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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 13, 2022

10:00 a.m.

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



- | | | |
|--------------|-------------|---|
| PAGES | 1. | ROLL CALL |
| | 2. | DISCLOSURE OF INTEREST |
| | 3. | APPROVAL of the Order of the Day
That the Order of the Day be approved as circulated. |
| | 4. | APPROVAL OF MINUTES |
| | 4.1 | 2022-11-08 Regular
That the minutes of Committee of the Whole held November 8, 2022, be approved as circulated. |
| | 5. | STAFF REPORTS |
| | 5.1 | SR2022-31 Grant Port Royal Lighthouse Society |
| | 5.2 | SR2022-32 Bear River Water Assessment |
| | 5.3 | SR2022-33 AM-6.6.6. Signing Authorities Policy Amend |
| | 5.4 | SR2022-23 Sewer Invoice Town of Annapolis Royal– Defer Payment \$50,724.66 (from 2022-11-08) |
| | 5.5 | SR2022-34 AM-2.7.1 Occupational Health and Safety Policy Amend |
| | 5.6 | SR2022-09 AM-7.3.1 Publication and Signage Policy Amend (from 2022-10-25, 2022-11-08) |
| | 5.7 | SR2022-35 NSPI Easement 2239 Virginia Road |
| | 5.8 | SR2022-37 S4 Local Improvement Charges Bylaw New First Reading |
| | 5.9 | SR2022-36 Remuneration Increase for Councillors |
| | 5.10 | 2022-12-13 Information Report Boundary Review and Governance |
| | 5.11 | 2022-12-13 Information Report Western Woodlot Services Coop Proposed Harvest Activity |
| | 5.12 | 2022-12-13 Information Report Former Upper Clements Park Lands |
| | 5.13 | 2022-12-13 Information Report Sale of Internet Update |
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| | 5.19 | 2022-12-13 Information Report Variance Report to November 30, 2022 |
| | 5.20 | CAO Report (verbal) |
| | 6. | RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES |
| | 6.1 | 2022-11-03 Accessibility Advisory Committee Recommendations |
| | 6.2 | 2022-11-16 Annapolis REMO Advisory Committee Recommendation |
| | 6.3 | 2022-11-16 Planning Advisory Committee Recommendation |
| | 6.4 | 2022-11-18 Nominating Committee Recommendations |
| | 6.5 | 2022-11-23 Nominating Committee Recommendations |
| | 6.6 | 2022-11-30 Physician Recruitment and Retention Committee (from 2022-11-08) |
| | 6.7 | 2022-10-15 Annapolis Valley Exhibition |

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 13, 2022

10:00 a.m.

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



7. NEW BUSINESS

7.1 Warden's Report

8. IN-CAMERA

That municipal council meet in-camera in accordance with Section 22(2)(c) personnel matters of the *Municipal Government Act*.

9. 5:00 p.m. STATED ADJOURNMENT

That Committee of the Whole adjourn its session until the next regular meeting scheduled for Tuesday, January 10, 2022

Minutes of the regular Committee of the Whole meeting held on Tuesday, November 8, 2022, at 9:09 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 – Alan Parish, Warden, present
District 4 – Clyde Barteaux, present
District 5 – Lynn Longmire, present
District 6 – Alex Morrison, present
District 7 – David Hudson, present
District 8 – Michael Gunn, Deputy Warden, present
District 9 – Wendy Sheridan, present
District 10 – Brad Redden, present
District 11 – Diane Le Blanc, present

Also Present: Interim CAO Doug Patterson; Municipal Clerk Carolyn Young; other staff, A. Anderson, D. Campbell, N. Chisholm, D. Hopkins, C. Mason, E. Melanson, Janice Young and Jim Young.

Recognition of Remembrance Day 2022

Councillor Morrison shared a few memories of Remembrance Day services and family members who served and died in service and those who continue to serve today.

Deputy Warden Gunn recalled fond memories of a cenotaph next to the highway near the south border of the county, and memories of stories told to him.

Councillor Redden shared memories of his grandfather who fought in Korea, and the sacrifices he made.

Councillor Prout shared the memory of his father-in-law standing at attention at the cenotaph in Kingston.

Councillor Barteaux spoke of lost lives and lives cut short for us to enjoy a valuable life. Those left behind will not forget. We will remember them.

Warden Parish has never had to fight in war. His father and grandfather both fought. Very privileged. Thanked those who went through what our generation did not have to go through.

DISCLOSURE of INTEREST

None.

APPROVAL of the AGENDA (Order of the Day)

Request to add under In-camera 22(2)(e) contract negotiations

That the Order of the Day be approved as amended.

Moved: Deputy Warden Gunn

Seconded: Councillor LeBlanc

Motion carried unanimously.

APPROVAL of MINUTES

Re: 2022-10-11 Regular

That the minutes of the regular meeting of Committee of the Whole held on October 11, 2022 be approved as circulated.

Moved: Deputy Warden Gunn

Seconded: Councillor Prout

Motion carried unanimously.

CORRESPONDENCE

Re: Email Dated 2022-11-01 Dept. of Municipal Affairs and Housing and Dept. of Education and Early Childhood Development

The Manager of Finance noted 12-month notice had been circulated a few months ago and will redistribute.

It was the consensus of those present to receive for information.

STAFF REPORTS

Re: SR2022-21 Annapolis County Municipal Housing Corporation Board Member Appointments

- That municipal council appoint Carol Ward, Ann Burns, and Paula Bliz to the Annapolis County Municipal Housing Corporation for a two-year term ending November 30, 2024.

Moved: Deputy Warden Gunn

Seconded: Councillor Morrison

Motion carried unanimously.

- That municipal council appoint Alnoor Rajan to the Annapolis County Municipal Housing Corporation for a third two-year term ending November 30, 2024.

Moved: Deputy Warden Gunn

Seconded: Councillor Hudson

Motion carried unanimously.

- That municipal council extend the appointments of Nancy McGrath and Gail Grover to November 30, 2027 as requested by the Province (Seniors and Long Term Care), and by Resolution of the Board and Municipal Council's recent amendment of the Instrument of Incorporation.

Moved: Deputy Warden Gunn

Seconded: Councillor Longmire

Motion carried unanimously.

Re: SR2022-22 AM-1.4.22 Traffic Authority Policy New

That municipal council approve *AM-1.4.22 Traffic Authority Policy* as circulated; 7 day notice.

Moved: Deputy Warden Gunn

Seconded: Councillor Redden

Motion carried unanimously.

Re: SR2022-23 Sewer Invoice – Town of Annapolis Royal

That municipal council approve the payment of \$50,724.66 to the Town of Annapolis Royal for sewer service to be paid with funds carried forward from the previous fiscal operating budget.

Moved: Deputy Warden Gunn

Seconded: Councillor Morrison

Chair passed to Deputy Warden at 10:05 a.m.

To amend the motion to add ‘and that staff report to council at January COTW with respect to the progress on the conclusion of a new agreement with the Town of Annapolis Royal.’

Moved: Warden Parish

Seconded: Councillor Morrison

Motion withdrawn.

The Warden resumed Chair at 10:07 a.m.

To table to December COTW.

Moved: Councillor Connell

Seconded: Councillor Redden

Motion carried unanimously.

Chair to Deputy Warden at 10:18 a.m.

That staff report to council at January COTW or earlier with respect to the progress on the conclusion of a new sewer agreement with the Town of Annapolis Royal.

Moved: Warden Parish

Seconded: Councillor Morrison

Motion carried unanimously.

Chair back to Warden at 10:25 a.m.

Re: SR2022-24 2022-23 Community Grants Wilmot Mountain United Baptist Church Application

That municipal council approve a grant in the amount of \$1,300 to Wilmot Mountain United Baptist Church to assist with their Mount Rose Church Restoration Project from the Capital Projects Assistance Program, Small Project Matching Grants in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Deputy Warden Gunn

Seconded: Councillor Morrison

Motion carried unanimously.

Re: SR2022-25 2022-23 Community Grants Fundy Folk Association (Evergreen Theatre) Application

That municipal council approve a grant in the amount of \$2,000 to Fundy Folk Association (Evergreen Theatre) to assist with their roof re-shingling project from the Community Halls and Centres Assistance Program in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Deputy Warden Gunn

Seconded: Councillor Connell

Motion carried unanimously.

Re: SR2022-26 2022-23 Community Grants Granville Centre Community Hall Association Application

That municipal council approve a grant in the amount of \$1,200 to the Granville Centre Community Hall Association to assist with their heating system upgrade project from the Community Halls and Centres Assistance Program in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Deputy Warden Gunn

Seconded: Councillor Barteaux

Motion carried unanimously.

Re: SR2022-27 2022-23 Community Grants Margaretsville Baptist Church Application

That municipal council approve a grant in the amount of \$1,312.86 to the Margaretsville Baptist Church to assist with their Picnic Table Shelter project from the Community Programs Assistance Fund in accordance with *AM-1.4.9 Community Grants Policy*

Moved: Deputy Warden Gunn

Seconded: Councillor Connell

Motion carried unanimously.

Re: SR2022-28 2022-23 Community Grants Melvern Square and Area Community Centre Association Application

That municipal council approve a grant in the amount of \$2,400 to the Melvern Square & Area Community Centre Association to assist with an electrical service upgrade to the community centre from the Community Halls and Centres Assistance Program in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Deputy Warden Gunn

Seconded: Councillor Prout

Motion carried unanimously.

Recess

10:36 a.m. – 10: 47 a.m.

Re: Information Report November Finance Department Update – circulated for information.

Re: Former Upper Clements Park Lands

That staff present at December Committee of the Whole an order of events and options to deal with the former Upper Clements park lands.

Moved: Councillor Morrison

Seconded – Councillor Longmire

Motion carried unanimously.

Re: Schedule to the Minutes

That the body of the email with the answers to the Warden's questions regarding the Information Report November Finance Department Update be appended as a schedule to the minutes, subject to review for confidentiality.

Moved: Councillor Redden

Seconded: Councillor Longmire

Motion carried unanimously.

LUNCH

12:01 p.m. – 1:34 p.m. with all councillors present as previously noted.

Re: Information Report Budget Plan - 2023/24 Budgets – circulated for information.

Re: CAO Report (verbal)

RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES

Re: 2022-10-12 Southwest Nova Biosphere Reserve Association Board Meeting

To receive for information.

Moved: Councillor Hudson

Seconded: Councillor Longmire

Motion carried unanimously.

Re: 2022-10-26 Western Region Stakeholder Interaction Committee

To receive for information.

Moved: Councillor Hudson

Seconded: Councillor Longmire

Motion carried unanimously.

Re: 2022-10-28 Physician Recruitment and Retention Committee – Recommendation

That Municipal Council amend *AM-1.4.9.1 Medical Assistance Recruitment Program Policy* as circulated; 7 day notice.

Moved: Deputy Warden Gunn

Seconded: Councillor Prout

To Table the motion and refer to the Physician Recruitment and Retention Committee for more information

Moved: Councillor Barteaux

Seconded: Councillor Redden

Motion carried unanimously.

BUSINESS ARISING FROM THE MINUTES

Re: SR2022-09 AM-7.3.1 Publication and Signage Policy Amend (from 2022-10-25) – forwarded to 2022-12-13 Committee of the Whole

NEW BUSINESS

Re: 2023/24 Capital Budget for December 13, 2022

That municipal staff prepare a capital budget for future fiscal years for presentation to council at the November Committee of the Whole meeting.

Moved: Councillor Hudson

Seconded: Deputy Warden Gunn

Motion carried unanimously.

Re: Speeding and Increased Thefts in Annapolis County

To refer the matters of speeding and the increase of thefts in Annapolis County to the Police Advisory Board.

Moved: Councillor Sheridan

Seconded: Deputy Warden Gunn

Motion carried unanimously.

Chair to Deputy Warden 2:47 p.m.

Re: Digital Flashing Speed Signs

To direct staff to determine the cost of purchasing digital flashing speed signs and determine what approvals, if any, are required from TIR for the establishment of these signs; and for staff, at the December COTW meeting, to provide council with the results of its investigation, and a recommendation to council with respect to the purchase and establishment of the signs and staff's advice as to whether there are currently funds available for the purchase of the signs or whether the cost should be included in the 2023/24 capital budget.

Moved: Warden Parish

Seconded: Councillor Morrison

Motion carried unanimously.

Chair back to Warden at 3:03 p.m.

Re: Hillside Drive – Update circulated in the agenda package.

Re: Warden's Report

A MESSAGE TO RESIDENTS OF ANNAPOLIS COUNTY

In October of 2020 I was elected as the councillor for District 3. As the residents of District 3 will recall, I ran to correct the financial problems then evident in the affairs of the Municipality of County of Annapolis. At the first meeting of the new council, in November of 2020, the councillors elected me as the warden of the County, for a two-year term.

In the first year of our mandate, the new council went a long way to resolve the problems I ran to correct. We obtained a court order revoking the illegal transactions relating to the Gordonstoun School project. We resolved existing substantial litigation relating to waste management brought against the County by the other municipalities in the Annapolis Valley and Valley Waste. We resolved existing substantial litigation brought against the County by an internet company whose contract the previous council had

cancelled. We resolved the existing regulatory charges against the County for operating a waste transfer station without approvals.

We hired new lawyers. We made public the legal expenses the County had incurred. We made public the package distributed to councillors before each meeting by placing it on our website. We hired a new chief administrative officer. We resumed use of the Lawrencetown waste transfer station.

During the second year of our mandate we sold the Basinview complex which had long been a drain on taxpayers' dollars. The complex is set to reopen under private management and we anticipate it will be better than ever.

We sold the old Bridgetown Town Hall which will again have some life. We have made arrangements to sell the old elementary school in Bridgetown which should create 15 new residential units. We have consolidated the County administration in one building. We have paved and revitalized Queen Street in Bridgetown. We have reopened and rejuvenated the Picnic Park in Upper Clements.

We reduced the area rate in Bridgetown. There was no increase the County tax rate this year. I could go on. It has been a busy and productive two years.

My two year term as warden ends on November 15th. I have decided not to re-offer as warden. As well, for personal, family and health reasons, I have decided to resign my position as councillor for District 3 at the same time.

It has been an honour to serve the residents of the County of Annapolis for the past two years. I thank the residents of District 3 for their faith in electing me as their councillor. I look forward to contributing to the fortunes of Annapolis County, which I love, in whatever capacities I can in the years ahead.

MESSAGE TO COUNCILLORS

Thank you for the faith you showed in me by electing me as your warden two years ago. I trust that I met that standard.

As I set out in my message to the residents, we, as a council, have achieved a number of accomplishments over the past two years for the benefit of those residents. You should be proud of that work.

Most importantly, we have worked as a team. We have faced many difficult issues. Generally, we agreed on the path forward. When there was disagreement, it was resolved with understanding and without rancour.

The eleven of us, together, have been through the crucible of difficult challenges over the past two years. When that happens, strong, everlasting relationships are forged. Consequently, when you and I see each other again, in the future, we will continue to share the bond that we have established over these years. I look forward to that.

I will watch with interest as you confront the challenges that lie ahead. I know you will do well.

IN-CAMERA

That municipal council meet in-camera from 3:19 p.m. to 5:31 p.m. in accordance with Sections 22(2)(c) personnel matters and (e) contract negotiations of the *Municipal Government Act*.

Moved: Deputy Warden Gunn

Seconded: Councillor LeBlanc

Motion carried unanimously.

5:00 p.m. STATED ADJOURNMENT

That Committee of the Whole adjourn its session at 5:31 p.m. until the next regular meeting scheduled for **Tuesday, December 13, 2022.**

Moved: Deputy Warden Gunn

Seconded: Councillor Sheridan

Motion carried unanimously.

Warden

Municipal Clerk

Subject: FW: Financial Internet Project Q&A**INTERNET PROJECT**

1. What is the balance remaining from the proceeds of the sale of our internet project and where is it held?

Surplus		\$643,873.77
Repay ORES		\$71,791.87
Repay GRES		\$516,857.57
Overall Surplus		\$55,224.33

The surplus for the internet project as a whole is \$643,873.77. The County took a loan from the Operating Reserve (ORES) to pay for a portion of it and it needs repayment in the amount of \$71,791.87. We used a total of \$516,857.57 from gas tax funds and since the asset has been sold and gas tax is the primary source of capital funding going forward it is recommended that we repay the reserve in the amount of \$516,857.57. This leaves an overall surplus of \$55,224.33 which, upon closing the March 31, 2022 fiscal year, will be in the capital reserve fund. MGA Section 99(2) requires all proceeds/surplus from sale of assets be held in the capital reserve fund for future capital expenditures/development.

Should Council wish to NOT repay the gas tax reserve, the \$516,857.57 will also be in the capital reserve fund. There were some numbers floating around about a \$3M surplus from the sale of the internet and as you will see from question 4/5 answers, the Agreement with Xplornet (sections 2.13/2.14) include future expenditures from the County. We have accrued and included these in the above surplus and they total \$2.789M for context. Therefore, the surplus would have been around \$3M if there was no further commitment from the County resulting from the Agreement.

2. What is the amount of our fixed price contract with Eagle?

Contract price, including \$189,084.78 change order	\$11,985,486.78
YTD	\$9,499,491.63

3. What amount have we already paid to Eagle?

\$9,499,491.63 and per section 2.13 in the attached contract we estimate that the remainder is \$1,389,416.15 (net of Develop Nova Scotia funding).

4. How close is Eagle to completion of the work which it is contracted to do?

We do not currently have an estimated timeline for completion, but staff have accrued the liability for future invoices from Eagle. Staff are currently in communication with Xplornet requesting some estimates. This contract obligation is set out in section 2.13 of the attached Agreement.

5. Are there any expected expenses (such as Hatch) yet to be paid (other than Eagle) which relate to the sale of the internet project?

Section 2.14 of the attached Agreement indicates that the County is responsible for the Make Ready portion of the project. An accrued liability has already been established based on the budgeted amount less a conservatively estimated CTI funding amount (Xplornet will bill the County the net amount). This is estimated to be approximately \$1.4M.

GORDONSTOUN PROJECT

1. Of the \$7 million which the County arranged to borrow for the Gordonstoun project, how much has been disbursed to date, including the purchase price?

Balance of the loan in 2022	\$1,884,118.78
Withdrawal for clearing	\$577,149

Total Debt, as of Nov. 7, 2022 \$2,461,267.78

This includes all associated costs and the purchase price for the property, however, does not include any potential disbursement as a result of ongoing litigation.

2. Does this include the amount paid to clear the site?

No – the amount to clear the site is \$577,149 and has been withdrawn per Council's motion on the capital budget financing. The total debt outstanding as a result for this property is \$2,461,267.78

3. What is the plan to repay these borrowed funds?

There is currently no adopted, formal plan for repayment of these funds. Ultimately a Council decision of what to do with the existing property will inform the repayment process. Some options for funding are as follows:

- Surplus from 2020/21 - \$88,500 (net of operating and capital fund surplus/deficits)
- There is a potential surplus from the 2021/22 fiscal that could be applied to the debt – I don't have a final number yet, but when I do this is an option as well as a surplus is expected, but not large
- Sale of property or portions of property to recover costs to retire the existing debt, this is in compliance with the MGA and the line of credit provides Council the flexibility to do this
- Staff will be coming forward in the 2023/24 budget process with analysis on this subject and could result in a repayment amount included in the budget to repay over time (pending the decision above on sale of asset)

Other information:

- Currently the County is only required to pay interest on the outstanding funds, not full repayment on a term which provides flexibility for making the decisions and planning the best course of action before getting tied up in a fixed debenture
- The interest costs per year are approximately \$100,000 depending on interest rates.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Nancy Whitman, Recreation Coordinator
Report Number: SR2022-31 Grants Port Royal Lighthouse Association Application
Subject: 2022-23 Community Grants – Application from the Port Royal Lighthouse Association

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$5,000 to the Port Royal Lighthouse Association to assist with their "Set the Stage" (phase 1) for major repairs and restoration of the Schafner Point (Port Royal) Lighthouse from the Capital Projects Assistance Program – Small Project Matching Grants in accordance with *AM-1.4.9 Community Grants Policy*.

LEGISLATIVE AUTHORITY

Section 65, *Municipal Government Act* / *AM-1.4.9 Community Grants Policy*

BACKGROUND

AM-1.4.9 Community Grants Policy allows organizations to apply for funding to support their services, programs and initiatives. There are several categories under which they can apply and each section outlines the criteria for the application. This application is in compliance with the policy requirements and eligible for approval of Municipal Council.

DISCUSSION

The Port Royal Lighthouse Association is applying for a Capital Project matching grant in the amount of \$5,589.00 to assist with phase one of major repairs and restoration of the Port Royal Lighthouse. The staff recommended amount is \$5,000 in accordance with *AM-1.4.9 Community Grants Policy*, Small Matching Grants which states: "Awards are one-time grants and shall not normally exceed \$5,000.00."

The Port Royal Lighthouse Association, established in August of 2022 has recently acquired ownership of the Schafner Point Lighthouse (Port Royal Lighthouse) from the Annapolis Heritage Society. This federally registered heritage property is in need of major repair and restoration and the association is committed to this work. They have future plans for tours and activities to enhance the historical, cultural and tourism aspects of Annapolis County and this historic region. Some of the required work was started by the heritage society however was stopped and the lighthouse sat with tyar house wrap, "which over time developed numerous large holes, allowing water to infiltrate the building."

The association has been actively engaging the local community and have received and secured in kind support of labour and materials to help with the project along with raising money as well. They have provided a detailed letter, an explanation of the project and budget (attached).

The total cost of this phase based on their provided budget is \$11,216.27. They have secured in-kind labour and supplies in the amount of \$5,588.65, and the association will provide the remaining funds in accordance to grant approval.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$19,763.84 remaining for community grants under policy AM-1.4.9 in the current fiscal year. If this application is approved for \$5,000.00 there will be \$14,763.84 remaining in the community grants policy for the rest of this fiscal year.

POLICY IMPLICATIONS

The requested funding is in accordance with the Community Grants Policy (AM 1.4.9).

ALTERNATIVES / OPTIONS

To not approve the recommendation; or to approve a lesser amount.

NEXT STEPS

1. If approved, Continue on with issuance of the Grant Funding in accordance with policy AM 1.4.9; and
2. Inform applicant of Council's decision regarding their application.

ATTACHMENTS

Appendix A: Applicant Letter to Council;

Appendix B: Applicant "Project Proposal"; and

Appendix C: Applicant Project Expense Estimates.

Prepared by:

Nancy Whitman, Recreation Coordinator

Reviewed by:

Dawn Campbell, Director of Legislative Services / Deputy CAO

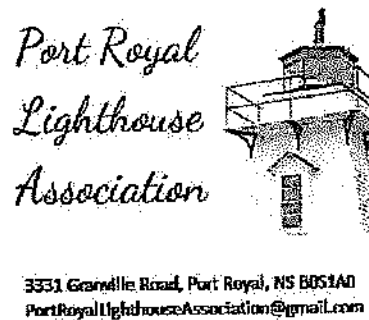
Approved by:

Doug Patterson
Interim Chief Administrative Officer

Approval Date:

Dec 7, 22

(Date)



3331 Granville Road, Port Royal, NS B0S1A0
PortRoyalLighthouseAssociation@gmail.com

November 25, 2022

Municipality of the County of Annapolis
c/o Nancy Whitman
752 St. George Street
Annapolis Royal, NS B0S1A0

Dear County Council Members:

The Port Royal Lighthouse Association (PRLA) submits the enclosed grant proposal in hope of receiving \$5,589 in funding from the Municipality of Annapolis through the Small Project Matching Grants program, and the Community Heritage Grants for Lighthouses and Museums.

The Port Royal lighthouse is in poor condition. It is in need of major structural repairs, new cladding and painting and more. Erosion behind the building is also a concern. Additional information on the restoration project can be found at PortRoyalLighthouse.ca.

PRLA's mandate is to restore and maintain the Schafner Point Lighthouse (aka Port Royal Lighthouse) at 3420 Granville Road, Port Royal. The lighthouse is a Federally Registered Heritage Property. The project is expensive and extensive. But with a grant from the County, we can begin work immediately on the tasks that can be completed as we head into winter. Funding received would be applied to Phase 1 of our project: "Setting the Stage" (details in the attached Project Proposal).

Port Royal Lighthouse Association was established in August 2022. In October 2022, PRLA acquired ownership of the lighthouse property from the Annapolis Heritage Society. The founding board is comprised of a local businesswoman, a business professional, a teacher, and retirees with expertise in community development and building renovation. In addition to a skilled board of directors, PRLA is supported by numerous community volunteers. A local retired professional heritage conservation specialist, Jerry Dick, is actively involved in the renovation project, and has offered his consultation and restoration services in-kind—a significant benefit to the Association.

Attached please find the following support documents:

- Completed Grant Application Form
- Organization Boards Members List
- Copy of Bylaws and Certificate of Incorporation
- Parks Canada Statement of Heritage, Historic, and Architectural Values
- Project Proposal for Phase 1 "Setting the Stage" with Project Timeline & Ongoing Program Goals
- Project Budget Estimates for Phase 1
- PRLA Statement of Income and Balance Sheet
- Recent Media Release

We appreciate your consideration of our application, and we look forward to your support of our project for this initial stage, as well as in spring of 2023 when we embark on Phase 2: The Main Event.

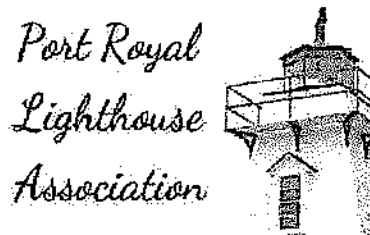
Yours truly,



Medea Minnich Holtz

President, Port Royal Lighthouse Association (PRLA)
3331 Granville Road, Port Royal, NS B0S 1A0
PortRoyalLighthouseAssociation@gmail.com
www.PortRoyalLighthouse.ca

Enclosures



3331 Granville Road, Port Royal, NS B0S1A0
PortRoyalLighthouseAssociation@gmail.com

Project Proposal for "Setting the Stage"

Introduction & Demonstration of Community Support

The Port Royal Lighthouse Association (PRLA) requests \$5,589 in grant money to "Set the Stage" for major repairs and restoration of the Port Royal Lighthouse (also known as the Schafner Point Lighthouse). The grant money would be applied to Phase 1 of our project (description and Project Timeline below).

In addition to fixing rotten window trim and reglazing, rebuilding the front exterior steps, and repainting the lantern gallery, etc., major structural repairs are needed. The corner support beams, sheathing, and lantern gallery sills have significant rot revealed during a reshingling effort in 2019, when the building was owned by the Annapolis Heritage Society (AHS). Work on the building ceased, and the building was wrapped in Typar house wrap, which over time developed numerous large holes, allowing water to infiltrate the building.

In September 2021 a group of concerned local citizens joined together to appeal to AHS to transfer ownership of the lighthouse to the community. The process led to the establishment of a non-profit society, Port Royal Lighthouse Association, founded in August of 2022. The ownership transfer was completed on October 21, 2022.

Since October, PRLA has launched a marketing and fundraising campaign and held a public meeting to engage the local community. At that meeting significant in-kind donations were pledged (detail in attached press release):

- lumber from the Morrison mill in Karsdale
- consulting advice from Jerry Dick, retired heritage conservation specialist, and Betsy Akin, professional fundraiser
- labour for painting and light carpentry work (including shingling)
- special event catering expertise by restaurateur Kelly Gillard, a new county resident
- production of a play by local playwright Paul Rapsey, as a fundraiser
- two cords of firewood for raffling off.

These pledges are in addition to existing pledges of in-kind donations of marketing, grantwriting, and fundraising expertise of founding board members Becky Benoit and Medea Minnich, as well as general contracting work by board member Allan Holtz. In support of this community project, nearby Lower Granville Hall has offered free use of the facility for special lighthouse events, fundraisers, and meetings.

While these in-kind donations are significant, the major repairs will be handled by a professional carpentry firm. Because the previous engineer's report commissioned by AHS called for replacement of major building components, rather than restoring them, PRLA is working to secure a new engineer's report with the goal of preservation and restoration to safeguard Port Royal Lighthouse's registered Heritage Lighthouse designation.

Engineer Paul Buxton has pledged an in-kind donation of a new engineer's report, when the weather is conducive to the building being unwrapped and rewrapped, for his inspection of the exterior. In the meantime, upon inspecting the inside of the building, Mr. Buxton has advised that restoration is a preferable option, and would be far less expensive than the approach previously indicated. Once a new report is finalized, it will be used to solicit quotes for the major repairs and restoration so that work can begin in the spring of 2023.

PRLA will host an Open Light day in Port Royal on Saturday, November 26, to invite the public to see inside this impressive building and learn more about the project. The in-kind donations already received represent several thousand dollars, and to date, the group has received over \$9,000 in cash donations and corporate advertising revenue in one month. With volunteer labour in-kind, private cash donations, business affiliate advertising, and grant awards, we hope to reach our goal of completing the restoration by the end of 2023. This initial grant from our county would be a tremendous help in kicking off our restoration campaign.

Project Timeline

Present – Spring 2023: Phase 1 “Setting the Stage ”

- Repair holes in Typar wrap (completed by Rice Renovations, November 2022)
- Clean up: wash windows; vacuum debris from all three levels; prop up rickety front steps with concrete pavers
- Install temporary wrought-iron handrail on front steps
- Meet vendors to discuss blasting of ironwork; front door refinishing; foundation work; sea wall boulders
- Build, stain, and install new front steps and landing. Strip old paint and repaint the front door; new door lock hardware
- Plant erosion control shrubs and flowering bulbs at cliff edge
- Remove paint and re-point foundation stones; add screens to foundation vent windows
- Restore catwalk supports and prepare decking
- Engineer's Report & Carpenter's Quotes: remove building wrap; obtain new engineer's report; obtain carpentry quotes; rewrap building.

Spring to Year End 2023: Phase 2 “The Main Event”

- Wood rot repair throughout building; repair/restore corner support beams and sheathing
- Wrap and shingle building; paint shingles
- Window rot repair, glass replacement and glazing
- Removing old paint from lantern gallery; repaint and reinstall

Present – Ongoing: Creating a Living Museum

- Open Light days
- Special events: history talks & readings; wine & cheese fundraisers; catered takeaways (lobster roll/chowder)
- Restoration learning events: window glazing; shingling; repointing masonry work
- Permanent exhibit planning and development
- Cultivate the Port Royal Cultural Triangle (lighthouse, Lower Granville Hall, Habitation) and co-hosting simultaneous events utilizing all three venues

Appendix C: Applicant Project Expense Estimates

Port Royal Lighthouse Association
November 2022 Grant Proposal
Project Expense Estimates: Setting the Stage

In-Kind Labour & Supplies						
Item	Vendor	Rate	Hours	Total		
Wash windows/Vacuum debris/prop up rickety steps	Holtz / Swigart	35	6	\$210.00		
Concrete pavers	Allan Holtz	2		\$27.58		
Purchase hardware/install temporary wrought-iron railing	Allan Holtz	35	3	\$105.00		
Consultation on refinishing/repointing	Jerry Dick	50	1.5	\$75.00		
Meeting with Paul Buxton to decide on engineer's report	Allan Holtz	50	1.5	\$75.00		
Obtain vendor quotes from Maritime Blasting/Brown Brothers	Allan Holtz	50	2	\$100.00		
Front Door Repainting: Purchase plywood sheeting; Remove door and transport to heated workshop; apply temp. plywood cover to door opening; Strip paint; putty and sand holes; Paint door (both sides); Transport door back to site and remove plywood; Hang door and install new lock set						
Replace Front Steps	Jerry King / Allan Holtz	35	24	\$840.00		
Produce construction plans; cost estimating; interfacing with Co. Inspector	Jerry Dick	50	4	\$200.00		
Lumber for front step rebuild	Marrison Mill	In-kind		\$501.82		
Construct concrete pad for new steps	Holtz / Swigart	35	6	\$210.00		
Use of cement mixer	Holtz	In-kind	1/2 day	\$50.00		
Pickup lumber and build new steps	Jerry Dick	35	8	\$280.00		
Paint new steps	Jerry Dick	35	7	\$245.00		
Remove old steps; Transport & install new steps	Holtz/Dick	35	4.5	\$157.50		
Plant spring bulbs & rose bushes	Medea Minnich	35	2	\$70.00		
Bushes and bulbs	Mlinich In-kind			\$69.00		
Foundation Refurbishing						
Manual excavation of foundation for repointing	Jerry Dick	35	6	\$210.00		
Repoint foundation: remove loose mortar and apply lime mortars as needed	Jerry Dick	50	15	\$750.00		
Screen foundation vents	Jerry Dick	50	1	\$50.00		
Hardware cloth / fasteners for vents	Allan Holtz	In-kind		\$15.00		

Restoration of Catwalk Support & Decking Prep					
Removal and replacement of catwalk backer plates	Allan Holtz	35	3	\$105.00	
Paint catwalk supports	Jerry Dick	35	5	\$175.00	
Lumber for catwalk deck	Morrison Mill	In-kind		\$212.75	
Painting catwalk decking	Allan Holtz	35	3	\$105.00	
Engineer's report	Paul Buxton	In-kind		\$750.00	
		Total In-kind donations		\$5,588.65	

Supplies & Labour Costs (including HST)				
Item	Vendor	Cost		
Paint stripper	Home Hardware	\$57.49		
Respirator	Home Hardware	\$52.89		
Paint for new steps	Lee Valley	\$189.75		
Hardware for steps	Home Hardware	\$41.50		
Deadbolt lock	Home Hardware	\$44.82		
Key duplication	Home Hardware	\$9.20		
Cement for stair pad	Home Hardware	\$46.00		
Plywood door cover during construction	Home Hardware	\$28.74		
Linseed oil paint + additional oil door finish	Lee Valley	\$128.80		
Blast paint from foundation stones and catwalk supports plus 2 hrs. setup/takedown, cleanup	Maritime Blasting	\$549.13		
Paint for catwalk supports: Rustoleum + Clinik's hardener	Home Hardware	\$113.80		
Supplies removal & replacement of backer plates for catwalk supports: grinding wheels \$20, hardware \$50	Home Hardware	\$80.50		
Catwalk support backer plate fabrication	Scotia Millwrights	\$575.00		
Building permit		\$30.00		
Lime mortar plus delivery		\$230.00		
Remove Typar for engineer inspection and contractor quotes / re-wrap building until work can begin late spring 2023		\$3,450.00		
Total Supply & Vendor Costs with HST		\$5,627.62		



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Jim Young, P.Eng, Director of Municipal Operations
Report Number: SR2022-32 Bear River Water Assessment
Subject: Bear River Water Assessment

RECOMMENDATION(S):

That Municipal Council approve the reallocation of a maximum of \$50,000 from the county water reserves to fund an assessment and detailed design for a residential water system in Bear River.

LEGISLATIVE AUTHORITY

Municipal Government Act s. 65(A)(4)

BACKGROUND

Council and staff have long been aware of the need for a water system to service the businesses and residents along Clemenstvale Road in Bear River. In recent years the Municipality was approved through the Innovate Communities Fund (ACOA) to build a comfort centre in the waterfront park pending the funding to secure water transmission through the area to the site of the future comfort centre. The plan was to tap into the residential water infrastructure on the Digby side (Hillsborough Water System) and extend it into Bear River. The project hit a snag when the application to another funding program to supply the water lines, Investing in Canada Infrastructure Program, was verbally met with concerns surrounding the existing water supply system. The ICIP source has now closed, but a new federal/provincial funding program is expected to re-open in 2023.

DISCUSSION

Staff, Council, and the community remain resolved in the importance of this necessary water infrastructure for Bear River. To position the Municipality to be able to take advantage of future funding applications and to provide staff and Council with the information needed to make informed decisions, the Municipality must have a detailed design plan with costing so that the project is 'shovel ready.' Staff would like to engage the consultant engineers to begin work on this assessment so that it is complete prior to new funding announcements in 2023.

FINANCIAL IMPLICATIONS

The County water reserves would be the source for this expense, and this would leave the projected fiscal year-end balance of that account at \$676,000.

POLICY IMPLICATIONS

Not applicable.

ALTERNATIVES / OPTIONS

- Choose not to fund the assessment at this present time.

NEXT STEPS

If approved, staff will engage with municipal engineers to start the process of preparing the assessment/design.

ATTACHMENTS

- None

Prepared by:

Amy Barr, Contracts and Procurement Coordinator

Reviewed by:

Jim Young, P.Eng, Director of Municipal Operations

Approved by:**Approval Date:**

Douglas Patterson
Interim Chief Administrative Officer



(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Heather Fox-Perry, Accounts Payable Coordinator
Report Number: SR2022-33 AM-6.6.6. Signing Authorities Policy Amend
Subject: AM-6.6.6 Signing Authorities Policy Amend

RECOMMENDATION

That Municipal Council amend *AM-6.6.6 Signing Authorities Policy* by:

- Adding in Sub-section 5(2)(g) "Municipal Clerk", (seven day notice).

LEGISLATIVE AUTHORITY

Sections 13(3) and 31(2)(d)(i), *Municipal Government Act*, as amended

BACKGROUND

The addition has been recommended to ensure full coverage to meet the organizational requirements of having two authorized signatories.

FINANCIAL IMPLICATIONS:

None

POLICY IMPLICATIONS

To keep the policy current with commerce (banking) requirements.

ALTERNATIVES/OPTIONS

None considered.

NEXT STEPS

Update policy and make request to RBC to change the agreement reflective of adding the clerk. Additionally, update internally, on Sharepoint and externally on our website.

ATTACHMENTS

AM-6.6.6 Signing Authorities Policy showing amendments

Report Prepared by:

Heather Fox-Perry, Accounts Payable Coordinator

Report Reviewed by:

Angela Anderson, Manager of Finance

Approved by:

Doug Patterson
Interim Chief Administrative Officer

Approval Date:

Dec 7, 22

<p>THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p>	<p>AM – 6.6.6</p>
<p>Section Financial Administration</p>	<p>Subject Signing Authorities Policy</p>

1. APPLICATION

The separation of duties is a powerful internal control. To increase the chance an error is caught before a transaction is complete and to ensure that decisions are not based on erroneous data, it is important to establish internal controls that prevent one person from controlling a process from start to finish. Given the number of employees at the County of Annapolis a complete separation of duties is not realistic. However, a clear policy around signing authority is one way to reduce the risk of error or fraud.

2. AUTHORITY FOR POLICY

Sub-sections 13(3); 16(4) and 31(2)(d)(i) of the *Municipal Government Act*

3. POLICY INTENT

To clarify internal control mechanisms relating to the signing of cheques or issuing of electronic funds transfers.

4. DEFINITIONS

In this Policy,

- (1) "CAO" means the County's Chief Administrative Officer;
- (2) "County" means the Municipality of the County of Annapolis.
- (3) "Municipality" means the Municipality of the County of Annapolis.

- (4) "Person Responsible" means the person designated as having budget responsibility for a specific cost centre.

5. ADMINISTRATION AND GENERAL PROVISIONS

- (1) All expenditures in excess of \$5,000 shall be made by cheque or electronic funds transfers (i.e., not by credit card, cash, other tender types).
- (2) All cheques or electronic funds transfer payments lists shall be signed by two of the following designated signing authorities:
 - (a) the Warden;
 - (b) the Deputy Warden;
 - (c) the CAO;
 - (d) a Deputy CAO;
 - (e) the Treasurer;
 - (f) the Manager of Finance;
 - (g) Municipal Clerk
- (3) When being presented with cheques to sign or electronic funds transfers to approve, a signing officer shall also be presented with purchase orders or expenditure approvals initialed or signed by the Person Responsible for the cost centre to which the expenditure is to be assigned.
- (4) Upon approval for distribution of Electronic Funds Transfer by designated signing authorities, the Accounts Payable Clerk will upload the SAP payment file to the bank. A second staff member with bank access must then approve the file for release.

<p>THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS</p> <p>POLICY AND ADMINISTRATION MANUAL</p>	<p>AM – 6.6.6</p>
<p>Section</p> <p>Financial Administration</p>	<p>Subject</p> <p>Signing Authorities Policy</p>

<p>Municipal Clerk's Annotation for Official Policy Book</p> <p>I certify that this policy was adopted by Municipal Council as indicated below:</p> <p><i>Seven (7) Day Notice</i>..... June 14, 2022</p> <p><i>Council Approval</i> June 21, 2022</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p><u><i>Carolyn Young</i></u></p> <p>Municipal Clerk</p> </div> <div style="text-align: center;"> <p><u>June 21, 2022</u></p> <p>Date</p> </div> </div> <p style="text-align: center;"><i>At <u>Annapolis Royal</u> Nova Scotia</i></p>	
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Approved March 18, 2014

Amendments

April 18, 2017:

- included additional permission for a Deputy CAO to sign in circumstances that the CAO may be incapacitated or in a circumstance that would be a perceived as a conflict for the CAO to sign.

May 16, 2017:

- adding permission for the Senior Administrative Assistant to sign in circumstances that the Municipal Clerk may be absent, incapacitated or in a circumstance that would be a perceived as a conflict for the Municipal Clerk to sign.

May 21, 2019:

- In Section 3 added "or issuing of electronic funds transfers;"
- In Sub-section 5 (1) replaced "\$10,000" with "\$5,000;" and added "or electronic funds transfers;"
- In Sub-section 5 (2) added "or electronic funds transfer payments lists;"
- In Sub-section 5 (3) added "or electronic funds transfers to approve;"
- Added Sub-section 5 (4).

September 17, 2019:

- In Sub-section 5 (2) (f) replaced "Senior Administrative Assistant" with "Deputy Municipal Clerk" to reflect changes to job title.

May 18, 2021:

- Amended by:
 - Deleting in Sub-section 5(2)(d) "during a period that the CAO is absent, otherwise incapacitated or in a circumstance that would be perceived as a conflict for the CAO to sign";
 - Deleting in Sub-section 5(2)(e) "Municipal Clerk" and replacing with "Treasurer"; and
 - Deleting Sub-section 5(2)(f) "the Deputy Municipal Clerk during a period that the Municipal Clerk is absent, otherwise incapacitated or in a circumstance that would be a perceived as a conflict for the Municipal Clerk to sign."

June 21, 2022:

- Amended by:
 - Adding in Sub-section 5(2)(f) "the Manager of Finance."

Amended June 21, 2022

Page 2 of 2

<p>THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p>	<p>AM – 6.6.6</p>
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THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 6.6.6
Section Financial Administration	Subject Signing Authorities 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.....	June 14, 2022
Council Approval	June 21, 2022
 <i>Carolyn Young</i> Municipal Clerk	 June 21, 2022 Date
At <u>Annapolis Royal</u> Nova Scotia	

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STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Jim Young, P.Eng, Director of Municipal Operations
Report Number: SR2022-23 Sewer Invoice Town of Annapolis Royal
Subject: Defer Payment \$50,724.66

RECOMMENDATION(S):

That Municipal Council defer the payment of \$50,724.66 to the Town of Annapolis Royal for sewer services to be paid following the completion of the recommendation from the consultant.

LEGISLATIVE AUTHORITY

Municipal Government Act s. 65(A)(4)

BACKGROUND

The sewer contract between the Municipality and the Town of Annapolis Royal which has been in use since in some form since 1977 and has failed to be renewed in recent years. Since then, both municipalities have been operating under the terms of the agreement informally and the Municipality has been paying the sewer invoices as charged.

DISCUSSION

An invoice was received by staff for the sewer service for the sum of \$50,724.66 from the Town of Annapolis Royal in March 2022. The invoice was the subject of internal discussion on the merit of the charges and after recent positive meetings with the Town staff have engaged with G.A. Isenor Consulting Limited to develop a sewer rate for shared services between Annapolis Royal, Lequille, and Granville Ferry. Town staff support this direction and agree that the payment can be deferred until the results of the study are available, which is expected in early 2023.

FINANCIAL IMPLICATIONS

This invoice has been accrued in the 2021/22 fiscal year as it was included in that operating budget. Therefore, there is no adverse financial impact because the funds have been carried forward to cover the full cost of the invoice when the time comes for payment. It was also agreed that new sewer rate would take effective April 1, 2022.

POLICY IMPLICATIONS

Not applicable.

ALTERNATIVES / OPTIONS

- Make payment immediately to the Town of Annapolis Royal

NEXT STEPS

If approved, staff will continue to work toward completing the comprehensive rate study.

ATTACHMENTS

- Consultant proposal

Prepared by:

Amy Barr, Contracts and Procurement Coordinator

Reviewed by:

Jim Young, P.Eng, Director of Municipal Operations

Approved by:**Approval Date:**

Douglas Patterson
Interim Chief Administrative Officer

(Date)

November 10, 2022

Municipality of the County of Annapolis
PO Box 100
752 St. George Street
Annapolis Royal, NS
B0S 1A0

Attention: Jim Young P.Eng.
Director of Municipal Operation

**Development of a Sewer Rate for Shared Sewer Services between
Annapolis Royal and Annapolis County (Lequille & Granville Ferry)**

Further recent to our telephone discussions we are pleased to provide this work plan for the development of a Sewer Rate for shared wastewater collection and treatment services between Annapolis Royal and the communities of Lequille and Granville Ferry in Annapolis County.

The sewer collection systems in Lequille and Granville Ferry are owned and operated by Annapolis County. Collected sewage from both communities is discharged into the Town of Annapolis Royal sewer system and ultimately treated at the Annapolis Royal Sewage Treatment Plant. The Town of Annapolis Royal is responsible for transfer and treatment of the collected sewage once it is discharged into the Town's system.

To prepare a rate for the services provided by the Town Annapolis Royal the study team will require information from both the Town and the County. The following list is preliminary and requests may be made for additional information.

Town of Annapolis Royal:

- A scaled map of the Sewer system including the location of the Sewage Treatment Plant and the connection points where Annapolis County discharges untreated sewage into the Town's system;
- Overall length of the collection network in the Town's sewer system;

Tel: 902.402.2141 Email: gisenor@eastlink.ca
3 Ridgewood Court, Amherst, NS B4H 4W7

- Number of customers served by the Town's System;
- Total flows received at the Sewage Treatment Plant by month for the 12 month period ending on October 31, 2022;
- Total annual cost of operating the gravity sewage collection system and any sewage lift stations operated by the Town that receive sewage from Lequille and Granville Ferry;
- Total annual cost of operating the sewage treatment plant including the cost of any residual/sludge handling;
- List of all outstanding loans for sewage collection and treatment including details of what the loans are for; and,
- Annual Principal and Interest payments for any outstanding loans.

Annapolis County – Lequille System:

- A scaled map of the Sewer system including the location of the connection point(s) where the Lequille system discharges untreated sewage into the Town system;
- Overall length of the collection network in the Lequille system;
- Number of customers served by the Lequille system; and,
- Total flows discharge into the Town's Sewer system by month for the 12 month period ending on October 31, 2022.

Annapolis County – Granville Ferry System:

- A scaled map of the Sewer system including the location of the connection point(s) where the Granville Ferry System discharges untreated sewage into the Town system;
- Overall length of the collection network in the Granville system;
- Number of customers served by the Granville Ferry system; and,
- Total flows discharge into the Town's Sewer System by month for the 12 month period ending on October 31, 2022.

Once the data from all three systems is received the study team prepare a proposed rate for the sewage collection and treatment services provided by the Town to the County based on allocating costs based on flows and infrastructure used. The methodology used will be detailed in a memo report together with tables and explanations of the allocations. The study team will present the findings of the report to staff at a meeting to be held in Annapolis Royal.

Estimated Cost

The work plan includes a presentation to staff as note above to present the memo report on the rate development methodology and outcome. It is estimated the workplan will cost \$7,500 (HST extra) in time plus expenses which will be extra as incurred (estimated to be \$800). Should a presentation to either (or both) Municipal Council(s) be needed.

the cost will be extra as incurred. The rate for meetings and any required additional work requested will be \$140 per hour for either Blaine Rooney or Gerry Isenor.

The study will be conducted by Gerry Isenor and Blaine Rooney who have extensive experience in the preparation of water and wastewater rate studies. If this proposal is acceptable please advise and we will arrange for a time to start the study.

Yours truly
G. A. Isenor Consulting Limited



G. Isenor, P.Eng.

Cc: Blaine Rooney

November 10, 2022

Municipality of the County of Annapolis
PO Box 100
752 St. George Street
Annapolis Royal, NS
B0S 1A0

Attention: Jim Young P.Eng.
Director of Municipal Operation

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Annapolis Royal and Annapolis County (Lequille & Granville Ferry)**

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To prepare a rate for the services provided by the Town Annapolis Royal the study team will require information from both the Town and the County. The following list is preliminary and requests may be made for additional information.

Town of Annapolis Royal:

- A scaled map of the Sewer system including the location of the Sewage Treatment Plant and the connection points where Annapolis County discharges untreated sewage into the Town's system;
- Overall length of the collection network in the Town's sewer system;

Tel: 902.402.2141 Email: gisenor@eastlink.ca
3 Ridgewood Court, Amherst, NS B4H 4W7

- Number of customers served by the Town's System;
- Total flows received at the Sewage Treatment Plant by month for the 12 month period ending on October 31, 2022;
- Total annual cost of operating the gravity sewage collection system and any sewage lift stations operated by the Town that receive sewage from Lequille and Granville Ferry;
- Total annual cost of operating the sewage treatment plant including the cost of any residual/sludge handling;
- List of all outstanding loans for sewage collection and treatment including details of what the loans are for; and,
- Annual Principal and Interest payments for any outstanding loans.

Annapolis County – Lequille System:

- A scaled map of the Sewer system including the location of the connection point(s) where the Lequille system discharges untreated sewage into the Town system;
- Overall length of the collection network in the Lequille system;
- Number of customers served by the Lequille system; and,
- Total flows discharge into the Town's Sewer system by month for the 12 month period ending on October 31, 2022.

Annapolis County – Granville Ferry System:

- A scaled map of the Sewer system including the location of the connection point(s) where the Granville Ferry System discharges untreated sewage into the Town system;
- Overall length of the collection network in the Granville system;
- Number of customers served by the Granville Ferry system; and,
- Total flows discharge into the Town's Sewer System by month for the 12 month period ending on October 31, 2022.

Once the data from all three systems is received the study team prepare a proposed rate for the sewage collection and treatment services provided by the Town to the County based on allocating costs based on flows and infrastructure used. The methodology used will be detailed in a memo report together with tables and explanations of the allocations. The study team will present the findings of the report to staff at a meeting to be held in Annapolis Royal.

Estimated Cost

The work plan includes a presentation to staff as note above to present the memo report on the rate development methodology and outcome. It is estimated the workplan will cost \$7,500 (HST extra) in time plus expenses which will be extra as incurred (estimated to be \$800). Should a presentation to either (or both) Municipal Council(s) be needed

the cost will be extra as incurred. The rate for meetings and any required additional work requested will be \$140 per hour for either Blaine Rooney or Gerry Isenor.

The study will be conducted by Gerry Isenor and Blaine Rooney who have extensive experience in the preparation of water and wastewater rate studies. If this proposal is acceptable please advise and we will arrange for a time to start the study.

Yours truly
G. A. Isenor Consulting Limited

A handwritten signature in blue ink, appearing to read 'G. Isenor', is positioned above the printed name.

G. Isenor, P.Eng.

Cc: Blaine Rooney



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Dawn Campbell, Director Legislative Services
Report Number: SR2022-35 AM-2.7.1 Occupational Health and Safety Policy Amend
Subject: Amend *AM-2.7.1 Occupational Health and Safety Policy*
(7 day notice)

RECOMMENDATION(S):

That municipal council amend *AM-2.7.1 Occupational Health and Safety Policy* by adding the words "and near miss" in Sub-section 3 (7) as circulated, 7-day notice.

LEGISLATIVE AUTHORITY

Section 27 of the *Occupational Health and Safety Act*, as amended
Subsection 48 (3) of the *Municipal Government Act*, as amended

BACKGROUND

Section 27 of the *Occupational Health and Safety Act* requires the employer (with 5 or more employees) to prepare and annually review a written occupational health and safety policy:

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.

The County's past practice has been for the Joint Occupational Health and Safety Committee to review and recommend changes for presentation to the Committee of the Whole and Council in December each year. This report reflects the recommendation of the Committee during their most recent review.

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

No other legal options are apparent

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed.

ATTACHMENTS

AM-1.4.22 Traffic Authority Policy

Excerpt from *Municipal Government Act*

Excerpt from *Motor Vehicle Act*

Prepared by:

Dawn Campbell, Director of Legislative Services

Approved by:**Approval Date:**

Dec 7, 22

Doug Patterson

Interim Chief Administrative Officer

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS	AM – 2.7.1
POLICY AND ADMINISTRATION MANUAL	
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.
- (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.

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

- (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 **PENDING December 13, 2022**

Council Approval **PENDING December 20, 2022**

Carolyn Young

PENDING

Municipal Clerk

Date

At Annapolis Royal Nova Scotia

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



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Debra Ryan, Community Outreach and Tourism Manager
Report Number: SR2022-09 AM-7.3.1 Publication and Signage Policy Amend
Subject: Amend AM-7.3.1 Publication and Signage Policy

RECOMMENDATION(S):

That Municipal Council amend *AM-7.3.1 Publication and Signage Policy* by making the changes as circulated and recommended by the Working Group, 7-day notice.

LEGISLATIVE AUTHORITY

MGA Municipal Government Act Section 48

BACKGROUND

The Publication / Signage Policy has been reviewed by an internal committee to look at changes that would allow expanded promotion of business opportunities within our community. There are many ways that Municipalities throughout Nova Scotia have been promoting new opportunities to promote their respective regions from a community, tourism and economic perspective.

As the Municipality is starting to look at new tourism promotion and economic development, it is important to have the flexibility to showcase the business opportunities.

In the review of other Municipal sites such as Halifax, Lunenburg, Queens County, Chester there are many that showcase their tourism assets that include but are not limited to events, culinary, accommodations.

Promotion of region should include showcasing our community assets including business opportunities.

DISCUSSION

The following policy amendments include the name change to be more reflective of the policy and to create a framework to create expanded promotion opportunities into the future. Promoting local and targeting residents and new visitors strengthen the local economy and builds capacity.

The purpose behind tourism marketing is to promote a region, attract more visitors and influence visitors to visit a destination. Showcasing the regions assets creates expanded opportunity for communities and for business to attract residents and new visitors to a region or place that can bring economic opportunities.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

In accordance with Sub –Section 48(1) of the *Municipal Government Act*, Seven-day notice to Municipal Council is required before a policy is passed, amended or repealed. If notice is provided at the October Committee of the Whole, the amendments will be brought back for final approval at the October 25, 2022 Council session.

ATTACHMENTS

AM-7.3.1 Publication and Signage Policy Showing Changes

AM-7.3.1 Promotion & Publication Policy With Changes Incorporated

Prepared by:

Debra Ryan Community Outreach and Tourism Manager

Reviewed by:

Dawn Campbell, Director of Legislative Services and HR

Approved by:**Approval Date:**

Doug Patterson
Acting Interim Chief Administrative Officer

1.0 Purpose

It is essential that the County's printed publications, and website, social media, electronic signs and promotional signs provide community information that is accessible, accurate, up-to-date, visually pleasing, easy-to-read and easy-to-find.

Electronic signs provide accurate, timely information that is important to promoting facilities and community events.

In addition to information pertaining to municipal services, the County's publications and website, social media platforms and signage of any kind may also contain information to inform the reader about community-based events and activities, including but not limited to information from other governments, community groups, non-profit / charitable organizations, and service groups, clubs, and businesses that provide economic and tourism-benefit opportunities in the region.

2.0 Authority

This policy is enacted pursuant to Section 48 of the *Municipal Government Act*, as amended.

3.0 Definitions

3.1 **County** – means the Municipality of the County of Annapolis.

3.2 **Major Community Attraction** - place of interest which draws visitors, typically for its inherent or exhibited cultural value, historical significance, natural or built beauty, or amusement opportunities. Some examples include historical places, landmarks and monuments, museums and art galleries, botanical gardens, buildings and structures, parks, forests, theme parks, exhibitions, festivals, culinary, beverage, agriculture industry, farm/seafood markets, carnivals and cultural events.

3.3 **Professional Association** - a non-profit organization seeking to further a particular profession, the interests of individuals engaged in that profession, and the public interest.

3.4 **Service Club** – a formal association of people with similar interests dedicated to promoting community welfare or public service.

3.5 **Website** - group of pages on the World Wide Web maintained by the County of Annapolis to provide information to residents and visitors about the region, its local government and the programs and services the local government provides. In this policy, Website does not include associated portals or social media venues intended as a forum for public input and postings.

3.6 **Electronic signs** – Signs that are electronic that are located on County of Annapolis property and or owned by the County of Annapolis that are digital in nature.

3.7 **Signage** - Signage that promotes the County of Annapolis facilities or general promotion which is located on County of Annapolis property used for directional signage on highways and or used for events and programs.

4.0 Objectives

The objective of this policy is to provide a clear, fair and accessible process for sharing information with the community about events, activities, and facilities, tourist and economic opportunities.

5.0 External Links on the Web Site

5.1 The County of Annapolis will consider posting external links on its website if the link is directed to the website of:

- An official government website (municipal, regional, provincial, federal).
- A county-funded agency or board.
- An organization which is affiliated to the County of Annapolis (e.g., an organization to which the County appoints a board member).
- An organization identified as eligible for a grant under the County's Grant Policy.
- Service clubs operating in the County of Annapolis that perform service work that benefits residents.
- A registered non-profit society or charitable organization (registered charitable number) that operates within the County of Annapolis.
- A major community attraction as determined by the County of Annapolis.
- A professional association.
- Community supporters

5.2 The County **will not post external links** and or **create** advertisements on its website and on electronic signs and other signage for:

- Personal websites;
- ~~Individual businesses (with the exception of major community attractions);~~
- Political parties;
- Organizations promoting religious or spiritual beliefs. ~~with exceptions of community supporters.~~

5.3 External links will be removed by the County without notice if, but not limited to, any of the following conditions apply:

- The site's original information has been altered and the context of the information has changed;
- The site no longer meets the conditions listed above for acceptable external links;
- In the County's opinion, the information on the site becomes inaccurate;
- Page formatting, lengthy download items or intrusive advertising make accessing information difficult;
- The link returns a "not found" error for more than 72 hours;
- The link promotes, exhibits, illustrates or manifests hate or obscene/pornographic/sexual content of any kind;
- The site and content does not comply with municipal, provincial or federal legislation.

5.4 All websites will be reviewed to ensure that, in the sole opinion and discretion of the County of Annapolis, they meet and are in keeping with the above criteria. Enforcement of this linking policy and the decision on whether or not to add, remove or deny an external link on the website will be made by the Chief Administrative Officer or manager designated by the Chief Administrative Officer to make such decisions.

5.5 The County of Annapolis does not make any representation or warranty, expressed or implied, concerning the accuracy, quality, likely results or reliability of the information contained on externally linked websites or on the electronic sign.

5.6 The County reserves the right to post any additional links to its website / electronic sign that it deems to be in the community interest; and to refuse to post any external links or to delete links already posted on its site at any time without notice.

6.0 Community ~~Calendar~~ postings on Web Site, Social Media, Printed Publications and other formats.

6.1 Staff ~~will~~ may post information regarding activities, programs, meetings, events and festivals organized by the County of Annapolis and its affiliates on its website, social media, ~~printed events calendar~~ and appropriate printed materials.

6.2 Members of the public may submit event information for approval to be included on the County's calendar and will include the electronic sign although priority of use will remain. To be eligible for consideration, the event must be open to the general public, occur within the geographic boundaries of the County of Annapolis ~~or have a direct benefit~~ including the Towns of Annapolis Royal, Bridgetown and Middleton, ~~have a direct benefit~~ and meet one of the following criteria: ~~ie Direct benefit would be Apple Blossom Festival, Digby Wharf Rat Rally or Kingston Steer Barbecue.~~

- Organized or funded by another order of government.
- Organized by a government-funded agency or board.
- Organized by a County of Annapolis affiliated group.
- Hosted or organized by an agency identified as eligible for a grant under the County's Grant Policy.
- Funded in full, or in part, by the County of Annapolis.
- Sponsored by the County of Annapolis.
- Organized by a registered non-profit society or charitable organization (registered charitable number) that operates within the County of Annapolis
- Organized by a service club operating within the County of Annapolis performing work that benefits residents.
- Located in a facility owned or leased by the County of Annapolis.
- ~~Examples of a direct benefit would include the Apple Blossom Festival, Digby Wharf Rat Rally and Kingston Steer Barbecue.~~

6.3 Events submitted by the public will not be published on the County's calendar or on the electronic sign if they:

- ~~Are commercial in nature and, in the County's sole opinion, are attempting to advertise, promote or sell products or services of an individual or an individual business;~~
- Promote, exhibit, illustrate or manifest hate or obscene/pornographic/sexual content of any kind;
- Do not comply with municipal, provincial or federal legislation;
- Promote an individual religion or religious service;
- Promote partisanship or an individual political agenda.

6.4 Events deemed by the County of Annapolis to be political in nature will not be posted after the official announcement of a federal or provincial election, or after the 1st day of a municipal election year.

6.5 To be considered for publication an event submission must be accompanied by a name and contact information of an individual from the event organizing committee. Anonymous postings of events will not be published.

6.6 In the case of the electronic sign the priority of use shall be the following and the county of Annapolis will designate users that will control the sign.

6.7 Priority of use for the Bridgetown Electronic Sign:

- To promote the Bridgetown Regional Outdoor Sports Hub.
- To promote activities of the Bridgetown Regional Community School.
- To promote the activities of the community that relate to special events and programs.
- In the event of a general emergency the sign will be used accordingly by the County of Annapolis.
- There will be no business advertisements allowed on the sign.

6.8 Decisions on whether or not to add, remove or deny the posting of an event to the County's website calendar will be made by the Chief Administrative Officer or manager designated by the Chief Administrative Officer to make such decisions.

6.9 The County of Annapolis does not endorse or make any representation or warranty, expressed or implied, concerning the accuracy, quality or reliability of information posted on its website or printed events calendar or information in the electronic sign that has been submitted by a member of the public.

6.10 The County reserves the right to post any additional events to its calendar and to the electronic sign (s) that it deems to be in the community interest; and to refuse to post or remove any event on its website calendar at any time without notice.

7.0 Advertising

7.1 The publication, production and placement of advertisements will be at the discretion of the Chief Administrative Officer or manager designated by the Chief Administrative Officer to make such decisions.

8.0 Sponsorships

~~8.1 The County will permit business sponsorships of events or programs only with the express consent of Municipal Council on a case-by-case basis.~~

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	October 12, 2021
Council Approval	October 19, 2021
 <u>CAROLYN YOUNG</u> Municipal Clerk	 <u>October 19, 2021</u> Date
<i>At Annapolis Royal Nova Scotia</i>	



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Jim Young, P.Eng, Director of Municipal Operations
Report Number: SR2022-35 NSPI Easement 2239 Virginia Road
Subject: NSPI Easement for 2239 Virginia Road

RECOMMENDATION(S):

That Municipal Council authorize the Warden and Clerk to sign an easement to Nova Scotia Power Inc (NSPI) at PID 05057211 for the sum of \$1 as per the attached document.

LEGISLATIVE AUTHORITY

Municipal Government Act s. 65(A)(4)

BACKGROUND

The land directly across from the Raven Haven Beachside Park, PID 05274758, has been an undeveloped parcel with no power currently running to it. The land has recently sold and the new owner is interested in running power to the site for potential future development.

DISCUSSION

Although there is a public right of way allowing transmission lines along the roadway on our Raven Haven property, in order to extend the transmission lines across the street to service PID 05274758 it is required to have guidewires placed to secure the pole and transformer. NSPI has requested a standard easement to serve this purpose.

FINANCIAL IMPLICATIONS

There will be no financial implications associated with the granting of this easement.

POLICY IMPLICATIONS

Not applicable.

ALTERNATIVES / OPTIONS

- Choose not to grant the easement to NSPI.

NEXT STEPS

If approved, staff will prepare the easement document for signatories.

ATTACHMENTS

- Easement document

Prepared by:

Amy Barr, Contracts and Procurement Coordinator

Reviewed by:

Jim Young, P.Eng, Director of Municipal Operations

Approved by:

Approval Date:



Dec 7 22

Douglas Patterson
Interim Chief Administrative Officer

THIS GRANT OF EASEMENT made as of _____, 20__

BETWEEN:

_____, of

_____;

(the "Grantor")

- and -

NOVA SCOTIA POWER INCORPORATED,
a body corporate

("NSPI")

WHEREAS:

1. The Grantor is the owner of a certain property located at _____, _____, in the County of _____, Province of Nova Scotia as described in the deed recorded at the Registry of Deeds for _____ County in Book _____ at Page _____ or as Document No. _____ and more particularly identified as Property Identification Number (PID) _____ (the "Lands").
2. NSPI wishes to secure a distribution easement over a portion of the Grantor's lands.

WITNESSETH that in consideration of the sum of One Dollar (\$1.00) of lawful money of Canada and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

1. The Grantor hereby grants to NSPI the free and uninterrupted right, privilege, liberty and easement in perpetuity over, under and through a strip across the Lands as outlined on the sketch attached hereto as Schedule "A" (the "Easement") to do the following:
 - (a) inserting, laying, erecting and maintaining a line of poles and wires with all necessary foundations, excavations, anchors and guy wires (collectively the "Distribution Line"), for the purpose of conveying electric power and energy in all forms, as well as any and all other communication or other signals capable of being transferred over, under, through and across the Easement;
 - (b) to clear or remove in any manner deemed expedient by NSPI, all vegetation, brush,

trees, and other obstructions and impediments to construction, excavation, and maintenance of the Distribution Line upon the Easement and to use any method deemed expedient to keep the Easement clear of trees, vegetation, brush, or other obstructions, and to remove any such trees, vegetation or brush beyond the limits of the Easement that are deemed a potential hazard to or affect the Distribution Line or the purposes of the Easement;

- (c) to enter upon and across the Easement from time to time with vehicles, machinery, equipment and materials as deemed expedient for any purpose whatsoever to fulfill the privileges granted herein;
- (d) to enter upon any portion of the Lands, immediately adjacent to the Easement, from time to time to access the Easement and as may be reasonably required by NSPI to carry out any of its rights and privileges as herein granted;
- (e) to generally to do all acts necessary to exercise the rights and privileges granted herein together with all rights and privileges necessarily ancillary thereto.

2. The Grantor hereby covenants and agrees with NSPI that it **will not:**

- (a) excavate, drill, install, erect, construct, or permit to be excavated, drilled, installed, erected, or constructed on, under or over the Easement, any foundation, building or other structure or installation, pile material or plant any growth upon the Easement that, in the opinion of NSPI, may interfere with or endanger the Distribution Line;
- (b) disturb or otherwise interfere with the Distribution Line or the Easement;
- (c) plant or establish within the Lands, including the Easement, any trees, shrubs or other vegetation which could encroach and interfere with the Distribution Line or the Easement at any time unless previously consented to by NSPI; or
- (d) remove, damage or retard in anyway, any vegetation established within the Easement as part of the management of the Easement without prior written permission from NSPI;

provided that it is acknowledged by the Grantor herein that should it be in breach of any of the foregoing that NSPI, in its discretion, shall be entitled to remedy the breach at the sole cost of the Grantor.

Notwithstanding the foregoing, the Grantor may install a culvert within the easement and build a driveway within the easement for the purposes of accessing the Lands, provided NSPI shall not be required to remove, reposition or adjust any of its equipment to accommodate the driveway or culvert and provided the construction or the culvert and driveway in no way impact the equipment. Nothing herein shall restrict the Grantor from

developing the Lands provided said development in no way impacts the rights herein conveyed.

3. The Grantor represents and warrants to NSPI that the Grantor has good title in fee simple to the Lands and that the right to grant the Easement as hereby granted. The Grantor will procure any such further assurances as may be reasonably required.
4. The Grantor agrees that NSPI may authorize any other utility, service provider, or communications distributor, including without limiting, cable television undertakings or telecommunications carriers, to exercise the easement rights hereby granted and to share the use of the Distribution Line within the Easement.
5. This Agreement shall enure to the benefit of and be binding upon the parties hereto, other persons authorized from time to time by NSPI, and all parties' respective heirs, administrators, executors, successors and assigns.
6. In the event the easement is no longer required for the purposes set out in Paragraph 1, NSPI agrees, at its expense, to release the easement to the Grantor.
7. This Agreement shall be read with all change of number and gender required by the context.

IN WITNESS WHEREOF the Grantor has duly executed this Grant of Easement the day and year first above written.

Witness:

Grantor

Witness

Grantor

INDIVIDUAL

PROVINCE OF NOVA SCOTIA

COUNTY OF _____

ON THIS _____ day of _____, 20____, before me, the subscriber personally came and appeared, _____, a subscribing witness to the foregoing Grant of Easement, who having been by me duly sworn, made oath and said that _____, one of the parties thereto, duly executed and delivered the same in h _____ presence.

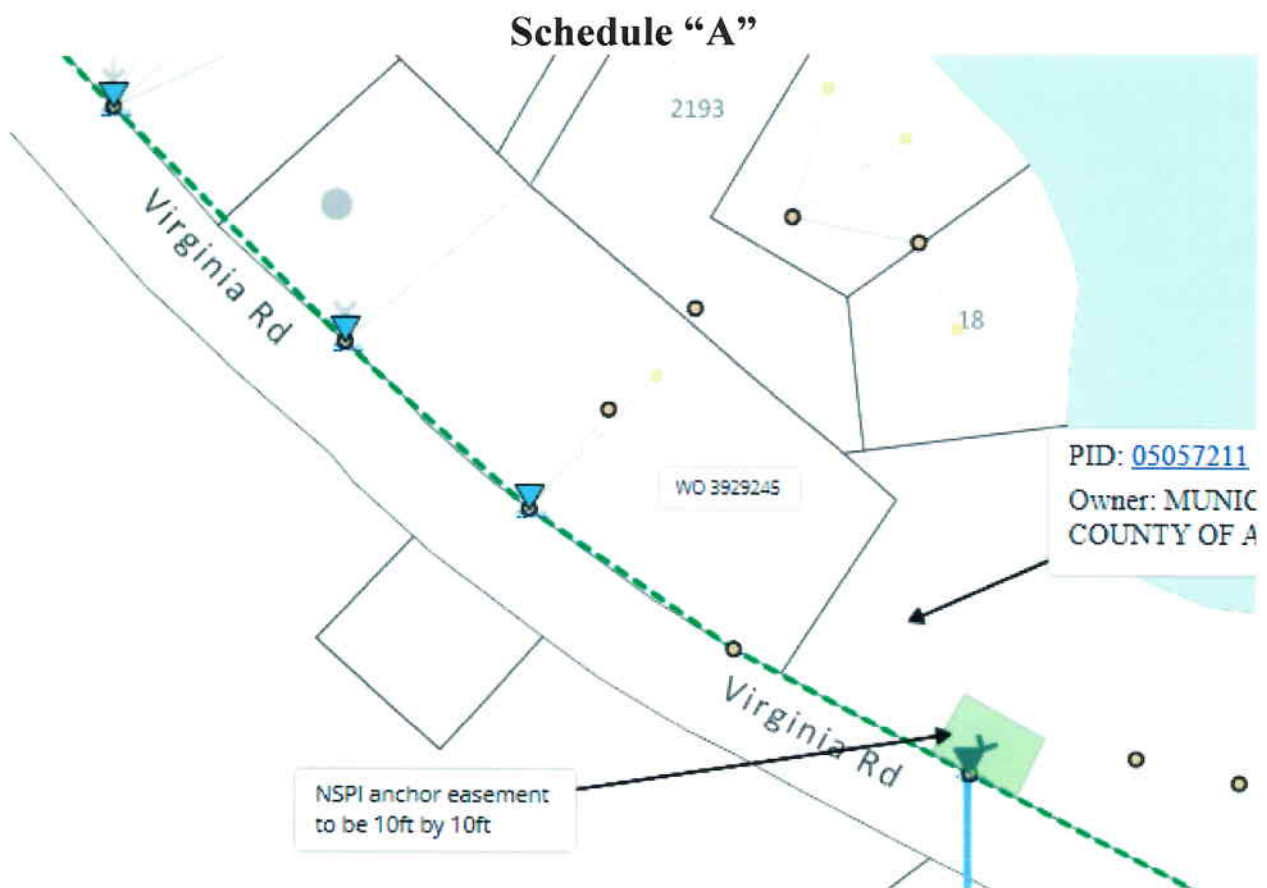
A Commissioner of the Supreme
Court of Nova Scotia

PROVINCE OF NOVA SCOTIA

COUNTY OF _____

I HEREBY CERTIFY that on _____ day of _____, 20____, _____, one of the parties of the foregoing Grant of Easement signed and delivered the same in my presence and I have signed as a witness to the same.

A Commissioner of the Supreme
Court of Nova Scotia



- | | |
|-----------------|--------------|
| ● New Pole | ▼ Existing T |
| ✗ Remove Pole | ▼ New Tran |
| ○ Existing Pole | ■ Existing S |
| Y Guy/Anchor | ■ New Serv |
| ⬢ Streetlight | — Existing P |
| — New Primary | — Existing S |

[Signature]
Approved by NSPI



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Dawn Campbell, Director Legislative Services
Consultation Group: Doug Patterson, Jim Young, Angela Anderson, Shelly Hudson, Amy Barr
Report Number: SR2022-37 S4 Local Improvement Charges Bylaw New 1st Reading
Subject: Approve *S4 Local Improvement Charges Bylaw*
(1st Reading)

RECOMMENDATION(S):

That municipal council give first reading to approve *S4 Local Improvement Charges Bylaw* as circulated.

LEGISLATIVE AUTHORITY

Section 81, *Municipal Government Act*, as amended

BACKGROUND

In accordance with the broad range of powers provided under Section 81 of the *Municipal Government Act*, this bylaw formalizes the County's processes for public consultation and charging of fees (area rate) for local improvement and infrastructure projects.

DISCUSSION

For reference, an excerpt from the *Municipal Government Act* is attached.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

Such projects as are funded by charges authorized by this bylaw will be brought to municipal council for consideration and approval.

ALTERNATIVES / OPTIONS

No other legal options are apparent

NEXT STEPS

Normal statutory requirements (Two readings / two publications)

ATTACHMENTS

S4 Local Improvement Charges Bylaw (proposed new)
Excerpt from *Municipal Government Act* (Section 81)

Prepared by:

Dawn Campbell, Director of Legislative Services

Reviewed by:

Jim Young, Director of Municipal Operations / Municipal Engineer

Angela Anderson, Manager of Finance

Shelly Hudson, Manager of Revenue

Approved by:

Doug Patterson
Interim Chief Administrative Officer

Approval Date:

Dec 7, 22

S4 LOCAL IMPROVEMENT CHARGES BYLAW

WHEREAS Section 81 of the *Municipal Government Act* provides that a Municipality may make bylaws imposing, fixing and providing methods of enforcing payment for charges of local improvements;

BE IT ENACTED by the Council of the Municipality of the County of Annapolis, as follows:

1. SHORT TITLE

- 1.1. This Bylaw shall be known as ***S4 Local Improvements Bylaw*** and may be cited as the "Local Improvement Charges Bylaw".

2. PURPOSE

- 2.1. The purpose of this Bylaw is to establish the manner in which the Municipality shall impose, fix and enforce payment of charges for local improvements.

3. DEFINITIONS

In this Bylaw words and phrases have the same meaning as in the *Municipal Government Act* or as provided below:

- 3.1. "corner lot" means a property situated at the intersection of, and abutting on, two or more streets;
- 3.2. "charge" means a charge imposed pursuant to Section 81 of the *Municipal Government Act* in an amount to be determined pursuant to this Bylaw for the cost of a local improvement;
- 3.3. "cost of a local improvement" means the capital cost of service provision and shall include but is not limited to the costs of study, design, construction, installation and administration, engineering, surveying, municipal staff time, and other incidental expenses as well as the costs of financing including bridge financing, if any, and the cost of financing throughout the amortization period of the project whether or not the money is financed internally or externally. The cost of any particular local improvement may be reduced by its proportionate share of financial contribution from federal, provincial or municipal grant dollars;
- 3.4. "Council" means the Council of the Municipality of the County of Annapolis;
- 3.5. "Engineer" means the Municipal employee designated as Municipal Engineer pursuant to the provisions of the *Municipal Government Act*;

- 3.6. "frontage" means the linear measurement of the property line which abuts a local improvement, irrespective of whether the property line is a front, rear, side or flankage yard;
- 3.7. "local improvement" means and includes:
- 3.7.1. wastewater facilities or stormwater systems, the use of wastewater facilities or stormwater systems and connecting to wastewater facilities or stormwater systems;
 - 3.7.2. expenditures incurred for the wastewater management system in a wastewater district;
 - 3.7.3. the Municipal portion of the capital cost of installing a water system;
 - 3.7.4. the laying out, opening, constructing, repairing, improving, and maintaining streets, curbs, sidewalks, gutters, bridges, culverts, and retaining walls, whether the cost is incurred by the Municipality directly or by, pursuant to an agreement with Her Majesty in right of the Province, the Minister of Transportation and Infrastructure Renewal or any person appointed to act in his/her stead;
 - 3.7.5. the Municipal portion of the cost of a major tree removal program or the cost of removing trees from a private property;
 - 3.7.6. the Municipal portion of the capital cost of placing the wiring and other parts of an electrical distribution system underground;
 - 3.7.7. charges for deposit in a special purpose tax account to provide for future expenditures for wastewater facilities, stormwater systems, water systems, transportation facilities or other anticipated capital requirement.
- 3.8. "majority approval for a local improvement" means majority approval (50% plus 1) based on the signatures from owners representing all properties in the area that Council has determined to benefit from a local improvement.
- 3.9. "Municipality" means the Municipality of the County of Annapolis;
- 3.10. "owner" has the same meaning as set out in the *Municipal Government Act*, except where the context requires otherwise;

- 3.11. “property” means a parcel or lot of property which is in an area determined by Council to benefit from a local improvement;
- 3.12. “subdividable lot” means, for the purpose of this Bylaw, a property which is capable of being subdivided into at least two buildable lots if, taking into consideration the lot frontage, lot area, zoning and the location of existing buildings, the Municipality would approve the subdivision of the property into at least two lots;
- 3.13. “street” means a public street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts, and retaining walls in connection therewith located within the Municipality whether vested in the Municipality or the Province of Nova Scotia;
- 3.14. “through lot” means a property bounded on two opposite sides by two or more streets;
- 3.15. “usable frontage” means property frontage that has not been determined to be unusable under Section 7.2;

4. CHARGE IMPOSED

4.1.

- 4.1.1. Where a local improvement has been carried out by the Municipality in an area identified in Schedule “A” as amended from time to time, a charge is hereby levied upon every owner of real property situated in whole or in part within the identified area; or
 - 4.1.2. Where a local improvement has been carried out as a result of a petition receiving majority approval and the project having been adopted and approved by Council, a charge is hereby levied upon every owner of real property situated in whole or in part within the area identified in the petition;
- 4.2. An interim charge may be imposed when Council approves the project to proceed based on the best estimate of the cost of the project at that time. The interim charge will be adjusted at the completion of the project.

5. AMOUNT OF CHARGE

- 5.1. The charge levied pursuant to Section 4 shall be determined in accordance with the provisions of this Bylaw and, if applicable, of the approved petition or Schedule "A" and may be calculated based on:
 - 5.1.1. a uniform amount for each property in existence or subsequently created by subdivision;
 - 5.1.2. the frontage of the property on any street;
 - 5.1.3. the use of the property;
 - 5.1.4. the area of the property;
 - 5.1.5. the assessed value of the property;
 - 5.1.6. any combination of two or more such methods of calculating the charge.

6. VARIATIONS IN CHARGES

- 6.1. The charge levied pursuant to this Bylaw may be fixed at different rates for different classes or uses of properties and may be fixed at different rates for different areas or zones as outlined in the approved petition and/or as outlined in Schedule "A".

7. FRONTAGE CHARGE

- 7.1. If the charge contains a component calculated in whole or in part based upon the frontage of the property on a street, the component of the charge which is based upon frontage shall be calculated in accordance with this Section unless otherwise outlined in the approved petition, if applicable, or in Schedule "A".

FC = Frontage Charge

TF = Total of all individual frontages (IF) determined as per the provisions of this Bylaw
IF = Total frontage of an individual property (as possibly adjusted by any frontage reductions or frontage adjustments as per the provisions of this Bylaw)
TC = Total cost of the local improvement

GC = Municipal/Provincial/Federal contribution towards the local improvement
$$FC = [IF/TF] \times [TC - GC]$$

- 7.2. Subdivisions plans, deed descriptions, retracement plans and/or geographical information as deemed appropriate by the Municipality shall be used to determine the total frontage of an individual property
- 7.3. In the event of a dispute between a property owner and the Municipality as to any measurements of a property, the owner shall retain, at his or her sole expense, a Licensed Nova Scotia Land Surveyor, who shall certify the measurements of the property and submit the same to the Municipality.

Frontage Reduction

- 7.4. Where an owner can reasonably demonstrate, and provide evidence such as an environmental study or written confirmation from the Nova Scotia Department of Environment, that the property is unusable for development by reason of soil type, environmental hazard, or other natural factors, an exemption may be provided upon submission of proof provided prior to the inclusion of the local improvement into Schedule "A"..

Frontage Adjustments

- 7.5. A minimum frontage may be established for each local improvement.
- 7.6. For lots, other than corner and through lots, which cannot be subdivided, the total frontage will be reduced to 150 feet.
- 7.7. For corner lots and through lots, where both streets adjacent to the property are subject to a local improvement, the total frontage will be adjusted as follows:
 - 7.6.1. For the longest frontage, the frontage will not be subject to any adjustment and will be charged 100 percent of the frontage;
- 7.8. For corner lots and through lots, where one of the two streets is subject to a local improvement and the other street has previously been the subject of a local improvement, the property will only be charged for the portion of the frontage subject to the local improvement and the frontage will be reduced by 50 percent.

8. EXEMPTIONS/ADJUSTMENTS TO CHARGES

- 8.1. A property may be exempt from or given an adjustment to a charge if the property is considered to not benefit from the local improvement. An adjustment or exemption may be given when a property is already serviced by the municipality.

9. ADMINISTRATIVE GUIDELINES

- 9.1. Council may proceed with a local improvement at its own discretion or in response to a petition which receives majority approval.
- 9.2. Where a petition has been conducted and does not receive majority approval, Council may proceed with a local improvement, at its own discretion,
- 9.3. If a petition has failed, Council may re-initiate the petition or initiate an amended petitions as deemed appropriate.

Initiating a petition

- 9.4. The petition process may be initiated by:
 - 9.4.1. a request from the owners of at least two properties that would be subject to the petition, or
 - 9.4.2. a motion from Council directing Municipal staff to initiate the petition process.

- 9.5. The petition request from property owners and the motion from Council must include: a description of the proposed local improvement, the desired method of charge, and the proposed charge area.
- 9.6. At Council's discretion, a petition may include properties fronting onto more than one street, whether those streets are contiguous or not;

Processing a Petition

- 9.7. The following steps shall be followed:
 - 9.7.1. The petition will be conducted by Municipal staff and they will be responsible for preparing the petition documents and package.
 - 9.7.2. The petition documents will include: a description of the local improvement and the method of charge, a map of the proposed charge area, the estimated total cost of the local improvement, the estimated cost for each property and the financing options.
 - 9.7.3. The petition documents will also include a letter explaining the local improvement process and will give one owner for each property an opportunity to vote YES or NO for the local improvement.
 - 9.7.4. The petition package and documents with a stamped return envelope will be sent by mail to the owners representing each property.
 - 9.7.5. The petition shall give owners at least 30 days to respond.

Approval of the Petition

- 9.8. Where Council considers carrying out a local improvement on the basis of a petition, such charges would be considered only where there is at least majority approval for the local improvement.

- 9.8.1. The owners representing a majority of the total properties must be in favour for a petition.
- 9.9. In the event that the information relied upon by Council or staff to assess whether a petition has received majority approval later proves to be wrong, the decision based upon such information shall be re-considered.
- 9.10. If the Municipality does not receive a response from the owners by the petition deadline, the owners will be deemed to have voted NO and not being in favour of the local improvement.

Local improvement without a petition

- 9.11. Where a local improvement is approved by Council without a petition, Council shall, by policy, determine a suitable method for advising residents affected by the decision taken under this Bylaw.

Municipal contribution to local improvement

- 9.12. , at its own discretion, Council may choose to make a financial contribution towards the cost of the local improvement.

10. LIEN

- 10.1. A charge imposed pursuant to this Bylaw constitutes a first lien on the subject real property in the same manner and with the same effect as rates and taxes under the *Municipal Government Act* (Section 81(3)(f)).
- 10.2. A charge imposed pursuant to this Bylaw is collectable in the same manner as rates and taxes and, at the option of the Treasurer, collectable at the same time and by the same proceedings, as rates and taxes.
- 10.3. The liens against the real property become effective on the earliest of the date on which the interim charge is imposed or the Engineer files with the Treasurer a certificate that the improvement has been completed.

- 10.4. The lien provided for in this Bylaw shall remain in effect until the charge plus interest has been paid in full.

11. INTEREST

- 11.1. Interest shall accrue on charges outstanding from the due date forward, at the same rate as for other outstanding taxes. The due date is the date of completion or the date that installments are due if the annual payment option is available.

12. REPAYMENT OF THE CHARGE

- 12.1. At the option of the owner(s) of a property which is subject to a charge, the charge may be paid in either of the following ways:
- 12.1.1. by payment, in full, at the time of invoicing by the Municipality; or
 - 12.1.2. by annual installments. In the event of default of payment of an installment, the whole balance shall become due and payable without notice or demand.
- 12.2. The term of repayment shall be outlined either in Schedule "A", or in the wording of the approved petition, or in the Council motion approving the project. Annual installments shall not exceed 30 years.
- 12.3. The property owner(s) shall have two months from the date of their initial notice of amounts owing, to notify the Treasurer, in writing, which financing option has been selected. If there is no written notification, the property owner(s) shall be deemed to have selected the annual payment option.

13. AMENDMENT TO THE BYLAW

Any amendment to this Bylaw shall not affect existing projects outlined in *Schedule A* unless expressly intended to do so through an amendment to the Schedule.

Clerk's Annotation for Official Bylaw Book

Date of first reading: PENDING

Date of advertisement of Notice of Intent to Consider: PENDING

Date of final reading: PENDING

Date of advertisement of Passage of Bylaw*: PENDING

I certify that this bylaw was adopted / amended by Municipal Council and published as indicated above.

Municipal Clerk

PENDING

Date

** Effective Date of the Bylaw unless otherwise specified*

SCHEDULE “A” – Detailed Schedule of Projects

Excerpt from *Municipal Government Act* Regarding Bylaw for Local Improvement Charges

By-law regarding payment of charges

- 81 (1)** The council may make bylaws imposing, fixing and providing methods of enforcing payment of charges for
- (a) wastewater facilities or stormwater systems, the use of wastewater facilities or stormwater systems and connecting to waste- water facilities or stormwater systems;
 - (b) expenditures incurred for the wastewater management system in a wastewater management district;
 - (ba) solid-waste management facilities;
 - (bb) transit facilities;
 - (c) the municipal portion of the capital cost of installing a water system;
 - (d) laying out, opening, constructing, repairing, improving and maintaining streets, curbs, sidewalks, gutters, bridges, culverts and retaining walls, whether the cost is incurred by the municipality directly or by, or pursuant to, an agreement with Her Majesty in right of the Province, the Minister of Public Works or any person;
 - (da) laying out, opening, constructing, repairing, improving and maintaining private roads, curbs, sidewalks, gutters, bridges, culverts and retaining walls that are associated with private roads, where the cost is incurred
 - (i) by the municipality, or
 - (ii) under an agreement between the municipality and a person;
 - (e) the municipal portion of the cost of a major tree removal program or the cost of removing trees from a private property;
 - (f) the municipal portion of the capital cost of placing the wiring and other parts of an electrical distribution system under-ground;
 - (g) depositing in a special purpose tax account to provide for future expenditures for wastewater facilities, stormwater systems, water systems, transit facilities or other anticipated capital requirements.
- (2)** The council may, by by-law
- (a) define classes of buildings to be erected or enlarged according to the varying loads that, in the opinion of council, the buildings impose or may impose on the sewer system or wastewater facility and levy a one-time redevelopment charge to pay for additional or

trunk sanitary or storm sewer capacity or additional waste- water facility capacity required to accommodate the effluent from the buildings;

- (b) impose a one-time oversized sewer charge on each property determined by the council to benefit from a sewer in the future to recover the cost of making the sewer an oversized sewer and provide that the oversized sewer charge is not payable until the property is serviced by a sanitary sewer or a storm sewer;
- (c) levy a one-time storm drainage charge on the owner of each lot of land in a drainage management area for which an application is made for a development permit to allow, on the lot, a development of a class designated by the council in the by-law.

(3) A by-law passed pursuant to this Section may provide

- (a) that the charges fixed by, or determined pursuant to, the by-law may be chargeable in proportion to frontage, in proportion to area, in proportion to the assessment of the respective properties fronting on the street or according to another plan or method set out in the by-law;
- (b) that the charges may be made and collected only where
 - (i) the persons owning more than fifty per cent of the frontage of the real property fronting on the street or the portion of a street on which the work is performed, or
 - (ii) the persons as determined by the method set out in the by-law,

have filed with the clerk a petition requesting that the work be per- formed;

- (c) that the charges may be different for different classes of development and may be different in different areas of the municipality;
- (d) when the charges are payable;
- (e) for the total or partial exemption of persons and land from the charge and for adjustments to be made with respect to lots of land or developments where the proposals or applications change in order to reflect the changing nature of lots or developments;
- (f) that the charges are first liens on the real property and may be collected in the same manner as other

taxes;

- (g) that the charges be collectable in the same manner as taxes and, at the option of the treasurer, be collectable at the same time, and by the same proceedings, as taxes;
 - (h) a means of determining when the lien becomes effective or when the charges become due and payable;
 - (i) that the amount payable may, at the option of the owner of the property, be paid in the number of annual installments set out in the by-law and, upon default of payment of any installment, the balance becomes due and payable; and
 - (j) that interest is payable annually on the entire amount outstanding and unpaid, whether or not the owner has elected to pay by installments, at a rate and beginning on a date fixed by the by-law.
- (4) For greater certainty, no property is exempt from a charge levied pursuant to this Section except property of Her Majesty in right of the Province.
- (5) A municipality may install the wastewater facilities, stormwater system, water system and system for the supply or distribution of gas, steam or other source of energy of the municipality outside its boundaries and may enter into contracts to provide the services.
- (6) A municipality may charge for services provided outside the municipality in the same manner in which the service is charged for within the municipality, provided that rates that are subject to the approval of the Board are approved by the Board.
- (7) Notwithstanding the *Public Utilities Act* and for greater certainty, any by-law made pursuant to this Section and any charge imposed or fixed pursuant to this Section do not require approval by the Board. 1998, c. 18, s. 81; 2001, c. 35, s. 9; 2004, c. 7, s. 8; 2006, c. 40, s. 4; O.I.C. 2007-553; O.I.C. 2021-56; O.I.C. 2021-209.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Dawn Campbell, Director Legislative Services
Report Number: SR2022-36 Remuneration Increase for Councillors
Subject: Approve Remuneration Increase for Councillors

RECOMMENDATION(S):

That municipal council approve a cost of living increase of 1.7% for councillors commencing January 1, 2023.

LEGISLATIVE AUTHORITY

Subsection 23 (1) of the *Municipal Government Act*, as amended
Section 6, *AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy*

BACKGROUND

In 2015 Municipal Council approved the following section in their remuneration policy:

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.

However, there has been a lack of clarity in ensuing years as to when councillor cost of living increases should take place. The 2022-23 budget provided only for an increase at April 1, 2022. It would be the recommendation of staff that council approve a cost of living increase in January 2023 and amend this policy in January 2023 to clarify that cost of living increases will for councillors occur in January annually. Additionally, this will coincide with annual cost of living increases for non-union staff.

DISCUSSION

In June 2020, the policy was amended to remove the base remuneration amounts for councillors. This has resulted in confusion and lack of transparency regarding councillor remuneration. It would be the recommendation of staff to bring forward amendments to the policy in January 2023 which will reinstate the base remuneration for councillors being reflected in the policy.

As mentioned, cost of living increases for non-union staff occur in January annually and are approved as part of the annual budget process. In keeping with past practice, the non-union employee increases are based on the increments provided to union staff the previous April under their collective agreement. As such, a 2% increase for non-union employees was approved in the 2022-23 budget.

The County anticipates participating in negotiations for a new collective agreement early in the new year as the current agreement expires on March 31, 2023.

FINANCIAL IMPLICATIONS

Approval of a 1.7% cost of living increase for councillors in January 2023 will require approval of an "out of budget" expenditure of approximately \$1,870.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

Discretion of Committee of the Whole / Council

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council would be required to amend *AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy* as recommended above.

ATTACHMENTS

N/A

Prepared by:

Dawn Campbell, Director of Legislative Services

Approved by:**Approval Date:**

Doug Patterson
Interim Chief Administrative Officer



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Carolyn Young, Municipal Clerk
Subject: Boundary Review and Governance

ORIGIN

December 10 2021 letter from NSUARB
March 8 2022 recommendation report
April 12 2022 recommendation report
May 5 2022 presentation regarding mayoral versus warden system
June 14 2022 recommendation report
July 12 2022 Letter from NSUARB

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 369
Municipal Government Act Rules, Section 29

BACKGROUND

Section 369 of the *Municipal Government Act* requires councils of every town and municipality to apply to the Nova Scotia Utility and Review Board in 2022 to “confirm or to alter the number and boundaries of polling districts and the number of councillors.” All councils must conduct a study into the number of councillors and into the reasonableness and fairness of the number and boundaries of polling districts before making the application to the Board.

- **March 8 COTW recommendation report** – requesting authorization to commence the review. Provided options for 7, 9, and 11 districts and asked council which option(s) they wanted public input on.

2022-03-08 COTW Motion - It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that municipal council authorize staff to conduct the 2022 mandatory review of the polling districts and to follow the criteria established by the Utility & Review Board (UARB), preparing information on status quo (11), nine, and seven districts for presentation to the public; and that municipal council determine the scope of the public participation process to allow the residents of the County of Annapolis to have input in the boundary study.

Council MOTION 220315.14 2022 Mandatory Boundary Review

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that municipal council authorize staff to conduct the 2022 mandatory review of the polling districts and to follow the criteria established by the Utility & Review Board (UARB), preparing information on status quo (11), nine, and seven districts for presentation to the public; and that municipal council determine the scope of the public participation process to allow the residents of the County of Annapolis to have input in the boundary study.

- **April 12 COTW recommendation report** - staff recommended presenting nine and 11 districts to the public.

2022-04-12 COTW Motion: Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council direct staff to prepare mapping to show a nine district option and a seven district option for review by Committee of the Whole and the issue of a mayoralty system prior to presenting these two options to the public for comment.

Council MOTION 220419.06 Mayoral System of Governance

It was moved by Councillor LeBlanc, seconded by Councillor Hudson, to direct staff to prepare information for review by May Committee of the Whole on the pros and cons of a mayoral system of governance

- **June 14 COTW recommendation report** - Council added seeking public input on governance in addition to the boundary review.

2022-06-14 COTW Motion: It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that municipal council consult the public regarding governance and boundary input by:

1. initiating an on-line survey throughout the summer regarding governance and boundaries; and
2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and
3. mailing the same information to all Annapolis County addresses in mid-September guiding the public to the on-line and in-bound telephone number to complete the survey; and
4. conduct eleven in-person meetings, one in each district; in order that municipal council can make a decision on governance and prepare a submission to the NS Utility and Review Board regarding boundaries; and that municipal council submit an application for extension to the December 31, 2022 deadline to the NS Utility and Review Board in order to accommodate the addition of eleven in-person meetings.

Council MOTION 220621.03 Governance and Boundaries Public Consultation

That municipal council consult the public regarding governance and boundary input by:

1. initiating an on-line survey throughout the summer regarding Governance and Boundaries; and
2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and
3. mailing the same information to all Annapolis County addresses in mid-September guiding the public to the on-line and in-bound telephone number to complete the survey; and
4. conduct eleven in-person meetings, one in each district; in order that municipal council can make a decision on Governance and prepare a submission to the NS Utility and Review Board regarding boundaries; and that municipal council submit an application for extension to the December 31, 2022 deadline to the NS Utility and Review Board in order to accommodate the addition of eleven in-person meetings, pursuant to the recommendation of Committee of the Whole.

- **July 12 2022 Response from NSUARB:**

The Board is prepared to grant an extension to **June 30, 2023.**

The Board also directs that the Municipality provide a status update by **December 31, 2022.**

DISCUSSION

The Clerk provided a status update to the NS Utility and Review Board on December 1, 2022, as required.

Council will need to consider the summary of responses and make two decisions in January in order for staff to be able to conduct the still-required work to prepare the submission on behalf of council to the NSUARB:

1. Does municipal council wish to switch their system of governance at this time to be effective for the 2024 municipal election? **This is not required under legislation.**
2. Which District Option shall be submitted to the NSUARB for a ruling for the 2024 municipal election? **This is a required action.**

This report is to provide you with a summary of the responses to the July-November on-line/phone-in survey for your consideration when deliberating the number of districts for submission to the NSUARB.

Council will need to bear in mind the following:

- The survey was not, and was not intended to be, a precise measure of opinion, rather a snapshot. Two questions were asked: do you prefer a Mayor or Warden system of governance, and, based on that answer: how many districts do you prefer?
- Public attendance at the October 24 – November 9 meetings was low (see below), but nearly 400 responses to the on-line survey is the greatest public input we've had!

District 1 – 2 staff, 2 councillors, 4 public

District 2 – 2 staff, 2 councillors, 13 public

District 3 – 2 staff, 2 councillors, 1 public

District 4 – 2 staff, 4 public

District 5 – 2 staff, 1 councillor, 1 public

District 6 – 2 staff, 2 councillors, 7 public

District 7 – 2 staff, 6 public

District 8 – 2 staff, 2 councillors, 1 public

District 9 – 2 staff, 1 councillor, 3 public

District 10 – 2 staff, 4 public

District 11 – 2 staff, 2 councillors, 5 public

FINANCIAL IMPLICATIONS

\$3,847.49 (to date) is being accommodated within the approved operating budget.

POLICY IMPLICATIONS

N/A

Prepared by:

Carolyn Young, Municipal Clerk

Approved by:


Doug Patterson

Interim Chief Administrative Officer

Approval Date:

Dec 7, 22

2022 Boundary Review and Governance Survey Summary

- There were 400 responses to the on-line survey which ran from the end of July until the middle of November
- As expected, there were 1, 2, or 3 responses from a single IP address – it is assumed that different family members completed the survey
- One IP address submitted 19 varying responses, other single IP addresses submitted 12, 9, 9, 8, 6, 5. It is not known if these were acts of dishonesty (purposely submitting more than one response) or if it was a public computer used by many people, at a library, for example
- 1 respondent was not Canadian
- 1 respondent was not 18
- 1 respondent was not a resident of Annapolis County
- 6 respondents voted on the Governance question, but not the District question

55 votes Warden 11 districts

59 votes Warden 9 districts

56 votes Warden 7 districts

42 votes Mayor 10 districts

67 votes Mayor 8 districts

114 votes Mayor 6 districts



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Janice Young, Strategic Initiatives Manager
Subject: **Western Woodlot Services Cooperative Proposed Harvest Activity**

ORIGIN

Request Proposal from Western Woodlot Services Cooperative

MOTION 220215.15 Request Proposal from Western Woodlot Services Cooperative It was moved by Deputy Warden Gunn, seconded by Councillor Prout, that municipal council request a proposed operating plan from Western Woodlot Services Cooperative with respect to an ecological management process of a 15-20 Hectare section of the Greywood site (PID 05091152), in accordance with the recommendation of Committee of the Whole. Motion carried unanimously.

LEGISLATIVE AUTHORITY

Not Applicable

BACKGROUND

The Municipality officially became a member of Western Woodlot Services Cooperative Ltd. (WWSC) in July 2018. This was the first step towards considering implementation of responsible, ecologically based forest management practices on forested parcels owned by the Municipality and to lead by example. Upon joining, the WWSC asked for a list of PIDs to focus on and develop woodlot stand maps to attain a better idea of how to best provide guidance and forest management related services moving forward. It was during the summer of 2021 that WWSC were provided a list of PIDs from the Municipality that met certain criteria to be included in forest management, which was simply forested areas of a minimum size of 20 acres. WWSC was also asked to present to the Forestry Advisory Committee an overview of forest management, the benefits, what's involved, WWSC's role and how they can help, next steps and how to get started. This meeting occurred in early November 2021.

Since the Graywood parcel (PIDs 05091152, 05091178 & 05091335) already had a forest management plan prepared in 2013, it was recommended by the Forestry Advisory Committee, that this woodlot should be the initial focus to begin implementing some forest management activities as a trial or pilot project.

It was in February, Council made a motion to request a proposed operating plan from the WWSC for the Graywood woodlot, which is the location of the former Graywood incinerator site. The proposal has been received follows the responsible forestry practices under the 2013 Woodlot Management Plan #1181 (attached).

Once harvest activities are implemented, the activities can serve as a trial of how ecologically based forest management practices can be effectively and responsibly completed on County owned land. During and after completion, the activities of forest management on the site can be used for demonstration and educational purposes, highlighting the benefits of responsible, ecological forest management to local woodlot owners, general public, etc.

The proposal provides an estimated stumpage value approximately \$14,016.58 (this is determined by estimated wood volume removed, types of wood products, and their market value). This estimated value is generated from improvement thinnings at a 30% removal that is proposed to be conducted over 14 hectares of total operable area (encompassing 3 stands) within the Graywood woodlot. The cost outlay would be due to the potential rebuild of the 350m road which is estimated at \$5,580.00. Initially estimated revenues would be estimated at \$8,436.58.

A recommendation brought to February COTW by the Forestry Advisory Committee proposed any revenues realized be invested in a forestry account for future ecological forestry development on the County's forested parcels. The proposed motion was unanimously carried.

This motion did not appear in the February Council meeting, currently no motion in place to handle the revenues.

Further background information, in September 2018, the Forestry Advisory Committee brought forward a motion to develop a fee-for-service agreement with the WWSC; the motion was withdrawn and revised to refer the proposed development of an agreement back to the Forestry Advisory committee for clarity.

There does not appear to be any reference in Council minutes relating to the Forestry committee bringing back clarity or an agreement for consideration. Recent communications with the WWSC confirms the County does not currently have such an agreement with the WWSC.

Membership of the WWSC includes preparation of operating proposals by WWSC at no cost (as long as there is a forest management plan in place), as the WWSC will organize, implement, oversee and administer harvest activities as outlined in the proposal. A harvest agreement will need to be in place once Council approves the harvest proposal to proceed, at which time the stumpage value may need to be refined due to possible changes in harvest contractor rates and market prices which will be reflected in the harvest agreement.

The WWSC, at the request of staff, has provided further information (Letter attached) for consideration relating to the other woodlots owned by the municipality for future harvest activity. These woodlots would require a forestry management plan for each of the previously identified sites prior to a proposal for harvest is completed.

DISCUSSION

To further the efforts of responsible, ecologically based forest management practices on forested parcels owned by the Municipality and to lead by example, Council to **consider** the following:

- To bring the February COTW recommendation by the Forestry Advisory Committee to Council;

FEBRUARY 8, 2022 COTW

Designate Funds for Future Ecological Forestry Development

Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council invest any funds realized from the proposed management on the Greywood site be invested in a special Forestry account for future ecological forestry development within the County pursuant to the recommendation of the Forestry Advisory Committee. It was moved by Councillor Morrison, seconded by Deputy Warden Gunn, to table the motion. Motion carried unanimously.

- Staff to develop a by-law to manage the account. This by-law will identify a reserve fund and establish how the reserve fund will be utilized. For example, revenues realized from the Graywood harvest could be used to fund forestry management plans of other woodlot sites to enable the WWSC to prepare harvest proposals.
- Council approve the Western Woodlot Services Cooperative- Proposed Harvest Activity Overview and Description dated February 22, 2022 and enter into a harvest agreement with the WWSC to begin harvest activities on the Graywood site.
- Council to approve the activities of developing forestry management plans for the woodlots identified in the WWSC letter dated November 25th, 2022. The cost of developing 5 forestry management plans totalling \$3,367.78 (plus HST) to be funded from the account (reserve) established from the revenues from the Graywood site harvest, once a by-law is in force.

FINANCIAL IMPLICATIONS

Not applicable

POLICY IMPLICATIONS

Meets alternative procurement practices per Section 19 (xi) of the procurement policy (memo attached).

ATTACHMENTS

Chronological List of Motions Regarding Forestry in Annapolis County
 Western Woodlot Services Cooperative- Proposed Harvest Activity Overview and Description
 Woodlot Management Plan #1181
 Letter from Western Woodlot Services Cooperative November 25, 2022
 Memo - Procurement Requirements for the Graywood Site Proposal, November 3, 2022

Prepared by:

Janice Young, Strategic Initiatives Manager

Approved by:



Doug Patterson
 Interim Chief Administrative Officer

Approval Date:



(Date)

Chronological List of Motions Regarding Forestry in Annapolis County.

JULY 2017

MOTION 170718.32 Medway Community Forest Cooperative – Letter In Support of Management Plan and the MCFC

OCTOBER 2017

MOTION 171017.14 2017-10-11 Letter from Westfor Management Referred to Forestry Advisory Committee

JANUARY 2018

MOTION 180220.25 Expenses for Forestry Advisory Committee Speakers Pursuant to the recommendation of Committee of the Whole

FEBRUARY 2018

MOTION 180220.38 Approve Expense to Engage an Actuarial Society – Natural Capital

MARCH 2018

MOTION 183020.09 Stenographer for Forestry Workshop

JUNE 2018

MOTION 180625.01 Forestry Report 2018 It was moved by Councillor Heming, seconded by Councillor Morrison, that Municipal Council approve the Forestry Report 2018 as a working document, and that it be included in the Federation of Canadian Municipalities Staff Support Grant application. Motion carried unanimously

SEPTEMBER 2018

MOTION 180918.21 Develop Land Inventory Template

In accordance with the recommendation of Committee of the Whole, Deputy Warden Roberts moved, seconded by Councillor Fowler that municipal council direct the Forestry Advisory Committee to work with the CAO to create a land inventory template with particular attention to the Greywood site and in conjunction with the Southwest Nova Scotia Asset Management Network. Motion carried unanimously.

MOTION 180918.22 Develop MOU with Medway Community Forest Cooperative

Deputy Warden Roberts moved, seconded by Councillor Gunn, in accordance with the recommendation of Committee of the Whole, that municipal council direct the Forestry Advisory Committee to work with the CAO to begin to lay out the terms for a memorandum of understanding (MOU) with the Medway Community Forest Co-operative. Motion carried unanimously.

Develop Service Agreement with Western Woodlot Services Cooperative Pursuant to the recommendation of Committee of the Whole, Deputy Warden Roberts moved, seconded by Councillor Gunn that municipal council direct the Forestry Advisory Committee to work with the CAO to lay out the terms of reference for a fee-for-service agreement with the County of Annapolis and Western Woodlot Services Co-operative. **Motion withdrawn.**

Chronological List of Motions Regarding Forestry in Annapolis County.

MOTION 180918.23 Develop Service Agreement with Western Woodlot Services Cooperative

Refer Back to Forestry Advisory Committee for Clarity Deputy Warden Roberts moved, seconded by Councillor Fowler, to refer Develop Service Agreement with Western Woodlot Services Cooperative back to the Forestry Advisory Committee to provide clarity. Motion carried unanimously.

MOTION 180918.24 Draft TOR for Value-Added Supply and Demand Resource Study

Deputy Warden Roberts moved, seconded by Councillor McNeil, pursuant to the recommendation of Committee of the Whole, that municipal council direct the CAO to work with the Forestry Advisory Committee to draft a terms of reference to conduct a value-added supply and demand resource study with local mill operators in Annapolis County. Motion carried unanimously.

MOTION 180918.25 Develop Policy Strategy for Recognition by Department of Lands and Forestry of AC Forestry Report 2018

In accordance with the recommendation of Committee of the Whole, Deputy Warden Roberts moved, seconded by Councillor McNeil that municipal council direct the Forestry Advisory Committee to work with the Warden and CAO on a policy strategy that will lead to the recognition of Annapolis County's Forestry Report 2018 by the Department of Lands and Forestry. Motion carried unanimously.

NOVEMBER 2018

MOTION 181119.14 Letter to Premier and Department of Lands and Forestry

Councillor McNeil moved, seconded by Councillor Fowler, to send letter to Premier Stephen McNeil, Minister Iain Rankin, Department of Lands and Forestry, and Deputy Minister Julie Towers, Department of Lands and Forestry, expressing council's concern with the 'systematic patch cut' in proposed harvest plot AP068677-A and its impact on biodiversity including wildlife, ecosystem services including water storage, historic and seasonal runoff, historic uses including traditional recreation, and local value-added economy. Motion carried unanimously.

MOTION 181119.15 Link to Lands and Forestry Website

It was moved by Councillor McNeil, seconded by Councillor Gunn, that staff put a link on the county website to Department of Lands and Forestry Harvest Maps Plan Viewer <https://nsgi.novascotia.ca/hpmv/> to provide a chance for public to provide input in a timely fashion. Motion carried unanimously.

JANUARY 2019

MOTION 190103.02 Compile List of Scheduled Forestry Cuts in Annapolis County

Refer to Forestry Advisory Committee It was moved by Councillor LeBlanc, seconded by Councillor Heming, to request the Forestry Advisory Committee to compile a list of scheduled cuts in Annapolis County. Motion carried unanimously.

MAY 2019

MOTION 190507.01 Refer Item to Forestry Advisory Committee for Review and Report to June COTW

Chronological List of Motions Regarding Forestry in Annapolis County.

It was moved by Councillor Heming, seconded by Councillor McNeil, to refer the following to the Forestry Advisory Committee: The Forestry Advisory Committee will review all current and proposed forestry management practices on land within our municipal boundary using Forestry Report 2018 and An Independent Review of Forest Practices in Nova Scotia (Lahey Report) as their guide and to bring back a terms of reference to May 21 Council. Motion carried. 9 in favour, 1 against.

JUNE 2019

MOTION 190618.12 Ecological Forest Management Education Campaign – Terms of Reference

It was moved by Deputy Warden Roberts, seconded by Councillor Gunn, to refer Ecological Forest Management Education Campaign Terms of Reference to the Forestry Advisory Committee for a recommendation back to July Committee of the Whole. Motion carried unanimously.

NOVEMBER 2019

MOTION 191119.14 FSC Forestry Management Plan for Greywood Site CAO to Review and Report to December COTW

In accordance with the recommendation of Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor Gunn, that municipal council direct the CAO to review the FSC Forestry Management Plan for the Greywood site as compiled by Tom Berry in 2013, and report back to council on his findings at December Committee of the Whole. Motion carried unanimously.

FEBRUARY 8, 2022 COTW

Request Proposal from Western Woodlot Services Cooperative

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that municipal council request a proposed operating plan from Western Woodlot Services Cooperative with respect to an ecological management process of a 15-20 Hectare section of the Greywood site (PID 05091152), in accordance with the recommendation of the Forestry Advisory Committee. Motion carried unanimously.

Designate Funds for Future Ecological Forestry Development

Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council invest any funds realized from the proposed management on the Greywood site be invested in a special Forestry account for future ecological forestry development within the County pursuant to the recommendation of the Forestry Advisory Committee. It was moved by Councillor Morrison, seconded by Deputy Warden Gunn, to table the motion. Motion carried unanimously.

February 15, 2022 Council:

Request Proposal from Western Woodlot Services Cooperative

MOTION 220215.15 Request Proposal from Western Woodlot Services Cooperative It was moved by Deputy Warden Gunn, seconded by Councillor Prout, that municipal council request a proposed operating plan from Western Woodlot Services Cooperative with respect to an ecological management process of a 15-20 Hectare section of the Greywood site (PID 05091152), in accordance with the recommendation of Committee of the Whole. Motion carried unanimously.

July 2022

Prepared by Janice Young

Proposed Harvest Activity Overview and Description

Landowner: Municipality of the County of Annapolis County
Graywood, Annapolis Co. NS
PID # 05091152

Prepared February 22, 2022
By Andrew Oliver, RPF
Western Woodlot Services Cooperative Ltd.

Overview

This document has been prepared to provide an overview of proposed forest management activities on the lands owned by to the Municipality of the County of Annapolis County located in Graywood, Annapolis County. A Forest Management Plan was written for these lands by the Federation of Nova Scotia Woodlot Owners in 2013. Information in the 2013 management plan, including recommended treatments, was reviewed in the preparation of this document.

Proposed harvest activities within this operating plan are located within PID 05091152. Please see Property Map in Appendix 1.

The stands identified for proposed activity are referred to as Stands 1, 7 and 8. These stands are based on areas delineated in the 2013 management plan. They comprise a total area of approximately 14 hectares (35 acres). There may be additional suitable areas, but these stands were prioritized for activity based on management plan recommendations and operational field assessments undertaken in January 2022. Please see Proposed Operations Map in Appendix 1.

The harvest activities proposed in this document, if implemented, can serve as an initial trial of forest management on the lands owned by the Municipality of the County of Annapolis. Once completed, these activities can serve as a demonstration and educational site, highlighting the benefits of proper forest management to citizens of the Municipality and the general public.

All harvesting activities recommended involve a partial harvest removal, where approximately 30% of the basal area in a stand will be removed with the aim of improving growing conditions and promoting species and structural diversity. Detailed stand and harvest activity information is provided later in this document.

Approximate stumpage values of the various wood products associated with proposed harvesting activities are summarized in Table 5 of this document.

Some access improvements to existing road infrastructure may be required to facilitate proposed activities and provide adequate space for harvested wood products to be piled roadside for pick-up by logging trucks. Existing road locations are depicted on the Property Map in Appendix 1. A summary of estimated costs associated with road improvements are summarized in Appendix 2.

Stand Inventory and Merchantable Wood Product Summary

The following tables provide forest inventory information for Stands 1, 7 and 8 of the Graywood woodlot, PID 05091152.

Table 1. Stand overview/inventory summary. Total estimated wood volumes in cords are shown.

Stand #	Area (ha)	Area (ac)	Species Composition	Avg. Dbh (cm)	Avg. Ht. (m)	Avg. Age	Crown Closure %	Avg. Basal Area m ² /ha	Merch. Wood Volume (cords/ac)			Total Merch. Volume (cords)		
									Swd	Hwd	Total	Swd	Hwd	Total
1	2.20	5.44	SP3IH3BF2WP1TH1	20	16	50	70	35	26.1	15.6	41.7	141.9	84.9	226.8
7	6.10	15.07	IH4SP3TH2WP1	20	16	Multi-aged	Variable	26	16.6	15.9	32.5	250.6	239.3	489.9
8	5.74	14.18	RS7RM1BF1WP1	22	16	60	80	43	44.2	6.9	51.2	627.6	98.5	726.1
Total	14.04	34.69										1,020	423	1,443

Table 2a. Stand Operable Areas with Approximate Removal % under proposed treatment recommendations. Recommended wood volume removal is shown in **cords**.

Stand #	Area (ac)	Operable Area %	Approximate Operable Area (ac)	Recommended Removal %	Target post Basal Area (m ² /ha)	Estimated Wood Volume (Cords)							
						SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
1	5.44	90%	4.89	30%	24	5	6	13	6	2	6	23	61
7	15.07	70%	10.55	30%	18	3	5	18	12	0	15	50	103
8	14.18	85%	12.06	30%	30	24	4	86	35	0	11	25	185
Total	34.69		27.5			33	15	118	52	2	32	98	349

Table 2b. Stand Operable Areas with Approximate Removal % under proposed treatment recommendations. Recommended wood volume removal is shown in **tonnes**.

Stand #	Area (ac)	Operable Area %	Approximate Operable Area (ac)	Recommended Removal %	Target post Basal Area (m ² /ha)	Estimated Wood Volume (Tonnes)							
						SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
1	5.44	90%	4.89	30%	24	10	13	26	12	3	11	48	123
7	15.07	70%	10.55	30%	18	6	9	36	23	0	29	105	207
8	14.18	85%	12.06	30%	30	47	7	168	68	0	22	52	364
Total	34.69		27.5			64	29	229	102	3	62	205	695

Table 4. Estimated Product Breakdown by %. Graywood Woodlot

Product	% of total	Tonnes (GMT)
SW Pulp	9%	64
BF Studs	4%	29
Sp Studs	33%	229
Sp Logs	15%	102
WP Studs	0%	3
WP Logs	9%	62
Hardwood	30%	205
Total	100%	695

Table 5. Estimated Stumpage Values, Graywood Woodlot. *Based on February 22, 2022 wood prices.

Product	Tonnes (GMT)	Stumpage Rates (\$/tonne)	Stumpage Value (\$)
SW Pulp/Biomass	64	\$0.00	\$0.00
BF Studs	29	\$28.40	\$824.34
Sp Studs	229	\$28.40	\$6,509.15
Sp Logs	102	\$31.20	\$3,190.73
WP Studs	3	\$17.20	\$54.13
WP Logs	62	\$22.40	\$1,387.78
Hardwood	205	\$10.00	\$2,050.46
Total	695		\$14,016.58

Please note: This information is intended only for the use of the individual and/or entity to which it is addressed.

**These are estimates only and are subject to change depending on market prices at time of harvest, as well as harvesting costs.*

**Softwood pulp and biomass is assigned a rate of \$0/tonne due to poor markets for product in western NS*

Graywood Woodlot, PID 05091152 - Stand Descriptions and Proposed Harvest Activities

Stand 1 – 2.2 ha (5.4 ac)

Stand Description: Mixedwood stand with variable mix of hardwood and softwood species. Shorter lived species such as balsam fir are nearing overmaturity and are starting to decline. Patches of dense intermediate stage red spruce are characterized by high crown closure and minimal natural regeneration establishing on the ground layer. Mature white spruce is also common. Mixedwood patches are also in an intermediate successional stage but are characterized by lower crown closure and the presence of more established natural regeneration. Intolerant hardwood is primarily red maple and of lower quality. Some tolerant hardwoods and large white pine scattered throughout. Hummocky topography with some small wet pockets was noted.

Note: A hemlock tree with presence of Hemlock Wolly Adelgid (HWA) was noted alongside road near this stand. Tree was marked with striped pink ribbon for identification.

Treatment Description: Commercial thinning with a 30% Basal Area removal recommended for stand. This harvest activity will aim to increase the overall growing space and availability of light and nutrients to quality, longer-lived species (such as red spruce, white pine and tolerant hardwoods) and target the removal of some of the shorter-lived, declining or lower quality trees. A particular emphasis will be placed on removing declining balsam fir, as this is a short-lived species that quickly loses economic value once it reaches an overmature state. Where possible, established natural regeneration should be protected and ground disturbance minimized.

Spp. Comp: Spruce (RS, WS) 30%, Intolerant Hardwood (RM, PO) 30%, Balsam Fir 20% White Pine 10%, Tolerant Hardwood (YB, BE, WA) 10%

FEC Soil Type (from Mgt Plan): 2 (8)

FEC Veg Type: MW2 (SH5)

Proposed Treatment: Commercial Thinning

Estimated Basal Area: 35 m²/ha

Basal Area Removal %: 30 % **Target BA Post-harvest @ 30% Removal:** 24 m²/ha

Estimated Volume/ac: 41.7 cords/acre

Estimated Volume/ac Removal @ 30%: 12-13 cords/acre

Estimated Volume Removal by Product with Recommended Activity:

Estimated Wood Volume (Cords)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
5	6	13	6	2	6	23	61

Estimated Wood Volume (Tonnes)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
10	13	26	12	3	11	48	123

Stand 7- 6.1 ha (15.1 ac)

Stand Description: Variable mixedwood with multiple age and height classes represented throughout. Some pockets of mature to overmature balsam fir showing decline were noted. Decent quality red and white spruce are found as individual trees as well as small pockets and large white pine are scattered throughout the overstory. Mixture of tolerant and intolerant hardwoods present. Most beech has been affected by beech bark disease but some unaffected individuals may be present. Natural regeneration levels are variable but is well-developed in areas where there are larger canopy gaps. Hummocky terrain with small ridges and wet pockets noted and some small wet runs were present particularly on the west side of stand.

Treatment Description: Irregular shelterwood with a 30% Basal Area removal recommended for stand. The main objective will be to continue to develop a multi age and height class structure, encourage species and structural diversity and promote quality natural regeneration.

Due to the variability of terrain, conditions and wood quality, both small patch openings and uniform thinning of individual trees to be implemented. Good quality individual trees or small patches of long-lived, intermediate to tolerant species such as red spruce, white pine and tolerant hardwoods to be retained where possible. Individual or small groups of trees of poor form or vigour, particularly balsam fir and intolerant hardwoods, should be targeted for removal to create small canopy openings. Harvest openings should not exceed 0.1 ha (30 m x 30 m) in size, as this will limit the amount of light entering through the canopy to the forest floor as the result of the intervention and will aim to encourage natural regeneration of longer-lived shade tolerant species and to prevent excessive windthrow. Where possible, established natural regeneration should be protected and ground disturbance minimized.

Spp. Comp: Intolerant Hardwood (RM, WB) 40%, Spruce (RS, WS) 30% Tolerant Hardwood (BE, WA, SM, YB, RO) 20%, White Pine 10%

FEC Soil Type(from Mgt Plan): 8

FEC Veg Type: MW2, IH6

Proposed Treatment: Irregular Shelterwood

Estimated Basal Area: 26 m²/ha

Basal Area Removal %: 30 %

Target BA Post-harvest @ 30% Removal: 18 m²/ha

Estimated Volume/ac: 32.5 cords/acre

Estimated Volume/ac Removal @ 30%: ~11 cords/acre

Estimated Volume Removal by Product with Recommended Activity:

Estimated Wood Volume (Cords)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
3	5	18	12	0	15	50	103

Estimated Wood Volume (Tonnes)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
6	9	36	23	0	29	105	207

Stand 8- 5.74 ha (14.2 ac)

Stand Description: Even-aged softwood stand nearing maturity dominated by red spruce with a small component of red maple, white birch, balsam fir and white pine. Crown closure is generally high throughout and minimal light is reaching the forest floor to encourage natural regeneration. Some small wet runs and seepages were mapped during the field inventory but drainage is moderately well to well drained throughout.

Treatment Description: Commercial thinning with a 30% Basal Area removal recommended for stand. This will aim to increase the overall growing space and availability of light and nutrients to encourage growth of quality, longer-lived species (such as red spruce and white pine) and target the removal of some of the shorter-lived, declining or lower quality trees. A particular emphasis is to be placed on removing declining balsam fir, as this is a short-lived species that quickly loses economic value once it reaches overmaturity.

Spp. Comp: Red Spruce 70% Red Maple 10% Balsam Fir 10% White Pine 10%

FEC Soil Type (from Mgt Plan): 2G (3)

FEC Veg Type: SH5

Proposed Treatment: Commercial Thinning

Estimated Basal Area: 43 m²/ha

Basal Area Removal %: 30% **Target BA Post-harvest @ 30% Removal: 30 m²/ha (*This is maximum acceptable post-harvest BA under current funding criteria in NS)**

Estimated Volume/ac: 49.6 cords/acre

Estimated Volume/ac Removal @ 30%: ~15 cords/acre

Estimated Volume Removal by Product with Recommended Activity:

Estimated Wood Volume (Cords)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
24	4	86	35	0	11	25	185

Estimated Wood Volume (Tonnes)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
47	7	168	68	0	22	52	364

Description of Existing Access – *Approximate road locations displayed on Property Map in Appendix 1*

The main access point to the Graywood Woodlot is through a gated entrance located on the east side of Highway 8. From this entrance, a well-maintained access road moves northeast through PID 05091152 for approximately 480 metres to a T intersection. At this intersection, the well-maintained access road changes direction to the southeast for another 500 metres, ending near the southeast corner of PID 05091152. This road was used to access the area designated as a Construction Debris Site (Stand 18) in the 2013 Management Plan. *Stands 1 and 7 are directly accessed from the main access road.*

Beyond this point, the good condition road transitions to an unimproved access road, which continues in a southeast direction, ending near the northeast corner of PID 05091335. This section of road was not investigated during field planning. *No stands recommended for forest management activities at this time are directly accessed by re-building this section of road.*

At the T intersection previously mentioned, there is an unimproved road that branches off to the northwest from the well maintained road. This section of road was not thoroughly investigated during field planning but it would require moderate to heavy brushing of woody vegetation on road surface and ditches as well as some re-surfacing and improvement of road bed to be functional again. Available imagery indicates that this road moves to the northwest corner of PID 05091152, where another access point enters the Graywood woodlot, located along the northern boundary of a private lot. *No stands recommended for forest management activities at this time are directly accessed by re-building this section of road.*

There is another section of unimproved road located approximately 185 metres to the northeast of the entrance off of Highway 8. It branches off of the main access road to the southeast and passes through a small portion of Stand 1 as well as through the middle of Stand 8 in PID 05091152. It continues to move south into the northwest portion of PID 05091335. The road may have been used to access the area designated as an Incinerator Site (Stand 19) in the 2013 Management Plan. This road is heavily grown in with woody vegetation and would need moderate to heavy brushing as well as re-surfacing and improvement of road bed to be functional again. *Stand 8 is directly accessed by re-building the portion of road.*

Potential Infrastructure Improvements Associated with Recommended Activities

Stand 1 and 7 are located directly alongside the main access road to the Graywood woodlot, which was assessed to be well maintained and requiring minimal road improvement work. No additional road work identified for main access road but further assessment will be required if operations proceed.

Stand 8 is directly accessed off of the unimproved road that accesses the Incinerator Site. A rebuild of approximately 350 metres of the unimproved road and the construction of a truck turnaround on the east side of the road is an option to facilitate operations in Stand 8. Alternatively, the wood products harvested in Stand 8 could be extracted by establishing forwarding trails from Stand 8 to the main access road. If operations are to proceed, the potential rebuild will be discussed with harvesting contractor to discuss pros and cons of proceeding with road rebuild. Rebuild location is displayed on the Proposed Operations Map in Appendix 1.

It was estimated that the cost of rebuilding 350 metres of this road would be **\$5,850.00**. A summary of estimated costs associated with road improvements are summarized in Appendix 2.

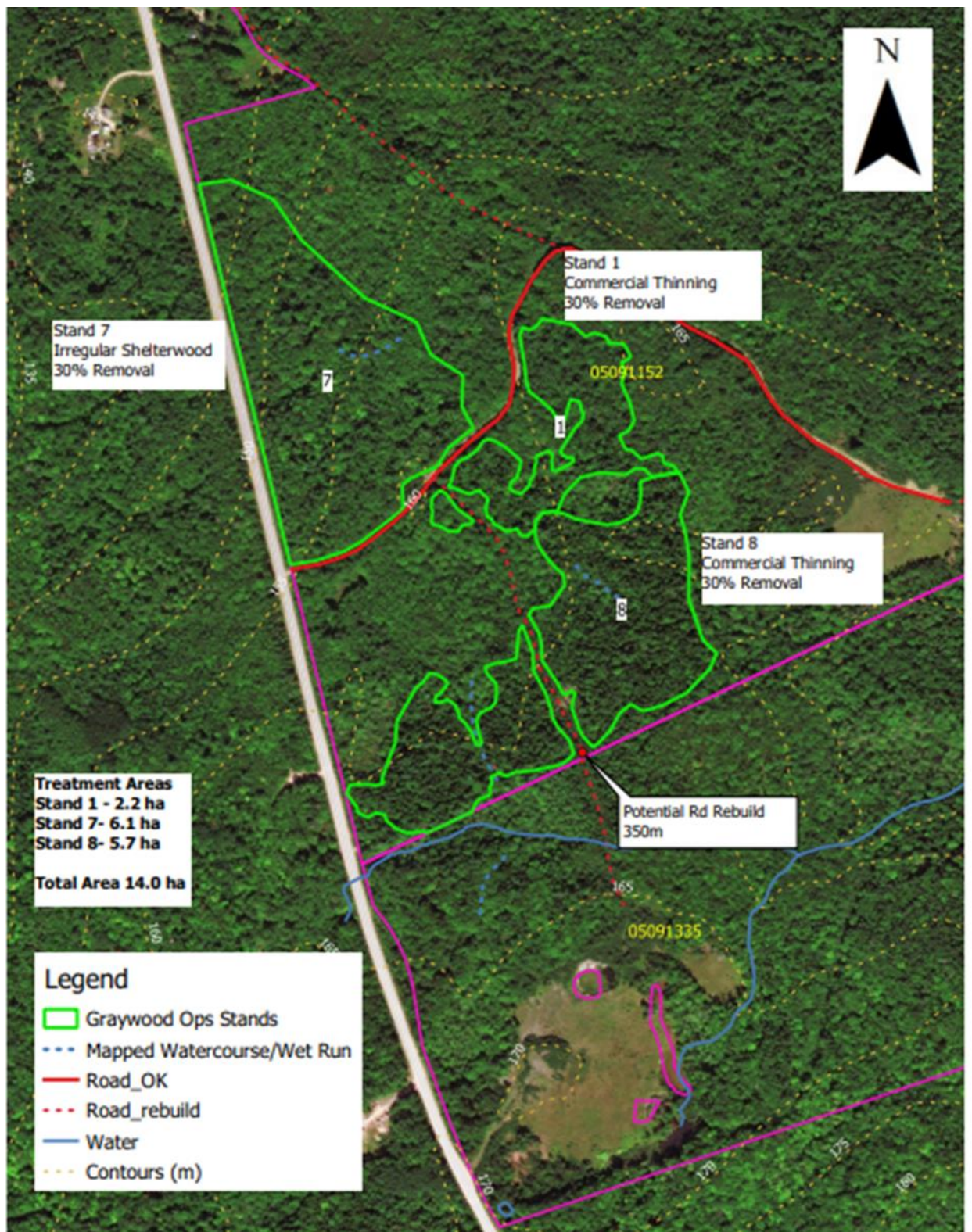
Appendix 1: Woodlot Maps

- Property Map
- Proposed Operations Map



Municipality of the County of Annapolis
 Property Map
 PID 05091152, 05091178, 05091335
 Graywood, Annapolis Co.

0 100 200 300 m
 Scale 1:10000



Municipality of the County of Annapolis
Proposed Operations Map
PID 05091152
Graywood, Annapolis Co.

0 100 200 300 m
Scale 1:5000

Appendix 2: Road Cost Estimates

Road Cost Estimates (Munc. Of Annapolis Co, Graywood, Anna. Co.)						
	Cost (\$/hr)	Cost (\$/m)	Est. Time Req	Road Length	Total Cost	
Float Excavator			8		\$ 800.00	~\$400 float cost each way
Re-build Road w Excavator		13		350	\$ 4,550.00	~330m @ \$13/metre
Miscellaneous (Culverts, Fill, etc)					\$ 500.00	
				Est. Road Cost	\$5,850.00	

Appendix 3: Tree Species Acronyms & Silvics of Common NS Trees

Softwood (SW) species		Hardwood (HW) species	
RS	Red Spruce	RM	Red Maple
WS	White Spruce	SM	Sugar Maple
BS	Black Spruce	NM	Nonway Maple (non-native)
NS	Norway Spruce	YB	Yellow Birch
WP	White Pine	WB	White Birch
RP	Red Pine	WA	White Ash
JP	Jack Pine	AS	Ash (White and Black)
EH	Eastern Hemlock	RO	Red Oak
BF	Balsam Fir	EO	English Oak (non-native)
TL	Eastern Larch (Tamarack)	BE	American Beech
EC	Eastern White Cedar	PO	Poplar (mix of Balsam Poplar, Trembling/Largetooth aspen)
SP	Mix of spruce species	TA	Trembling aspen
OS	Other softwood	LA	Large-tooth aspen
US	Unclassified Softwood	BP	Balsam Poplar
		BC	Black Cherry
		UH	Unclassified hardwood
		OH	Other hardwood
		IH	Shade intolerant hardwoods (mix of white birch, aspen, red maple)
		TH	Shade tolerant hardwoods (mix of sugar maple, yellow birch, red oak, beech, white ash)

Species Composition Example

RM5WB3TA1BF1 = Red Maple 50% White Birch 30% Trembling Aspen 10% Balsam Fir 10% (as a percentage of total basal area of stand)

Forest Cover Type Overview

Softwood	>=75% softwood species by basal area
Hardwood	less than 25% softwood species by basal area
Mixedwood	Between 26 and 74% softwood species by basal area
Non-forest	Stand does not currently support forest cover development
Wetland	Permanent wetland feature that does not support forest cover development

Silvics of Common Nova Scotia Trees

Species	Full Seed-bearing Age (years)	Maximum Longevity (years)	Wind-firmness	Shade Tolerance	Rooting Depth
Softwoods					
Red Spruce	45	335	M	T	Shallow
Eastern Hemlock	50	382	P	T	Shallow
White Pine	50	288	G	IM	Deep
White Spruce (OF, CO, HL)	40	70	M	IM	Shallow
White Spruce (Other FG)	60	150	M	IM	Shallow
Black Spruce/Coastal	30	277/150	P	IM-T	Shallow
Balsam Fir	30	160	P	T	Shallow
Red Pine	50	300	M-G	I	Deep
Jack Pine	40	200	G	I	Deep
Eastern Larch	40	150	M	I	Shallow
Hardwoods					
Sugar Maple	80	276	G	T	Deep
Yellow Birch	70	370	G	IM	Deep
White Ash	50	250	G	IM-T	Deep
Red Oak	50	205	M	IM	Deep
Red Maple (TH)	40	188	M	IM-T	Shallow
Red Maple (Other FG)	40	100	M	IM-T	Shallow
White Birch	50	120	M	I	Deep
Trembling Aspen	30	100	M	I	Shallow
Large-tooth Aspen	30	100	M	I	Shallow

Windfirmness: P-Poor; M- Moderate; G-Good; **Shade-tolerance:** I-Intolerant; IM-Intermediate; IM-T- Intermediate to Tolerant; T-Tolerant

Source: Nova Scotia Silvicultural Guide for the Ecological Matrix, NS Dept. of Lands and Forestry, 2021 (page 21)

<https://novascotia.ca/ecological-forestry/docs/silvicultural-guide.pdf>



**Federation of Nova Scotia Woodland Owners
&
Mersey Tobeatic Research Institute
FSC Woodlot Certification Program**

WOODLOT MANAGEMENT PLAN # 1181



**Prepared for
Municipality of the County of Annapolis**

**Prepared by
Teaberry Forest Consulting
Tom Berry**

October 18, 2013

We, the Municipality of the County of Annapolis:

- Endorse the Principles and Criteria of the FSC and the Maritime SLIMF Standard (2008)
- Have reviewed this plan
- Agree to manage the woodlands covered by this plan for a period of 10-years
- Agree, to the best of my ability, to implement the recommendations made in this plan
- Understand that this plan needs to be reviewed and revised within 5-years of signing

I, the woodlot management planner:

- Have reviewed the contents of this plan with woodlot owner
- Assure the recommendations in the plan were made to meet FSC requirements

Woodlot Owner(s)

Date

Woodlot Management Planner

Date

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1. INTRODUCTION

1.1 Landowner Information:

Name(s) Municipality of the County of Annapolis

Address: PO Box 100, 752 St. George Street, Annapolis Royal, N.S. B0S 1A0

Telephone: Cody Joudry @ 902-532-1445 cell: 902-526-2590

Email: cjoudry@annapoliscounty.ca

1.2 Management Planner Information:

Name: Tom Berry

Organization/Company: Teaberry Forest Consulting

Address: 2530 Perotte Rd., RR#1, Annapolis Royal, N.S. B0S 1A0

Contact Info: Phone: 532-2995 email: trberry@eastlink.ca

Describe credentials: Forest Technician

1.3 Area of Woodlot:

The Property consists of: 126.64 ha (312.8 acres) of woodland and 152.09 ha (375.7 acres) in total.

1.4 Location of Woodlot: Highway # 8, Graywood, Annapolis County, N.S.

Property Identification Number: 05091335, 05091152, 05091178

See woodlot location map in **Appendix IV**

1.5 The primary purpose of the Woodlot: a source of wood products.

1.6 Strategies for Meeting Management Objectives, *Table 1*

Landowner Objectives	Strategy to Implement	Target Treatment/Timing
<i>1. Increase amount of shade tolerant species</i>	<i>Use harvest techniques that promote natural regen of preferred species</i>	<i>Group selection, commercial thinning and unevenaged management have been recommended</i>
<i>2. Maintain boundary lines.</i>	<i>Renew by brushing out and reblazing.</i>	<i>Prior to harvest .</i>
<i>3. Maintain roads.</i>	<i>a.Gravel existing road. b.Construct new road.</i>	<i>a.As required. b. Access for stands #12,13,14 and 15</i>
<i>4. Enhance wildlife habitats.</i>	<i>Maintain species diversity.</i>	<i>Shelterwood harvest and unevenaged management. have been recommended</i>

For full listing of stand-level recommended treatments, see the recommended treatment map in **Appendix IV**. For treatment implementation timing and priority, see the 10-Year Operating plan in **Appendix V**.

1.7 Current uses for the woodlot include:

1. Woodland buffer for two environmentally sensitive sites:
Stand # 18, Disposal site = 9.18Ha (22.7 acres).
Stand # 19, Incinerator site = 16.27Ha (40.2 acres).

Forecasted uses for the woodlot include:

1. Woodland buffer for two environmentally sensitive sites:
Stand # 18, Disposal site = 9.18Ha (22.7 acres).
Stand # 19, Incinerator site = 16.27Ha (40.2 acres).
2. Sustainable harvest of wood products in stands # 1 – 10, 12 - 15.
3. Potential uses for the public.
4. Wildlife habitat.

1.8 Socioeconomic Conditions:

Annapolis County is located in western Nova Scotia and at the present time sawlog markets are limited to only one option – Freeman’s Lumber. Abitibi Bowater Ltd closed on June 15, 2012. Two other large mills have closed in recent years. Prices remain fairly low for the producer. Funding for Silviculture work is available, inconsistently, through the Association for Sustainable Forestry. Silviculture funding has recently become available, through the Federation of Nova Scotia Woodland Owners, exclusively for certified woodlots. Availability of small contractors to do work (harvesting and silviculture) on private woodlots is always a challenge in this area.

1.9 Commitment to Sustainable Forest Management:

Management recommendations for this woodlot were developed to meet the Principles and Criteria of the Forest Stewardship Council (FSC) of Canada’s Maritimes Standard for Small and Low Intensity Forests. This plan was designed to cover a 10-year period, with a 5-year review, but management strategies should consider an ecological timeframe of 100+ years.

Resulting management activities shall be implemented in compliance with applicable legislation, based on Nova Scotia’s Best Management Practices, and with a commitment to long-term, ecologically sustainable forest management. The primary goal of this program is to manage forests in a way that restores, maintains or enhances conditions found in healthy Acadian Forests.

The FNSWO will provide encouragement and education to landowners to help them achieve their specific objectives, while developing strategies that consider long-term forest health. The latest understanding of forest ecosystem dynamics has been used in developing this plan. Recommendations were given to help achieve the specific objectives of the woodlot owner. However, because of the diverse factors affecting forest development, the plan writer can assume no liability for future forest conditions.

2. GENERAL PROPERTY DESCRIPTION

2.1 Ecological Landscape Classification and Positioning:

The woodlot is part of Nova Scotia’s Western Ecoregion, the South Mountain Ecodistrict(s) and Ecosection(s). See Ecosection Map of Woodlot in **Appendix IV** Information from the provincial “Ecological Land Classification for Nova Scotia” pertinent to the woodlot can be found in **Appendix VI**

2.2 Property Title:

A copy of the deed(s) to the property is attached in **Appendix I**

2.3 Woodlot Description:

1. Forest Lands vs. Other Land Uses

Two sites have been reserved from this FSC management plan.

No forestry related activities will occur on these sites.

Stand # 18, Disposal site = 9.18Ha (22.7 acres).

Stand # 19, Incinerator site = 16.27Ha (40.2 acres).

All other stands (#1-17) are considered to be forest land.

2. Species Distribution

The primary softwood species on the lot are:

Red and white spruce, balsam fir, white pine, and eastern hemlock.

The primary hardwood species are:

Red, striped and sugar maple, white and yellow birch, red oak, largetooth aspen, beech and white ash.

See stand information table in **Appendix IV**

3. Age Structure and Distribution

Stands # 3, 5, 7, 9, 12, 13, 14 and 15 are unevenaged.

Stand # 10 is mature. All other stands are immature.

See stand information table in **Appendix IV**.

4. Current Acadian Forest Attributes

Many stands are unevenaged with shade tolerant species.

The **Acadian forests** are a [temperate broadleaf and mixed forest ecoregion](#) that includes a variety of habitats on the hills, mountains and plateaus of [New England](#) in the northeast [United States](#) and [Quebec](#) and the [Maritime Provinces](#) of eastern Canada.^[2]

5. Wetlands/ Bogs/ Streams

Stands # 11, 16 and 17 are wetlands. A brook flows through stands # 9, 11, 12 and 15.

6. NS Soil Series and FEC Forest Soil Types Distribution, Table 2

NS Soil Series Mapping	NS FEC Forest Soil Type (ST)	Wetter ST found on lower slopes	Drier ST found on upper slopes	Stands where ST was found
Gibralter	8	9	N/A	1,7
Gibralter	2G	3	1	2,3,4,6,8
Gibralter	2/3	3	1	5,12,15
Gibralter	14/4	N/A	N/A	9
Gibralter	2	3	1	10,13,14

7. Topographic Features

- a. Slope:** Steep slopes in stand # 15.
- b. Aspect:** Variable.
- c. Elevation:** 430 - 560 feet above sea level
- d. Drainage:** Most stands are well drained with the exception of stands # 9, 11, 16 and 17.

8. Roads, Trails, Access and Infrastructure

A “D” class road provides access to the majority of recommended treatment areas. This road has a locked gate on Highway # 8. An additional “D” class road, that has been decommissioned, was used in the past to provide access between the construction debris site (stand # 18) and the incinerator site (stand #19). A proposed road could provide access to stands # 12, 13, 14 and 15. Numerous old trails could be used for wood extraction.

9. Protected Areas

Special Management Zones (SMZ) are recommended in stands # 9, 10, 11 and 12.

See Section 7. “WILDLIFE HABITAT AND WATERCOURSE PROTECTION REGULATIONS”.

10. High Conservation Value Forests (HCVF,) Table 3 – **Not Applicable**

Principle 9 of the FSC focuses on HCVF. This includes identification, assessment for particular values with consultation from experts, documented strategies for maintenance and enhancement, specific measures for management, and annual monitoring to assess effectiveness of conservation measures. If applicable to your woodlot, full HCVF assessment, consultation and management documents can be found in **Appendix X**.

11. Landscape Aesthetic Considerations

All recommendations in this forest management plan are for selection harvests.

12. Landscape Connectivity Opportunities

The Mersey Tobeatic Research Institute (MTRI) is working with woodlot owners to protect endangered species in the area. MTRI is also working in partnership with the Nova Forest Alliance (NFA) and Parks Canada (Kejimikujik National Park and National Historic Site) on habitat connectivity for species at risk and critical wildlife habitat within the Southwest Nova Biosphere Reserve.

2.4 Property Boundary Lines

All boundary lines appear to be well marked with the exception of the west line in stands # 14 and 15 (625 meters in length) . No evidence of this line was found in the field. The adjacent landowner, Cecil Harnish, has a line marked on the ground that is not in agreement with the Pid map. No harvest work is being recommended in stands # 14 and 15. This area has been labeled “Area of Possible Boundary Dispute” on the woodlot map. The east line borders on crown lands. The north and south lines border on private lands.

2.5 Land History

The Municipality of the County of Annapolis purchased these woodlands, adjacent to their disposal sites, as a buffer for these environmentally sensitive sites. In 1971 the County purchased the southern portion from Herbert Cassidy. Aerial photography from 1987 (see Appendix III) indicates that no recent harvest work had been carried out at that time. In 1991 the County purchased the northern portion from Walter Charlton. Aerial photography from 1987 indicates extensive harvest work being carried out at that time.

2.6 Challenges and Opportunities

Challenges: Balancing the protection of environmentally sensitive sites in stands # 18 and 19 with forestry, recreation and traditional uses is the largest challenge in regards managing these woodlands.

Opportunities: Acadian forest attributes are well represented in most stands. Selection harvest work could increase shade tolerant species represented on these sites.

2.7 Significant Habitats and Species-at-Risk

Determined by:

- a) On-site observation by Forest Manager at time of plan development
No observations during cruise
- b) Discussion with landowner
No historical observations made by landowner or other users
- c) Significant Habitat and Species-at-Risk on line viewer map
AP1 Other Habitat 2.0 km from woodlot location. Not of concern.
- d) Notes from local DNR wildlife biologist

If applicable to your woodlot, maps of identified habitat and species distribution features can be found in **Appendix IV**.

3. FOREST MANAGEMENT STRATEGY

This section outlines the woodlot owner's general strategy towards forest management. Many factors contribute to the selection of site-specific management techniques. The FSC Standard and the FNSWO/MTRI have identified a set of minimum forest management requirements to ensure sustainable practices are employed during management activities. The FSC Maritime Standard requires forest management regimes that maintain, enhance or restore ecological functions and values, consistent with natural succession and disturbance patterns of the Acadian Forest. To guide the landowner's strategy toward achieving this overarching goal, each heading below is followed by key points that should be included in all management activities on FSC group-certified woodlots. The landowner's individual strategies are documented below these points.

3.1 Harvesting

- Protection of wildlife, habitat, watercourses and protected areas
- Minimize risk of fire and mechanical damage area in operation
- Harvest treatments prescribed as appropriate to stand conditions, and promote rapid and healthy natural regeneration
- Harvest designed to mimic historic local patterns of natural variability of ecological structures and functions on the site and surrounding landscape, including: a mixture of tree species, ages, diameters and height distributions; stand types; successional stages; natural range of canopy closure; maintenance of standing (snags) and fallen dead wood (coarse-woody debris); and natural disturbance regime appropriate to the ecosite

- Harvesting restricted in HCVF and other protected areas
- Consider landscape impacts of the proposed harvest
- Utilize all harvested forest products to their full potential
- Utilize properly trained, competent and insured contractors
- Hire contractors and/or workers from the local area when possible
- Utilize equipment appropriate to site and prescription, time the operation to take best advantage of markets, and minimize environmental impact
- Logging debris retained and distributed to promote soil and tree productivity
- A local contractor could be hired to carry out all harvest work.

3.2 Silviculture

- Protect wildlife habitat, watercourses and protected areas
- Minimize risk of fire and mechanical damage area in operation
- Silviculture treatments prescribed as appropriate to stand conditions, and promote growth of Acadian forest species
- Natural diversity and distribution of species and structures maintained
- Promptly regenerate harvested sites with appropriate species for site
- Limit herbicide use to control competing vegetation (see 3.7)
- A local contractor could be hired to carry out all silviculture work.

3.3 Protected Areas

- Protected areas will be established on sites containing species-at-risk, significant habitat, watercourses, wetlands, identified heritage/ cultural sites as required by applicable legislation
- Ecologically unique sites (HCVF) or features within a defined woodlot must be maintained or enhanced for biodiversity
- Cultural, historical, archaeological, or other special features protected (see 2.7)

3.4 Wildlife Management

- Maintain features used by wildlife during management activities, main tree features to consider: mast-producers, berry-producers, fruit-bearers, shrubs, large-diameter snags, under-represented species
- Maintain or develop a mixture of age classes and successional stages
- Protect watercourses, riparian zones, wetlands, vernal pools, identified critical habitats (deer wintering yards, raptor nest sites, large cavity trees, old-growth)
- Adjust management activities to promote habitat for identified resident species
- A local person has been, carrying out guiding and trapping on these lands. Regular communication with this individual should be carried out during all forestry activities to avoid potential conflicts.

3.5 Access for Recreation

- Establishing and maintaining suitable access is paramount to woodlot management and recreation
- Recreational features should be protected during operations
- Multiple benefits from the forest for present and future use shall be maintained
- Opportunities for hiking trails have been identified in stands # 9, 10, 12, 13 and 14.

3.6 Non-Timber Forest Products

- Consider and evaluate timber vs. non-timber opportunities in potential stands
- Ensure sustainability of non-timber forest products management
- Be aware of and follow applicable legislation and BMPs during harvesting
- Potential exists for mushroom gathering and balsam fir wreaths.

3.7 Ecological Goods and Services

- Forests offer great services to society by providing natural air filters, water resources, erosion controls, recreation opportunities and hunting/fishing
- The landowner must consider existing and potential services their woodlot provides, and implement measures to maintain or enhance these services by considering impacts of forest management

3.8 Plantation Management – No Plantations Found During Field Visit.

- No more than 10% of the forested land base may be plantation
- Plantations are forest stands where high intensity silviculture is used explicitly for timber production, leaving few features of a natural forest
- This non-natural succession results in limitations of: tree species diversity, stand structure, early successional habitats, mature trees and coarse woody debris
- Planted stands that exhibit a diversity of species and structure, and are not being managed intensively for rapid fibre growth are not considered plantations
- Areas recommended for planting must be sampled for FEC and have appropriate species recommended for the ecotype/ vegetation type, as listed on the FEC Vegetation Type management interpretations

3.9 Integrated Pest Management

- Early detection of insect, disease or pest problems is crucial to effective control
- Use harvest treatments that promote natural regeneration and discourage unwanted tree species, thereby reducing need for competition control
- Use manual competition control treatments where possible
- Herbicide use will be limited as much as possible and used prudently, with a commitment from the landowner to attain pesticide-free management, with a specific target date, and interim targets and objectives documented if applicable
- Forest pests will be controlled through sanitation harvesting where possible
- The landowner has committed to pesticide-free forest management and the timely target date to eliminate the use of chemical herbicides:

3.10 FEC Forest Management Guidelines Table

The following table displays ecological data collected from your woodlot, and subsequently classified by using the Forest Ecosystem Classification (FEC) system for Nova Scotia as designed by the Ecosystem Management Group at Nova Scotia Department of Natural Resources. Classifying ecosystems allows forest managers to speak a common language when describing forest conditions, and helps them to consider all components that may affect the outcome of recommended treatments. Understanding the natural disturbance regime of a site helps to ensure appropriate long-term harvesting strategies are applied. With this FEC framework in place, treatment recommendations should be more appropriate on a stand-by –stand basis, and the results should be more consistent and predictable. In the following table, all similar stands within the woodlot will be grouped together. FEC vegetation type data sheets can be found in **Appendix VII**. Following is glossary of FEC terminology used in the table:

(VT)- FEC vegetation type, classified as per NS VT Guide

(ST)- FEC soil type, classified as per “Forest Soil Types of NS” Guide

(ET)- FEC ecosite, classified as per NS ET Guide

(LC)- Land Capability: ability of that site to grow wood, expressed as a volume growth, per area in one year, in this case, cubic metres/hectare/year

Soil Hazards: These are ratings of medium-high to high hazard potentials for certain soil types found on the woodlot. Following is a list of hazard categories:

C = Compaction, R = Rutting, E = Erosion, FH = Frost Heave, FL = Forest Floor Loss.

Table 5 - FEC Forest Management Guidelines Table

Stand #	VT	ST	ET	LC (m3/ha/year)	MH-VH Soil Hazards
1	IH6	8	13	3.0	
2	MW4	2G	10	5.0	FL
3,6	MW2	2G	10	4.5 – 5.0	FL
4,8	SH5	2G	6	5.5 – 6.0	FL
5,12	SH5	2/3	10	5.5	FL
7	MW2	8	13	4.5	
9	WD3	14/4	12	4.0	R
10	SH4	2	6	6.0	FL
13	MW2	2	10	5.0	FL
14	TH5	2L	13	3.0	E,FL
15	TH8	2L/3L	13	3.0	C,R,E,FL

4. STEWARDSHIP PLAN

4.1 Methodology to determine volume:

- Volumes reported in this plan are rough estimates only. The sampling intensity was low and designed only to provide a qualitative description of wood volumes. A more intense cruise would be required to provide accurate volume estimates
- Each delineated stand on the defined woodlot was sampled at a rate of

Stand Area (ha)	# Cruise Points/ha
< 3 ha	1
3-10 ha	½
>10 ha	¼

4.2 Annual Allowable Cut (AAC)

- To be expressed as calculated growth capability of woodlot ($\text{m}^3/\text{hectare}/\text{year}$) multiplied by productive area of woodlot ($\text{hectares}/\text{woodlot}$) = $\text{m}^3/\text{year}/\text{woodlot}$
- Historical harvesting regimes should be factored into harvest rates
- Recommended harvesting and/or merchantable silviculture treatments should not exceed AAC for any given year, except in situations where over-mature, fire prone or disease/insect infested stand conditions occur
- AAC shall not be exceeded over the 10-year course of the WMP
- Reductions in AAC must be made to reflect the percentage of operable area within stands recommended for harvest
- Von Mantel's formula for AAC is : $Y_a = 2 \times G_a / R$
- $Y_a = \text{AAC}$ $G_a = \text{growing stock or total forest inventory (cords)}$
- $R = \text{Rotation age in years (80)}$ $Y_a = 2 \times 6,865 / 80 = 137.3 \text{ cords/year}$
- **5% Reduction Factor = $137.3 - (137.3 \times .05) = 130.4 \text{ cords}$**
- **Adjusted AAC = 130 cords/year**
- Total Allowable Harvest over a **10 year period = 1,300 cords**

4.3 Operational Planning

- Woodlot management activities will be carried out in a manner that minimizes environmental impact by complying with applicable legislation, using BMPs, and planning the timing of activities to correspond with appropriate seasons
- Landowner responsible for ensuring boundary lines are clearly marked, objectives of activity are known by workers, workers are competent, FNSWO is contacted when harvesting, silviculture or road building activities are active
- Deforestation and conversion to non-forest use within the defined woodlot shall be minimized through careful planning of forest roads, landings, etc.
- Local contractors, forest workers and processing facilities will be used as much as possible to contribute to the well-being of the local community
- Private landowners, adjacent to stands # 1, 2 , 3, 12 and 13, should be contacted prior to any harvest work being carried out in these areas.

4.4 Financial Considerations

- When implemented, this WMP will support some of the requirements of the Intergenerational Tax Transfer (ITT)
- Good records of revenues and expenses from the woodlot are required to be eligible for the ITT, and to conform to the CSA Z804 standard
- Proper planning can balance revenues and expenses

5. STAND INFORMATION

Stand information is displayed as a table in **Appendix IV**. Ecological management notes and guidelines are displayed in a table in section **3.10**.

Stand Descriptions **SMZ = Special Management Zone (see sec. 7)**

Species Codes WS = white spruce, RS = red spruce, BF = balsam fir, WP = white pine, TL = Tamarack, RM = red maple, SM = sugar maple, WB = white birch, YB = yellow birch, BE = Beech, LTA = largetooth aspen, WA = white ash, EH = eastern hemlock.

Stand # 1

Description – Immature, evenaged hardwood stand.

Species – RM, WB, LTA, SM, WA, RO, BE, WS with scattered BF, RS and WP.

Recommendations – The majority of this stand is immature and could be allowed to mature naturally at this time. Scattered pockets of mature balsam fir and white spruce could be removed, by group selection harvest, at any time.



Stand # 2 Small brook, found on ground, not marked on map.

Description – Immature, evenaged mixedwood stand.

Species – BF, WS, RM, WB, with scattered YB, WA, WP and LTA.

Recommendations – Scattered pockets of mature balsam fir and white spruce could be removed by group selection harvest.

Stand # 3

Description – Unevenaged mixedwood stand with patches of older growth.

Species – RS, WP, RM, WB, BF, with scattered RO, YB and LTA.

Recommendations – Unevenaged selection harvest could be carried out, leaving RS, WP, RM, RO and YB to further mature, after treatment.

Stand # 4

Description – Immature softwood stand with average age of 35 years.

Species – RS, WP, BF, RM, WB with scattered YB.

Recommendations – In 5 - 10 years, commercial thinning could be carried out, leaving RS, WP, RM, RO and YB to further mature, after treatment.

Stand # 5 Avoid wet areas with heavy equipment.

Description – Unevenaged softwood stand.

Species – RS, BF, RM, WB, WP with scattered WA.

Recommendations –

Unevenaged, selection harvest could be carried out, leaving RS, WP, RM, and WA to further mature, after treatment.



Stand # 6

Description – Immature, evenaged softwood stand with average heights of 6 - 9 meters

Species – RS, BF, RM, WB and WP.

Recommendations – This stand could be left to mature naturally at this time.

Stand # 7

Description – Unevenaged mixedwood stand with pockets of overmature BF.

Species – RM, WB, RS, WS, BF, YB, WA, BE, WP and LTA.

Recommendations – Unevenaged, selection harvest could be carried out, leaving RS, WP, RM, YB, WA, healthy BE and WP to further mature, after treatment.

Stand # 8

Description – Immature, evenaged softwood stand.

Species – RS, BF, RM and WB with scattered WP.

Recommendations –
Commercial thinning could be carried out, leaving RS, WP, RM to further mature, after treatment.

**Stand # 9 Special Management Zone – No Machine Access**

Description – Unevenaged hardwood stand, on a poorly drained site, with brook.

Species – RM, SM, YB, WA, BF, RS and scattered EH.

Recommendations – This stand should be left to mature naturally.

Stand # 10

Description – Mature softwood stand.

Species – WP, RS, BF, RM with scattered SM and EH.

Recommendations – Unevenaged selection harvest could be carried out, leaving RS, WP, RM, SM and EH to further mature, after treatment.

Stand # 11 Special Management Zone – No Machine Access

Description – Open Wetland

Stand # 12 Avoid wet areas with heavy equipment.

Description – Unevenaged softwood stand with scattered patches of bark beetle in RS.

Species – RS, BF, WP, RM, WB, with scattered YB, WA.

Recommendations – Unevenaged selection harvest could be carried out, leaving RS, WP, RM, YB and WA to further mature, after treatment.



Stand # 13

Description – Unevenaged mixedwood stand with areas of BF mortality.

Species – RS, BF, RM, SM, WB, YB, WA, BE with scattered WP and ironwood.

Recommendations – Unevenaged selection harvest could be carried out, leaving RS, WP, RM, SM, YB, BE and WA to further mature, after treatment.



Stand # 14

Description – Unevenaged hardwood stand.

Species – BE, SM, RM and WB with scattered RO.

Recommendations –
Unevenaged selection harvest could be carried out, leaving RM, SM, BE and RO to further mature, after treatment.



Stand # 15 Special Management Zone No Machine Access On Brook

Description – Unevenaged hardwood stand with poor drainage along brook.

Species – RM, SM, WB, YB, BE with scattered RS

Recommendations –
This stand has poor access and could be allowed to mature naturally at this time.



Stand # 16 Description – Treed Wetland.
Stand # 17 Description – Treed Wetland.
Stand # 18 Description – Reserved from FSC management plan
Stand # 19 Description – Reserved from FSC management plan

6. WOODLOT MONITORING

Throughout the term of the plan, the key to ensuring the success of the forest management implementation is regular monitoring of the property. Treatment areas and general forest conditions should be monitored periodically. Triggers for unscheduled inspections (wind storms, fire, neighboring activities, etc.), and other important monitoring instructions are listed for each heading. It is extremely important that monitoring activities are documented for future reference. Under each of the following headings, it is clearly stated who will be responsible for monitoring and how often they will conduct inspections.

Throughout the course of the certification program, staff or representatives from either FNSWO or MTRI will inspect woodlots for conformance to the FSC Maritime SLIMF standard. Landowner records of woodlot monitoring aid in this process.

6.1 Harvest Monitoring

- First day of contractor on site: ensure objectives are clear, boundary lines are marked and workers are competent
- During operation: ensure objectives being met, workers within boundaries, harvested wood properly utilized, environmental impacts minimized
- Completion of harvest: infrastructure in good repair, all wood utilized, environmental impact was minimized
- Evaluate whether objectives of harvest were achieved
- Harvest monitoring will be conducted by MTRI staff during and after harvesting.

6.2 Silviculture Monitoring

- First day of contractor on site: ensure objectives are clear, boundary lines are marked and workers are competent
- During operation: ensure objectives being met, workers within boundaries, environmental impacts minimized
- Completion of treatment: infrastructure in good repair, all areas treated, environmental impact was minimized
- Evaluate whether objectives of treatment were achieved
- Silviculture monitoring will be conducted by MTRI staff during and after treatments.

6.3 Forest Condition Monitoring

- High attention given to stands prone to wind throw, fire, disease or insect infestation, or other possible damage
- Report serious disease or insect infestations to NSDNR (see emergency #s)
- Report significant changes in stand conditions to planner, alter WMP to reflect current stand conditions and required management needs
- Forest condition monitoring will be conducted by MTRI staff at a frequency of annually.

6.4 Environmental Impact Monitoring

- Road building, large clear-cutting operations, etc. on adjacent land
- High forest fire index during hot, dry times
- Extreme weather: high winds, heavy snow-loading, lightning storms, etc.
- Impact monitoring will be conducted by MTRI staff when triggered by examples such as those provided above.

6.5 Plantation Monitoring – No Plantations Found During Field Visit.

6.6 Monitoring Results and Records

- When the landowner is the person responsible for monitoring exercises, the observations are recorded in the 10-year woodlot management journal provided by the Federation or MTRI
- When a representative from the Federation or MTRI conducts a scheduled inspection of the woodlot, the journal will be used to verify that regular monitoring of the woodlot has been conducted
- The first scheduled inspection of the woodlot by the Federation or MTRI will be on October 18, 2015.

7. NOVA SCOTIA'S WILDLIFE HABITAT AND WATERCOURSES PROTECTION REGULATIONS

Provincial regulations must be followed when forest management activities take place on any woodland in Nova Scotia. There are three main requirements that must be followed when harvesting forest land:

- 1) Leaving buffer strips along watercourses: when harvesting near watercourses, a special management zone (SMZ) is required. Watercourses that are 50-cm (20") or more in width require a 20-metre (66') SMZ along each edge with the following requirements:
 - SMZ width will be increased by 1-metre (3') for every 2% of slope over a 20% average slope
 - No machine allowed within 7-metres (23') of the watercourse
 - Partial harvesting is allowed within the SMZ: must retain a minimum of 20-m²/ha of basal area, and not create a gap larger than 15-metres (50') in the canopy

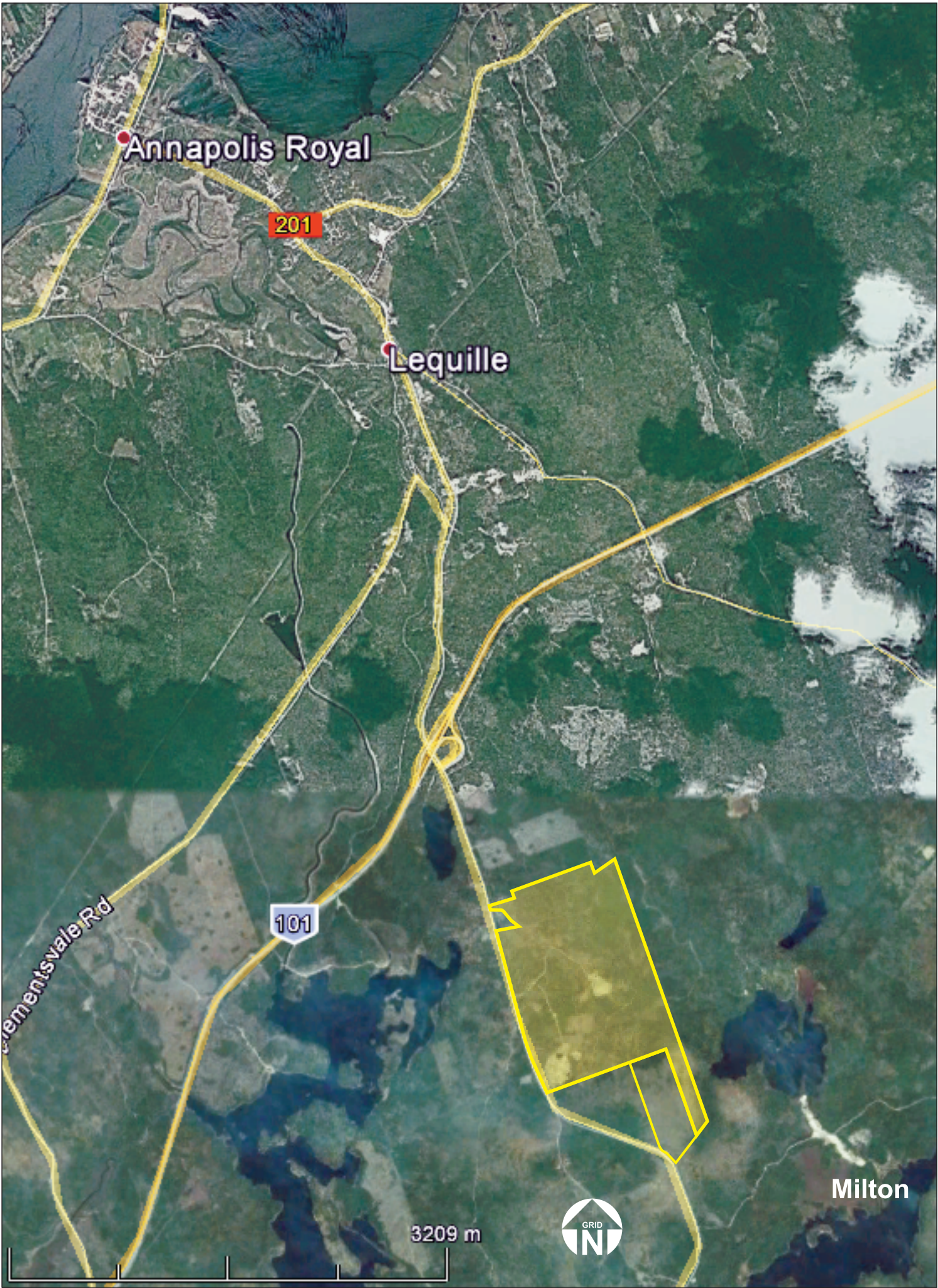
Watercourses that are less than 50-cm (20") in width also require a 20-metre (66') SMZ along each edge with the following requirements:

- No machine allowed within 5-metres (17') of the watercourse
 - Merchantable trees may be harvested
 - Ensure understory vegetation and non-commercial trees within 20-metre SMZ of are retained to their fullest extent
- 2) Leaving Legacy Trees/ Wildlife Clumps: these specifications are required when harvesting any area larger than 3 hectares (7.4 acres):

- Leave 10 living trees per hectare (2.5-acres) in a clump of representative trees with a minimum of 30-trees for every clump
- Clumps shall be at least 20-metres (66'), but no more than 200-metres (660') from the edge of a cut, or from each other, where there is more than one clump
- No harvesting allowed within clumps

3) Leaving Coarse Woody Debris: all harvest sites will retain standing dead trees, fallen trees and large branches, as well as rotting logs on the harvested site, similar to naturally occurring patterns, when it is safe and possible.

Persons cutting in woodlots should obtain and read a copy of these guidelines from the Department of Natural Resources website: <http://www.gov.ns.ca/natr/forestry/strategy/>



Woodlot Location Map

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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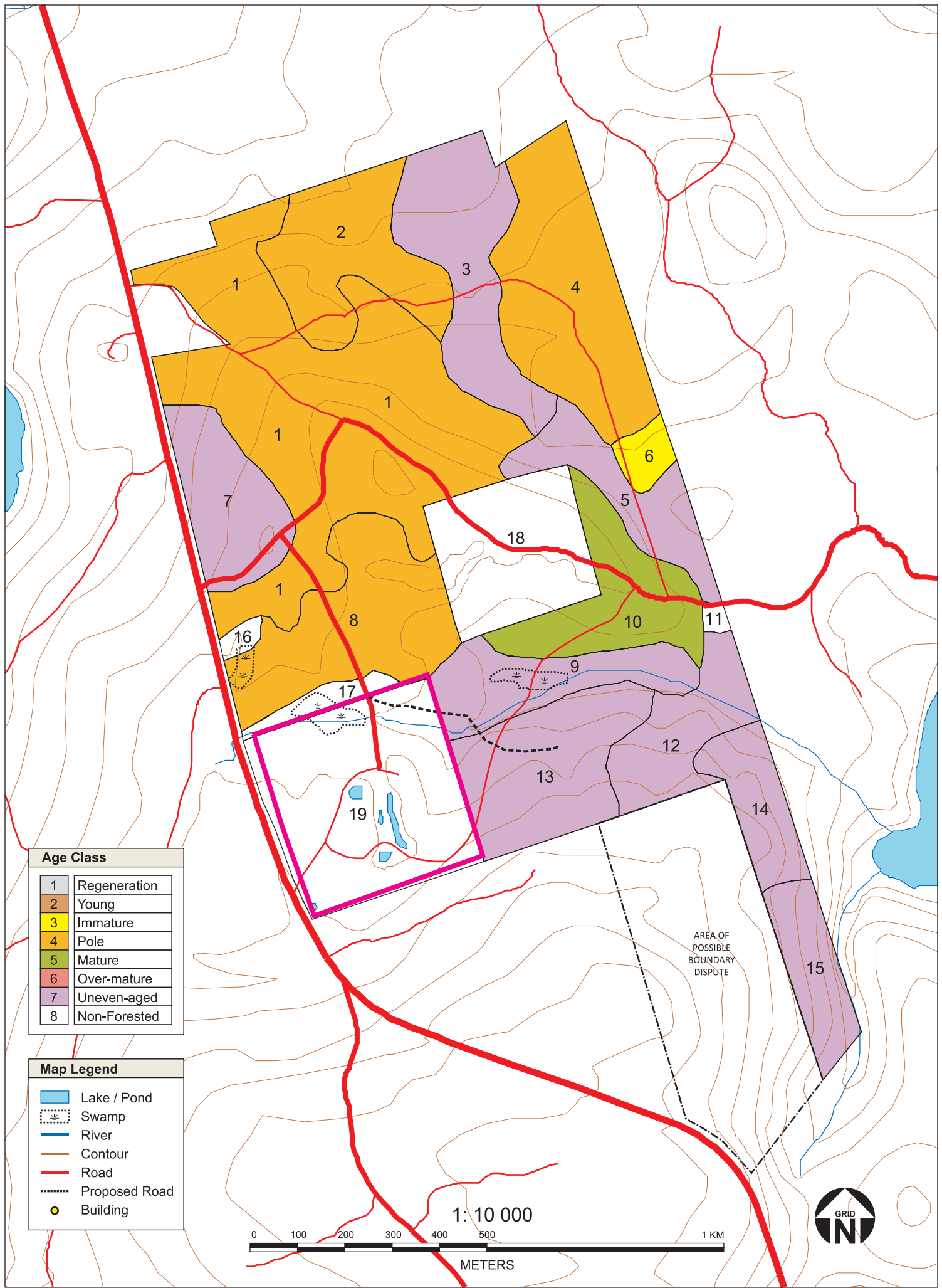


**FEDERATION
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WOODLAND OWNERS**



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CARTOGRAPHY:
TODD Graphic
www.toddgraphic.ns.ca



Woodlot Age Class

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TODD Graphic CARTOGRAPHY:
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Appendix IV
Stand Information Table
Landowner: Municipality of the County of Annapolis
WMP Number: 1181
Planner: Tom Berry
Organisation: Teaberry Forest Consulting



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Email: info@fnswo.ca



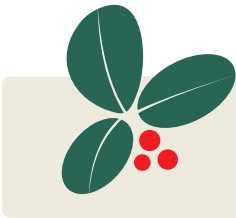
Mersey Tobeatic
Research Institute
9 Mount Merritt Road
PO Box 215, Kemps, Nova Scotia
BOT 1B0

Stand #	Area (ha)	Maturity	Species	Previous Treatment	Year	Stand Condition	FEC Veg Type	Recommended Treatment	Year
1	30.43	4	IH05TH02WS02BE01	0	0	Scattered BF, RS, WP, LTA, rocky areas	IH6	105	2018
2	8.94	4	BF04IH03TH01WS02	0	0	Scattered RO, BE, WP, rocky, small brook not on map	MW/4	105	2018
3	9.78	7	RS03IH03WP03BF01	0	0	Scattered LTA, YB, RO, Patches of mature wood from old partial cut.	MW/2	1908	2015
4	13.38	4	RS04WP03BF01IH02	0	0	Scattered YB, LTA, RO, Low merch. volume	SH5	808	2018
5	5.45	7	RS05BF02IH02WP01	0	0	Areas of imperfect drainage	SH5	1908	2014
6	1.30	3	RS04BF02RM02WB02	0	0	Heights 6-9 meters, rocky	MW/2	0	0
7	6.46	7	IH04OS02BF02TH02	0	0	Patches of mature BF	MW/2	1908	2014
8	11.26	4	RS07IH02BF01	0	0	Scattered WP	SH5	808	2016
9	6.29	7	RM04TH04BF01RS01	0	0	Special Management Zone on Brook.	WD3	0	0
10	7.48	5	WP05RS03RM01BF01	0	0	Healthy RS	SH4	1908	2014
11	0.30	0	Open Wetland	0	0	Special Management Zone on Brook.	0	0	0
12	5.74	7	RS03BF02IH02WP02	0	0	Patches of RS with bark beetle, imperfectly drained areas, Scattered YB, WA.	SH5	1908	2016
13	9.59	7	RS03IH03TH03BF01	0	0	Scattered Ironwood, patches of RS and BF regen 1-2 meter height.	MW/2	1908	2016
14	4.12	7	BE07SM01IH02	0	0	Poor access, Scattered RO, regen = BE, RS, BF 2-4 meters height	TH5	0	0
15	4.22	7	IH04TH03BE02RS01	0	0	Poor access, Scattered old Hwds, poorly drained on brook.	TH8	0	0
16	0.50	0	treed wetland	0	0		0	0	0
17	1.42	0	treed wetland	0	0		0	0	0
18	9.18	0	Reserved from WM	0	0	Constuction Debris Site	0	0	0
19	16.27	0	Reserved from WM	0	0	Incinerator Site	0	0	0

Stand Information Table

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



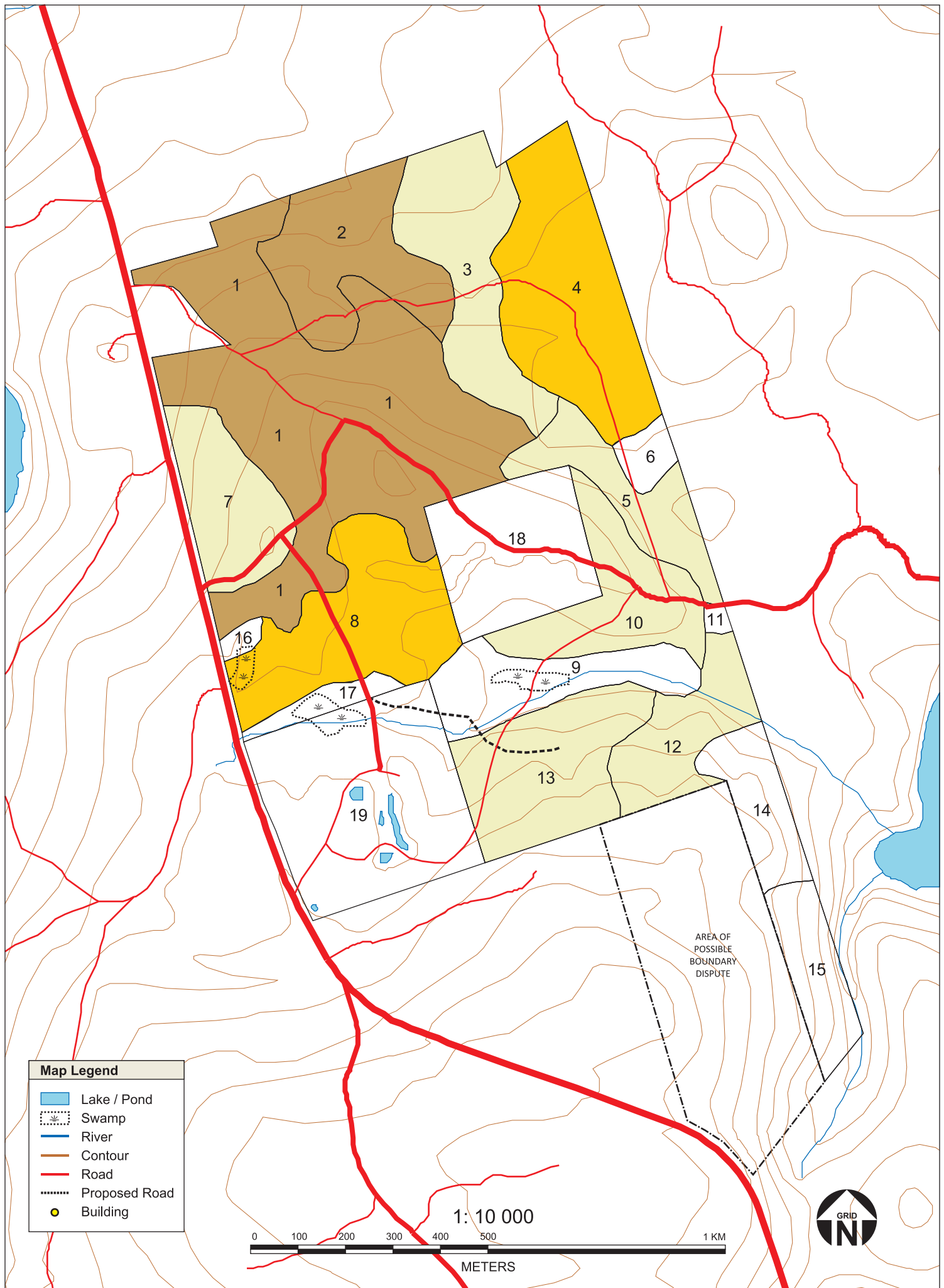
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CARTOGRAPHY:
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Recommended Treatments

Woodlot Management Plan No.
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Treatment Codes, Registered Buyers Program

Value	Category	Program	Definition
0308	1a	SW	Natural Regeneration Establishment < 300 trees fill planted
0307	1a	HW	Natural Regeneration Establishment < 300 trees fill planted
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0227	1b	HW	Natural Regeneration Establishment > 300 trees fill planted
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0497	3	HW	Early Competition Control: plantation
0451	3	SW	Early Competition Control: natural stand, chemical treatment
0450	3	SW	Early Competition Control: natural stand, manual treatment
0457	3	HW	Early Competition Control: natural stand
0509	4	SW	Density Control and Release in softwood plantation
0508	5	SW	Density Control and Release in natural stand
0507	5	HW	Density Control and Release in natural stand
0808	6	SW	Commercial thinning
0807	6	HW	Commercial thinning
0608	7a	SW	Forest Quality Improvement: Crop Tree Release
0607	7a	HW	Forest Quality Improvement: Crop Tree Release
0908	7b	SW	Forest Quality Improvement: Crop trees pruning
0907	7b	HW	Forest Quality Improvement: Crop trees pruning
1908	7c	SW	Forest Quality Improvement: Selection Management
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Treatment Codes, SPWCP

Value	Category	Program	Definition
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0102	SPWCP	HW	Uniform Shelterwood
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0105	SPWCP	SW	Group Selection
0106	SPWCP	HW	Group Selection
0107	SPWCP	ALL	Final Harvest/ Clearcut
0108	SPWCP	N/A	No Treatment (leave to grow at least 10-years)
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0110	CSA	N/A	Protected: Site of Cultural Significance
0111	CSA	N/A	Protected: Species-at-Risk Identified
0112	CSA	N/A	No Treatment: Wetland
0113	CSA	N/A	No Treatment: Designated Wildlife Refuge
0114	CSA	N/A	Non-Forested Area (pit, pond, field, crop land, mill site, etc)

Treatment Codes

Woodlot Management Plan No.
1121

Brian Lorber
Perotte, Annapolis County, Nova Scotia
Date: June 29, 2012



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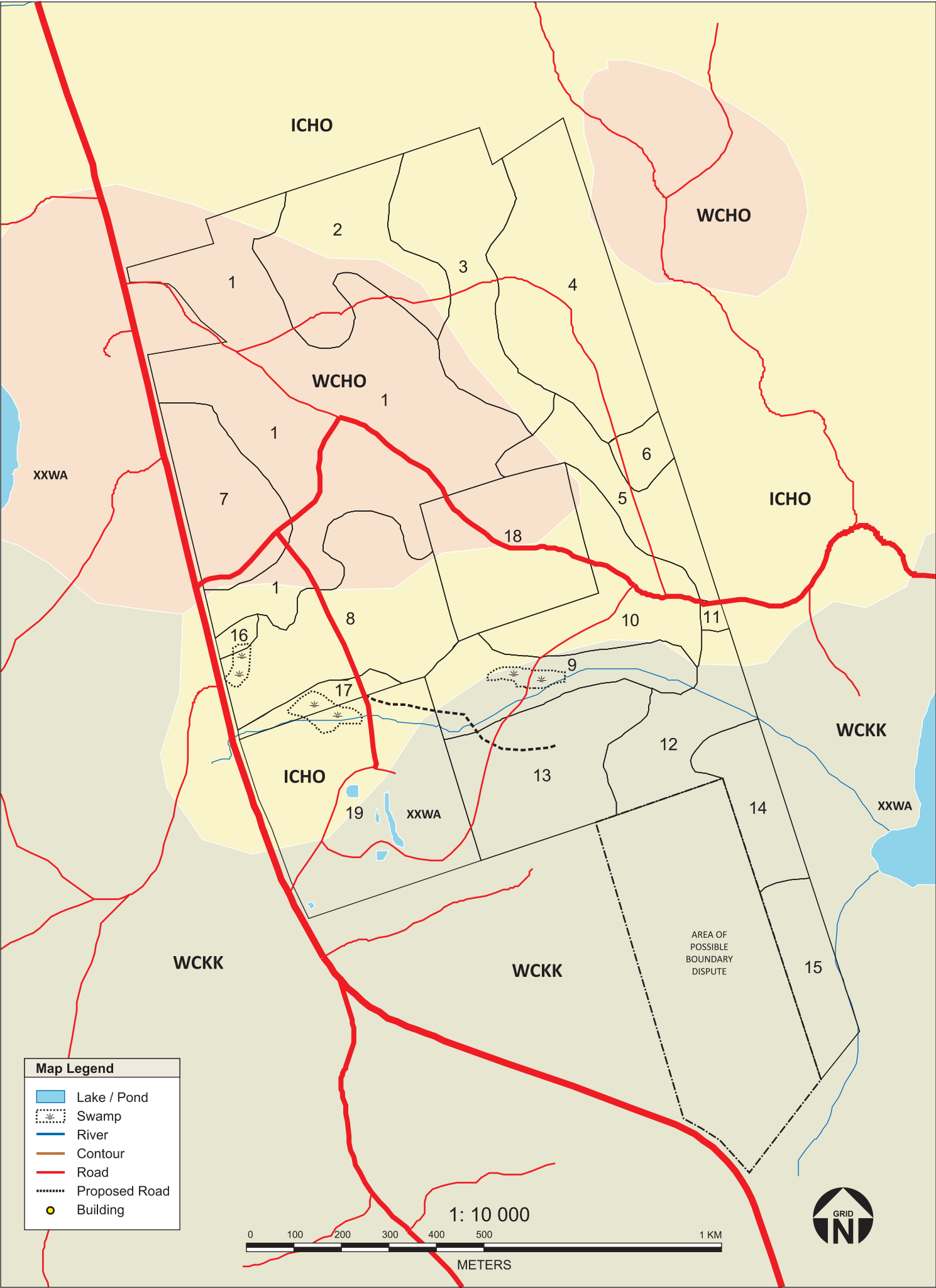


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Woodlot Eco-sections

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
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Eco-layer Codes

Soil Drainage

ELC Code	Description	Definition
W	Well drained soils	Land Systems comprised of soils >60% well drained
P	Poorly drained soils	Land Systems comprised of soils >60% poorly drained
I	Imperfectly drained soils	Land Systems not well or poorly drained

Soil Texture

ELC Code	Description	Definition
C	Coarse textured soils	Gravel, coarse sand, sand, loamy sand and coarse sandy loam (Note: soils with a high content of gravel were also included in this category)
M	Medium textured soils	Sandy loam, fine sandy loam, very fine sandy loam, loam
F	Fine textured soils	Silt, sandy clay loam, clay loam, sandy clay, silty clay, clay

Topographic Pattern

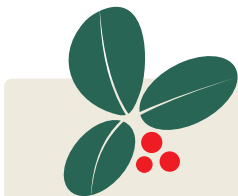
ELC Code	Description	Definition
SM	Smooth or flat (level) e.g. floodplain, lake plain,deltas, intervalles, and open bogs and wetlands	Land with no particular pattern, flat or very gently sloping, uni-directional surface with a generally constant slope not broken by marked elevations and depressions. Slopes are generally less than 1%.
HO	Hummocky	A series of small rounded hills with a gentle slope usually never exceeding 15%
KK	Hills	A series of knobs and knolls with moderate to steep slopes between 5-30%. Relief amplitude ranges from 15-60m
DM	Drumlinoid	A pattern of elongated landforms caused by glacial ice movement (drumlins and flutes) often occurring in clusters
R	Ridges	A pattern of linear or curvilinear ridges
DS	Canyons and steep slopes	Sharply sloped terrain along rivers/streams or associated with hilly topography. Slopes usually between 20-80 %

XXWA	Water body	
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Eco-layer Codes

Woodlot Management Plan No.
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Municipality of the County of Annapolis
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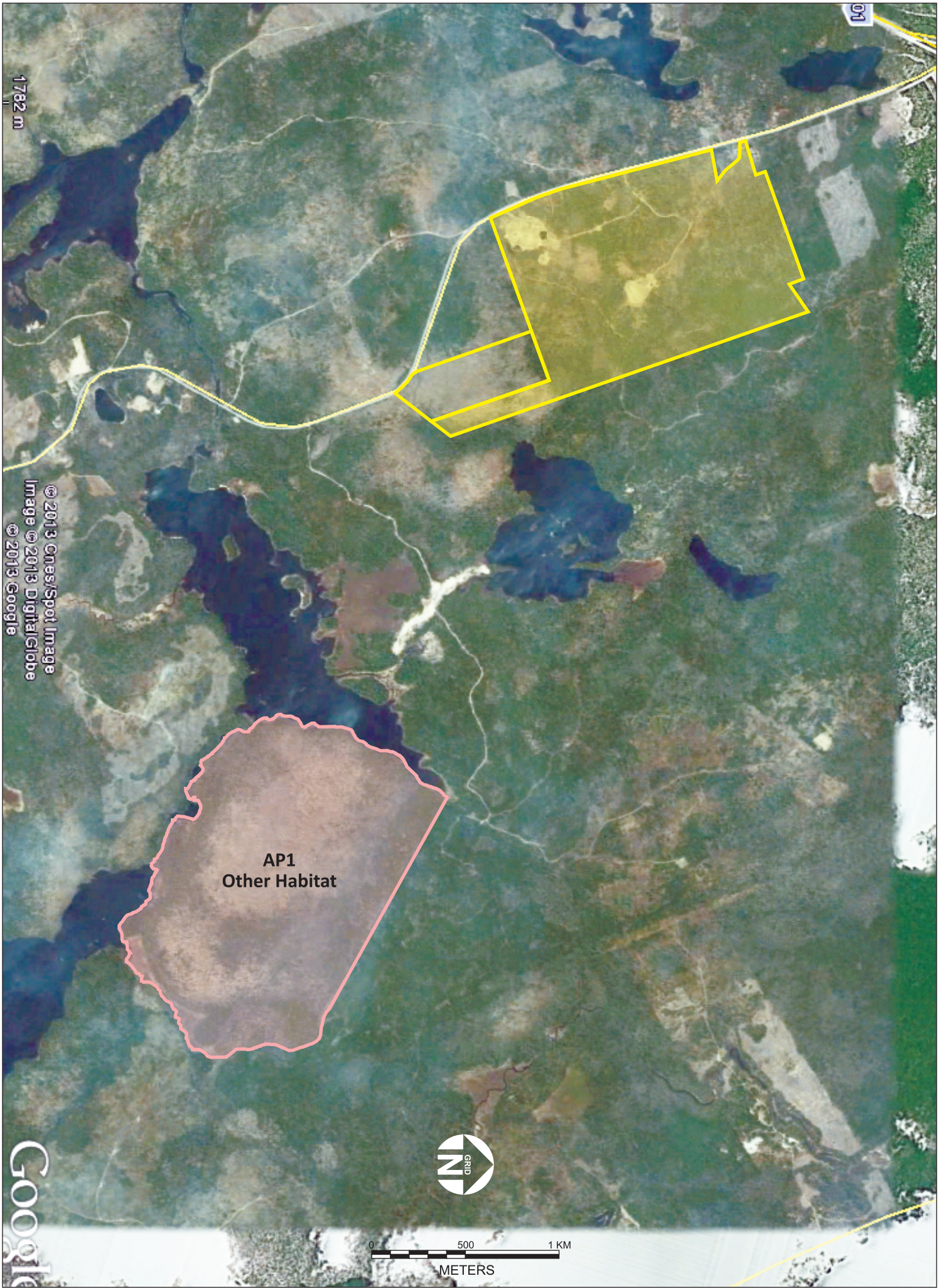
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Significant Species and Habitat

Woodlot Management Plan No.
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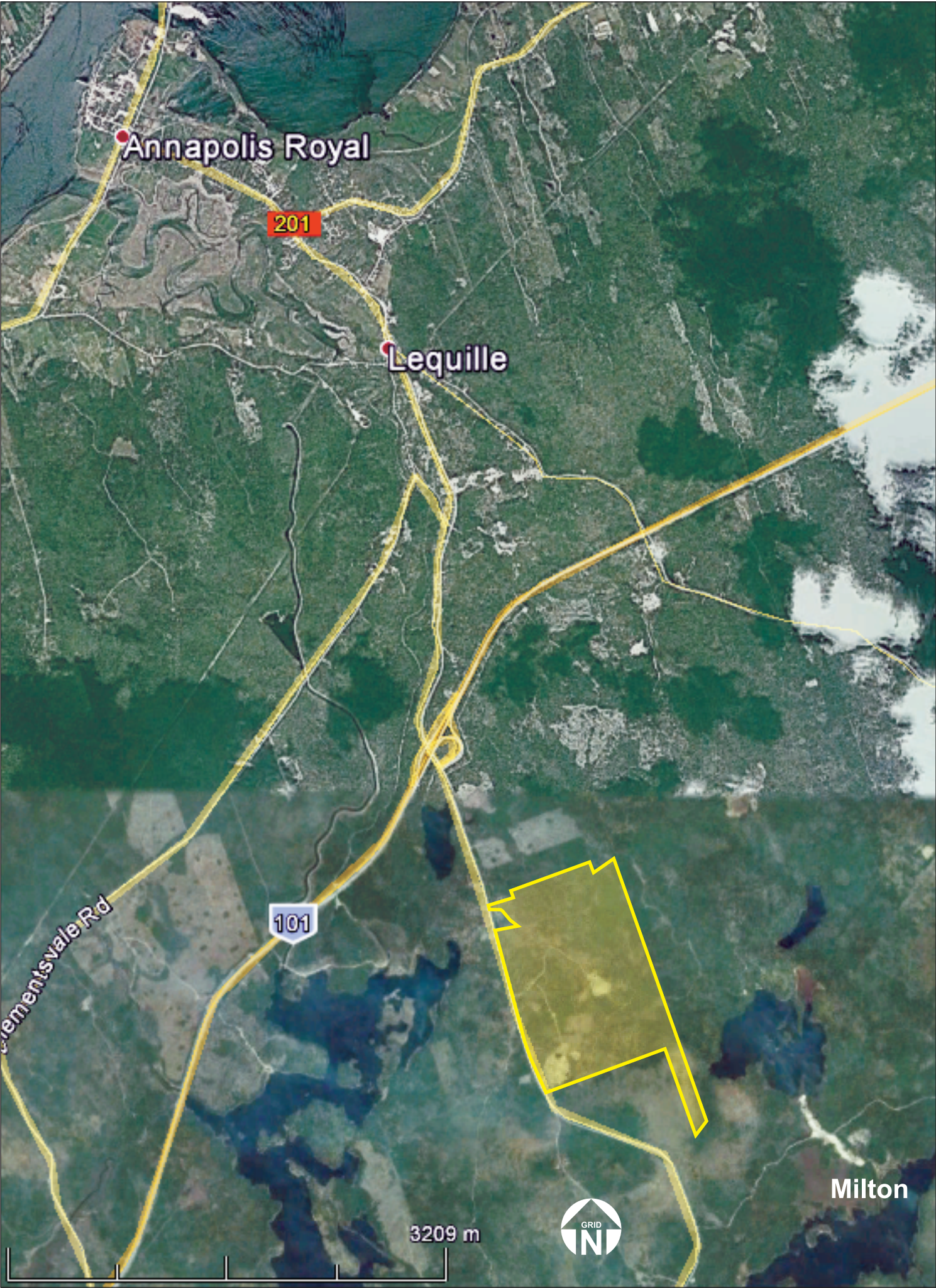
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**Mersey Tobeatic
Research Institute**



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Woodlot Location Map

Woodlot Management Plan No.
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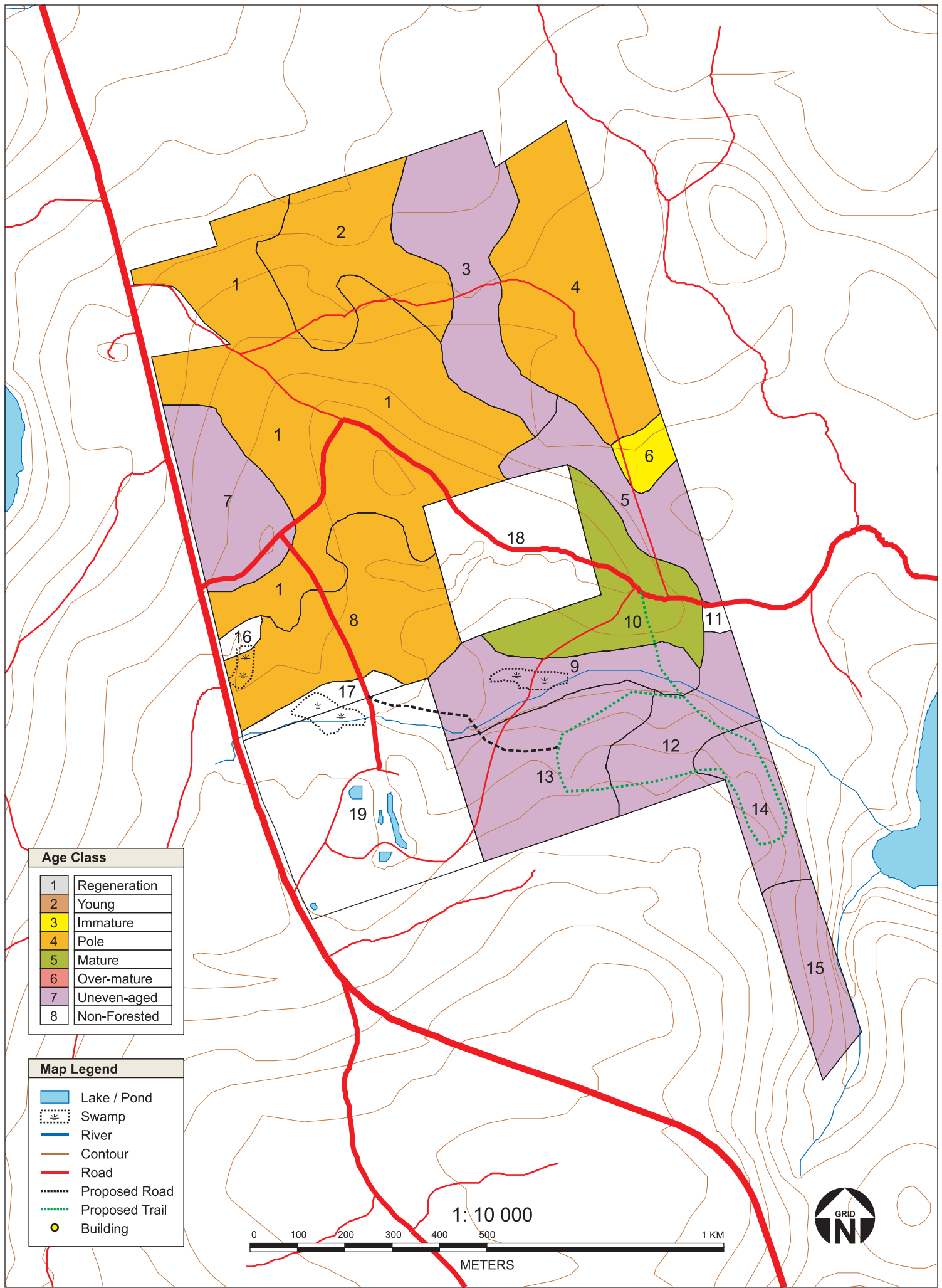


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Woodlot Age Class

Woodlot Management Plan No.
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Appendix IV
Stand Information Table
Landowner: Municipality of the County of Annapolis
WMP Number: 1181
Planner: Tom Berry
Organisation: Teaberry Forest Consulting



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Email: info@fnswo.ca



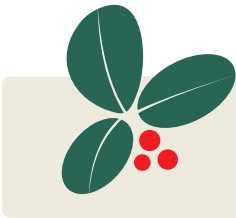
Mersey Tobeatic
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16	0.50	0	treed wetland	0	0		0	0	0
17	1.42	0	treed wetland	0	0		0	0	0
18	9.18	0	Reserved from WM	0	0	Constuction Debris Site	0	0	0
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Stand Information Table

Woodlot Management Plan No.
1181

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Graywood, Annapolis County, Nova Scotia
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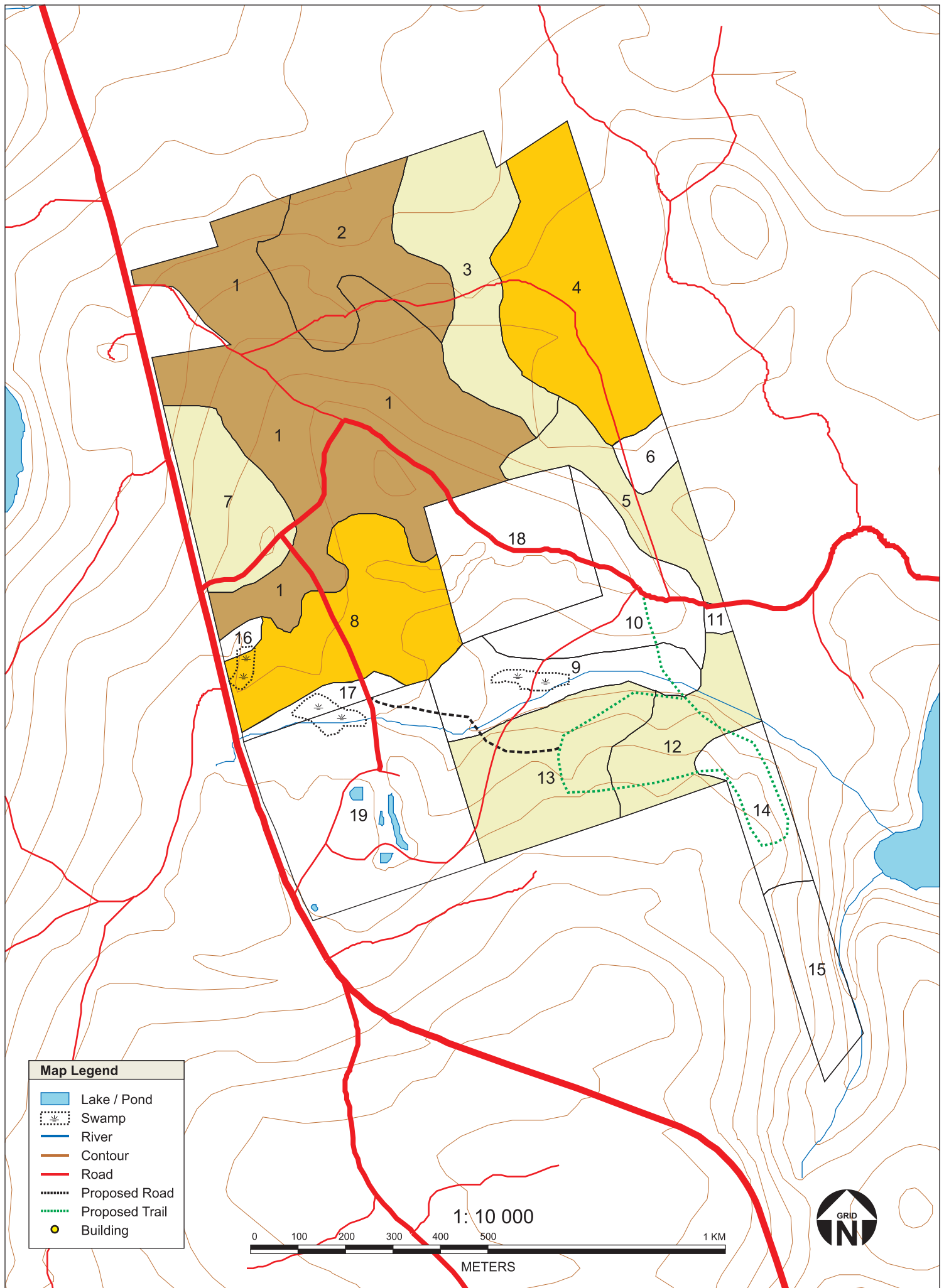
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Recommended Treatments

Woodlot Management Plan No.
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Treatment Codes, Registered Buyers Program

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Treatment Codes

Woodlot Management Plan No.
1121

Brian Lorber
Perotte, Annapolis County, Nova Scotia
Date: June 29, 2012



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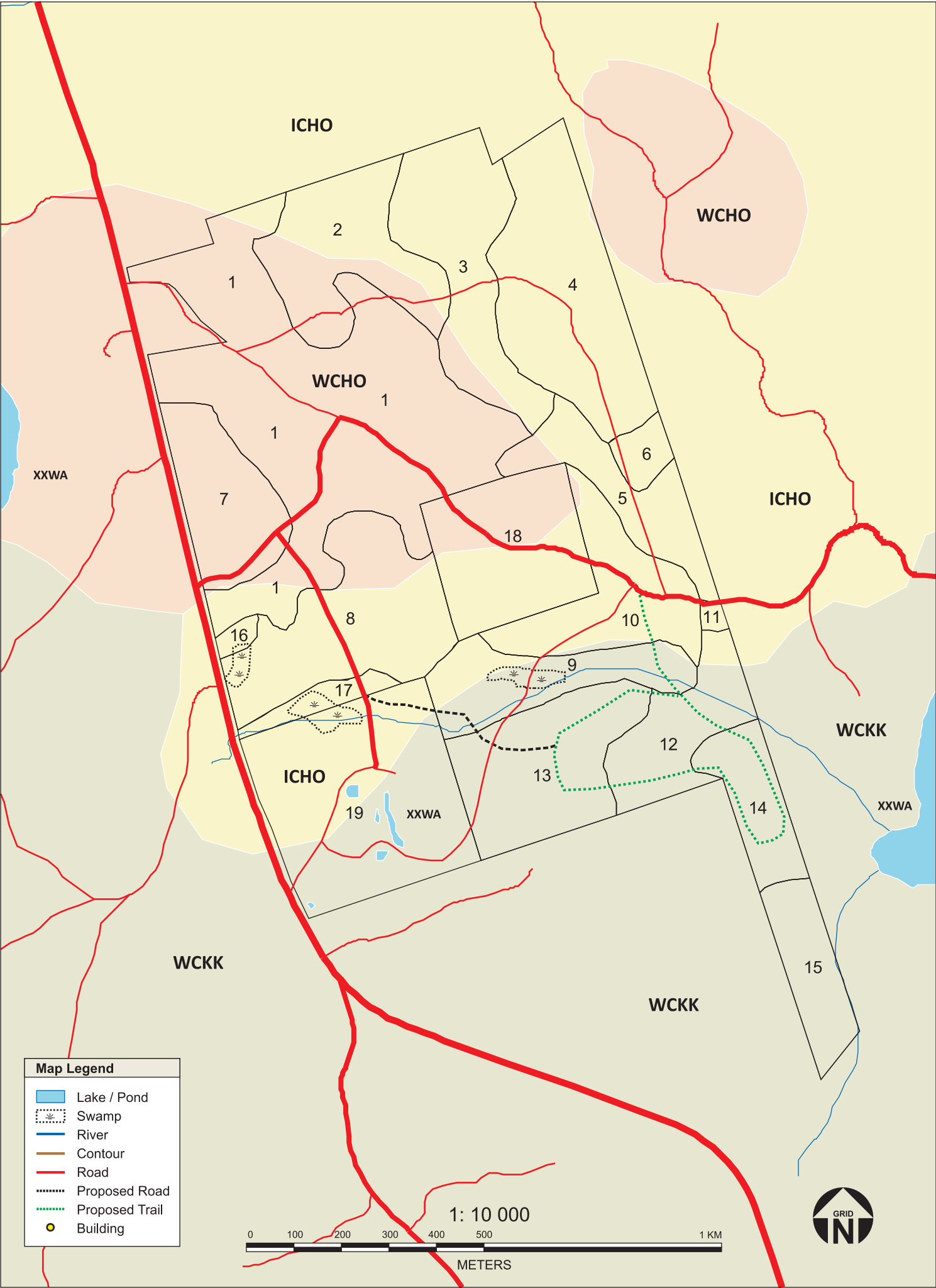


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Woodlot Eco-sections

Woodlot Management Plan No.
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Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
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Eco-layer Codes

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Topographic Pattern

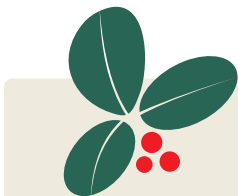
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SM	Smooth or flat (level) e.g. floodplain, lake plain,deltas, intervalles, and open bogs and wetlands	Land with no particular pattern, flat or very gently sloping, uni-directional surface with a generally constant slope not broken by marked elevations and depressions. Slopes are generally less than 1%.
HO	Hummocky	A series of small rounded hills with a gentle slope usually never exceeding 15%
KK	Hills	A series of knobs and knolls with moderate to steep slopes between 5-30%. Relief amplitude ranges from 15-60m
DM	Drumlinoid	A pattern of elongated landforms caused by glacial ice movement (drumlins and flutes) often occurring in clusters
R	Ridges	A pattern of linear or curvilinear ridges
DS	Canyons and steep slopes	Sharply sloped terrain along rivers/streams or associated with hilly topography. Slopes usually between 20-80 %

XXWA	Water body	
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Eco-layer Codes

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



TEABERRY
FOREST CONSULTING

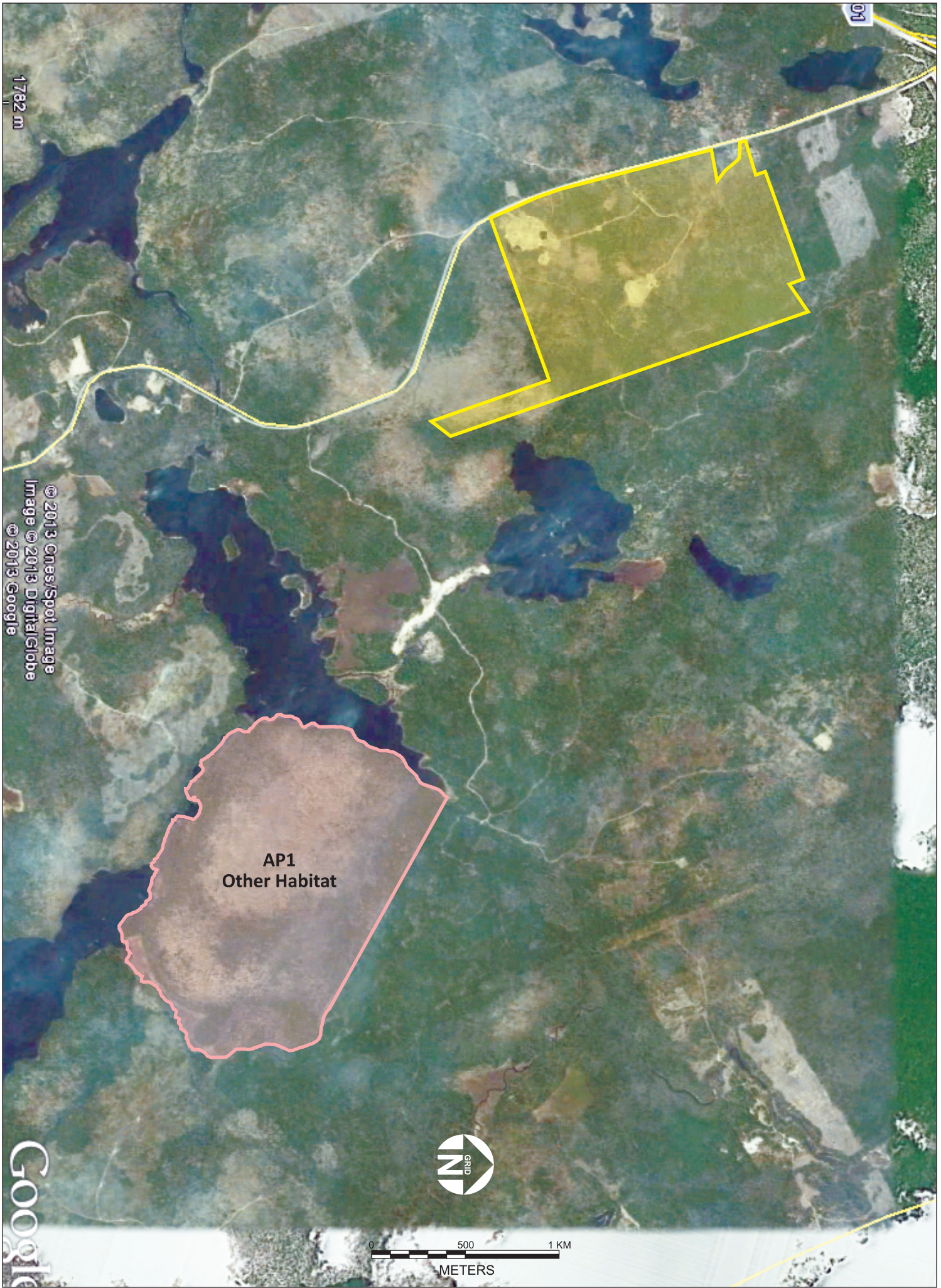
Tom Berry
Forest Technician
2530 Perotte Road
RR1, Annapolis Royal, NS B0S 1A0
Ph: 902-532-2995
trberry@eastlink.ca



**FEDERATION
OF NOVA SCOTIA
WOODLAND OWNERS**



CARTOGRAPHY:
TODD Graphic
www.toddgraphic.ns.ca



Significant Species and Habitat

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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**FEDERATION
OF NOVA SCOTIA
WOODLAND OWNERS**



**Mersey Tobeatic
Research Institute**



CARTOGRAPHY:
TODD Graphic
www.toddgraphic.ns.ca



Appendix IV: 10-Year Operating Plan
Municipality of the County of Annapolis
WMP # 1181
Graywood, Annapolis County

[illegible]



Western Woodlot Services Cooperative Ltd.
Patricia Amero, RPF, General Manager
3594 Second Division Road
Concession, NS, B0W 1M0

Phone: 902-523-2141
Email: patricia@westernwoodlotcoop.com
Website: www.westernwoodlotcoop.com

November 25, 2022

Janice Young, Strategic Initiatives Manager
Munc. Of the County of Annapolis
752 St. George St., Annapolis Royal, B0S 1A0

Dear Janice:

As per your request, the following will outline recommendations of how to proceed forward with forest management on the Graywood woodlot as well as the other 5 woodlots that were identified from forested PIDs (over 20 acres) provided by the Municipality.

Regarding the Graywood woodlot, once Council approves the harvest proposal for a 14 ha section of improvement thinnings (selection harvest) on this woodlot a harvest / stumpage agreement will be put into place. WWSC will then organize, oversee and administer the harvest, while providing regular updates to the Municipality, and issue payments to the Municipality (as the landowner) and the contractor, which will include information on wood products harvested and where they were sold. Our policy for all our members where we coordinate and oversee harvesting activity is to apply a 5% commission fee on the roadside value of wood products with a value greater than \$41/tonne. This is to help cover our time and associated travel in carrying this through and meet the expectations of the landowner member.

Forest management activities will continue on the Graywood woodlot by periodically monitoring the sites where selection harvest occurred in terms of monitoring the rate and species composition of natural regeneration that establishes under the partial canopy and monitoring the vigor and response to the residual mature trees. Another step is to review the 2013 forest management plan again to determine which stands should be of focus over the next 5 years or so to improve stand conditions, growth and quality development. Once an area is identified, detailed on the ground pre-harvest assessments will be completed to determine if/how the initial recommendation(s) may need to be refined and what the access improvement needs are. When such areas are identified and recommended to implement in a given year, an operating plan will be prepared and presented to the Forest Advisory Committee then brought to Council for approval. It is anticipated that harvest activity would occur every other year.

Regarding forest management on the 5 other woodlots, since these woodlots do not have a forest management plan it is recommended that these are developed. Management plans provide good, general information on forest stands, recommended activities and priorities thus serve as a guide to follow. It helps in the initial process of becoming active by identifying possible sites where harvest/silviculture would be a benefit to forest development and health. A more detailed assessment (pre-treatment assessment) would then follow on sites that were identified as a priority which is the basis of developing the operating or harvest proposal for a certain section of a certain woodlot. Once a harvest proposal is produced, it follows similar process as mentioned above. Activity would not necessarily occur on each woodlot every year, but every other year, alternating between woodlots. All activities that are completed would be

periodically monitored to determine progression, and what activity should follow and when to achieve desired outcomes.

Forest management plans for our members are charged at a subsidized rate so the cost to the member is only 25% of the actual estimated cost to complete. Our hourly rate is \$50 per hour plus \$0.51 per kilometer, and we charge an admin fee of 20% on worker hours. The sub-total cost is where the subsidy is applied. The following are quotes for each of the 5 woodlots to have a forest management plan prepared:

Woodlot:	Upper Clements	Upper Beaver Lake	Shore Road Lots	Port Royal	Clementsvalle
Approx. area (acres):	184 ac	40ac	80 ac	19.7 ac	52.7 ac
PID #s:	05304084	05047840	05197041, 05197058	05101480	05049655
Prep, field and office time:	\$2,650.00	\$1,700.00	\$2,300.00	\$1,125.00	\$2,100.00
Travel time:	\$300.00	\$100.00	\$100.00	\$100.00	\$200.00
Mileage:	\$260.10	\$102.00	\$168.30	\$86.70	\$204.00
Admin Fee 20% on worker hours (exclude transportation hrs):	\$530.00	\$340.00	\$460.00	\$225.00	\$420.00
Sub total:	\$3,740.10	\$2,242.00	\$3,028.30	\$1,536.70	\$2,924.00
Total Estimated Cost at 25% (subsidy applied):	\$935.03	\$560.50	\$757.08	\$384.18	\$731.00
	plus hst	plus hst	plus hst	plus hst	plus hst
				approx. total cost	\$3,367.78
				for 5 lots	plus hst
				no subsidy applied =	\$13,471.10

The stumpage revenues the Municipality generates can certainly be put towards the costs of these 5 management plans, that is solely up to you, the landowner.

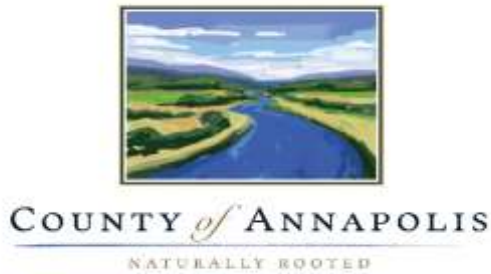
We would not proceed on any work until approval has been issued by the Municipality. The order the management plans would be done for these 5 lots are basically in the order from left to right outlined in the table above.

Please let us know if you have any questions, require further information or need clarification on anything presented here, or simply would like to have a conversation about all this.

We are happy to meet with the Forest Advisory Committee and/or Council at any time, just let us know and we'll schedule it in.

Sincere thanks,

Patricia Amero, RPF



752 St. George Street, PO Box 100
Annapolis Royal, Nova Scotia, Canada B0S 1A0
Phone: (902) 532-2331 Fax: (902) 532-2096
Website: AnnapolisCounty.ca

MEMORANDUM

TO: Janice Young, Strategic Initiatives Manager

FROM: Amy Barr, Contracts and Procurement Coordinator

DATE: November 3, 2022

RE: Procurement Requirements for the Graywood Site Proposal

In February 2022 Council requested a proposal from Western Woodlot Services Cooperative Ltd. (WWSC) to provide an assessment of the municipally owned woodlot in Graywood (PID 05091152). This proposal was prepared by Andrew Oliver, RPF, and was received by Council the following month. In addition to outlining proper forest management for the site Oliver also outlined a possible revenue stream from the work for the Municipality based on stumpage value.

Upon review of the Municipality's Purchasing Policy, section 19 (xi) states that alternative procurement practices may be used *'For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.'*

WWSC was directly contacted and appointed by Council to provide a proposal and the proposal document overview states that the harvest activities proposed *'...can serve as an initial trial of forest management on the lands owned by the Municipality of the County of Annapolis. Once completed, these activities can serve as a demonstration and educational site, highlighting the benefits of proper forest management to citizens of the Municipality and the general public.'*

Based on the above information it is my recommendation that we move forward with WWSC for the Graywood Site as an initial trial run of not only the proposed service but also the revenue model with the understanding that any subsequent ventures will be subject to a public procurement process.



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Janice Young, Strategic Initiatives Manager;
Brendan Lamb, Planner / Development Officer
Subject: Former Upper Clements Park Lands

ORIGIN

November 8, 2022 Committee of the Whole

Re: Former Upper Clements Park Lands

That staff present at December Committee of the Whole an order of events and options to deal with the former Upper Clements Park lands.

Moved: Councillor Morrison

Seconded – Councillor Longmire

Motion carried unanimously.

LEGISLATIVE AUTHORITY

Not Applicable.

BACKGROUND

The former Upper Clements Theme Park lands consists of PID 05094297 (former theme park) located on the north side of Highway 1 (approximately 26.16 Hectares) and PID 05304084 (former adventure park) located on the South side of Highway 1 (approximately 74.49 Hectares) in Upper Clements.

The land on the south side of Highway 1 is presently under development in the creation of 7 km of trail for mountain biking, hiking, trail running and in the winter other recreational pursuits such as snow shoeing and cross country skiing.

The site lends itself to further development of trails making it into one of the largest trail destinations in Southwest Nova Scotia. This would add to year round activity to benefit residents and be a major tourist attraction.

The south side trail network and its close proximity and connections to the land on the north could support an attractive residential community that could be marketed to those wishing to lead active lifestyles not unlike those who purchase lands near golf courses.

The north side (former theme park) consists of a lake, boardwalk, paved roadway, beautiful Annapolis Basin views, apple orchard, and access to the South side future mountain bike/hiking trails and to the former railway track that will act as an active transportation loop when complete. The stone house remains on the property which includes 4 accessory buildings that still exist.

DISCUSSION

In an effort to recapture any cost outlay from the purchase of the property, former developer and demolition costs, Council may wish to look at selling the north side with the idea of encouraging the re-development of the property. It is recommended that any re-development coincides with the community's goals to include a mix of residential and light commercial uses that are complimentary to each other, as well as, zoning to include recreation opportunities for the South side. These changes would allow for the enhancement of tourism, recreational, economic and community development to help ensure a sustainable community.

In keeping with the goals of the community, it would be recommended to support the vision being proposed by the Upper Clements Area Advisory Committee (UCAAC), which aims to support a broader approach to planning and development in the area. The UCAAC goals are:

- To maintain a liveable community one in which the residents can live in harmony with each other and with the businesses that exist and move to the area.
- Provide Council and the public with a modernized land use bylaw which clarifies the development potential of the community while allowing a reasonable growth in residential and commercial development.
- Preserve the "bucolic" atmosphere of the Upper Clements community by allowing for a mixed use development pattern that encourages the establishment of residential development alongside commercial development.

The UCAAC have developed a draft Upper Clements Comprehensive Development District (UCCDD) Zone; which was designed through the vision of the UCAAC and community engagement (attached).

The UCCDD would allow Council to work with developers on behalf of the municipality and the community by requiring all development to be done through development agreements. A development agreement can:

- cover any materials contained within a LUB including setback, site layout, and architectural design standards;
- set hours of operation;
- require continued maintenance of the development;
- require grading or alteration in elevation or contour of the land;
- include easements for infrastructure;
- require the construction, maintenance, or improvement of watercourses, stormwater and municipal water systems, wastewater facilities, and other utilities;
- the layout and requirements for the subdivision of land; and,
- security or performance bonding on the development.

The UCCDD lends itself to encourage growth through residential development, including all housing opportunities, light commercial uses such as business offices/corner stores, and recreational spaces to provide amenities that will increase interest to the area. The results of the September workshop and plan review survey indicates that there is community support for a large scale housing project on the site and the initial response to the UCCDD was positive. However, without completing the plan review and holding both the Planning Advisory Committee meeting and Public Hearing it is difficult to ascertain the extent of community support for the proposed changes.

The benefit to the County by selling the north side would be direct revenue realized from the sale of the property; and increased tax base revenues realized from the development of mixed use community.

CONSTRAINTS TO CONSIDER

Before selling the property Council will need to consider the planning process and expected timelines. Taking into account the current availability of staff time, we are estimating that the plan review will be completed near the December 2023 deadline.

Property sold prior to completion of planning review:

- Currently zoned Commercial Park (C1) Zone
- Potential owner would need to submit an amendment to change zoning
- Applications for changes to the MPS and LUB (existing MPS does not permit changes to C1)
- Each application takes 3 to 4 months (total 6-8 months)
- Timeline of zoning changes closely align with the current planning review, as review of the LUB is 95% complete.
- MPS review is expected to commence with the completion of the LUB.

Based on the current progress of the Upper Clements Planning Area Review, it is the planning staff's recommendation that Council should await the final recommendation from the UCAAC along with the public input from both the PAC meeting and the Public Hearing before making any changes to the current zoning. If Council or interested parties have thoughts on how the property could be used and developed, staff would recommend that a presentation be given to the UCAAC prior to the final round of public engagement. This would provide opportunities to gather community views on the proposal prior to the revised MPS and LUB going in front of Council for adoption.

FINANCIAL IMPLICATIONS

Increase in future tax base

POLICY IMPLICATIONS

MGA, 226: Comprehensive Development Districts

ATTACHMENTS

Part 16 Upper Clements Comprehensive Development District (draft)

Prepared by:

Janice Young, Strategic Initiatives Manager,
Brendan Lamb, Planner / Development Officer

Approved by:

Approval Date:



Doug Patterson
Interim Chief Administrative Officer



PART 16 UPPER CLEMENTS COMPREHENSIVE DEVELOPMENT DISTRICT

UCCDD USES PERMITTED

The following uses shall be permitted in a Comprehensive Development District (UCCDD):

Agricultural Uses and Structures	Restaurants, Drive-In or Takeout
Amenity Spaces	Service Industries
Banks and Financial Institutions	Veterinary Offices
Business or Professional Offices	
Commercial Clubs	Boarding Houses or Rooming House
Commercial Entertainment Centres	Double Dwellings
Commercial Recreational	Duplex or Semi-Detached Dwellings
Commercial Schools	Mobile Homes
Custom Workshops	Multiple Unit Dwellings
Farm Markets and Garden Centres	Single Detached Dwellings
Forestry Uses and Structures	Small Option Homes
Hotels and Motels	Tiny Homes
Medical Practitioner Offices	Townhouses/Row houses
Non-Residential Day Care Centres	
Personal Service Shop	Home Occupations, subject to the
Retail	requirements of Part 7, Section 20
Residential Day Care Centres	

SPECIAL REQUIREMENTS AMENITY AREA

Amenity areas will be required for the development of new residential dwelling units within Comprehensive Development District. Amenity areas shall include one or a combination of the following:

- A) *Common outdoor spaces*: that are accessible to all residents within the residential development and may include spaces such as but not limited to, play areas, swimming pools, decks, patios, tennis courts, golf courses, or sports fields. Such areas shall be of a size and shape that can reasonably be used for recreation purposes and shall be, at a minimum, cleared, leveled, and grassed or otherwise landscaped.
- B) *Private outdoors spaces*: that are provided as a separate spaces to the residential units and may include spaces such as decks, patios, or balconies; and/or
- C) *Indoor common spaces*: that are provided in such a way that are accessible to all residents of the residential development and may include spaces such as gyms, lounges, restaurants, bars, cafes or games rooms.

SPECIAL REQUIREMENTS COMMERCIAL RECREATIONAL

Commercial Recreational activities shall be permitted as of right in the Comprehensive Development District however, high-impact commercial recreational activities will not be permitted.

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INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Angela Anderson, Manager of Finance;
Janice Young, Strategic Initiatives Manager
Subject: Sale of Internet Update

ORIGIN

Request from Council to provide an update on the financial status relating from the sale of the internet.

LEGISLATIVE AUTHORITY

Not applicable

BACKGROUND

In 2018 the County of Annapolis embarked on the task of bringing fibre optic internet to its residents. The build and future operations of the fibre network was awarded in June of 2018, with initial build beginning in 2019, due to unforeseen circumstances the contract ended. Subsequently in April 2020 the build contract was awarded to Eagle Telecom Inc. and Seaside Communications awarded an operating agreement.

In 2021, Council engaged in the process to sell the fibre network and the operations. RFP process resulted in the award to Xplornet in the amount of \$17,000,000 for a complete network as proposed in the RFP.

DISCUSSION

As the sale of the network for \$17,000,000 required the network to be complete, the County of Annapolis is still obligated to complete the build of the network. This meant the County was still financially responsible for the remainder of the build of the fibre network including make-ready. This responsibility is identified in the Asset and Purchase Agreement (Sale Contract) between the Municipality and Xplornet sections 2.13, 2.14 (noted below) and 2.10 Allocation (attached).

2.13 Eagle Contract

For the purposes of this section, capitalized terms that are not defined in this Agreement have the same meaning as ascribed to them in the Eagle Contract.

The Seller shall be responsible for all amounts relating to the completion of the network to the specifications set out in Schedule 2.01. The Seller shall be responsible for all amounts payable under the Eagle Contract either before or after the Time of Closing, including any holdbacks, up to a maximum of the Contract Price plus Value Added Taxes which includes any Change Orders agreed upon before Closing. Notwithstanding the foregoing, the Purchaser shall be responsible for amounts resulting from a Change Order submitted by the Purchaser after the Time of Closing.

The Purchaser shall pay to the Design Builder any such amount owed pursuant to the terms of the Eagle Contract as if it were the Owner, provided: (i) that the Purchaser shall invoice the Seller accordingly; and (ii) that the Seller shall pay such invoices within 10 days, failing which any unpaid amounts will bear interest at the rate of 2% per month (26.82% per year), compounded monthly, from the due date. The Purchaser shall provide documentation with each invoice.

2.14 Make-Ready Work

The Seller shall be responsible for the cost of Make-Ready Work, either before or after the Time of Closing to complete the network to the specification set out in Schedule 2.01. Notwithstanding the foregoing, the Purchaser shall be responsible for Make-Ready Work resulting from a Change Order made after Closing or other changes required by the Purchaser and for any costs related to fiber drops.

The Purchaser shall pay and be reimbursed for the cost of Make-Ready Work for which the Seller is responsible in the same manner described in Section 2.13.

The process of Make-Ready Work involves Nova Scotia Power Inc. (NSPI), and Bell Canada (Bell), to perform engineering assessments on each of their respective poles that are identified in the fibre network. This process provides a quote of the work required for each pole in the Make-Ready area. These quotes do not represent a final cost, and is a basis for an estimate until final invoices for the Make-Ready has been received. The variation between quote and invoice relates to the work involved may require more or even less as anticipated resulting in the cost being higher or lower than quoted. The budgeted amount is based on quotes and estimates of the remaining Make-Ready areas – this has always been a moving target until work is complete.

The sale of the network included the assignment of contracts the County currently held to the new owner of the network. This gives Xplornet the rights and obligations to manage these contracts. These contracts included:

- Nova Scotia Power Inc. and Bell Canada pole attachment fees (lease to allow fibre and strand on each pole owned by the respective companies).
- Seaside Communications Inc.;
- F6 Network (monthly internet service)
- American Registry of Internet Numbers, Ltd.;
- DeWolfe & Morse Surveying Limited (lease of Middleton POP location)
- Connect to Innovate and Develop NS funding agreements (Her Majesty The Queen In Right of Canada)
- Eagle Telecom Ltd. Design Build Stipulated Price Contract

FINANCIAL IMPLICATIONS

EXPENSE		
Eagle Contract + Approved Change order's (11,796,402+189,084.78) at sale date	11,985,486.78	
Amount paid to Eagle at sale date (\$9,499,491.63)		
Amount remaining on Eagle contract (\$2,485,995.15)		
Make-Ready and Pole Attachments fees paid at time of sale to NSPI and Bell	396,753.54	
Anticipated remaining Make-Ready Costs (NSP/Bell) yet to be paid	5,100,000.00	
Miscellaneous - POP costs, engineering, communication poles, waste collection	763,254.90	
Legal fees – sale, arbitration, contract negotiations	1,349,756.10	
Settlement	850,000.00	
Operations Cost (Seaside, F6, Annual fees(VCFN & ARIN)	82,638.71	
Line of Credit Interest	171,750.77	
Operational Reserve reimbursement	71,791.87	
Total Expense		20,771,432.67

REVENUE		
Sale of Network	17,000,000.00	
DNS Funding Contract Amount	1,096,579.00	
CTI Funding Contract Amount - up to 2,730,078	2,730,078.00	
Gas Tax	516,857.57	
Total Revenues		21,343,514.57
	Anticipated Surplus	572,081.90

POLICY IMPLICATIONS

Not applicable

ATTACHMENTS

Schedule 2.01 Purchased Assets

Schedule 2.10 Allocation

Prepared by:

Janice Young, Strategic Initiatives Manager

Angela Anderson, Finance Manager

Approved by:



Doug Patterson, Interim Chief Administrative Officer

Approval Date:

Dec 7 22

Schedule 2.10
Allocation

Purchase Price	= \$17,000,000.00
-Fibre Network: 100%	= \$17,000,000.00



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Angela Anderson, Manager of Finance
Subject: Investment Report

ORIGIN

To provide an update to Council on the investments for the 2022/23 fiscal year for transparency and accountability, and a little bit of good news.

LEGISLATIVE AUTHORITY

Section 100 of the *Municipal Government Act*. There are minimal guidelines governing the investment of funds in municipalities in Nova Scotia. This is where an investment policy will be in the best interest of the County for Council to set their investment objectives that will govern investing from an operational stand point.

BACKGROUND

Historically the municipality has invested only funds held in trust, therefore, there have been no investments reported on the financial statements. The trust investments include:

- Guaranteed Investment Certificates (GIC); and
- Investment in bank shares (primarily Max Young)

The generation of interest or dividends is kept within the trust fund and is not reported as operating income, per public sector accounting standards (PSAB).

Many revenue streams have been access by the County through the use of the following user pay charges: water rates, sewer rates, taxation, and user fees. However, investments have not been a priority for many municipalities for reasons including lack of expertise, the risk involved, and public perception. There are safe options for municipalities and optimizing investment income could really benefit the reserve situation in the County as well as provide the ability to fund extra initiatives or capital projects.

DISCUSSION

Market Conditions

Increasing interest rates make GIC's more attractive than they have been as of late. When interest rates start trending downward GIC's become less attractive and pressure is added to find investment alternatives.

Investment Objectives

Currently the County has no investment policy, but there is one in progress to govern the objectives behind investing. The objectives will include, but are not limited to:

- Safety of principal – this is imperative to ensure no loss of public funds
- Maximum returns

- Liquid investments for cash flow purposes or unexpected circumstances – this is the ability to withdraw funds from an investment should an unexpected or extraordinary item come up (example: hurricane recovery)

Investment Options

Investment	Advantages	Disadvantages	Example(s)
GIC	Safe and secure with a guaranteed rate of return if held to maturity	Typically low interest rates – need to weigh the benefit of a GIC against current bank account interest	1 year GIC at 3.5%
Bonds	Safe and secure with a guaranteed rate of return if held to maturity Slightly higher returns than GIC's	Bond yields are inversely related to interest. As interest rates increase the value of the bond decreases (you can get a better bond) The value fluctuations often mitigate overall returned of equity related investments and GIC's	Investing in a specific bond can be managed effectively Investing in a portfolio of bonds has higher interest rate risk and less control for the County
Equity Markets	Potential for returns are much greater than the previous two investments	Risky investment for both principal and returns Subject to large fluctuations as markets and stocks respond to environmental conditions	This would not be a recommended course of investing with public funds
Principal Protected Notes (PPN)	Principal is 100% protected Moderate return risk means greater potential for returns 100% customizable to suit the investment needs as these are "notes," like GIC's Returns tied to equity markets without the risk of losing principal investment	Moderate return risk may mean no returns based on market fluctuations No annual cash flow guaranteed unless this is built into the note	5 year PPN with 150% participation tied to Canadian Banks stocks on the Solactive index. Can be liquidated daily and as long as the market is up at all upon maturity the return is 150% of that market increase.

2022/23 Investments

1. 10 year PPN with CIBC based on the 5 Banks; auto-callable annually on the strike date
This was invested when the bank stocks had dropped slightly and they are typically strong performers. Recovery is anticipated relatively quickly.

On the strike date (June 28) annually the market price will be compared to the date of purchase June 28, 2022. If the stocks are up at all (even 0.01%) the note will be "called" and we will receive 6.65%. One year of interest for this investment amounts to \$266,000.

If the stocks are down nothing happens and it will be reviewed the subsequent year where the interest in question will be 13.30%. The returns are cumulative at 6.65% per year.

The chart below shows the 1 year trend of the index for this investment and the black arrow is the strike date (June 28). As of December the market is up from 782.39 (point of investment) to 811.05. This index is a relatively stable investment as the bank do not typically recover well given the market conditions. It is very likely that this investment will be called in year 1 or 2 even with the market predictions by industry professionals.

Solactive Canada Bank 40 AR Index



2. 180 day GIC – RBC at 3.95%

3. 60 day GIC – RBC at 3.35%

FINANCIAL IMPLICATIONS

Typical bank account interest for the past 2 years has been less than \$30,000.

The GIC's are expected to return the following:

- 180 day GIC at 3.95% - \$77,918 which is around \$25,000 more than in the regular bank account
- 60 day GIC at 3.35% - \$11,014 which is about \$2,200 more than the regular bank interest

Cash flows were considered with the purchase of all investments and the 60 day GIC returned the funds in time for quarterly remittances, and the 180 day will ensure it is in the account by year end for all final remittances and final quarter expenses.

It is likely to assume the PPN will be called within the first two years based on the performance of the Bank stocks the note is tied to. The annual return would be \$266,000. If it is called in the first year this would be received in the 2023/24 fiscal year. If called in the second year the County would receive \$532,000 in the 2024/25 fiscal year.

POLICY IMPLICATIONS

There is currently no investment policy, however, staff are working on a draft to bring to Council by the end of the 2022/23 fiscal year. Investments require the ability to make decisions very quickly as interest changes daily, therefore it is imperative to have a policy outlining Council's objectives in order to govern the operational component of investments.

ALTERNATIVES / OPTIONS

There are no alternatives/options to present in this report.

NEXT STEPS

Staff will return to Council with a draft Investment Policy for review at the January Committee of the Whole.

ATTACHMENTS

There are no attachments included with this report.


Prepared by:

Angela Anderson
Manager of Finance

Approved by:


Doug Patterson
Interim Chief Administrative Officer

Approval Date:


(Date)



COUNTY of ANNAPOLIS
NATURALLY ROOTED

INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Jim Young, P.Eng, Director of Municipal Operations
Subject: Speed Signs-Update

ORIGIN

November 8, 2022 Committee of the Whole

LEGISLATIVE AUTHORITY

Municipal Government Act s. 66(A)(4)

BACKGROUND

Speed signs can be an effective tool for the management of speeding on roadways. The Municipality purchased a solar speed sign in 2018 and the sign has been in use near the community of Bridgetown since that time.

Recently it has been brought before Council that there are additional communities experiencing ongoing concerns with speeding motorists. The purchase of additional speed signs is a potential solution as a first line of defense to this concern. Council directed staff to investigate both cost as well as requirements from Nova Scotia Department of Transportation and Infrastructure Renewal, NSTIR, with regards to placing the signs on their roadways.

DISCUSSION

Staff have engaged with NSTIR and have determined that there is a requirement for an application to be approved in order to post a speed sign on their roads. This application has been submitted to NSTIR and staff are awaiting approval. Staff anticipate that following proper procurement procedures, three signs will be able to be purchased and will be dispersed to communities determined to be of need.

FINANCIAL IMPLICATIONS

Solar speed signs with battery back-up have been priced at approximately \$4-\$5,000 per unit. The unit does have the option of downloading data to a cloud based software that is free for the first 12 months and then \$425 p/year after that. The option to download the data and maintain the ongoing operation expense can be carefully considered in the future as to whether the data provides functional information and is worth the cost.

The operating budget has capacity to fund this purchase and still meet expected commitments for the remainder of the fiscal.

POLICY IMPLICATIONS

Not applicable.

ATTACHMENTS

- Not applicable.

Prepared by:

Amy Barr, Contracts and Procurement Coordinator

Reviewed by:

Jim Young, P.Eng, Director of Municipal Operations

Approved by:

Approval Date:



Douglas Patterson
Interim Chief Administrative Officer



(Date)



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Dawn Campbell, Director of Legislative Services
Subject: New County Safety Plan

BACKGROUND

In May 2022 the County engaged A Better Workplace (ABW) Consulting Incorporated to develop a new, comprehensive safety plan for the County of Annapolis. The County's previous safety plan had not been significantly updated since 2009. Engaging a knowledgeable consultant to guide this process ensures that all statutory requirements are met in the plan (e.g., *Occupationally Health and Safety Act* and *Regulations*).

A working group consisting of Dawn Campbell (HR Director), Cheryl Mason (former longstanding co-chairperson of County Joint Occupational Health and Safety Committee) and Mark Coles (co-chairperson of County Joint Occupational Health and Safety Committee) was formed to collaborate with ABW in completing the draft plan.

DISCUSSION

The development of the new plan has been timely as it has facilitated "crossover" with development of a new personnel policy. Therefore, permitting clarity of HR versus safety issues to ensure all legal requirements are met. For example, the *Workers Compensation Act* requires the County to have a formal "return to work" program for employees returning from illness or injury. This program will reside in the new personnel policy. Substance use has been identified as a safety issue and will be provided in the new safety plan.

CURRENT STATUS

The final draft was delivered to the County in November and final proofing by the working group is almost complete. The new plan is currently 247 pages in length (not including reference statutes). It is comprised of administrative procedures, forms, standard operating procedures (SOP's), safe work procedures (SWP's), safe job procedures (SJP's). The final draft will also include *AM-2.7.1 Occupational Health and Safety Policy* which is proposed for amendment by council in December. Within the next ten days, the final draft will be made available for review by all employees. All will be invited to provide input in order to ensure that all work activities have been addressed. Subsequently the CAO will sign off on the finalized document.

TRAINING

On October 28, 2022, the consultants provided training for supervisors regarding their responsibilities, liability and due diligence. Training for all staff to introduce the new plan has been scheduled on December 14, 2022. This will provide a great opportunity to encourage employee engagement and input on the plan before it is finalized.

Prepared by:

Dawn Campbell, Director of Legislative Services

Approved by:

Approval Date:



Doug Patterson

Interim Chief Administrative Officer



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Jim Young, P.Eng, Director of Municipal Operations
Subject: Waste Management Update

ORIGIN

October 25, 2022 Council- **Compost Cart Funding, Motion 221025.19**
Following verbal reports at a recent meeting- **Waste Hotline**

LEGISLATIVE AUTHORITY

Municipal Government Act s. 66(A)(4)

BACKGROUND

The operation of solid waste is experiencing failures of carts and on October 25, 2022, Municipal Council approved a transfer of \$20,000 to purchase suitable carts.

The waste hotline has been managed internally by existing staff since 2018. Recently, the management was moved to the protective services department where there has been a positive evolution of the administration. Staff were asked to engage with a private contractor, EFR Environmental, to outsource the service and manage the transition from internal to external services.

DISCUSSION

After discussions with Valley Waste, it was determined that the option existed for the Municipality to purchase 200 240 litre carts from their inventory. The carts are of better quality and more cost effective. In the future, all capital budgets should include funds for a number of replacement carts to regulate capital costs for solid waste year to year.

The waste hotline was transferred to EFR in the beginning of December. The contact phone number and e-mail address are being transferred to EFR to allow for less confusion for residents. Staff are now tasked with managing the transition and ensuring residents requests are being resolved in a satisfactory manner. Staff will continue to manage the coordination of compost cart replacement and repair for the present time to ensure quality control is adequately addressed.

FINANCIAL IMPLICATIONS

The expense relating to the purchase of the compost carts was previously approved on October 25, 2022.

The expenses for the waste hotline will be covered within the existing operating budget and are not expected to be outside the previously allocated budget.

POLICY IMPLICATIONS

Not applicable.

ATTACHMENTS

- Not applicable.

Prepared by:

Amy Barr, Contracts and Procurement Coordinator

Reviewed by:

Jim Young, P.Eng, Director of Municipal Operations

Approved by:

Approval Date:



Douglas Patterson
Interim Chief Administrative Officer





INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Angela Anderson, Manager of Finance
Subject: December Finance Department Update

ORIGIN

This report has been prepared to increase transparency and accountability and provide members of Council the opportunity to ask questions and understand some of the tasks and challenges the Finance Department is facing.

LEGISLATIVE AUTHORITY

There is no legislative requirement to provide these updates.

BACKGROUND

The finance department is in a period of transition from manual processes to automation. Staff time is consumed by these manual processes and prevents the department from performing critical tasks such as analysis, forecasting, long-term planning or other strategic priorities.

The transition to automation will provide more timely access to more accurate data and provide some capacity in the existing staff to perform these important strategic tasks to help move the County forward.

DISCUSSION

The goal for the department is to improve efficiency, customer service and build relationships. We have some exciting initiatives that we are embarking on that will service the County as a whole including the customer experience for our residents.

Initiative	Initiative Details/Outcome	Update – December
Audit 2021/22 – for the year ended March 31, 2022	Target deadline for Audit Committee February 2023	Fund statements are complete and sent to the auditors Completion by the end of this fiscal will enable us to meet the Sept 30 deadline for future years
Asset Retirement Obligations – March 31, 2023 fiscal (next audit)	Deadline is 2023 financial statements Identify any asset remediation or costs of disposal for our assets	Asset listing has been compiled and finance is coordinating with departments to establish if a remediation liability exists and if we have legal obligation. From there we begin costing. Impact to the financial statements will result in increase in liabilities and

		decrease to accumulated surplus as a one-time item. No requirement to fund these items at this time. Example: asbestos in Administration Building facility.
2023/24 Budget	Capital to Council in January 2023 Operating and Utilities to follow in March 2023	Templates are underway for distribution with a zero-based budget approach. Growth is forecasted tentatively at 7.7% from PVSC.
Policy Development	Ongoing initiative to establish new and update existing policies to govern the financial management of the organization	Investment policy underway to govern the objectives of investment, per the MGA. Council will be able to set investing priorities (ex. Principal protection) that will be factored into all operational decisions.
Software Initiative	Updated from financial software to include organization wide benefits. This will go through a procurement process per 1.7.4 Purchasing and Tendering Policy. Goal: to integrate ALL operations and ALL departments.	External consultation via AMANS conducted to see what Municipalities are using what software in Nova Scotia. Presentation and report for Council and RFP prepared.
Upcoming RFP's	Ongoing initiative to ensure we are receiving the greatest value for the services offered by the Finance Department. This includes banking, insurance, and audit.	Banking RFP prepared and waiting for capacity to free up following the audit. We currently pay significant amounts of fees and feel the County can benefit from a competitive bid process to ensure fiscal responsibility. Insurance RFP expected for the next fiscal period due to the contract expiry and the increasing insurance cost. The key will be avoiding a bait and switch pricing strategy that is typically seen by insurance providers. Audit RFP will occur following the completion of the current financial statements as updates to the process and internal abilities increase. The purpose is to further establish independence and have

		feedback that Finance can utilize to increase future efficiencies.
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Other Updates:

- Assessment roll will be available in December and preliminary estimates include a 7.7% growth increase which is higher than last years' of 5.4%. This is great news for our upcoming budget
- Tax Sales will occur in the coming months as the December deadline has been met.
- Customer service has returned upstairs to a new workspace. It is very open and bright and staff are happy to have returned to regular operation.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report as it is for information purposes only.

POLICY IMPLICATIONS

There are no existing policy implications, but Council can expect to see a series of policy updates and additions in the coming months.

ATTACHMENTS

There are no attachments included with this report.

Prepared by:

Angela Anderson, Manager of Finance

Approved by:

Approval Date:



Doug Patterson,
Interim Chief Administrative Officer



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 13, 2022
Prepared By: Angela Anderson, Manager of Finance
Subject: Variance Report – November 30, 2022

ORIGIN

This is a financial report on the spending as of November 30, 2022 compared to the approved 2022/23 Operating Budget.

BACKGROUND

Council passed the 2022/23 Annual Budget on May 3, 2022, per motion 220503.02. This report is a variance analysis comparing the budget to actual spending for the period April 1, 2022 to November 30, 2022.

The process for variance reporting includes the preparation of the figures and distribution to the various departmental leaders. The individual departments utilize the information at hand to project outstanding expenditures anticipated for the remainder of the fiscal year including any relevant notes and assumptions.

Once the figures are returned to finance a review is completed and this report is prepared for Committee of the Whole.

DISCUSSION

The attachment includes all financial information presented as a summary and by service area and includes all analysis and conclusions. Department leaders have provided input as needed in the production of this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications resulting from this information report as these are not final figures. The overall variance is at an acceptable level and there is no reason to believe, at this time, that there will be any adverse budgetary impacts.

POLICY IMPLICATIONS

There are no impacts to formal policies resulting from this information report

ATTACHMENTS

Variance Report – November 30, 2022

Prepared by:
Angela Anderson, Manager of Finance

Approved by:

Doug Patterson
Interim Chief Administrative Officer

Approval Date:

(Date)

Variance Report – November 30, 2022

The following are the budgetary variances for the period up to and including November 30, 2022. This includes all payables and invoices processed and posted prior to this date. There are outstanding manual entries that may slightly impact the overall variances, but are not expected to exceed budgetary constraints. As a guide, November 30 represents 66.67% of the fiscal year.

Budget Variance by Service Area

Service Area	Budget 22-23	Actual YTD	Variance	Budget % Remaining
Governance	1,052,845	592,644	460,201	44%
General Administration	3,581,024	2,011,493	1,569,531	44%
Policing & Law Enforcement	3,110,482	1,556,484	1,553,998	50%
Fire Services	1,979,871	876,985	1,102,886	56%
Protective Inspection & Control	769,285	330,522	438,763	57%
Transportation Services	1,919,533	1,212,192	707,341	37%
Wastewater Services (Sewer)	1,414,216	435,050	979,166	69%
Solid Waste Services	1,744,922	1,199,619	545,303	31%
Health Services	4,145,000	2,696,848	1,448,152	35%
Community Development	742,212	257,077	485,135	65%
Recreation & Cultural Services	644,151	334,552	309,599	48%
Total	21,103,541	11,503,465	9,600,076	45%

Overall the County is on target with budgeted projections for the period from April 1, 2022 to November 30, 2022. As a comparative measure, there is 33% of the fiscal period remaining. Variances have been analyzed and explained for any budget percentage remaining of less than 33%. This can be the result of invoice timing, AP processing, financial entries processing, quarterly billings, etc.

The total budget above includes the budget amendment for Kings Transit Authority of \$39,584 as approved by Council. There is a \$525,545 transfer to reserve outstanding, but was not included as it would skew the overall budget remaining calculations for the regular operations.

The presentation below reconciles to the approved budget document available on the website and has been updated to include the actual spending to date. Footnotes have been provided to explain certain variances or instances where the budget remaining is less than 33% to provide context.

Governance

This includes Council and Warden Budgets.

	Budget 22-23	Actual YTD	Variance	Budget % Remaining
Community Events	4,000	1,106	2,894	72%
Community Grants	365,000	271,736	93,414	26%
Contracted Services	67,238	12,775	54,463	81%
Information Technology	10,960	3,864	7,096	65%
Materials & Supplies	25,675	14,951	10,574	41%
Professional Development	61,200	52,714	8,486	14% ¹
Salaries & Benefits	518,772	235,498	283,274	55%
Total	1,052,845	592,644	460,201	44%

General Administration

This includes the office of the CAO, Finance, Human Resources, Information Technology, Administration Buildings and other corporate related budgets.

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Contracted Services	425,358	436,091	- 10,733	-3% ²
Debt Repayment	375,240	83,847	291,393	78% ³
Information Technology	78,000	46,040	31,960	41%
Initiatives	90,000	13,376	76,624	85%
Insurance	121,813	113,615	8,198	7% ⁴
Materials & Supplies	107,633	28,848	78,785	73%
Professional Development	101,395	27,664	73,731	73%
Professional Services	252,200	134,962	117,238	46%
Repairs & Maintenance	50,538	18,072	32,466	64%
Salaries & Benefits	1,713,151	919,232	793,919	46%
Utilities	63,850	22,789	41,061	64%
Write-offs	171,846	166,956	4,890	3% ⁵

¹ There are a number of conferences and training opportunities that members of Council have taken part in. This is the budget remaining until March 31, 2023 and can be managed accordingly.

² There is a reduction expected in the amount of approximately \$163,955 for support cost allocations to other departments, such as the water utilities and sewer rates supported budgets. With this reduction the budget remaining would be 36%.

³ Debt repayment is budgeted at the corporate level, however, interest and principal may be expensed to a particular service area. This will be addressed in the upcoming budget, but there is no adverse budgetary impact for the current year.

⁴ Liability insurance is paid in one installment and is reflected here. It was \$5,304 over budget. The remaining budget for insurance is reflective of building facility insurance which is still awaiting a manual entry for allocation. It is anticipated the liability insurance will result in a budget overage.

⁵ All tax write-offs come from Property Valuation Services Corporation (PVSC) as a result of status changes or re-assessments and are estimated, but remain volatile. There is the possibility of more write offs this fiscal, but staff will continue to monitor the budget.

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Capital Contributions	30,000	-	30,000	100%
Total	3,581,024	2,011,493	1,569,531	44%

Policing & Law Enforcement

This includes RCMP, public safety services, as well as costs for correctional and prosecution services.

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Contracted Services	2,833,127	1,416,564	1,416,564	50%
Professional Development	13,422	11,263	2,159	16% ⁶
Salaries & Benefits	600	-	600	100%
Law Enforcement	5,550	3,390	2,160	39%
External Transfer	257,783	125,268	132,515	51%
Total	3,110,482	1,556,484	1,553,998	50%

Fire Services

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Contracted Services	712,807	688,408	24,399	3% ⁷
Debt Repayment	-	3,683	- 3,683	0% ⁸
Materials & Supplies	16,090	3,350	12,740	79%
Professional Development	1,000	100	900	90%
Salaries & Benefits	14,908	3,416	11,492	77%
Utilities	400,704	18,190	382,514	95%
Capital Contribution	828,362	159,837	668,525	81%
External Transfers	6,000	-	6,000	100%
Total	1,979,871	876,985	1,102,886	56%

Protective Inspection & Control

This includes building inspection services, by-law and enforcement, animal control services, and emergency management.

⁶ This includes the 22/23 Annual DNA Case Filing amount and is not billed quarterly which reflects in a smaller budget amount remaining.

⁷ These are fire services payments per AM-1.4.10 to the volunteer fire departments.

⁸ Debt repayment is budgeted at the corporate level, however, interest and principal may be expensed to a particular service area. This will be addressed in the upcoming budget, but there is no adverse budgetary impact for the current year.

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Contracted Services	11,200	5,529	5,671	51%
Information Technology	600	-	600	100%
Insurance	8,332	-	8,332	100%
Materials & Supplies	55,810	16,989	38,821	70%
Professional Development	45,960	11,710	34,250	75%
Repairs & Maintenance	18,700	5,896	12,804	68%
Salaries & Benefits	614,183	261,812	352,371	57%
Utilities	5,000	435	4,565	91%
Professional Services	9,500	28,151	- 18,651	0% ⁹
Total	769,285	330,522	438,763	57%

Transportation Services

This includes the operation and maintenance of roadway infrastructure, winter maintenance activities, street lighting, and other parks and facility related operations.

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Contracted Services	106,136	128,647	- 22,511	-21% ¹⁰
Debt Repayment	-	36,069	- 36,069	0% ¹¹
Information Technology	253	2,664	- 2,411	0% ¹²
Insurance	43,364	150,219	-106,855	-246% ¹³
Materials & Supplies	91,339	40,837	50,502	55%
Professional Development	17,300	6,631	10,669	62%
Repairs & Maintenance	305,075	91,736	213,339	70%
Salaries & Benefits	659,531	298,627	360,904	55%
Utilities	82,245	43,902	38,343	47%
External Transfer	614,290	412,861	201,429	33% ¹⁴
Total	1,919,533	1,212,192	707,341	37%

Wastewater Services (Sewer)

⁹ The majority of this overage is a result of legal services regarding livestock at large, per *A2 Livestock at Large Bylaw*.

¹⁰ The budget includes a reduction for shared services from the water utilities and sewer services. This is a manual entry not reflected here. This is anticipated to fall within existing budget.

¹¹ Debt repayment is budgeted at the corporate level, however, interest and principal may be expensed to a particular service area. This will be addressed in the upcoming budget, but there is no adverse budgetary impact for the current year.

¹² AutoCAD software purchased and accommodated within the existing budget overall.

¹³ This is for facility insurance and requires an entry to distribute to all related facilities. There is a large surplus under administration for the related buildings, as well as recreation and culture and environmental facilities.

¹⁴ This is the transfer to Kings Transit Authority and reflects eight out of twelve months of billings and is on target and reflective of the Council approved budget amendment of \$39,584.

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Contracted Services	224,694	56,100	168,594	75%
Debt Repayment	2,063	32	2,031	98%
Information Technology	1,400	709	691	49%
Insurance	19,194	1,060	18,134	94%
Materials & Supplies	268,901	128,317	140,585	52%
Professional Development	6,830	2,653	4,177	61%
Repairs & Maintenance	93,000	27,896	65,104	70%
Salaries & Benefits	286,047	150,113	135,934	48%
Transfer to Reserve	40,000	-	40,000	100%
Utilities	159,700	67,488	92,212	58%
External Transfer	312,187	-	312,187	100%
Professional Services	200	682	- 482	0% ¹⁵
Total	1,414,216	435,050	979,648	69%

Solid Waste Services (garbage/recycling)

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Contracted Services	850,000	563,868	286,132	34%
Debt Repayment	-	83,971	- 83,971	0% ¹⁶
Insurance	6,342	-	6,342	100%
Materials & Supplies	853,750	524,531	329,219	39%
Salaries & Benefits	25,830	17,886	7,944	31%
Utilities	500	1,226	- 726	0% ¹⁷
Professional Services	8,500	8,137	363	4% ¹⁸
Total	1,744,922	1,199,619	545,303	31%

Health Services

This includes the transfers to Housing Nova Scotia as well as the Annapolis Valley Regional Centre for Education. These items are prescribed and not set by the County.

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
External Transfer - Housing	145,000	-	145,000	100% ¹⁹
External Transfer - Education	4,000,000	2,696,848	1,303,152	33%

¹⁵ This is the cost for 22/23 sewer billings including postage. The budget was decreased for the current fiscal resulting in an overage. The spending is in line with the prior year.

¹⁶ Debt repayment is budgeted at the corporate level, however, interest and principal may be expensed to a particular service area. This will be addressed in the upcoming budget, but there is no adverse budgetary impact for the current year.

¹⁷ These are electricity costs for the West Paradise location and reflect historical spending. The current budget was reduced for this fiscal.

¹⁸ This is the cost of environmental testing/sampling for the West Paradise C&D site.

¹⁹ This is typically billed once per year from Housing Nova Scotia. There are no projections at this time.

Total	4,145,000	2,696,848	1,448,152	35%
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Community Development

This includes planning and development services including tourism and economic development.

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Information Technology	3,036	1,976	1,060	35%
Materials & Supplies	92,233	8,666	83,567	91%
Professional Development	24,450	4,872	19,578	80%
Salaries & Benefits	622,493	241,562	380,931	61%
Total	742,212	257,077	485,135	65%

Recreation & Cultural Services

	Budget 22-23	Actual YTD	Variance	% Budget Remaining
Community Grants	28,582	15,500	13,082	46%
Contracted Services	2,592	1,509	1,083	42%
External Transfer	130,700	98,025	32,675	25% ²⁰
Information Technology	300	-	300	100%
Initiatives	17,000	8,073	8,927	53%
Insurance	25,490	-	25,490	100%
Materials & Supplies	78,285	40,724	37,561	48%
Professional Development	10,575	3,254	7,321	69%
Repairs & Maintenance	42,400	9,444	32,956	78%
Salaries & Benefits	233,820	149,023	84,797	36%
Transfer to Reserve	55,000	-	55,000	100%
Utilities	11,407	1,907	9,500	83%
Professional Services	8,000	7,091	909	11% ²¹
Total	644,151	334,552	309,599	48%

²⁰ This is the quarterly transfer to the Regional Library and equals 3 quarters.

²¹ This is the cost of tree removal on the North East Side of UCP property.

BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: December 13, 2022

Prepared By: Debra Ryan, Community Outreach and Tourism Manager

Subject: **2022-11-03 Accessibility Advisory Committee Recommendation**

RECOMMENDATIONS:

That Municipal Council adopt the Inclusive Best Practices in Public Participation Consultation as listed.

Background:

The July 2022 council referred the following motion to the Accessibility Advisory Committee. "That Municipal council refer AM-1.3.2 Public Participation Policy to the Accessibility Advisory Committee for a report back."

The committee reviewed the policy and have recommended the following best practices when planning for public participation consultation.

INCLUSIVE BEST PRACTICES in PUBLIC PARTICIPATION CONSULTATION:

Built Environment

Understanding and adhering to the basic principles of the Whole Journey Approach. All parts of the accessibility journey are interlinked and equally important. A single obstacle can make it impossible to complete the journey, even if the rest of the way is accessible. It is important to ask this question: does the meeting space meet accessibility standards for access for the whole journey approach?

When selecting a facility look for the following: accessible signage in parking area; accessible parking space; accessible pathway to facility; accessible entry to facilities and the meeting rooms; and access to washrooms.

Inclusivity

Many persons with a disability cannot or will not attend meetings unless there are targeted sessions to meet their needs. That may include translators who can do sign language (ASL).

Recognize readability practices for blind, visually impaired, and partially sighted guidelines

- Use of sans serif typeface

- Suitable typefaces include Ariel, Calibri, and Helvetica
- Arabic numbers should be used as a best practice
- Ensure background contrasts with the print, i.e. black text on a white background; white text on a black background; yellow text on a black background
- Do not print information over pictures or patterns
- Large print availability
- Include special allowance for service animals at public meetings

Accommodations

Provide tools and resources to accommodate persons with a disability which could include auxiliary aids such as magnifier, large print and understanding CART [otherwise known as live captioning] and making it available when identified and where possible.

Workshops or Special Inclusive Considerations

Many residents may lack transportation, have financial limitations, or have disability limitations. Therefore, planning for alternate methods for public input should be considered. This can include over-the-phone interviews, in-person interviews, online surveys, and options for hard copy survey handouts that can be mailed out.

Plain Language

Incorporate plain language when speaking, and when developing documents or advertisements. Do not use underline or italics. Bolding can be used for emphasis.



COUNTY of ANNAPOLIS
NATURALLY ROOTED

BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: December 13, 2022

Subject: 2022-11-28 Annapolis REMO Advisory Committee Recommendation

RECOMMENDATIONS:

That Municipal Council approve the "Agreement to use the NSCC Annapolis Valley Campus for an Emergency Shelter, Coordination, Comfort and/or Reception Centre" as recommended to all Annapolis County REMO councils by the Annapolis REMO Advisory Committee

ATTACHMENTS

Appendix A – AGREEMENT TO USE NSCC ANNAPOLIS VALLEY CAMPUS FOR AN EMERGENCY SHELTER, COORDINATION, COMFORT AND/OR RECEPTION CENTRE

**AGREEMENT TO USE NSCC ANNAPOLIS VALLEY CAMPUS FOR
AN EMERGENCY SHELTER/RECEPTION CENTRE, EMERGENCY COORDINATION CENTRE
AND/OR COMFORT CENTRE**

BETWEEN:

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS, TOWN OF ANNAPOLIS ROYAL and
TOWN OF MIDDLETON**, being the participating municipal units of the municipal
emergency management organization known as the Annapolis County Regional
Emergency Management Organization ("Annapolis REMO")

- and -

NOVA SCOTIA COMMUNITY COLLEGE ("NSCC")

WHEREAS:

- A. Annapolis REMO has developed an Emergency Management Plan dealing with procedures to be followed and facilities to be used during emergencies in Annapolis County;
- B. The Emergency Management Plan involves the use of NSCC's Annapolis Valley Campus at 295 Commercial Street, Middleton (the "Facility"), owned by NSCC as an emergency coordination, comfort and reception centre during an Emergency; and
- C. The parties wish to enter into this agreement to set out the terms and conditions under which Annapolis REMO can use the Facility as an emergency coordination, comfort and reception centre during an Emergency.

IN CONSIDERATION OF the sum of one dollar (\$1.00) paid by Annapolis REMO to NSCC, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows.

1. Definitions:

- 1.1. **"Annapolis REMO"** means the municipal emergency management organization for the participating municipal units of Municipality of the County of Annapolis, Town of Annapolis Royal and Town of Middleton.
- 1.2. **"Comfort Centre"** means a place established during an Emergency where residents receive essential needs like light snacks and refreshments, relief from excessive cold or heat, hygiene facilities and electronic device charging capabilities. Comfort centres may also be a centre where people receive public information about a specific Emergency when conditions do not require evacuation. A comfort centre is not an overnight shelter.
- 1.3. **"Emergency"** means a present or imminent event in respect of which Annapolis REMO believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of the people of Annapolis County.
- 1.4. **"Emergency Coordination Centre" or "ECC"** means the physical location at which the coordination of information and resources to support incident management (on-scene

operations) activities normally takes place. An Emergency Coordination Centre may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. An Emergency Coordination Centre may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction or some combination thereof. An Emergency Coordination Centre is sometimes referred to as Emergency Operations Centre.

1.5. "Facility" means NSCC's Annapolis Valley Campus at 295 Commercial Street, Middleton.

1.6. "NSCC" means the Nova Scotia Community College.

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1.8. "Emergency Shelter" is a facility capable of providing the needs for emergency accommodation, food, clothing, shower facilities and personal needs as well as a registration and information dissemination area. The Emergency Shelter is operated by the Canadian Red Cross, under the direction Nova Scotia Department of Community Services.

2. Notification by Annapolis REMO of an Emergency

Annapolis REMO, in the event of an Emergency, shall make every effort to notify NSCC, by first notifying the Principal or their designate. Notification shall be made through mutually agreed alerting arrangements of the condition or situation which is perceived to constitute an Emergency thereby necessitating action by the Annapolis REMO that will require the use of the Facility.

3. Liaison

NSCC shall be prepared in an Emergency situation to provide a NSCC liaison available on short notice to join the ECC of the Annapolis REMO (Emergency Coordination Centre, Comfort/Reception Centre, or Shelter) or to work with Annapolis REMO through phone or other means of communication.

The NSCC liaison will advise Annapolis REMO of steps being taken by NSCC, and of assistance required by NSCC to safeguard students and staff during the Emergency. The NSCC liaison will provide advice and assistance to Annapolis REMO in arranging for the use of the Facility as necessary during an Emergency.

4. Use of the Facility

In the event an Emergency occurs within Annapolis County, NSCC agrees to make every effort to make available to Annapolis REMO the Facility as may be required, with both parties giving due consideration to the requirements of NSCC for the use of the Facility for the safe accommodation of students and staff.

NSCC agrees to make available the following spaces for use by Annapolis REMO:

- **Premises (Rooms):**

o Emergency Coordination Centre --

- ECC room – a room that can be set-up for an ECC that can accommodate 1-25 people and have 4-8 tables and chairs set up. (CORAH SPACE)
- Communications centre/ room – 1 room
- Additional breakout meeting rooms may be required
- Press Room/Space – a space for press conference with media in a controlled environment.
- Kitchen – place for ECC staff to go to rest, eat and drink
- Washrooms

Doors to the ECC and meeting rooms should be able to be locked for security and limited access.

o Comfort/Reception Centre – One room to set up table and chairs.

o Emergency Shelter (24hrs/day) – Gymnasium, washrooms, shower facilities, kitchen & cafeteria, additional rooms upon request and availability

• **Staffing:**

NSCC shall have at least one members of its staff on the premises at all times to assist Annapolis REMO with the operation and maintenance of the Facility during the Emergency. If additional NSCC staff are required then Annapolis REMO will be consulted.

• **Security:**

NSCC has guidelines on the number of security personnel required for all special events and reserves the right to increase security if attendance during Annapolis REMO's use of the Facility exceeds those guidelines. If additional security is required the NSCC staff will consult with Annapolis REMO.

• **Food and Beverage:**

No food preparation or consumption will be carried out at the Facility in locations other than those normally set aside for such activities. In this circumstance the kitchen and cafeteria will be those designated spaces.

No stoves, other cooking devices other than those normally and permanently installed by NSCC at the Facility shall be used unless deemed necessary in a specific circumstance and agreed to and approved by NSCC.

5. Due Diligence and Care

Annapolis REMO and other parties having authority to use the Facility shall exercise due diligence and care and shall not interfere with any of NSCC's activities or instructional procedures unless deemed necessary as part of the response to the Emergency.

Prior to the use of the Facility, an authorized representative of NSCC and an authorized representative of Annapolis REMO shall jointly inspect the Facility including any equipment to be used, and make note of any damage, deficiencies or other such factors which exists before Annapolis REMO makes use of the Facility or its equipment. Such notes (signed by both parties) shall be deemed binding in any later dispute concerning damage to the Facility or its equipment.

Upon termination of use by Annapolis REMO, both parties shall again inspect the Facility and make note of any damage, deficiencies or other such factors resulting from Annapolis REMO's use of the Facility.

6. Costs

Annapolis REMO will reimburse NSCC for reasonable costs arising from the Annapolis REMO's use of the Facility or its equipment, including the actual costs of supplies, overtime wages paid to NSCC employees, replacement of food and supplies used from the Facility, additional cost of cleaning the NSCC premises and additional security costs.

NSCC must submit accurate paperwork, documentation, receipts and invoices to Annapolis REMO within 30 days after demobilization for any costs to be considered for reimbursement.

7. Volunteers

Individual volunteers, or volunteer groups and agencies such as the Canadian Red Cross may be engaged by Annapolis REMO to manage with the operation of a reception centre or emergency shelter at the Facility.

8. Pets

Pets which have been evacuated with their owners shall not be allowed inside the Facility. Subject to space and security, such pets may be accommodated on outdoor property owned by or under control of NSCC. All such pets shall be leashed or caged at all times, and the owners will be expected to clean up after their pet(s).

9. Safety Compliance

Annapolis REMO shall use and occupy the Facility in a safe and careful manner and shall comply with all applicable municipal, provincial and federal laws rules and regulations as prescribed by the fire and police departments and other governmental authorities; as well as applicable NSCC policies that may be in force and effect during the time the Annapolis REMO occupies the Facility, and in particular capacity limits set by the Fire Marshall.

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Annapolis REMO will leave the Facility as it was found, reasonable wear and tear excepted. Annapolis REMO will reimburse NSCC for damage/loss to the Facility or its equipment caused by its use. This may include levying of a cleaning fee should a room be left in an unacceptable state. NSCC is not responsible for any damage, loss or theft of Annapolis REMO property.

11. Return of Equipment and Supplies

Annapolis REMO shall be responsible for removing borrowed, donated or purchased equipment (including but not limited to furniture, beds, recreational equipment, clothes, etc.) from the Facility upon demobilization.

12. Control of Existing Contracts

Notwithstanding agreements which NSCC may have with suppliers of goods and services (including but not limited to contracts for bulk supply of food), NSCC assigns its enjoyment of such supplies or services to Annapolis REMO in the time of an Emergency.

13. Indemnity

Each party agrees to indemnify and save harmless each other party, their respective directors, officers, councillors, servants, agents or employees, as the case may be, from and against any liabilities, losses, expenses, claims, demands, actions, and causes of action, whatsoever arising out of this agreement and the use of the Facility, except liability arising from that party's negligence or wilful misconduct.

14. Insurance

Each party shall obtain insurance that is satisfactory to each other party, including commercial general liability insurance of not less than \$2,000,000 per occurrence. Each party shall provide each other party with a Certificate of Insurance evidencing such insurance.

15. License Only Conferred by this Agreement

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16. Termination of Agreement

This agreement shall be binding for not less than one (1) year from its effective date, and shall continue to be binding upon the parties in subsequent years and shall be considered to renew automatically from year to year. A party may terminate its participation in this agreement upon at least sixty (60) days written notice to the other parties. Once a termination is effective, it shall no longer be a party to this Agreement, but this agreement shall continue to be in force among the remaining parties.

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SIGNED AND SEALED

NOVA SCOTIA COMMUNITY COLLEGE

Gord MacKenzie, Principal
Annapolis Valley Campus
Nova Scotia Community College Representative

Date

ANNAPOLIS REMO – MUNICIPAL REPRESENTATIVES:

TOWN OF ANNAPOLIS ROYAL

Sandi Millet-Campbell, CAO
Town of Annapolis Royal

Date

TOWN OF MIDDLETON

Ashely Crocker, CAO
Town of Middleton

Date

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

Doug Patterson, Interim CAO
Municipality of the County of Annapolis

Date

**AGREEMENT TO USE NSCC ANNAPOLIS VALLEY CAMPUS FOR
AN EMERGENCY SHELTER/RECEPTION CENTRE, EMERGENCY COORDINATION CENTRE
AND/OR COMFORT CENTRE**

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SIGNED AND SEALED

NOVA SCOTIA COMMUNITY COLLEGE

Gord MacKenzie, Principal
Annapolis Valley Campus
Nova Scotia Community College Representative

Date

ANNAPOLIS REMO – MUNICIPAL REPRESENTATIVES:

TOWN OF ANNAPOLIS ROYAL

Sandi Millet-Campbell, CAO
Town of Annapolis Royal

Date

TOWN OF MIDDLETON

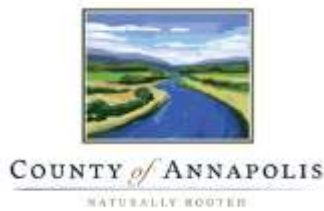
Ashely Crocker, CAO
Town of Middleton

Date

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

Doug Patterson, Interim CAO
Municipality of the County of Annapolis

Date



BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

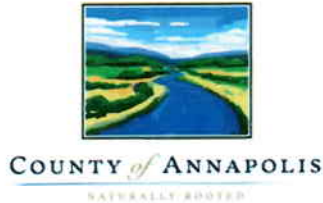
To: Committee of the Whole

Meeting Date: December 13, 2022

Subject: 2022-11-16 Planning Advisory Committee

RECOMMENDATION:

That municipal council give first reading of its intent to support the Development Agreement amendment application submitted by Harry Wilson to amend the MacBeth's Grooming and Kennel Boarding Development Agreement by permitting the future expansion of the business on the property located at 10301 Highway 201 (PID 05292347); and set a Public Hearing on this matter on Tuesday, February 21, 2023, at 11:00 a.m.



BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: December 13, 2022

Subject: **Recommendations from the 2022-11-18 Nominating Committee Meeting** – *Extension of Appointments, Citizen Appointments, and Councillor Appointments to Committees of Council, Advisory Boards and Committees, and Joint, Regional or Community Organizations*

RECOMMENDATIONS:

Re: Extension of Citizen Member Appointments to the Accessibility Advisory Committee

THAT Municipal Council extend the citizen appointments of Timothy Atkins, Lester Bartson, Christine Garde, Tina Hiltz, Brenda MacDonald Lona, and John Smith to the Accessibility Advisory Committee to November 30, 2024.

Re: Extension of Citizen Member Appointments to the Lawrencetown Water Supply Area Advisory Committee

THAT Municipal Council waive the restriction regarding consecutive appointments and extend the citizen appointments of Lynette Gilks and Phil Milo to the Lawrencetown Water Supply Area Advisory Committee to November 30, 2024.

THAT Municipal Council appoint Brian Reid as a citizen member of the Lawrencetown Water Supply Area Advisory Committee for a two-year term ending November 30, 2024.

Re: Extension of Citizen Member Appointments to the Margaretsville Water Supply Area Advisory Committee

THAT Municipal Council waive by resolution the restriction regarding consecutive appointments, and extend the citizen appointments of Harold Baker, and William Street, to the Margaretsville Water Supply Area Advisory Committee to November 30, 2024.

THAT Municipal Council appoint Heber Janes as a citizen member of the Margaretsville Water Supply Area Advisory Committee for a two-year term ending November 30, 2024.

Re: Audit Committee (1 citizen)

THAT Municipal Council appoint Erich Beifuss as the citizen member of the Audit Committee for a one-year term ending November 30, 2023.

Re: Bridgetown Source Water Protection Advisory Committee (not more than 5 citizens)

THAT Municipal Council waive by resolution the restriction regarding consecutive appointments, and appoint Horace Hurlburt as a citizen member of the Bridgetown Source Water Protection

Advisory Committee (satisfying Section 28(c) of the policy) for an additional two-year term ending November 30, 2024.

THAT the Councillor of District 7 seek and encourage applications from citizens in the Bridgetown Water Supply Area, and failing receipt of applications by January 6th, 2023, that Municipal Council re-advertise to fill vacancies on the Bridgetown Source Water Protection Advisory Committee.

THAT Municipal Council direct staff to advertise Bridgetown Source Water Protection Advisory Committee vacancies on the community electronic sign at the Bridgetown Sports Hub.

Re: Granville Ferry Source Water Protection Advisory Committee (not more than 2 citizens)

THAT the Councillors of Districts 4 and 5 seek and encourage applications from citizens in the Granville Ferry Water Supply Area, and failing receipt of additional applications by January 6th, 2023, that Municipal Council re-advertise to fill vacancies on the Granville Ferry Source Water Protection Advisory Committee.

THAT Municipal Council direct staff to advertise Granville Ferry Source Water Protection Advisory Committee vacancies on the community electronic sign at the Bridgetown Sports Hub.

Re: Heritage Advisory Committee (3 citizens)

THAT Municipal Council appoint Elaine Bergen, Jerry Alan Dick, and Anna Roch as citizen members of the Heritage Advisory Committee for a two-year term ending November 30, 2024.

Re: Lake Cady Source Water Protection Advisory Committee (not more than 6 citizens)

THAT Municipal Council appoint Gail Longmire as a citizen member of the Lake Cady Source Water Protection Advisory Committee (satisfying Section 28(d) of the policy) for a two-year term ending November 30, 2024.

THAT the Councillors of Districts 6 and 8 seek and encourage applications from citizens in the Lake Cady Water Supply Area, and failing receipt of additional applications by January 6th, 2023, that Municipal Council re-advertise to fill vacancies on the Lake Cady Source Water Protection Advisory Committee.

THAT Municipal Council direct staff to advertise Lake Cady Source Water Protection Advisory Committee vacancies on the community electronic sign at the Bridgetown Sports Hub.

Re: Margaretsville Source Water Protection Advisory Committee (not more than 4 citizens)

THAT Municipal Council waive by resolution the restriction regarding consecutive appointments, and appoint Harold Baker as a citizen member of the Margaretsville Source Water Protection Advisory Committee (satisfying Section 29(d) of the policy) for an additional two-year term ending November 30, 2024.

THAT the Councillor of District 2 seek and encourage applications from citizens in the Margaretsville Water Supply Area, and failing receipt of additional applications by January 6th, 2023, that Municipal Council re-advertise to fill vacancies on the Margaretsville Source Water Protection Advisory Committee.

THAT Municipal Council direct staff to advertise Margaretsville Source Water Protection Advisory Committee vacancies on the community electronic sign at the Bridgetown Sports Hub.

Re: Planning Advisory Committee (not more than 3 citizens)

THAT Municipal Council waive by resolution the restriction regarding consecutive appointments, and appoint Carolyn Hubble and Rachel Humphreys as citizen members of the Planning Advisory Committee for an additional two-year term ending November 30, 2024.

THAT Municipal Council appoint Raymond Edward Johnson Jr as a citizen member of the Planning Advisory Committee for a two-year term ending November 30, 2024.

Re: Cornwallis Park & Area Asset Review Committee (Adhoc) - Dissolve

THAT Municipal Council dissolve the adhoc Cornwallis Park & Area Asset Review Committee.

Re: Councillor Appointments to Committees of Council, Advisory Boards and Committees, and Joint, Regional or Community Organizations

THAT Municipal Council approve the 2022-2024 Councillor Appointments as detailed in the following table for a two-year term ending November 30, 2024.

Prout – District 1 Forestry Advisory Police Advisory Board <i>Annapolis Valley Regional Library Board</i> <i>Trans County Transportation Society</i>	Connell – District 2 Fences Arbitration Fire Services Heritage Advisory
District 3 <i>vacant; Special Election January</i> Fences Arbitration (alt) Heritage Advisory	Barteaux – District 4 Economic Development Committee Forestry Advisory Physician Recruitment & Retention
Longmire – District 5 CAO Review Committee Physician Recruitment & Retention <i>REMO Advisory Committee</i>	Morrison – District 6 <i>Warden is ex-officio to any committee of council to which s/he was not appointed. Has a voice but no vote)</i>
Hudson – District 7 Fire Services Forestry Advisory	Gunn – District 8 Forestry Advisory Physician Recruitment & Retention <i>Southwest Nova Biosphere Reserve</i>
Sheridan – District 9 CAO Review Committee Economic Development Committee <i>Soldiers Memorial Hospital Foundation</i>	Redden – District 10 Economic Development Committee <i>Annapolis Valley Exhibition Society</i> <i>Lawrencetown Source Water Protection Advisory Committee</i>
LeBlanc – District 11 Heritage Advisory Committee Physician Recruitment & Retention Police Advisory Board	

Re: Letters of Thanks to No-Longer-Serving Citizen Members

THAT Municipal Council send letters of thanks to no-longer-serving citizen members of the following committees: Accessibility Advisory, Audit, Bridgetown Source Water Protection Advisory, Heritage Advisory, Lake Cady Source Water Protection Advisory, Lake Cady Water Supply Area Advisory, Margaretsville Source Water Protection Advisory and Planning Advisory.



COUNTY of ANNAPOLIS
NATURALLY ROOTED

BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

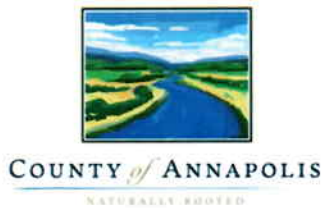
To: Committee of the Whole
Meeting Date: December 13, 2022
Subject: **Recommendations from the 2022-11-23 Nominating Committee Meeting** – *Citizen Appointments to the Police Advisory Board*

RECOMMENDATIONS:

Re: Police Advisory Board (2 citizens)

THAT Municipal Council waive by resolution the restriction regarding consecutive appointments, and appoint Dane Berringer as a citizen member of the Police Advisory Board for an additional two-year term ending November 30, 2024.

THAT Municipal Council appoint Paula Montgomery Pettit as a citizen member of the Police Advisory Board for a two-year term ending November 30, 2024.



BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: December 13, 2022

Subject: 2022-11-30 Physician Recruitment Committee Meeting

RECOMMENDATIONS:

That Municipal Council amend *AM-1.4.9.1 Medical Assistance Recruitment Program Policy* as circulated. (7 day notice)

ATTACHMENTS

Appendix A – AM-1.4.9.1 Medical Assistance Recruitment Program Policy (with recommended changes marked)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.4.9.1
Section Municipal Services	Subject Medical Assistance Recruitment Financial Assistance Program Policy	

AUTHORITY FOR POLICY

- Sections 65A, 65B and 65C *Municipal Government Act*, as amended

CRITERIA

- ~~The~~ program shall ~~be applicable~~ apply to recruitment of both ~~doctors~~ physicians –and nurse practitioners with a current license from a medical regulatory authority in Canada, who began working at a family medicine practice in Annapolis County and / or at Soldiers Memorial Hospital (Middleton) and Annapolis Community Health Centre (Annapolis Royal).
- Maximum funding available in ~~2021/2022~~ 2022/2023 will be \$45,000 with up to \$10,000 allotted to each to each applicable physician and nurse practitioner based on availability of funding. Maximums shall be established in subsequent years ~~in~~ during the budget approval process.
- ~~Program shall only apply to doctors or nurse practitioners that qualify for the Provincial recruitment incentive program.~~
- ~~Program funding shall be provided to either the Annapolis West Health Foundation or the Soldiers Memorial Health Foundation, as appropriate.~~ Once it is learned that a ~~doctor~~ physician or nurse practitioner who meets the criteria ~~is intending to so locate~~, that information shall be provided to the Physician Recruitment and Retention Committee. That committee, in consultation with staff, will then prepare a recommendation as to what assistance, if any, is to be offered to the ~~doctor~~ physician or nurse practitioner. That recommendation will then be presented to the County of Annapolis Committee of the Whole for further recommendation to County Council.
- ~~Program funding shall be provided to either the Annapolis West Health Foundation or the Soldiers Memorial Hospital Foundation, as appropriate.~~
- ~~Doctors~~ Physicians or nurse practitioners ~~receiving recruitment assistance from must sign a minimum of 2-year contract with the Nova Scotia Health Authority. If the term is not completed, the recipient would be required to repay to the respective health foundation any incentive funding received. will enter into a three-year return of service upon receipt of monies unless a return of service for the physician incentive with the Province of Nova Scotia has been completed.~~
- ~~If the three-year return of service is not completed, the recipient would be required to pay a prorated amount of the incentive monies to the respective foundation.~~
- This Program shall be ~~in addition to any and all Provincial incentive programs consecutive, and not concurrent, to another return of service for providing medical services insured under the Health Services and Insurance Act.~~

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 9, 2021 PENDING
Council Approval November 17, 2021 PENDING

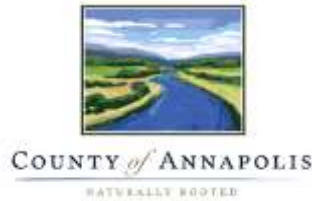
Carolyn Young

November 17, 2021 PENDING

Municipal Clerk

Date

At Annapolis Royal Nova Scotia



BOARDS and COMMITTEES

Information Report

Joint, Regional or Community Organizations (AM-1.3.7)

Report To: Committee of the Whole
Submitted by: Brad Redden, Ex-Officio Member
Submission Date: December 13, 2022
Subject: Oct 15th 2022 **Annapolis Valley Exhibition –**
AGM and executive meeting

BACKGROUND

The Annapolis County Exhibition Society had it's Annual General Meeting on Oct. 15th. Various reports from Exhibition committee's were presented. A new set of By-Laws were presented and ratified. At the executive meeting on Oct. 22 A new executive was elected.

ATTACHMENTS

None

Report # 1 prepared by
Warden Alex Morrison for 13 Dec 2022 COTW

I begin this first report to Council by thanking my colleagues for choosing me to be your Warden for the next term. I assure you and the citizens of Annapolis County that I will do my best, in cooperation with all of you, to enhance our caring and compassionate approach to municipal affairs. It is my firm belief that we are "Together, Working for a Better Community".

In my regular reports I will deal with those items with which I have dealt as Warden; my District 6 activities will be outlined in the Councillor Comments presentations at Council.

Orientation and informational briefings by CAO, staff, fellow Councillors and citizens have occupied the majority of my time since 15 November.

Together with a number of Councillors, I "cut the ribbon" at the new, still under construction beach access park at Cornwallis Park on 17 Nov.

On 25 Nov, I attended, with Deputy Warden Redden and Councillor Gunn, a very educational workshop in Truro on the subject of Council parliamentary procedures sponsored by the Association of Municipal Administrators of NS. Some members of staff attended an earlier workshop on this topic. It is my intent, early in 2023, to meet with the attendees and bring results of our deliberations to Council.

Together with the Warden of Kings County and the Mayor of Digby, I attended the official opening of the Digby-based regional office, from Windsor to Weymouth of the African Nova Scotian Affairs on 3 Dec. I extended an invitation to the Office Director to come to COW.

I have had contact with the Annapolis West Education Centre Principal about the role youth could play in municipal affairs and look forward to a meeting with her to discuss methods and mechanisms.

The county media release on Municipal Affairs Week garnered notice in the Valley Register. It is my intent to adopt methods to make our work more widely known.

On Fri 2 Dec, the Honorable John Lohr, Minister of Municipal Affairs and Housing, and I cut the ribbon to signify the opening of the newly-renovated Queen St in the Community of Bridgetown.

I have travelled to a number of Districts with the appropriate Councillors and have learned much about citizen make-up and their aspirations.

Together with my Council colleagues and CAO and staff, I look forward to stability and progress in all of our affairs.