

# 2023-12-12 COTW Agenda

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 12, 2023

10:00 a.m. (winter start time)

Municipal Administration Building, 752 St. George Street, Annapolis Royal

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### PAGES

	1.	<b>ROLL CALL</b>
	2.	<b>DISCLOSURE OF INTEREST</b>
	3.	<b>APPROVAL of the Order of the Day</b>
	4.	<b>Service and Retirement Recognitions</b>
	5.	<b>APPROVAL OF MINUTES</b>
3-7	5.1	2023-11-14 Regular COTW
	6.	<b>CORRESPONDENCE</b>
8	6.1	2023-11-09 NS Health and Wellness – Parking Fees at Hospitals
	7.	<b>INFORMATION/STAFF REPORTS</b>
9-14	7.1	SR2023-85 Policy 105 Low Income Tax Exemption NEW
15-20	7.2	SR2023-86 Policy 106 Municipal Traffic Authority NEW
21-22	7.3	SR2023-87 Municipal Capital Growth Fund Submission Bear River
23-26	7.4	SR2023-88 Occupational Health and Safety Policy Re-Adopt
27-33	7.5	SR2023-89 Extended Producer Responsibility (EPR)
34-39	7.6	SR2023-90 CPI Wage Increase
	8.	<b>RECOMMENDATIONS/REPORTS from BOARDS and COMMITTEES</b>
40	8.1	Annapolis Valley Food Working Group Update
41	8.2	Atlantic Mayors' Congress Report
42	8.3	Valley Waste and Kings Transit IMSA Board Update
	9.	<b>IN-CAMERA</b>
		In accordance with the <i>Municipal Government Act</i> :
	9.1	Section 22(2)(c) personnel
	9.2	Section 22(2)(e) contract negotiation
		<b>5:00 p.m. STATED ADJOURNMENT</b>

Minutes of the regular Committee of the Whole meeting held on Tuesday, November 14, 2023, at 9:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

### **ROLL CALL**

District 1 – Bruce Prout, present  
District 2 - Brian “Fuzzy” Connell, present  
District 3 – Dustin Enslow, present  
District 4 – Clyde Barteaux, present  
District 5 – Lynn Longmire, present  
District 6 – Alex Morrison, Warden, present  
District 7 – David Hudson, absent, (*excused*)  
District 8 – Michael Gunn, present  
District 9 – Wendy Sheridan, present  
District 10 – Brad Redden, Deputy Warden, present  
District 11 – Diane Le Blanc, present

That Councillor Hudson be excused from meeting attendance requirements.

Moved: Councillor LeBlanc

Seconded: Councillor Gunn

Motion carried.

**Also Present:** CAO Chris McNeill; Municipal Clerk Carolyn Young; other staff, M. Baharloo, L. Bent, D. Campbell, N. McCormick, B. Olsen, D. Ryan, N. Whitman, and Jim Young.

### **Disclosure of Interest**

Councillor Prout disclosed an interest in item 5.5 SR2023-79 Community Grants Applications- Melvern Square & Area Community Association as he is a volunteer on the Board.

### **Order of the Day**

Requests were made to add:

Under New Business, 8.3 Communication to Public, and 8.4 Mobile Speed Signs;

Under Recommendations and Reports from Boards and Committees, 6.6 2023-11-06 Habitation Community Area Advisory Committee Recommendation, and

Under In-Camera, 22(2)(a) acquisition, sale lease and security of municipal property.

To amend the Order of the Day as requested.

Moved: Councillor Sheridan

Seconded: Councillor LeBlanc

Motion carried.

### **Minutes**

2023-10-10 Regular Committee of the Whole as amended.

Moved: Councillor Gunn

Seconded: Councillor Longmire

Motion carried.

**Information/Staff Reports****Re: IR 2023-11-14 Municipal Water System Assessment Reports**

Mr. Young added that there is room for growth in all four water systems and that copies of all reports are available for review.

**Re: SR2023-80 C8 Electronic Voting Bylaw NEW**

That Municipal Council give first reading to enact *C8 Electronic Voting Bylaw*, which repeals *C8 Alternative Voting Bylaw*.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried, 7 in favour, 3 against.

**Re: SR2023-81 Policy 104 Audit Committee NEW**

That Municipal Council approve Policy 104 respecting the establishment of an *Audit Committee* (7-day notice).

Moved: Councillor Sheridan

Seconded: Deputy Warden Redden

Motion carried.

**Re: SR2023-82 County-Wide Municipal Planning Strategy and Land Use Bylaw**

That Municipal Council call a Planning Advisory Committee (PAC) meeting on Thursday, December 14, 2023, at 6 pm at the Annapolis Royal Fire Hall for consideration of the County Wide planning documents, with Monday, December 18, 2023, as an alternate date in the event of inclement weather.

Moved: Councillor Prout

Seconded: Councillor Sheridan

Motion carried.

**Re: SR2023-79 (2) 2023-24 Community Grants Applications**

- *Granville Ferry Community Association*

That Municipal Council approve a grant to the Granville Ferry Community Association in the amount of \$2,400 to support upgrades and repairs to the hall in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

Moved: Councillor Barteaux

Seconded: Councillor Gunn

Motion carried.

- *Round Hill Hall Company*

That Municipal Council approve a grant to the Round Hill Hall Company in the amount of \$2,400 to support the installation of a new furnace and flu system for the community hall in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

Moved: Councillor Barteaux

Seconded: Councillor Gunn

Motion carried.



**Declaration of Interest**

Councillor Prout declared an interest in the following item as he is a volunteer member on the Board. He left the room at 9:37 a.m. and did not participate in any discussion or subsequent motion.

- *Melvorn Square & Area Community Centre Association*

That Municipal Council approve a grant to the Melvorn Square & Area Community Centre Association in the amount of \$2,400 to support the installation of a heat pump for the hall in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

Moved: Deputy Warden Redden

Seconded: Councillor LeBlanc

Motion carried.

***Councillor Prout returned to the meeting at 9:40 a.m.***

- *Port George District Lighthouse Society*

That Municipal Council approve a grant to the Port George District Lighthouse Society in the amount of \$2,500 to support seawall restoration and repair to protect the lighthouse in accordance with *AM 1.4.9 Community Grants, Capital Projects Assistance Program, Small Project Matching Grants*.

Moved: Councillor Connell

Seconded: Councillor Enslow

Motion carried.

**Recommendations and Reports from Boards and Committees****Re: 2023-10-18 Trans County Transportation Society Update****Re: Annapolis Valley Exhibition Board Update**

Deputy Warden Redden added that the Annual General Meeting will be held December 7<sup>th</sup> at 7pm upstairs at the Lawrencetown Volunteer Fire Department.

**Re: IMSA Board Update****Re: 2023-10-26 Southwest Nova Biosphere Region Association Board Update****Re: 2023-11-06 Western Region Stakeholder Interaction Committee Update****Re: 2023-11-06 Habitation Community Area Advisory Committee Recommendation**

That Municipal Council call a Planning Advisory Committee (PAC) meeting on November 30, 2023, at 7 pm, at the Lower Granville Community Hall for consideration of the Habitation Community planning documents.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried.

**New Business**

**Re: Scotiabank Branch Closures** – Councillor Enslow

That municipal council send a letter to Scotiabank headquarters outlining the impacts on the citizens throughout the county surrounding the decision to close the Bridgetown and Annapolis Royal branches.

Moved: Councillor Enslow

Seconded: Councillor Longmire

Motion carried.

**Re: Warden's November Update**

**Re: Communication to Public** – Councillor Gunn noted he continues to receive phone calls about the Warden's September statement. He read comments from a prepared statement.

**Re: Mobile Speed Signs** – Councillor Barteaux noted comments and expectation of mobile speed signs.

That the two electronic speed signs located at the Village of Granville Ferry be permanently at that community to maintain the positive effect they have had for traffic calming and safety for the residents of that community.

Moved: Councillor Barteaux

Seconded: Councillor Gunn

Motion lost. 1 in favour, 9 against.

That the municipality purchase four more signs and that the funds be allocated in the 2024/25 budget.

Moved: Councillor Gunn

Seconded: Councillor Longmire

To amend the motion from 'four' to 'two'.

Moved: Councillor LeBlanc

Seconded: Councillor Barteaux

Motion lost.

Councillor Gunn withdrew the motion.

Staff will bring a report to a future Committee of the Whole.

**Recess**

10:42 a.m. – 11:00 a.m.

**PRESENTATIONS**

**Re: Valley Waste-Resource Management** – Extended Producer Responsibility (EPR) – Interim GM Andrew Garrett reported that EPR was initially proposed in 2014, and consensus has been developed over the past 10 years. Should not see any increase as the cost is included in the product up front.

Their proposed recommendation is for municipal council to pass a motion that Valley Waste-Resource Management opts-in and registers for EPR for Packaging & Printed Paper by the December 31, 2023, deadline on behalf of Annapolis County, and further; to designate Valley Waste-Resource Management

to consult with the PRO and Divert NS to negotiate the transition to full Extended Producer Responsibility (EPR) for Packaging & Printed Paper (PPP) on the behalf of Annapolis County.

Re: Annapolis Basin Conference Centre – Cornwallis Park Master Plan -ABCC CEO Beth Earle introduced author of the Master Plan Rob Leblanc of Fathom Studios.

Mr. LeBlanc provided a high-level overview of the Master Plan developed for the Annapolis Basin Conference Centre.

**In-Camera**

To meet in-camera from 12:06 p.m. to 12:39 p.m. in accordance with Sections 22(2)(c) personnel, and (a) acquisition, sale lease and security of municipal property of the *Municipal Government Act*.

Moved: Council Sheridan

Seconded: Councillor Barteaux

Motion carried.

**Adjournment**

The Warden declared the meeting adjourned at 12:40 p.m.

Unapproved  
Draft

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Warden

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Municipal Clerk



**Health and Wellness  
Office of the Minister**

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PO Box 488, Halifax, Nova Scotia, Canada B3J 2R8 • Telephone 902-424-5818 Fax 902-424-0559 • [Health.Minister@novascotia.ca](mailto:Health.Minister@novascotia.ca)

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November 9, 2023

Alex Morrison, Warden  
[amorrison@annapoliscounty.ca](mailto:amorrison@annapoliscounty.ca)

Dear Warden Morrison:

**Re: Parking Fees at Hospitals**

Thank you for your email received October 31, 2023, regarding parking fees at Nova Scotia hospitals.

Meeting the parking needs of patients and staff is complex and dependent on several factors, including the location of the facility. I can assure you it is a key consideration that we continue to work on with our health system partners as redevelopment projects unfold across the province.

While parking revenues from Nova Scotia Health (NSH) facilities do not go into general government revenue, they are reinvested in healthcare and used to fund new equipment purchases or support operations. Parking rates at NSH facilities have held steady at the same rate and not increased for many years, except for some change in Halifax due to market conditions. To assist with the cost of parking, NSH and IWK Health do offer discounts to the normal parking rate for patients and families who make frequent visits or have long hospital stays. In addition, there are different avenues for support that patients and families can seek through their care teams that may be helpful to alleviate cost.

NSH and the IWK Health Centre are required to receive approval for any non-insured health care rates/charges, and we will be reviewing any rate changes with them in the coming months.

Our government remains committed to improving health services for all Nova Scotians, and I appreciate you bringing these concerns to my attention.

Sincerely,

A handwritten signature in cursive script that reads 'Michelle Thompson'.

Honourable Michelle Thompson  
Minister of Health and Wellness



# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** December 11, 2023  
**Prepared By:** Shelly Hudson, Manager of Accounts Receivable  
**Report Number:** SR2023-85 Policy 105 Low Income Tax Exemption NEW  
**Subject:** Low Income Tax Exemption

## RECOMMENDATION(S):

That Municipal Council approve Policy 105 *Low Income Tax Exemption*, seven-day notice.

## LEGISLATIVE AUTHORITY

Part IV, Section 69, *Municipal Government Act*

## BACKGROUND

The purpose of this Policy is to provide partial tax relief of current taxes on primary residences for low income property owners as permitted in accordance with the *Municipal Government Act*. It is to be reviewed annually to adjust the relief provided and the income threshold that will apply during the upcoming taxation year to help offset cost of living increases. The examination also considers current rates for other household assistance programs.

The following table shows the cost to the County for administering the low income property tax exemption for the past five years.

Year	Cost	Eligible Applicants	Income Threshold	Exemption
2019-20	48,956	193	25,500	275
2020-21	51,691	188	26,000	300
2021-22	53,541	184	26,500	325
2022-23	58,660	186	27,000	350
2023-24	80,431	232	27,500	400

## DISCUSSION

Below is a summary of the proposed policy changes and explanation for such changes.

Per the *MGA*, "total income" means all income received excluding amounts pursuant to the *War Veterans Act* and the *Pension Act*. As a point of reference for "total income" it is recommended that the County request a copy of applicant's Notice of Assessment from CRA and use line 15000 as proof of income. Requesting proof of income (copy of CRA Notice of Assessment) will ensure consistency and eliminate the witnessing affidavit. Extending the deadline for applications from the first Friday in April until December 31<sup>st</sup> will allow sufficient time for an applicant's personal income tax to be filed and Revenue Canada to issue Notice of Assessment.

In January 2023, Council increased the exemption amount from \$350 to \$400 and the income amount from \$27,000 to \$27,500. This year, staff propose the exemption amount remain at



\$400 and increase the income threshold from \$27,000 to \$30,000 with expectations of capturing more low income households while still providing tax relief. Additional information regarding income statistics is attached for review.

### **FINANCIAL IMPLICATIONS**

The financial implications are based on an increase of twenty percent (20%) of eligible applicants from the 2023/24 fiscal year of 232 to 278. This would be an increase of \$18,400 from last year's expenditure of \$80,431 to \$98,831; however, as shown below, not all applicants are eligible for the full \$400 unless they are the only eligible owner of the property which in turn lessens the expenditure amount.

### **POLICY IMPLICATIONS**

Seven day notice to Municipal Council is required before a policy is passed, amended or repealed. In accordance with Sub-section 10 (e) of *AM - 1.3.5 Committees of Council Policy*, consideration by the Committee of the Whole is deemed to fulfil the requirement for seven days' notice to Municipal Council in accordance with Sub-section 48 (1) of the *Municipal Government Act*.

This new policy will replace AM-1.4.14 Low Income Tax Exemption.

### **ALTERNATIVES / OPTIONS**

Staff have proposed modifications based on best practices and historic trends within the County, however, Council may wish to modify the exemption amounts or income thresholds at their discretion. It is difficult to accurately cost the impacts based on assumption of number of eligible applicants, but figures can be quickly re-calculated to inform Council should a modification be desired.

### **NEXT STEPS**

Approval of recommendation requested from Committee of the Whole. If recommended by the Committee of the Whole, the new policy be placed on the upcoming agenda for approval by Municipal Council.

#### Communications plan

- Advertise two times in the Valley Register and Bridgetown Reader
- Applications mailed to the previous years' applicants and any who inquire throughout the year
- Application is on our website and social media
- Applications are distributed to Councillors, Community Services and Seniors Safety Coordinator Sharon Elliott (RCMP)

### **ATTACHMENTS**

Proposed Policy 105 *Low Income Tax Exemption Policy*  
Comparative Municipal Data and Income Statistics for 2023.  
Tax Exemption Form

#### **Prepared by:**

Shelly Hudson, Manager of Accounts Receivable

#### **Approved by:**

  
Chris McNeill  
Chief Administrative Officer

#### **Approval Date:**

December 5, 2023  
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 105
Section <b>MUNICIPAL SERVICES</b>	Subject <b>Low Income Tax Exemption</b>

### 1.0 Purpose

The purpose of this Policy is to provide partial tax relief of current taxes on primary residences for low income property owners.

### 2.0 Authority

This policy is enacted pursuant to Part IV, Section 69 of the *Municipal Government Act*, as amended.

### 3.0 Provisions

- 3.1 An exemption in the amount of \$400.00 will be granted to every person assessed with respect to taxable property located within the Municipality of the County of Annapolis whose total income from all sources (including the income of all persons residing in the home) for the calendar year preceding the fiscal year of the Municipality was less than \$30,000.
- 3.2 Total income includes all sources pursuant to line 15000 of Canada Revenue Agency's (CRA) Notice of Assessment Summary.
- 3.3 The exemption shall be granted only to an applicant who is a resident of the County and for property owned and occupied by the applicant as his/her principal residence.
- 3.4 Where such property is jointly owned, only one tax exemption shall be provided per property and the sharing in such exemption shall be based on proportion of ownership in such joint property.
- 3.5 Should a person's total tax bill be less than the exemption, then the exemption will equal the full amount of the tax bill for that year.
- 3.6 Applications for tax exemptions will be accepted at the Municipal Office and no tax exemption shall be provided unless the request is made prior to December 31<sup>st</sup>.
- 3.7 Tax Exemptions will only be approved to those applicants who provide a copy of CRA Notice of Assessment for each member of the household over 18.
- 3.8 An application form must be completed and submitted in full before any exemption may be provided.
- 3.9 An application for a tax exemption shall be in such form and contain such information as may from time to time be required for the proper administration of this policy.

Municipal Clerk's Annotation for Official Policy Book  
I certify that this policy was adopted by Municipal Council as indicated below:  
Seven (7) Day Notice ..... **December 11, 2023**  
Council Approval ..... **December 18, 2023**  
  
**Carolyn Young** ..... **December 18, 2023**  
Municipal Clerk ..... Date  
At **Annapolis Royal** Nova Scotia



## Income Stats 2023

### Community Services Income Assistance Standard Household Rates

Department of Community Services have a new table for IA recipients. It is called a Standard Household Rate. They have done away with the Shelter Rate plus a Personal Rate. The table below shows the new Standard Household Rates.

Household Composition		Standard Household Rate (Monthly)	
Recipient	Dependent Child/Student Family Member	Rent/Own	Board
1	0	\$686	\$608
1	1	\$962	\$627
1	2 or more	\$1,013	\$668
2	0	\$1,342	\$1,008
2	1 or more	\$1,393	\$1,049

A person with an inability or is 55 years of age or older (but under 65 years of age), are age 16-18 years old or is fleeing an abusive situation would receive a Standard Household Rate of \$950. per month whether they Rent/Own or Board.

Examples:

- 1 Adult & 2 children receiving maximum Income Assistance Program **\$12,156.00** yearly (\$1013 X 12)
- 2 Adults & 2 children receiving maximum Income Assistance Program **\$16,716.00** yearly (\$1393 X 12)
- A Single Disabled Person receiving maximum Income Assistance Program **\$11,400.00** yearly (\$950 X 12)

#### Old Age Security/Guaranteed Income Supplement

- 1 Senior (65-74 years) receiving maximum OAS/GIS with no other income **\$21,176.28** yearly (\$ 707.68 OAS + \$1,057.01 GIS X 12)
- 1 Senior (75 + years) receiving maximum OAS/GIS with no other income **\$22,025.52** yearly (\$ 778.45 OAS + \$1,057.01 GIS X 12 )
- 2 Seniors (65-74 years) receiving maximum OAS/GIS with no other income **\$32,254.56** yearly (\$707.68 OAS + \$636.26 GIS X 2 X 12)
- 2 Seniors (75+ years) receiving maximum OAS/GIS with no other income **\$33,953.04** yearly (\$778.45 OAS + \$636.26 GIS X 2 X 12)

#### Canada Pension Plan

- CPP (Retirement Pension at 65) Average amount for new beneficiaries \$772.71, maximum \$1,306.57
- Post-retirement benefit (at age 65) Average amount for new beneficiaries \$16.47, maximum \$40.25
- Canada Pension Plan Disability Benefit - Average amount for new beneficiaries \$1,132.71, maximum \$1,538.67
- Post Reirements Disability Benefit - Average amount for new beneficiaries \$558.74, maximum \$558.74
- CPP Survivors Benefits (younger than 65)- Average amount for new beneficiaries \$505.12, maximum \$707.95
- CPP Survivors Benefits (older than 65) - Average amount for new beneficiaries \$324.74, maximum \$783.94
- CPP Children of disabled CPP contributors - Average amount to new beneficiaries \$281.72, maximum \$281.72
- CPP Children of deceased CPP contributor - Average amount to new beneficiaries \$281.72, maximum \$281.72

Information on OAS/GIS go to <http://www.servicecanada.gc.ca>  
Community Services Income Information go to <http://novascotia.ca/coms/employment/standard-household-rate/index.html>



# COUNTY of ANNAPOLIS

NATURALLY ROOTED

## Low Income Property Tax Reduction Application

2024/25 Tax Year

The Council of the Municipality of the County of Annapolis has directed, by policy, that an exemption from taxation will be granted for the taxation year April 1, 2024– March 31, 2025, pursuant to Section 69 of the *Municipal Government Act* in an amount up to \$400.

### TO QUALIFY:

- You must be a resident of Annapolis County in the Province of Nova Scotia; and
- Own the assessed property and occupy it as your principal residence; and
- ANNUAL income from all sources for the 2023 calendar year for yourself, spouse, common-law spouse and other persons over the age of 18, that resided in the same household, was equal to or less than \$30,000 (based on line 15000 of the income tax *Notice of Assessment*).

### EXEMPTION VALUE:

- The exemptions provided will be based on the following income levels:


Annual Income	Tax Exemption
Equal to or under \$30,000	Up to \$400

- If the residential property taxes are less than the exemption value, then the exemption will equal the full amount of the tax invoice.
- Where such property is jointly owned, only one tax exemption shall be provided per property and the sharing in such exemption shall be on the basis of proportion of ownership in such joint property.

### TO APPLY:

- After you have filed your personal income tax for 2023, AND received your *Notice of Assessment* from Canada Revenue Agency, complete the Low Income Property Tax Reduction Application
- Attach copies of the 2023 Canada Revenue Agency (CRA) *Notice of Assessment* for each adult residing in the home (see sample below)
- Tax exemptions will only be approved for those applicants who provide copies of their CRA Notice of Assessments for 2023*

**Sample Notice of Assessment from Canada Revenue Agency (CRA)**

	Canada Revenue Agency	Agence du revenu du Canada	NOTICE OF ASSESSMENT		T451 E (RE)
Date May 5, 2023	Name Jane Doe	Social Insurance no. 123 456 789	Tax year 2022	Tax centre	
Summary		2023		000000	
Line				\$ Amount	
15000	Total Income.....				00,000
	Deductions from total income.....				000
23600	Net Income.....				00,000
26000	Taxable Income.....				00,000

- If you do not have your CRA *Notice of Assessment*, you can call 1-800-959-8281.
- Applications must be received by the Municipality no later than December 31, 2024. Applicants must re-apply each year.



# COUNTY of ANNAPOLIS

NATURALLY ROOTED

## Low Income Property Tax Reduction Application 2024/25 Tax Year

Tax Account #	Assessment #
Property Owner Name(s):	
Civic Address:	
Mailing Address:	
City/Town, Province:	Postal Code:
Telephone #(home/cell):	Telephone # (work):
Email Address:	

1. Owners Income: (From line 15000 on 2023 Assessment)	
2. Spouses Income: (From line 15000 on 2023 Assessment)	
3. Other Resident(s) Income: (From line 15000 on 2023 Assessment)	
Total Household Income: (Add lines 1, 2 & 3)	

### **PLEASE NOTE:**

Proof of income **MUST** be provided (a copy of 2023 CRA *Notice of Assessment*) for each member of the household over the age of 18.

If you have any questions or require assistance filling out your application form, please contact our office at 902-532-2331 or toll free at 902-825-2005.

I/We, residents of Annapolis County, and the owners and occupants of the above property, certify that the information on this application is true and that the household income from ALL sources during 2023 was below \$30,000.

Signature of Applicant:	Date:
Signature of Co-Applicant:	Date:

### **FOR OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ AMOUNT OF REDUCTION APPLIED: \_\_\_\_\_ EMPLOYEE INITIAL: \_\_\_\_\_

Municipality of the County of Annapolis

752 St. George Street, PO Box 100, Annapolis Royal, NS, B0S 1A0

[www.annapoliscounty.ca](http://www.annapoliscounty.ca)

Phone: 902-532-2331

Fax: 902-532-2096



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

# STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** December 12, 2023  
**Prepared By:** Chris McNeill, Chief Administrative Officer  
**Report Number:** **SR2023-86 Policy 106 Municipal Traffic Authority NEW**  
**Subject:** APPOINTMENT OF MUNICIPAL TRAFFIC AUTHORITY

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## RECOMMENDATION

That Municipal Council approve Policy 106 Municipal Traffic Authority, seven day notice.

## BACKGROUND

*Motor Vehicle Act* of Nova Scotia requires that each town or former town in Nova Scotia appoint its own traffic authority to enforce certain provisions of the *Motor Vehicle Act*. This appointment for Bridgetown and other municipally owned streets has usually been designated as the Director of Municipal Operations. Previously, when the former Town existed, it was often a senior member of Annapolis RCMP with an alternate being a different member of the detachment. The traffic authority for all areas outside Bridgetown, within Annapolis County, is governed by the Provincial Traffic Authority and their Deputy Provincial Traffic Authorities.

Traffic Authority reviews requests each year for road closures, parades, emergency safety plans as they relate to transportation routes, planned detours, traffic signage, et cetera.

## DISCUSSION

Currently, Director of Municipal Operations is appointed as the Traffic Authority for the County and there is no alternative Traffic Authority appointed. Additionally, a position is appointed to this role and not an individual which is required. In order to ensure clarity of the appointment and to appoint a Deputy Traffic Authority, a new policy is being recommended.

## LEGISLATIVE AUTHORITY

**Section 86 of the *Motor Vehicle Act* states that:**

**(6)** The council of a city or town may, from time to time, appoint the city or town manager, the chief of police, or some other official of the city or town, to be the traffic authority for the city or town.



(7) The council of a city or town may, from time to time, appoint a member of the police force, or some other official of the city or town to be deputy traffic authority who, in the absence or incapacity of the traffic authority or in the event of his death or ceasing to hold the office, shall perform the duties and have all the authority of the traffic authority of the city or town.

(8) The clerk of a city or town shall forthwith send to the Provincial Traffic Authority any resolution of the council passed under subsection (6) or (7).

(9) When there is no traffic authority and no deputy traffic authority for a city or town the Minister may appoint a traffic authority to hold office until the council has appointed a traffic authority.

(10) If it is made to appear to the Minister that the traffic authority of a city or town is not carrying out his duties or performing his functions under this Act, the Minister, by letter to the mayor or clerk of the city or town, may cancel the appointment of the traffic authority.

(11) The Provincial Traffic Authority shall have, with respect to all provincial highways and highways within a city or town for which there is no traffic authority and no deputy traffic authority, all the powers conferred upon a traffic authority by or under this Act.

### **BUDGET IMPACTS**

There is no immediate financial impact if this recommendation is adopted, but training will be needed for both staff members in the upcoming year. If Council does not wish to adopt this recommendation, then other staff members will need to undertake training in this area if available or Council will need to advise the province that it does not wish to appoint someone, and that the province should assume this responsibility. The cost of this training is unknown at this time.

### **COMMUNICATIONS**

This approval will be posted on our social media sites, as well as our website. All staff will be notified so if questions arise, they will be able to direct residents and community groups to the appropriate person. Additionally, the Provincial Traffic Authority will be notified of this change as required in the *Motor Vehicle Act*.

### **ATTACHMENT**

Policy 106 Municipal Traffic Authority  
AM-1.4.22 Traffic Authority Policy

### **Prepared by:**

Chris McNeill, Chief Administrative Officer



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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>Policy 106</b>
Section <b>MUNICIPAL SERVICES</b>	Subject <b>Municipal Traffic Authority</b>

## **APPOINTMENT OF TRAFFIC AUTHORITY**

**BE IT ENACTED** by the Council of Municipality of the County of Annapolis, under the authority of the *Municipal Government Act*, S.N.S. 1998, Chapter 18, and *Motor Vehicle Act* of Nova Scotia, as follows:

This policy shall be known as Policy Number 106 and may be cited as the "Traffic Authority Policy".

### **POLICY PURPOSE**

Municipality of the County of Annapolis, in this policy, does hereby confirm its existing practice of appointing an individual to act as Traffic Authority for the Municipality of the County of Annapolis pursuant to the applicable provisions of the *Municipal Government Act* and the *Motor Vehicle Act*.

In furtherance of the purposes of this policy, the Municipality also hereby states its intention to appoint an alternate individual to act as Traffic Authority in the absence or inability of the Traffic Authority.

### **AUTHORITY**

Section 311 of the *Municipal Government Act* provides that:

- (1) In this Section, "highway" and "Provincial Traffic Authority" have the same meaning as in the *Motor Vehicle Act*.
- (2) The council may, by policy, appoint a traffic authority for all or part of the municipality.
- (3) A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the *Motor Vehicle Act*.
- (4) The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>Policy 106</b>
Section <b>MUNICIPAL SERVICES</b>	Subject <b>Municipal Traffic Authority</b>

(5) Where there is no traffic authority appointed by a council, the Minister of Public Works may appoint a traffic authority to hold office until the council appoints a traffic authority.

(6) Where it appears to the Minister of Public Works that a traffic authority appointed by the council is not performing the duties and functions of a traffic authority, the Minister of Public Works may cancel the appointment of the traffic authority.

(7) The Provincial Traffic Authority has, with respect to (a) highways vested in Her Majesty in right of the Province; (b) highways in areas of a municipality for which there is no traffic authority; and (c) highways in a municipality that have been designated by the Minister of Public Works as main travelled or through highways, the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*.

(8) The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has authority, the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*.

## **SCOPE**

This policy shall apply to all streets within Bridgetown, and any other streets owned by the Municipality of the County of Annapolis.

## **POLICY INTENT**

**PURSUANT** to Section 311 of the *Municipal Government Act*, Chapter 18 of the Statutes of Nova Scotia 1998, as amended from time to time, Director of Municipal Operations, James Young, is hereby designated as Municipality of the County of Annapolis' Traffic Authority.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>Policy 106</b>
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**AND FURTHER** that in the absence of James Young, Municipal Engineer, Mitra Baharloo shall act as Traffic Authority for Municipality of the County of Annapolis.

**EFFECTIVE DATE**

This policy shall take effect on December 19, 2023.

**REPEAL**

Policy AM-1.4.22 – Traffic Authority Policy, adopted by the Council of Municipality of the County of Annapolis on the 15th day of November 2022, is hereby repealed.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice .....	<b>December 12, 2023</b>
Council Approval .....	<b>Pending</b>
Effective .....	<b>Pending</b>
_____	_____
Municipal Clerk	Date
At <b>Annapolis Royal</b> Nova Scotia	

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>		<b>AM -1.4.22</b>
Section <b>Municipal Services</b>	Subject <b>Traffic Authority Policy</b>	

### 1.0 Purpose

To appoint the Traffic Authority for the County of Annapolis

### 2.0 Scope

This Policy provides for the formal appointment of a Municipal Traffic Authority within the Municipality of the County of Annapolis to exercise the powers of a traffic authority pursuant to the *Motor Vehicle Act*.

### 3.0 References

- 3.1 Section 299, *Municipal Government Act*, as amended
- 3.2 *Motor Vehicle Act*, as amended

### 4.0 Definitions

Unless otherwise defined below, terms used in this policy shall have the same meaning as those defined in the *Motor Vehicle Act*:


- 4.1 **CAO** means the Chief Administrative Officer for the Municipality of the County of Annapolis.
- 4.2 **Director of Municipal Operations** means the employee of the Municipality of the County of Annapolis who has been so designated by the CAO.
- 4.3 **County** refers to the Municipality of the County of Annapolis.

### 5.0 Scope

- 5.1 The Traffic Authority shall exercise their authority in regard to municipal streets or roadways located within the community of Bridgetown and any other municipally-owned streets or highways located in the County, excluding those for which the Provincial Traffic Authority has authority.

### 6.0 General Provisions

- 6.1 The role of the Traffic Authority is to direct and regulate traffic on municipally-owned streets and roadways as outlined in the *Motor Vehicle Act* and its regulations.
- 6.2 Pursuant to Section 311 of the *Municipal Government Act*, as amended from time to time, the Director of Municipal Operations is hereby appointed as the Traffic Authority for the County.
- 6.3 Pursuant to Section 86 of the *Motor Vehicle Act*, as amended from time to time, the Municipal Clerk shall notify the Provincial Traffic Authority of this appointment.

Municipal Clerk's Annotation for Official Policy Book I certify that this policy was approved by Municipal Council as indicated below: <i>Seven (7) Day Notice</i> ..... <b>November 8, 2022</b> <i>Council Approval</i> ..... <b>November 15, 2022</b> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;">   Municipal Clerk </div> <div style="text-align: center;"> <b>November 16, 2022</b>  Date </div> </div> <div style="text-align: center; margin-top: 10px;"> At <b>Annapolis Royal</b> Nova Scotia </div>	
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# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** December 12, 2023  
**Prepared By:** Amy Barr, Policy and Development Coordinator  
**Report Number:** SR2023-87 Municipal Capital Growth Fund Submission Bear River  
**Subject:** Municipal Capital Growth Fund Submission Bear River Water

## RECOMMENDATION(S):

That Municipal Council support the submission of an application to the Municipal Capital Growth Fund in the amount of \$1,704,000 for 50% of the construction phase of the Bear River Water System Project.

## LEGISLATIVE AUTHORITY

*Municipal Government Act s. 65(A)*

## BACKGROUND

The need for a sustainable and effective solution to provide potable water to the community of Bear River is a long-standing critical issue. Staff continue to work with engineers to further develop the project and to secure much needed funding. In 2023 \$85,000 was secured toward the design phase of Bear River from the Provincial Capital Assistance Program (PCAP). In November 2023 the detailed estimated cost for the project was completed by consultant engineers CBCL. The estimate was \$3,409,000.

## DISCUSSION

In November 2023 the Province issued notice of a new funding program called the Municipal Capital Growth Program (MCGP). MCGP provides an opportunity for municipalities to obtain funding for significant infrastructure investment projects, including water projects. MCGP is an ideal fund to apply for with the construction phase of the Bear River Water Project.

- MCGP provides up to 50% of eligible project costs.
- Projects must be ready to proceed if the application is approved.
- Eligible costs include not only construction but engineering fees.
- Funding supports projects that focus on:
  - Addresses critical capacity or expands infrastructure services.
  - Building accessible and adaptable communities.
  - Will have a significant impact on the community.

As part of the application, it is required that staff include a Council Resolution supporting the submission of the project.

## FINANCIAL IMPLICATIONS

If approved, the funding would reduce the total expense of the construction phase by 50%. The total estimated cost for the construction phase is \$3,409,000. The potential for this funding could be up to \$1,704,500. The Municipality would then fund the remainder.

A budget has yet to be allocated for the Bear River project but staff are optimistic that the funding can be identified by Council so the project can continue.

**POLICY IMPLICATIONS**

N/A

**ALTERNATIVES / OPTIONS**

- Do not apply for the Municipal Capital Growth Fund in 2023.

**NEXT STEPS**

If approved, staff will submit the resolution as part of the application package.

**ATTACHMENTS**

N/A

**Prepared by:**

Amy Barr, Contracts and Procurement Coordinator

**Reviewed by:**

Jim Young, P.Eng, Director of Municipal Operations

**Approved by:**

  
Chris McNeill, Chief Administrative Officer

**Approval Date:**

DECEMBER 5, 2023

(Date)





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** December 12, 2023  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2023-88 Occupational Health and Safety Policy – Re-Adopt  
**Subject:** Re-adopt Occupational Health and Safety Policy

### RECOMMENDATION TO COUNCIL

That Municipal Council re-adopt AM-2.7.1 Occupational Health and Safety Policy, seven day notice.

### LEGISLATIVE AUTHORITY

Sub-section 27(1) of the Occupational Health and Safety Act states:

**27(1) Where**

- (a) five or more employees are regularly employed by an employer other than a constructor or contractor;
- (b) five or more employees are regularly employed directly by a constructor or contractor, not including employees for whose services the constructor or contractor has contracted;
- (c) the regulations require an occupational health and safety policy;
- or
- (d) an officer so orders,

*the employer shall prepare and review, at least annually, a written occupational health and safety policy, in consultation with the committee or representative, if any.*

Sub-section 48(3) of the Municipal Government Act further states:

*In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.*

The process to approve a policy is described in Sub-section 48(1) of the Municipal Government Act:

*Before a policy is passed, amended or repealed the council shall give at least seven days' notice to all council members.*

AM-1.2.0 Committees of Council and Council Meetings Policy provides in Sub-section 47 a) 1):

*It shall be the duty of Committee of the Whole to take action on such matters as are lawfully delegated to it by the County's bylaws and policies, or by Council resolution, including but not restricted to:*

- 1) *ensuring regular, periodic and comprehensive review of all bylaws and policies of the County and such consideration shall be deemed as fulfilling the requirement for seven days' notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the Municipal Government Act;*

## BACKGROUND

The County's past practice has been for the Joint Occupational Health and Safety Committee to review and recommend changes to the policy for presentation to the Committee of the Whole and Council in December each year. The policy was reviewed by the Occupational Health and Safety Committee at their November meeting and no amendments were recommended.

## DISCUSSION

Municipal Council may choose to consider additional amendments to the policy. However, in accordance with Sub-section 27 (1) of the *Occupational Health and Safety Act*, such changes should be reviewed by the JOHS prior to being approved by Municipal Council.

## FINANCIAL IMPLICATIONS

N/A

## POLICY IMPLICATIONS

N/A

## ALTERNATIVES / OPTIONS

Council can re-adopt the policy without any amendments.

Council could suggest amendments for review and recommendation by the Occupational Health and Safety Committee.

## NEXT STEPS

If Council wishes to re-adopt the policy, the following recommendation from Committee of the Whole is required.

**THAT Municipal Council re-adopt *AM-2.7.1 Occupational Health and Safety Policy* (7-day notice).**

## ATTACHMENTS

*AM-2.7.1 Occupational Health and Safety Policy* (current policy)

Approved by:



Chris McNeill  
Chief Administrative Officer

Approval Date:

DECEMBER 5, 2023

(Date)



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS	AM – 2.7.1
<b>POLICY AND ADMINISTRATION MANUAL</b>	
Section Health and Safety	Subject Occupational Health and Safety

### 1. APPLICATION

This policy will apply to all employees of the Municipality of the County of Annapolis.

### 2. AUTHORITY

Section 27 of the *Occupational Health and Safety Act*, as amended

Subsection 48 (3) of the *Municipal Government Act*, as amended

### 3. TERMS OF POLICY

The personal health and safety of each employee of the Municipality of the County of Annapolis is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary. To the greatest degree possible, management will provide all the mechanical and physical facilities required for personal safety and health in keeping with appropriate standards.

The County will maintain a health and safety program conforming to the acceptable practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all health and safety matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program be established and preserved in the best interest of all concerned.

Our objective is a health and safety program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our health and safety will include:

- (1) Providing mechanical and physical safeguards reasonable and appropriate to the circumstances.
- (2) Conducting an ongoing program of health and safety inspections to protect employees by identifying and eliminating unsafe working conditions and practices.
- (3) Controlling health hazards, and complying fully with the health and safety standards for every job.
- (4) Training all employees in good health and safety practices.
- (5) Providing necessary personal protective equipment (PPE's) and instructions for its use and care.
- (6) Developing and enforcing health and safety rules and requiring that employees cooperate with these rules as a condition of employment, recognizing that the responsibilities for health and safety are shared.
- (7) Reporting near misses and investigating every accident and near miss, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not reoccur.
- (8) The employer accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS	AM – 2.7.1
<b>POLICY AND ADMINISTRATION MANUAL</b>	
Section <b>Health and Safety</b>	Subject <b>Occupational Health and Safety</b>

- (9) Supervisors and those in charge of workers are responsible for developing the proper attitudes toward health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- (10) Employees are responsible for wholehearted, genuine cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practising safety while performing their duties.
- (11) The safety information in this policy does not take precedence over the *Nova Scotia Occupational Health and Safety Act* and Regulations.
- (12) The Joint Occupational Health and Safety Committee shall annually review this policy and, if deemed appropriate or necessary, provide recommendations for changes or updates.

**Municipal Clerk's Annotation for Official Policy Book**

I certify that this policy was adopted by Municipal Council as indicated below:

*Seven (7) Day Notice* ..... **November 14, 2017**  
*Council Approval* ..... **November 21, 2017**  
*Reviewed - no changes* ..... **October 24, 2019**  
*Re-adopted - no changes* ..... **December 15, 2020**  
*Re-adopted - no changes* ..... **November 17, 2021**  
*Seven (7) Day Notice* ..... **December 13, 2022**  
*Council Approval* ..... **December 20, 2022**  
*PENDING Re-adopted - no changes* ..... **December 19, 2023**

Carolyn Young

December 20, 2023

Municipal Clerk

Date

*At **Annapolis Royal** Nova Scotia*

**Amendments:**

Nov. 21, 2017 – In Sub-section 3 (12) added the word “*Joint*”

Dec. 20, 2022 – In Sub-section 3(7) added “*and near miss*”





# STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** December 12, 2023  
**Prepared By:** Amy Barr, Policy and Development Coordinator  
**Report Number:** **SR2023-89 Extended Producer Responsibility (EPR)**  
**Subject:** Authorization required for Extended Producer Responsibility (EPR)

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## **RECOMMENDATION:**

That Municipal Council authorize Valley Waste-Resource Management to opt-in and register for EPR for Packaging & Printed Paper by the December 31, 2023 deadline on behalf of the County of Annapolis, and to request Valley Waste-Resource Management to consult with the PRO and Divert NS to negotiate the transition to full EPR for PPP on behalf of the County of Annapolis.

## **LEGISLATIVE AUTHORITY**

N/A

## **BACKGROUND**

Valley Waste provided a presentation to Municipal Council regarding the management of packaging and printed paper and extended responsibilities for producers, originally introduced to legislation in 2014. The presentation outlined the options for Municipalities before key dates coming in 2024/25.

## **DISCUSSION**

Should the Municipality decide to opt-in, Valley Waste will manage this service, and provide notice for the Municipality to register with Divert NS by the deadline of January 1, 2024.

## **FINANCIAL IMPLICATIONS**

N/A

## **POLICY IMPLICATIONS**

N/A

## **ALTERNATIVES / OPTIONS**

- Authorize Valley Waste to opt-out.

## **NEXT STEPS**

If approved, staff will authorize Valley Waste to proceed.

## **ATTACHMENTS**

- November 2023 Presentation by Valley Waste.

## **Prepared by:**

Amy Barr, Policy and Development Coordinator

**Reviewed by:**

Jim Young, P.Eng, Director of Municipal Operations

**Approved by:**

  
Chris McNeill, Chief Administrative Officer

**Approval Date:**

DECEMBER 5, 2023  
(Date)





# EPR for Packaging & Printed Paper

Implications for Annapolis  
County

November 14, 2023

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## BRIEF HISTORY

- ▶ Extended Producer Responsibility (EPR) regulation requires producers (brand owners) become responsible for the operational and financial management of packaging and printed paper –what is currently in blue bag recycling
- ▶ Already regulated in most provinces (~85% of country) with costs included in products, nation-wide
- ▶ Proposed for NS in 2014, however, government felt there was not enough support to move forward
  - ▶ A working group was established through an NSFMR resolution to review and develop consensus across NS (Priorities Group)
  - ▶ A proposal was provided to the province in 2019 that demonstrated consensus from across NS

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## EPR REGULATION

- ▶ Regulations for Nova Scotia announced August 1, 2023
- ▶ Divert NS has been appointed as the Administrator
  - ▶ Manage registrations and data collection for both producers and municipalities
  - ▶ Oversee compliance with the regulations
- ▶ Producers will appoint a Producer Responsibility Organization (PRO) to develop and operate the program on their behalf

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## KEY DATES

- ▶ **January 1, 2024** – Last date for municipalities and Producers to register with Divert NS - and manner specified (details forthcoming).
- ▶ **January 1, 2024** - Producers must select a Producer Responsibility Organization (PRO) to consult with stakeholders, including municipalities.
- ▶ **October 1, 2024** – PRO must consult with every municipality in the Province and submit a readiness report to Divert NS.
- ▶ **December 1, 2025** – Full EPR for PPP implementation begins. PRO will manage and pay for residential recycling.

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## CURRENT SERVICES

- ▶ Limited recycling collection from all sources
  - ▶ Single family homes
  - ▶ Apartments/Condos of any size
  - ▶ Businesses
- ▶ Transportation of materials from Lawrencetown to Kentville
- ▶ Processing and marketing by Scotia Recycling
- ▶ Education and enforcement programs for all aspects of solid waste

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## PRO WILL PROVIDE

- ▶ Unlimited collection of recycling from:
  - ▶ Single family homes
  - ▶ Apartments/Condos of any size
  - ▶ Schools
  - ▶ Some senior homes
  - ▶ Seasonal trailer parks
- ▶ Free drop-off of recyclable materials at depots
- ▶ Transportation of materials to a processing facility
- ▶ Processing (sorting) of materials for end markets
- ▶ Marketing of materials
- ▶ Education and Administration – development of educational materials, maintaining 'hotline' services, and oversight of collection specific to residential recycling



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## DECISION: OPTING –IN OR OPTING-OUT

- ▶ Opting out
  - ▶ Continue to pay for:
    - ▶ 100% of collection costs
    - ▶ 100% of Processing or transportation costs through usual procurement methods
  - ▶ Maintain current service levels and collection methods
  - ▶ May need to issue an RFP for processing

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## DECISION: OPTING –IN OR OPTING-OUT

- ▶ Opting in
  - ▶ Reduced costs for waste collection
    - ▶ We'll have an option to continue to collect under contract with the PRO or decide to hand over recycling collection entirely
  - ▶ No residential recycling processing or transportation costs
  - ▶ Increased collection limits for residential recycling
  - ▶ Potential cost recovery for education and administration
  - ▶ Continue to pay for business related recycling
  - ▶ Need to register with Divert NS and provide necessary data
  - ▶ TBD
    - ▶ Collection strategy may change - carts or boxes instead of bags (paid for by producers)
    - ▶ Glass, foam polystyrene and plastic bags may only have depot collection
    - ▶ Collection from businesses may be negotiated at cost to municipality

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## PRODUCER DETERMINATION

- ▶ Businesses or organizations with a gross revenue below \$1 Million in NS or that distribute less than 1 tonne of PPP are exempt
  - ▶ Will be required to track and keep records to demonstrate if they meet or exceed the exemption criteria i.e. tax bills, pamphlets, waste management calendars
  - ▶ If a municipality is deemed a Producer, they will likely have to pay a nominal fee

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## MOTION

- ▶ Recommendation - that Annapolis County pass the following motion:

That Valley Waste-Resource Management opts-in and registers for EPR for Packaging & Printed Paper by the December 31, 2023 deadline on behalf of Annapolis County.

and further;

Designate Valley Waste-Resource Management to consult with the PRO and Divert NS to negotiate the transition to full EPR for PPP on the behalf of Annapolis County.

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# STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** December 12, 2023  
**Prepared By:** Angela Anderson, CPA, Director of Finance  
**Report Number:** SR2023-90 CPI Wage Increase  
**Subject:** CPI Wage Increase

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## **RECOMMENDATION(S):**

That Municipal Council approve an increase to all non-union salaries and Council remuneration in the amount of 3.2%, effective January 1, 2024.

## **LEGISLATIVE AUTHORITY**

## **BACKGROUND**

In January of each year the rates of pay, including both hourly rates and salaries for non-union employees, are adjusted to reflect the increased cost of living. The adjustments ensure the Municipality maintains current, competitive rates of compensation for recruitment and retention purposes.

The approved 2023/24 operating budget included an estimated 4% increase to compensation rates as of January 1, 2024.

## **DISCUSSION**

The Nova Scotia consumer price index (CPI) from October 2022 to 2023 resulted in inflation of 3.2%. These statistics are released by the Province of Nova Scotia and include all items.

It is proposed that the 3.2% increase to compensation rates for the Municipality be effective January 1, 2024, for all non-union employees. The union contract addresses increase in compensation separately.

Feedback regarding strategies used by other Municipalities indicate that others use a measure of CPI to determine compensation increases. For 2023 the most common increase was 3.5% which is relatively consistent with this proposal.

## **FINANCIAL IMPLICATIONS**

There are no adverse financial implications as the current CPI is less than budgeted. The impact of this report will be accommodated within the existing approved 2023/24 Operating Budget.

## **POLICY IMPLICATIONS**

There are no policy implications as a result of this report.

**ATTACHMENTS**

AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy

**Prepared by:**

Angela Anderson, CPA, Director of Finance

**Approved by:**

Chris McNeill  
Chief Administrative Officer

**Approval Date:**

DECEMBER 5, 2023



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>AM - 1.2.1</b>
Section <b>Council and Committees</b>	Subject <b>Remuneration for Warden, Deputy Warden and Councillors Policy</b>

**1. APPLICATION**

This policy applies to members of Municipal Council.

**2. AUTHORITY**

Sections 23 and 24, *Municipal Government Act*, as amended  
*Income Tax Act (Canada)*, as amended

**3. REMUNERATION OF MEMBERS OF COUNCIL**

***Commencing on January 1, 2023***

3.1 Each Councillor shall be paid \$34,565 per annum.

3.2 In addition to the payment as a Councillor:

- The Warden shall be paid a further \$34,565 per annum; and
- The Deputy Warden shall be paid a further \$11,287 per annum.

**4. DEDUCTION FOR ABSENCES FROM MEETINGS**

Members of Council shall normally attend all meetings of Council, Committee of the Whole and all advisory boards and committees to which Council has appointed them. Unless Municipal Council specifically determines by resolution to excuse the absence of a councillor, a deduction of \$75.00 from remuneration shall be made for each absence, subject to the following:

- three absences from meetings of Council, Committee of the Whole, or an advisory board or committee during any year (November to October) shall not be penalized;
- absences from meetings of Council, Committee of the Whole, or an advisory board or committee for which 5 business days' notice of the meeting or a change in the meeting date has not been provided shall not be penalized.
- absence from consecutive meetings on a single day shall be deemed one absence;
- failure to attend because of alternative formal business on behalf of Council shall not be deemed to be an absence; and
- attendance shall be at their respective discretion where the Warden and Deputy Warden are ex-officio members.

**5. KILOMETRIC ALLOWANCE FOR MEETING ATTENDANCE**

Members of Council shall be reimbursed for travel expenses incurred in order to attend Council and Committee meetings or meetings of any organization to which they have been appointed by council. Reimbursement shall be at the rates contained in *AM-1.8.1 Travel and Expenses Policy*. The rate per kilometre shall be for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee.



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>AM - 1.2.1</b>
Section <b>Council and Committees</b>	Subject <b>Remuneration for Warden, Deputy Warden and Councillors Policy</b>

**6. MEDICAL / DENTAL BENEFITS**

Participation in the group medical / dental plan shall be optional for all councillors.

**7. ANNUAL INCREASE**

Unless Municipal Council specifically determines otherwise by resolution, all council remuneration shall be adjusted annually by 1.7% commencing on January 1<sup>st</sup>.

**8. PENSION EQUIVALENT**

For councillors who are unable to register in the County's pension plan due to age restrictions, an additional taxable allowance shall be provided equivalent to nine (9) percent of gross earnings.

Municipal Clerk's Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice..... **February 14, 2023**

Council Approval ..... **February 21, 2023**

***Carolyn Young***

Municipal Clerk

**February 22, 2023**

Date

At **Annapolis Royal** Nova Scotia

**Amendments:**

**Enacted April 20, 1999**

**2002/09/17** Elected officials' remuneration and allowances increased (5% of 1999 base), effective April 1, 2002.

**2003/10/21** Elected officials' remuneration and allowances increased (5% of 1999 base), effective April 1, 2003.

**2003/10/21** Annual honoraria set for citizen members of Bridgetown Water Supply Area Advisory Committee.

**2004/12/21** Annual honoraria set for citizen members of Lake Cady Water Supply Area Advisory Committee.

**2006/07/18** Removed annual honoraria for Chair of the Board of Directors of the Annapolis Co. Municipal Housing Corp. and added bullet in Section 5 "*absences from meetings of Council, Committee of the Whole, or a Committee of Council for which 5 business days' notice of the meeting or a change in the meeting date has not been provided shall not be penalized*".

**2008/11/18** Elected officials' remuneration and allowances increased effective April 1, 2009.

**2008/12/16** Revisions to Sections 7.3 and 7.4 to reflect: the inclusion of the Lawrencetown Water Supply Area Advisory Committee and removing honorariums limitations during an interim or general review.

**2010/08/17** Revision to delete Subsection 7.8 which reads "*The annual honorarium for the Chair of each of the Executive, Finance, Priorities & Planning, and Heritage Advisory Committees shall be \$600*"

**2010/09/21** Deleted references to Employment Equity & Environmental Advisory Committees

**2010/12/21** Policy Renamed as "*AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy*" and all references to remuneration for committees / citizen members transferred to new policies

**2012/05/15** Elected officials' remuneration and allowances increased by 10% effective retroactive to April 1, 2012.

Amended February 2023

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>AM - 1.2.1</b>
Section <b>Council and Committees</b>	Subject <b>Remuneration for Warden, Deputy Warden and Councillors Policy</b>

- 2013/02/19** In Section 5, changed the first bullet to reflect that absences would be tracked from November to October rather than in accordance with the fiscal year; inserted the new remuneration / allowance rates to commence April 1, 2013; and deleted the following from Section 6:  
*Notwithstanding, to be eligible to receive reimbursement for travel expenses each councillor is required to be in attendance when the meeting is called to order and until the normal or stated adjournment time unless excused by municipal council.* Also, approved an increase of 2% for remuneration and allowances for councillors commencing April 1, 2013.
- 2013/04/16** In Section 6 removed the words "and subject to the conditions"; removed the sentence "Kilometric charges shall be for the actual distance traveled once each day to go to, and return from, the location of each meeting or all meetings at the same location on the same day"; and added the sentence "The rate per kilometre shall be for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee."
- 2013/11/19** Added Section 8 formalizing optional medical / dental benefits for councillors.
- 2014/05/20** Elected officials' remuneration and allowances increased by 5% effective retroactive to April 1, 2014.
- 2015/04/21 DELETED:**  
**ANNUAL INCREASE CALCULATION FOR BUDGET**  
All council remuneration shall be adjusted annually in accordance with the Nova Scotia Consumer Price Index of the previous fiscal year (average - all items) for approval as part of the annual operating budget.  
**REPLACED WITH:**  
**ANNUAL INCREASE**  
Unless Municipal Council specifically determines otherwise by resolution, all council remuneration shall be adjusted for one year equivalent to 1.7 % commencing in 2015-16.
- 2016/04/19** Elected officials' remuneration and allowances increased by 10%
- 2016/06/21** In Section 5, added in the second sentence "Unless Municipal Council specifically determines by resolution to excuse the absence of a councillor".
- 2017/06/20**
- Elected officials' remuneration and allowances increased by 25%
  - Added Section 9 - Pension Equivalent
- 2018/06/19**
- Elected officials' remuneration and allowances increased by 1.7%
- 2019/04/16**
- Removed all references to "Allowances" (*necessary due to changes to Income Tax Act as of January 2019*)
  - Made numbering changes resulting from deletions
  - Increased elected officials' remuneration to off-set loss in "take home" resulting from elimination of tax free allowances
- 2020/06/16**
- Deleted Section 3:  
**REMUNERATION OF MEMBERS OF COUNCIL**  
3.1 Each Councillor shall be paid \$32,861 per annum.  
3.2 In addition to the payment as a Councillor:  
the Warden shall be paid a further \$32,861 per annum; and  
the Deputy Warden shall be paid a further \$10,730 per annum.
  - and re-numbered subsequent sections
- 2021/02/16**
- Deleted in Section 7 "(subject to providing proof that he / she has established an instrument such as a Tax-Free Savings Account or other suitable investment instrument for this purpose)"



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**2023/01/17**

- Inserted new Section 3 (re-numbered subsequent sections):

**REMUNERATION OF MEMBERS OF COUNCIL**

***Commencing on January 1, 2023***

- 3.1 Each Councillor shall be paid \$33,988 per annum.
- 3.2 In addition to the payment as a Councillor:
  - \* the Warden shall be paid a further \$33,988 per annum; and
  - \* the Deputy Warden shall be paid a further \$11,098 per annum.

And amended Section 7 as follows:

**ANNUAL INCREASE**

Unless Municipal Council specifically determines otherwise by resolution, all council remuneration shall be adjusted ~~for one year equivalent to~~ **annually by** 1.7 % commencing in ~~2015-16~~ **on January 1<sup>st</sup>**.

**2023/02/21**

- Corrected remuneration amounts as follows:

**REMUNERATION OF MEMBERS OF COUNCIL**

***Commencing on January 1, 2023***

- 3.1 Each Councillor shall be paid \$34,565 per annum.
- 3.2 In addition to the payment as a Councillor:
  - \* the Warden shall be paid a further \$34,565 per annum; and
  - \* the Deputy Warden shall be paid a further \$11,287 per annum.





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

# INFORMATION REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** December 12, 2023  
**Prepared By:** Deputy Warden Brad Redden  
**Subject:** Annapolis Valley Food Working Group Update

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## ORIGIN

The Warden/County was invited to this group in the spring of 2023, there have been 4 meetings so far. It is organized under the Annapolis Community Health Board.

Annapolis Food Working Group is an open forum for the exchange of ideas and information concerning food security in Annapolis County. The conversation frequently encompasses housing, basic income and any other issues which are frequently co-existing with food insecurity.

The working group is open to any person or organization who has an interest in food security and is currently attended by health care professionals, members of churches, social enterprises, community groups, not-for-profits, educators, and politicians. A few dozen groups attend.

The working group has been building a network of resources for the public and the organizations who are working on food security. This should facilitate the better use of finite resource and reduce duplication of work. The work is still in early stages.



# INFORMATION REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** December 12, 2023  
**Prepared By:** Deputy Warden Brad Redden  
**Subject:** Atlantic Mayors' Congress Report

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## ORIGIN

The warden was unable to attend the Atlantic Mayors' Congress in September and asked me if I would attend.

The Atlantic Mayors' Congress is a meeting of Mayors initially from larger municipalities in the Atlantic provinces and more so currently of interested municipalities.

Several days are broken into panel discussions, round tables, small field trips and networking sessions. Individual sessions are 45 minutes to 2 hours.

At this congress there were sessions discussing: local and corporate economic development; green energy transition, initiatives that are local, regional and global in scale; public health transformation in Newfoundland and the role municipalities have to play; food security and associated comorbidities.

Daily networking session allowed mayors and wardens to engage each other in more detail on the topic discussed during the day in small and informal groups and facilitated efficient transmission of ideas.

Broadly, I found the congress to be highly educational and motivational. This session was very solution focused.



COUNTY of ANNAPOLIS  
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# INFORMATION REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** December 12, 2023  
**Prepared By:** Deputy Warden Brad Redden  
**Subject:** Valley Waste and Kings Transit IMSA Board Update

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## ORIGIN

Report back to COTW on monthly meeting of the IMSA board.

The advanced cost model which accounting firm MNP has been preparing is in the final stages of development, being tested for accuracy. Final result will be presented at the next board meeting.

Approval of the contract for Geotechnical wells for ground water monitoring at the two Valey Waste sites, at a cost of 161,941.62. This was awarded to Stantec.

Deliverables from Phase 1 of the ICPC funding on greening the Kings Transit bus fleet will be presented to the IMSA board in January.