

Table of Contents 2023-01-10 Committee of the Whole

4.1 2022-12-13 Regular Minutes	4
5.1 Information Report DUP 3rd Quarter Report	16
5.2 Information Report 2020-21 Financial Indicators Report	18
5.3 SR2023-1 Boundary Review and Governance Submission	58
5.4 SR2023-2 Release Capital Reserve Funds Springfield Fire Department	66
5.5 SR2023-4 2022-23 Community Grants Town of Annapolis Royal Application	68
5.6 SR2022-36 AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy Amend	74
5.7 SR2023-05 AM-1.4.14 Low Income Tax Exemption Policy Amend	80
6.1 2022-12-12 Annapolis REMO Advisory Committee Recommendation - Comfort Centre Agreement Template	88
6.2 2022-12-12 Annapolis REMO Advisory Committee Recommendation - AM-1.4.4 Comfort Centres and Shelters Policy Repeal and Replace	92
7.1 PRESENTATION Annapolis Climate, Energy & Environmental Research Coalition (ACEERC)	100
7.2 PRESENTATION Annapolis Basin Outdoor Adventures Society (ABOAS)	117
8.1 Warden's Report #2	118
8.3 Annapolis River Water Levels	119
8.4 Adhoc Committee to Develop Elections Bylaw	122

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 10, 2023

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.
3-14	4.	APPROVAL OF MINUTES
	4.1	2022-12-13 Regular That the minutes of Committee of the Whole held December 13, 2022, be approved as circulated.
	5.	STAFF REPORTS
15-16	5.1	Information Report Dangerous and Unsightly Premises 3 rd Quarter Report
17-56	5.2	Information Report 2020-21 Financial Indicators Report
57-64	5.3	SR2023-1 Boundary Review and Governance Submission
65-66	5.4	SR2023-2 Release Capital Reserve Funds Springfield Fire Department
67-72	5.5	SR2023-4 2022-23 Community Grants Town of Annapolis Royal Application
73-78	5.6	SR2022-36 AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy Amend
79-86	5.7	SR2023-05 AM-1.4.14 Low Income Tax Exemption Policy
	5.8	CAO Report (verbal)
	6.	RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES
87-90	6.1	2022-12-12 Annapolis REMO Advisory Committee Recommendation – REMO Comfort Centre Agreement Template
91-98	6.2	2022-12-12 Annapolis REMO Advisory Committee Recommendation - AM – 1.4.4 Comfort Centres and Shelters Policy Repeal and Replace
	7.	11:00 PRESENTATIONS
99-115	7.1	Annapolis Climate, Energy & Environmental Research Coalition (ACEERC) – Chair Bill MacDonald
116	7.2	Annapolis Basin Outdoor Adventures Society (ABOAS) – Chair Adam Moreland and Treasurer Kaesy Gladwin
	8.	NEW BUSINESS
117	8.1	Warden's Report
	8.2	Set Date for Special COTW re Proposed S4 Local Improvement Charges Bylaw (<i>from December 13, 2022</i>)
118-120	8.3	Annapolis River Water Levels (<i>Barteaux</i>)
121	8.4	Adhoc Committee to Develop Elections Bylaw (<i>Longmire</i>)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 10, 2023

10:00 a.m.

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



8.5 Bear River Water Source Update (verbal)

8.6 Hillside Drive Water Expansion Update (verbal)

9. IN-CAMERA

That municipal council meet in-camera in accordance with Section 22(2)(c) personnel, (e) contract negotiations, and (g) legal advice eligible for solicitor-client privilege of the *Municipal Government Act*.

10. 5:00 p.m. STATED ADJOURNMENT

That Committee of the Whole adjourn its session until the next regular meeting scheduled for Tuesday, February 14, 2022

Minutes of the regular Committee of the Whole meeting held on Tuesday, December 13, 2022, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

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

Also Present: Interim CAO Doug Patterson; Municipal Clerk Carolyn Young; other staff, A. Anderson, W. Atwell, D. Campbell, B. Lamb, C. Mason, N. McCormick, E. Melanson, D Ryan, Janice Young and Jim Young.

DISCLOSURE of INTEREST

None.

APPROVAL of the Order of the Day

Request to add under New Business 7.2 Letter to NS Department of Transportation and Infrastructure Renewal

That the Order of the Day be approved as amended.

Moved: Councillor Hudson

Seconded: Councillor Gunn

Motion carried unanimously.

APPROVAL of MINUTES

Re: 2022-11-08 Regular

That the minutes of the regular meeting of Committee of the Whole held on November 8, 2022 be approved as circulated.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried unanimously.

STAFF REPORTS

Re: SR2022-31 Grant Port Royal Lighthouse Society

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.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried unanimously.

Re: SR2022-32 Bear River Water Assessment

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.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion carried unanimously.

Re: SR2022-33 AM-6.6.6. Signing Authorities Policy Amend

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

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

Moved: Deputy Warden Redden

Seconded: Councillor Prout

Motion lost 5 in favour, 5 against.

Direct CAO will bring more information back to February COTW.

Moved: Councillor Leblanc

Seconded: Councillor Longmire

Motion carried unanimously.

Re: SR2022-23 Sewer Invoice Town of Annapolis Royal – Defer Payment \$50,724.66 (from 2022-11-08)

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.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

To amend the motion by inserting 'decision regarding' after 'defer the'.

Moved: Councillor Hudson

Seconded Councillor Gunn

To amend the amendment by removing 'of \$50,724.66'.

Moved: Councillor Barteaux

Seconded Councillor Gunn

Motion carried unanimously.

The Question was called on the amendment as amended.

Motion carried unanimously.

The Question was called on the motion as amended to read:

That Municipal Council defer the decision regarding payment to the Town of Annapolis Royal for sewer services to be paid following the completion of the recommendation from the consultant.

Moved: Deputy Warden Redden
Seconded: Councillor Gunn
Motion carried unanimously.

Re: SR2022-34 AM-2.7.1 Occupational Health and Safety Policy Amend

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.

Moved: Deputy Warden Redden
Seconded: Councillor LeBlanc
Motion carried unanimously.

Re: SR2022-09 AM-7.3.1 Publication and Signage Policy Amend (from 2022-10-25, 2022-11-08)

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.

Moved: Deputy Warden Redden
Seconded: Councillor Longmire
Motion carried, 9 in favour, 1 against.

Re: SR2022-35 NSPI Easement 2239 Virginia Road

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.

Moved: Deputy Warden Redden
Seconded: Councillor Gunn
Motion carried unanimously.

Re: SR2022-37 S4 Local Improvement Charges Bylaw New First Reading

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

Moved: Deputy Warden Redden
Seconded: Councillor Barteaux

To table the motion.

Moved: Councillor Barteaux
Seconded: Councillor Gunn
Motion carried unanimously.

Re: SR2022-SR2022-36 Remuneration Increase for Councillors

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

Moved: Deputy Warden Redden
Seconded: Councillor Longmire
Motion carried, 9 in favour, 1 against.

Re: 2022-12-13 Information Report Boundary Review and Governance

Re: 2022-12-13 Information Report Western Woodlot Services Cooperative Proposed Harvest Activity

• *Enter Agreement with Western Woodlot Services Cooperative to Harvest on PID 05091152*

That the municipality enter the agreement with Western Woodlot Services Cooperative to ecologically harvest the county's land in Greywood on PID 05091152.

Moved: Councillor Gunn

Seconded: Councillor Prout

Motion carried, 9 in favour, 1 against.

• *Proceeds from Harvest Activity be Placed in Separate Fund for Further Ecological Practices*

That the proceeds from the ecological forestry activity be put in a separate fund to be used for further ecological practices.

Moved: Councillor Gunn

Seconded: Councillor Prout

Motion carried unanimously.

Re: 2022-12-13 Information Report Former Upper Clements Park Lands

To direct staff to prepare report regarding the sale of the north side of the property for February COTW.

Moved: Councillor Sheridan

Seconded: Councillor Connell

Motion carried unanimously.

Re: 2022-12-13 Information Report Sale of Internet Update

Re: Information Report Investment Report

Re: Information Report Speed Sign Update

Re: Information Report New County Safety Plan

Re: Information Report Waste Management Update

Re: Information Report December Finance Department Update

Re: Information Report – Variance to October 31, 2022

LUNCH

11:58 a.m. – 1:35 p.m. with all Councillors returning as previously as noted.

Re: SR2022-37 S4 Local Improvement Charges Bylaw New First Reading (cont'd)

Clerk's comments:

Tabling a motion

- Clerk explained ramifications of Tabling a motion.
- Barteaux – can reconsider the motion to table.

To reconsider the motion to table the S4 Local Improvement Charges Bylaw New First Reading

Moved: Councillor Barteaux

Seconded: Councillor Gunn
Motion carried unanimously.

To refer the Proposed *S4 Local Improvement Charges Bylaw* to a working group to review in its entirety to bring back at a later date.

Moved: Councillor Barteaux

Seconded: Councillor Prout

To amend the motion by specifying February COTW rather than '*at a later date*'.

Moved: Councillor Barteaux

Seconded: Councillor Longmire

Motion carried.

To amend to change 'working group' to 'Committee'.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion lost.

The Question was called on the motion as amended to read:

To refer the proposed *S4 Local Improvements Charges Bylaw* to a working group to review in its entirety to bring back to February Committee of the Whole.

Moved: Councillor Barteaux

Seconded: Councillor Prout

Motion lost.

To set a date for a Special Committee of the Whole to discuss the proposed *S4 Local Improvements Charges Bylaw*.

Moved: Councillor Connell

Seconded: Councillor Gunn

Motion carried unanimously.

STAFF REPORTS (cont'd)

Re: CAO Report - The Interim CAO provided a verbal update.

RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES

Re: 2022-11-03 Accessibility Advisory Committee

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

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

To amend the motion to remove the words '*adopt*' and '*inclusive*' and insert '*consider*'

Moved: Councillor Hudson

Seconded: Councillor Gunn

Motion carried unanimously.

To reinsert the word '*inclusive*' between '*in*' and '*public*'

Moved: Deputy Warden Redden

Seconded: Councillor Prout

Motion lost.

To amend the motion to insert '*accessibility*' before '*best practices*'

Moved: Councillor Hudson

Seconded: Councillor Longmire

Motion lost.

The Question was called on the motion as amended to read:

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

Motion lost.

That municipal council thank the Accessibility Advisory Committee for its work and for the committee to be assured that council will bear its recommendations in mind for future deliberations.

Moved: Councillor Gunn

Seconded: Councillor Redden

Motion carried unanimously.

Re: Annapolis REMO Advisory Committee

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

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion carried unanimously.

Re: 2022-11-16 Planning Advisory Committee

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.

Moved: Deputy Warden Redden

Seconded: Councillor LeBlanc

Motion carried unanimously.

Re: 2022-11-18 Nomination Committee

- *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.

Moved: Councillor LeBlanc

Seconded: Councillor Sheridan
Motion carried unanimously.

- *Extension of Citizen Member Appointments to the Lawrencetown Water Supply Area Advisory Committee – Waive Restriction*

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.

Moved: Councillor LeBlanc

Seconded: Deputy Warden Redden

Motion carried unanimously.

- *Citizen Member Appointments to the Lawrencetown Water Supply Area Advisory Committee*

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.

Moved: Councillor LeBlanc

Seconded: Deputy Warden Redden

Motion carried unanimously.

- *Extension of Citizen Member Appointments to the Margaretsville Water Supply Area Advisory Committee – Waive Restriction*

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.

Moved: Councillor LeBlanc

Seconded: Councillor Connell

Motion carried unanimously.

- *Citizen Member Appointments to the Margaretsville Water Supply Area Advisory Committee*

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.

Moved: Councillor LeBlanc

Seconded: Councillor Connell

Motion carried unanimously.

- *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.

Moved: Councillor LeBlanc

Seconded: Councillor Sheridan

Motion carried unanimously.

Clerk's Note – Mr. Hurlburt has respectfully requested his name be removed from consideration for the Bridgetown Source Water Protection Advisory Committee as he is no longer able to commit to it.

- *Bridgetown Source Water Protection Advisory Committee – Councillor Seek Applicants*

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 6, 2023, that Municipal Council re-advertise to fill vacancies on the Bridgetown Source Water Protection Advisory Committee.

Moved: Councillor LeBlanc

Seconded: Councillor Hudson

Motion carried unanimously.

- *Bridgetown Source Water Protection Advisory Committee – Advertise on Electronic Sign*

THAT Municipal Council direct staff to advertise Bridgetown Source Water Protection Advisory Committee vacancies on the community electronic sign at the Bridgetown Sports Hub.

Moved: Councillor LeBlanc

Seconded: Councillor Hudson

Motion carried unanimously.

- *Granville Ferry Source Water Protection Advisory Committee – Councillors Seek Applicants (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.

Moved: Councillor LeBlanc

Seconded: Councillor Barteaux

Motion carried unanimously.

- *Granville Ferry Source Water Protection Advisory Committee – Advertise on Electronic Sign*

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.

Moved: Councillor LeBlanc

Seconded: Councillor Longmire

Motion carried unanimously.

- *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.

Moved: Councillor LeBlanc

Seconded: Councillor Sheridan

Motion carried unanimously.

- *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.

Moved: Councillor LeBlanc

Seconded: Councillor Barteaux
Motion carried unanimously.

- *Lake Cady Source Water Protection Advisory Committee – Councillors Seek Applicants*

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.

Moved: Councillor LeBlanc

Seconded: Councillor Gunn

Motion carried unanimously.

- *Lake Cady Source Water Protection Advisory Committee - Advertise on Electronic Sign*

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.

Moved: Councillor LeBlanc

Seconded: Councillor Gunn

Motion carried unanimously.

- *Margaretsville Source Water Protection Advisory Committee Waive Restriction (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.

Moved: Councillor LeBlanc

Seconded: Councillor Connell

Motion carried unanimously.

- *Margaretsville Source Water Protection Advisory Committee – Councillor Seek Applicants*

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.

Moved: Councillor LeBlanc

Seconded: Councillor Connell

Motion carried unanimously.

- *Margaretsville Source Water Protection Advisory Committee – Advertise on Electronic Sign*

THAT Municipal Council direct staff to advertise Margaretsville Source Water Protection Advisory Committee vacancies on the community electronic sign at the Bridgetown Sports Hub.

Moved: Councillor LeBlanc

Seconded: Councillor Connell

Motion carried unanimously.

- *Planning Advisory Committee Waive Restriction (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.

Moved: Councillor LeBlanc

Seconded: Deputy Warden Redden

Motion carried unanimously.

- *Planning Advisory Committee*

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.

Moved: Councillor LeBlanc

Seconded: Councillor Sheridan

Motion carried unanimously.

- *Cornwallis Park & Area Asset Review Committee (Adhoc) - Dissolve*

THAT Municipal Council dissolve the adhoc Cornwallis Park & Area Asset Review Committee.

Moved: Councillor LeBlanc

Seconded: Councillor Gunn

Motion carried unanimously.

- *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.

Moved: Councillor LeBlanc

Seconded: Councillor Gunn

Motion carried unanimously.

Prout – District 1 Forestry Advisory Police Advisory Board Annapolis Valley Regional Library Board Trans County Transportation Society	Connell – District 2 Fences Arbitration Fire Services Heritage Advisory
District 3 vacant; Special Election January 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 REMO Advisory Committee	Morrison – District 6 Warden is ex-officio to any committee of council to which s/he was not appointed. Has a voice but no vote)
Hudson – District 7 Fire Services Forestry Advisory	Gunn – District 8 Forestry Advisory Physician Recruitment & Retention Southwest Nova Biosphere Reserve

Sheridan – District 9 CAO Review Committee Economic Development Committee Soldiers Memorial Hospital Foundation	Redden – District 10 Economic Development Committee Annapolis Valley Exhibition Society Lawrencetown Source Water Protection Advisory Committee
LeBlanc – District 11 Heritage Advisory Committee Physician Recruitment & Retention Police Advisory Board	

• *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.

Moved: Councillor LeBlanc

Seconded: Councillor Gunn

Motion carried unanimously. .

Re: 2022-11-23 Nominating Committee

• *Police Advisory Board Waive Restriction (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.

Moved: Councillor LeBlanc

Seconded: Councillor Sheridan

Motion carried unanimously.

Police Advisory Board

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.

Moved: Councillor LeBlanc

Seconded: Councillor Longmire

Motion carried unanimously.

Re: 2022-11-30 Physician Recruitment and Retention Committee (from 2022-11-08)

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

Moved: Deputy Warden Redden

Seconded: Councillor Prout

Motion carried unanimously.

Re: Annapolis Valley Exhibition - report circulated for information.

NEW BUSINESS

Re: Warden's Report December

Re: Letter to NS Department of Transportation and Infrastructure Renewal

To recommend that municipal council send a letter to Minister of Transportation and Infrastructure Renewal asking for their department to give some cooperation to fire departments during fatalities on their highways. With copy to MLA.

Moved: Councillor Gunn

Seconded: Councillor Longmire

Motion carried unanimously.

IN-CAMERA

That municipal council meet in-camera from 3:13 p.m. until 4:52 p.m. in accordance with Sections 22(2)(c) personnel matters and (e) contract negotiations of the *Municipal Government Act*.

Moved: Councillor Prout

Seconded: Councillor Hudson

Motion carried unanimously.

5:00 p.m. STATED ADJOURNMENT

That Committee of the Whole adjourn at 4:53 p.m. until the next regular meeting scheduled for **Tuesday, January 10, 2023.**

Moved: Councillor Barteaux

Seconded: Councillor Sheridan

Motion carried unanimously.

Unapproved
Draft



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: January 10, 2023
Prepared By: Cheryl Mason, Manager of Protective Services
Subject: Dangerous and Unsightly Premises 3rd Quarter Report

ORIGIN

Report to Committee of the Whole quarterly as requested

LEGISLATIVE AUTHORITY

Municipal Government Act PART XV 345(3)
 AM-1.4.15 Dangerous and Unsightly Premises Policy

2022/23 - 33 Files Opened -19 Completed -14 Remaining								
File No.	DIST	Date of Complaint	Property location	Dangerous	Unsightly	Diary	Comments /Status	
2022/23-002	2	13-Apr-22	12285 Shore Road, Port George	x	x	letter sent - Diary January 3, 2023	No application for demo made - spoke to Building Official - to revisit	
2022/23-006	10	11-May-22	482 Main Street Lawrencetown	x	x	Diary January 3, 2023	Bldg permit issued - monitoring repairs work, almost complete	
2022/23-007	10	11-May-22	641 Main Street Lawrencetown		x	Diary January 5, 2023	Working on property over holidays – to meet owner on site	
2022/23-012	11	16-May-22	2212 Old Mill Road, South Farmington			Diary January 3, 2023	To revisit	
2022/23-020	11	17-Aug-22	1918 Torbrook Rd., Meadowvale	x	x	Diary January 3, 2023	To revisit – family dispute regarding demolition	
2022/23-021	6	22-Aug-22	220 Shady Lane, Cornwallis Park	x	x	Diary Spring 2023	Owner deceased; son lives away; to make arrangements for cleanup then sell	
2022/23-022	6	30-Aug-22	1351 Highway #1, Clementsport	x	x	Diary January 3, 2023	Owner is deceased; Family to hire contractor to demolish	
2022/23-024	4	27-Aug-22	478 Parker Mountain Road, Granville Ferry	x		Monitoring through DOL	Monitoring continues	
2022/23-027	3	25-Oct-22	2929 Clarence Road, Clarence		x	Diary January 3, 2023	To take metals for recycling and tidy up before snow	
2022/23-028	5	01-Nov-22	1199 Hollow Mountain Road, Delaps Cove		x	Diary January 3, 2023	Work ongoing; continue to monitor	
2022/23-029	5	01-Nov-22	2999 Shore Rd., Litchfield	x		Diary January 23, 2023	1st 30 day Order sent; spoke with lawyer; in probate now - purchaser prepared to demolish	
2022/23-030	5	01-Dec-22	3539 Shore Road, Hillsburn		x	Diary January 9, 2023	1st 30 day letter sent	
2022/23-031	9	05-Dec-22	Middle Road, Nictaux		x	Diary January 3, 2023	To proceed with 1st Order on vacant parcel of land / may be development issue as well	
2022/23-032	5	13-Dec-22	4548 Granville Road, Granville Beach	x		Diary January 3, 2023	To revisit then proceed with 1st Order to clean up if necessary	

2021-2022 - 36 Files Opened - 34 Completed - 2 Remaining								
File No.	DIST	Date of Complaint	Property location	Dangerous	Unsightly	Diary	Comments /Status	
2021/22-018	4	07-Sep-21	5067 Hwy #1 Granville Centre		x	Diary April 1 2023	Fencing now complete - stuff on doorstep is not debris; general farm items; pallets around the property; general clean up to take place pending weather	
2021/22-035	10	28-Mar-22	987 Inglisville Road, West Inglisville			Diary April 1, 2023	Monitoring clean up; staff to visit in Spring to walk property with owner	

2020-21 - 36 Files Opened - 34 Completed; 2 remaining								
File No.	DIST	Date of Complaint	Property location	Dangerous	Unsightly	Diary	Comments /Status	
2020/21-016	10	17-Jul-20	1429 Inglisville Rd., Inglisville		x	Diary January 3, 2023	Demo permit issued;- monitoring clean-up	
2020/21-031	4	04-Jan-21	215 Highway 201, Lequille	x	x	Diary January 3, 2023	Demo completed; monitoring clean-up of property	

2019-20 - 52 Files Opened - 51 Complete; 1 Remaining								
File No.	DIST	Date of Complaint	Property location	Dangerous	Unsightly	Diary	Comments /Status	
2019/20-015	9	28-May-19	9413 Highway 10, Nictaux		x	Diary January 3, 2023	demo permit issued; building down but clean up ongoing – fire dept. to do controlled burn when weather permits	

Report Prepared by:

Cheryl Mason, Manager of Protective Services/Administrator under Dangerous & Unsightly Premises

Report Approved by:



Doug Patterson, Acting Chief Administrative Officer



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: January 10, 2023
Prepared By: Angela Anderson, Manager of Finance
Subject: 2020-21 Financial Indicators Report

ORIGIN

This report was prepared to provide context to the financial indicators report received from the Ministry for the fiscal year ending March 31, 2021.

LEGISLATIVE AUTHORITY

There is no legislative requirement to provide these updates.

BACKGROUND

Annually the Department of Municipal Affairs and Housing provides municipal reports with financial condition indicators assessing risk. Previous audits have been late, therefore delaying the production of the financial indicators. This report is for the period from April 1, 2020 to March 31, 2021.

The report includes a municipal profile including demographic information and economic indicators as a whole, unrelated to the operation of the County. This is followed by an analysis of property assessment. The next section goes over summary financial data and then financial condition indicators, which is the house model Council is familiar with.

Risk thresholds are identified as:

- Low (green)
- Moderate (yellow)
- High (red)

DISCUSSION

The overall financial condition risk for the County of Annapolis is low. This is a product of the majority of the indicators presenting a low financial risk.

Financial Condition Indicator	Current	Prior Year (20/19)	Explanation
Reliance on government transfers	9.2%	5.8%	This is the result of increased government transfers over the prior year. It is calculated by total government transfers / total revenue.
Combined Reserves	48.2%	46.3%	Overall reserves are trending upward.
Operating Reserves	9.2%	10.0%	Decreasing operating reserve. Based on unaudited statements for

			2021/22 this is anticipated to return to a moderate risk.
Uncollected Taxes	5.3%	5.5%	Improved rate of collections.
Debt Services	2.1%	1.7%	This is the percentage of own source revenue spent on debt repayment. There is capacity for future financial support through borrowing.
Outstanding Operating Debt	2.6%	10.9%	Operating debt as a percentage of own source revenues. This is very low and decreasing resulting from repayment of the line of credit related to the internet project.
Undepreciated Assets	62.0%	56.4%	Increasing useful life of assets suggests the age of assets is increasing.
3 year change in tax base	8.0%	5.5%	Growth of the tax base is exceeding CPI which ensures coverage of the cost of municipal programs/services.
5 year deficits	2	2	The county is considered high risk as a result of having 2 deficits in the past 5 years in 2017/18 and 2019/20. There is no deficit anticipated for 2021/22 or 2022/23 operating years so this is expected to improve.

Additional details on each indicator can be found in the attachment including the formulas and other contextual information.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report.

POLICY IMPLICATIONS

There are no policy implications resulting from this report.

ATTACHMENTS

Municipal Report

Prepared by:

Angela Anderson, Manager of Finance

Approved by:


Doug Patterson,

Interim Chief Administrative Officer

Approval Date:

(Date) Jan 5, 23



Municipal Report



**Municipality of the
County of Annapolis
Department of Municipal Affairs
and Housing**

Municipal Profile and
Financial Condition Indicators Results

2020-21

Municipal Profile and Financial Condition Indicators Report

2020-2021 Fiscal Period

Table of Contents

	Introduction
	Chapter 1 - Municipal Profile Information <ul style="list-style-type: none"> • Municipal Location and Size • Population Information and Demographic Trends • Number of Dwelling Units • Median Household Income • Employment Rate • Education Level
	Chapter 2 - Assessment Information Information regarding uniform assessment* trends, dependence, and percentage of median household income required to pay the average tax bill. <ul style="list-style-type: none"> • Three-year change in Uniform Assessment • Highest Reliance on a Single Business or Institution • Residential Tax Effort • Residential and Commercial Uniform Assessment 5-Year Trend <p><i>*Uniform Assessment is taxable property assessment plus the capitalized value of payments made to municipalities in lieu of taxes.</i></p>
	Chapter 3 - Financial Information <ul style="list-style-type: none"> • Revenue Information - revenue by source (consolidated and operating fund), percentage of revenue reliance on government transfers, and percentage of tax revenue not collected. • Expenditures Information - expenses by fund (consolidated and operating fund) and operating reserve as a percentage of expenses. • Accumulated Surplus (Deficit) Information - accumulated surplus (deficit) by fund, annual surplus (deficit) and number of annual deficits in the last 5 years. • Debt Information - Longterm debt, bank indebtedness and percentage of revenue used for debt principle and interest payments.
	Chapter 4 - Financial Condition Indicators The Financial Condition Indicators (FCIs) condense multiple sources of information into a single visual “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention. Thirteen indicators consisting of: <ul style="list-style-type: none"> • 4 key performance indicators; • 5 financial indicators that concern management and debt; and • 3 indicators relating to internal and external factors that could impact the municipality’s revenue stream.
	Appendices <ul style="list-style-type: none"> • List of additional municipal data located on the Nova Scotia Open Data Portal • Municipality’s website contact information
	Contact Information

Introduction

The Department of Municipal Affairs and Housing compiles municipal indicators on behalf of the Nova Scotia Government and Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

For example, the snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.



Chapter 1 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.

Municipal Profile Highlights

About the Municipality

Name:	County of Annapolis
County:	Annapolis County
Approximate size:	3,180 km ²
Number of dwellings:	10,719
Government:	11 elected councillors (including the Warden)

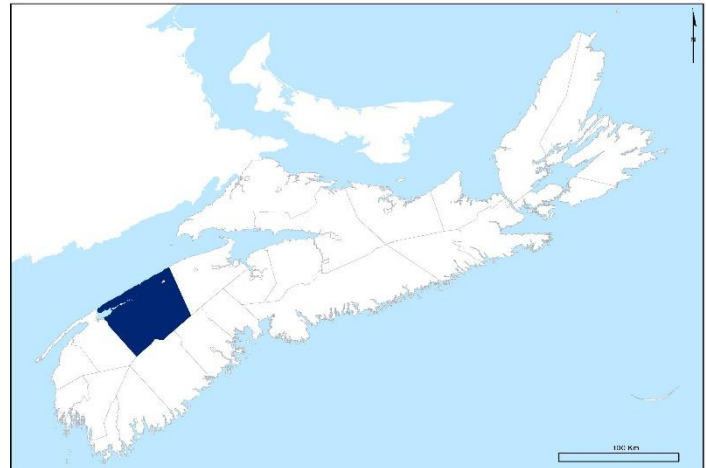


Figure 1- Location of Municipality

Population Highlights

Population 2016:	18,255
Population 5-year trend:	-1.5%
County 5-year trend:	-0.9%
Demographic trend:	Aging
Up to 19 Yrs.	18%
20 to 59 Yrs.	47%
Over 60 Yrs.	35%

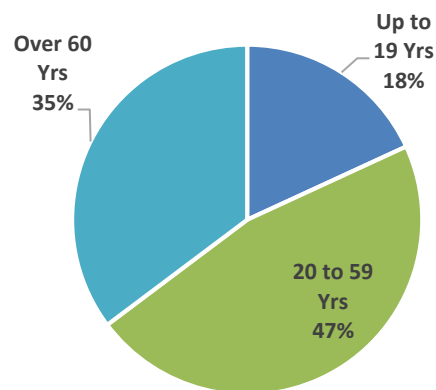


Figure 2 - Age Breakdown

Population Trends

Population:	18,255
Provincial population:	2.0%
20-year trend:	Declining since 1996 [supported by Figure 3 below]
Age Trend:	Majority between 40-69 years of age [supported by Figure 4 below]

Population Trend from 1996 to 2016

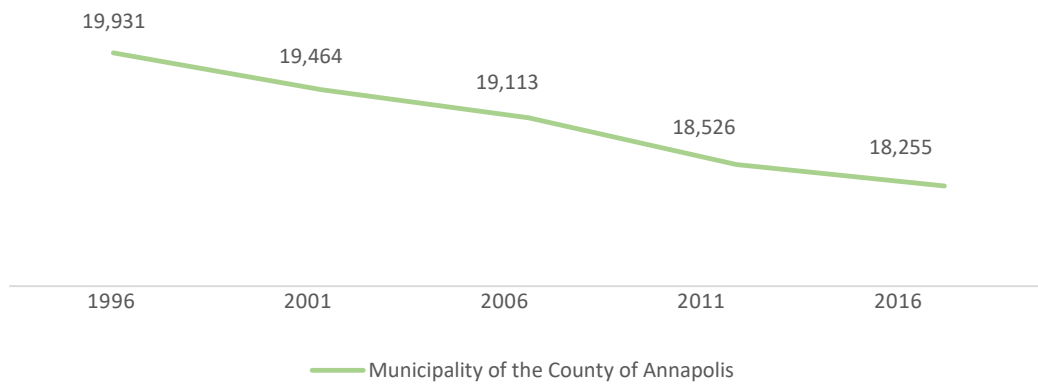


Figure 3 - Population from 1996-2016. Source: Statistics Canada

2016 Population by Age

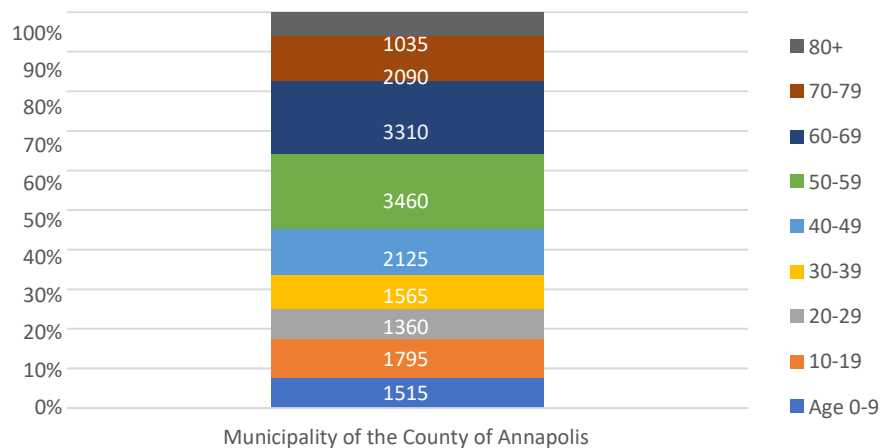


Figure 4 - Population by Age for 2016. Source: Statistics Canada

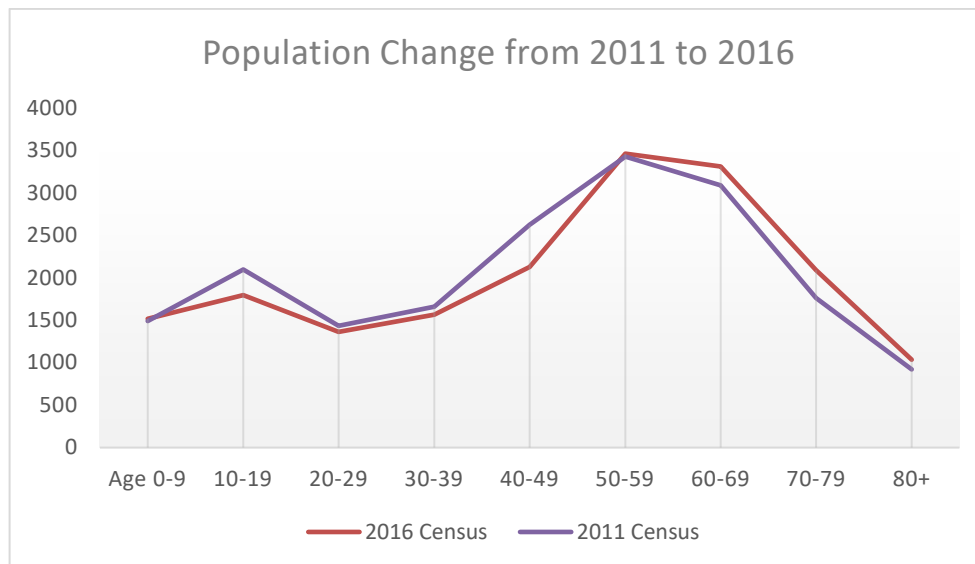


Figure 5- Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, similar to most rurals in Nova Scotia, the majority of Annapolis's citizens are between the ages of 40 and 69.

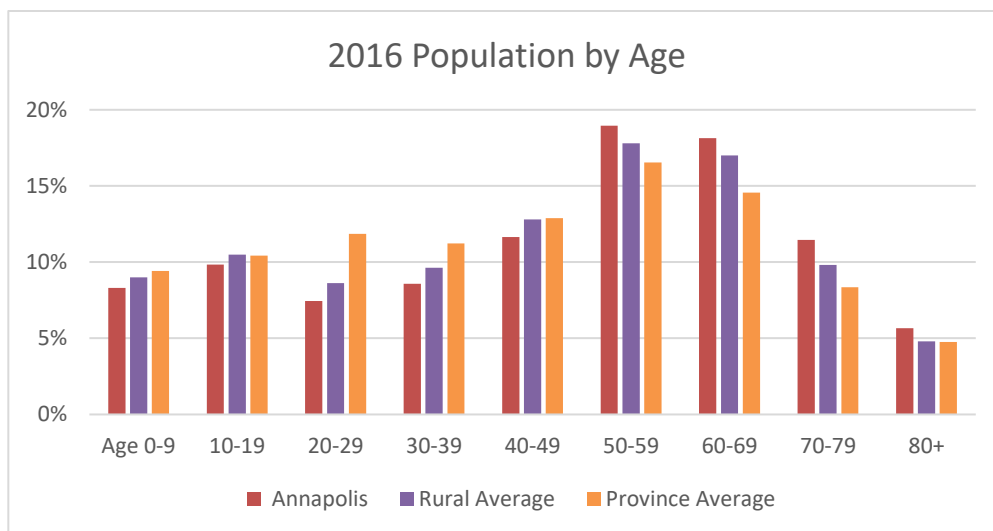


Figure 6 - Comparison of Population by Age for 2011 and 2016. Source: Statistics Canada

Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force.

	2016 Census	2011 Census	+/-	Rural Average
<i>Median Household Income</i>	\$49,589	\$43,522	\$6,067	\$57, 294
<i>Employment Rate</i>	46.5%	46.1%	0.4%	50.1%
<i>Education Beyond High School</i>	50.4%	47.5%	2.9%	49.4%

Source: 2011 and 2016 Statistics Canada

Median household income: Annapolis's median household income is lower than the Provincial rural average, although it has increased since 2011.

Employment rate: The County of Annapolis's employment rate is below the Provincial rural average, although it has increased.

Education level: Annapolis's education level is higher than the Provincial rural average and has increased since 2011.

Chapter 2 - Assessment Information



Since property taxes are a primary source of revenue for most municipalities, special

Three-year change in Tax Base (Uniform Assessment) ⁽¹⁾ :	8.0%	growth keeps pace with cost of living
Reliance on a Single Business or Institution Financial Condition Indicator (FCI):	1.8%	not dependent (low risk)
Residential Tax Effort FCI:	2.6%	has some flexibility (low risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's taxable assessment.

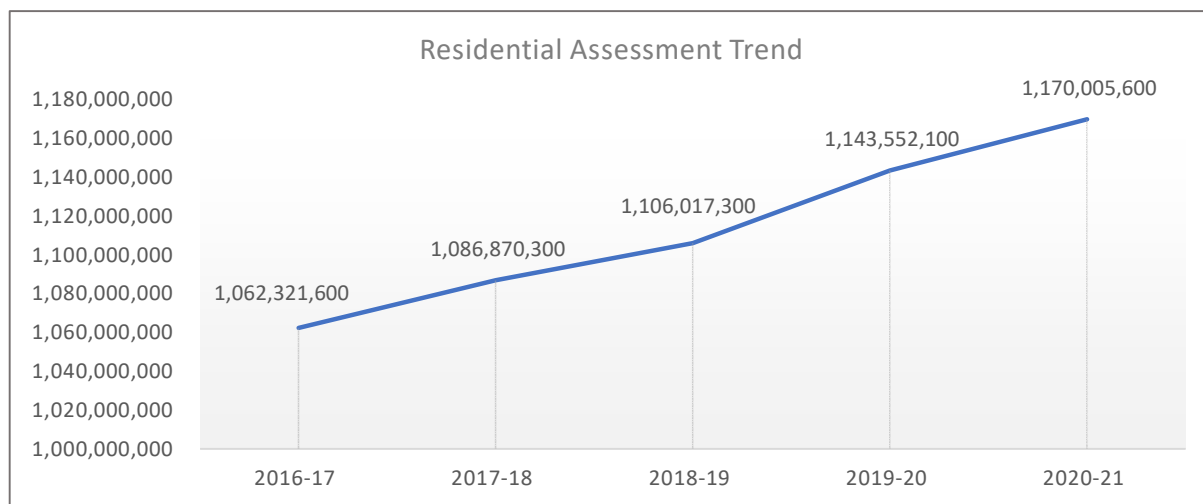


Figure 7 - Residential taxable assessment over the last five years. Source: 2016-17 to 2020-21 Statement of Estimates - Assessment

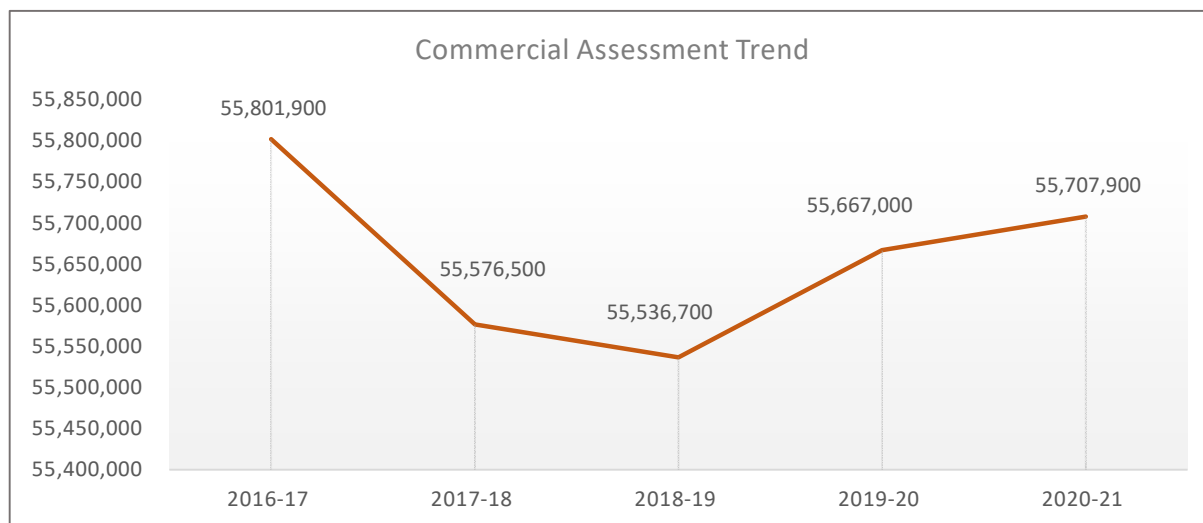


Figure 8 - Commercial taxable assessment over the last five years. Source: 2016-17 to 2020-21 Statement of Estimates - Assessment

⁽¹⁾ Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

Chapter 3 - Financial Information

General Overview:

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
 - Water Utility
 - Annapolis County Municipal Housing Corporation

The Municipality's non-consolidated financial statements present only the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Non-operating Reserve Fund, Operating Reserve Fund and, if applicable, Water Operating Fund, Water Capital Fund, Water Reserve Fund, Electric Operating Fund, Electric Capital Fund, and Electric Reserve Fund. Non-consolidated financial statements are reconciled but not audited².

Financial Reporting Compliance:

Audited Financial Statements and Financial Information Return Submitted:	Yes
Submission of financial information:	After deadline ³
Financial statements include:	
Remuneration and Expenses for Elected	Yes
Unqualified Opinion:	Yes
Quarterly Expense and Hospitality Report posted online:	Yes
Summary Expense and Hospitality Report submitted:	Yes
Statement of Estimates (SOE) -Assessment and SOE-Budget submitted:	Yes

² Please be advised that, although the Department reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

³ Annually, municipalities are required to submit their financial information by Sept 30th, with an exception made for the 2020-21 FIR, which was due November 24.

Financial Highlights

Revenue

Total consolidated revenue:	\$20.1 million
Revenue generated from own souce revenue *:	\$15.7 million
Total general operating revenue:	\$16.7 million
Largest general operating revenue:	80%
	Net property taxes and payments in lieu of taxes

Expenses

Total consolidated expenses:	\$18.4 million
Total general operating expenses:	\$15.1 million
Largest general operating expense:	28%
	General government services

Annual Surplus

Annual consolidated surplus (deficit):	\$1.7 million
Consolidated accumulated surplus (deficit):	\$40.6 million
Annual general operating surplus (deficit):	\$0.4 million

Debt

Total consolidated long-term debt:	\$2.8 million
Total general capital fund long-term debt:	\$1.8 million
General operating fund bank indebtedness:	\$0.4 million

*excluding government transfers

Revenue:

\$20.1 M

2021 Consolidated Revenue

Total consolidated revenue:	\$20.1 million
Largest revenue:	\$13.4 million
	Net property taxes and payments in lieu of taxes
Revenue generated from own source revenue:	78%

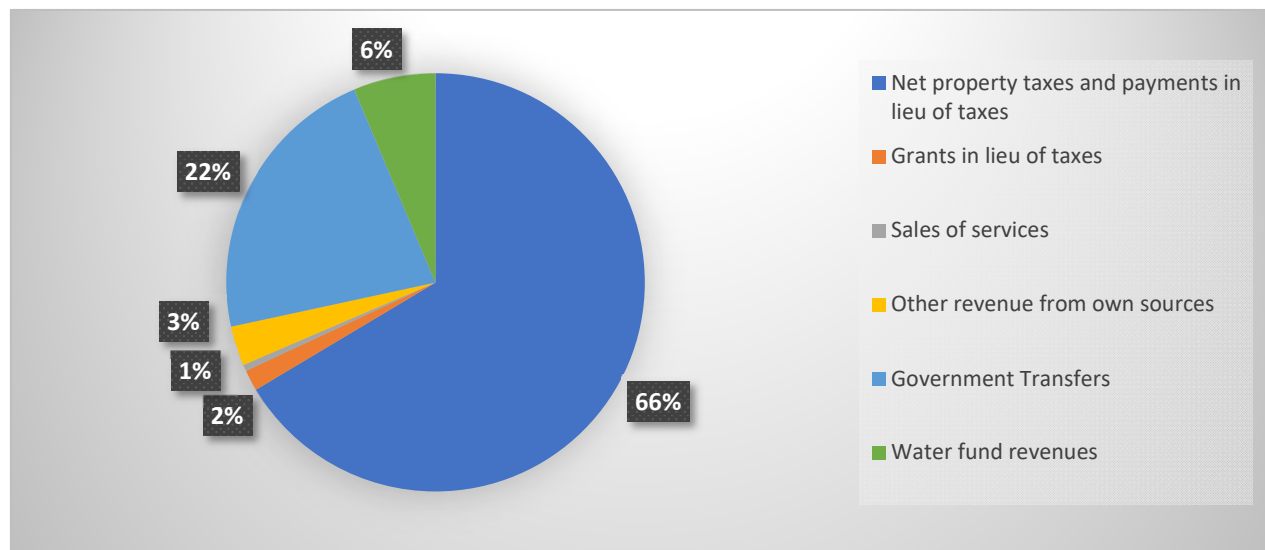


Figure 9 - Consolidated Revenue Source: 2020-21 Financial Information Return

The graph above and table below show the Municipality's consolidated revenue divided into categories.

	Consolidated Revenue
Net property taxes and payments in lieu of taxes	\$13,354,412
Grants in lieu of taxes	\$323,245
Services provided to other governments	\$0
Sales of services	\$98,867
Other revenue from own sources	\$617,616
Government Transfers	\$4,433,734
Net income from government business enterprises	\$0
Water fund revenues	\$1,275,196
Electric fund revenues	\$0
	<u>\$20,103,070</u>

\$16.7 M

2021 General Operating Revenue

Total general operating revenue:	\$16.7 million
Largest general operating revenue:	80%
	Net property taxes and payments in lieu of taxes
Uncollected Taxes Financial Condition Indicator (FCI):	5.3%
Reliance on Government Transfers FCI:	9.2%

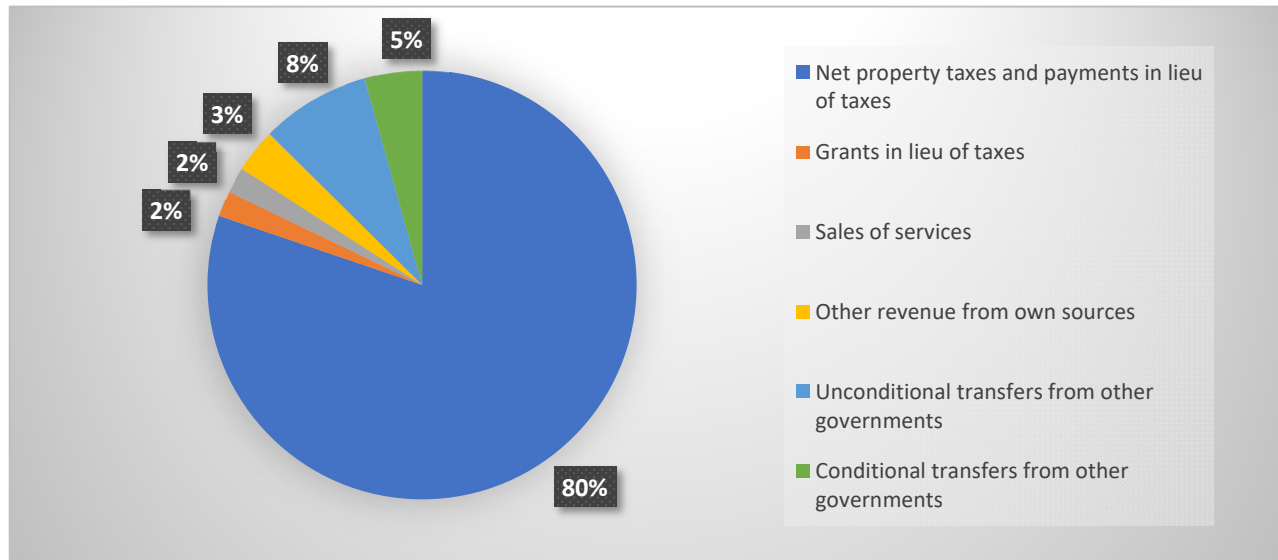


Figure 10 - General Operating Fund Revenue Source: 2020-21 Financial Information Return

The graph above and table below show the Municipality's general operating fund revenue divided into categories.

	General Operating Revenue
Net property taxes and payments in lieu of taxes	\$13,359,825
Grants in lieu of taxes	\$323,376
Services provided to other governments	\$0
Sales of services	\$325,778
Other revenue from own sources	\$550,984
Unconditional transfers from other governments	\$1,375,766
Conditional transfers from other governments	\$721,867
	\$16,657,596

Expenses:

\$18.4 M

2021 Consolidated Expenses

Total consolidated expenses:

\$18.4 million

Largest expense:

23%

General government services

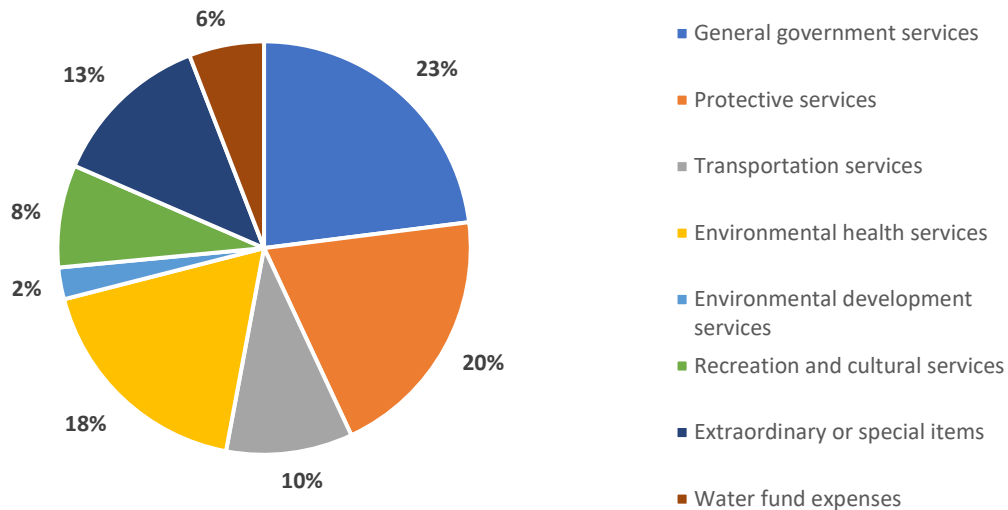


Figure 11 - Consolidated Expenses Source: 2020-21 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into categories.

	Consolidated Expenses
General government services	\$4,226,313
Protective services	\$3,685,385
Transportation services	\$1,820,657
Environmental health services	\$3,316,789
Public health services	\$0
Environmental development services	\$456,114
Recreation and cultural services	\$1,474,160
Extraordinary or special items	\$2,314,154
Water fund expenses	\$1,082,631
Electric fund expenses	\$0
	<u>\$18,376,203</u>

\$15.1 M

2021 General Operating Expenses

Total general operating expenses: \$15.1 million
 Largest general operating expense: 28%
 General government services
 General operating reserves as a percentage of total general operating expenses: 9.2%

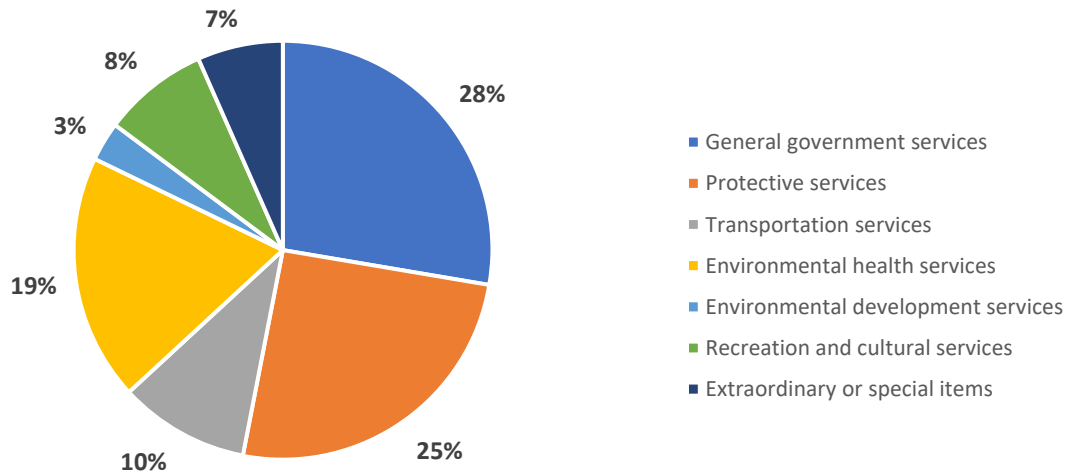


Figure 12 - General Operating Fund Expenses Source: 2020-21 Financial Information Return

The graph above and table below show the Municipality's general operating fund expenses divided into categories.

	General Operating Expenses
General government services	\$4,171,590
Protective services	\$3,836,539
Transportation services	\$1,520,210
Environmental health services	\$2,873,770
Public health services	\$0
Environmental development services	\$456,114
Recreation and cultural services	\$1,231,037
Extraordinary or special items	\$1,000,000
	<u>\$15,089,260</u>

The graph below shows the expense by function for the municipal operations or General Operating Fund expenses compared to the provincial rural average.

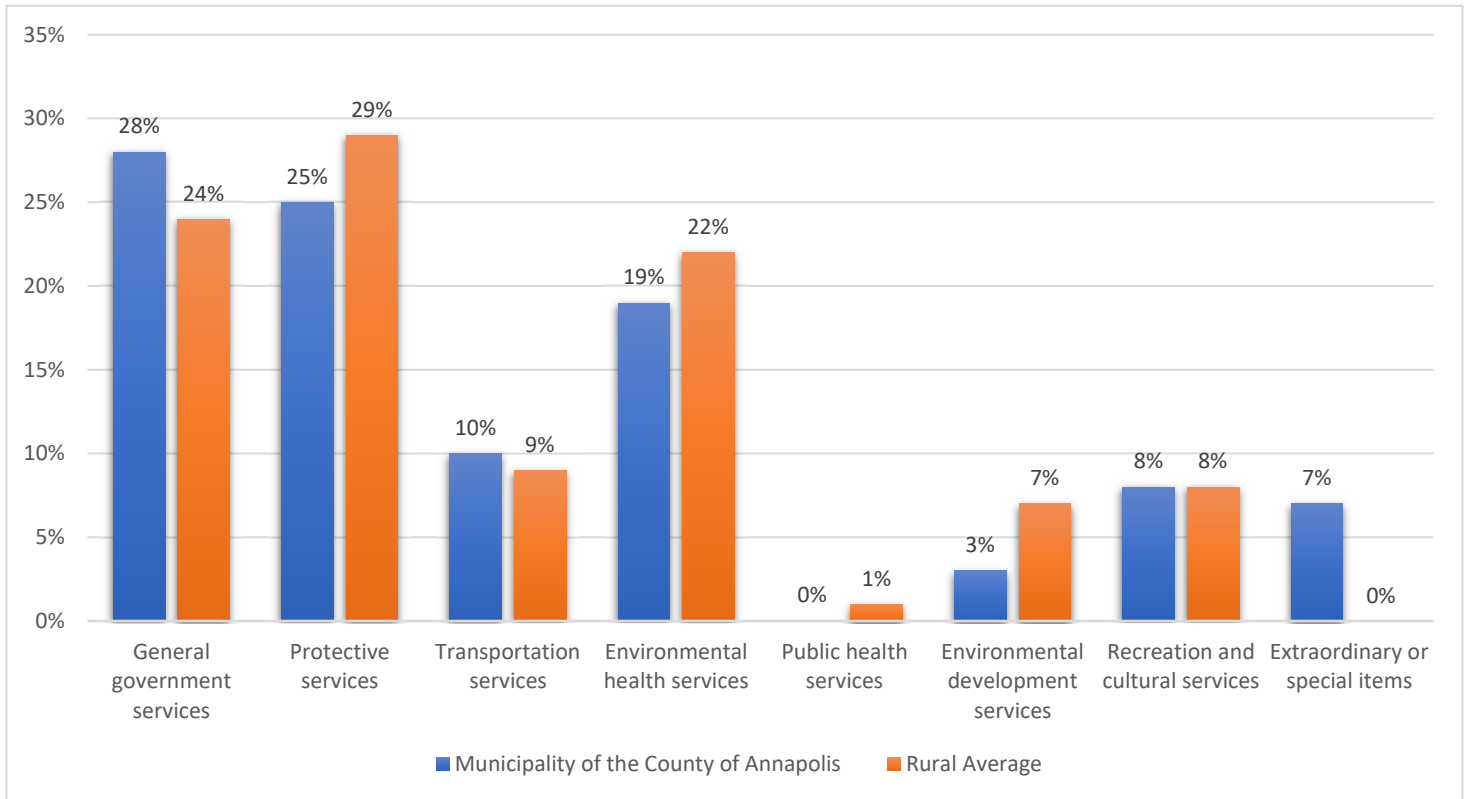


Figure 13 - Comparison of General Operating Fund Expenses to Provincial Rural Average. Source: 2020-21 Financial Information Return

Accumulated Surplus (Deficit)

Annual Surplus: Revenue - Expenses
Note: Annual surplus is added to the accumulated surplus (deficit)

Annual consolidated surplus (deficit):	\$1.7 million
Consolidated accumulated surplus (deficit):	\$40.6 million
Annual general operating surplus (deficit):	\$0.4 million
Number of Deficits in the Last 5 Years Financial Condition Indicator (FCI) :	Two

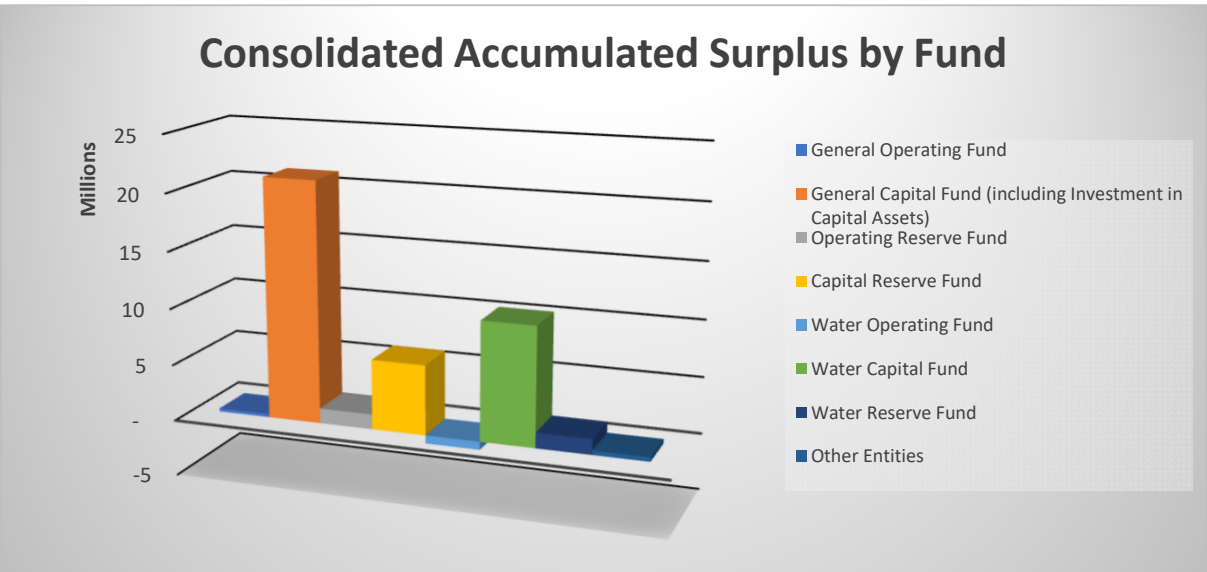


Figure 14 - Consolidated Accumulated Surplus by Fund. Source: 2020-21 Financial Information Return

Debt

Total consolidated long-term debt:	\$2.8 million
Total general capital fund long-term debt:	\$1.8 million
Debt Service Financial Condition Indicator (FCI):	2.1%
Operating fund bank indebtedness:	\$0.4 million
Outstanding Operating Debt FCI (as a percentage of Net Property Taxes/Payment in Lieu of Taxes, Grants in Lieu of Taxes and Government Transfers):	2.6%

Chapter 4 - Financial Condition Indicators: House Model



The Financial Condition Indicators (FCIs) condense multiple sources of information into a single visual “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention.

The Model:

The Model consists of 12 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 5 financial indicators that concern management and debt; and
- base: 3 indicators relating to internal and external factors that could impact the municipality's revenue stream.

Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (**yellow**) ; and
- high risk (**red**).

Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 9-12 FCIs meet low risk threshold;
- moderate risk (**yellow**) : 7-8 FCIs meet low risk threshold; and
- high risk (**red**): 6 or less FCIs meet low risk threshold.

For Comparison:

Prior years included the 5-Year Budget Accuracy as a financial condition indicator. Due to the impact of COVID-19, use of the 5-Year Budget Accuracy indicator has been suspended for 2020-2021 and 2021-2022. Its future inclusion or possible replacement will be re-evaluated for the 2022-2023 municipal reports.

Overall Assessment

Overall Assessment for: Municipality of the County of Annapolis

Financial Condition: **Low Risk**

The overall Financial Condition Index assessment for the Municipality of the County of Annapolis is Low Risk.

This means that while the Municipality might face some challenges, it is considered low risk for fiscal instability.

Comparison: All rural municipalities are at low risk (see chart below).

OVERALL RESULTS FOR RURAL MUNICIPALITIES
FOR 2020-21



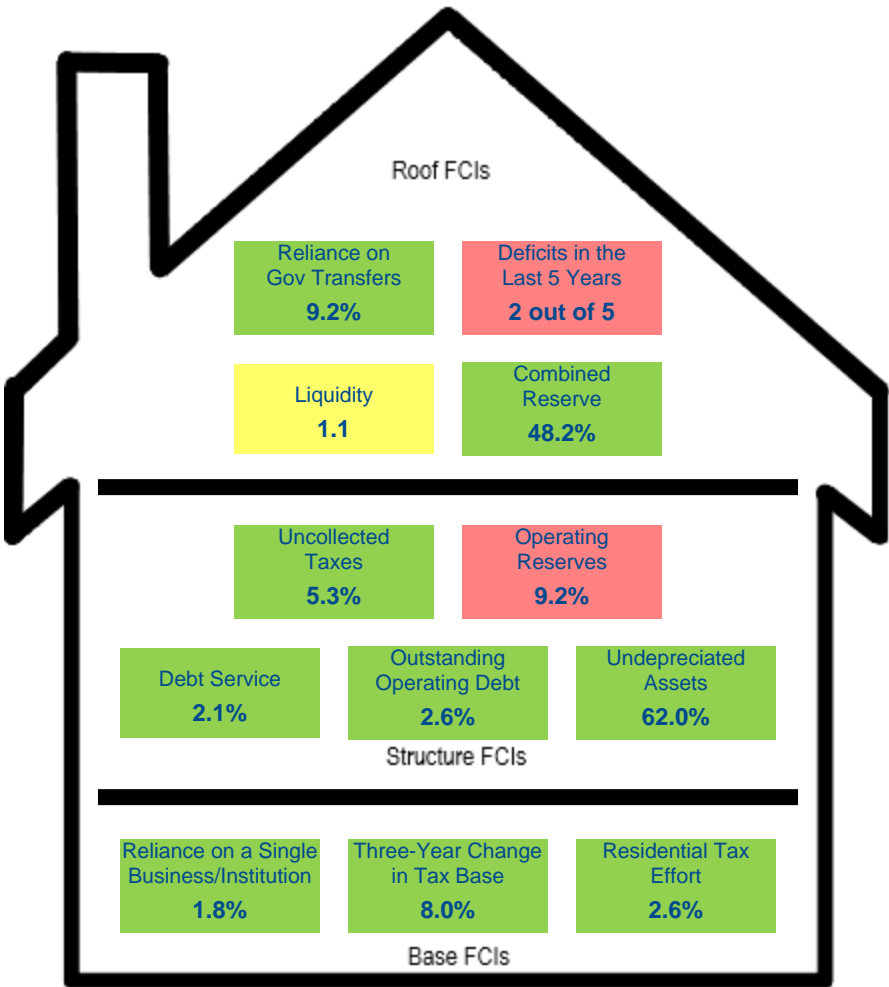
Financial Condition Indicators Highlights for 2020-21

Overall Assessment Green (low risk)
The overall Financial Conditions Index assessment for the County of Annapolis is green (low risk). This means that while the Municipality might face some challenges, it is considered low risk for fiscal instability.







As shown in the House model below, Annapolis's FCIs are comprised of:

- Low Risk (green): 9 Indicators
- Moderate Risk (yellow): 1 Indicator
- High Risk (red): 2 Indicators











Details on the individual FCI assessments are provided below.











Two-Year Comparison of Financial Condition Indicators

BASE	2020-21	2019-20	+/-
3-year Change in Tax Base	 8.0%	 5.5%	2.5%
Reliance on a Single Business or Institution	 1.8%	 1.3%	0.5%
Residential Tax Effort	 2.6%	 2.6%	0.0%

STRUCTURE

Uncollected Taxes	 5.3%	 5.5%	-0.2%
Operating Reserves	 9.2%	 10.0%	-0.8%
Debt Service	 2.1%	 1.7%	0.4%
Outstanding Operating Debt	 2.6%	 10.9%	-8.3%
Undepreciated Assets	 62.0%	 56.4%	5.6%

ROOF

Deficits in the Last 5 Years	 2/5	 2/5	0
Liquidity	 1.1	 1.0	0.1
Reliance on Government Transfers	 9.2%	 5.8%	3.4%
Combined Reserve	 48.2%	 46.3%	1.9%

* For 3-year Change in Tax Base, CPI % change for 2020-21 is 6.7% and for 2019-20 is 3.2%

The Base FCI Indicators

Reliance on a Single Business or Institution

2020-21 Results:

Low risk 1.8%

The largest single commercial or institutional account is 1.8% of the Municipality's total Uniform Assessment.

What does it mean?

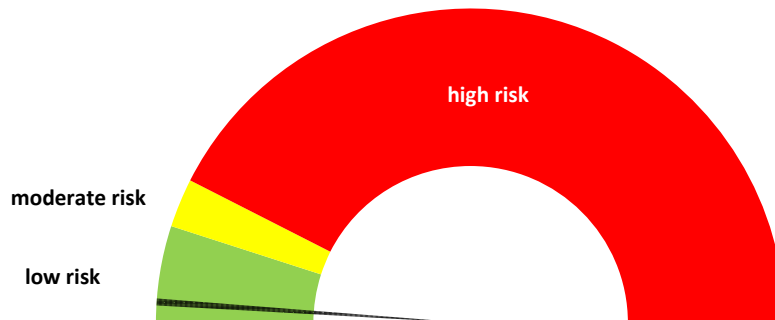
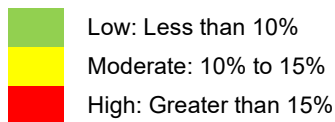
The Municipality is showing no vulnerability in this area.

The Municipality's tax base is not dependent on one single business or institution.

Calculation:

$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform Assessment}} = 1.8\%$$

Risk Thresholds:



Residential Tax Effort

2020-21 Results:

Low risk 2.6%

2.6% of median household income is required to pay the average tax bill.

What does it mean?




The Municipality has some flexibility to increase the taxes, if required.

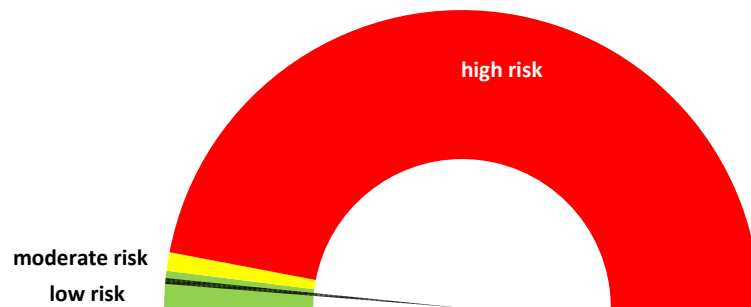
This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation:

$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median Household Income}} = 2.6\%$$

Risk Thresholds:

	Low: Less than 4%
	Moderate: 4% to 6%
	High: Greater than 6%



Three-Year Change in Tax Base

2020-21 Results: **Low risk** **8.0%**

What does it mean? Growth is above the CPI % change of 6.7%.

The Municipality's tax base is in a strong position to cover the cost of municipal services and programs.

Calculation:
$$\frac{\text{Current Uniform Assessment} - \text{Uniform Assessment 3 Years Prior}}{\text{Uniform Assessment 3 Years Prior}} = 8.0\%$$

Risk Thresholds:

- Low: Equal or above CPI% Change
- Moderate: Below CPI % Change, but not negative growth
- High: Negative growth

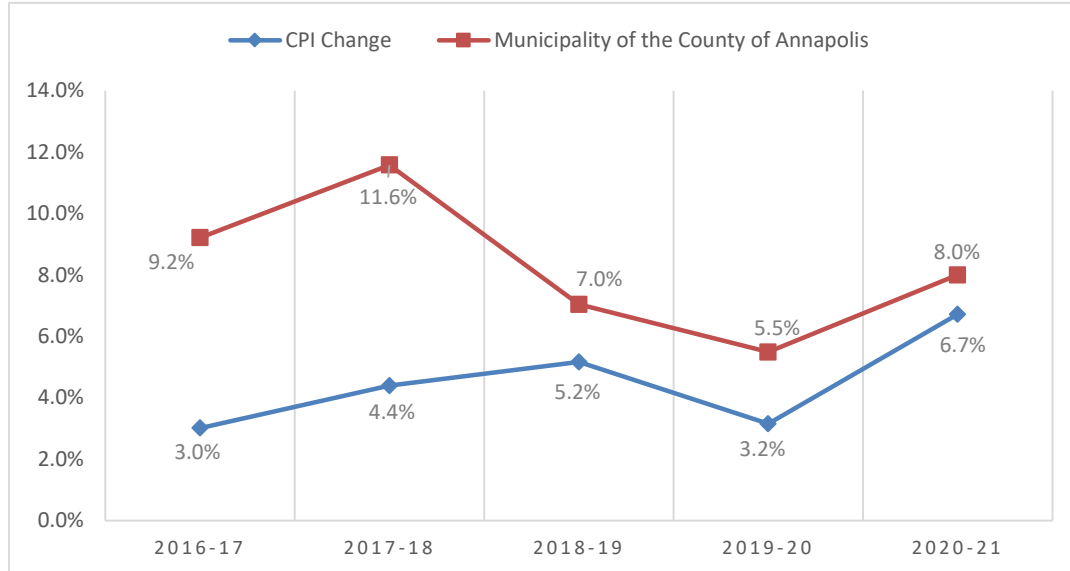


Figure 15- Three-year change in Uniform Assessment in comparison to three-year change in CPI for the last 5 years. Source: Statement of Estimates-Assessment and Statistics Canada

FCI Indicators - Structure (Management) Indicators

Debt Service

2020-21 Results:

Low risk **2.1%**

2.1% of own source revenue is spent on principal and interest payments.

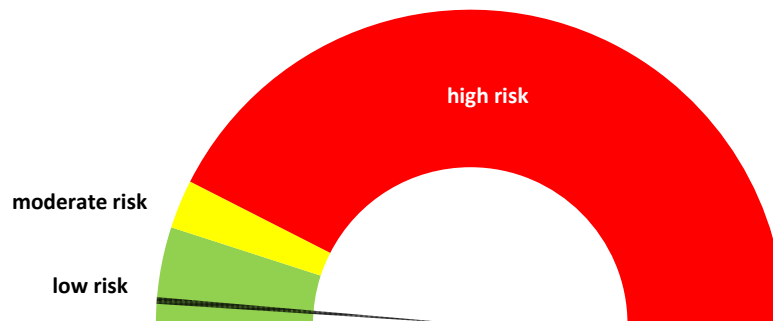
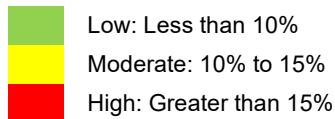
What does it mean?

With adequate cash flow, the Municipality may have the flexibility to increase borrowing levels to help finance future capital expenditures.

Calculation:

$$\frac{\text{Principal and Interest Paid on Long-term Debt}}{\text{Total Own Source Operating Revenue}} = 2.1\%$$

Risk Thresholds:



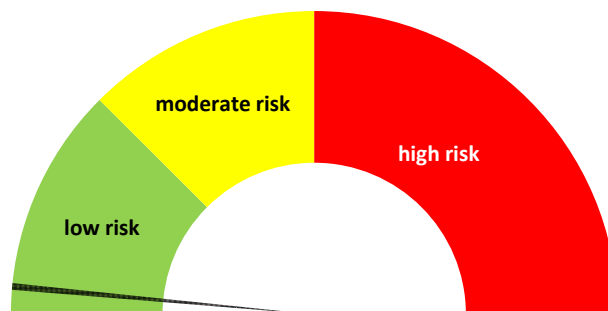
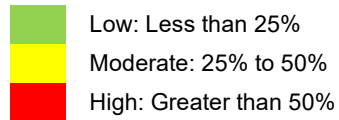
Outstanding Operating Debt

2020-21 Results: **Low risk** **2.6%**

What does it mean? The Municipality is carrying operating debt.

Calculation:
$$\frac{\text{Total Outstanding Operating Debt}}{\text{Total Own Source Operating Revenue}} = 2.6\%$$

Risk Thresholds:



Operating Reserve

2020-21 Results: **High risk** **9.2%**

What does it mean?

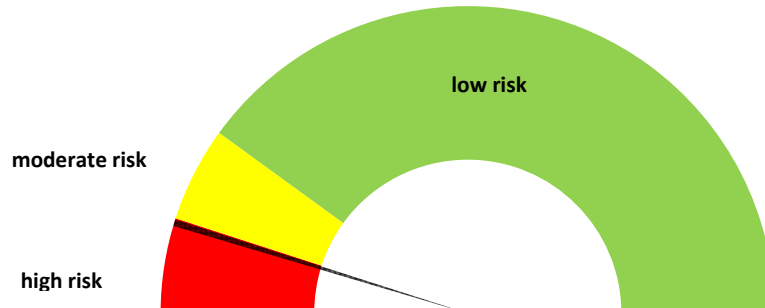
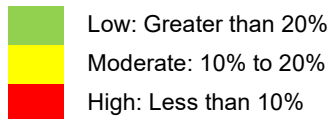
The Municipality has not set aside sufficient funds to help mitigate any unforeseen risks or future needs.

This indicator provides the value of funds set aside for planned future needs, to smooth expenses or for unexpected expenses.

Calculation:

$$\frac{\text{Total Operating Reserve Fund Balance}}{\text{Total Operating Expenditures}} = 9.2\%$$

Risk Thresholds:



Uncollected Taxes

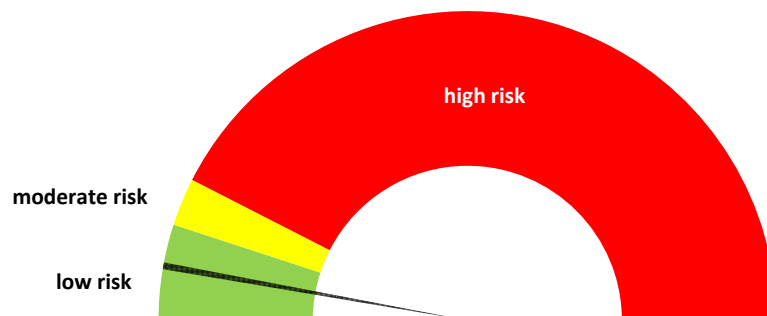
2020-21 Results: **Low risk** **5.3%**

What does it mean? The Municipality is managing tax revenue collection.

Calculation:
$$\frac{\text{Total Cumulative Uncollected Taxes}}{\text{Total Taxes Billed in Current Fiscal Year}} = 5.3\%$$

Risk Thresholds:

	Low: Less than 10%
	Moderate: 10% to 15%
	High: Greater than 15%



Undepreciated Assets

2020-21 Results: **Low risk** **62.0%**

What does it mean?

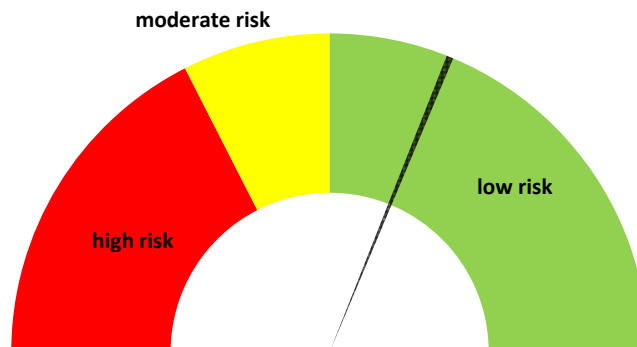
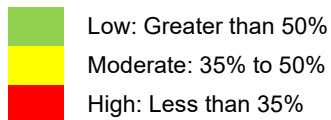
This indicator estimates that the Municipality's capital assets have 62.0% of their useful life remaining.

Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

Calculation:

$$\frac{\text{Total Net Book Value of Capital Assets}}{\text{Gross Costs of Capital Assets}} = 62.0\%$$

Risk Thresholds:



FCI - Roof (Key Performance) Indicators - the ability to meet current and future needs in a balanced and independent manner

Reliance on Government Transfers

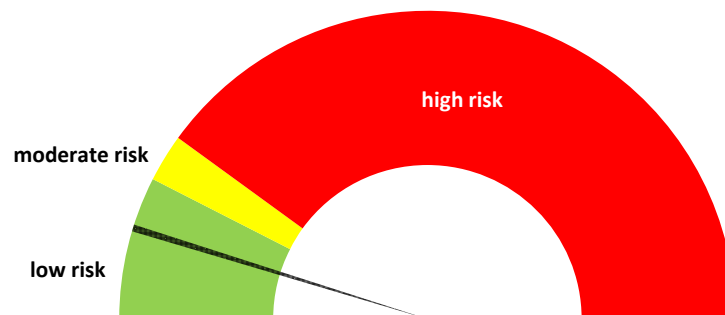
2020-21 Results: **Low risk** **9.2%**

What does it mean? The Municipality is not dependent on another level of government to meet its service obligations.

Calculation:
$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 9.2\%$$

Risk Thresholds:

	Low: Less than 15%
	Moderate: 15% to 20%
	High: Greater than 20%



Number of Deficits in the Last 5 Years

2020-21 Results:	High risk	2 Operating deficits in the last five years
What does it mean?	Deficits are important indications of financial health. The result indicates that the Municipality has, at times, not been able to meet its needs in a balanced manner and maintain a balanced budget.	
Calculation:	The number of non-consolidated operating deficits in the last five years = 2	
Risk Thresholds:	<div><div></div>Low: 0 in the last 5 years</div> <div><div></div>Moderate: 1 or more in the last 5 years</div> <div><div></div>High: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)</div>	

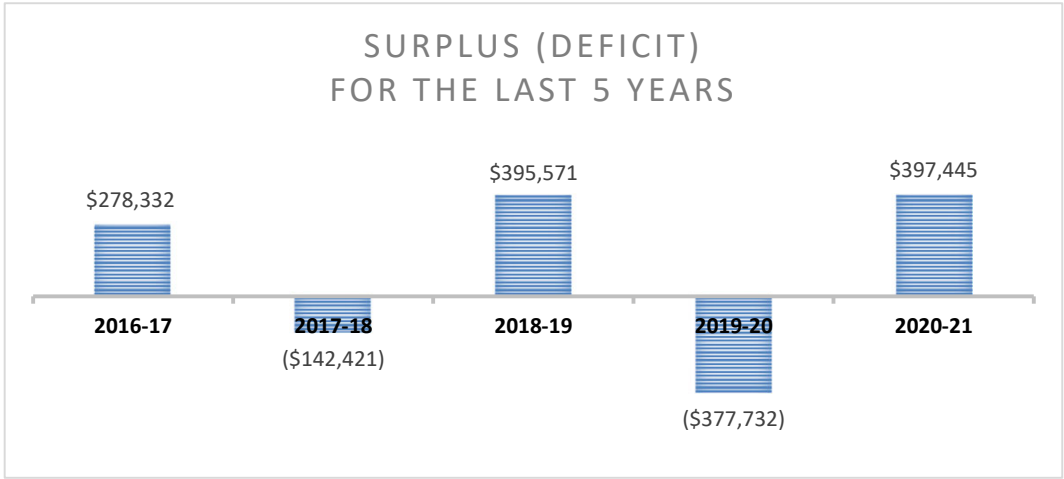


Figure 17- Annual operating fund surplus (deficit) for the last 5 years. Source: Financial Information Return

Liquidity

2020-21 Results: **Moderate risk 1.1**

What does it mean?

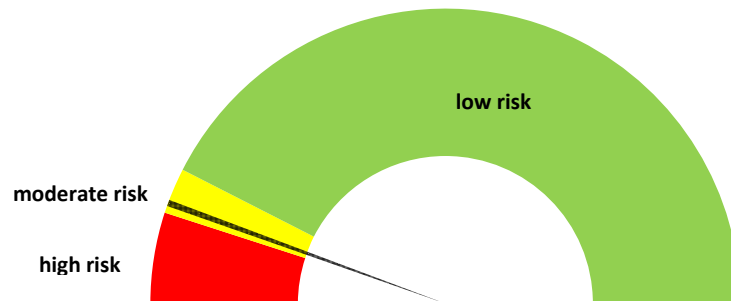
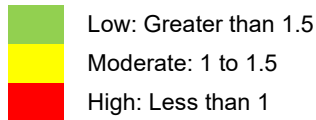
Liquidity is key to financial performance.

The result indicates that the Municipality is somewhat able to meet its needs in a balanced manner and maintain a balanced budget.

Calculation:

$$\frac{\text{Total Current Financial Assets}}{\text{Total Current Liabilities}} = 1.1$$

Risk Thresholds:



Combined Reserves

2020-21 Results: **Low risk** **48.2%**

What does it mean?




This result indicates that the Municipality does appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects.

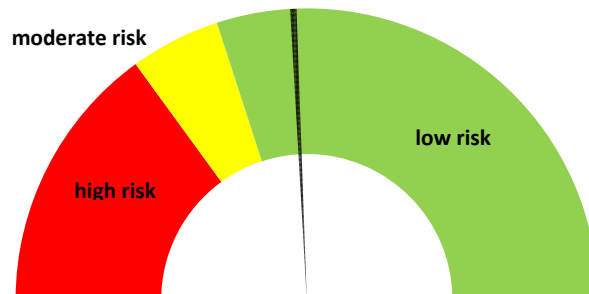
Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

Calculation:

$$\frac{\text{Total Operating and Capital Reserves}}{\text{Total Operating Expenses plus Amortization Expense}} = 48.2\%$$

Risk Thresholds:

	Low: Greater than 40%
	Moderate: 30% to 40%
	High: Less than 30%



Appendix I - Additional Resources

Nova Scotia Government's Open Data Portal (data.novascotia.ca)

This portal provides access to various government data in a free, accessible, machine-readable format. Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- 911 Municipal Grants
- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs Funding Programs
- Emergency Services Provider Fund
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant (formally equalization program)
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function -10 Year Summary
- Municipal Operating Revenue by Source -10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

Appendix II - Municipal Website

Municipal website is annapoliscounty.ca

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- Audited Financial Statements
- Approved Operating Budget
- Quarterly Municipal Councilor and CAO Expense Report
- Quarterly Municipal Hospitality Expense Report

Contact Municipal Affairs and Housing

For more information, for support in action plan development, or to obtain a guide on action plan development: municipalfinance@novascotia.ca



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 10, 2023
Prepared By: Carolyn Young, Municipal Clerk
Report Number: SR2023-1 Boundary Review and Governance Submission
Subject: Boundary Review and Governance

RECOMMENDATION(S):

Before making this recommendation, municipal council will need to determine 1. If they wish to change their style of governance from a warden system to a mayor system, and, 2. Based on that decision, to determine which option for number of districts they wish to submit to the Nova Scotia Utility and Review Board.

To authorize the Municipal Clerk to commence submission proceedings to the Nova Scotia Utility and Review Board (NSUARB) to consider the number and boundaries of polling districts and councillors at (**insert selected number**) pursuant to Section 369 of the *Municipal Government Act*.

LEGISLATIVE AUTHORITY

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

BACKGROUND

Municipal Council is required to make a submission to the NSUARB regarding the number of districts to be in effect for the 2024 and 2028 elections.

DISCUSSION

The legislated date for the submission in the review year is December 31. Municipal did ask for and receive a six-month extension in order to also consult the public on the question of preference of governance.

Council needs to initiate two decisions today:

- 1 – Do you wish to change your style of governance from a Warden System to a Mayor System?
2. – Based on that answer, what boundary option do you wish to submit to the NS UARB?

FINANCIAL IMPLICATIONS

\$7,115.12 (to date) is being accommodated within the approved operating budget.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

Once municipal council makes a decision on which district option they want to submit to the NSUARB, Staff can *start* the work of fine tuning the selected option and preparing the submission for review by council.

ATTACHMENTS

- 6 districts (with Mayor)
- 8 districts (with Mayor)
- 10 districts (with Mayor)
- 7 districts (with Warden)
- 9 districts (with Warden)
- 11 districts (with Warden)

Prepared by:

Carolyn Young, Municipal Clerk

Approved by:

Approval Date:



Doug Patterson
Interim Chief Administrative Officer

Jan 5, 23



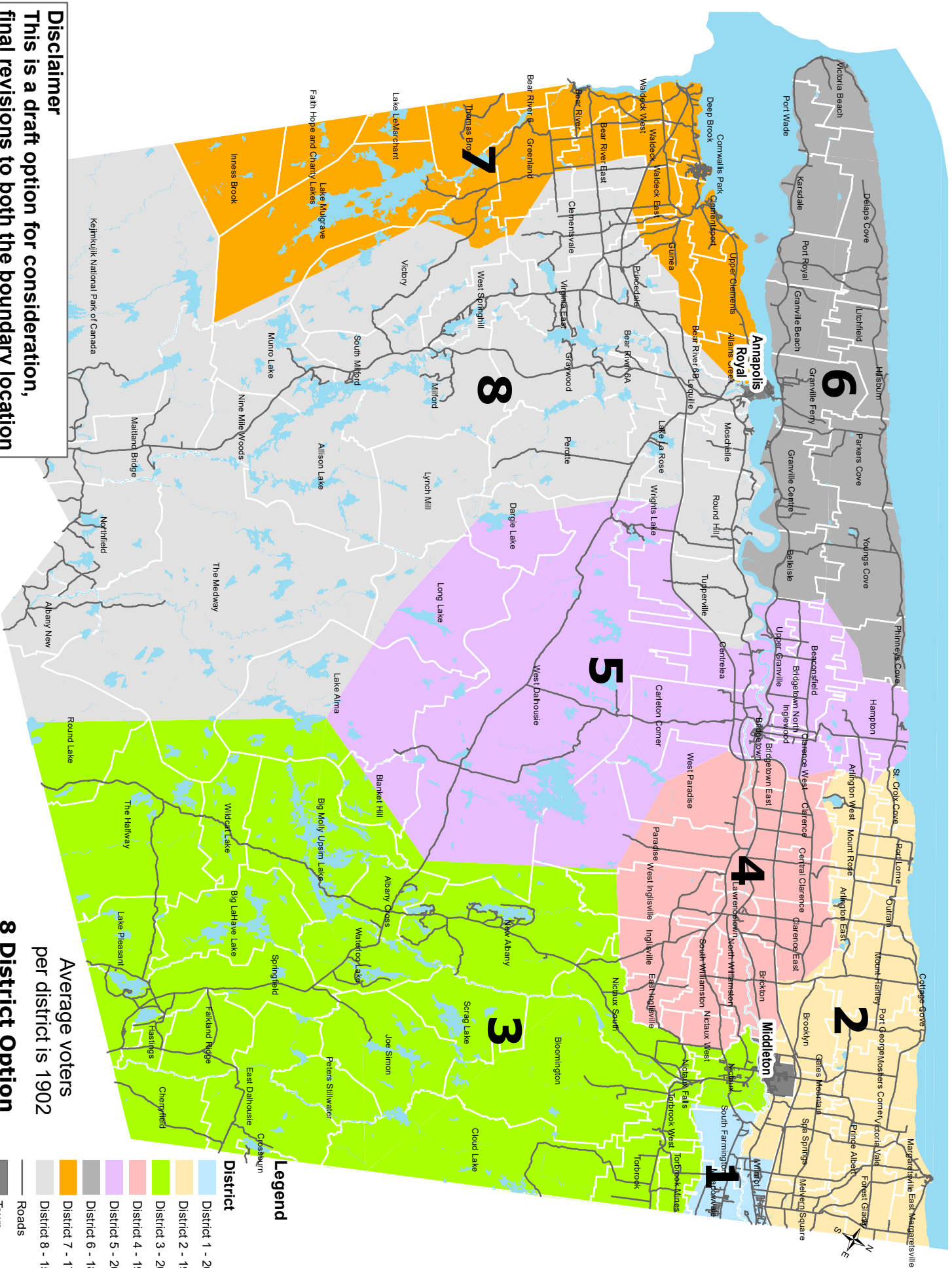
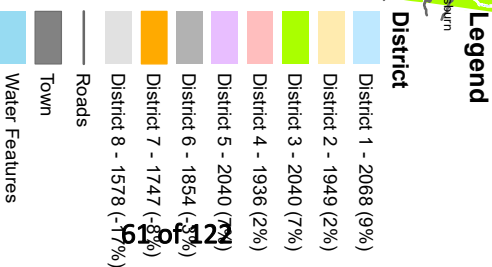
Disclaimer
This is a draft option for consideration,
final revisions to both the boundary location
and total voter count may be necessary
once an option is chosen.

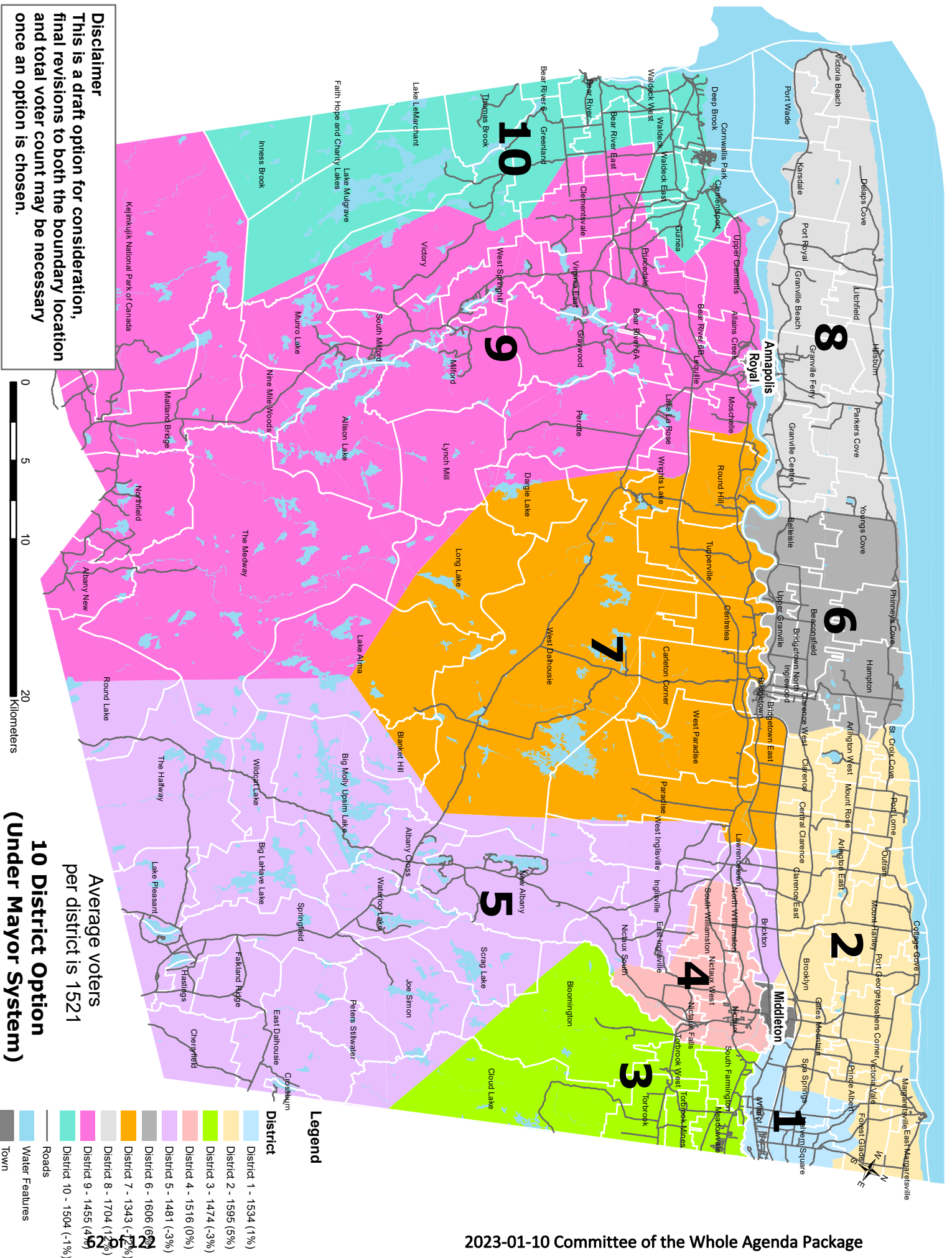


8 District Option
(Under Mayor System)

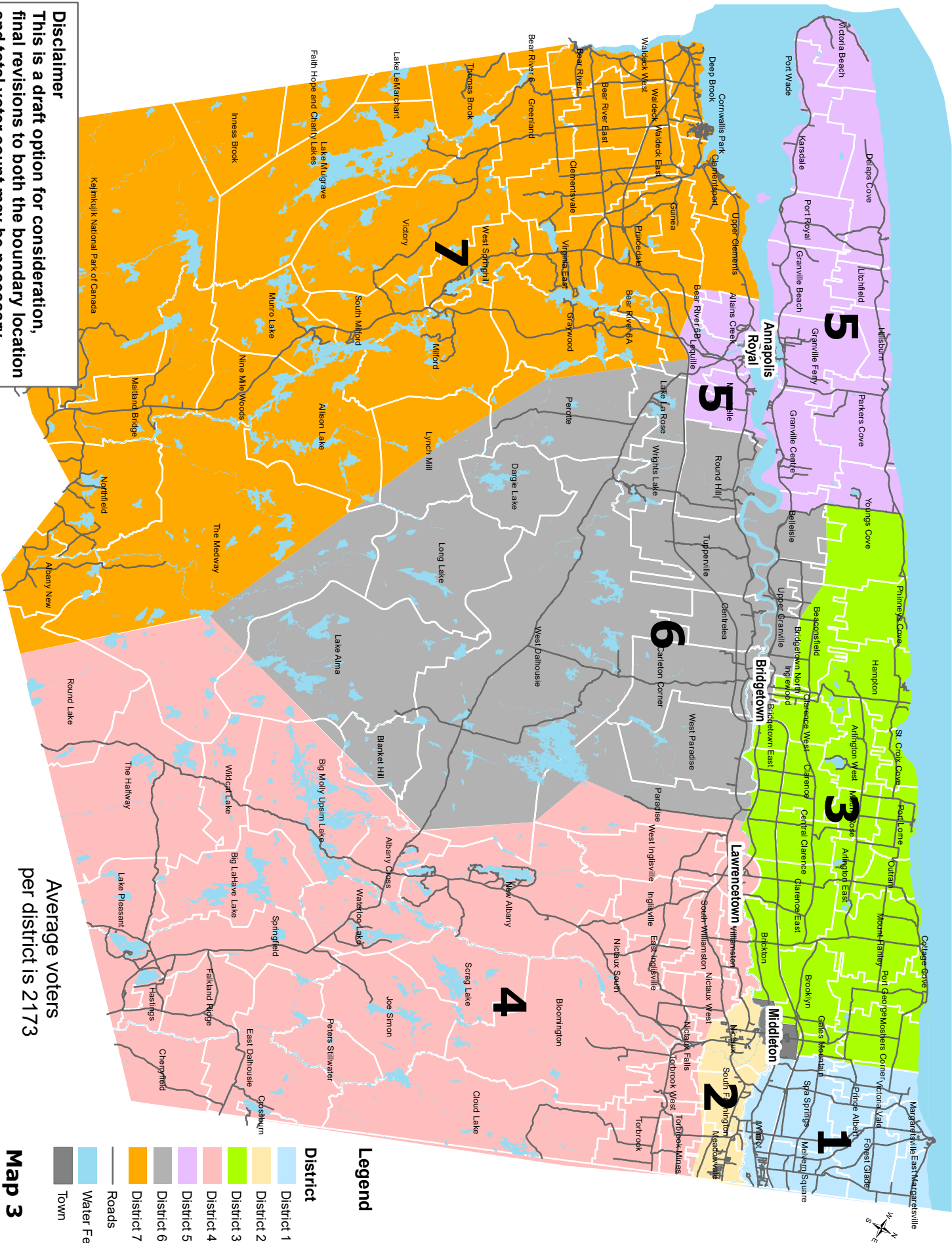
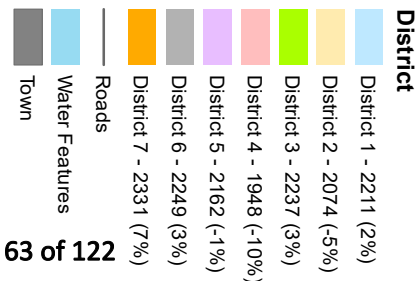
Average voters
per district is 1902

61 of 121





Disclaimer
This is a draft option for consideration,
final revisions to both the boundary location
and total voter count may be necessary
once an option is chosen.





COUNTY of ANNAPOLIS
NATURALLY BUILT

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 10, 2023
Prepared By: Cheryl Mason, Manager of Protective Services
Report Number: SR2023-2 Release of Fire Capital Reserve Funds – Springfield Fire Dept
Subject: Release of Capital Reserve Funds – Springfield Fire Department

RECOMMENDATION(S):

That Municipal Council authorize the withdrawal of \$25,000 from Capital Fire Services Reserve Fund for the Springfield & District Volunteer Fire Department to complete the loan for their tanker/pumper.

LEGISLATIVE AUTHORITY

Section 65 of the *Municipal Government Act*

BACKGROUND

The Springfield & District Volunteer Fire Department requested funds in 2018 to purchase a used tanker/pumper with loan payments through their financial institution. This is the final payment on the truck.

DISCUSSION

None

FINANCIAL IMPLICATIONS

Finance Department confirmed that funds are available and after the payment of \$25,000, the balance is still \$190,000 in the Capital Fire Services Reserve fund for Springfield.

POLICY IMPLICATIONS

None

ALTERNATIVES / OPTIONS

None

NEXT STEPS

When approved by Council, will contact Fire Chief to advise cheque to be released.

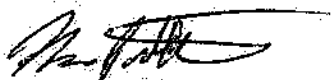
Prepared by:

Cheryl Mason, Manager of Protective Services

Reviewed by:

Dawn Campbell, Director of Legislative Services & HR

Approved by:



Doug Patterson
Acting Chief Administrative Officer

Approval Date:

Jan 5, 23
(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 10, 2023
Prepared By: Nancy Whitman, Recreation Coordinator
Report Number: SR2023-4 2022/23 Community Grants Town of Annapolis Royal Application
Subject: 2022-23 Community Grants – Application from the Town of Annapolis Royal

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$2,850 to the Town of Annapolis Royal to assist with the Pierre Dugua Day Inauguration Weekend events from the Marketing and Promotion Partnership Programs 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 Town of Annapolis Royal is applying for a Marketing and Promotion Partnership Programs grant in the amount of \$2,850 to assist with marketing costs associated with the Pierre Dugua Day Inauguration weekend taking place from June 16th to the 18th, 2023.

The Town of Annapolis Royal has been "twinned" with Royan, France (the birthplace of Dugua de Mons) since 1995. This coming June 10 delegates will be travelling from France to Annapolis Royal for the celebration. Events take place in and around Annapolis Royal with a focus on Acadian sites and history.

Community stakeholders have been actively engaged and they have received grants from the Annapolis Investments in Rural Opportunities (AIRO) and the Parker Mountain Wind Turbine Society to help support this event. They are also partnering with Parks Canada and the Société Acadienne de Clare. They have provided a detailed letter, an explanation of the event and budget (attached at Appendix A) and are contributing \$4,500 in addition to in-kind support as well.

The total expected cost of the event is \$24,410. With a successful marketing application, the County of Annapolis Logo will be included on marketing material and invited to all public events.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$14,763.84 remaining for community grants under policy AM-1.4.9 in the current fiscal year. If this application is approved for \$2,850 there will be \$11,913.84 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 accompanying information.

Prepared by:

Nancy Whitman, Recreation Coordinator

Reviewed by:

Dawn Campbell, Director of Legislative Services / Deputy CAO

Approved by:**Approval Date:**

Jun 5, 23

Doug Patterson
Interim Chief Administrative Officer

(Date)

**PIERRE DUGUA DAY CELEBRATION WEEKEND
ANNAPOLIS ROYAL
JUNE 15TH TO JUNE 20TH, 2023**

The Town of Annapolis Royal and the Twinning Committee (*see annexe page 4 for background information*), in a desire to recognize the contribution of Pierre Dugua, sieur de Mons, to the history of this area, have designated June 18th as Pierre Dugua Day. The public inauguration of this day will take place on June 18th, 2023.

Annapolis Royal has been twinned with Royan, France, the birthplace of Dugua de Mons, since 1995.

A 10 person delegation, including Mr. Patrick Marengo, Mayor, from our twinned city will visit Annapolis Royal in June to celebrate this extraordinary, one-off, community event.

It is Dugua de Mons who financed and organised his voyages to this area in 1604-1605, establishing the Habitation at Port-Royal, accompanied by his cartographer Samuel Champlain. The contribution of Dugua de Mons is often overlooked by that of Champlain, but it is Dugua de Mons who was in charge of the expedition to Acadie and who went on to finance Champlain's trip to establish the Habitation at Québec in 1608.

Dugua is responsible for the presence of French language and culture in this area and for a long-lasting alliance and friendship with the Mi'kmaw people.

The mission of the Annapolis Royal Twinning Committee is to work towards a better community knowledge of the contribution of Dugua de Mons here in our region and in France.

To that end, a new permanent, bilingual interpretive panel, financed by The Historical Association of Annapolis Royal, will be unveiled on the public boardwalk behind the Oqwa'titek amphitheatre in Annapolis Royal in a community ceremony on Sunday, June 18th, 2023.

This unveiling will be preceded by other events to which the general public is invited:

- Friday morning showing of the French documentary film (with new English sub-titles) "*In the Footsteps of Dugua de Mons*".
- Friday afternoon unveiling of a new Parks Canada interpretive panel at the base of the Dugua monument at Fort Anne National Historic Site.
- Friday evening Acadian music at the Oqwa'titek amphitheatre.

- Saturday morning meet and greet with the Royan and Annapolis Royal Mayors at the Farmers and Traders market in Annapolis Royal.

To all of these events, members of the community, visitors from France and provincial and municipal dignitaries will be invited.

The Town of Annapolis Royal is not only contributing financially to the event (\$3,000), but will host an opening reception for French visitors on the Friday morning as well as hosting an official dinner for all French visitors on the Saturday evening. Town representatives will be present at all events over the weekend and will offer gifts to the French visitors.

Additionally, we are partnering with Parks Canada. A new interpretive panel is to be installed near the Dugua monument which will correct some mistakes on this 118 year old monument. Parks Canada will host refreshments at this event on the Friday afternoon and offer a free visit of the Fort Anne Historic Site museum to the Royan delegates.

The Société acadienne de Clare is equally involved in this major regional event. As well providing entertainment at the inauguration, they will host the visitors from France for a whole day on Monday, June 19th. Visitors will have the chance to visit many sites of interest in the Acadian region.

We have also received a Community Grant from AIRO (Annapolis Investments in Rural Opportunities) of \$589 to fund the making of 300 mini flags with Dugua de Mon's crest to be handed out at the amphitheatre on June 18th.

The Twinning Committee has reached out to Bear River First Nation for participation in the inauguration.

Furthermore, it is hoped that the Association francophone de la Vallée (AFV) - the Valley Francophone Association - and the Office of Acadian Affairs and Francophonie will help us promote this event to the French speaking populations in our surrounding communities. We are promoting a bilingual celebration.

This four day celebration built around the visit of our twinning friends from France will provide an opportunity for everyone in the community and municipality to learn more about Dugua de Mons. A documentary French film on the life of Dugua de Mons will be shown at the Community Hub and we are presently finishing our work (thanks to a \$600 grant by the Parker Mountain Wind Turbine Society) on having this film subtitled in English and making it available to the schools and on YouTube after our event.

The Twinning Committee and its members provide much in-kind support for this visit, over \$10,000 worth, including airport pick-up, housing and feeding the visitors, offering transport to various activities, preparing materials, and giving many volunteer hours.

Pierre Dugua Day Celebration weekend June 15th to June 20th, 2023

2

Funding for this major public community event is being sought by the Twinning Committee in order to help defray the costs of, amongst others, marketing this event to the general public in both our official languages. We are in need of funds for posters, sandwich board inserts, a pull-up banner and advertising. We would also like to write a bilingual informational brochure to be handed out at the public ceremony at the Oqwatitek amphitheatre during the inauguration with copies made for our Visitor Information Centre.

Financial support in the form of a \$3,000 grant from the Municipality of the County of Annapolis to help fund the marketing of these public community events would be most welcome.

The Municipality of the County of Annapolis would be recognized on all marketing material which would promote and support linkages within our communities from Clare to Annapolis Royal to Greenwood and beyond. Much material would find its way back to France with our visitors and help promote tourism opportunities with an overseas audience.

The logo of the Municipality of the County of Annapolis on promotional material would be as follows:

- pull-up banner (a permanent twinning marketing tool)
- sandwich board inserts (a permanent twinning marketing tool)
- bilingual, educational brochure (a permanent twinning marketing tool with copies at the Visitor Information Centre of Annapolis Royal)
- posters for the inauguration ceremony
- advertising for the inauguration ceremony

The Municipality of the County of Annapolis marketing materials (pins, bookmarks, maps) would be a lovely addition to our visitors' welcome packages.

The Municipality of the County of Annapolis has participated in Annapolis Royal-Royan twinning events in the past and we would like very much to continue that relationship and we invite the County to attend all the public events during the visit. Official invitations will be sent in early 2023.

And the Twinning Committee would be happy, at any time, to make a presentation to the Municipality of the County of Annapolis to talk more about this celebration.

Sincerely,

Christine Igot
chair, Annapolis Royal Twinning Committee

**ANNEXE
HISTORY OF THE TWINNING COMMITTEE**

The Twinning Task Group of the Town of Annapolis Royal began as a group of volunteers and a small committee 1995. After a visit from delegates from Royan to Annapolis Royal in 1996, Town Council formed a Twinning Committee of the Town of Annapolis Royal.

The first group trip to Royan took place in 1997. In 1999, we welcomed 20 visitors from Royan. Reciprocal visits take place every four years. Our last visit to Royan was in October, 2019.

The twinning relationship between Annapolis Royal and Royan, France was formalized with the 2009 signing, in Royan, of an agreement to promote "our unique historical link between Pierre Dugua, sieur de Mons and the site of the first European settlement in North America".

Our group has also been partnered with a community college in Royan which offers a two-year Tourism programme. Since 2013, we usually welcome two student interns to Annapolis Royal in May-June for a six-week tourism oriented work programme, most recently for the Annapolis Board of Trade. As well, in 2019 a young student, Alex Hancock, from Annapolis Royal spent 12 weeks working for the Town Hall in Royan.

Our committee has always been one of volunteers and includes a Town of Annapolis Royal representative. We have, in the past, reported directly to Council or to the Marketing and Economic Development Committee of the Town of Annapolis Royal.

Present members of the Annapolis Royal Twinning Task group are:

Christine Igot, chair
Sally O'Grady, treasurer
Phil Roberts
Bob and Dessie Howard
Susan and Harry Jost
Lillian Stewart and John Kinsella
Rick Ketcheson and Kathy Brooks
Gisele Beauchamp
Mary Ann Gauvin, representative, la Société acadienne de Clare
Ted Dolan, representative, Parks Canada
Amery Boyer, representative, Town of Annapolis Royal



COUNTY of ANNAPOLIS
NATURALLY ROOTED

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 10, 2023
Prepared By: Dawn Campbell, Director Legislative Services
Report Number: SR2022-36 AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy Amend
Subject: Amend AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy (7 day notice)

RECOMMENDATION(S):

That municipal council amend AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors as circulated (7 day notice).

LEGISLATIVE AUTHORITY

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

BACKGROUND

This recommended amendment follows up on the councillor remuneration increase approved in December 2022. 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.

There has been a lack of clarity in ensuing years as to when councillor cost of living increases should take place. This amendment will enable councillor increases to 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 is the recommendation of staff to amend the policy to reinstate the base remuneration for councillors being reflected in the policy.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

No changes to the policy

NEXT STEPS

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

ATTACHMENTS

N/A

Prepared by:

Dawn Campbell, Director of Legislative Services

Approved by:



Doug Patterson
Interim Chief Administrative Officer

Approval Date:

Jan 5, 22

1. APPLICATION

This policy applies to members of Municipal Council.

2. AUTHORITY

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

3. REMUNERATION OF MEMBERS OF COUNCIL

Commencing on January 1, 2023

3.1 Each Councillor shall be paid \$34,668 per annum.

3.2 In addition to the payment as a Councillor:

- the Warden shall be paid a further \$41,130 per annum; and
- the Deputy Warden shall be paid a further \$11,320 per annum.

4. DEDUCTION FOR ABSENCES FROM MEETINGS

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

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

5. KILOMETRIC ALLOWANCE FOR MEETING ATTENDANCE

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

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

6. MEDICAL / DENTAL BENEFITS

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

7. ANNUAL INCREASE

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

7. PENSION EQUIVALENT

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

Municipal Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice **February 9, 2021**
Council Approval **February 16, 2021**

Carolyn Young

Municipal Clerk

February 16, 2020

Date

At **Annapolis Royal** Nova Scotia

Enacted April 20, 1999

- 2002/09/17 Elected officials' remuneration and allowances increased (5% of 1999 base), effective April 1, 2002.
- 2003/10/21 Elected officials' remuneration and allowances increased (5% of 1999 base), effective April 1, 2003.
- 2003/10/21 Annual honoraria set for citizen members of Bridgetown Water Supply Area Advisory Committee.
- 2004/12/21 Annual honoraria set for citizen members of Lake Cady Water Supply Area Advisory Committee.
- 2006/07/18 Removed annual honoraria for Chair of the Board of Directors of the Annapolis Co. Municipal Housing Corp. and added bullet in Section 5 "*absences from meetings of Council, Committee of the Whole, or a Committee of Council for which 5 business days' notice of the meeting or a change in the meeting date has not been provided shall not be penalized*".
- 2008/11/18 Elected officials' remuneration and allowances increased effective April 1, 2009.
- 2008/12/16 Revisions to Sections 7.3 and 7.4 to reflect the inclusion of the Lawrencetown Water Supply Area Advisory Committee and removing honorariums limitations during an interim or general review.
- 2010/08/17 Revision to delete Subsection 7.8 which reads "*The annual honorarium for the Chair of each of the Executive, Finance, Priorities & Planning, and Heritage Advisory Committees shall be \$600*".
- 2010/09/21 Deleted references to Employment Equity & Environmental Advisory Committees
- 2010/12/21 Policy Renamed as "*AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy*" and all references to remuneration for committees / citizen members transferred to new policies

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

- 2012/05/15 Elected officials' remuneration and allowances increased by 10% effective retroactive to April 1, 2012.
- 2013/02/19 In Section 5, changed the first bullet to reflect that absences would be tracked from November to October rather than in accordance with the fiscal year; inserted the new remuneration / allowance rates to commence April 1, 2013; and deleted the following from Section 6:
Notwithstanding, to be eligible to receive reimbursement for travel expenses each councillor is required to be in attendance when the meeting is called to order and until the normal or stated adjournment time unless excused by municipal council. Also, approved an increase of 2% for remuneration and allowances for councillors commencing April 1, 2013.
- 2013/04/16 In Section 6 removed the words "and subject to the conditions"; removed the sentence "Kilometric charges shall be for the actual distance traveled once each day to go to, and return from, the location of each meeting or all meetings at the same location on the same day"; and added the sentence "The rate per kilometre shall be for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee."
- 2013/11/19 Added Section 8 formalizing optional medical / dental benefits for councillors.
- 2014/05/20 Elected officials' remuneration and allowances increased by 5% effective retroactive to April 1, 2014.
- 2015/04/21 **DELETED:**
ANNUAL INCREASE CALCULATION FOR BUDGET
 All council remuneration shall be adjusted annually in accordance with the Nova Scotia Consumer Price Index of the previous fiscal year (average -all items) for approval as part of the annual operating budget.
REPLACED WITH:
ANNUAL INCREASE
 Unless Municipal Council specifically determines otherwise by resolution, all council remuneration shall be adjusted for one year equivalent to 1.7 % commencing in 2015-16.
- 2016/04/19 Elected officials' remuneration and allowances increased by 10%
- 2016/06/21 In Section 5, added in the second sentence "Unless Municipal Council specifically determines by resolution to excuse the absence of a councillor".
- 2017/06/20
- Elected officials' remuneration and allowances increased by 25%
 - Added Section 9 - Pension Equivalent
- 2018/06/19
- Elected officials' remuneration and allowances increased by 1.7%
- 2019/04/16
- Removed all references to "Allowances" (necessary due to changes to Income Tax Act as of January 2019)
 - Made numbering changes resulting from deletions
 - Increased elected officials' remuneration to off-set loss in "take home" resulting from elimination of tax free allowances
- 2020/06/16
- Deleted Section 3 and re-numbered subsequent sections
- 2021/02/16
- Deleted in Section 7 "(subject to providing proof that he / she has established an instrument such as a Tax-Free Savings Account or other suitable investment instrument for this purpose)"
- PENDING 2023/01/17
- Inserted new Section 3 (re-numbered subsequent sections):
REMUNERATION OF MEMBERS OF COUNCIL

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

Commencing on January 1, 2023

3.1 Each Councillor shall be paid \$34,668 per annum.

3.2 In addition to the payment as a Councillor:

- * the Warden shall be paid a further \$41,130 per annum; and
- * the Deputy Warden shall be paid a further \$11,320 per annum.

And amended Section 7 as follows:

ANNUAL INCREASE

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



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 10, 2023
Prepared By: Shelly Hudson, Manager of Revenue & Angela Anderson, Manager of Finance
Report Number: SR2023-5 AM-1.4.14 Low Income Tax Exemption Policy Amend
Subject: AM-1.4.14 Low Income Tax Exemption Policy Amend

RECOMMENDATION(S):

That seven day notice be given for Municipal Council to amend *AM-1.4.14 Low Income Tax Exemption Policy* by increasing the exemption amount to \$400 and increasing the allowable income amount to \$27,500, and

That Council amend Policy AM-1.4.14 to include the definition of total income to be equal to Canada Revenue Agency's (CRA) total income (line 15000).

LEGISLATIVE AUTHORITY

Part IV, Section 69, *Municipal Government Act*

BACKGROUND

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

This policy is supplemental to the rebate amount offered by the Province of Nova Scotia to assist seniors with the cost of property taxes up to a maximum of \$800.

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

Year	Cost	Eligible Applicants	Income Threshold	Exemption
2017-18	40,875	198	24,000	236
2018-19	43,145	184	25,000	250
2019-20	48,956	193	25,500	275
2020-21	51,691	188	26,000	300
2021-22	53,541	184	26,500	325
2022-23	58,660	186	27,000	350

DISCUSSION

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

County of Annapolis

Page 1 of 3

SR2023-5 AM-1.4.14 Low Income Tax Exemption Policy Amend

Per the MGA, "total income" means all income received excluding amounts pursuant to the *War Veterans Act* and the *Pension Act*. As a point of reference for "total income" it is recommended that the County use line 15000 from personal income tax returns as set out by Canada Revenue Agency (CRA), as attached.

In January 2022, Council increased the exemption amount from \$325 to \$350 and the income amount from \$26,500 to \$27,000. This year, staff propose the exemption amount increase from \$350 to \$400 and increase the income threshold from \$27,000 to \$27,500 keeping in line with historical trends. Additional information regarding income statistics is attached for review.

FINANCIAL IMPLICATIONS

The financial implications are based on the same number of eligible applicants from the 2022/23 fiscal year of 186. An increase in the exemption amount to \$400 results in a cost of \$74,400 which is an increase of \$15,740 holding all variables constant.

Based on CRA's total income it is likely the number of eligible applicants will increase by approximately 30% (from prior year observations) because it no longer includes child care benefit or GST/HST credits. This would result in approximately 242 eligible applicants at \$400 per household for a total expenditure of \$96,800 which is an increase of \$38,140 over the prior year.

POLICY IMPLICATIONS

Seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed. In accordance with Sub-section 10 (e) of *AM - 1.3.5 Committees of Council Policy*, consideration by the Committee of the Whole is deemed to fulfil the requirement for seven days' notice to Municipal Council in accordance with Sub-section 48 (1) of the *Municipal Government Act*.

ALTERNATIVES / OPTIONS

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

Referencing CRA's total income provides consistency with other municipalities as well as objectivity for the County. Council can choose to select an alternate definition of total income as the details of what is included for CRA is attached.

NEXT STEPS

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

Communications plan

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

ATTACHMENTS

Proposed AM - 1.4.14 Low Income Tax Exemption Policy (as amended)
Comparative Municipal Data and Income Statistics for 2022/23
Total Income Calculation – CRA

Prepared by:

Shelly Hudson, Manager of Revenue

Angela Anderson, Manager of Finance/Treasurer

Approved by:

Approval Date:

Doug Patterson
Interim Chief Administrative Officer

(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.14
Section MUNICIPAL SERVICES	Subject Low Income Tax Exemption Policy

1.0 Purpose

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

2.0 Authority

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

3.0 Provisions

- 3.1 An exemption in the amount of \$400.00 will be granted to every person assessed with respect to taxable property located within the Municipality of the County of Annapolis whose total income from all sources (including the income of all persons residing in the home) for the calendar year preceding the fiscal year of the municipality was less than \$27,500.00.
- 3.2 Total income includes all sources pursuant to line 15000 of Canada Revenue Agency's (CRA) income tax and benefit return.
- 3.3 An allowance paid pursuant to the *War Veterans Allowance Act (Canada)* or pension paid pursuant to the *Pension Act (Canada)* shall not be included for the purposes of calculating income.
- 3.4 The exemption shall be granted only to an applicant who is a resident of the County and for property owned and occupied by the applicant as his/her principle residence.
- 3.5 Where such property is jointly owned, only one tax exemption shall be provided per property and the sharing in such exemption shall be on the basis of proportion of ownership in such joint property.
- 3.6 Applications for tax exemptions will be accepted by any member of Municipal Council and at the Municipal Office until 4:30 p.m. on the first Friday in April of each year for the upcoming taxation year commencing April 1st.
- 3.7 A person applying for an exemption pursuant to this policy shall be required to provide an affidavit and other proof confirming his / her income.
- 3.8 An application form must be completed and submitted in full before any exemption may be provided.
- 3.9 An application for a tax exemption shall be in such form and contain such information as may from time to time be required for the proper administration of this policy.

Municipal Clerk's Annotation for Official Policy Book I certify that this policy was adopted by Municipal Council as indicated below: <i>Seven (7) Day Notice</i> January 10, 2023 <i>Council Approval</i> January 17, 2023 <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <u>Carolyn Young</u> Municipal Clerk At <u>Annapolis Royal</u> Nova Scotia </div> <div style="text-align: center;"> <u>January 18, 2023</u> Date </div> </div>	
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Approved March 20, 2012

Amendments:

February 19, 2013;

January 21, 2014;

Jan. 20, 2015;

Feb. 16, 2016;

Feb. 22, 2017

Jan. 16, 2018 - increased exemption amount from \$236 to \$250 and income amount to \$25,000

Amended January 17, 2023

Page 1 of 1

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.14
Section MUNICIPAL SERVICES	Subject Low Income Tax Exemption Policy

Jan. 15, 2019 - increased exemption amount from \$250 to \$275 and income amount to \$25,500

Dec. 17, 2020 - increased exemption amount from \$275 to \$300 and income amount to \$26,000

Feb. 16, 2021 – increase exemption amount from \$300 to \$325 and income amount to \$26,500

Jan. 18, 2022 – increase exemption amount from \$325 to \$350 and income amount to \$27,000

Pending Jan. 2023 – increase exemption amount from \$350 to \$400 and income amount to \$27,500 and added 3.2 Total income includes all sources pursuant to line 15000 of Canada Revenue Agency's (CRA) income tax and benefit return, and renumbered the subsequent provisions (3.3 to 3.9).

Municipality/Town	Income Level 2021	Exemption Allowed	# Of Applicants Who Received Exemption	2022/23 Expenditure	2022/23 Residential Assessment Base	Residential Tax Rate 2022/23
Town of Annapolis Royal	\$28,000.00	\$500.00	0	\$0.00	51,707.300	\$1.70
Town of Middleton	\$23,400.00	\$275.00	7	\$1,741.67	99,837.800	\$1.81
Mun. of Annapolis	\$27,000.00	\$350.00	186	\$58,659.81	1,238,552.700	\$1.025
Mun. of Kings	\$42,000.00	\$410.00	1255	\$502,500.44	3,538,189.800	\$0.853
Mun. of Digby	\$12,000 -16,999 = \$425	\$275 - \$525	154	\$48,208.58	416,425.000	\$1.30
Region of Queens Mun.	\$30,000.00	\$300.00	266	\$91,508.23	869,940.000	Mun \$1.07 Town \$1.93
Mun. of Yarmouth	\$26,699.06	50% of bill up to \$200	9	\$1,800.00	727,493.500	\$1.18 +fire rate
Contact	Municipality/	Is income based on # of people in home?	# of applications distributed	Advertisement to the public?	Email	
Melony Robinson 532-3147	Town of Annapolis Royal	Yes	0	Town Crier Website, facebook, newsletter, and notice in Intern Bills	finance@annapolisroyal.com	
Geralyn Maclean 825-4841	Town of Middleton	Yes	5	Mail, local paper ad, website social media, Councilors, Community Services & Senior Safety Coordinator Website, advertisement, newsletter	accountingclerk@town.middleton.ns.ca	
Shelly Hudson 532-2331	Mun. of Annapolis	Yes	350		shudson@annapoliscounty.ca	
Paula Delorey 690-6147	Mun. of Kings	Yes	1400		pdelorey@countyofofkingns.ca	
Patricia Stevens	Mun. of Digby	Yes	154	Vanguard, Clare Shopper and website	pstevens@municipality.digby.ns.ca	
Penny Benedict 354-3453	Region of Queens Mun.	yes	300	local papers and website	pbenedict@regionofqueens.com	
Linda Power	Mun. Yarmouth	yes	?	local papers and facebook	linda@district.yarmouth.ns.ca	

Income Stats 2022/23

Community Services Income Assistance Standard Household Rates

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

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

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

Examples:

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

Old Age Security/Guaranteed Income Supplement

- 1 Senior receiving maximum OAS/GIS with no other income **\$20,512.56** yearly (\$685.50 OAS + \$1023.88 GIS X 12)
- 2 Seniors receiving maximum OAS/GIS with no other income **\$31,243.44** yearly (\$685.50 OAS x 2 + \$616.31 GIS X 2 X 12)

Information on OAS/GIS go to <http://www.servicecanada.gc.ca>

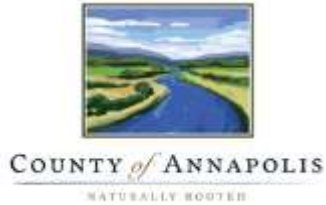
Community Services Income Information go to <http://novascotia.ca/coms/emploment/standard-household-rate/index.html>

Complete only the lines that apply to you, unless stated otherwise. You can find more information about the lines on this return by calling **1-800-959-8281** or by going to **canada.ca/line-xxxxx** and replacing "xxxxx" with any 5-digit line number from this return. For example, go to **canada.ca/line-10100** for information about line 10100.

Step 2 – Total income

As a resident of Canada, you need to report your income from all sources inside and outside Canada.

Employment income (box 14 of all T4 slips)	10100			1
Tax-exempt income for emergency services volunteers (see line 10100 of the guide)	10105			
Commissions included on line 10100 (box 42 of all T4 slips)	10120			
Wage-loss replacement contributions (see line 10100 of the guide)	10130			
Other employment income (see line 10400 of the guide)	10400	+		2
Old age security (OAS) pension (box 18 of the T4A(OAS) slip)	11300	+		3
CPP or QPP benefits (box 20 of the T4A(P) slip)	11400	+		4
Disability benefits included on line 11400 (box 16 of the T4A(P) slip)	11410			
Other pensions and superannuation (see line 11500 of the guide and line 31400 of the return)	11500	+		5
Elected split-pension amount (complete Form T1032)	11600	+		6
Universal child care benefit (UCCB) (see the RC62 slip)	11700	+		7
UCCB amount designated to a dependant	11701			
Employment insurance and other benefits (box 14 of the T4E slip)	11900	+		8
Employment insurance maternity and parental benefits, and provincial parental insurance plan benefits	11905			
Taxable amount of dividends from taxable Canadian corporations (use Federal Worksheet):				
Amount of dividends (eligible and other than eligible)	12000	+		9
Amount of dividends (other than eligible)	12010			
Interest and other investment income (use Federal Worksheet)	12100	+		10
Net partnership income (limited or non-active partners only)	12200	+		11
Registered disability savings plan income (box 131 of the T4A slip)	12500	+		12
Rental income (see Guide T4036) Gross 12599		Net 12600	+	13
Taxable capital gains (complete Schedule 3)	12700	+		14
Support payments received (see Guide P102) Total 12799		Taxable amount 12800	+	15
Registered retirement savings plan (RRSP) income (from all T4RSP slips)	12900	+		16
Other income (specify):	13000	+		17
Taxable scholarships, fellowships, bursaries, and artists' project grants	13010	+		18
Add lines 1 to 18.		=		19
Self-employment income (see Guide T4002):				
Business income Gross 13499		Net 13500		20
Professional income Gross 13699		Net 13700	+	21
Commission income Gross 13899		Net 13900	+	22
Farming income Gross 14099		Net 14100	+	23
Fishing income Gross 14299		Net 14300	+	24
Add lines 20 to 24.		Net self-employment income	=	
Line 19 plus line 25			+	25
			=	26
Workers' compensation benefits (box 10 of the T5007 slip)	14400			27
Social assistance payments	14500	+		28
Net federal supplements paid (box 21 of the T4A(OAS) slip)	14600	+		29
Add lines 27 to 29 (see line 25000 in Step 4).	14700	=		
Line 26 plus line 30			+	30
Total income	15000	=		31



BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: January 10, 2023

Subject: 2022-12-12 Annapolis REMO Advisory Committee Meeting

RECOMMENDATIONS:

That Municipal Council approve the "Annapolis REMO Comfort Centre Agreement template" attached in appendix A, as recommended to all Annapolis County REMO councils by the Annapolis REMO Advisory Committee

ATTACHMENTS

Appendix A – Annapolis REMO Comfort Centre Agreement template



THIS AGREEMENT FOR USE OF A FACILITY AS A COMFORT CENTRE DURING AN EMERGENCY MADE THIS ____ DAY OF _____, 20____

BETWEEN:

[Name of Facility & Facility Owner]

(herein referred to as the “Facility Owner”)

- and -

Annapolis Regional Emergency Management Organization, being the emergency management organization for the participating municipalities of the Municipality of the County of Annapolis, the Town of Annapolis Royal and the Town of Middleton

(herein referred to as “Annapolis REMO”)

WHEREAS the Facility Owner desires to enter into an agreement with Annapolis REMO to provide its facility at _____ [civic address and PID] as a Comfort Centre during a loss of infrastructure caused by severe weather, an emergency event, or a declared state of local emergency.

IN CONSIDERATION OF \$1.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows.

1. DEFINITIONS

- a) **“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, created pursuant to s. 60 of the *Municipal Government Act* (Nova Scotia) and a Municipal Services Agreement dated April 13, 2022.
- b) **“Comfort Centre”** means a building owned and operated by a community group or fire department with the appropriate infrastructure to provide local residents a short stay during a power outage to provide warmth, a warm drink, light refreshments, access to washrooms, ability to recharge small electronic devices, receive information respecting the emergency and similar services. These facilities are not overnight facilities with operation typically between the hours of 8:00 am and 8:00 pm subject to the availability of volunteers.
- c) **“Emergency Shelter”** means a facility capable of providing the needs for emergency accommodation, food, clothing, personal needs, reunification as well as a registration and information dissemination area. An Emergency Shelter is operated by the Canadian Red Cross under the direction Nova Scotia Department of Community Services.

2. COMFORT CENTRE REQUIREMENTS

2.1 When the Facility Owner's facility is opened as a Comfort Centre at the request of the Regional Emergency Management Coordinator for Annapolis REMO, all of the following conditions shall apply:

- a) The Comfort Centre should open after 72 hours has passed from the loss of infrastructure caused by severe weather, an emergency event, or a declared state of local emergency, on the basis that the international standard for emergency preparedness recommends residents prepare personal preparedness kits for their family and pets to shelter in place for up to 72 hours. In extenuating circumstances, the Comfort Centre may be opened prior to expiry of the 72 hours.
- b) The Comfort Centre shall be staffed with volunteers from within the community as prearranged by the Facility Owner.
- c) The volunteers shall be responsible for the care and upkeep of the facility. The attached guidelines provide guidance as to the offerings of a Comfort Centre.
- d) The Facility Owner agrees to open their facility within six (6) hours notification for a Comfort Centre by the Regional Emergency Management Coordinator for Annapolis REMO.
- e) Reimbursement of costs will be provided to the Facility Owner by Annapolis REMO for reasonable expenses incurred during the period that the Comfort Centre is activated, including but not limited to:
 - food, beverage and related supplies;
 - generator fuel; and
 - hygienic / cleaning supplies

The Facility Owner shall submit their claims for costs and expenses to Annapolis REMO within thirty (30) days of the facility ceasing activities as a Comfort Centre.

- f) The facility shall not be used as an overnight Emergency Shelter. If an overnight Emergency Shelter is required, the request will be made to the Annapolis REMO for consultation with NS EMO, Department of Community Services and the Canadian Red Cross.
- g) There shall be a generator on site and / or approved connection for a portable generator for alternate power.
- h) The facility must adhere to all current public health guidance to prevent the spread of communicable diseases.
- i) For any facility offering food the food shall be made in a commercial kitchen using safe food handling practices, or the facility shall only offer pre-packaged food.
- j) Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply to a health authority for clearance as a safe source of potable water and provide the results of such test to Annapolis REMO prior to the facility opening as a Comfort Centre.
- k) Any facility dependent on a septic system shall ensure the system is fully operational and able to meet the capacity needs of the facility for extended periods.

3. NOTIFICATIONS

Once a decision has been made to activate or deactivate a Comfort Centre, the Comfort Centre shall contact the Annapolis REMO Regional Emergency Management Coordinator with the hours of operation, services provided, capacity, and any other necessary details.

Annapolis REMO shall advertise the location of Comfort Centres for use by any residents or persons in need without regard to their place of residence. Advertising can only be completed once opening time and closing time are provided to Annapolis REMO.

4. INSURANCE

Prior to opening its facility as a Comfort Centre the Facility Owner shall provide proof of insurance satisfactory to Annapolis REMO. Proof of insurance shall be given by providing a Certificate of Insurance evidencing commercial general liability insurance in an amount not less than \$2,000,000, and confirmation that such insurance applies to the use of the facility as a Comfort Centre.

5. INDEMNIFICATION

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 as a Comfort Centre, except liability arising from that party's negligence or wilful misconduct.

6. GENERAL

6.1 This agreement does not limit _____ {Fire Hall or Community Centre or Church Group} from activating their facility as a Comfort Centre on their own initiative. Community members take the lead on organizing and operating the Comfort Centre - neighbors helping neighbors. If such an activation takes place, the Facility Owner agrees to inform Annapolis REMO of the Comfort Centre activation. There will not be any reimbursement of costs by Annapolis REMO to the Facility Owner if the facility is opened under the initiative of the Facility Owner.

6.2 The Annapolis REMO reserves the right to terminate this agreement upon 30 days' written notice to the Facility Owner.

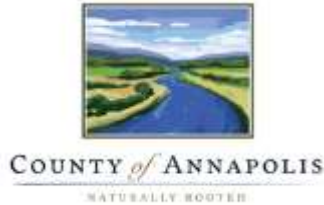
IN WITNESS WHEREOF the parties hereto have executed this agreement as of the date first written above.

Witness

Facility Owner:
Representative:

Witness

Annapolis REMO
Representative:



BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: January 10, 2023

Subject: 2022-12-12 Annapolis REMO Advisory Committee Meeting

RECOMMENDATIONS:

That Municipal Council repeal and replace AM – 1.4.4 Comfort Centres and Shelters Policy as circulated (7 day notice).

Motion from Annapolis Regional Emergency Management Organization Advisory Committee:

That Municipal Council approve the “Annapolis REMO Comfort Centres and Emergency Shelters Policy” as recommended to all Annapolis County REMO councils by the Annapolis REMO Advisory Committee

ATTACHMENTS

Appendix A – Annapolis REMO Comfort Centres and Emergency Shelters Policy

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.4.4
Section Procedure & Organization of Council	Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy	

1.0 PURPOSE

The purpose of this Policy is to provide guidance and information to Annapolis Regional Emergency Management personnel with regard to establishment and control of Comfort Centres and Emergency Shelters.

During an emergency situation there may be the need for citizens to find respite from adverse weather conditions or in severe cases temporary shelter. It is the direction of this policy to ensure that there are facilities throughout Annapolis County that are equipped for this purpose. For example, as a result of extreme weather events members of the public may find themselves without power, sometimes for extended periods, or otherwise affected by climate. While these events do not warrant the activation of a Reception Centre or Emergency Shelter, there may be a need to open a Comfort Centre whereby services provided may include shelter from the weather, nourishment, companionship or information. Major disaster situations, such as widespread floods, fires or large evacuation may require the opening of a Reception Centre or Shelter to provide a level of service above that offered at a Comfort Centre.

2.0 SCOPE

This Policy is applicable to all facilities within Annapolis County that are recognized or considering to be recognized as a Comfort Centre/Emergency Shelter. The Regional Emergency Management Coordinator (REMC) will maintain and update the database of Comfort Centres/Emergency Shelters in Annapolis County.

3.0 DEFINITIONS

“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, created pursuant to s. 60 of the Municipal Government Act (Nova Scotia) and a Municipal Services Agreement dated April 13, 2022.

“Comfort Centre” means a building owned and operated by a community group or fire department with the appropriate infrastructure to provide local residents a short stay during a power outage to provide warmth, a warm drink, light refreshments, access to washrooms, ability to recharge small electronic devices, receive information respecting the emergency and similar services. These facilities are not overnight facilities with operation typically between the hours of 8:00 am and 8:00 pm subject to the availability of volunteers.

“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.

“Emergency Shelter” means a facility capable of providing the needs for emergency accommodation, food, clothing, personal needs, reunification as well as a registration and information dissemination area. An Emergency Shelter is operated by the Canadian Red Cross (“CRC”), under the direction Nova Scotia Department of Community Services.

“Reception Centre” (also evacuation centre) is designed to receive evacuees who have been forced

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.4
Section Procedure & Organization of Council	Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy

from their homes as the result of an emergency or disaster. Evacuees are registered by the Canadian Red Cross (CRC) and overnight accommodations and other supports are arranged through Provincial Emergency Social Services and the CRC.

4.0 POLICY

4.1 During differing types and phases of an emergency incident in Annapolis County there may be both Comfort Centres and Emergency Shelters.

4.2 **Becoming a Recognized Comfort Centre**

In order for a facility to become a recognized Comfort Centre in Annapolis County the following process must take place:

- a facility or group can express their interest to Annapolis REMO;
- Annapolis REMO, Regional Emergency Management Coordinator or designate will visit the facility to complete a facility profile (reviewed annually) identifying the following requirements are met:
 - building and grounds are barrier-free and wheelchair accessible;
 - safe drinking water;
 - heating/cooling sources;
 - washrooms;
 - kitchen and food safety considerations;
 - first aid kit(s);
 - tables, chairs and power outlets for visitors, staff/volunteers; and
 - there is a Generator on site and / or approved connection for a portable generator for alternate power.
- facility/group must provide at least three contacts and have a group of volunteers ready to operate the Comfort Centre;
- staffing/volunteer, resources, and liabilities will be the responsibility of the Comfort Centre;
- facility / group must provide proof of insurance satisfactory to Annapolis REMO. Proof of insurance shall be given by providing a Certificate of Insurance evidencing commercial general liability insurance in an amount not less than \$2,000,000, and confirmation that such insurance applies to the use of the facility as a Comfort Centre;
- if all requirements have been met, including showing proof that the group completing & signing the Comfort Centre agreement is in fact the facility owner of the Comfort Centre, a Comfort Centre agreement will be signed by the Facility Owner and Annapolis REMO; and
- the Comfort Centre will be entered into a database and shared on the REMO website for residents to learn where their nearest facility is located. Residents can then add the locations into their personal preparedness plan;

4.3 **Comfort Centres**

4.3.1 A Comfort Centre may be opened by a community group on its own OR may be activated at the request of Annapolis REMO. Community members take the lead on organizing

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.4
Section Procedure & Organization of Council	Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy

and operating the Comfort Centre - neighbors helping neighbors. It is intended to provide a location where community members can gather for a period of time during the day time hours. A Comfort Centre is not opened with the intention of providing meals or as an overnight shelter.

4.3.2 Comfort Centres may provide different services depending on resources available. However, comfort centres are intended to provide:

- a place to get warm;
- electronic device charging capabilities;
- washroom facilities;
- check on each other, and share information; and
- updates on weather and power resumption.

Some Comfort Centres may provide:

- light refreshments and / or
- a space for community members to prepare their own food.

Note: Organizations offering food shall follow food handling practices or only offer pre-packaged food.

Comfort Centres are not overnight emergency shelters. If, during the daytime operations, the Comfort Centre volunteers identify a requirement for overnight emergency shelter, request shall be made to Annapolis REMO, at which time arrangements will be made to provide overnight emergency shelter if requirements are met.

4.3.3 Comfort Centres should not open before or during a storm, especially if agencies such as the Royal Canadian Mounted Police (RCMP) or the local transportation authority is requesting residents stay off the roads.

4.3.4 Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets and be prepared for up to 72 hours. It is further recommended that Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.

4.3.5 During a pandemic, facility will adhere to all public health guidance to prevent the spread of communicable diseases.

4.4 Comfort Centre Activation by Community Group

4.4.1 Comfort Centres are staffed with volunteers from within the community as prearranged by the facility owner responsible for the Comfort Centre.

4.4.2 When a Comfort Centre is opened voluntarily by a community group, any costs and liability associated with opening the Comfort Centre will be the responsibility of the group responsible for making the decision to open it.

4.4.3 Community groups should evaluate if it will be safe for residents to get to the Comfort

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.4
Section Procedure & Organization of Council	Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy

Centre. Community groups should only open if there is a defined community need for the services and resources the Comfort Centre can provide.

4.4.4 In circumstances that a community group voluntarily opens a Comfort Centre, the decision to open or close a Comfort Centre will be made by the community group responsible for the Comfort Centre.

4.4.5 Once a decision has been made to activate or deactivate a Comfort Centre, the Comfort Centre shall contact the Annapolis REMO Regional Emergency Management Coordinator. REMO will provide information to Nova Scotia Emergency Management Office (NSEMO) and will advise the public on the County's website, social media and to media sources.

4.5 Comfort Centre Activation by Annapolis REMO

4.5.1 In situations of widespread/long-term community events or declared emergencies, an authorized representative of Annapolis REMO may contact the Comfort Centre contact person to request the activation of a Comfort Centre. During an activation the facility will be staffed and operated by community volunteers.

4.5.2 If Annapolis REMO requests that a community group activate its Comfort Centre, reimbursement will be provided to the community group by Annapolis REMO for reasonable expenses incurred during the period that the Comfort Centre is activated. These would include, but not necessarily be limited to:

- food, beverage and related supplies;
- generator fuel; and
- hygienic / cleaning supplies

4.5.3 When Annapolis REMO activates a Comfort Centre, the decision to open or close a Comfort Centre will be made by Annapolis REMO and will be provided to Nova Scotia Emergency Management Office and will advise the public on the County's website, social media and to media sources.

5.0 EMERGENCY SHELTERS ("Shelters")

5.1 In large-scale emergencies where there is a need to evacuate a community, a decision to open, and location for, an Emergency Shelter and/or Reception Centre is made by Annapolis REMO in consultation with emergency service partners and first responders. Typically, these centres/shelters are activated when an emergency event exceeds the 10 / 25 rule (10 houses, apartment units or 25 people affected). Emergency Shelters are used as a last resort in an evacuation situation. Initially, residents are encouraged to seek shelter with friends, family, hotels or other alternate accommodations.

5.1.1 Once the decision to open is made the Nova Scotia Dept. of Community Services and CRC will be contacted by the Regional Emergency Management Coordinator or designate, to initiate their response protocols.

5.1.2 The setup and operation of the Reception Centre/Emergency Shelter will be the responsibility of the CRC. Facility space for the Emergency Shelter is designated and activated by the Annapolis REMO.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.4
Section Procedure & Organization of Council	Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy

5.1.3 A Shelter may be set up to provide any combination of the following services:

- emergency food;
- emergency lodging;
- emergency clothing;
- personal services;
- family reunification; and
- reception / registration & information.

5.1.4 Shelters shall follow all provincial public health guidelines, and the CRC trains volunteers that support emergency shelters.

5.1.5 The decision to de-activate a Reception Centre/Emergency Shelter will be made by Annapolis REMO in consultation with the Red Cross and other emergency service partners and first responders.

5.2 Emergency Shelter Inventory Guidelines

5.2.1 The Annapolis REMO shall identify and maintain an Emergency Shelter inventory of potential facilities for use in an evacuation.

5.2.2 Annapolis REMO staff will identify facilities which meet the guidelines for a Shelter (as per Section 5.2.4 below) and develop signed Facility Use Agreements with the facilities.

5.2.3 Facilities shall have access to working services such as electricity, telecommunications, potable water and sewage in order to be considered for inclusion in the Shelter inventory.

5.2.4 As well, the following guidelines must be met for Annapolis REMO, CRC and Dept. of Community Services to recognize a facility as a Shelter in an emergency:

- be structurally sound and have sufficient fire safety alarms / systems and emergency exits in accordance with building codes;
- backup power supply which is maintained and tested regularly;
- adequate power backup system capacity to provide lighting, heat, and AC if in the summertime;
- full kitchen for preparing and storing food (fridges, freezers, stoves, etc.)
- washroom facilities with multiple toilets, sinks and showers;
- sufficient space to provide multiple sleeping space to position cots;
- sufficient space for reception and registration;
- if on a private well system, must meet facility requirements for well testing with Dept. of Environment and Dept. of Public Health (records kept);
- if the facility has a septic system, it must be serviced regularly (records kept);
- staff (liaison, cleaning staff and security) available to assist in operating the facility for an extended period (more than 24 hours);

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.4.4
Section Procedure & Organization of Council	Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy	

- advanced first aid equipment and supplies;
- availability in shoulder seasons for hurricanes and winter storms by having supplies on hand (fuel for generator, important information, etc.);
- building and grounds accessible for all persons (wheelchair ramp, elevator if it has multiple floors);
- snow removal plan in place to ensure access to the comfort centre.
- sufficient parking readily available.

6.0 COMMUNICATIONS

Annapolis REMO will track community Comfort Centre facilities as part of situational awareness during emergency events in order to notify residents and Councillors of the situation. The Regional Emergency Management Coordinator (REMC) will maintain lists of recognized facilities for reporting purposes to NS EMO. The opening of a Comfort Centre will be disseminated by the REMC, or designee, through:

- press releases
- local news, media, commercial TV and radio
- public television/radio
- local municipal & REMO websites
- NS EMO
- NS 211
- social media (Facebook/Twitter)
- email lists

Comfort Centres are required to report their opening and closing times and services to Annapolis REMO by contacting the REMO Coordinator.

7.0 FUNDING FOR FACILITIES

7.1 Federal and provincial government programs (such as NS Community Facilities Improvement Program) may provide opportunities for community organizations to obtain funding for facility renovations or upgrades necessary to meet the guidelines for inclusion on the Comfort Centre / Emergency Shelters inventory. Annapolis REMO shall endeavor to stay informed of such opportunities and circulate information as it becomes available.

7.2 Applications for capital funding for Comfort Centres / Emergency Shelters may be considered by the County in accordance with *AM-1.4.9 Community Grants Policy* (Community Halls and Centres Assistance Program).

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.4.4
Section Procedure & Organization of Council	Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy	

<p align="center">Clerk's Annotation for Official Policy Book</p> <p align="center">I certify that this policy was adopted by Municipal Council as indicated below:</p>	
<p><i>Seven (7) Day Notice</i></p> <p><i>Council Approval</i></p>	<p><i>PENDING January 10, 2023</i></p> <p><i>PENDING January 17, 2023</i></p>
<p>_____</p> <p><i>Clerk</i></p>	<p align="center"><u>PENDING</u></p> <p align="center"><i>Date</i></p>
<p align="center"><i>At Annapolis Royal, Nova Scotia</i></p>	



Annapolis Climate, Energy & Environmental Research
Centre (ACEERC)

Preliminary Proposal from ACEERC Coalition
December 9, 2022



THE ACEERC COALITION

The Annapolis Climate, Energy & Environmental Research Centre Coalition (ACEERC Coalition) is a group of informed citizens who have come together to promote a positive future use for the Annapolis Tidal Plant site. The property and its buildings provide an opportunity unique in Atlantic Canada to study climate change adaptation with a focus on issues around sea-level rise adaptation and energy transition. Energy transition is the global movement away from the use of dominantly fossil fuel generated energy, to a sustainable generation and use of clean affordable energy future.

OUR MISSION

The mission of the ACEERC Coalition is to promote the repurposing of the Annapolis Tidal Station as a world-class research centre focused on mitigating and adapting to the impacts of climate change on coastal communities and ecosystems and employing applied research to study technologies that can yield insights into energy transition.

OUR VISION

Our vision is to bring together government, academia and private enterprise to establish the Annapolis Climate, Energy & Environmental Research Centre on the site of the former Annapolis Tidal Station by 2025. The exposure of the area to marine-related effects of climate change makes the existing facility an ideal site for pure and applied research regarding practical ways to cope with the impacts of climate change on coastal communities and ecosystems.

OUR PROPOSAL

ACEERC's proposal offers a unique opportunity for Nova Scotia Power, its customers, and the Province. All benefit from the repurposing of the Tidal Power Station as it reaches the end of its operating life cycle...a benefit that potentially extends beyond the people of Nova Scotia, to other coastal communities in Canada and around the globe.

ACEERC's proposal provides a mutually beneficial path forward – one in which neither Nova Scotia Power nor the Province is left solely responsible for the financial burden of decommissioning, site remediation and river rehabilitation. By working together in partnership with others, NSP and the Province can develop a world-class research facility at the site...a facility that could reduce the impact of decommissioning on NSP ratepayers. ACEERC's proposal offers Nova Scotia Power and Emera an opportunity to generate



public goodwill by partnering in support of research and development related climate change, sea-level rise adaptation and energy transition. This will benefit NSP's operations in terms of potential adaptation and risk mitigation for its coastal infrastructure and for clients throughout the Province whose properties may also be at risk of inundation due to sea-level rise as well as other coastal impacts of climate change. At the same time, it allows the Province to retain control of the Causeway and its roadbed, as well as the sluice gates which impact agricultural land upstream. Partnership in remediation of the site has the potential to reduce or mitigate decommissioning costs by limiting their scope or extending the timelines for remediation and rehabilitation. The Province of Nova Scotia's partnership contribution could be reflected in an institutional property tax arrangement beneficial to the Town of Annapolis Royal, reducing the impact of the potential loss of the current grant in lieu of taxes.

ACEERC has the potential to be an integral part of the new Atlantic Hub of the Canadian Centre for Climate Services (CCCS), CLIMAtlantic which is based in Sackville, New Brunswick, and will serve the four Atlantic provinces. CCCS is a dedicated multi-disciplinary team with expertise across a broad range of climate-related disciplines. Its members work with partners and stakeholders to support the implementation of the Pan-Canadian Framework on Clean Growth and Climate Change.

ACEERC aims to serve as a local living laboratory through researching local adaptation and mitigation to climate change effects that can inform broader regional, national and international challenges. ACEERC local research will draw on the unique high-risk characteristics of the Annapolis Basin, Nova Scotia, which make it well-suited for a testing and demonstration applied technologies site. ACEERC's regional knowledge sharing approach will include interaction with stakeholder groups (listed on page 9) and engagement with the successful Atlantic Hub candidate to ensure effective information flow and coordination on policy, industry developments and citizen dialogue.

The ACEERC Coalition's proposed facility has garnered a supportive response from many of Canada's leading climate change scientists who are prepared to advise on the development of a detailed applied research plan.

Among those consulted so far include, but are not limited to:



- Douglas Wallace, Canadian Canada Research Chair (Tier 1) in Ocean Science and Technology at Dalhousie University, and Scientific Director of Marine Environment Observation Prediction and Response (MEOPAR) Network
- Ryan Ness, Director, Adaptation, at the Canadian Institute for Climate Choices
- Paul Kovacs, Founder and Executive Director, Institute for Catastrophic Loss Reduction at Western University
- Gordon McBean – Professor Emeritus, Western University, Research Chair, Institute for Catastrophic Loss Reduction, Professor, Departments of Geography & Political Science, Western University
- Blair Feltmate, Professor & Head of the Intact Centre on Climate Adaptation; University of Waterloo
- Natalia Moudrak, Director, Climate Resiliency Leader at Aon's Public Sector Partnership

OUR PLAN

Nova Scotia Power's Annapolis Tidal Station facilities and property straddle both the freshwater river and saltwater side of the Annapolis Causeway, encompassing approximately 12 acres across four individual lots and two civic addresses. The properties have a current total assessed value of approximately \$19.5 million. They are, however, tax exempt, with an annual grant-in-lieu-of-taxes being paid to the Town of Annapolis Royal.

Repurposing of Nova Scotia Power's tidal power plant site into a world-class climate and ecological research centre would include the following:

- Use of the main Tidal Power Plant facility located at 236 Prince Albert Road / Hwy 1 to house ACEERC's interpretive facility, meeting and presentation spaces and marketing and communications offices.



- Use of warehouse facility located at 211 Prince Albert Road/Hwy 1 to house administrative services, research facilities and labs; meeting and presentation rooms; academic space for potential partners such as Dalhousie and Acadia Universities, and Nova Scotia Community College; space for Clean Annapolis River Project (CARP), climate and ecology focused government and non-governmental organizations; and outreach offices for Canada's Ocean Supercluster and COVE (Centre for Ocean Ventures and Entrepreneurship).
- Use of vacant riverside land as an outdoor presentation area; an academic testing site; and scaled solar panel, wind turbine, and geothermal power installation space to feed alternative energy back into the grid and replace the loss of energy produced via the tidal turbine.
- Access to boat launch facilities on the riverside at adjacent Annapolis River Causeway Park.
- Potential redevelopment and expansion of boat launch and moorage currently serving fishermen on the saltwater side of the Causeway.
- Access to Annapolis Royal's town wharf and floating dock.
- Access to local fishing fleets and local fishers.
- Access to indigenous knowledge of the Kespuwitk region from Bear River (L'Sitkuk) First Nation.

Unique differentiators include the following:

- The site, which experiences some of the highest tides in the world, is perfectly situated for research into mitigation of, and adaptation to, the effects of sea-level rise - with 95% of the Town of Annapolis Royal projected to be below annual flood level by 2030 and at risk of permanent inundation by 2050 (see flood map images).
- The oldest European settlement in Canada, Annapolis Royal is considered the "Cradle of Our Nation" for its prominent role in the early origins and pivotal events



that shaped our country. It is the home of four National Historic Sites contained within its National Historic District.

- Other nearby National Historic Sites and communities along the Annapolis River and Annapolis Basin (see flood map image) are also at risk of sea-level flooding, making the need for a collective sea-level rise mitigation solution for the region a critical factor in the survival of Canada's oldest national historic sites.
- The site is centred on agricultural production both upstream and downstream, and presents an opportunity to study the impact of, and solutions for, sea-level rise in relationship to agricultural production and freshwater water supplies.
- The site presents an opportunity to study the recovery of local Striped Bass and Atlantic Sturgeon populations which appear to be rebounding since the power plant stopped running. Atlantic Salmon are also returning to tributaries.
- The site also presents an opportunity to study and contribute to the rehabilitation of the Annapolis River after decades of man-made intervention and impact.
- The site, near Annapolis Royal's Ducks Unlimited Wetland, is located within the Cooperative Zone of the UNESCO Southwest Nova Biosphere Reserve where there has been intensive research for years due to the unique flora and fauna and protected biodiversity in the near pristine wilderness of Kejimikujik National Park and the Tobeatic Wilderness Area.
- There are strong collaborations for environmental research and monitoring among land users and local and educational institutions within the region.
- The site includes a helipad, useful for transport or aerial research and monitoring in addition to remaining useful for Life Flight emergency services.

Potential outcomes from a climate and ecological research centre include the following:

- ACEERC has the potential to generate economic development benefits for the Town of Annapolis Royal, the County of Annapolis and the Town and County of



Digby through local and regional servicing and support of the centre's personnel and operational needs.

- ACEERC has the potential to provide climate science and related ecological research to inform the development of policy and initiatives provincially, nationally, and globally.
- ACEERC could expand cross-sectoral collaboration and support accelerated innovation and entrepreneurial opportunities arising out of its research with a potential on-site presence associated with Canada's Ocean Supercluster.
- ACEERC has the potential to contribute sea-level rise mitigation solutions for the protection of waterfront communities throughout Nova Scotia, nationally and globally.
- ACEERC has the potential to share its knowledge with the world through hosting conferences, creating local and regional opportunities for accommodations and conference facilities such as the Annapolis Basin Conference Centre.
- ACEERC has the potential to further research into the impact of climate change on food production areas in areas under threat of sea-level rise.

WHO WE ARE

Bill MacDonald

- Chair of ACEERC Coalition
- Community Leader, Consultant, Investigative Analyst

Peter Nicholson, Ph.D., C.M., O.N.S.

- Vice Chair of ACEERC Coalition
- Chair, Canadian Climate Institute
- Consultant



Adele MacDonald

- Secretary of ACEERC Coalition
- COO, AIRO (Annapolis Investments in Rural Opportunity)

Jane Nicholson

- Director, ACEERC Coalition
- Founder & CEO, AIRO (Annapolis Investments in Rural Opportunity)

Wayne St-Amour, Ph.D.

- Director, ACEERC Coalition
- Business Consultant

Jeremy Sandford, CPA, CA, CFP

- Member, ACEERC Coalition
- Accountant (Sanford & Associates Chartered Professional Accountants Inc.)

We feel this project would bring NSP, Emera, the Province of Nova Scotia, the Government of Canada, and a wide variety of post-secondary institutions and climate-change related organizations together on a project that could solve serious adaptation issues globally, as well as right here at home.

COMPARABLE FACILITIES

Research facilities of this nature exist in various locations across Canada and around the globe. This is a short list of comparable facilities for your reference.

Bamfield Marine Sciences Centre - <http://www.bamfieldmsc.com/>

Established in 1972, this world-class research centre on Canada's West Coast is relatable to ACEERC in terms of its geographic location and accessibility. Bamfield, BC, has a year-round population of about 180 people and is a 3.5-hour drive from Victoria, BC.

Centre for Ocean Ventures & Entrepreneurship (COVE) - <https://coveocean.com/>

Launched in 2018 in Halifax, on the site of a former Coast Guard station, COVE is a collaborative facility for applied innovation in the ocean sector with a primary goal of supporting ocean technology commercialization. This venture occurred through a



partnership between private enterprise, academia, and provincial and federal government.

Offshore Energy Research Association (OERA) - <https://oera.ca/>

This non-profit organization established in Halifax, NS, in 2006, serves as an independent and impartial knowledge and capacity builder helping Nova Scotia move toward a more sustainable energy future. It is a collaboration of provincial and federal governments with industry associations, other research facilities and academia.

Summerland Research & Development Centre - <http://bit.ly/SummerlandRDC>

Summerland RDC was established in 1914 in the heart of the Okanagan Valley, BC. Research addresses the mitigation of environmental pressures, control of biological threats and integration of sustainable production and processing systems for the delivery of high quality, value-added horticultural and agri-food products.

UPEI Climate Lab - <https://projects.upei.ca/climate/>

Establish in 2012, the UPEI Climate Lab conducts research and science on climate change vulnerability, impacts and adaptation. In 2021 it and the School of Climate Change and Adaptation will become part of the Canadian Centre for Climate Change – a facility focused on food production and sustainability, the impact of climate change on humans and animals and its impact on coastlines within a living-laboratory setting.

POTENTIAL STAKEHOLDERS

The ACEERC Coalition anticipates inviting all relevant stakeholders to be a part of the Coalition as the project progresses. The possible stakeholders could include, but are not limited to, the following:

Nova Scotia Power / Emera

Province of Nova Scotia & Departments:

- Annapolis District, MLA
- Digby-Annapolis District MLA
- Labour & Advanced Education
- Environment & Climate Change
- Inclusive Economic Growth (Develop Nova Scotia, InnovaCorp, NSBI)



- Agriculture & Fisheries and Aquaculture
- Transportation & Active Transit

Municipal Representatives:

- Town of Annapolis Royal, Mayor Amery Boyer
- County of Annapolis, Warden Alan Parish

First Nation Communities & Organizations:

- Acadia First Nation, Chief Deborah Robinson
- Annapolis Valley First Nation, Chief Gerald B. Toney
- Bear River First Nation, Chief Carol Dee Potter
- Glooscap First Nations, Chief Sidney Peters
- Kwiłmu'kw Maw-klusuaqn (KMK)

Government of Canada & Departments:

- West Nova MP
- Innovation, Science and Industry
- Agriculture and Agri-Food
- Economic Development (ACOA)
- Infrastructure and Communities
- Environment & Climate Change
- Fisheries and Oceans

Academic Representatives:

- Acadia University
- Cape Breton University
- Dalhousie University
- Mount Saint Vincent University
- Nova Scotia Community College
- St. Francis Xavier University
- Saint Mary's University
- University of King's College
- University of Waterloo
- Additional out of province academics (UNB, NBCC, UofT, etc.)



NGOs & Not-For-Profits:

- Atlantic Climate Adaptation Solutions Association
- Canada's Ocean Supercluster
- Canadian Institute for Climate Choices
- CARP (Clean Annapolis River Project – Levi Cliche, Executive Director)
- Climate Risk Research Group
- COVE (Centre for Ocean Ventures & Entrepreneurship - Melanie Nadeau, CEO)
- Intact Centre on Climate Adaptation
- National Trust of Canada (Natalie Bull, Executive Director)
- OERA (Offshore Energy Research Association - Alisdair McLean, Executive Director)
- Community organizations (for example: Ecology Action Centre, Annapolis Climate Change Action Association, Annapolis Royal & Area - Environment & Ecology)

POSSIBLE CORPORATE FUNDING PARTNERS

- Acadian Seaplants
- Allstate
- Bell Aliant
- Desjardins Insurance
- Eastlink
- Ecclesiastical Insurance
- Economical Insurance
- Emera, Inc.
- Irving
- Intact Insurance
- Municipal Group of Companies
- Sobey's
- The Co-operators

POSSIBLE FOUNDATION FUNDING PARTNERS

- Alexander Graham Bell Foundation - <https://agbfoundation.ca/>
- Aguacene Fund - <http://www.aguacene.com/>
- Charles Stewart Mott Foundation - <https://www.mott.org/work/environment/>
- Clif Bar Family Foundation - <http://clifbarfamilyfoundation.org/>
- David Suzuki Foundation - <https://davidsuzuki.org/>

- Donner Canadian Foundation - <https://www.donnerfoundation.org/>
- Dragonfly Ventures - <https://www.dragonflyventures.ca/>
- Ivey Foundation - <https://www.ivey.org/>
- J.D. Irving Foundation - <https://jdirving.com/>
- Lawson Foundation - <https://lawson.ca/>
- McConnell Foundation - <https://mcconnellfoundation.ca/>
- MakeWay - <https://makeway.org/>
- The T.S. Rosewater Fund - <https://cfns-fcne.ca/en/tsrosewaterfund>

SITE IMAGES

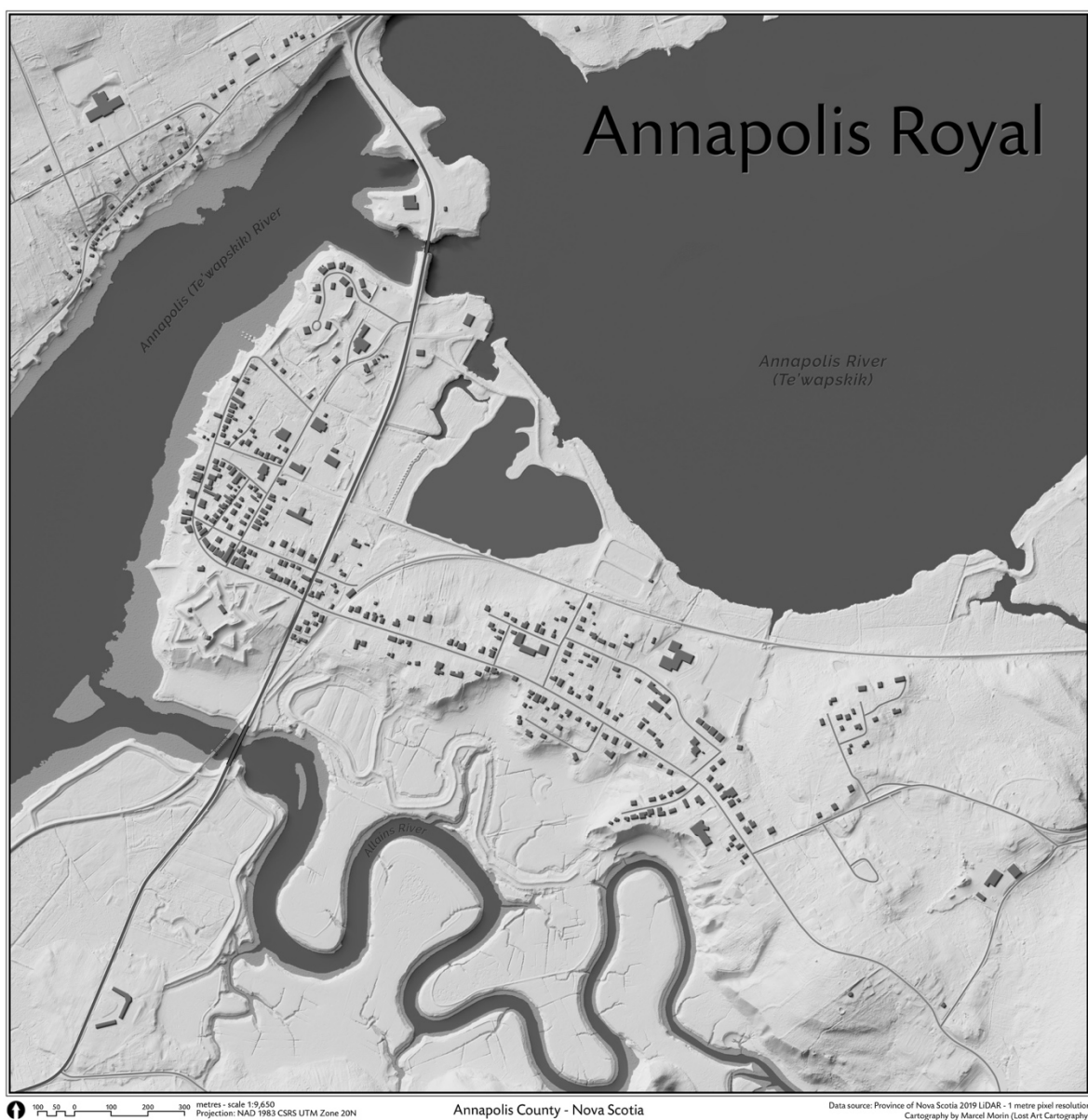
Annapolis Tidal Plant (image source, approximately 2010: <https://mrn.as/6gbdr>)



ACEERC Proposed Site Usages (image source, 2020: <https://www.bing.com/maps>)



Annapolis Royal Lidar (image source, 2020:
<https://www.facebook.com/lostartcartography>)





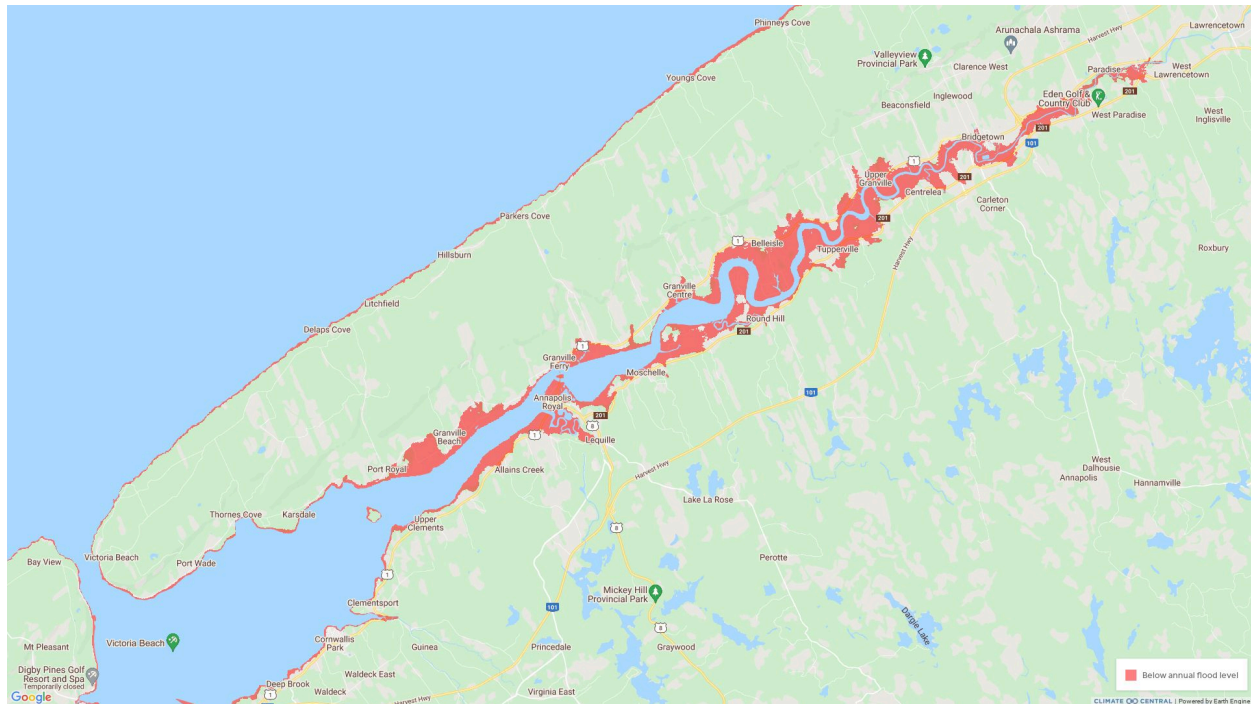
Annapolis County Land Projected to be Below Annual Flood Level by 2030 and possibly permanently inundated by 2050 – research from ACEERC could assist with mitigation and adaptation on sea-level rise and flooding issues (image source, 2021:

<https://coastal.climatecentral.org/>)



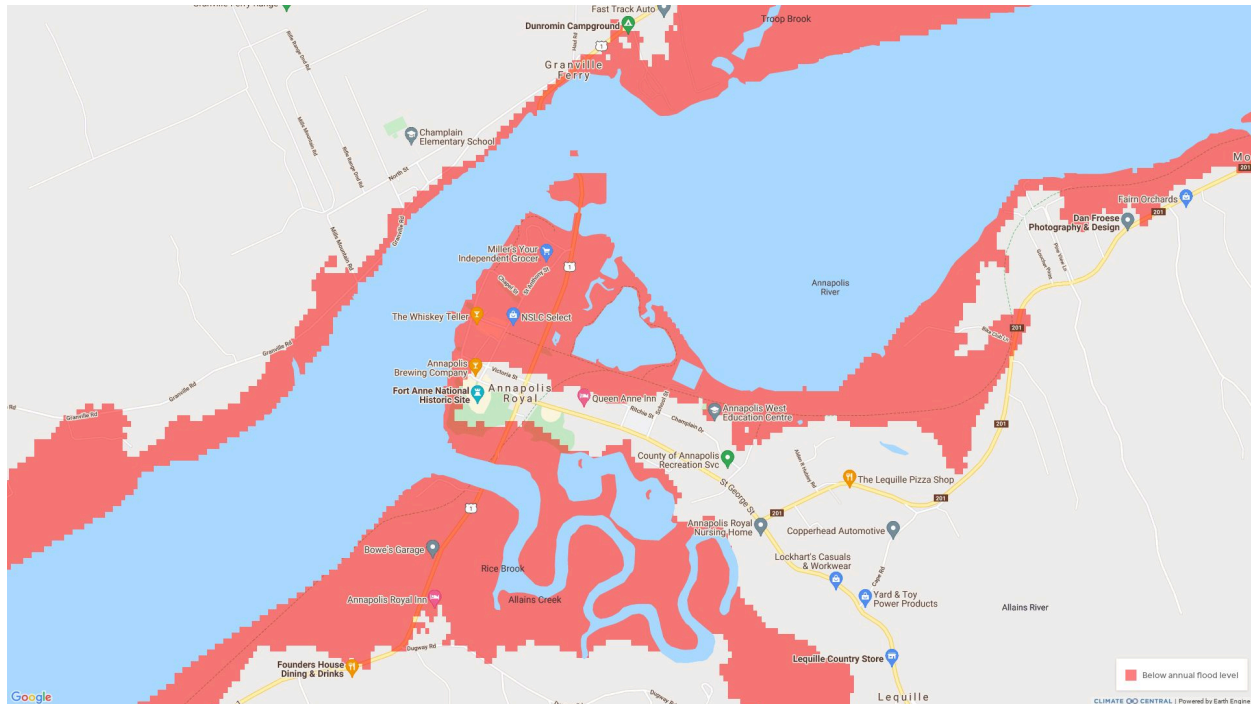


Annapolis Royal Region Land Projected to be Below Annual Flood Level by 2030 and possibly permanently inundated by 2050 – research from ACEERC could assist with mitigation and adaptation on sea-level rise and flooding issues (image source, 2021: <https://coastal.climatecentral.org/>)





Town of Annapolis Royal Land Projected to be Below Annual Flood Level by 2030 and possibly permanently inundated by 2050 – research from ACEERC could assist with mitigation and adaptation on sea-level rise and flooding issues (image source, 2021: <https://coastal.climatecentral.org/>)





Update on Upper Clements Trails

The Annapolis Basin Outdoor Adventures Society (ABOA) is a nonprofit group formed in July 2022 by citizens who saw an opportunity to develop a trail network for active outdoor recreation. Across the country, trail networks have quickly become important community attractions for citizens and visitors alike. The 186-acre County-owned Upper Clements South property has hosted several generations of trails in previous decades that were used for cross-country skiing, hiking, and mountain biking, but these were overgrown and unused. The property has mixed forests and varied topography which have the potential to host a top-quality trail network.

ABOA proposed to build a new trail system on the Upper Clements South property using machine and hand building methods. ABOA had available skilled and experienced trail builders willing to design and complete the project entirely with volunteer labour. On October 11, 2022, ABOA entered a contract with the County to develop seven kilometres of multi-use trail for outdoor recreation at the County's south Upper Clements property, for the total price of \$22,000. The budget covered machine rentals, fuel and repairs, insurance, and other associated costs.

Initial work on the trail system consisted of mapping and brushing overgrown historical trails. Construction began in October, with two mini excavators, a power wheelbarrow, and hand tools. Work was done entirely by ABOA volunteers. Liability waivers for volunteers were administered by County staff. Access to the site was controlled with gates and reiterated with signage at trailheads.

In total, 7.8 km of trail was delivered on December 13, 2022, to meet (and exceed) the contract requirement. This total includes 2.4 km of newly constructed singletrack trail, and an additional 5.4 km of doubletrack comprising historical trails which required significant brushing and clearing. Most of the doubletrack has a solid surface that is compacted and well-drained. Re-routes were constructed at some steep sections. All work was done safely and efficiently, with trails built to meet modern standards.

The Tree Topper course previously in place on a portion of the property was dismantled by a contractor in December.

All trail work on the Upper Clements trails was done by unpaid ABOA volunteers. Over 1,200 volunteer hours were invested in the project, comprising trail design, layout, clearing, construction, and finishing.

ABOA is grateful for the support of the County, which recognized the value in the project, and provided financial and logistical backing necessary to get it started.

A tentative opening date of June 2023 is targeted.

Report #2 prepared by
Warden Alex Morrison
13 Dec 2022 to 5 Jan 2023

We begin 2023 with hope for enhanced Council progress on subjects that matter to our citizens. I do hope we will have increased contact with our residents and that they will suggest some "citizen-based initiatives" that we can adopt.

The Deputy Warden and I have had discussions with the CAO and senior staff concerning areas of interest on which we hope to gather more information as a basis for positive action.

Soon we will be considering the latest draft of our strategic plan. This will provide a solid opportunity for us to plan for, and act in, the future.

I am quite interested in involving youth in some ways that will involve education and provide opportunities for them to make suggestions. The Deputy Warden and I will continue our contacts with some local organizations.

My orientation visits to each district will continue until I have been to each area and discussed with Councillors and others as to how we can continue to be a caring and compassionate Council.

It is important that we communicate with our citizens as much as possible to secure greater understanding and ideas for further action. Some suggestions have been made in this area and I will keep Council informed.

As indicated in my first report, I and the others who attended the procedural guidance workshop will meet soon to formulate recommendations.

Carolyn Young

From: Clyde Barteaux
Sent: December 22, 2022 2:29 PM
To: Doug Patterson; Carolyn Young; _All Councillors
Cc: suretterobert91@gmail.com
Subject: Item for January COTW (Fw: Info river water levels)
Attachments: IMG_8932.jpg

Hello all,

I would like this item to be included as a **topic for discussion at the January COTW** meeting. That can be followed by required motions for action and / or referrals as need be at the time. Further follow up actions may be required and be determined as to how this may be addressed as it unfolds.

There is a serious concern as to the control of the Annapolis River water level above the causeway which in my mind is unacceptable. I had thought the levels appeared higher than normal and this has been also relayed to me by a constituent. Years ago NSPI was allowed to raise the level for tidal power to generate electricity with a turbine system which created an erosion problem following that action. Now the controlled water apparently has been allowed to exceed those levels. I as well as others would like to know why!

I will not elaborate further at this time but felt the need to expedite getting correspondence out to you now. Please see an attached concern that I have received.

Best Regards,

Clyde Barteaux

Councillor for District 4 - County of Annapolis
902 532 8215

"We cannot direct the winds, but we can adjust our sails!"

From: Robert Surette <suretterobert91@gmail.com>
Sent: Wednesday, December 21, 2022 2:01 PM
To: Clyde Barteaux
Subject: Fwd: Info river water levels

Good day Clyde,

Hope all is well with you and your family.
Are you aware that the water levels during high/low tide are being kept approximately 18" or so higher than normal by Nova Scotia Power?
Can you find out what is the reason for that?

If this situation remains, no doubt this will cause me some grief with possible flooding during heavy rainfall, or large snow melts.

Thanks so much,

Merry Christmas.

Robert Surette

902-340-5255



Carolyn Young

From: Lynn Longmire <lynnlongmire4@gmail.com>
Sent: January 2, 2023 12:56 PM
To: Carolyn Young; Doug Patterson
Subject: Addition for COTW

Good afternoon Carolyn,

I would like to ask to have this included on the COTW agenda.

Move to have an ad hoc committee of 3 councillor and one resident to draft a new by-law that covers how elections are held in the county.

Dates of when swearing in etc.

Specifically but not exclusively to cover in- person electronic, in person paper ballots or all electronic to report back to cotw in June.

Happy New Year!

Cheers Lynn

--

Lynn A. Longmire