



**MUNICIPALITY *of the*
COUNTY *of* KINGS
SPECIAL COUNCIL
Tuesday, September 17, 2024
Following COTW
AGENDA**

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

1. Roll Call **3:47:41**
2. Approval of Agenda **3:49:00** Page 1
3. Disclosure of Conflict of Interest Issues **3:49:16**
4. Approval of Minutes **3:49:45** Page 2
 - a. September 3, 2024 Council
5. Business Arising from Minutes Page 2
 - a. September 3, 2024 Council **None**
6. Administration **3:50:33** Page 15
 - a. Policy HR-06-019: Non-Union Salary Administration (adoption)
7. [Recommendations from Committee of the Whole September 17, 2024](#) **3:51:19**
 - a. Policy ADMIN-01-008: Time of Council Meetings (notice)
 - b. Policy ADMIN-01-010: Presentations to Committee of the Whole (notice)
 - c. Policy ADMIN-01-014: Parental Accommodations for Elected Officials (notice)
 - d. Policy PRO-10-003: Fire and Emergency Services Providers Registration (notice)
 - e. Policy FIN-05-018: Community Grants (notice)
 - f. Policy HR-06-023: Respectful Workplace Policy (notice)
 - g. Engage Nova Scotia: Nova Scotia Quality of Life Initiative
 - h. Release of Funds – Housing Nova Scotia
 - i. Policy FIN-05-028: Budget Management (notice)
 - j. Repeal of Current and Adoption of Revised Planning Policies (notice)
8. Other Business **4:15:20**
9. Comments from the Public **None**
10. Closed Session **4:28:18**
 - a. Approval of Council Closed Session Minutes: September 3, 2024
 - b. Contract NegotiationsMotions from Closed Session re: Meadowview Community Solar Garden Authority **1:05**
11. Adjournment

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

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**THE MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
Tuesday, September 3, 2024
DRAFT MINUTES**

**Meeting Date
and Time**

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

1. Attendance

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

Results for Roll Call

For 9
Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Laura Mosher, Manager, Planning & Development
- Louis Pearson, Manager, Engineering
- Karen Ward, Policy Analyst
- Janny Postema, Municipal Clerk/Recording Secretary

Excuse Absence

On motion of Deputy Mayor Lutz and Councillor Allen, that Councillor Killam's absence from the September 3, 2024 Council meeting be excused.

Motion Carried.

RC-2024-09-03-121

Results

For 9
Against 0

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

2. [Approval of Agenda](#)

On motion of Councillor Armstrong and Councillor Granger, that Council approve the September 3, 2024 agenda as circulated.

Motion Carried.

RC-2024-09-03-122

Results

For 9
Against 0

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

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

No Conflict of Interest issues were declared.

4. **Approval of Minutes**4a. [July 16, 2024](#)

On motion of Councillor Harding and Deputy Mayor Lutz, that the minutes of the July 16, 2024 Council meetings be approved as circulated.

Motion Carried.

RC-2024-09-03-123

Results

For 9
Against 0

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

5. **Business Arising from Minutes**5a. [July 16, 2024](#)

There was no business arising from the July 16, 2024 minutes.

6. [Planning Advisory Committee Recommendations July 9, 2024](#)6a. **Planning Documents - Two-Year Review, Housekeeping Amendments**

Councillor Armstrong, Chair of the Planning Advisory Committee, presented the recommendations as attached to the September 3, 2024 Council agenda.

On motion of Councillor Armstrong and Councillor Allen, that Municipal Council receive the results of the four-year review of the Municipal Planning Strategy as set out in the report to Planning Advisory Committee dated July 9, 2024.

Motion Carried.**RC-2024-09-03-124****Results**

For 9

Against 0

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

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council give First Reading to and hold a Public Hearing regarding the proposed housekeeping amendments to the text of the Land Use By-law and Municipal Planning Strategy which are substantively the same (save for minor differences in form) as the draft amendments set out in Appendices A and B of the report dated July 9, 2024.

Motion Carried.**RC-2024-09-03-125****Results**

For 9

Against 0

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

7. Administration

- 7a. [By-law 82: Police Services Advisory Committee \(second reading to repeal\)](#)

On motion of Councillor Hirtle and Councillor Davison, that Municipal Council give second Reading to repeal By-law 82, being the Police Services Advisory Committee By-law of the Municipality of the County of Kings, as attached to the September 3, 2024 Council agenda.

Motion Carried.**RC-2024-09-03-126****Results**

For 9

Against 0

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

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

- 7b. [By-law 111: Police Advisory Board \(second reading to adopt\)](#)

On motion of Councillor Burgess and Councillor Harding, that Municipal Council give second reading to adopt By-law 111, being the Police Advisory Board By-law of the Municipality of the County of Kings, as attached to the September 3, 2024 Council agenda.

Motion Carried.

RC-2024-09-03-127

Results

For 9
Against 0

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

- 7c. [By-law 112: Property Assessed Clean Energy Program \(second reading to adopt\)](#)

On motion of Deputy Mayor Lutz and Councillor Allen, that Municipal Council give second reading to adopt the Property Assessed Clean Energy Program By-law, By-law 112, as attached to the September 3, 2024 Council agenda.

Motion Carried.

RC-2024-09-03-128

Results

For 9
Against 0

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

- 7d. [By-law 113: Deed Transfer Tax \(first reading to adopt\)](#)

Rob Frost, Deputy CAO, presented the Request for Decision as attached to the September 3, 2024 Council agenda and provided a [presentation](#).

On motion of Councillor Granger and Councillor Burgess, that Municipal Council bring back the motion tabled on July 16, 2024 related to By-law 113: Deed Transfer Tax.

Motion Carried.**RC-2024-09-03-129****Results**

For 6
Against 3

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

On motion of Councillor Killam and Councillor Allen, that Municipal Council give First Reading to the proposed Deed Transfer Tax By-law as attached to the September 3, 2024 Council agenda.

Motion Tabled.

On motion of Deputy Mayor Lutz and Councillor Davison, that Municipal Council table the motion related to By-law 113: Deed Transfer Tax to the January 2025 Council meeting.

Motion Carried.**RC-2024-09-03-130****Results**

For 7
Against 2

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

7e. [Policy ADMIN-01-23: Council Conference Attendance and Professional Development \(adoption\)](#)

On motion of Councillor Burgess and Deputy Mayor Lutz, that Municipal Council adopt Policy ADMIN-01-023: Council Conference Attendance and Professional Development as attached to the September 3, 2024 Council agenda.

Motion Carried.**RC-2024-09-03-131****Results**

For 9
Against 0

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

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

- 7f. [Policy ADMIN-01-024:
Asset Naming
\(adoption\)](#)

On motion of Deputy Mayor Lutz and Councillor Allen, that Municipal Council adopt Policy ADMIN-01-024: Asset Naming as attached to the September 3, 2024 Council agenda.

Motion Carried.

RC-2024-09-03-132

Results

For 9
Against 0

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

- 7g. [Proclamation Request:
Right to Know Week](#)

Janny Postema, Municipal Clerk, presented the recommendation as attached to the September 3, 2024 Council agenda.

On motion of Councillor Allen and Councillor Burgess, that Municipal Council proclaim September 23 to September 29, 2024 to be "Right to Know Week" in the Municipality of the County of Kings.

Motion Carried.

RC-2024-09-03-133

Results

For 9
Against 0

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

7h. [Policy HR-06-019: Non-Union Salary Administration \(notice\)](#)

Karen Ward, Policy Analyst, presented the Request for Decision as attached to the September 3, 2024 Council agenda and provided a [presentation](#).

On motion of Deputy Mayor Lutz and Councillor Burgess, that Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy HR-06-19: Non-Union Administration as detailed in the September 3, 2024, Request for Decision.

Motion Carried.

RC-2024-09-03-134

Results

For 9

Against 0

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

8. **Engineering & Public Works**

8a. [2025-26 J-Class Subdivision Road Construction Year Program Assessment List Nova Scotia Department of Public Works](#)

Louis Pearson, Manager of Engineering, presented the Request for Decision as attached to the September 3, 2024 Council agenda and provided a [presentation](#).

On motion of Councillor Granger and Councillor Burgess, that Municipal Council direct the Chief Administrative Officer to submit the list of the recommended J-Class Roads for paving contained in the September 3, 2024 Request for Decision to the Nova Scotia Department of Public Works under Cost Share Agreement No. 2023-014 for fiscal year 2025-26.

Motion Carried.

RC-2024-09-03-135

Results

For 9

Against 0

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

9. [Nominating Committee Recommendations August 13, 2024](#)

9a. **Citizen Appointment to Diversity Kings County Committee**

Councillor Armstrong, Chair of the Nominating Committee, presented the recommendations as attached to the September 3, 2024 Council agenda.

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council appoint Roxy Peterson as citizen member to the Diversity Kings County Committee for a two-year term commencing September 1, 2024.

Motion Carried.

RC-2024-09-03-136

Results

For 9
Against 0

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

9b. **Citizen Appointments to Joint Accessibility Advisory Committee**

On motion of Councillor Armstrong and Councillor Hirtle, that Municipal Council reappoint Doug Ralph as citizen member to the Joint Accessibility Advisory Committee for a three-year term commencing September 1, 2024.

Motion Carried.

RC-2024-09-03-137

Results

For 9
Against 0

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

On motion of Councillor Armstrong and Councillor Davison, that Municipal Council reappoint Crystal McCormack as citizen member to the Joint Accessibility Advisory Committee for a three-year term commencing September 1, 2024.

Motion Carried.

RC-2024-09-03-138

Results

For 9
Against 0

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

On motion of Councillor Armstrong and Councillor Burgess, that Municipal Council reappoint Mary Fox as citizen member to the Joint Accessibility Advisory Committee for a three-year term commencing September 1, 2024.

Motion Carried.

RC-2024-09-03-139

Results

For 9
Against 0

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

10. Board and Committee Reports

- 10a. [Regional Emergency Management Advisory Committee](#) Report provided by Dan Stovel, Regional Emergency Management Coordinator.
- 10b. Annapolis Valley Trails Coalition Board Deputy Mayor Lutz congratulated Rick Jacques on his retirement and thanked him for his many years of work. She noted that the Coalition would be looking for a new Trail Coordinator.
- 10c. Greenwood Source Water Protection Committee Councillor Harding provided a brief update from the last meeting in July.
- 10d. Landscape of Grand Pré Inc. Board Deputy Mayor Lutz extended an invitation to the Annual General Meeting on September 19, 2024.
- 10e. [Committees of Council](#) For information.
- 10f. [External Boards and Committees](#) For information.

On motion of Councillor Armstrong and Deputy Mayor Lutz, that Municipal Council receive the Board and Committee Reports as attached to the September 3, 2024 Council agenda and as provided verbally for information.

Motion Carried.

RC-2024-09-03-140

Results

For 9
Against 0

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

11. Correspondence

Mayor Muttart presented the correspondence as attached to the September 3, 2024 Council agenda.

On motion of Councillor Armstrong and Councillor Burgess, that Municipal Council receive the correspondence as attached to the September 3, 2024 agenda for information.

Motion Carried.

RC-2024-09-03-141

Results

For 9
Against 0

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

11a. [Valley Search and Rescue Awards Banquet](#)

For information.

11b. [Municipality of the District of Guysborough re: Flooding](#)

For information.

11c. [Response to the Municipality of the District of](#)

For Information.

[Guysborough re:
Flooding](#)

11d. [MP Kody Blois re:
Canada Summer Jobs
Initiative](#)

For information.

12. **Other Business**

There was no other business to come before Council.

13. **Comments from the
Public**

There were no comments from the public.

14. **Closed Session**

On motion of Councillor Davison and Councillor Harding, that Council move into closed session in accordance with sections 22 (2) (a) and (c) Municipal Government Act: 'acquisition, sale, lease and security of municipal property' and 'personnel matters'.

Motion Carried.

RC-2024-09-03-142

Results

For 9
Against 0

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

Council moved into closed session at 8:06 p.m. and returned to open session at 8:50 p.m.

**Kings Regional
Rehabilitation Centre –
Conveyance of
Property**

On motion of Councillor Allen and Councillor Armstrong, that Municipal Council approve the conveyance of PID 55549133 and PID 55541726, and any structures located on these properties, to the Kings Regional Rehabilitation Centre, or its successor, as detailed in the Request for Decision dated September 3, 2024.

Motion Carried.

RC-2024-09-03-143

Results

For 9
Against 0

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

District 8	Kevin Davison	For
District 9	Peter Allen	For

On motion of Councillor Davison and Councillor Harding, that Municipal Council approve the Mayor and CAO to execute a lease agreement with the Kings Regional Rehabilitation Centre, or its successor, for land on PID 55282545 related to existing well infrastructure utilized by the Kings Regional Rehabilitation Centre, as detailed in the Request for Decision dated September 3, 2024.

Motion Carried.

RC-2024-09-03-144

Results

For 9
Against 0

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

15. Adjournment

On motion of Councillor Armstrong and Councillor Granger, there being no further business, the meeting adjourned at 8:53 p.m.

Motion Carried.

RC-2024-09-03-145

Results

For 9
Against 0

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

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

Results Legend

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

DRAFT



Municipality of the County of Kings

Non-Union Salary Administration Policy

Policy Category	Human Resources	Most Recent Amendment	Council Meeting Date
First Council Approval	December 3, 2019	Future Review Date	+ 4 years

1. Purpose

The Municipality maintains a salary administration program that endeavours to be internally equitable and externally competitive, affordable for the Municipality, which is used to recruit and retain qualified, motivated, and productive employees.

This Policy:

- 1.1 Expresses the principles of salary administration as it applies to non-union employees;
- 1.2 Ensures a process to determine fair and equitable compensation for positions and related duties within the Municipality;
- 1.3 Identifies the components of the salary administration program;
- 1.4 Identifies circumstances under which an employee's salary may be changed; and
- 1.5 Provides guidance for determining the starting salaries of new employees.

2. Scope

- 2.1 This Policy applies to all non-union employees of the Municipality, excluding the Chief Administrative Officer.
- 2.2 The Chief Administrative Officer's salary shall be determined through a contract negotiated with Council.
- 2.3 The Collective Agreement shall determine salary administration for union employees.

3. Definitions

- 3.1 **Council:** means the Council for the Municipality of the County of Kings.
- 3.2 **Employee:** for the purposes of this policy, means all full-time non-union employees of the Municipality, including all management positions and all non-union/non-management positions, excluding the Chief Administrative Officer.
- 3.3 **Municipality:** means the Municipality of the County of Kings.
- 3.4 **Hiring Manager:** means the Manager or Director who is filling a position within the Hiring Manager's department. Typically, the Hiring Manager is the immediate supervisor to the new hire.
- 3.5 **Performance Review:** means an annual review completed by an employee and the employee's supervisor which is used to evaluate the employee's past job performance as it relates to expectations surrounding the strategic goals of the Municipality and the employee's job description. It also establishes goals and expectations for the upcoming review period.
- 3.6 **Probationary Period:** means the period of time allotted to management to evaluate a new employee's performance.

4. Policy Statements

Salary Administration Components

4.1 Starting Salaries

- 4.1.1 By default, newly hired employees will start at the minimum rate of pay within the salary range for the position.
- 4.1.2 Notwithstanding 4.1.1, there may be circumstances when it is determined that a rate of pay higher than the minimum is necessary to hire a candidate or to acknowledge previous related experience. Factors that may be considered are:
 - 4.1.2.1 Candidate's knowledge, skills, and/or experience related to the position;
 - 4.1.2.2 Candidate's salary from previous employment;
 - 4.1.2.3 Market salary rate for the position; and/or
 - 4.1.2.4 Salary relative to subordinates, peers, and supervisor.
- 4.1.3 Should the hiring manager wish to hire a new employee at a higher rate of pay than the minimum, they shall provide a rationale by using the Salary Rationale Form appended hereto as Appendix A. This form shall be completed by the Director of the Department and approved by the Chief Administrative Officer (CAO) before a salary offer is made to the candidate.

4.2 Performance Evaluations

- 4.2.1 All non-union employees will participate in an annual Performance Review as established in Policy HR-06-015 Employee Performance Management.
- 4.2.2 The annual Performance Review shall generate an overall performance evaluation rating, ranging from Unsatisfactory to Superior. Each of these ratings will be associated with a percentage increase as established in Table 1:

Table 1 – Performance Evaluation Rating	
Evaluation:	Percentage Increase:
Unacceptable	0.00%
Needs Improvement	0.00%
Meets Expectations	1.00%
Exceeds Expectations	1.50%
Superior	2.00%

4.3 Range Adjustments

- 4.3.1 To ensure non-union employees maintain the same standard of living on a year-over-year basis, adjustments will be made to existing salary ranges based on a five-year rolling average of the annual Consumer Price Index (CPI) for Nova Scotia (June – all items) as published by Statistics Canada.

4.4 Professional Designation Premium

- 4.4.1 A 10% designation premium shall apply to individuals within the Manager classification who maintain an accounting, engineering, or planning professional designation that relates to their position.

4.5 Increases within Existing Salary Ranges

4.5.1 Increases within the existing salary ranges for non-union employees will be based on a combination of the employee's Performance Review rating, as determined in section 4.2.2, and the five-year rolling average of the annual Consumer Price Index (CPI) for Nova Scotia, as determined in section 4.3.1, and shown in Table 3.

Table 3 – CPI and Performance Based Increase Rates			
Evaluation	Performance	CPI	Total
Unacceptable	0.00%	N/A	0.00%
Needs Improvement	0.00%	5-year CPI	5-year CPI
Meets Expectations	1.00%	5-year CPI	1.00% + 5-year CPI
Exceeds Expectations	1.50%	5-year CPI	1.50% + 5-year CPI
Superior	2.00%		2.00% + 5-year CPI

4.5.2 New employees will participate in a Performance Review prior to the completion of their Probationary Period. Employees that have completed their Probationary Period may be eligible for a Performance Review increase, as well as a CPI increase. Both increases will be pro-rated based on the length of the Probationary Period if it is less than one year. Those employees who have not completed their Probationary Period will only be eligible for the pro-rated CPI increase.

4.5.3 Changes to salaries shall become effective June 1st of each year.

4.5.4 If an employee's pay rate reaches the upper end of the salary range for their position (the maximum pay rate), their pay rate would then only increase annually by CPI as determined in section 4.3.1.

4.5.4.1 The CAO may approve a Performance Review increase as determined in section 4.2.2. This one-time increase shall be considered a one-time lump-sum payment and will not be added to the employee's base salary on an ongoing basis.

4.6 External Salary Reviews

4.6.1 External salary reviews shall be conducted for non-union position salary ranges every four (4) years to ensure the Municipality remains competitive and therefore capable of attracting and retaining talented employees.

4.6.2 Salary reviews may result in adjustments to existing salary ranges.

4.6.2.1 If a salary range is increased as a result of the salary review, the salary range shall be adjusted upward. In this instance, the affected employee's salary will be increased by the percentage change between the previous salary range and the revised salary range.

4.6.2.2 If there is a decrease to a salary range, there will be no decrease to the employee's current salary.

4.6.3 The CAO shall consider situations whereby an employee's salary may be increased by a higher percentage, subject to the position taking on additional duties.

4.6.4 All salaries are dependent on annual budgets as approved by Council. Salary increases may be provided over multiple years depending on budgetary constraints.

4.7 Job Descriptions

- 4.7.1 Every non-union position in the Municipality shall have a complete, accurate, up-to-date job description that describes the essential functions and job-related qualifications and demands of the job. Information from job descriptions will be utilized in recruitment and selection, salary administration, training and development, and performance planning.
- 4.7.2 Job descriptions for all positions will use a standard format and include the title of the position, position summary, reporting structure, job duties and responsibilities, and required qualifications and training.
- 4.7.3 New job descriptions require CAO approval and will be administered by the Human Resources Manager.
- 4.7.4 In the event it becomes necessary to make significant changes to the duties and responsibilities of an existing position, a revised job description will be prepared in consultation with the Human Resources Manager and approved by the Director of the department. Should duties be added to a position, the Director may recommend to the CAO that the salary be adjusted accordingly per section 4.6.3.

4.8 Temporary Assignments

- 4.8.1 If an employee is temporarily assigned to, and designated the duties of, another position for which the rate of pay is higher than the rate of pay for the employee's regular position, and the employee is assigned to and performs in that capacity for at least two (2) days in one pay period, the employee shall receive an additional \$50 for each day in the acting role.

5. Responsibilities

5.1 Council will:

- 5.1.1 Ensure the Municipality has a current and comprehensive policy to administer non-union salaries;
- 5.1.2 Review, amend, and adopt changes to this Policy as required; and
- 5.1.3 Approve the overall salaries budget as part of the annual budgeting process.

5.2 The Chief Administrative Officer or designate will:

- 5.2.1 Implement and administer this Policy;
- 5.2.2 Identify and propose necessary revisions to this Policy as required;
- 5.2.3 Approve individual salaries within approved ranges; and
- 5.2.4 Develop and follow a Standard Operating Procedure to verify salaries are within the budget approved by Council and are reconciled against amounts paid.

5.3 Non-Union Employees will:

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

6. Amendments

Date	Amendments
May 4, 2021	New definitions, wording clarified, clarification of CAO's responsibilities.
July 2024	Inclusion of a 10% premium applied to individuals within the Manager classification who maintain an Accounting, Engineering, or Planning professional designation that relates to their position.

**APPENDIX A
SALARY RATIONALE FORM**

This form is to be used only if new employee is NOT being hired at the minimum rate.

Position Title	
Position Salary Range	
Candidate Name	
Minimum Salary (default)	\$
Proposed Salary	\$

Supporting Rationale

Explain in detail why this candidate should be hired at a level higher than the minimum level. Include reference to the candidate's knowledge, skills and abilities, their previous salary level, competitive salary information (if available), relationship to peers, subordinates and supervisor, and any other relevant details.

Recommended

Hiring Manager Date

Concurred

Director of Department Date

Approved

Chief Administrative Officer Date