	Valley Search and Rescue	100%
Land Fellowship Hall 3201 Long Point Road Harbourville	PID # 55095434 AAN # 04718119	United Church of Canada (Trustees of)	100%
New Minas Children's Centre 9453 Commercial St New Minas	PID # 55510629 AAN # 05841429	New Minas Baptist Church	100%
Parcel A Starrs Point Loop Port Williams	PID # 55037618 AAN # 05254108	Port Williams Women's Institute	100%
Parcel C 1058 Cape Split Rd Scotts Bay	PID # 55307540 AAN # 01763288	Scott's Bay Wilderness Society	100%
Land Long Point Road Burlington	PID # 55094486 AAN # 09313451	Burlington Community Park Society	100%
Water Towers Treatment Facility Well Well	55105969 / 03399788 55105951 / 08059381 55309199 / 08110697 55118020 / 03890252	Greenwood Water Utility	40%
Water Tower Water Tower Well Well Well SWP Treatment Facility SWP SWP Treatment Facility	55321566 / 08079102 55201800 / 04764439 55209852 / 01810715 55210322 / 05177995 55285613 / 08143307 55286207 / 08081913 55289615 / 08081905 55450274 / 09427759 55450282 / 09427767 55468904 / 09560459	New Minas Water Utility	40%
Well #5 / Water Tower Well #3 Monitor Station #2 Well #4 Treatment Facility Monitoring Station	55301964 / 00652415 55007439 55007272 / 00652393 55525000 55525018 55525026 55003396 / 08048312 55451421 / 09430881	Canning Water Utility	40%

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	No PID / 10952433 55736885 / 02372797		
Wells / Water Tower SWP Well SWP SWP SWP SWP	55366181 / 01400738 55024376 / 00318043 55024756 / 04764463 55460364 / 09434208 55460372 / 09434194 55542674 / 10922976 55544884 / 10940591	Port Williams Water Utility	40%
Land and Building 46 Maple Drive Aylesford Lake	55177752 / 00163813	Aylesford Lake Yacht Club	100%

Schedule C

No properties currently fall within this category.

TO	Municipal Council
PREPARED BY	Terry Brown, Manager, Inspection & Enforcement
MEETING DATE	May 5, 2026
SUBJECT	Council Appointment of Building Officials

ORIGIN

- First introduction to Municipal Council

RECOMMENDATION

That Municipal Council hereby appoint **Keigan McGill** and **Jack Mahoney** as Building Officials for the Municipality of the County of Kings as required under Section 5 (2) of the *Nova Scotia Building Code Act* while employed with the Municipality.

INTENT

The Province of Nova Scotia has adopted the *Nova Scotia Building Code Act (Act)* which references the National Building Code of Canada. The *Act* requires municipal councils to be responsible for the appointment of Building Officials as set out in Section 5(2) of the *Act* which states:

“A Building Official or Building Officials shall be appointed by each Council to administer and enforce this Act in the Municipality.”

This appointment allows for each Building Official to administer and enforce the *Act*, Regulations and Building Code in their area of jurisdiction. The *Nova Scotia Building Code Regulations* require Building Officials to be qualified to perform building inspections.

DISCUSSION

Over the past number of years the Municipality has seen a steady increase in permit applications, permits issuance, conducted inspections and investigations of building complaints. Staff anticipate that the trend will continue in the future for the Municipality, as well as the Towns of Kentville and Berwick, to whom we contract the service of building inspection.

The Municipality of the County of Kings has three fully qualified Building Officials. As part of our succession planning, two Assistant Building Official positions were created in 2023 to assist the Municipality with recruitment by hiring candidates and training them to become Qualified Building Officials, as recruiting fully qualified Officials was proving difficult.

We are pleased to report that Assistant Building Officials **Keigan McGill** and **Jack Mahoney** have both completed the required educational component of the training program and are awaiting confirmation of their approval from the Nova Scotia Building Code Training & Certification Board of their “Residential” level qualification.

As Qualified Residential Building Officials they will be able to assist with the workload by reviewing files, conducting investigations, issuing permits and conducting the necessary building inspections within their

Request for Decision

scope. This will further assist with customer service and limiting delays in permit processing and inspections.

FINANCIAL IMPLICATIONS

- N/A

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
✓	Good Governance	Supports Core Program
	Financial Sustainability	
	Other	

ALTERNATIVES

- No alternatives are recommended as this is a requirement of the *Act*.

IMPLEMENTATION

- Appointment Approval

ENGAGEMENT

- No engagement necessary as this is a requirement of the *Act*.

APPENDICES

- None

APPROVALS

Patricia Javorek, Director, Planning and Inspections April 16, 2026

Scott Conrod, Chief Administrative Officer April 29, 2026

Committee Recommendations

COMMITTEE	Committee of the Whole
COMMITTEE MEETING DATE	April 21, 2026
COUNCIL MEETING DATE	May 5, 2026

RECOMMENDATIONS

a.	Renewal of J-Class Roads Cost Sharing Agreement	That Municipal Council authorize the Mayor and CAO to sign the Cost Sharing Agreement 2026-014 with the Nova Scotia Department of Public Works for paving Provincial Subdivision Roads as attached to the May 5, 2026 agenda package.
b.	Exploration: Kings County Exhibition	That Municipal Council support the development of an agricultural exhibition-style facility in Kings County and endorse a fundraising and partnership approach, similar to the model being advanced for the Regional Recreation Facility, to advance this initiative, with this taking place upon the completion of the Regional Recreation Facility.

Committee Recommendations

COMMITTEE	Nominating Committee
COMMITTEE MEETING DATE	April 21, 2026
COUNCIL MEETING DATE	May 5, 2026

RECOMMENDATIONS

a.	Citizen Appointment to Diversity Kings County Committee	That Municipal Council appoint Yiyun Zhou as Newcomer citizen member to the Diversity Kings County Committee effective May 1, 2026 for a two-year term ending April 30, 2028.
b.	Citizen Appointment to Diversity Kings County Committee	That Municipal Council appoint Cristian Quirivan as citizen member to the Diversity Kings County Committee effective May 1, 2026 for a two-year term ending April 30, 2028.
c.	Citizen Appointment to Diversity Kings County Committee	That Municipal Council appoint Mark Albano as citizen member to the Diversity Kings County Committee effective May 1, 2026 for a two-year term ending April 30, 2028.

TO	Municipal Council
FROM	Mayor Corkum
COUNCIL MEETING DATE	May 5, 2026

Mayor's Report

1. The Valley REN Liaison & Oversight Committee met on April 13th, which Deputy CAO Andrea Hyslop and I attended. With the loss of provincial funding, the REN is currently going through a period of restructuring, which has unfortunately included two staff layoffs. The group also discussed ongoing demographic challenges across Atlantic Canada, noting that the number of deaths continues to outpace births.
2. The Valley Regional Services Board met on April 15th.
 - a. Valley Waste has received a new electric loader, and work at the Lawrencetown facility (press project) has now been completed. It was also noted that, lately, waste collection trucks have been operating on extended days, often in the range of 12 to 14 hours.
 - b. Tidal Transit continues to feel pressure from rising fuel costs, which are having a significant impact on the budget. It was also noted that a logo design has recently been approved for the new name.
3. Municipal-Village Meeting April 15th. Great meeting with all Villages represented. Deputy Mayor MacPherson and Councillors Allen, Gates, and Sappington were in attendance. Lindsey Halliday, Community Engagement Specialist, provided a great overview of the District Meetings. Deputy CAO Andrea Hyslop presented a brief update on the Collaboration of Provincial Funding Program. Mike Livingstone, Director of Finance & IT, presented on the Village Infrastructure and Capital Enhancement program. Each Village had the opportunity to share local updates, making for a very productive and informative meeting.
4. The International Network of Michelin Cities, Nova Scotia International Startup Competition event took place on April 16th, which I attended alongside Deputy Mayor MacPherson and Councillor Sappington. It was a great opportunity to highlight the many outstanding entrepreneurs across Nova Scotia, and some strong pitches were delivered.
5. An Engagement Session with Fire Chiefs was held on April 16th and saw an excellent turnout. There was very productive input shared by both firefighters and chiefs. Deputy Mayor MacPherson, along with Councillors Best, Sappington, Allen, and Peckford, were in attendance.
6. On April 17th, I attended the National Brilliant Blue Competition at Dalhousie University. I was pleased to see a hardworking team of students from West Kings District High School qualify to compete at the national level. Congratulations to Dominic Radley and Creshawn Lee, and special thanks to their advisors, Logan DiAdams and Ellis Brian Clayton. It was exciting to see Kings County so well represented on the national stage.

Committee of Council Reports - May 5, 2026

Board/Committee	Chair/Reporting Councillor/ Members	Last/Next Meeting	Report
Asset Management Committee	Peter Allen, Doug Gates, Tim Harding	October 7, 2025 Next: April 9, 2026	
Audit & Finance Committee	Dave Corkum, Everett MacPherson (Chair), Doug Gates, Emily Lutz	February 26, 2026 Next: TBD	Written report provided March 3, 2026
Diversity Kings County	Everett MacPherson, Christina Sappington	April 8, 2026 Next: May 4, 2026	Written report provided April 21, 2026
Fences Arbitration Committee	Bob Best Alternate: Tim Harding	No meetings	
Fire Services Advisory Committee	Peter Allen, Robbie Hiltz, Riley Peckford	September 18, 2025 Next: November 24, 2025, February 12, June 18, 2026	Written report provided November 3, 2025
Greenwood Water Utility Source Water Protection Committee	Riley Peckford	September 11, 2025 Next: TBD	Written report provided October 7, 2025
Joint Accessibility Advisory Committee	Bob Best	September 10, 2025 Next: December 10, 2025, March 11, June 10, 2026	Written report provided October 7, 2025
Lake Monitoring Committee	Emily Lutz Alternate: Tim Harding	No recent meetings	
Nominating Committee	Dave Corkum (Chair), Peter Allen, Everett MacPherson, Riley Peckford	April 21, 2026 Next: TBD	Recommendations provided May 5, 2026
Planning Advisory Committee	Emily Lutz, Riley Peckford, Doug Gates, Everett MacPherson	March 10, 2026 Next: April 14, 2026	Recommendations provided April 7, 2026
Police Advisory Board	Bob Best, Robbie Hiltz, Christina Sappington	February 18, 2026 Next: May 20, 2026	Written report provided March 3, 2026
Regional Sewer Committee	Tim Harding Alternate: Everett MacPherson	January 15, 2026 Next: March 12, June 11, 2026	Verbal report provided February 3, 2026
Sandy Court Source Water Protection Committee	Tim Harding	Next: TBD	Written report provided March 18, 2025

External Board and Committee Reports - May 5, 2026

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate: Christina Sappington	April 16, 2026 Next: TBD	Verbal report provided April 21, 2026
Annapolis Valley Trails Coalition Board	Robbie Hiltz Alternate: Tim Harding	February 26, 2026	Written report provided February 3, 2026
Canning Source Water Protection Committee	Everett MacPherson		
Kentville Joint Fire Services Committee	Bob Best, Tim Harding, Christina Sappington	March 20, 2025 Next: October 23, 2025	Written report provided April 1, 2025
Kentville Source Water Protection Advisory Group	Doug Gates	March 26, 2025	
Kentville Water Commission	Doug Gates	March 26, 2025	
Kings Regional Emergency Management Advisory Committee	Dave Corkum, Riley Peckford	October 20, 2025 Next: January 19, 2026	Written report provided November 3, 2025
Landscape of Grand Pré Inc. Member	Peter Allen Alternate: Christina Sappington	September 23, 2025	Written report provided December 2, 2025
Landscape of Grand Pré Inc. Board	Doug Gates	September 2024	Verbal report provided September 3, 2024
New Minas Source Water Protection Committee	Christina Sappington		
Nova Scotia Solid Waste-Resource Regional Chairs Committee	Dave Corkum (Vice-Chair)	February 3, 2026	Written report provided March 3, 2026
Port Williams Source Water Protection Committee	Doug Gates	March 18, 2026 Next: March 18, 2027	Verbal report provided April 7, 2026; Written report provided April 21, 2026
Valley Community Fibre Network (Authority) Board	Robbie Hiltz	September 11, 2025 Next: December 4, 2025	Verbal report provided October 7, 2025
Valley Regional Enterprise Network Liaison & Oversight Committee	Dave Corkum Alternate: Christina Sappington	April 13, 2026	Written report provided May 5, 2026
Valley Regional Services Board (Kings Transit & Valley Waste)	Dave Corkum Alternate: Emily Lutz	April 15 & 22, 2026 Next: May 20, 2026	Written report provided May 5, 2026
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen	March 11, 2026 Next: June 10, 2026	Written report provided April 7, 2026