



MUNICIPALITY *of the*  
COUNTY *of* KINGS  
MUNICIPAL COUNCIL

**Tuesday, November 5, 2024**  
**Following Public Hearing**  
**AGENDA**

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

1. Roll Call **32:58**
2. Approval of Agenda **33:10** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes **34:20** Page 4
  - a. October 1, 2024 Council
5. Business Arising from Minutes **None** Page 4
  - a. October 1, 2024 Council
6. Selection of Deputy Mayor **35:33** Page 15
7. Planning Advisory Committee Recommendations September 10, 2024 Page 22
  - a. Land Use By-Law Text Amendment (File #24-05) **1:02:49**
  - b. Next Public Hearing Date **1:06:37** Page 22
8. Administration **1:07:05** Page 23
  - a. Councillor Appointments to Nominating Committee
9. Engineering & Public Works Page 25
  - a. Contract Award: 24-37 Winter Maintenance Services **1:14:51**
  - b. Engineering Consultant Standing Offers **1:24:46** Page 45
10. Other Business **1:35:02**
11. Comments from the Public **1:35:25**
12. Closed Session **1:40:23**
  - a. MGA s. 22 (2) (h) Public Security
13. Adjournment

Accommodations are available for this meeting: please submit your request at  
[www.countyofkings.ca/accommodationsrequest](http://www.countyofkings.ca/accommodationsrequest).

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
MUNICIPAL COUNCIL  
Tuesday, October 1, 2024  
DRAFT MINUTES**

**Meeting Date  
and Time**

A meeting of Municipal Council was held on Tuesday, October 1, 2024 following a Public Hearing at 6:10 p.m. in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

**1. Attendance**

All Members of Council were in attendance.

Deputy Mayor Lutz chaired the meeting.

***Results for Roll Call***

For 10  
Against 0

<b>District</b>	<b>Name</b>	<b>Results</b>
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	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
- Terry Brown, Manager, Inspections & Enforcement
- Michael Edgar, Manager, Environmental Services
- Scott MacKay, Manager, Revenue
- Laura Mosher, Manager, Planning & Development
- Janny Postema, Municipal Clerk/Recording Secretary

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

Deputy Mayor Lutz noted that Item 7: Dangerous or Unsightly Demolition Meeting had been removed from the agenda as this item had been dealt with prior to the meeting.

Councillor Killam requested that an item related to aerial herbicide spraying be added to the agenda.

Deputy Mayor Lutz noted this would require a two-thirds majority of Council members present per section 44 of By-law 64, Meetings and Procedure.

**On motion of Councillor Killam and Councillor Granger, that Municipal Council add an item related to aerial herbicide spraying to the agenda.**

**Motion Carried.**

**RC-2024-10-01-146**

***Results***

For 9  
Against 1

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

On motion of Councillor Davison and Councillor Harding, that Council approve the October 1, 2024 agenda as amended.

Motion Carried.

RC-2024-10-01-147

*Results*

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	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. [September 17, 2024](#)

On motion of Councillor Armstrong and Councillor Killam, that the minutes of the September 17, 2024 Council meeting be approved as circulated.

Motion Carried.

RC-2024-10-01-148

*Results*

For 10  
Against 0

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

5. **Business Arising from Minutes**

5a. [September 17, 2024](#) There was no business arising from the September 17, 2024 minutes.

6. [Planning Advisory Committee Recommendations September 10, 2024](#)

6a. **Planning Documents - Two-Year Review, Housekeeping Amendments** Councillor Armstrong, Chair of the Planning Advisory Committee, presented the recommendations as attached to the October 1, 2024 Council agenda.

**On motion of Councillor Armstrong and Councillor Allen, that Municipal Council give Second Reading to 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-2024-10-01-149**

**Results**

For 10  
Against 0

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

6b. **Land Use By-Law Text Amendment (File #24-05)** **On motion of Councillor Armstrong and Councillor Granger, that Municipal Council give First Reading to and hold a Public Hearing for the amendment to the text of the Land Use By-law to permit ‘existing uses’ within the Comprehensive Neighbourhood Development (R5) Zone as described in Appendix B of the report dated September 10, 2024.**

**Motion Carried.**

**RC-2024-10-01-150**

**Results**

For 10  
Against 0

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

6c. **Next Public Hearing** Tuesday, November 5, 2024 at 7:00 p.m.

7. Planning and Inspection Services

- 7a. [Council Appointment of Development Officer](#) Laura Mosher, Manager of Planning & Development, presented the Request for Decision as attached to the October 1, 2024 Council agenda.

**On motion of Mayor Muttart and Councillor Burgess, that Municipal Council appoint Kimberly Crewe as a Development Officer for the Municipality of the County of Kings as required under Section 243(1) of the Nova Scotia *Municipal Government Act* while employed with the Municipality.**

**Motion Carried. RC-2024-10-01-151**

**Results**

For 10  
Against 0

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

- 7b. [Council Appointment of Building Officials](#) Terry Brown, Manager of Inspection & Enforcement, presented the Request for Decision as attached to the October 1, 2024 Council agenda and provided a [presentation](#).

**On motion of Councillor Hirtle and Councillor Allen, that Municipal Council hereby appoint Neal McGill and Liam Konings 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.**

**Motion Carried. RC-2024-10-01-152**

**Results**

For 10  
Against 0

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

8. Administration

8a. [Policy ADMIN-01-008: Time of Council Meetings \(adoption\)](#)

Deputy Mayor Lutz presented the Policies as attached to the October 1, 2024 Council agenda.

**On motion of Councillor Armstrong and Councillor Burgess, that Municipal Council adopt Policy ADMIN-01-008: Time of Council Meetings as attached to the October 1, 2024 Council agenda.**

**Motion Carried.**

**RC-2024-10-01-153**

**Results**

For 10  
Against 0

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

8b. [Policy ADMIN-01-010: Presentations to Committee of the Whole \(adoption\)](#)

**On motion of Councillor Allen and Councillor Burgess, that Municipal Council adopt Policy ADMIN-01-010: Presentations to Committee of the Whole as attached to the October 1, 2024 Council agenda.**

**Motion Carried.**

**RC-2024-10-01-154**

**Results**

For 10  
Against 0

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

8c. [Policy ADMIN-01-014: Parental Accommodations for Elected Officials \(adoption\)](#)

**On motion of Councillor Davison and Councillor Armstrong, that Municipal Council adopt Policy ADMIN-01-014: Parental Accommodations for Elected Officials as attached to the October 1, 2024 Council agenda.**

**Motion Carried.**

**RC-2024-10-01-155**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For

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

8d. [Policy PRO-10-003: Fire and Emergency Services Providers Registration \(adoption\)](#)

On motion of Councillor Harding and Councillor Allen, that Municipal Council adopt Policy PRO-10-003: Fire and Emergency Services Providers Registration as attached to the October 1, 2024 Council agenda.

Motion Carried.

RC-2024-10-01-156

**Results**

For 10  
Against 0

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

8e. [Policy FIN-05-018: Community Grants \(adoption\)](#)

On motion of Councillor Granger and Councillor Burgess, that Municipal Council adopt Policy FIN-05-018: Community Grants as attached to the October 1, 2024 Council agenda.

Motion Amended.

On motion of Councillor Hirtle and Councillor Killam, that Municipal Council replace section 3.7 of the draft as presented and amended on September 17, 2024 with the following:

3.7 Organizations may apply to Community Grants Programs through either Councillor Grants to Organizations or for separate initiatives up to any two of the following:

- Community Festivals and Special Events,
- Community Hall Assistance,
- Community Recreation Programming Assistance,
- Kings Vision,
- Park, Playground, and Trail Assistance.

Graduation Event Assistance is only available to the five applicable high schools and does not prevent these schools from applying for other grants per this Policy.

Amendment Carried.

**Results**

For 10  
Against 0

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

**On motion of Councillor Granger and Councillor Burgess, that Municipal Council adopt Policy FIN-05-018: Community Grants as attached to the October 1, 2024 Council agenda, and replace section 3.7 of the draft as presented and amended on September 17, 2024 with the following:**

**3.7 Organizations may apply to Community Grants Programs through either Councillor Grants to Organizations or for separate initiatives up to any two of the following:**

- Community Festivals and Special Events,
- Community Hall Assistance,
- Community Recreation Programming Assistance,
- Kings Vision,
- Park, Playground, and Trail Assistance.

**Graduation Event Assistance is only available to the five applicable high schools and does not prevent these schools from applying for other grants per this Policy.**

**Amended Motion Carried.**

**RC-2024-10-01-157**

**Results**

For 10  
Against 0

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



8f. [Policy HR-06-023: Respectful Workplace Policy \(adoption\)](#)

On motion of Councillor Armstrong and Councillor Burgess, that Municipal Council repeal Policy HR-06-004: Sexual Harassment and Policy HR-06-005: Workplace Harassment - Discrimination and adopt Policy HR-06-023: Respectful Workplace as attached to the October 1, 2024 Council agenda.

Motion Carried.

RC-2024-10-01-158

*Results*

For 10  
Against 0

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

8g. [Policy FIN-05-028: Budget Management \(adoption\)](#)

On motion of Mayor Muttart and Councillor Harding, that Municipal Council adopt Policy FIN-05-028: Budget Management as attached to the October 1, 2024 Council agenda.

Motion Carried.

RC-2024-10-01-159

*Results*

For 10  
Against 0

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

8h. [Repeal of Current and Adoption of Revised Planning Policies \(adoption\)](#)

On motion of Councillor Granger and Councillor Allen, that Municipal Council repeal Planning Policies PLAN-09-001: Planning Policies and PLAN-09-002: Area Advisory Committee and adopt Policies PLAN-09-004: Administration of Planning Matters and PLAN-09-005: Public Participation Program as attached to the October 1, 2024 Council agenda.

Motion Carried.

RC-2024-10-01-160

*Results*

For 10  
Against 0

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

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

**On motion of Mayor Muttart and Councillor Davison, that Municipal Council adopt amendments to Policy PLAN-09-003: Planning Advisory Committee as attached to the October 1, 2024 Council agenda.**

**Motion Carried.**

**RC-2024-10-01-161**

**Results**

For 10  
Against 0

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

**9. Engineering & Public Works**

9a. [Tender #24-24: Regional Blower Replacement](#)

Michael Edgar, Manager of Environmental Services, presented the Request for Decision as attached to the October 1, 2024 Council agenda and provided a [presentation](#).

**On motion of Councillor Harding and Councillor Hirtle, that Municipal Council award Tender #24-24: Regional Blower Replacement for a total of \$263,843.58 including provisional items and non-recoverable HST to TNE Global Inc. as described in the Request for Decision dated October 1, 2024.**

**Motion Carried.**

**RC-2024-10-01-162**

**Results**

For 10  
Against 0

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

9b. [Tender #24-31: Supply and Delivery of New Crane Truck](#)

Michael Edgar, Manager of Environmental Services, presented the Request for Decision as attached to the October 1, 2024 Council agenda and provided a [presentation](#).

**On motion of Councillor Allen and Councillor Davison, that Municipal Council award tender #24-31: Supply and Delivery of New Crane Truck in the amount of \$218,580.33 including applicable non-rebated HST to Bruce Leasing Limited as described in the Request for Decision dated October 1, 2024.**

**Motion Carried.**

**RC-2024-10-01-163**

**Results**

For 10  
Against 0

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

10. **Financial Services**

10a. [Project 24-27: Banking & Investment Services](#)

Scott MacKay, Manager of Revenue, presented the Request for Decision as attached to the October 1, 2024 Council agenda and provided a [presentation](#).

**On motion of Mayor Muttart and Councillor Allen, that Municipal Council direct the CAO to execute an agreement for the provision of primary financial services with the Bank of Nova Scotia for a five-year period commencing November 1, 2024, as described in the October 1, 2024 Request for Decision.**

**Motion Carried.**

**RC-2024-10-01-164**

**Results**

For 10  
Against 0

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

10b. [Resolution for Pre-Approval of Debenture](#)

Greg Barr, Director of Finance & IT, presented the Request for Decision as attached to the October 1, 2024 Council agenda and provided a [presentation](#).

[Issuance Subject to Interest Rate](#)

On motion of Councillor Armstrong and Councillor Davison, that Municipal Council approve the Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate as detailed in Appendix A attached to the October 1, 2024 Request for Decision.

Motion Carried.

RC-2024-10-01-165

*Results*

For 10  
Against 0

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

10c. [Write-off of Deactivated Property Tax Accounts](#)

Scott MacKay, Manager of Revenue, presented the Request for Decision as attached to the October 1, 2024 Council agenda and provided a [presentation](#).

On motion of Councillor Burgess and Councillor Harding, that Municipal Council approve the write-off of the outstanding property tax accounts listed in Appendix A of the October 1, 2024 Request for Decision, debiting GL 01-4-451-100 Allowance for Doubtful Accounts for the total amount of \$7,472.00.

Motion Carried.

RC-2024-10-01-166

*Results*

For 10  
Against 0

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

11. **Board and Committee Reports**

11a. [Committees of Council](#) For information.

11b. [External Boards and Committees](#) For information.

12. **Other Business**

Councillor Killam presented three motions per his September 25, 2024 Notice of Motion.

With respect to the second motion, Deputy Mayor Lutz noted that a legal opinion on the Municipality’s jurisdiction to require permission of adjacent landowners for aerial herbicide spraying had already been obtained and that legal counsel’s opinion had been that the Municipality did not have the legal authority to do so. The second motion was therefore not required.

**Aerial Herbicide Spraying**

**On motion of Councillor Killam and Councillor Granger, that Municipal Council write a letter to Premier Tim Houston and Environment and Climate Change Minister Tim Halman requesting that a moratorium be placed on aerial herbicide spraying until a formal report, requisitioned by the Provincial Government, on net benefits or net losses of such activity to the residents of Nova Scotia can be obtained.**

**Motion Amended.**

Councillor Allen moved that “forested areas” be added, which was accepted by the mover and seconder as a friendly amendment.

Councillor Hirtle moved that the word “glyphosate” be added. This amendment failed due to lack of a seconder.

Deputy Mayor Lutz proposed that the first and third motions be combined.

**That Municipal Council write a letter to Premier Tim Houston and Environment and Climate Change Minister Tim Halman requesting that a moratorium be placed on aerial herbicide spraying of forested areas until a formal report, requisitioned by the Provincial Government, on net benefits or net losses of such activity to the residents of Nova Scotia can be obtained and that Municipal Council send a resolution based on the above to the Nova Scotia Federation of Municipalities for their fall meeting.**

**Amended Motion Carried.**

**RC-2024-10-01-167**

**Results**

For 10  
Against 0

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

**13. Comments from the Public**

John Stalker, Treasurer, Coldbrook Community Association, thanked Council for the amendments to the Community Grants Policy, but expressed concern that there would still be restrictions for his organization to apply for grants due to Coldbrook not having the status of a Town or Village.

David Bayne, Canning, spoke to item 6a Planning Documents - Two-Year Review, Housekeeping Amendments and his disagreement with removing the Community Engagement Strategy from the Municipal Planning Strategy.

**14. Closed Session & Adjournment**

Mayor Muttart, Deputy Mayor Lutz, Councillor Killam, Councillor Armstrong, and Councillor Hirtle thanked Council and staff for the collaborative spirit and the work completed over the past four years.

The Councillors thanked Mayor Muttart for his leadership over the past four years and thanked him for his service to the Municipality.

**On motion of Councillor Armstrong and Councillor Granger, that Council adjourn to move into closed session in accordance with sections 22 (2) (b) and (e) *Municipal Government Act*: ‘setting a minimum price to be accepted by the municipality at a tax sale’ and ‘contract negotiations’.**

**Motion Carried.**

**RC-2024-10-01-168**

**Results**

For 10  
Against 0

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

Council moved into closed session at 8:18 p.m. and adjourned at 8:51 p.m.

**Approved by:**

\_\_\_\_\_  
Emily Lutz  
Deputy 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.

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<b>TO</b>	Municipal Council
<b>PREPARED BY</b>	Janny Postema, Municipal Clerk
<b>MEETING DATE</b>	November 5, 2024
<b>SUBJECT</b>	Selection of Deputy Mayor

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## ORIGIN

- [Municipal Government Act s. 16](#)
- [By-law 64 Meeting and Procedure s. 2 - 5](#)

## RECOMMENDATION

That Municipal Council receive the Briefing on the Selection of a Deputy Mayor dated November 5, 2024 for information.

## INTENT

To provide statutory information to the newly elected Council relating to the process for selecting a Deputy Mayor.

## DISCUSSION

The selection of a Deputy Mayor is outlined in the *Municipal Government Act* (MGA) as well as Municipal By-law 64: Meetings and Procedure.

### **Section 16 *Municipal Government Act*, “Deputy mayor or deputy warden”:**

- (1)** The council shall select one of its council members to be the deputy mayor or deputy warden of the council.
- (2)** Prior to the selection of a deputy mayor or deputy warden, the council shall determine the term of office of the deputy mayor or deputy warden.
- (3)** The deputy mayor or deputy warden shall act in the absence or inability of the mayor or warden or in the event of the office of mayor or warden being vacant.
- (4)** The council may prescribe, by policy, additional duties and responsibilities of the deputy mayor or deputy warden.
- (5)** The deputy mayor or deputy warden has all the power and authority and shall perform all the duties of the mayor or warden when the deputy mayor or warden is notified that
  - (a) the mayor or warden is absent or unable to fulfil the duties of mayor or warden; or
  - (b) the office of mayor or warden is vacant.

### **Sections 2 - 5 *By-law 64, Meetings and Procedure*, “ELECTIONS”:**

2. The Council shall elect a Deputy Mayor at the first meeting after the election of the Council.
3. The election of Deputy Mayor shall be by ballot.

4. Where only one person is nominated for an office and nominations have been closed by resolution, the Chair shall declare that person elected to the office in question, by acclamation.
5. In the election of Deputy Mayor, where more than two persons are nominated and no nominee receives, on the first vote or ballot, a majority of the votes of the Councillors present, the name of the nominee who receives the least number of votes shall be dropped from the vote or ballot and the Council vote again. If a majority of the Councillors are unable to agree upon the choice of a Deputy Mayor, one additional vote shall be held and if the vote is still tied, the Clerk shall determine the Deputy Mayor from the two leading candidates by lot as provided in the Municipal Elections Act.

### FINANCIAL IMPLICATIONS

- N/A

### STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Statutory Requirement

### APPENDICES

- Appendix A: Duties of Deputy Mayor (included in Councillor Position Description)

### APPROVALS

Scott Conrod, Chief Administrative Officer

October 30, 2024





# Municipality of the County of Kings

## Position Description

### Councillor

**POSITION TITLE:** Councillor for the Municipality of the County of Kings

**CREATION DATE:** June 2020

**POSITION SUMMARY:** As a Councillor for the Municipality of the County of Kings, you have been elected by the constituents of your District to represent your area and the entire Municipality to provide sound decision making as part of the Council. Councillors are to consider the welfare and interests of the Municipality as a whole and to participate in developing and evaluating the policies and programs of the Municipality. Councillors have an important role as you and your counterparts on Council will make decisions potentially affecting all residents.

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*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position Descriptions are not intended to capture the full breadth of tasks and/or assignments a Councillor may be required to complete at any given time.*

#### **JOB DUTIES & RESPONSIBILITIES**

Councillors are accountable to the citizenry of the Municipality and to Municipal Council. More specifically, members of Council must act in accordance with the laws of Canada, Nova Scotia, and the Municipality. Councillors shall adhere to and uphold the Municipality's Code of Conduct for Elected Municipal Officials. A copy is appended to and forms part of this Position Description.

Duties of a Municipal Councillor can typically, but not exclusively, be grouped into three functional areas: Corporate Responsibilities, Jurisdiction-Wide Responsibilities, and District-Based Activities.

Each Member has **Corporate Responsibilities** to the Municipality which are of primary importance. This responsibility relates in part to the Councillor's fiduciary responsibility to act in the financial best interest of the Municipality. At times, this may mean voting for matters in the interest of the body corporate, which may be out of step with the interests of an individual District or community. Although not limited to, a corporate responsibility relates to a Councillor's consideration and approval of budgets, the annual audit, and administration of decisions under the Municipality's Planning Documents.

Complementing this, there are **Jurisdiction-Wide Responsibilities** as representatives of all the communities within the Municipality. This takes shape in advancing plans and priorities that benefit the entire Municipality, such as the development and advancement of the Strategic Plan, and deliberating Core Program Enhancements.

**District-Based Activities** relate to the Councillor's work as a delegate, trustee, or representative of the area for which they have been elected. This work responds to the needs of individuals and communities alike.

#### **Reporting Structure**

Council has one employee: the Chief Administrative Officer (CAO). Pursuant to Part II *Municipal Government Act*, the CAO is responsible to Council for the proper administration of the affairs of the Municipality. Municipal Managers report to Directors, and Directors to the CAO. Council instruction is to be provided solely to the CAO. Councillors do not instruct staff other than the CAO and that instruction is by motion of Council (with the exception of instruction provided pursuant to s.22 *Municipal Government Act*).

## Legislative Functions

Decisions of Council are mainly operationalized through Council's passage of resolutions (motions), Policies, and By-laws. Resolutions tend to be related to certain specific one-time decisions that the CAO is not otherwise permitted to operationalize, or decisions that are set out in a Policy or By-law as being a direct responsibility of Council.

Policies typically authorize the CAO to operationalize routine matters as of right, while By-laws are enacted by Council to cover substantive areas of public (municipal) policy. Council's role in this regard normally involves requesting reports and information to be reviewed, considering the contents of said report, and rendering an informed and evidenced-based decision on the adoption of a resolution, Policy, or By-law.

## Strategic Decision Making through Council, Committee of the Whole, and Committee Meetings

- All Members of Council shall play an active role in assessing and supporting the Municipality's Strategic Plan, including the Vision, Mission, and Key Strategic Priorities.
- Councillors shall participate in the administration of particular grant programs, including the Councillor Grants to Organizations.
- The Municipality currently holds Committee of the Whole and Council meetings monthly. Councillors are expected to attend all meetings of Council and Committee of the Whole (COTW).
- Special meetings to address budgets, or other time-sensitive items are held as needed.

## Community Engagement, Events and Consultation

- Councillors are representatives of their Districts and are often called upon to attend a wide variety of community events and engagement opportunities. Each year Councillors will be requested to attend particular events hosted by the Municipality including the volunteer celebration and awards, planning meetings in their District (Public Information Meetings), District-specific meetings (Community Conversations), and Remembrance Day celebrations.
- The Municipality of the County of Kings encourages Councillors to engage with residents at internally or externally organized events.
- There may be a requirement for a Councillor to Chair a Council or Committee meeting in the absence of the Mayor or Deputy Mayor.
- All Members of Council have an important role in supporting the advocacy work of the Municipality, particularly with other levels of government and community organizations.

## Meeting Preparation

Every Councillor will be appointed to Committees of Council, Intermunicipal Service Corporations, and/or Committees and Boards of external organizations. Most meetings are held monthly or quarterly and vary between daytime and evening sessions. A comprehensive listing of Committees to which Members of Council may be appointed can be found [here](#).

- Councillors must be prepared for every meeting they attend. This may include, but is not limited to:
  - Submitting items for inclusion on Council or Committee Agendas;
  - Reading of Meeting Package as released;
  - Becoming familiar with any items to be discussed;
  - Research and discussions with staff for clarification; and
  - Preparation of speaking points and questions.
- Councillors are expected to attend all meetings of Council and the Committees to which they have been appointed. Per s.17(4) MGA, any Member of Council who, without leave of the Council, is absent from three consecutive regular meetings ceases to be qualified to serve as a Member of Council.
  - Councillors may attend meetings of Villages (within or outside of their District) or community organizations of interest.
  - Members of Council may assume the duties of another Member who is on leave.

### Training, Conferences, and Research

- Members of Council will have the opportunity to attend conferences hosted by organizations such as the Nova Scotia Federation of Municipalities (Fall and Spring), the Federation of Canadian Municipalities, and others specific to topic areas.
- In supporting the decision making duties of Council and committees, Councillors may undertake independent research on topics of interest that relate to current or future projects within the Municipality.

### Travel

- Amount of travel for each Councillor is dependent on which District they represent and the number and location of Committee meetings to which the Councillor is assigned.
- Councillors may be requested to travel to meet with individual constituents.

### Working with Constituents

- Constituents will reach out to Councillors for a wide variety of reasons. Some examples may include:
  - Questions and concerns regarding Municipal operations;
  - Questions and concerns regarding other government operations;
  - Requesting support to advocate on behalf of the individual or group; and
  - Requesting support for community groups.
- Reaching out to and liaising with other levels of government and partners to help attain information for or advocate on behalf of a constituent;
- Provide assistance in navigating Municipal By-laws and Polices

### DUTIES OF DEPUTY MAYOR

A Deputy Mayor is selected by Council from amongst all Councillors for a term that is determined at the time of appointment. Per s.16 *MGA*, the Deputy Mayor acts in the absence or inability of the Mayor, or in the event the office of Mayor being vacant. The Deputy Mayor has all the power and authority of the Mayor when acting in that capacity.

The Deputy Mayor is regularly called on to Chair meetings of Council and Committee of the Whole. Other duties include periodically acting in the ceremonial role of the Mayor, and in the administrative functions of developing agendas, signing cheques, Agreements, By-laws, and minutes of meetings which they chaired.

### LEGISLATION

Notwithstanding other statutory responsibilities, the following summarizes Councillor responsibilities under two important Provincial Statutes: *Municipal Government Act* and *Municipal Conflict of Interest Act*.

#### ***Municipal Government Act***

[\*Municipal Government Act\*](#) (MGA) is the legislation that allows municipalities to operate. It is the guiding document for all municipalities. The following sections of the MGA specifically relate to a Councillor as an individual, and requirements on the role of a Councillor:

- s. 14 Powers of council
- s. 16 Deputy mayor deputy warden
- s. 17 Mayor or councillor resignation
- s. 18 Employment restrictions for former council member
- s. 19 Council Meetings
- s. 20 Quorum of Council
- s. 21 Voting at a Council Meeting

- s. 22 Open Meetings and Exceptions
- s. 23 Council may make policies
- s. 24 Standing, special and advisory committees
- s. 30 Council and chief administrative officer relationship

### ***Municipal Conflict of Interest Act***

All elected officials shall inform themselves and understand of the requirements under the [Municipal Conflict of Interest Act](#).

## **REQUIRED QUALIFICATIONS AND TRAINING**

### ***Qualifications Required Under the Municipal Elections Act***

#### **Eligibility as councillor**

**17 (1)** *Except as otherwise provided in this Act, every person shall be qualified to be elected as councillor who*

- (a) is a Canadian citizen of the full age of eighteen years at the time of nomination;*
- (b) has been ordinarily resident in the municipality or in an area annexed to the municipality for a period of six months preceding nomination day, and continues to so reside;*
- (c) has obtained a certificate in the prescribed form from the clerk, treasurer, collector or other official having knowledge of the facts that, as of nomination day, the charges that are liens on the person's property and the taxes due to the municipality by the person have been fully paid or all instalments or interim payments that are due as of nomination day have been paid; and*
- (d) is not disqualified under this Act.*

**(2)** *A councillor who is otherwise qualified shall be eligible for re-election.*

### ***Education and Experience***

Although no formal training or experience is required, there are multiple opportunities to learn more about municipal government through the Nova Scotia Federation of Municipalities, online learning through various universities, and through staff presentations.

### ***Knowledge, Skills, Abilities***

It is important to note that Councillors come from all walks of life and may have very different skill sets. Some knowledge, skills, and abilities may be brought to the Council table at the beginning of the term, while some may be developed over time. These skills include:

- Exceptional customer service/relationship skills;
- Superior organizational, analytical, research, problem solving and decision making skills;
- Ability to work well in a team environment;
- Ability to formulate and present informed opinions;
- Public speaking;
- Knowledge and understanding of rules of order.

[Policy FIN-05-002: Council and Committee Remuneration](#) defines remuneration for Councillors. Other benefits are available.

APPENDIX A: MEETING SCHEDULE

*Current to May 2020*

Meeting	Recurrence	Time
Council	First Tuesday of Each Month	Evening
Committee of the Whole	Third Tuesday of Each Month	Daytime
	Second Thursday of Each Month	Evening

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<b>COMMITTEE</b>	Planning Advisory Committee
<b>COMMITTEE MEETING DATE</b>	<a href="#">September 10, 2024</a>
<b>COUNCIL MEETING DATE</b>	November 5, 2024

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## RECOMMENDATIONS

a.	Application for Land Use By-Law Text amendment (File #24-05)	<p><b>That Municipal Council give Second Reading to the amendment to the text of the Land Use By-law to permit ‘existing uses’ within the Comprehensive Neighbourhood Development (R5) Zone as described in Appendix B of the report dated September 10, 2024.</b></p> <p><b>That Municipal Council approve the discharge of the Development Agreement registered on August 26, 2008 between Sonia Sylvia Porter of Coldbrook, Nova Scotia and the Municipality of the County of Kings from the lands located at 1386 Lockhart Mountain Road, (PID 55468383) as described in Appendix C of the report dated September 10, 2024.</b></p>
b.	Next Public Hearing	<b>To be determined – no Public Hearing in December</b>

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**TO** Municipal Council  
**PREPARED BY** Janny Postema, Municipal Clerk  
**MEETING DATE** November 5, 2024  
**SUBJECT** Councillor Appointments to Nominating Committee

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**ORIGIN**

- [By-law 54 Nominating Committee](#)

**RECOMMENDATION**

That Municipal Council receive the Briefing on Councillor Appointments to the Nominating Committee dated November 5, 2024 for information.

**INTENT**

To provide information for Council to either elect three Councillors to the Nominating Committee or to authorize the Mayor to appoint three Councillors to the Nominating Committee.

**DISCUSSION**

The Nominating Committee is a Committee of Council and is governed by By-law 54, the Nominating Committee By-law. Section 2 of the By-law states:

*At the regular Council meeting in November of each year the Council may elect, or authorize the Mayor to appoint, a committee of three Councillors and the Mayor, to act as a Nominating Committee, which Committee shall file its report at the next meeting of Council. The Nominating Committee shall serve until a new Committee is appointed.*

Following the November 5 meeting of Council, the Nominating Committee will meet as early in November as possible to review Councillor appointments to Boards and Committees, as well as citizen member applications, and to make recommendations for Council’s consideration at the Council meeting on December 3.

**FINANCIAL IMPLICATIONS**

- No financial implications other than expenses incurred for meeting attendance per [Policy FIN-05-008: Business Expense](#).

**STRATEGIC PLAN ALIGNMENT**

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	By-law requirement

**APPENDICES**

- None

**APPROVALS**

Scott Conrod, Chief Administrative Officer

October 30, 2024



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<b>TO</b>	Municipal Council
<b>PREPARED BY</b>	Louis Pearson, Manager of Engineering
<b>MEETING DATE</b>	November 5, 2024
<b>SUBJECT</b>	Contract Award: 24-37 Winter Maintenance Services

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## ORIGIN

- First introduction to Council

## RECOMMENDATION

That Municipal Council authorize the Chief Administrative Officer to enter Winter Maintenance Services Agreements (Contract 24-37: Winter Maintenance Services) with the below listed companies for the listed zones between November 15, 2024 to April 30, 2025:

- Rick Balsor Welding to be awarded zones 1-5, 8, 10, 13; and
- IJ Corkum's Excavating Limited to be awarded zones 6-7, 9, 11-12, and 14.

## INTENT

For Municipal Council to award a one-year contract for winter maintenance services for municipal owned roads and sidewalks.

## DISCUSSION

The Municipality owns approximately 25km of roads and 18km of sidewalks and is responsible for winter maintenance. On October 8, 2024, only two bidders submitted completed tenders for a one-year winter maintenance contract from November 15, 2024 to April 30, 2025. The duration of the one-year contract is to better align winter maintenance contract with the existing Municipal campus winter contract.

One submitted bid included submitted pricing for all fourteen (14) zones, the second bidder submission included was for nine (9) zones. This results in a sole bidder for 35% of the tendered contract.

The roads and sidewalks that the Municipality is responsible for across the County have been broken out into different service zones. The tender has been structured to allow companies to bid on one or more zones (see Appendix A for maps of all the zones). The Municipality and the Department of Public Works have agreed on a road "swap" to reduce mobilization charges by centralizing the roads to be plowed under the contract.

The evaluation tender process of Contract 24-37 Winter Maintenance Services tender included weighted criteria scored and averaged from multiple Municipal staff representatives. The submissions were divided into two criteria each with various weighted evaluations, the summary of the evaluation required a combination of technical and submitted pricing scores.

## FINANCIAL IMPLICATIONS

- The winter maintenance is funded from the Municipality's operating budget.
- Each zone within contract 24-37 has a budget account based on historical costs.
- The current fiscal year has a total budget of \$364,000. for all zones under this contract.

# Request for Decision

- Based on historical data, this contract will be within the allocated snow removal budget for the coming year 2024/ 2025.
- The provincial roadway authority is in negotiations with the Municipality to re-negotiate details of the Provincial road swap.

## STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Implementation of Municipal operating budget

## ALTERNATIVES

- There are no recommended alternatives for Municipal Council.

## IMPLEMENTATION

- Execute contracts and issue purchase orders to successful contractors.
- Manager of Engineering will be responsible for contract administration/management.

## ENGAGEMENT

- This project was publicly tendered by the Municipality through [Bids & Tenders webpage](#).
- The Municipality actively engages with the Nova Scotia Department of Public Works on winter maintenance of roadways, and coordination of services.

## APPENDICES


- [Appendix A: 2024/ 2025 Winter Maintenance Zones](#)

## APPROVALS

Brad Carrigan, Director of Engineering & Public Works	October 28, 2024
Scott Conrod, Chief Administrative Officer	October 31, 2024

**Appendix A —  
Service Area Maps**

<b>Zone 1 — Greenwood Hydrants</b>	<b>Length (km)</b>	<b>Ice Control</b>
Greenwood Hydrants (105 total)	N/A	N/A

<b>Zone 2 — Greenwood Treatment Plants</b>	<b>Length (km)</b>	<b>Ice Control</b>
Greenwood STP	0.400	Sand
Greenwood Water Treatment Plant	0.200	Sand
1326 Bridge Street Monitoring Building	N/A	Sand
		

<b>Zone 3 — Aylesford &amp; Waterville Treatment Plants</b>	<b>Length (km)</b>	<b>Ice Control</b>
Aylesford STP	0.400	Sand
Waterville STP	1.000	Sand

<b>Zone 4 — Brooklyn Street Sidewalk</b>	<b>Length (km)</b>	<b>Ice Control</b>
Brooklyn Street — Hwy 360 to Somerset School	0.151	Salt

<b>Zone 5 — Cambridge, Coldbrook &amp; New Minas</b>	<b>Length (km)</b>	<b>Ice Control</b>
<b>Cambridge</b>		
Aaron Drive	0.637	Salt/Sand mix
Annette Street	0.202	Salt/Sand mix
Arenburg Drive	0.116	Salt/Sand mix
Balsom Row	0.203	Salt/Sand mix
Bentwood Crescent	0.604	Salt/Sand mix
Birchcrest Drive	0.620	Salt/Sand mix
Cambridge Park Drive	0.400	Salt/Sand mix
Carolina Avenue	0.881	Salt/Sand mix
Carolina Avenue (DTIR portion)	0.500	Salt/Sand mix
Charlene Street	0.172	Salt/Sand mix
Cogwheel Crescent	0.327	Salt/Sand mix
Constance Street	0.195	Salt/Sand mix
Durno Drive	0.568	Salt/Sand mix
Hale Road	0.178	Salt/Sand mix
Jeremy Street	0.105	Salt/Sand mix
Kinsman Avenue	0.209	Salt/Sand mix
Larry Drive	0.206	Salt/Sand mix
Loretta Ave	0.522	Salt/Sand mix
Loretta Ave (DTIR portion)	0.902	Salt/Sand mix
Maple Drive	0.381	Salt/Sand mix

Peterson Street	0.025	Salt/Sand mix
Rand Street	0.319	Salt/Sand mix
Ritson Avenue	0.715	Salt/Sand mix
Ronald Avenue	0.635	Salt/Sand mix
Ronald Avenue (DTIR portion)	0.182	Salt/Sand mix
Summermeadow Grove	0.841	Salt/Sand mix
Taxiway Court	0.290	Salt/Sand mix
Vincent Street	0.182	Salt/Sand mix
Warren Street	0.190	Salt/Sand mix
<b>Coldbrook</b>		
Andrea Drive	0.116	Salt/Sand mix
Andrea Drive (DTIR portion)	0.147	Salt/Sand mix
Ashlee Drive	0.391	Salt/Sand mix
Casper Avenue	0.390	Salt/Sand mix
Coldbrook Village Park Drive	1.127	<b>Salt</b>
Cornwallis Crescent	0.872	Salt/Sand mix
Edith Drive	0.257	Salt/Sand mix
Evangeline Drive	0.120	Salt/Sand mix
Kristen Avenue	0.131	Salt/Sand mix
Meghan Drive	0.588	Salt/Sand mix
Newcombe Blvd	0.425	Salt/Sand mix
Opportunity Lane	0.078	<b>Salt</b>
Pinewood Avenue	0.098	Salt/Sand mix
Sarah Drive	0.577	Salt/Sand mix
Silver Lake Parking Lot	N/A	<b>Sand</b>
Webster Street	0.121	Salt/Sand mix
<b>New Minas</b>		
Alders Avenue	0.880	Salt
Alders Extension	0.250	Salt
Barron Drive	0.175	Salt
Bonavista Avenue	0.353	Salt
Cardinal Avenue	0.159	Salt
Crestwood Drive	0.148	Salt
Daphne Court	0.074	Salt
Dow Road	0.520	Salt
Evangeline Court	0.320	Salt
Falcon Drive	0.492	Salt
Fowler Court	0.210	Salt
Finch Court	0.126	Salt
Greg Avenue	0.190	Salt
Heron Drive	0.076	Salt
Jenifer Court	0.065	Salt
Kara Anne Court	0.290	Salt
Kentucky Court	0.150	Salt
King Arthur Court	0.344	Salt
Lemarchant Drive	1.610	Salt
Mallard Avenue	0.111	Salt
Merrit Drive	0.278	Salt
Millett Drive	0.218	Salt
Peter Street	0.200	Salt
Redden Avenue	0.275	Salt
Regional STP	0.600	<b>Sand</b>
Russet Street	0.300	Salt
Roy Avenue	0.300	Salt
Silver Fox Avenue	0.400	Salt
Sunset Drive	0.124	Salt
Turner Drive	0.400	Salt
Valleyview Drive	0.232	Salt

<b>Zone 6 — Coldbrook Sidewalks</b>	<b>Length (km)</b>	<b>Ice Control</b>
English Mnt Rd — Hwy 1 to Maple St	1.150	Salt
Hwy 1 — George Street to Lovett Road (south side)	1.250	Salt
Hwy 1 — Lovett to Hwy 101 (north side)	1.640	Salt
Hwy 1 — Civic 7076 to Hwy 101 (south side)	0.590	Salt
Lovett Rd — Kenneth Ave to Hwy 1	0.933	Salt

<b>Zone 7 — Centreville Sidewalk</b>	<b>Length (km)</b>	<b>Ice Control</b>
Hwy 359 — Sherman Belcher to Civic 1688	1.382	Salt

<b>Zone 8 — Canning Treatment Plant</b>	<b>Length (km)</b>	<b>Ice Control</b>
Canning STP	0.300	Sand

<b>Zone 9 — Avonport &amp; Hants Border Treatment Plants</b>	<b>Length (km)</b>	<b>Ice Control</b>
Avonport STP	0.20	Sand
Hantsborder STP	0.20	Sand

<b>Zone 10 — Avonport Sidewalk</b>	<b>Length (km)</b>	<b>Ice Control</b>
Avonport Sidewalk	0.084	Salt

<b>Zone 11 — Hants Border Sidewalk</b>	<b>Length (km)</b>	<b>Ice Control</b>
Hants Border Sidewalk	1.142	Salt

<b>Zone 12 — North Kentville Sidewalks</b>	<b>Length (km)</b>	<b>Ice Control</b>
North Kentville Sidewalks	5.64	Salt

<b>Zone 13 — Auburn West Kings Sidewalk</b>	<b>Length (km)</b>	<b>Ice Control</b>
Auburn West Kings Sidewalk	0.70	Salt

<b>Zone 14 — Hants Border Sidewalk</b>	<b>Length (km)</b>	<b>Ice Control</b>
Seyval Drive, Avonport	0.20	Salt

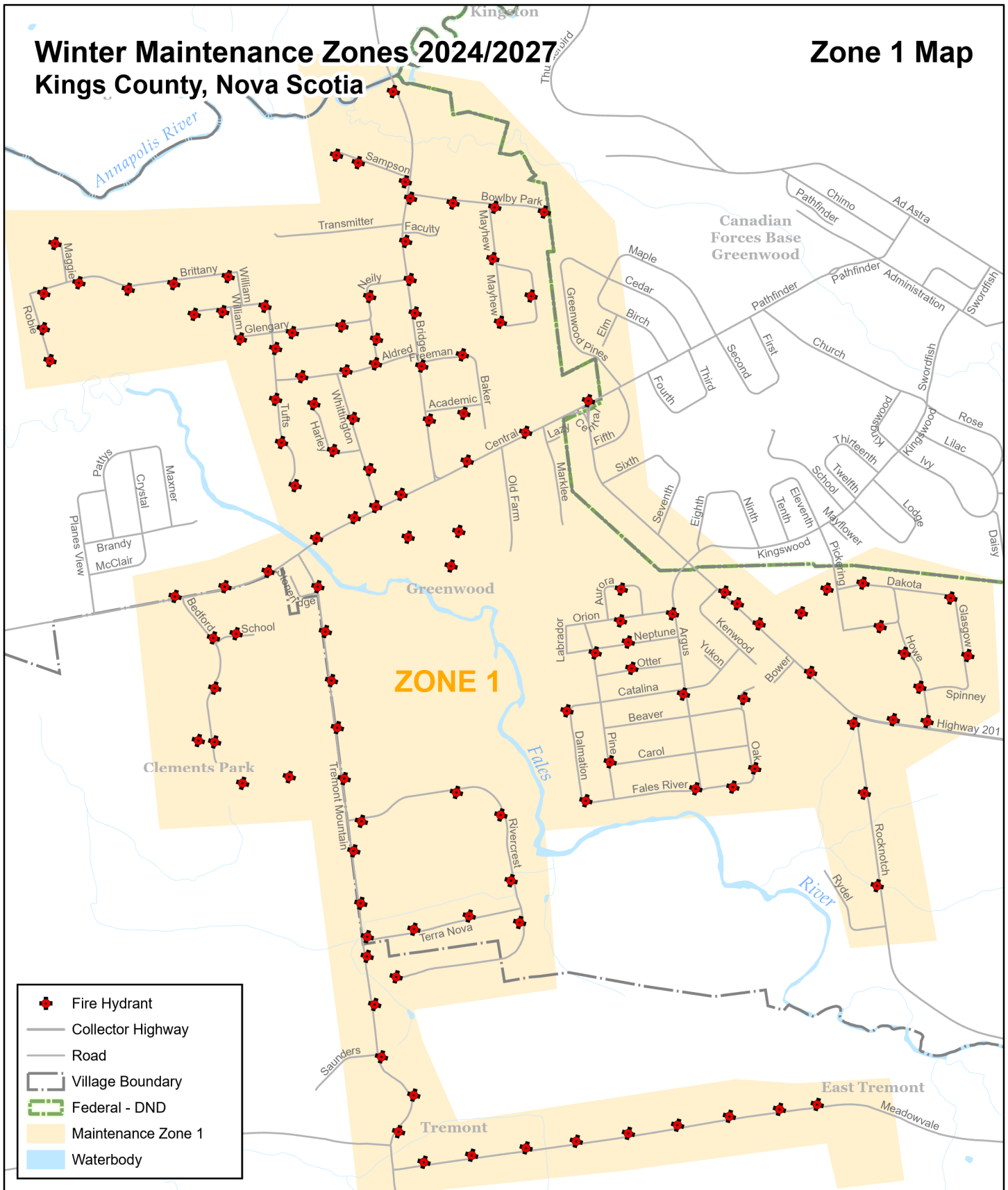
**Notes:**

Streets shaded in blue are owned by DTIR, but are the responsibility of the Municipality for winter maintenance services.
Sidewalks within school zones

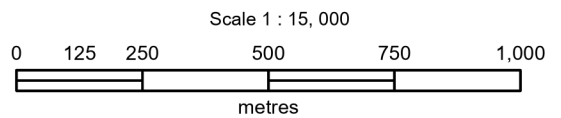
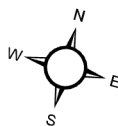
# Winter Maintenance Zones 2024/2027

## Kings County, Nova Scotia

# Zone 1 Map

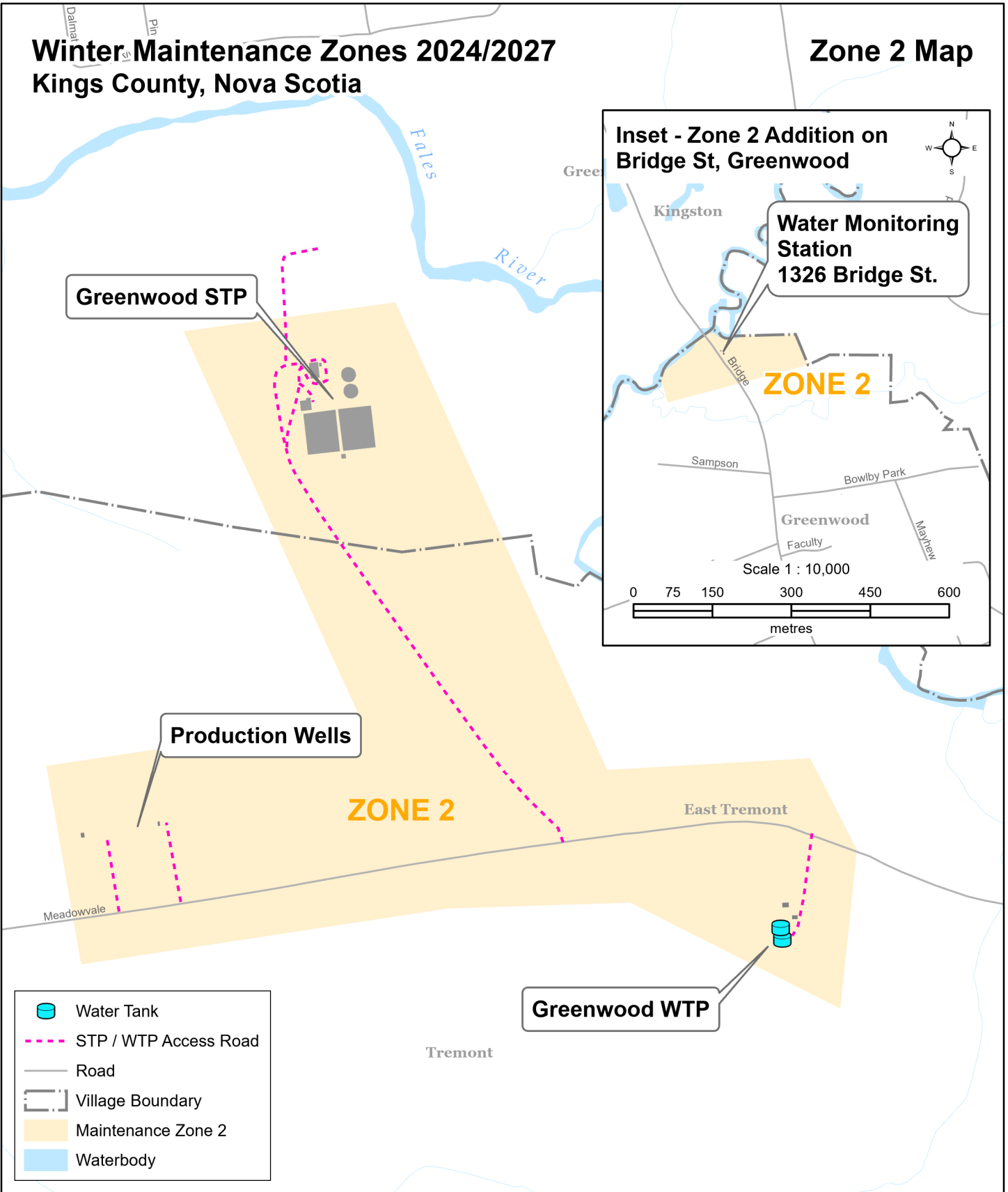


Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.

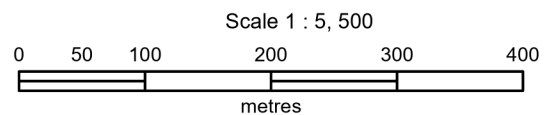
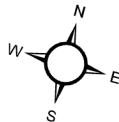


# Winter Maintenance Zones 2024/2027 Kings County, Nova Scotia

## Zone 2 Map



Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.



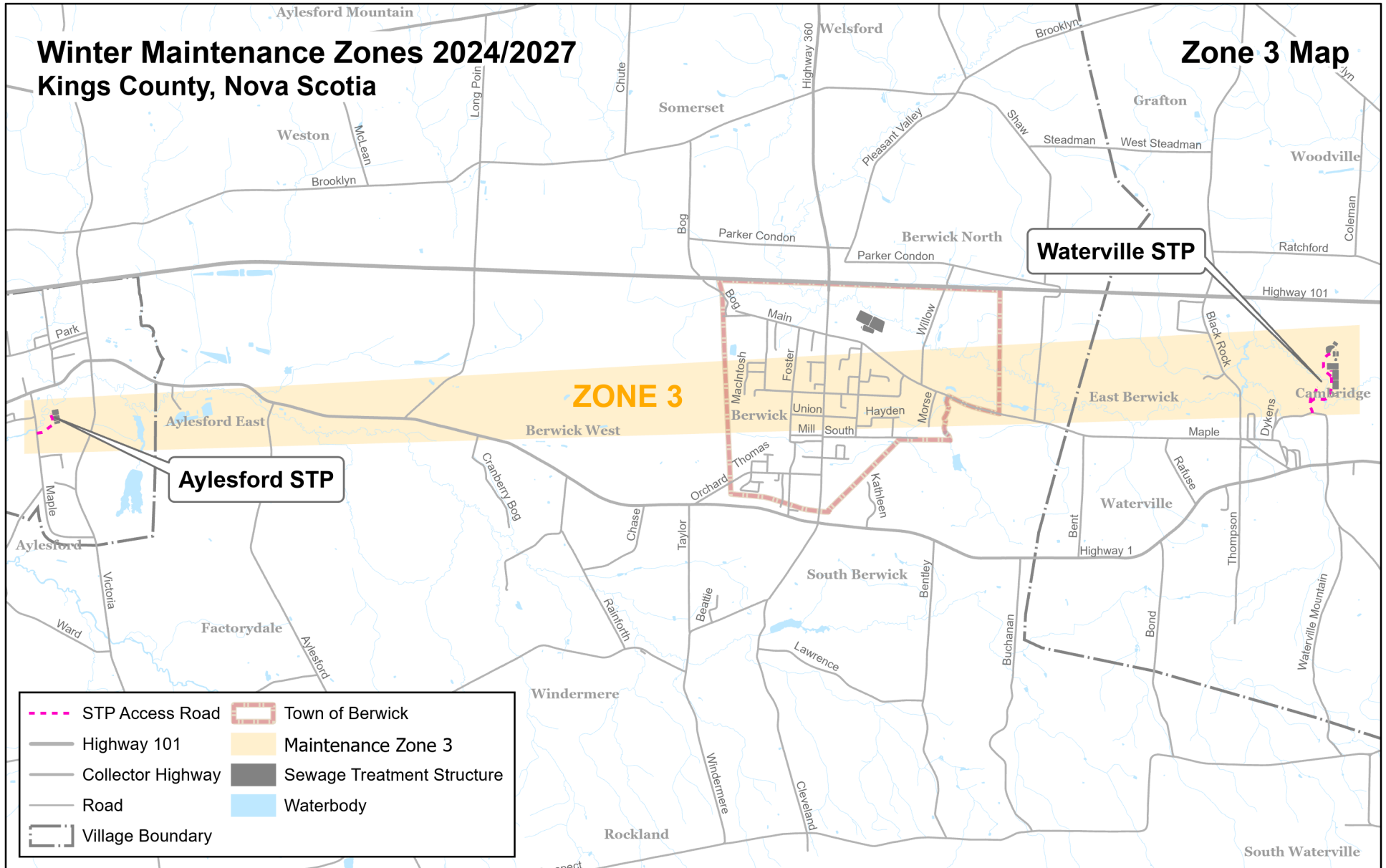
Municipality of the County of Kings, Sept 2024.



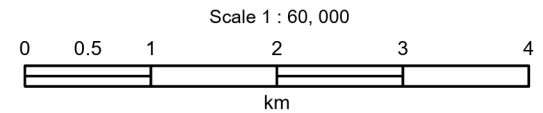
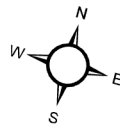
# Winter Maintenance Zones 2024/2027

## Kings County, Nova Scotia

# Zone 3 Map



Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.

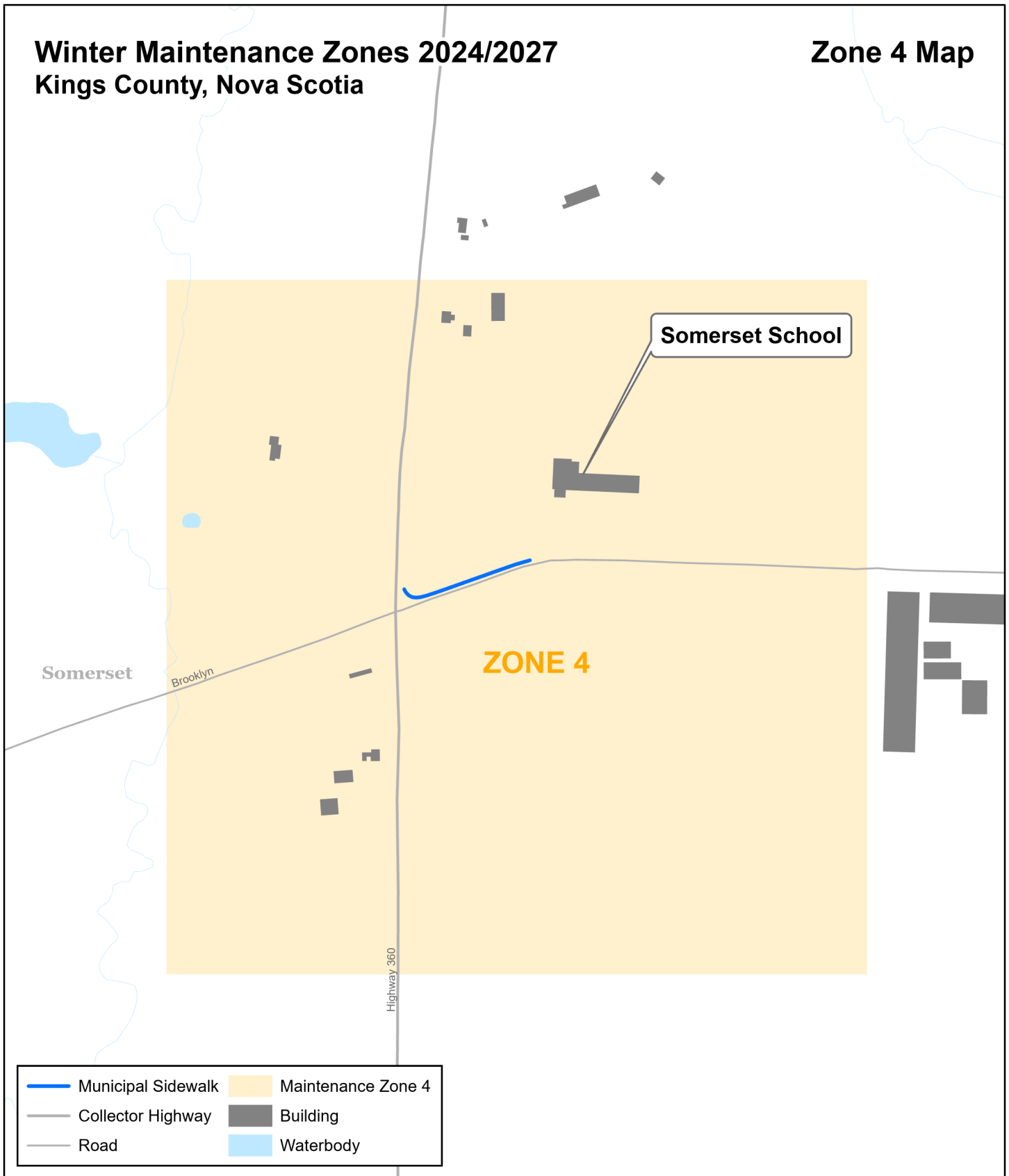


Municipality of the County of Kings. Sept 2024.

# Winter Maintenance Zones 2024/2027

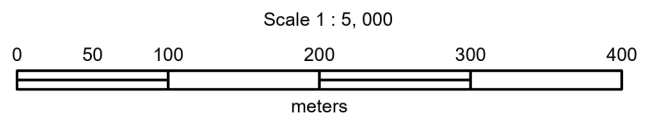
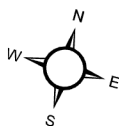
## Kings County, Nova Scotia

# Zone 4 Map



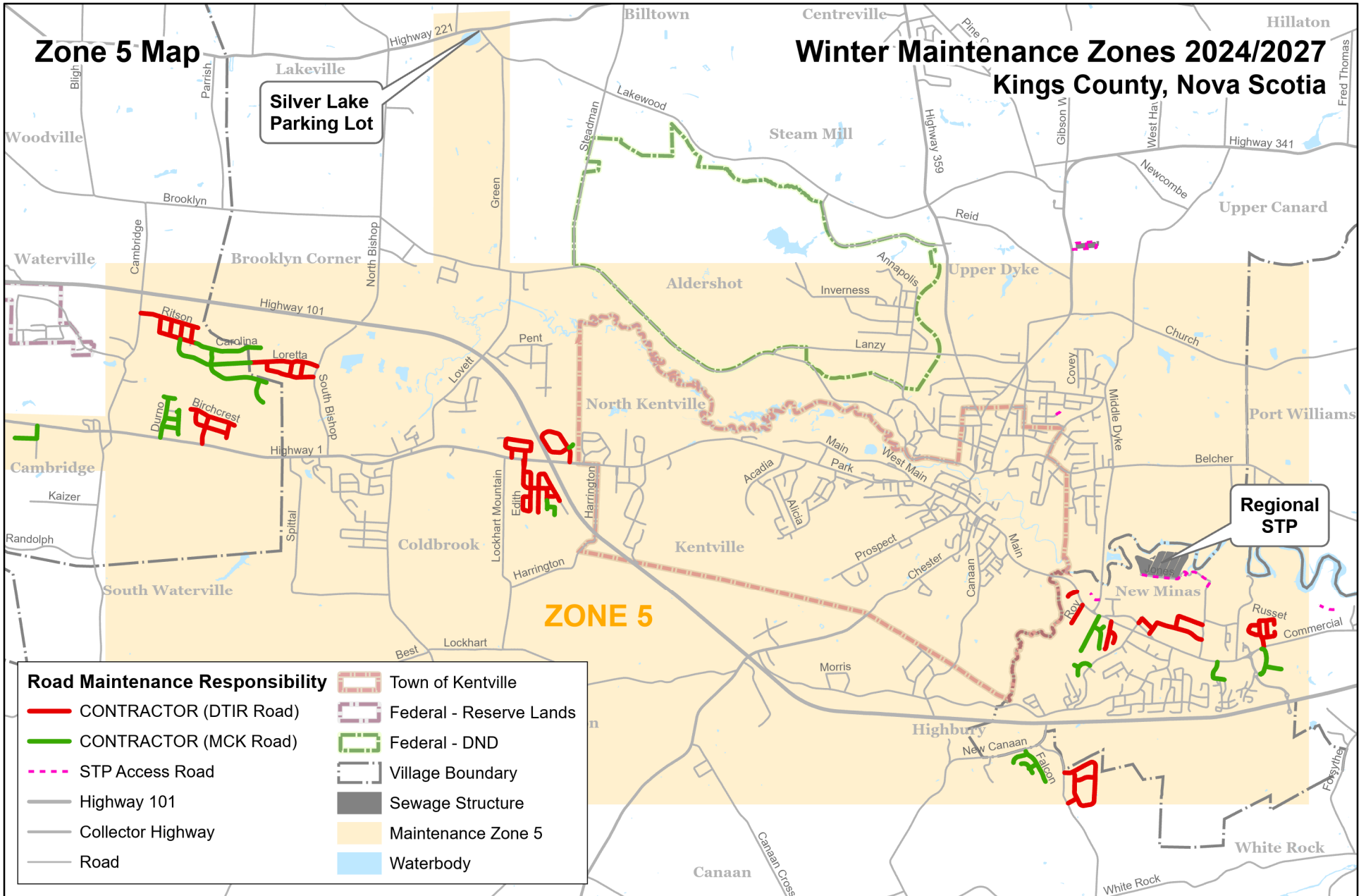
Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.

Municipality of the County of Kings. Sept 2024.



# Zone 5 Map

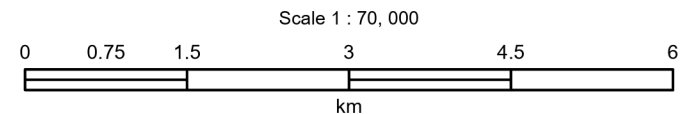
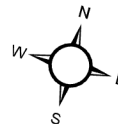
# Winter Maintenance Zones 2024/2027 Kings County, Nova Scotia



Road Maintenance Responsibility	
	CONTRACTOR (DTIR Road)
	CONTRACTOR (MCK Road)
	STP Access Road
	Highway 101
	Collector Highway
	Road
	Town of Kentville
	Federal - Reserve Lands
	Federal - DND
	Village Boundary
	Sewage Structure
	Maintenance Zone 5
	Waterbody

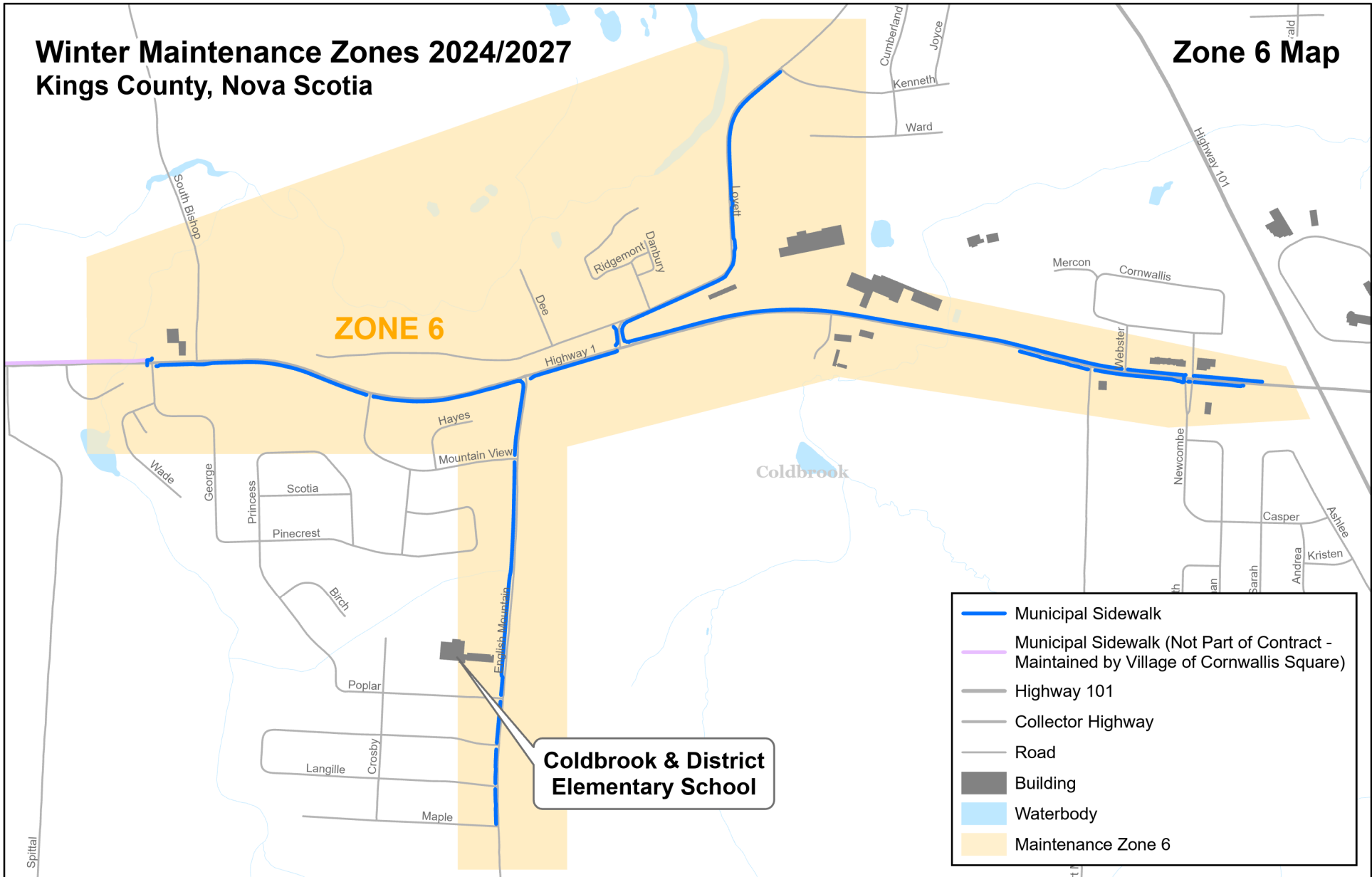
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Municipality of the County of Kings, Sept 2024.

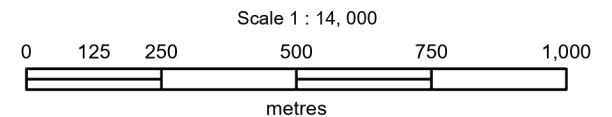
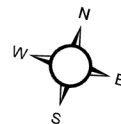


# Winter Maintenance Zones 2024/2027 Kings County, Nova Scotia

## Zone 6 Map



Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.

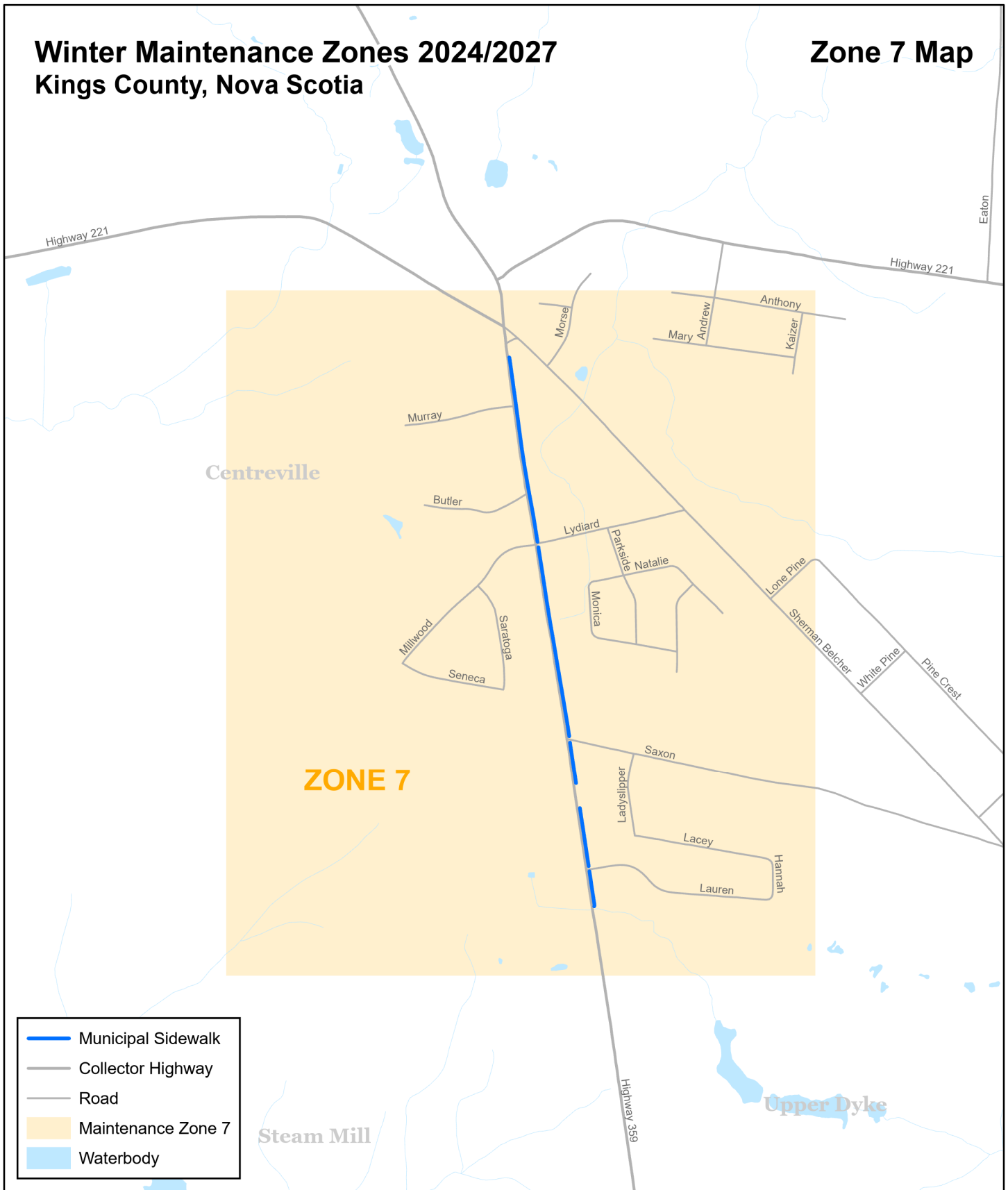







Municipality of the County of Kings. Sept 2024.

# Winter Maintenance Zones 2024/2027

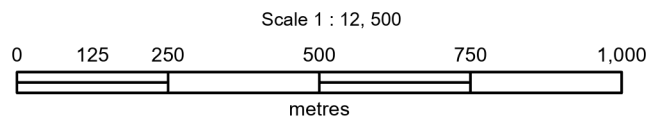
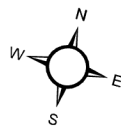
## Kings County, Nova Scotia

# Zone 7 Map



	Municipal Sidewalk
	Collector Highway
	Road
	Maintenance Zone 7
	Waterbody

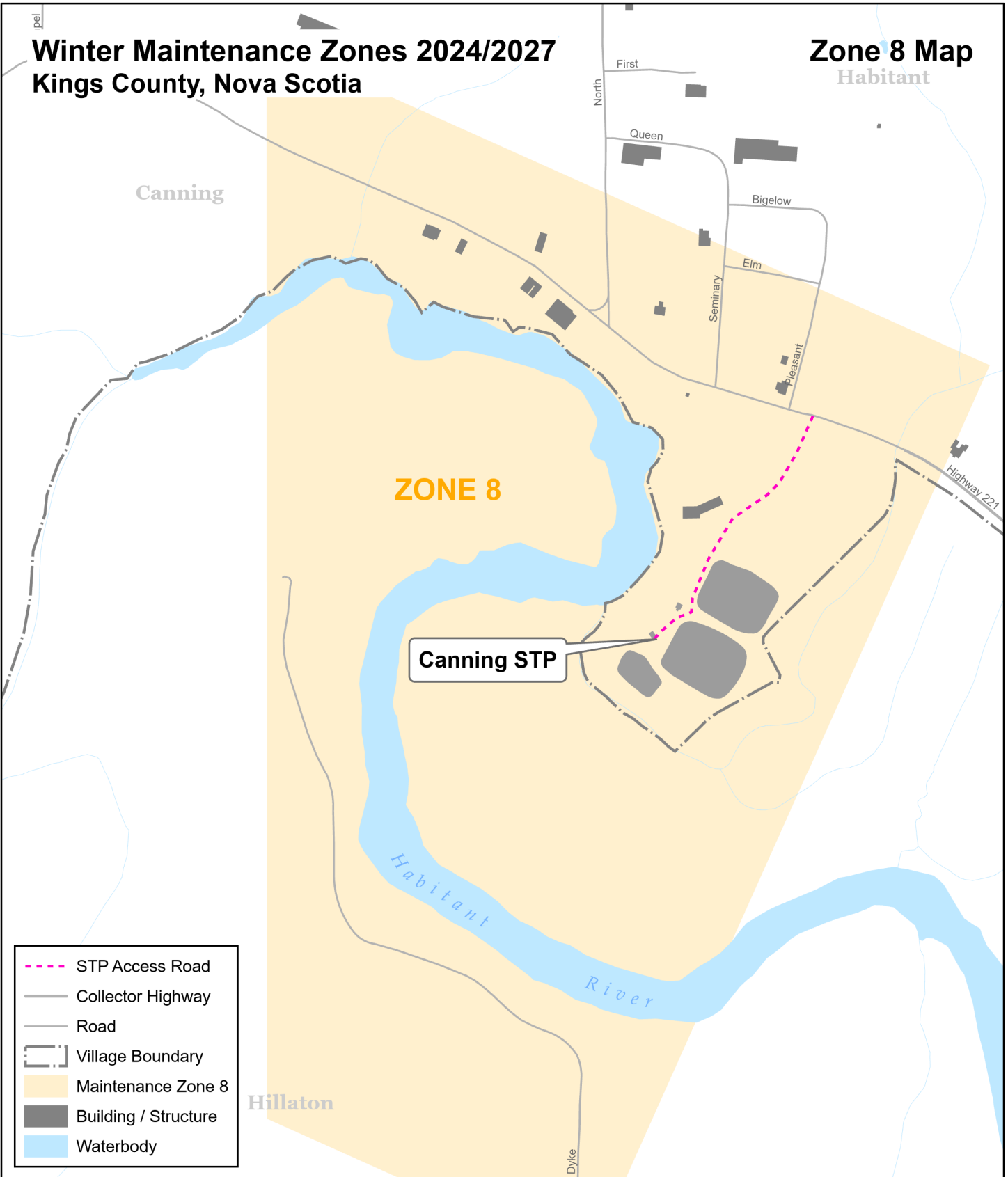
Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.



Municipality of the County of Kings. Sept 2024.

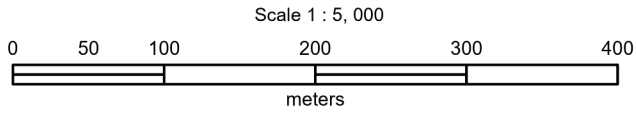
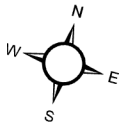
# Winter Maintenance Zones 2024/2027 Kings County, Nova Scotia

## Zone 8 Map Habitant



- - - STP Access Road
- Collector Highway
- Road
- Village Boundary
- Maintenance Zone 8
- Building / Structure
- Waterbody

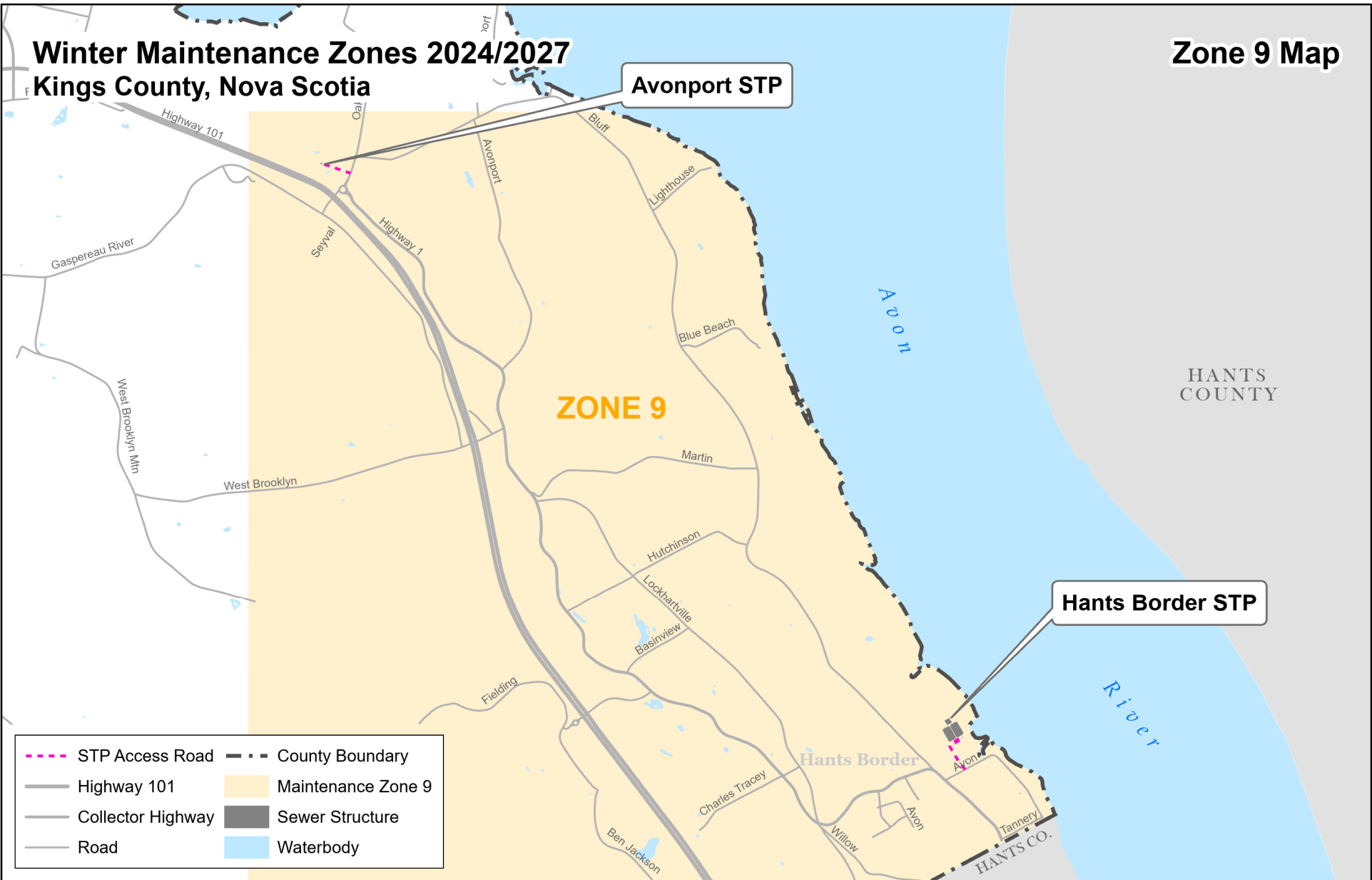
Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.



Municipality of the County of Kings, Sept 2024.

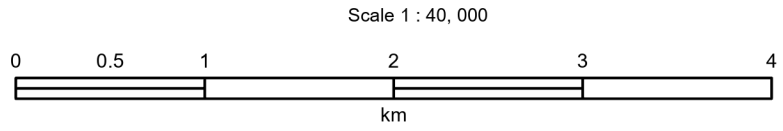
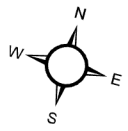
# Winter Maintenance Zones 2024/2027 Kings County, Nova Scotia

## Zone 9 Map



	STP Access Road		County Boundary
	Highway 101		Maintenance Zone 9
	Collector Highway		Sewer Structure
	Road		Waterbody

Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.

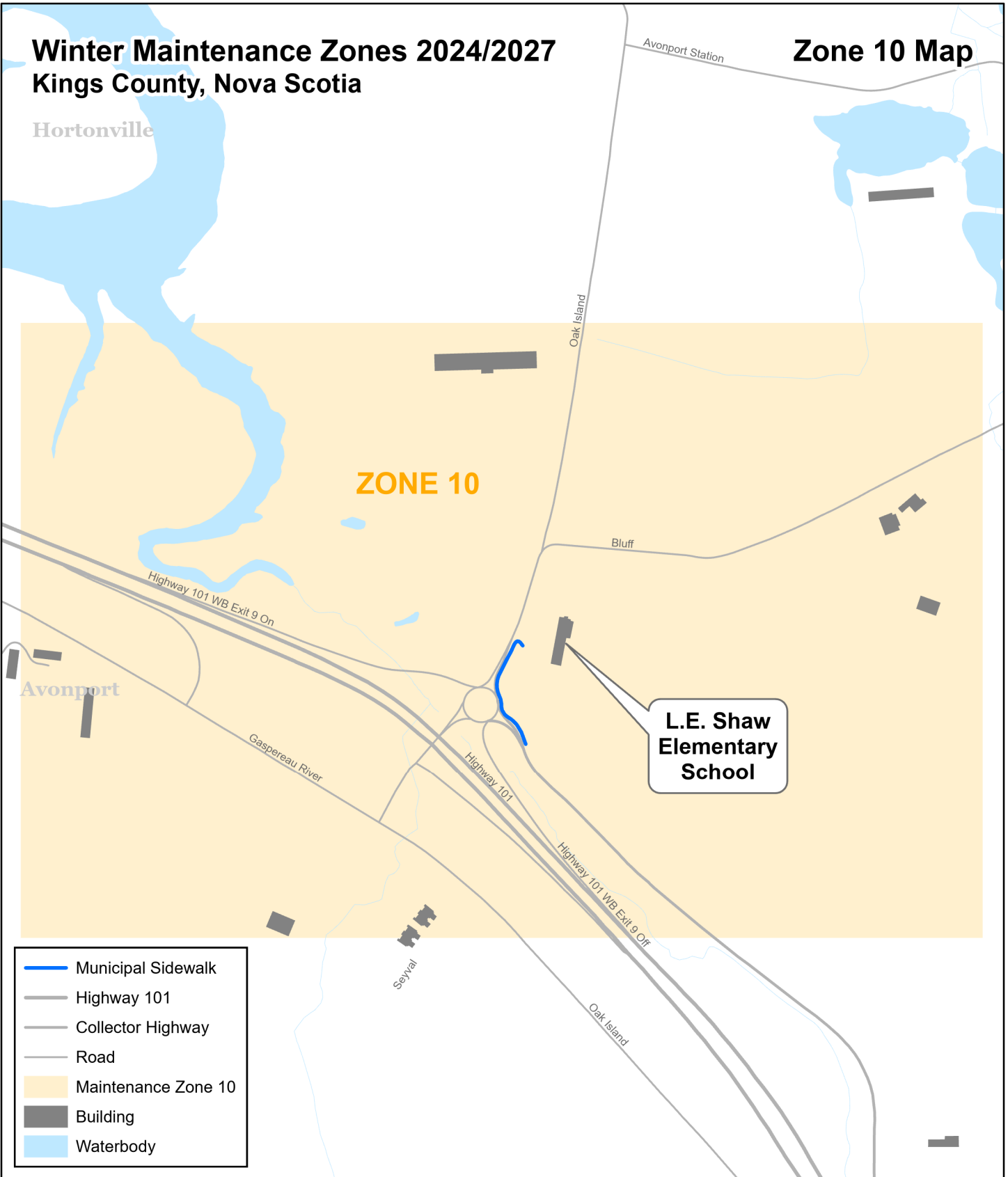






Municipality of the County of Kings, Sept 2024.

# Winter Maintenance Zones 2024/2027 Kings County, Nova Scotia

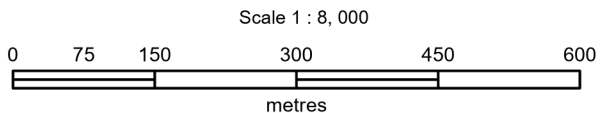
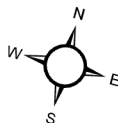
## Zone 10 Map

Hortonville



-  Municipal Sidewalk
-  Highway 101
-  Collector Highway
-  Road
-  Maintenance Zone 10
-  Building
-  Waterbody

Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.

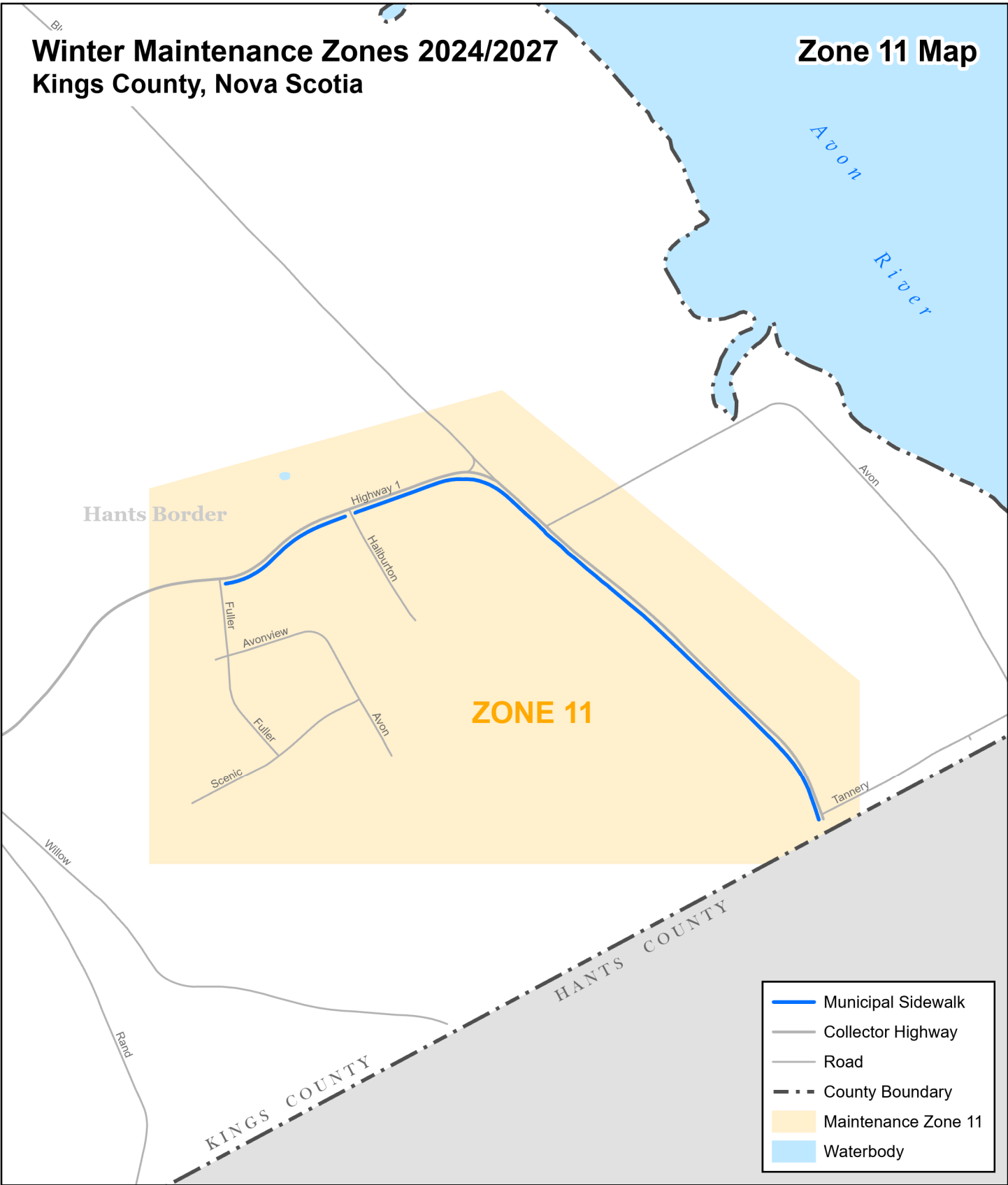


Municipality of the County of Kings, Sept 2024.

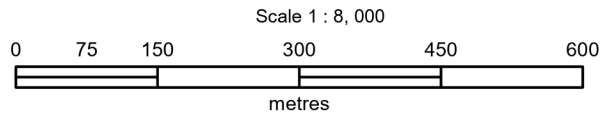
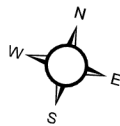


# Winter Maintenance Zones 2024/2027 Kings County, Nova Scotia

## Zone 11 Map



Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.



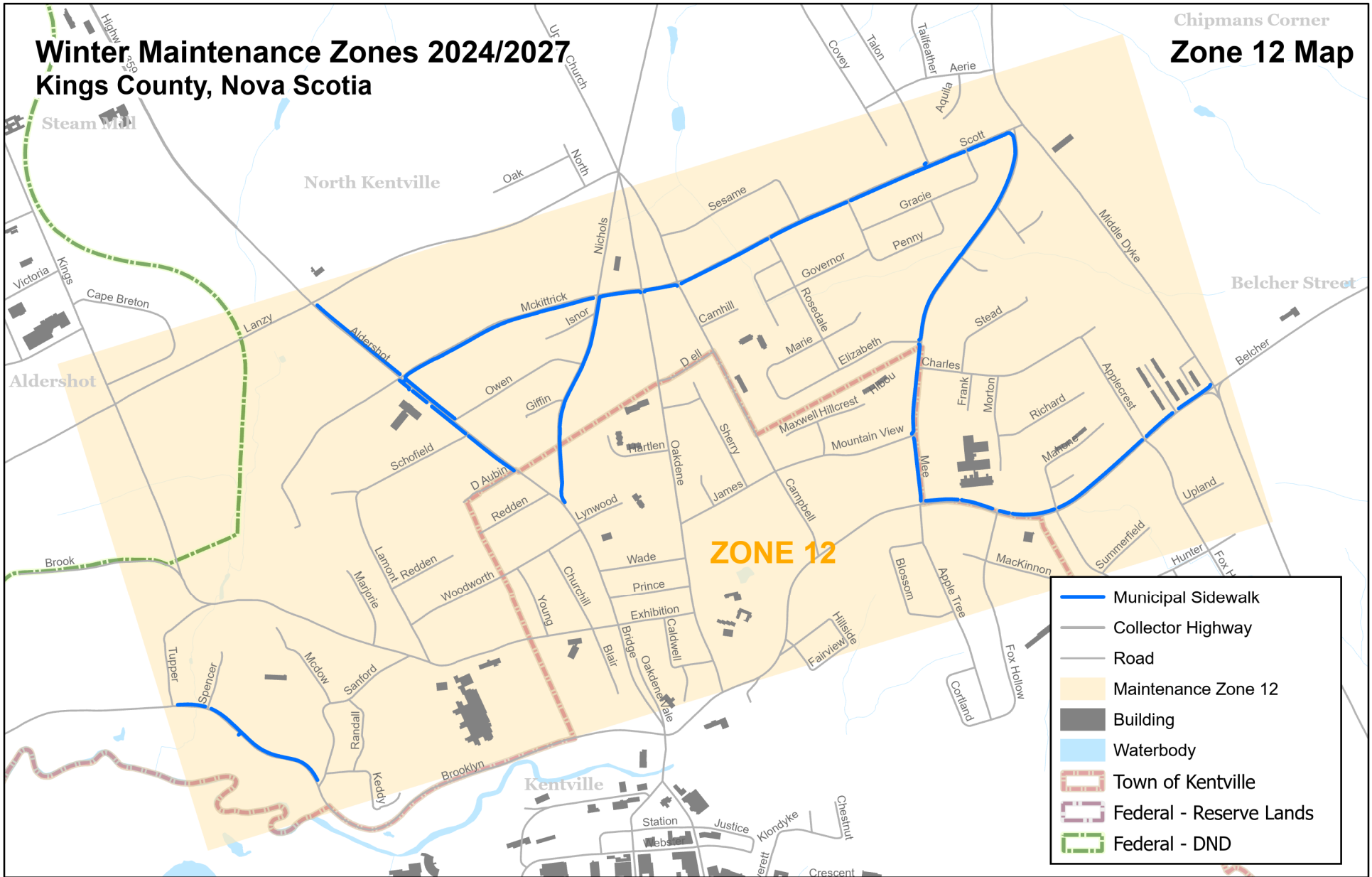
Municipality of the County of Kings, Sept 2024.

# Winter Maintenance Zones 2024/2027

## Kings County, Nova Scotia

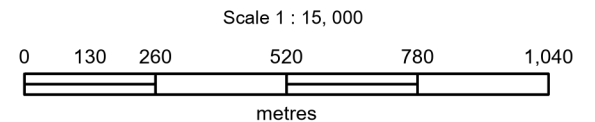
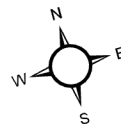
### Chipmans Corner

## Zone 12 Map



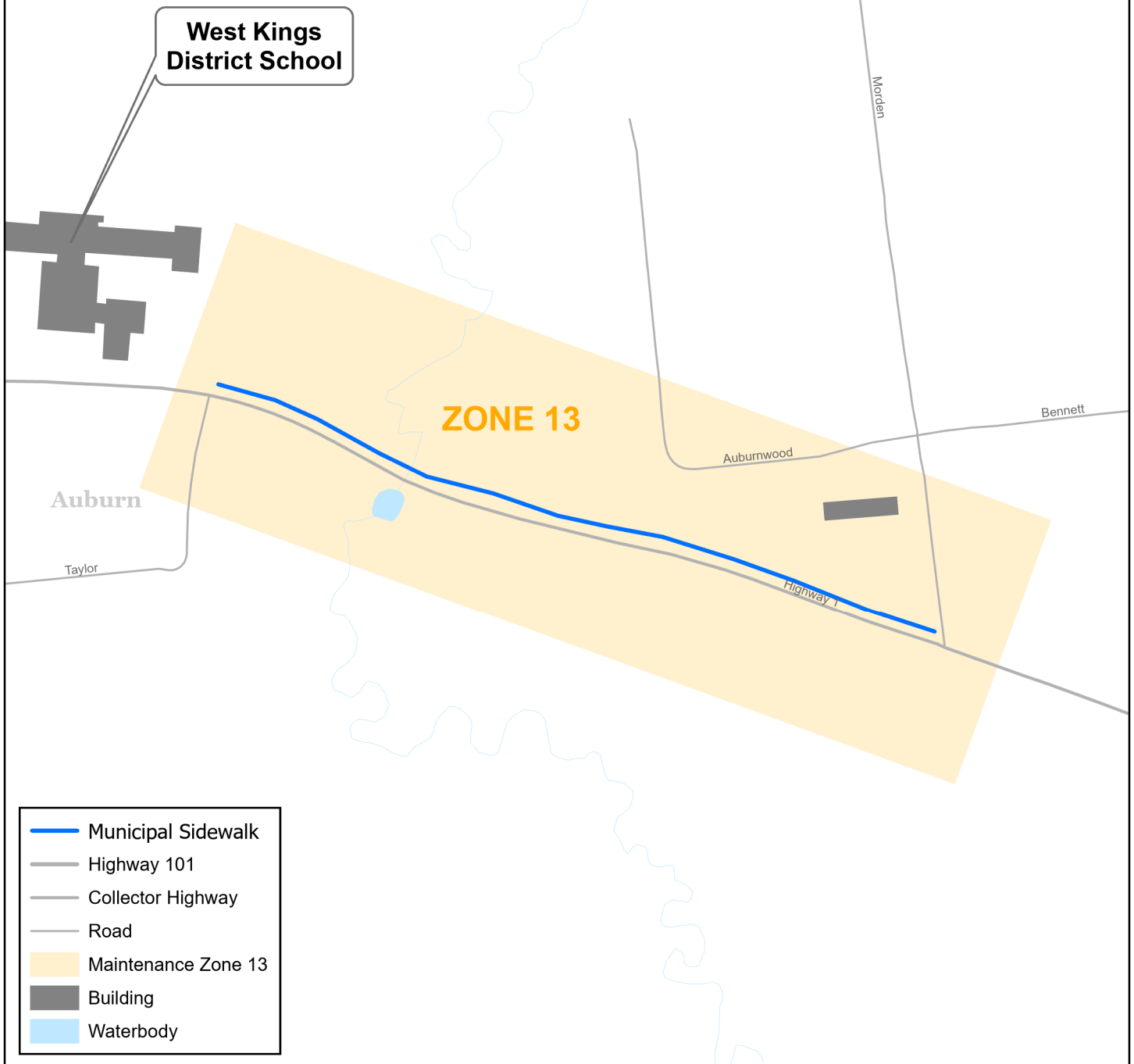
	Municipal Sidewalk
	Collector Highway
	Road
	Maintenance Zone 12
	Building
	Waterbody
	Town of Kentville
	Federal - Reserve Lands
	Federal - DND

Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.

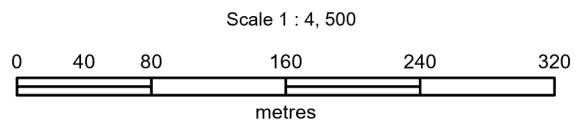
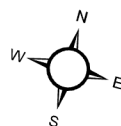


# Winter Maintenance Zones 2024/2027 Kings County, Nova Scotia

## Zone 13 Map



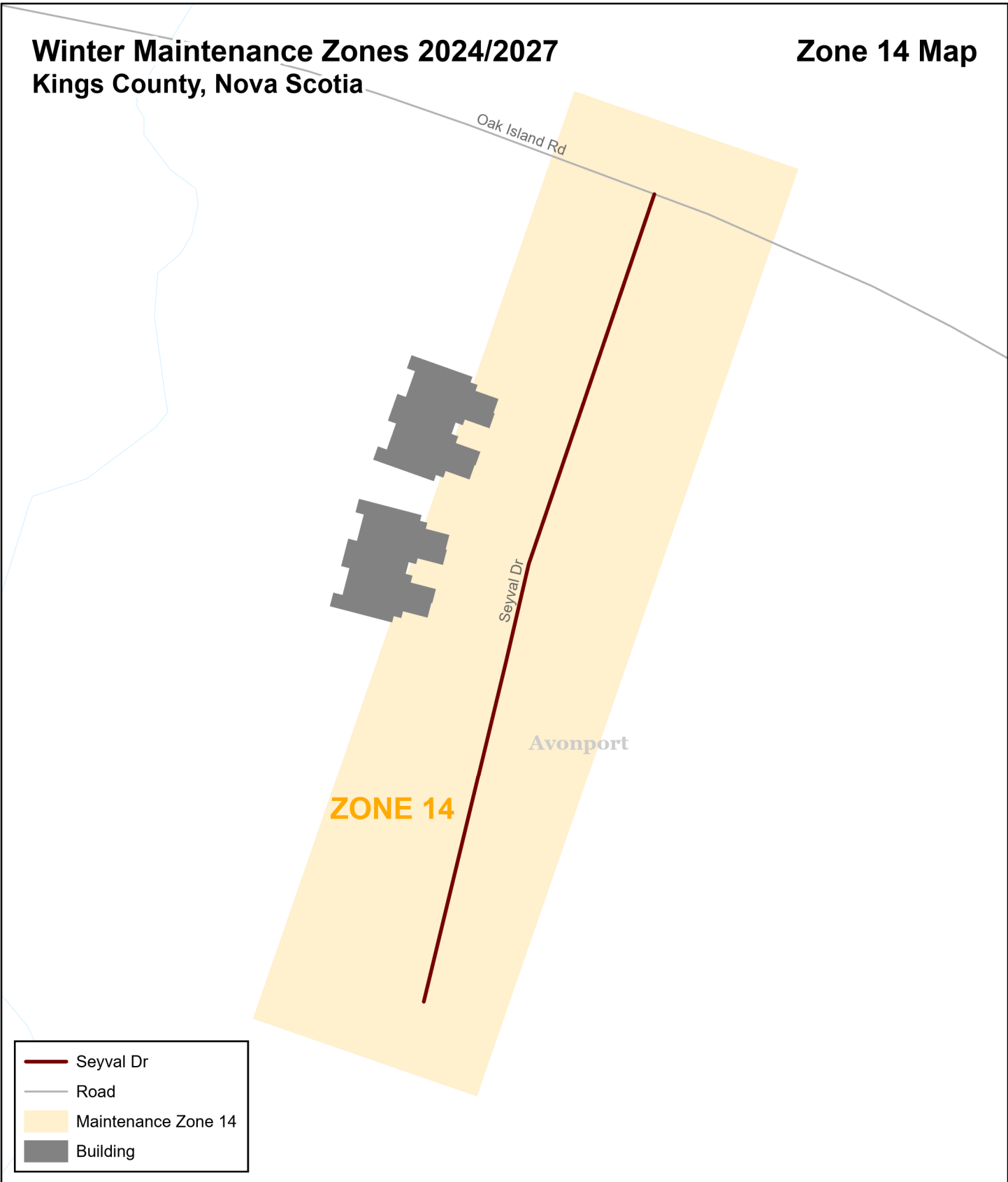
Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.



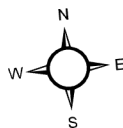
Municipality of the County of Kings, Sept 2024.

# Winter Maintenance Zones 2024/2027 Kings County, Nova Scotia

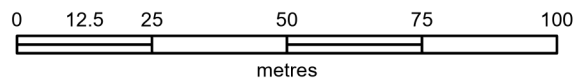
## Zone 14 Map



Sources: Road network and 1:10,000 Digital Planimetric Files: NSRN & Service Nova Scotia; Utility Data: Dept. of EPW, Municipality of the County of Kings. This map is a graphical representation, it is not a survey and is not intended to be used to calculate exact dimensions or area.



Scale 1 : 1,400



Municipality of the County of Kings, Sept 2024.

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<b>TO</b>	Municipal Council
<b>PREPARED BY</b>	Louis Pearson, Manager of Engineering
<b>MEETING DATE</b>	November 5, 2024
<b>SUBJECT</b>	Engineering Consultant Standing Offers

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## ORIGIN

- First introduction to Council

## RECOMMENDATIONS

That Municipal Council approve the following three (3) engineering consultants for future fixed/plant infrastructure design and engineering services, for the period of November 5, 2024 to March 31, 2026:

- CBCL Limited
- Dillon Consulting Limited
- Stantec Consulting Limited

Per the related November 5, 2024 Request for Decision.

*(proponents listed in alphabetical order)*

and;

That Municipal Council approve the following three (3) engineering consultants for future linear infrastructure design and engineering services, for the period of November 5, 2024 to March 31, 2026:

- DesignPoint Engineering & Surveying Ltd.
- Englobe Corp.
- exp Services Inc. & exp Architects Inc.

*(proponents listed in alphabetical order)*

Per the related November 5, 2024 Request for Decision.

## INTENT

For Municipal Council to consider the proponents recommended above, for approval of pre-qualification of engineering service contracts for the balance of the 2024/25 fiscal year, along with the 2025/26 fiscal year.

## DISCUSSION

The procurement of specialized engineering services are required throughout the lifecycle of most capital projects, routine maintenance, and troubleshooting of existing Municipal assets. These types of services require proponents to have complex understanding of the current Municipal Infrastructure systems as well as localized knowledge that will support the success of a project design. The importance of ensuring proficient qualifications from engineering support is directly related to the success of projects within the Municipality. The utilization of Policy [EPW-04-010 – Engineering Services Procurement Policy](#) provides guidelines for service support for the Municipality.

## **Non-Binding Request for Proposal (NRFP) #24-20**

NRFP for engineering services related to **Fixed/ Plant Infrastructure**; refers to engineering and design related to water treatment, sewer treatment, stormwater management network infrastructure and

municipal parks. This same NRFP would also be applicable for studies relating to climate change initiatives, facilities optimization and/or expansion required by the Municipality.

**Non-Binding Request for Proposal (NRFP) #24-38**

NRFP for engineering services related to **Linear Infrastructure**; refers to engineering and design of items including water transmission & distribution, sanitary sewer collection including transmission (forced/pumped sewer), stormwater collection and transmission, roads, sidewalks, pathways, trails, and other active transportation systems.

Submitted proposals from public NRFP events for each of the two NRFP’s were considered for pre-qualification and evaluated, based on the following:

1. Technical Submission
2. Proponent Experience
3. Staff Resourcing
4. Value Added Services
5. Project Management Methodology
6. Overall Quality of Proposal
7. Service Cost Breakdown

The top three scoring proponents for each of the two NRFP events (**Linear Infrastructure** and **Fixed/Plant Infrastructure**) were selected for recommendation to Council for approval for pre-qualification of services.

The request for Non-Binding Request for Proposal (NRFP) #24-20 received 4 submissions for review, while the request for Non-binding Request for Proposal (NRFP) #24-38 received 6 submissions for review. Services would be performed starting November 5, 2024 until the contract end date of March 31, 2026.

During the term of the contract, as services are required for future engineering projects these approved proponents will be contacted with a call-up to bid on specific projects. For each of the requested projects these consultants will be required to submit a brief proposal on their proposed project approach, list the staff who will be leading the project, and will be required to submit their lump sum bid pricing based on their pre-qualified rates.

**FINANCIAL IMPLICATIONS**

- Engineering services will be allocated to applicable operating or capital projects as per projects approved in the [2024/25 Approved Budget](#), in the upcoming 2025/26 Approved Budget, and will support future projects identified in the Municipal 5-year Capital Plan.

**STRATEGIC PLAN ALIGNMENT**

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	

	Financial Sustainability	
✓	Other	Update of standing offer list per policy EPW-04-010

## ALTERNATIVES

- There are no recommended alternatives.

## IMPLEMENTATION

- Upon approval of Municipal Council, successful proponents will be notified of their pre-qualification approval and contract documents will be issued.

## ENGAGEMENT

- This project was publicly tendered by the Municipality through [Bids & Tenders webpage](#).

## APPENDICES

- None

## APPROVALS

Brad Carrigan, Director of Engineering & Public Works                      October 25, 2024

Scott Conrod, Chief Administrative Officer    October 30, 2024