

**Municipal Council**  
**March 20, 2018**  
**Summary of Motions**

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<b>MOTION 180320.04</b>	<b>Minutes – Special Session 2018-02-27</b>	<b>1</b>
<b>MOTION 180320.05</b>	<b>Minutes – Special Session 2018-03-07</b>	<b>1</b>
<b>MOTION 180320.06</b>	<b>ACMHC – Change Name of Meadows Adult Residential Centre to the Meadows Community</b>	<b>2</b>
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<b>MOTION 180320.22</b>	<b>Federation of Canadian Municipalities (FCM) Board of Directors Meeting in Halifax</b>	<b>7</b>
<b>MOTION 180320.23</b>	<b>Request from Kings County – Strengthening of Regional Service Delivery</b>	<b>8</b>

Minutes of the regular session of **Municipal Council** held on March 20, 2018, at 10:00 a.m. in Council Chambers of the Municipal Administration Building, Annapolis Royal, N.S.

**Present:** Warden Timothy Habinski; Deputy Warden Martha Roberts; Councillors: Marilyn Wilkins, John A MacDonald, Wayne Fowler, Burt McNeil, Gregory Heming, Alex Morrison, Michael J Gunn, Wendy Sheridan, and Diane LeBlanc.

**Also**

**Present:** Deputy CAO Dawn Campbell, Acting Municipal Clerk Wanda Atwell, and other staff.

### **Additions to the Agenda (to end of Agenda)**

Requests were made for the following items to be added: under In-Camera, three items under Section 22(2)(e) contract negotiations; and under Additions: 11(A) FCM 2018 Conference and Trade Show Sponsorship; (B) Clean Foundation; and (C) Municipal Climate Change Action Plan.

### **Approval of the Agenda**

Upon motion of Councillors McNeil and Wilkins, the agenda was approved as amended. Motion carried unanimously.

### **Minutes**

#### **MOTION 180320.01 Minutes – Regular Session 2018-02-20**

It was moved by Councillor Fowler, seconded by Councillor MacDonald, that the minutes of the regular session of Council held on February 20, 2018, be approved as circulated. Motion carried unanimously.

#### **MOTION 180320.02 Minutes – Special Session 2017-09-05**

Councillor Sheridan moved, seconded by Councillor Wilkins, that the minutes of the special session of Council held on September 5, 2017 be approved as circulated. Motion carried unanimously.

#### **MOTION 180320.03 Minutes – Special Session 2018-02-20**

It was moved by Councillor Fowler, seconded by Councillor LeBlanc, that the minutes of the special session of Council held on February 20, 2018 be approved as circulated. Motion carried unanimously.

#### **MOTION 180320.04 Minutes – Special Session 2018-02-27**

Deputy Warden Roberts moved, seconded by Councillor McNeil, that the minutes of the special session of Council held on February 27, 2018, be approved as circulated. Motion carried unanimously.

#### **MOTION 180320.05 Minutes – Special Session 2018-03-07**

It was moved by Councillor Fowler, seconded by Deputy Warden Roberts, that the minutes of the special session of Council held on March 7, 2018, be approved as circulated. Motion carried unanimously.

### **In-Camera**

It was moved by Deputy Warden Roberts, seconded by Councillor LeBlanc, to meet in-camera at 10:04 a.m. until 11:18 a.m. in accordance with Section 22(2) (e) contract negotiations, of the *Municipal Government Act*. Motion carried unanimously.

### **Addition to the Agenda**

Deputy Warden Roberts moved, seconded by Councillor MacDonald, to add Request from Kings County to the agenda as item 11(D). Motion carried unanimously.

### **Business Arising From the Minutes**

Re: Annapolis County Municipal Housing Corporation (from February 20<sup>th</sup>) – an email response dated February 26<sup>th</sup> was received from the Solicitor indicating the Authority does not legally require the approval of Council in order to change the name of the Meadows Adult Residential Centre to The Meadows Community because the property is owned and operated by the Housing Corporation and not by the Municipality.

#### **MOTION 180320.06 ACMHC – Change Name of Meadows Adult Residential Centre to the Meadows Community**

Councillor Wilkins moved, seconded by Councillor Gunn that Municipal Council send a letter to the Annapolis County Municipal Housing Corporation indicating it is our solicitor's considered opinion that the Housing Authority has the authority to name their properties any way they choose. Motion carried unanimously.

Re: AM-1.4.9 Community Grants Policy – Amend –

#### **MOTION 180320.07 AM-1.4.9 Community Grants Policy - Amend**

In accordance with seven-day notice having been given at February 20, 2018, regular session of Council, Deputy Warden Roberts moved, seconded by Councillor Heming that Municipal Council amend *AM-1.4.9 Community Grants Policy* by deleting the current wording in Subsection 4(a) and replacing it with: *Any organization identified in Subsection 65 (au) of the Municipal Government Act is eligible to submit an application.* Motion carried unanimously.

### **Municipal Solicitor's Report**

Re: Municipal Solicitor - A report dated 13 March 2018 was circulated in the agenda package. It was moved by Councillor McNeil, seconded by Councillor Heming, to receive for information. Motion carried unanimously.

### **Councillor's Comments**

*District 3* – Councillor Fowler commented he did not have anything new to report.

*District 2* – Councillor MacDonald noted the MRHS Junior Boys Basketball team he coaches won Districts last month and went on to represent Western NS at a Regional tournament, beating Horton by 24 points to become Regional Champions of Nova Scotia for the first time in 40 years. He attended the opening show at the Evergreen Theatre where improvements made using grant monies received are about 90% complete – there are five working washrooms at the facility – each with its own door!. He has been meeting with residents of the District in relation to the municipal tax rebate.

*District 11* – Councillor LeBlanc has also been meeting with her residents to assist with the municipal tax exemption forms and helping out with heating rebates. St Patrick's Day was very busy for those who are Irish and those who wish they were. Hoping folks are prepared for next Nor'easter coming tomorrow.

*District 6* – Councillor Morrison attended a Celebration event at Cornwallis Park's Felker Hall to remember recently-deceased Helen Hirtle of Clementsport; organized by Elizabeth McMichael and Marilyn Wright, and featuring appropriate Cape Breton music by District 6 guitarist Charlie Langmead. Felker Hall will host a monthly breakfast on 14 April from 8 to 10 a.m., and on 20 April local volunteers will be recognized and honoured at an Appreciation Luncheon. TOPS will hold its Celebration of Division Winners in April at Felker Hall. The Clementsport Legion continues its series of Friday Night Suppers, last Sunday of the month brunch, and regular bridge and 45s sessions. This is the 70<sup>th</sup> anniversary of the establishment of the Clementsport Branch and themed events will be held throughout the year. As a member of the Annapolis County Volunteer Selection Committee, he will attend the provincial volunteer awards ceremony on 9 April.

*District 8* – Councillor Gunn, on behalf of Council, attended the Doppler Radar meeting held in Yarmouth on February 27<sup>th</sup>. Doppler Radar picks up rain, snow, and in some cases sea-state; measures wind speed with respect to the speed of the snow or rain moving along its scope. This appears to be inaccurate and insufficient for the fishermen of Southwest Nova, and they tend to rely on the American Weather Service for sea state and weather conditions. A new weather satellite was launched in 2017 and Meteorological Services will soon be able to distribute this information to fishermen with hourly updates; however, fisher folk will have to be patient for a while longer. He has been asking his constituents to also exercise patience as the municipality continues to work with Mainland to develop a contract for high speed internet. He attended a supper at the Maitland Bridge Hall, and a pot luck supper at the Forresters Hall in Clementsvale. Unfortunately he missed the celebration of Mrs. Marie Wamboldt's 90<sup>th</sup> birthday, but wished her many, many more.

*District 10* – Deputy Warden Roberts reported on the recent opening of the Lunn's Mill Brew Pub in Lawrencetown on Hwy 201 and congratulated the owners [Lunn's Mill Beer Company] on winning "gold" for their IPA first cut at the 2018 Down East Brewing Awards in Fredericton.

*District 5* - Councillor Heming advised folks in District 5 are very interested in climate change / climate change adaptation and are hoping to make a presentation at Committee of the Whole next month. He encouraged all councillors to review the municipality's Municipal Climate Change Action Plan in advance of this presentation.

*District 9* – Councillor Sheridan reported the Nictaux Super Seniors installed their sign yesterday and she was able to use the board to advertise the upcoming Town Hall meeting at the Nictaux Fire Hall tomorrow night. They are holding a bake sale at Home Hardware on the morning of March 29<sup>th</sup> to complete fundraising for the project. March 26<sup>th</sup> will be the beginning of their program, which will consist of chair yoga and games day. Donations are being accepted at the Nictaux Church in aid of 12-year-old Olivia Carsons from Nictaux who was recently diagnosed with a cancerous brain tumour.

*District 4* – Councillor McNeil attended the Map Annapolis event held in Round Hill. He was very impressed by the good work done by the students, and noted he will be speaking with their instructor regarding the possibility of assisting the Forestry Advisory Committee in mapping forestry lands. He also attended the monthly breakfast at the Bear River Fire Hall.

*District 1* – Councillor Wilkins saw the Nictaux Super Seniors' sign this morning and encouraged councillors to take a look at it when attending the Town Hall meeting later this week. It is a great example of what a community bulletin board should be, and will be a real asset to the community. She commended Councillor Sheridan and "another Wendy in the community", both are go-getters and are doing great work.

**MOTION 180320.08 Letter of Congratulations to MRHS Junior Boys Basketball Team**

Councillor Wilkins moved, seconded by Councillor LeBlanc that Municipal Council send a letter of congratulations to the Middleton Regional High School Junior Boys Basketball Team for winning the NS Regional Championship. Motion carried unanimously.

*District 7* – Warden Habinski reminded all that this is the peak time of the year for telephone and internet fraud and encouraged everyone to be cautious about and with their personal information. On behalf of the Municipality of the County of Annapolis he congratulated Reverend George Allen on the occasion of his 105<sup>th</sup> birthday. He is a remarkable person and the community is blessed by his presence.

**New Business**

Re:

set Dates for Workshops (Fire Services, RCMP, Strategic Planning, Bike Lanes/Blue Route)

- *Fire Services* – Tuesday, April 24<sup>th</sup>, 6:30 p.m. at the Bridgetown Fire Hall.
- *RCMP* – Councillor LeBlanc to provide S/Sgt MacGillivray with two date options for the requested meeting [April 4<sup>th</sup> or 11<sup>th</sup>] to take place in Council Chambers beginning at 10:00 a.m.
- *Strategic Planning* – either April 4<sup>th</sup> or 11<sup>th</sup>, following the RCMP meeting (after lunch)
- *Bike Lanes/Blue Route* – either April 4<sup>th</sup> or 11<sup>th</sup>, following Strategic Planning.

**Reports and Recommendations**

Re: Committee of the Whole (March 13th)

- *Stenographer for Forestry Workshop*

**MOTION 180320.09 Stenographer for Forestry Workshop**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Roberts moved, seconded by Councillor Gunn that Municipal Council authorize the CAO to spend up to \$1,000 from strategic initiative funds to advertise for, retain, and supply a local stenographer on a short term contract to assist the Forestry Advisory Committee in the recording of the two day workshop on forestry being held April 19<sup>th</sup> and 20<sup>th</sup>. Motion carried unanimously.

- *Forestry – Letter to Premier and Natural Resources*

**MOTION 180320.10 Forestry - Letter to Premier and Natural Resources**

Deputy Warden Roberts moved, seconded by Councillor McNeil, in accordance with the recommendation of Committee of the Whole, that Municipal Council send a letter to the Premier and Minister of Natural Resources updating them on steps taken to date by the Forestry Advisory Committee and stressing the importance of good forest management to the *Annapolis County Strategic Plan* and the *Municipal Climate Change Action Plan*. Deputy Warden Motion carried unanimously.

- ***Walking Lane – Letter to Transportation and Infrastructure Renewal***

**MOTION 180320.11 Walking Lane**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Roberts moved, seconded by Councillor Fowler that Municipal Council send a letter to Transportation and Infrastructure Renewal requesting they mark the walking lane from Mountain Lea Lodge to the Supervised Apartments. Motion carried unanimously.

- ***Nova Scotia/Nunavut Command Royal Canadian Legion 15<sup>th</sup> Annual Veterans Service Recognition Book***

**MOTION 180320.12 Nova Scotia/Nunavut Command Royal Canadian Legion 15<sup>th</sup> Annual Veterans Service Recognition Book**

Deputy Warden Roberts moved, seconded by Councillor Morrison, pursuant to the recommendation of Committee of the Whole, that Municipal Council purchase a colour, business card-sized ad at the cost of \$226.09 plus HST. Motion carried unanimously.

- ***Lawrencetown Exhibition Youth Arena (LEYA) – Letter of Acknowledgement for Recreation Facility Development Program (RFD) Grant Application***

**MOTION 180320.13 Lawrencetown Exhibition Youth Arena (LEYA) – Letter of Acknowledgement for Recreation Facility Development Program (RFD) Grant Application**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Roberts moved, seconded by Councillor Wilkins that Municipal Council provide a letter of acknowledgement to the Lawrencetown Exhibition Youth Arena for their Recreation Facility Grant application to upgrade improvements to safety, decrease energy costs and replace damaged and deteriorating areas during the non-ice season by: the replacement of some exterior steel; installation of new garage door; warm room/canteen insulation; completion of trim; completion of safety glass installation; and the installation of a 3-phase water heater and mixing valve for Zamboni water supply. Motion carried unanimously.

- ***AM-1.4.12 Tax Exemption and Reduction Policy – Amend***

**MOTION 180320.14 AM-1.4.12 Tax Exemption and Reduction Policy - Amend**

Deputy Warden Roberts moved, seconded by Councillor LeBlanc, in accordance with seven day notice having been given, that Municipal Council amend AM-1.4.12 Tax Exemption and Reduction Policy by adding:

Paradise Community Hall Assoc.	Land Highway 1 Paradise AAN 10638887	1759696
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Motion carried unanimously.

- ***Lawrencetown Community Hall – Grant***

**MOTION 180320.15 Lawrencetown Community Hall - Grant**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Roberts moved, seconded by Councillor LeBlanc that Municipal Council provide a grant in the amount of \$595.02 from the 2017-18 budget in accordance with *AM-1.4.9 Community Grants Policy*, Community Halls and Centres Assistance Program to the Lawrencetown Community Hall to assist with the purchase of functional supplies for the hall, such as tables, kitchen equipment, and kitchen and bathroom sinks. Motion carried unanimously.

- ***Audit Engagement***

**MOTION 180320.16 Audit Engagement**

Deputy Warden Roberts moved, seconded by Councillor Morrison, pursuant to the recommendation of Committee of the Whole, that Municipal Council authorize the CAO to engage Kent & Duffett Chartered Professional Accountants to audit the financial statements of the Municipality of the County of Annapolis as at March 31, 2018. Motion carried unanimously.

- ***Stackhouse Bridgetown Land Use Bylaw Amendment Application***

**MOTION 180320.17 Stackhouse Bridgetown Land Use Bylaw Amendment Application**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Roberts moved, seconded by Councillor Fowler that Municipal Council consider the Stackhouse application to amend the Bridgetown Land Use Bylaw and to adopt a public participation process involving the application referral to the Bridgetown Area Advisory Committee and to the Planning Advisory Committee for their review and recommendation after holding a public meeting on Thursday, April 12<sup>th</sup>, at 7:00 p.m., at the Bridgetown Fire Hall, 31 Bay Road, Bridgetown, NS. Motion carried unanimously.

- ***Provincial Capital Assistance Program (PDAP) Grant***

**MOTION 180320.18 Provincial Capital Assistance Program (PCAP) Grant**

Deputy Warden Robert moved, seconded by Councillor McNeil, in accordance with the recommendation of Committee of the Whole, that Municipal Council authorize the CAO to apply for the Provincial Capital Assistance Program (PCAP) in support of municipal capital projects. Motion carried unanimously.

- ***Smart Cities Challenge***

**MOTION 180320.19 Smart Cities Challenge**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Roberts moved, seconded by Councillor McNeil that Municipal Council provide a letter of support for a regional application to the Smart Cities Challenge being submitted by the Town of Annapolis Royal. Motion carried unanimously.

## **Correspondence**

Re: VON Annapolis Valley (February 28<sup>th</sup>) – a note of thanks for the invitation to February 20<sup>th</sup> Council to provide annual report and continued support. Councillor Fowler moved, seconded by Councillor LeBlanc to receive for information. Motion carried unanimously.

Re: Amazing Grace Baptist Church (March 9<sup>th</sup>) – letter expressing interest in the former Bridgetown Elementary School property as a place to relocate the Amazing Grace Baptist Church in order to increase the potential of serving their communities spiritual and general needs. It was moved by Deputy Warden Roberts, seconded by Councillor LeBlanc to receive for information. Motion carried unanimously.

Re: AWEC Student Council Co-President (March 13<sup>th</sup>) – requesting sponsorship in support of AWEC's 2018 Children's Miracle Network Dance Marathon in support of the IWK.

**MOTION 180320.20 AWEC Student Council Co-President – Sponsorship for 2018 Children’s Miracle Network Dance Marathon**

Councillor Wilkins moved, seconded by Councillor LeBlanc that Municipal Council send a letter to the AWEC Student Council advising Council is unable to provide financial support, however wishes them well, and is pleased to provide a T-shirt for use in their fundraising efforts. Motion carried unanimously.

Re: Kings Transit Authority – Options for East End Route (March 13<sup>th</sup>) – letter noting Council’s request for options for the East End Route will be discussed at the Board’s March 28<sup>th</sup> meeting. It was moved by Councillor Wilkins, seconded by Councillor Fowler to receive for information. Motion carried unanimously.

Re: Kings Transit Authority – Options for Bear River/Cornwallis (March 13<sup>th</sup>) – letter noting Council’s request for options for Bear River/Cornwallis will be discussed at the Board’s March 28<sup>th</sup> meeting. It was moved by Councillor Wilkins, seconded by Councillor LeBlanc to receive for information. Motion carried unanimously.

**Additions**

Re: FCM 2018 Conference & Trade Show, Halifax – requesting the Municipality’s participation in the Sponsorship Program to help promote our communities and all they have to offer to elected municipal representatives, staff, exhibitors and companies, and encourage a greater awareness of the richness of municipalities across Nova Scotia amongst colleagues from across Canada.

**MOTION 180320.21 FCM 2018 Conference & Trade Show**

Councillor Wilkins moved, seconded by Deputy Warden Roberts that representatives from Kings County be contacted to explore an opportunity to partner in their booth as representatives of the Annapolis Valley at the FCM 2018 Conference & Trade Show, May 31<sup>st</sup> to June 3<sup>rd</sup>, 2018 in Halifax. Motion carried unanimously.

Councillor Morrison asked if an FCM Board meeting would be held in conjunction with the FCM General Meeting, and wondered if Council might consider some tangible input into the Board meeting in order to emphasize what a great place Annapolis County is and how lucky they are to come to Annapolis County for their meeting in September.

**MOTION 180320.22 Federation of Canadian Municipalities (FCM) Board of Directors Meeting in Halifax**

It was moved by Councillor Morrison, seconded by Councillor Heming, that the subject of a presence at the FCM Board of Directors meeting in Halifax, May/June 2018 and materials relative to the holding of the FCM Board of Directors meeting in Annapolis County in September be referred to the 2018 FCM Board of Directors Meeting Committee. Motion carried unanimously.

Re: Clean Foundation – on behalf of the Warden, Councillor MacDonald participated in his first video conference in relation to the Clean Foundation via Zoom at his residence. The topic of Municipal Climate Change Action Plans was discussed at length, and part of the homework assigned to participants was whether they would wish to host a kick-off meeting in mid-April to May. Consensus of the room was



that Councillor MacDonald inquire from the Clean Foundation as to what hosting this meeting would entail. Councillor MacDonald will make enquiries and response back to Councillors.

Re: Municipal Climate Change Action Plan – discussed during Councillor Comments.

Re: Request from Kings County – memo dated March 19<sup>th</sup> to Municipal Councils from Mayor Peter Muttart, regarding Strengthening of Regional Service Delivery (**attached as Schedule A**) was discussed.

**MOTION 180320.23 Request from Kings County – Strengthening of Regional Service Delivery**

Deputy Warden Roberts moved, seconded by Councillor Gunn that Municipal Council of the Municipality of the County of Annapolis hereby agree to authorize the:

- Financial commitment specific to the Municipality of the County of Annapolis per the memo attached to these minutes;
- Establishment of an oversight committee composed of CAOs from representative municipalities in accordance with section 5 of the inter municipal service agreement; and
- Application to the Department of Municipal Affairs for cost sharing.

Motion carried unanimously.

For the Strengthening of Regional Service Delivery proposal (Request from Kings County), it was the consensus of Council to include the expenditure in the amount of \$15,186 in the upcoming 2018-19 budget.

**Adjournment**

Upon motion of Councillors McNeil and LeBlanc, the meeting adjourned at 12:21 p.m.

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Warden

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Municipal Clerk



## Municipality of the County of Kings

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*Land of Orchards, Vineyards and Tides*

To: Municipal Councils  
FR: Mayor Peter Muttart  
RE: STRENGTHENING OF REGIONAL SERVICE DELIVERY  
DATE: March 19, 2018

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The following proposed resolution for your consideration is in result of a unanimous recommendation from a meeting held earlier today among the Mayors and the Warden of the municipal units situated within Kings and Annapolis counties. Those present agreed to forward the following to the Mayor and Warden of Windsor and West Hants. All municipal councils are being asked to consider and approve the following:

*Whereas the municipal units situated within the Counties of Annapolis, Kings and West Hants are parties to various Inter-municipal Services Agreements (IMSAs) which have created corporations under s.60 Municipal Government Act; and*

*Whereas the parties to these IMSAs recognize the need to review and update the various incorporating documents with a view of achieving organizational efficiencies from both operational and governance perspectives;*

*Therefore be it resolved that the Council of the [insert your municipal name] hereby agree to authorize the:*

- *financial commitment specific to the [insert your municipal name] per the memo attached to these minutes;*
- *establishment of an oversight committee comprising CAOs from representative municipalities; and*
- *application to the Department of Municipal Affairs for cost-sharing*

### **PROBLEM STATEMENT - CURRENT DAY INTER-MUNICIPAL SERVICE CORPORATIONS**

- Cultural, e.g., owners not being treated as owners (reflective of the involvement of all parties)
- Organizational, e.g., Inter-Municipal Service Agreements (IMSA) being out of step with statutory requirements (contracts being administered outside of s.88 *Municipal Government Act*)
- Financial, e.g., deficiencies and lack of financing plans relative to capital asset budgeting
- Not leveraging Inter-municipal Service Corporations to their full potential, e.g. Valley Community Fibre Network not currently being used within rural high-speed broadband delivery

**SOLUTION**

Engagement of multi-disciplinary consulting team to deal with immediate problems and table recommendations for the longer term

**REQUIRED SKILL SET OF CONSULTING TEAM MEMBERS**

- Proven change agent
- Strong financial experience
- Legal with specific Inter-municipal Service Agreement (IMSA) (s.60 *Municipal Government Act* corporations) experience
- Business planning acumen

<b>DELIVERABLES FROM CONSULTING TEAM:</b>		
<b>Valley Waste:</b>	<b>Kings Transit:</b>	<b>Valley Community Fibre Network:</b>
<ul style="list-style-type: none"> <li>• Provision of new budget model:               <ul style="list-style-type: none"> <li>○ User pay – private and municipal</li> <li>○ Multi-year Tangible Capital Asset &amp; related financing plan</li> <li>○ Review of organizational structure and costs</li> </ul> </li> <li>• Develop 2018-19 Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of new budget model:               <ul style="list-style-type: none"> <li>○ User pay – appropriate metrics for municipal sharing</li> <li>○ Rate review</li> <li>○ Tangible Capital Asset TCA plan</li> <li>○ Review of organizational efficiencies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Undertake build out and operational business plan development (to: transition dark fibre to lit enabling rural broadband delivery), e.g.:               <ul style="list-style-type: none"> <li>○ Define build-out scenarios</li> <li>○ Analysis of operating profiles</li> <li>○ Ongoing breakeven/municipal subsidy requirements</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Governance updates, e.g., clarity on party and member roles</li> </ul>	<ul style="list-style-type: none"> <li>• Leads 2017-18 year-end accounting and preparation of financial statements</li> </ul>	<ul style="list-style-type: none"> <li>• Recommended changes to IMSA and Joint Venture Agreement (to enable recommended plan)</li> </ul>
<ul style="list-style-type: none"> <li>• Review of operating profile</li> </ul>	<ul style="list-style-type: none"> <li>• Governance review</li> </ul>	
<ul style="list-style-type: none"> <li>• Proper papering of existing and pending contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Concludes with IMSA updates</li> </ul>	
<ul style="list-style-type: none"> <li>• Serve as VW Interim Manager (allowing Finance Manager to focus on year-end accounting and statements)</li> </ul>		
<ul style="list-style-type: none"> <li>• Concludes with IMSA updates</li> </ul>		
<b>Synergies: makes recommendations relative to sharing of resources among s.60 corporations</b>		

**OVERSIGHT**

- Appointment of a temporary management committee comprised of CAOs
  - In place during the consulting period
  - To act as a conduit between the municipal units and the consultants
- Monthly progress reports filed with Boards of Directors and quarterly reports to the Councils

**ESTIMATED COST AND SHARING PROPOSAL****COST SHARING FOR PROPOSED INTER-MUNICIPAL CONTRACTED SERVICE REVIEW****Proposed Budget:**

## Element:

Leadership/ Change Management	\$ 75,000
Financial Services	50,000
Legal	25,000
VCFN business plan (net of REN and East Hants)	65,000
HST Expense Portion	9,215
Total proposed budget	<u>\$ 224,215</u>

**Proposed sharing (Municipal/Provincial):**

Municipal Share	75%	\$ 168,161
Provincial Share <sup>1</sup>	25%	56,054
	100%	<u>\$ 224,215</u>

**Proposed allocation among IMSA corporations:**

	Total Leadership	Total Financial	Total Legal	VCFN Business Plan	Total
Kings Transit	10%	25%	10%		\$ 17,598
Valley Waste	70%	50%	60%		\$ 72,348
VCFN	20%	25%	30%	100%	\$ 78,215
	<u>100%</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>	<u>\$ 168,161</u>

**Proposed Unit allocation:**

	VCFN % <sup>2</sup>	VCFN \$\$	KTA %	KTA \$\$ <sup>3&amp;4</sup>	VWRM %	VWRM \$\$	Total Contribution
Windsor	4.91%	\$ 3,840		\$ -		\$ -	\$ 3,840
West Hants	19.37%	15,150		-		-	15,150
Wolfville	6.20%	4,849	15%	2,640	6.54%	4,732	12,221
County of Kings	66.34%	51,887	60%	10,559	58.91%	42,620	105,067
Berwick	3.18%	2,487	5%	880	2.78%	2,011	5,378
Kentville		-	20%	3,520	7.95%	5,752	9,271
County of Annapolis		-		-	20.99%	15,186	15,186
Middleton		-		-	2.03%	1,469	1,469
Annapolis Royal		-		-	0.80%	579	579
	<u>100%</u>	<u>\$ 78,215</u>	<u>100%</u>	<u>\$ 17,598</u>	<u>100%</u>	<u>\$ 72,348</u>	<u>\$ 168,161</u>

**Notes**

1. The application to the Department of Municipal Affairs may be for more than 25% if the projection of consulting fees needs to be increased
2. VCFN costs could be further offset by Acadia, NSCC and ACOA
3. VWRM costs may be lower in the upcoming fiscal year to the Parties as a result of deferring the GM hiring
4. Annapolis Co. and Digby may want to contribute to the KTA costs