

2020-08-18 Council Agenda Package

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

MUNICIPAL COUNCIL



Date: Tuesday, August 18, 2020

Place: ZOOM Video-Conference

Time: 10:00 a.m.

A G E N D A

10:00 a.m.

1. ROLL CALL

2. AGENDA APPROVAL

3. MINUTES

A. 2020-07-21 Regular Council

B. 2020-07-23 Special Council

C. 2020-08-05 Special Council

4. COUNCILLOR COMMENTS

5. BUSINESS ARISING from the MINUTES

6. NEW BUSINESS

A. Margaretsville Water Update

B. RFD AM-2.7.9 COVID Response Policy – New

C. RFD AM-1.4.4 Comfort Centres and Shelters Policy – New

D. CWWF Amending Agreement

E. Speed Limit Cornwallis Park Residential Area

F. RFD 2020 Municipal Election – Facilities

G. RFD 2020 Municipal Election - Personal Protective Equipment (PPE)

H. RFD 2020 Municipal Election – Additional Advertising

I. RFD J-Class Roads Additional Funding

7. REPORTS and RECOMMENDATIONS

A. Audit Committee – 2020-08-05 Recommendation

B. 2020 Municipal Election - 2020-08-18 Report from Returning Officer

8. CORRESPONDENCE

A. Trans County Transportation Society July 7th

B. Milford and Area Community Association July 22nd

C. Middleton Railway Museum Society July 23rd

D. Department Fisheries and Aquaculture July 23rd

E. Heart & Stroke Foundation August 4th

9. IN-CAMERA

In accordance with *MGA* Sections 22(2) (c) personnel and (e) contract negotiations.

10. ADJOURNMENT

Summary of Motions

July 21, 2020

Municipal Council

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Minutes of the regular **Municipal Council** meeting held on Tuesday, July 21, 2020, at 10:04 a.m., via ZOOM Teleconference.

Roll Call: District 1 – Bruce Prout, present
District 2 - John A MacDonald, present
District 3 - Wayne Fowler, present
District 4 - Burt McNeil, present
District 5 - Gregory Heming, present
District 6 - Alex Morrison, present
District 7 – Warden Timothy Habinski, Chair, present
District 8 - Michael J Gunn, present
District 9 - Wendy Sheridan, present
District 10 – Deputy Warden Martha Roberts, present
District 11 - Diane LeBlanc, present

Also

Present: CAO John Ferguson, Municipal Clerk Carolyn Young, and other staff (W. Atwell, A. Dunphy, S. McInnis, D. Campbell, L. Powell)

Councillor LeBlanc requested two additions to the agenda - Update Re Kings Transit (as requested by COTW), and Council Photo on Website.

Agenda Approval

Councillor LeBlanc moved, seconded by Councillor Sheridan, to approve the order of the day as amended. Motion carried unanimously.

Minutes

Re: Special Session 2020-05-15

MOTION 200721.01 Minutes 2020-06-16 Regular

It was moved by Councillor Fowler, seconded by Councillor MacDonald, to approve the minutes of the regular session of council held on June 16, 2020, as circulated. Motion carried unanimously.

Re: Regular Session 2020-05-19

MOTION 200721.02 Minutes 2020-06-17 Special

Councillor McNeil moved, seconded by Councillor Heming, to approve the minutes of the special session of council held on June 17, 2020, as circulated. Motion carried unanimously.

Re: Special Session 2020-06-03

MOTION 200721.03 Minutes 2020-06-22 Special

It was moved by Councillor LeBlanc, seconded by Councillor Prout, to approve the minutes of the special session of council held on June 22, 2020, as circulated. Motion carried unanimously.

Councillor Comments

District 1 – Councillor Prout noted the following (as submitted)

Summer is in full swing in District 1

- Auntie Dorn's Takeout is now open seven days a week.
- The first cut of hay has been completed by some farmers.

- Goucher's Farm Market has been very busy.
- Spurr Brothers have begun digging potatoes and their Farm Market is open for business.
- The Melvern Square Community Hall is beginning to safely reopen for some of its renters.
- The Flea Market in Wilmot is now open on weekends.
- On Monday August 3rd Tammy and her staff at Greenleaf Enterprises Flower Shop will be celebrating their 20th Anniversary.

District 2 – Councillor MacDonald commented as follows (as submitted)

It's another grand day to be in Annapolis County.

For all you County Internet fans, 141 kms of strand strung so far, including some strand along the CTI portion on the Fundy Shore.

Now I'm ready to get down to business representing District 2 and the rest of Annapolis County.

District 3 – Councillor Fowler thanked everyone in the Atlantic Provinces for self-isolating and keeping Nova Scotia and the Atlantic Provinces safe during the pandemic.

District 4 – Councillor McNeil had nothing to report

District 5 – Councillor Heming noted that he is proud of the residents of Annapolis County on how they continue handling the pandemic. This is a remarkable community with a unity of spirit. Proud to be a part of this community.

District 6 – Councillor Morrison noted the following (as submitted)

Thanked citizens of District 6 for outstanding cooperation during the continuing COVID-19 crisis. These times continue to be trying and challenges will be with us for a long time to come. Please continue to be patient, polite, and pleasing.

Branch 122 Royal Canadian Legion Clementsport is up and operating - all in accordance with COVID-19 guidelines. Also operating are Frank and Dora's eat in and take out in Deep Brook, the Deep Brook/Waldeck Lions Club, Upper Clements hall, and Cornwallis Park Community Centre. Founders' House restaurant will open on 28 July

Pop-up market in lower parking lot of Basinview centre started in 2019 with one organic farmer. This year, under the guidance of Charlene Walker of Clementsport, approximately ten vendors are taking part. The market is open 4-6pm Wed - lower parking lot of Basinview centre. All are welcome.

District 7 – Warden Habruski noted we have turned a corner on the first wave of coronavirus. Citizens are to be commended for the discipline and compassion shown in following provincial guideline requirements, and looking after their neighbours. He especially noted his thanks to volunteers for at-risk communities. He encouraged residents to enjoy summer and this reprieve, continue to follow provincial directives, and be aware that it will come back in force – be aware, and be cooperative. Enjoy summer!

District 8 – Councillor Gunn commented as follows (as submitted).

First, I'd like to offer my congratulations to our many high school, college and university graduates who had to adapt to how they celebrated – and were celebrated – this year. It was very encouraging to see signs on lawns, community centers and churches celebrating our fine youth, and I'm sure all of Council will join me in wishing them all the best with their future endeavors.

Canada Day was a relatively low key event across the district, with the exception of the various locations that hosted fireworks ... and Bear River managed an impressive show, and many thanks to the organizers of that event.

I was happy to respond to calls and email about Raven Haven with the news that it was open 5 days a week, and that washroom facilities were available 7 days a week.

More calls are coming in about the degrading road conditions, and I have been soliciting the Department of Highways in an effort to get their needs met.

But most of the calls and email this month – as has been the case for the last few months - have been from constituents who do see their needs being met by the new fiber-op build. I met with the CAO and several concerned citizens (in Council chambers) and learned what may happen in the future if money becomes available from the earnings of this initial build. I guess we'll wait and see.

District 9 – Councillor Sheridan reminded everyone of the photo contest sponsored by the Soldiers Memorial Hospital Foundation – they have extended the deadline to August 14th and you can find the information on their website. She thanked everyone for supporting local and supporting neighbours, and thanked staff for all they do.

District 10 – Deputy Warden Roberts thanked the residents of Annapolis County and beyond for abiding by COVID-19 rules, adding it is amazing how communities have come together to support each other. Volunteers and youth have gone above and beyond adapting to situations. Proud of all.

District 11 – Councillor LeBlanc talked about adapting. We see everyone volunteering and helping and we are proud of our citizens of all ages – they are walking, biking, chatting with neighbours, and enjoying the summer. We don't know what will come. Lots of road work is being done on Torbrook Road. Moving ahead with internet, can't get everyone at the same time, but moving forward. Bears - there was a tragedy – one of the bears was found dead bear on the road and she thought the bear concern was removed. But, there is another bear on the mountain, and another at a compost bin - the bears are still around. Be vigilant, stay safe, and enjoy the summer.

Business Arising from the Minutes

Re: Fundy Dental Community Association Grant Application \$20,000 (from June 16th)

Councillor LeBlanc moved, seconded by Councillor Fowler, to lift the June 16, 2020 motion from the floor. Motion carried unanimously.

- *Fundy Dental Community Association Grant \$20,000*

It was moved by Deputy Warden Roberts, seconded by Councillor MacDonald, that municipal council approve a grant in the amount of \$ 20,000 from the 2020-21 Large Capital Pledge Grants to the Fundy Dental Community Association to assist with their “Building Healthy Smiles – Fundy Dental Community Project 2020 Capital Project Campaign” in accordance with *AM-1.4.9 Community Grants Policy*.

Councillor Fowler moved, seconded by Councillor McNeil to amend the motion to \$10,000. Motion carried, 9 in favour, 2 against. (Roberts, Gunn)

The motion was called as amended to read:

MOTION 200721.04 Fundy Dental Community Association Grant \$20,000

It was moved by Deputy Warden Roberts, seconded by Councillor MacDonald, that municipal council approve a grant in the amount of \$ 10,000 from the 2020-21 Large Capital Pledge Grants to the Fundy Dental Community Association to assist with their “Building Healthy Smiles – Fundy Dental Community Project 2020 Capital Project Campaign” in accordance with *AM-1.4.9 Community Grants Policy*. Motion carried, 9 in favour, 2 against. (Roberts, Gunn).

Re: C8 Alternative Voting Bylaw – Final Reading (from June 16, 2020)

MOTION 200721.05 C8 Alternative Voting Bylaw – Final Reading

In accordance with first reading having been given at June 22, 2020 municipal council, Deputy Warden Roberts moved, seconded by Councillor Heming, move that municipal council give final reading of their intent to approve *C8 Alternative Voting Bylaw*. Motion carried unanimously.

New Business

Re: Peter Harris Concern Bloomington Road – Councillor Sheridan noted there are ditching issues on this two-lane dirt road, traffic has increased, and speeding is an issue. It is a safety concern.

MOTION 200721.06 Letter to TIR Re Speed on Bloomington Road in Nictaux Falls

It was moved by Councillor Sheridan, seconded by Deputy Warden Roberts, that a letter be sent to Transportation and Infrastructure Renewal for them to determine a reasonable speed limit and place speed signs on the Bloomington Road in Nictaux Falls. Motion carried unanimously.

Reports and Recommendations

Re: 2020 Municipal Election – A report dated 2020-07-16 from Municipal Returning Officer Doug Patterson was circulated in the agenda package. Deputy Warden Roberts moved, seconded by Councillor Heming, to receive for information. Motion carried unanimously.

Re: Committee of the Whole (June 9, 2020)

• ***Excuse Councillor Absence***

MOTION 200721.07 Excuse Councillor Absence 2020-07-14 COTW - Morrison

In accordance with the recommendation of Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor Fowler, that municipal council excuse Councillor Morrison from meeting attendance requirements for 2020-07-14 Committee of the Whole. Motion carried unanimously.

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

MOTION 200721.08 AM-1.4.12 Tax Exemption and Reduction Policy - Amend

Deputy Warden Roberts moved, seconded by Councillor Heming, in accordance with seven-day notice having been given at Committee of the Whole, that municipal council amend *AM-1.4.12 Tax Exemption and Reduction Policy* as follows:

In District #7:

Paradise Historical Society

Field Card #07664000 Land and Building at Paradise

Prop. #703-394-077 (including AAN 10859220 and 10859239) 3317879

Motion carried unanimously.

• ***Electronic Voting***

MOTION 200721.09 Electronic Voting

Pursuant to the recommendation of Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor Sheridan, that municipal council authorize staff to prepare for an electronic ballot for the upcoming October 17, 2020 municipal election in the County of Annapolis. Motion carried, 10 in favour, 1 against.

- ***First Advance Poll***

MOTION 200721.10 First Advance Poll

Deputy Warden Roberts moved, seconded by Councillor Heming, pursuant to the recommendation of Committee of the Whole, that municipal council approve Saturday, October 10, 2020 (seventh day before ordinary polling day) as the first advance poll day, from noon until 8:00 p.m. Motion carried unanimously.

- ***Revisions to Preliminary Electors List - Notice to Public by Electronic Communication and Paper Flyer***

MOTION 200721.11 Revisions to Preliminary Electors List – Notice to Public

In accordance with the recommendation of Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor MacDonald, that municipal council approve the additional methods of providing notice to the public on how the public/electors can make updates to the preliminary elector list to include both electronic communications to the public and paper flyer distribution (in addition to the two newspaper insertions that are required in the *Municipal Elections Act*). Motion carried unanimously.

Re: Special Session of Council – it was the consensus of those present that a special session of council to address election-related items be held on Thursday, July 22, 2020, immediately following the July 22nd workshop which starts at 10:00.

- ***Set Deadline for Requests to Make Revisions to Preliminary Elector List***

MOTION 200721.12 Deadline for Revisions to Preliminary Elector List

Deputy Warden Roberts moved, seconded by Councillor Sheridan, in accordance with the recommendation of Committee of the Whole, that municipal council approve the deadline of Friday, August 21, 2020, for public requests to make revisions to the preliminary elector list. Motion carried unanimously.

- ***Suspend Committee Meetings in August***

MOTION 200721.13 Suspend Committee Meetings in August

Pursuant to the recommendation of Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor Heming, that municipal council suspend all regular committee meetings for the month of August, with it being noted that this does not include Municipal Council, nor does it prohibit the holding of special meetings of council, in accordance with the provincial State of Emergency (if it is still in place). Motion carried, 8 in favour, 3 against. (Gunn, Roberts, Fowler).

- ***Tupperville Community Hall Association - Grant***

MOTION 200721.14 Tupperville Community Hall Association – Grant \$1,200

Deputy Warden Roberts moved, seconded by Councillor Fowler, pursuant to the recommendation of Committee of the Whole, that municipal council approve a grant in the amount of \$1,200 from the 2020-21 Community Halls and Centres Assistance Program to the Tupperville Community Hall Association to assist with the installation of four new windows and repair of a wall for the community hall in accordance with *AM-1.4.9 Community Grants Policy*. Motion carried unanimously.

- ***Round Hill Hall Company - Grant***

MOTION 200721.15 Round Hill Hall Company – Grant \$2,400

In accordance with the recommendation of Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor McNeil, that municipal council approve a grant in the amount of \$2,400 from the 2020-21 Community Halls and Centres Assistance Program, to the Round Hill Hall Company to assist with several upgrades and renovations to the Hall (oil tank, roof, insulation, door replacements) in accordance with *AM-1.4.9 Community Grants Policy*. Motion carried unanimously.

- ***Hampton Lighthouse and Historical Society - Grant***

MOTION 200721.16 Hampton Lighthouse and Historical Society – Grant \$943

Deputy Warden Roberts moved, seconded by Councillor Fowler, in accordance with the recommendation of Committee of the Whole, that municipal council approve a grant in the amount of \$943 from the 2020-21 Marketing Promotion and Partnership Program to the Hampton Lighthouse and Historical Society to assist with the cost of maintaining a portable toilet for the Hampton Beach area throughout the summer months in accordance with *AM-1.4.9 Community Grants Policy*. Motion carried unanimously.

- ***Margaretsville Community Hall Society - Grant***

MOTION 200721.17 Margaretsville Community Hall Society – Grant \$2,400

Pursuant to the recommendation of Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor MacDonald, that municipal council approve a grant in the amount of \$2,400 from the 2020-21 Community Halls and Centres Assistance Program to the Margaretsville Community Hall Society to assist with several upgrades and renovations to the hall and grounds (roof repair, new tables and chairs, landscaping, fencing and replacing the flag pole) in accordance with *AM-1.4.9 Community Grants Policy*. Motion carried unanimously.

- ***66520-35 Upper Clements 2020-MPS/LUB-001 Private and Independent School LUB Text Amendment***

MOTION 200721.18 Upper Clements MPS/LUB-001 Private and Independent School LUB Text Amendment

Deputy Warden Roberts moved, seconded by Councillor Morrison, pursuant to the recommendation of Committee of the Whole, that municipal council amend Part 3 of the Upper Clements Area Municipal Planning Strategy (MPS) to reorient the focus of the Park Designation from commercial recreation to broader combined commercial and institutional uses and to concurrently amend Part 12.1 of the Upper Clements Area Land Use Bylaw (LUB) to add private and independent schools as a permitted use in the Commercial Park (C-1) Zone and to adopt a public participation process involving the application referral to Upper Clements Area Advisory Committee and Planning Advisory Committee for their review and recommendation after holding a public meeting in the community. Motion carried, 10 in favour, 1 against.

- ***Special Council Swearing-In of New Council***

MOTION 200721.19 Swearing-In Special Session of Council November 10, 2020

In accordance with the recommendation of Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor Fowler, that municipal council hold a special session of council on Tuesday, November 10, 2020, immediately preceding Committee of the Whole, in order to swear-in the new Council and hold the election of

Warden, Deputy Warden and Nominating Committee. Motion carried, 9 in favour, 2 against. (MacDonald, Roberts)

• ***AM-6.1.1 Progress Payments Policy – Amend***

MOTION 200721.20 AM-6.1.1. Progress Payments Policy – Amend

Deputy Warden Roberts moved, seconded by Councillor Heming, in accordance with seven-day notice having been given at Committee of the Whole, that municipal council amend *AM-6.1.1. Progress Payments Policy* as follows:

- Replacing “Mainland Telecom Inc.” with “Eagle Telecom” throughout;
- Deleting all references to interest payable; and
- Re-numbering as appropriate.

Motion carried, 9 in favour, 2 against. (Roberts Gunn).

• ***AM-1.4.11 Community Contributions Policy – Amend***

MOTION 200721.21 AM-1.4.11 Community Contributions Policy - Amend

Pursuant to seven-day notice having been given at Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor Fowler, that municipal council amend *AM-1.4.11 Community Contributions Policy* by changing the amount granted to the Annapolis County Barristers Association Lovett Library from \$2,460 to \$500. Motion carried unanimously.

• ***AM-1.3.5 Citizen Appointments to Committees Policy - New***

MOTION 200721.22 AM-1.3.5 Citizen Appointments to Committees Policy - New

Deputy Warden Roberts moved, seconded by Councillor Fowler, pursuant to seven-day notice having been given at Committee of the Whole, that municipal council approve *AM-1.3.4 Citizen Appointments to Committees Policy*. Motion carried unanimously.

• ***Soldiers Memorial Hospital Foundation – Commitment to Funding***

MOTION 200721.23 Soldiers Memorial Hospital Foundation – Commitment to Funding \$50,000 over Five Years

In accordance with the recommendation of Committee of the Whole, it was moved by Deputy Warden Roberts, seconded by Councillor LeBlanc, that municipal council send a letter of commitment to Soldiers Memorial Hospital Foundation to provide \$50,000 over five years, to assist in funding the construction of a new Primary Health Care Centre. Motion carried, 10 in favour, 1 against. (Roberts)

• ***Kings Transit Authority – Cleaning on Buses***

MOTION 200721.24 Kings Transit Authority Cleaning on Buses

Deputy Warden Roberts moved, seconded by Councillor Heming, in accordance with the recommendation of Committee of the Whole, that municipal council support the alteration of cleaning practices to cease the two-hour wipe-down of touch points while maintaining the nightly deep-cleaning, provided that the stringent measures of cleaning are ready to be implemented if the situation requires. Motion carried unanimously.

Correspondence

Re: Upper Room Food Bank Association June 15th – of thanks for the two thousand dollar contribution to the Upper Room Food Bank. It was moved by Councillor Fowler, seconded by Deputy Warden Roberts, to receive for information. Motion carried unanimously.

Re: Duston Stevenson Email June 16th – of appreciation for recognizing the Black Mi'maq of Delaps Cove by way of Proclamation. Councillor Heming moved, seconded by Councillor MacDonald, to receive for information. Motion carried unanimously.

Re: King's Theatre Society June 23rd – of appreciation for the \$15,000 grant for capital upgrades to the theatre. It was moved by Councillor Sheridan, seconded by Deputy Warden Roberts to receive for information. Motion carried unanimously.

Late Additions

Re: Kings Transit – Councillor LeBlanc – as requested at COTW. Fares started on July 1st. about 50% ridership compared to last year. As of today, routes will commence the regular later times. Operators are wearing masks. New requirements from the Province note this is mandatory except for: children under two; medical conditions, human rights. Waiting for the shield for the buses to protect the driver. Cost is \$800-\$1000. Councillor MacDonald moved, seconded by Councillor Heming, to receive for information. Motion carried unanimously.

Re: Council Photo – Councillor LeBlanc noted it had been brought to her attention that the council photo on the website does not include the newest councillor. Staff reported that the photo had been removed from the website following the discussion at Committee of the Whole.

Recess

11:37 a.m. – 11:57 a.m.

In-Camera

It was moved by Councillor LeBlanc, seconded by Councillor McNeil, to meet in-camera (following a brief recess from 11:37-11:57 a.m.) from 11:57 a.m. until 12:49 p.m. in accordance with Sections 22(2)(e) contract negotiations, (f) litigation or potential litigation of the *Municipal Government Act*. Motion carried unanimously.

Adjournment

Upon motion of Councillors McNeil and MacDonald, the meeting adjourned at 12:53 p.m.

Warden

Municipal

Clerk

**Direction of the Minister
under a Declared State of Emergency**
(Section 14 of the *Emergency Management Act*, the *Municipal Government Act*, and *Halifax Regional Municipality Charter*)

During the Provincial State of Emergency declared on March 22, 2020, and under the authority provided to me in Section 14 of the *Emergency Management Act*, in addition to any other directives I have issued, and as Minister of all municipalities, I direct all municipalities and villages in the Province, including the Halifax Regional Municipality, to:

1. **Effective at 2 pm on March 22, 2020**, discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting.

Despite this direction, municipalities and villages are still authorized to continue making other operational decisions especially those required for service delivery.

Please note that these directions are in addition to any requirements established in a Medical Officer's order under the *Health Protection Act*.

A failure to comply with this direction could result in a summary conviction with fines between \$500 to \$10,000 for individuals and up to \$100,000 for a corporation per incident.

This direction will remain in place for the duration of the Provincial State of Emergency unless it is terminated in writing by me earlier.

Dated March 22, 2020.



Hon. Chuck Porter
Minister of Municipal Affairs and Housing

Summary of Motions
2020-07-23
Special Session of Council

MOTION 200723.01	Municipal Election 2020 Selection of Vendor for Electronic Election – Intelivote Systems Inc.	1
MOTION 200723.02	Municipal Election 2020 – Full Service Plan.....	1
MOTION 200723.03	Municipal Election 2020 – Tariff of Fees and Expenses	1
MOTION 200723.04	Additional Capital Requests to be Added to 2020-2021 Capital Plan	1

Minutes of the special **Municipal Council** meeting held on Thursday, July 23, 2020, at 12: a.m., via ZOOM video-conferencing in accordance with the Direction of the Minister under a Declared State of Emergency (*see attached*).

Roll Call: District 1 – Bruce Prout, present
District 2 - John A MacDonald, present
District 3 - Wayne Fowler, present
District 4 - Burt McNeil, absent
District 5 - Gregory Heming, present
District 6 - Alex Morrison, present
District 7 – Warden Timothy Habinski, Chair, present
District 8 - Michael J Gunn, present
District 9 - Wendy Sheridan, present
District 10 – Deputy Warden Martha Roberts, present
District 11 - Diane LeBlanc, present

Also

Present: CAO John Ferguson, Municipal Clerk Carolyn Young, other staff (W. Atwell, S. McInnis, D. Patterson, L. Powell)

Re: Municipal Election 2020 – Selection of Vendor for Electronic Election

MOTION 200723.01 Municipal Election 2020 Selection of Vendor for Electronic Election – Intelivote Systems Inc.

Deputy Warden Roberts moved, seconded by Councillor Heming, that municipal council authorize the selection of Intelivote Systems Inc. as the electronic election service vendor for the 2020 municipal election. Motion carried unanimously.

Re: Municipal Election 2020 Service Plan

MOTION 200723.02 Municipal Election 2020 – Full Service Plan

It was moved by Deputy Warden Roberts, seconded by Councillor Sheridan, that municipal council choose the Full Service Election Plan option as prepared by staff. Motion carried, 7 in favour, 3 against (Fowler, Gunn, Roberts)

Re: Municipal Election 2020 Tariff of Fees and Expenses

MOTION 200723.03 Municipal Election 2020 – Tariff of Fees and Expenses

Deputy Warden Roberts moved, seconded by Councillor Heming, that municipal council approve the Tariff of Fees and Expenses for services required to conduct the 2020 Municipal Election, attached presented. Motion carried, 7 in favour, 3 against. (Fowler, Gunn, Roberts)

Re: Additional Capital Requests 2020-21

MOTION 200723.04 Additional Capital Requests to be Added to 2020-2021 Capital Plan

It was moved by Deputy Warden Roberts, seconded by Councillor Morrison, that municipal council approve the Additional Capital Projects as listed and that they be incorporated into the 2020-2021 County Capital Plan previously approved.

- Bridgetown – Pickup Truck Replacement - \$40,000
- Bridgetown JD Tractor Replacement - \$85,000
- County Operations - 2 Pickup Truck Replacements - \$80,000
- South Street - Water Services Replacement - \$210,000
- Bridgetown Water Reservoir - Master Meter Replacement - \$10,000

- SCADA Upgrade - CWP Water Treatment Plant - \$55,000
- Raven Haven - Supervisor Cabin Roof Replacement - \$3,800
- Bridgetown Arena - Condenser Gasket - \$7,500
- TIR Paving - Manhole adjustments \$25,000
- TIR Paving - Water Valve adjustments \$2,500
- Margaretsville Water - Roof Replacement - \$5,000
- Nictaux WW Treatment Plant - Roof Replacement - \$4,200

Motion carried unanimously.

In-camera

Councillor Sheridan moved, seconded by Councillor Fowler, to meet in-camera via teleconference from 1:06 p.m. until 1:45 p.m. in accordance with Sections 22(2)(c) personnel and (d) litigation or potential litigation of the *Municipal Government Act*. Motion carried unanimously.

Adjournment

Upon motion of Councillors MacDonald and Prout, the meeting adjourned at 1:48 p.m.

unapproved draft

Direction of the Minister under a Declared State of Emergency

(Section 14 of the *Emergency Management Act*, the *Municipal Government Act*, and *Halifax Regional Municipality Charter*)

During the Provincial State of Emergency declared on March 22, 2020, and under the authority provided to me in Section 14 of the *Emergency Management Act*, in addition to any other directives I have issued, and as Minister of all municipalities, I direct all municipalities and villages in the Province, including the Halifax Regional Municipality, to:

1. **Effective at 2 pm on March 22, 2020**, discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting.

Hon. Chuck Porter

Minister of Municipal Affairs and Housing

Despite this direction, municipalities and villages are still authorized to continue making other operational decisions especially those required for service delivery. Please note that these directions are in addition to any requirements established in a Medical Officer's order under the *Health Protection Act*. **A failure to comply with this direction could result in a summary conviction with fines between \$500 to \$10,000 for individuals and up to \$100,000 for a corporation per incident.** This direction will remain in place for the duration of the Provincial State of Emergency unless it is terminated in writing by me earlier. Dated March 22, 2020.

Summary of Motions
2020-08-05
Special Session of Council

MOTION 200805.01	Geotechnical Investigation of the Soils Surrounding Basinview Centre	1
MOTION 200805.02	EA Farren Ltd – Warden and Clerk to Sign Short Form Agreement.....	1
MOTION 200805.03	Advertising Costs to Invite Citizen Member Applications for Appointment	2
MOTION 200805.04	CAO to Respond to NSUARB Regarding Matter M09490 Hillside Drive Water2	

Minutes of the special **Municipal Council** meeting held on Wednesday, August 5, 2020, at 1:17 p.m., via ZOOM video-conferencing in accordance with the Direction of the Minister under a Declared State of Emergency [updated July 29, 2020(*see attached*)]

Roll Call: District 1 – Bruce Prout, present
District 2 - John A MacDonald, present
District 3 - Wayne Fowler, present
District 4 - Burt McNeil, present
District 5 - Gregory Heming, present
District 6 - Alex Morrison, present
District 7 – Warden Timothy Habinski, Chair, present
District 8 - Michael J Gunn, present
District 9 - Wendy Sheridan, present
District 10 – Deputy Warden Martha Roberts, present
District 11 - Diane LeBlanc, present

Also

Present: CAO John Ferguson, Municipal Clerk Carolyn Young, other staff W. Atwell, A. Dunphy, H. Orde, S. McInnis, L. Powell, Nancy Comeau (2:00 p.m.)

Additions to the Agenda

The Clerk requested two items be added to the agenda: Advertising Costs – Inviting Applications for Citizen Member Appointments and Hillside Drive Water.

Approval of the Agenda (Order of the Day)

Councillor Heming moved, seconded by Councillor LeBlanc, to approve the Order of the Day as amended. Motion carried unanimously.

Re: Geotechnical Investigation of the Soils Surrounding Basinview Centre

MOTION 200805.01 Geotechnical Investigation of the Soils Surrounding Basinview Centre

It was moved by Deputy Warden Roberts, seconded by Councillor Morrison, that municipal council approve a \$20,000 project budget to be funded from the Recreation and Culture Reserve for the geotechnical investigation of the soils surrounding the Basinview Centre, particularly the soils located around the northwest corner which has been identified as an area of concern.

Councillor Morrison had technical issues and left the Zoom teleconference at 1:30 p.m.

The Question called on the motion.

Motion carried, 9 in favour, 1 against.

Re: EA Farren Ltd Short Form Agreement – The CAO noted that this agreement is regarding a municipal facility on municipal land, and lays out the responsibility of EA Farren Ltd. to pay all interest.

MOTION 200805.02 EA Farren Ltd – Warden and Clerk to Sign Short Form Agreement

Councillor Fowler moved, seconded by Councillor McNeil, that municipal council authorize the Warden and Clerk to sign the Short Form Agreement for Supply of Work, Goods or Materials as signed by E.A. Farren Limited, Saint John, NB on July 23, 2020. Motion carried, 8 in favour, 2 against (Roberts Gunn)

Re: Advertising Costs – Inviting Applications for Citizen Member Appointments – staff has received prices (before tax) from the Chronicle Herald ranging from \$2,506 (black & white) to \$3,132.50 (colour) for a half-page ad or \$1,799 (black & white) to \$2,229 (colour) for a one-third page ad to run for one day for the required advertisement for citizen members for committees. It may be more advantageous to send the information via Canada Post at an approximate cost of \$1,700 taxes in.

Councillor Morrison returned to the Zoom teleconference at 1:42 pm

MOTION 200805.03 Advertising Costs to Invite Citizen Member Applications for Appointment

It was moved by Deputy Warden Roberts, seconded by Councillor Heming, that the advertisement inviting citizen member applications be sent by direct mail to all residents of Annapolis County in addition to advertising on social media and circulation to councillors. Motion carried unanimously.

Concerns were voiced regarding receipt of mail in Districts 1, 11, and 6.

Re: Hillside Drive Water (M9490) – The CAO provided a brief history of this project and referenced a letter dated August 5th received from the Town of Annapolis Royal suggesting a wheeling rate of \$1,000.

MOTION 200805.04 CAO to Respond to NSUARB Regarding Matter M09490 Hillside Drive Water

Councillor Heming moved, seconded by Councillor McNeil, to accept the \$1,000 wheeling rate on the Matter of M09490 as proposed by the Town of Annapolis Royal and submitted by them to the Nova Scotia Utility and Review Board for approval. Motion carried unanimously.

Adjournment

Upon motion of Councillors LeBlanc and Sheridan, the meeting adjourned at 2:09 p.m.

Warden

Municipal Clerk

Direction of the Minister
under a Declared State of Emergency
(Section 14 of the *Emergency Management Act*)
20-008

Under my authority in Section 14 of the *Emergency Management Act*, I order that this Direction (20-008) repeal and replace the Direction regarding municipal meetings issued on March 22, 2020.

During the Provincial State of Emergency declared on March 22, 2020, and under the authority provided to me in Section 14 of the *Emergency Management Act*, in addition to any other directives I have issued and not repealed or otherwise terminated, I direct that all municipalities and villages in the Province:

1. **Effective at 8am on July 29, 2020**, may hold meetings exclusively in person if all the following conditions are met:
 - i) the total number of persons present does not exceed a gathering limitation imposed in a *Health Protection Act* order;
 - ii) all physical distancing requirements or other requirements imposed in a *Health Protection Act* order are met.
2. If the conditions set out in (1) cannot be met, the municipality or village must not hold meetings exclusively in person and must instead hold the meeting partly or wholly as a virtual meeting by video or telephone, and ensure that all of the following conditions are met:
 - i) the total number of persons present for any in person portion of the meeting does not exceed a gathering limitation imposed in a *Health Protection Act* order; and
 - ii) for any in person portion of the meeting, all physical distancing requirements or other requirements imposed in a *Health Protection Act* order are met.

For clarity, this direction does not apply to statutorily required meetings of electors for a village commission which are covered under Direction 20-007 issued on May 20, 2020.

Despite this direction, municipalities and villages are still authorized to continue making other operational decisions especially those required for service delivery.

Please note that these directions are in addition to any requirements established in a Medical Officer's order under the *Health Protection Act*.

A failure to comply with this direction could result in a summary conviction with fines between \$500 to \$10,000 for individuals and up to \$100,000 for a corporation per incident.

This direction will remain in place for the duration of the Provincial State of Emergency unless it is terminated in writing by me earlier.

Dated July 29, 2020.

Original signed by

Hon. Chuck Porter
Minister of Municipal Affairs and Housing



COUNTY of ANNAPOLIS
NATURALLY ROOTED

REQUEST FOR DECISION

Municipal Council

August 18, 2020

A. SUBJECT

Approve AM – 2.7.9 COVID-19 Response Policy

B. RECOMMENDED ACTION

That seven day notice be given for Municipal Council to approve AM – 2.7.9 COVID-19 Response Policy as circulated.

C. OPTIONS CONSIDERED

No other options considered

D. LEGAL AUTHORITY FOR RECOMMENDED ACTION

Municipal Government Act, as amended; *Health Protection Act*; Health Orders of the Chief Medical Officer under Section 32 of the *Health Protection Act*

E. BACKGROUND / FINANCIAL CONSIDERATIONS

This policy fulfills requirements for precautions and due diligence related to the COVID-19 Pandemic. Additionally, it describes and requires additional Standard Operating Procedures to be created and followed in accordance with Public Health Orders of the Province of Nova Scotia.

F. LEGAL CONSIDERATIONS

None known

G. COMMUNICATIONS PLAN

Seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed

H. OTHER CONSIDERATIONS

None

I. ATTACHMENTS

AM – 2.7.9 COVID-19 Response Policy (as proposed)

SIGNING AUTHORITIES:

Dawn Campbell, Director of Legislative Services

DATE: AUGUST 4, 2020

John Ferguson, Chief Administrative Officer

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.7.9
Section Health and Safety	Subject COVID-19 Response Policy	

1. APPLICATION

1.1 This policy governs the COVID-19 procedure for all employees of the Municipality of the County of Annapolis (“the Municipality”).

2. AUTHORITY

2.1 The *Municipal Government Act*, as it is amended.

3. DEFINITIONS

3.1 **COVID-19** refers to the outbreak of the novel coronavirus known as COVID-19.

3.2 **Crisis** refers to a public health crisis or emergency as defined by public health and government authorities.

4. COMMUNITY RESPONSE & POLICY COMPLIANCE

4.1 Provincial and federal health authorities have stressed that we all have a role in containing the outbreak of COVID-19.

4.2 As an employer, the Municipality considers the following legal obligations in making decisions regarding COVID-19:

- a. The obligation to provide a safe work environment for all employees and others in the workplace;
- b. The obligation not to discriminate based on any protected grounds under human rights legislation and to address discrimination by others in the workplace; and
- c. Other legal and contractual obligations, such as those obligations pursuant to applicable employment contracts and collective agreements.

4.3 Employees are expected to review and comply with this Policy.

5. RISK MANAGEMENT MEASURES

5.1 **Hygiene** – In light of the recent COVID-19 outbreak, the Municipality is prioritizing a high level of hygiene to keep the chance of transmission to an absolute minimum. Based on recommendations from federal and provincial health authorities, we are asking employees, councillors and visitors at municipal worksites to please ensure that:

- a. You wash your hands frequently with soap and water or alcohol-based hand sanitizer (both of which will be provided by the Municipality);
- b. Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze and throw the tissue away immediately;
- c. Avoid touching your eye, nose and mouth; and
- d. Keep at least two (2) metres (approximately six (6) feet) away from anyone coughing and sneezing where possible.

5.2 **Travel** – The Canadian government has issued travel advisories to countries that are particularly affected by COVID-19. In light of the evolving nature of these travel advisories, the Municipality strongly urges employees and councillors to reconsider all non-essential personal travel.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.7.9
Section Health and Safety	Subject COVID-19 Response Policy	

In addition, during the COVID-19 outbreak, employees may be asked to:

- a. Avoid certain travel destinations in accordance with recommendations and restrictions set by federal and provincial health authorities;
- b. Advise the Employer of their travel plans and itineraries; and
- c. If it is reasonable based on the travel and/or development of Covid-19 outbreak, employees may be asked not to attend work for a period of 14 days and / or to monitor for symptoms.

- 5.3 Ongoing Occupational Health & Safety Monitoring** – The Municipality will continue to monitor the situation and may update these risk management procedures as needed.

The Municipality will endeavour to support employees who come into contact with or test positive for COVID-19 and encourages all employees to follow the advice of health care providers and public health authorities.

6. ABSENCES & IMPACT ON PAY

- 6.1 Mandatory Absences** – In the event that an employee is unable to attend work due to following COVID-19 containment procedures set out by public health authorities, including voluntary self-isolation in appropriate circumstances, employees should contact the Chief Administrative Officer or designate right away. An employee may also be required to not attend at work if the Municipality is concerned that they may have been exposed to the virus, even if not displaying symptoms. Where possible, the Municipality will arrange for the employee to work from home. If working from home is not possible, and subject to subsection 6.2, employees will be permitted to use sick leave. For employees without sufficient banked sick leave, the Municipality will assist with applying for sick EI and any other applicable benefits announced by the federal government.

- 6.2 Precautionary Absences Due to Personal Travel** – The Municipality strongly encourages all employees to minimize non-essential travel during the COVID-19 outbreak. Employees who choose to travel for personal reasons in light of the evolving situation may not be permitted to return to the workplace for an isolation period. Employees travel at their own personal and financial risk. The Municipality will consider requests for leave pay on a case-by-case basis.

7. STANDARD OPERATING PROCEDURES / PROTOCOLS

- 7.1** During the COVID-19 pandemic, the Chief Administrative Officer shall ensure that adequate and appropriate Standard Operating Procedures (SOP's) are developed and implemented. The process for development of SOP's shall include:
- a. conducting hazard assessments at the workplace (in consultation with the with the Occupational Health and Safety Committee) to ensure appropriate physical distancing, hygiene and other needs are adequately met;

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.7.9
Section Health and Safety	Subject COVID-19 Response Policy	

- b. discussing special needs with employees to assess challenges such as those with underlying conditions, childcare difficulties, family challenges to assess who best can return to work sites, and who may need to continue to work off-site for the time being;
- c. considering / supporting the ability for employees to work from home as practical to assist with physical distance planning;
- d. evaluating other considerations that provide a consistent and efficient level of service across departments while allowing for some site /department / service group specific needs; and
- e. any other necessary steps in compliance with the requirements set by the provincial Chief Medical Officer of Health and any other relevant federal or provincial government bodies and / or health authorities

7.2 During the COVID-19 pandemic, the Chief Administrative Officer shall ensure that adequate and appropriate guidelines and protocols are developed, communicated and adhered to in regard to access to municipal sites. Guidelines / protocols shall take into account:

- a. Working from home and return to work procedures;
- b. Personal Protective Equipment (PPE's) for employees and visitors that is appropriate and in accordance with Nova Scotia Public Health orders and directives;
- c. Spacing requirements for work stations, common areas, washrooms and meeting rooms to ensure sufficient space to meet physical distancing requirements for employees, councillors and the public;
- d. Visual and digital reminders for visitors, councillors and staff to follow social distancing guidelines and proper hand hygiene techniques;
- e. Routes of entry and exit which maximize distancing and minimize points of touch or contact with others (e.g., those entering and exiting do not pass or intersect);
- f. Maintenance of sanitation and hygiene supplies in sufficient quantities at all times at all worksites and in all vehicles;
- g. Precautions necessary for higher risk activities and which require special precautions or protective equipment such as sewage treatment and solid waste handling;
- h. Ensuring mandatory training requirements are met in a safe and adequate manner which is also in keeping with both Nova Scotia Public Health and Occupational Health and Safety guidelines;
- i. Cleaning of all work areas and vehicles in accordance with Nova Scotia Public Health orders and directives;
- j. Ventilation of all work areas and vehicles that is in accordance with recommendations Nova Scotia Public Health guidelines; and

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.7.9
Section Health and Safety	Subject COVID-19 Response Policy	

- k. Any other necessary steps to maintain compliance with the requirements set by the provincial Chief Medical Officer of Health and any other relevant federal or provincial government bodies and / or health authorities

<p style="text-align: center;">Municipal Clerk's Annotation for Official Policy Book</p> <p>I certify that this policy was adopted by Municipal Council as indicated below:</p> <p><i>Seven (7) Day Notice</i> <u>PENDING August 18, 2020</u></p> <p><i>Council Approval</i> <u>PENDING September 15, 2020</u></p> <p style="text-align: center;"><i>Carolyn Young</i> <u>PENDING September 15, 2020</u></p> <p style="text-align: center;">Municipal Clerk Date</p> <p style="text-align: center;">At <u>Annapolis Royal</u> Nova Scotia</p>

N.,



COUNTY of ANNAPOLIS
NATURALLY ROOTED

REQUEST FOR DECISION

Municipal Council

August 18, 2020

A. SUBJECT

Approve AM – 1.4.4. *Comfort Centres and Shelters Policy*

B. RECOMMENDED ACTION

That seven day notice be given for Municipal Council to approve AM – 1.4.4. *Comfort Centres and Shelters Policy* as circulated.

C. OPTIONS CONSIDERED

No other options considered

D. LEGAL AUTHORITY FOR RECOMMENDED ACTION

Municipal Government Act, as amended; *Emergency Management Act*

E. BACKGROUND / FINANCIAL CONSIDERATIONS

In accordance with discussions at the July Council Meeting, this policy formalizes the County's past practices in relation to Comfort Centres and Shelters.

F. LEGAL CONSIDERATIONS

None known

G. COMMUNICATIONS PLAN

Seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed

H. OTHER CONSIDERATIONS

None

I. ATTACHMENTS

AM – 1.4.4. *Comfort Centres and Shelters Policy* (as proposed)

SIGNING AUTHORITIES:

DATE: AUGUST 4, 2020

Dawn Campbell, Director of Legislative Services

John Ferguson, Chief Administrative Officer

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

PURPOSE

1. During disasters and emergencies residents should be prepared to provide for themselves for at least 72 Hours. However, communities come together in times of need to assist individuals in their region. Locations such as schools, fire halls, community halls and community centres may open their doors to residents to provide for some of their basic needs. Such support augments the 72 hour preparedness planning efforts suggested for all Nova Scotians.
2. The County of Annapolis wishes to support local efforts to increase resiliency to disasters and emergencies. This includes assisting community groups in securing funding to equip their facilities to serve as Comfort Centres or Shelters; and providing expertise or training to develop plans / procedures necessary to carry out this role.

FUNDING FOR CAPITAL PROJECTS / FACILITY UPGRADES

3. 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. The County of Annapolis shall endeavor to stay informed of such opportunities and circulate information as it becomes available.
4. 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).

DEFINITIONS AND GENERAL PROVISIONS

5. **Activation** – is the process by which an authorized staff person of the County formally requests that a facility be opened as either a Comfort Centre or Emergency Shelter. Unless the facility is formally requested to open / activate, 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.

Comfort Centre (Centre)

6. A Comfort Centre (Centre) may be opened by a community group on its own OR may be activated at the request of REMO. Community members take the lead on organizing 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. A Comfort Centre is not opened with the intention of providing meals or as an overnight shelter. Comfort Centres are staffed with volunteers from within the community as prearranged by the community group responsible for the Centre.
7. Comfort Centres are intended to provide a place to:
 - get warm;
 - re-charge devices;

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Section Procedure & Organization of Council	Subject Comfort Centres and Shelters Policy	

- use a washroom;
- get a warm drink;
- check on each other;
- share information; and
- get updates on weather and power resumption.

8. Some centres may provide:
 - light snacks or refreshments prepared by volunteers; and / or
 - space for community members to prepare their own food.

COMFORT CENTRES – OPENED BY COMMUNITY GROUP

9. 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.
10. 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 Station. REMO must be notified when the Comfort Centre is opened or closed; 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.
11. It is not recommended that Comfort Centres open in the height of a storm. If agencies such as the Royal Canadian Mounted Police (RCMP), NSEMO or the Department of Transportation and Infrastructure are not recommending travel, Comfort Centres should evaluate if it will be safe for residents to get to the Comfort Centre. Community groups should only open if there is a defined community need for the services and resources the Comfort Centre can provide. The Province of Nova Scotia and REMO Annapolis encourage residents to be prepared to take care of themselves and their families for seventy-two (72) hours or more (*Know the Risks, Make a Plan, Get a Kit!*).

COMFORT CENTRES – ACTIVATED BY THE REMO

12. In situations of widespread / long-term community events or declared emergencies, an authorized representative of REMO Annapolis may contact the Comfort Centre contact person to request the activation of a Centre. During an activation the facility will be staffed and operated by community volunteers.
13. In the circumstances of an activation, reimbursement will be provided to the community group by REMO for reasonable expenses incurred during the period that the Centre is activated. These would include, but not necessarily be limited to:
 - Refreshments, beverages and related supplies;
 - Generator fuel or electricity (estimated or pro-rated); and
 - Hygienic / cleaning supplies and personal protective equipment (COVID-19).

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

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

EMERGENCY SHELTERS (SHELTERS)

15. In large-scale events or emergencies where there is a need to evacuate a community, a decision to open an Emergency Shelter is made by REMO in consultation with emergency service partners and first responders. 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.
16. If the REMO decides that an Emergency Shelter (or Reception Centre) is required, it is coordinated and managed by the Red Cross, under the Department of Community Services. Facility space for the Shelter is designated and activated by the Municipality. Typically, these centres/shelters are activated when an emergency event exceeds the 10 / 25 rule (10 houses, apartment units or 25 people affected).
17. A Shelter may be set up to provide any combination of the following services:
 - emergency food;
 - emergency lodging;
 - emergency clothing;
 - registration of evacuees or those affected, including handling related enquiries;
 - personal services for those affected by a disaster;
 - reception / registration centre.

Shelter Inventory Guidelines

18. The Municipality shall maintain a Shelter Inventory of potential facilities for use in an evacuation.
19. Municipal Staff will identify facilities which meet the guidelines for a Shelter (as per Section 20 below) and develop signed Memorandums of Understanding (MOU) with the facilities.
20. Facilities shall have access to working services such as electricity, telecommunications, potable water and sewage in order to be considered as for inclusion in the Shelter Inventory.
21. As well, the following guidelines must be met for REMO, Canadian Red Cross or Dept. of Community Services to designate 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;

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

- Adequate power backup system;
- Kitchen and washroom facilities;
- Sufficient space to provide sleeping space;
- If on a private well system, the water supply for the facility must meet the standards of the Dept. of Environment and it must be tested regularly (records kept);
- If the facility has a septic system, it must be serviced regularly (records kept);
- Group of volunteers is available sufficient to assist in operating the facility for an extended period (more than 24 hours);
- Volunteers having current, up-to-date certification in First Aid / CPR and Safe Food Handling Course;
- Written protocols established for opening the facility that ensure the safety of volunteers and the public (e.g., road conditions are considered);
- Availability in shoulder seasons for hurricanes and winter storms by having supplies on hand (fuel for generator, important information, etc.);
- Barrier-free / handicapped accessible;
- Sufficient parking readily available.

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>	<i>PENDING August 2020</i>
<i>Council Approval</i>	<i>PENDING August 2020</i>
<u><i>Carolyn Young</i></u>	<u><i>PENDING August 2020</i></u>
Municipal Clerk	Date
<i>At Annapolis Royal Nova Scotia</i>	

Approved August 2020

Speed Limit Cornwallis Park residential area - Message (HTML)

FILE MESSAGE ESET

Ignore Delete Reply Reply All Forward Meeting More

advertising/Co... To Manager Team Email Done Reply & Delete Create New

Rules OneNote Actions

Mark Unread Categorize Follow Up

Translate Find Related Select

Zoom

 Wed 8/5/2020 9:44 AM
Alex Morrison
Speed Limit Cornwallis Park residential area

To John Ferguson
Cc Timothy Habinski; Carolyn Young; Stephen McInnis
i You replied to this message on 8/5/2020 9:50 AM.

[Bing Maps](#) [Get more apps](#)

Hello John:

Good mtg with Steve on Tue in Cornwallis Park.

He indicated lowering of speed limit in residential area from 50 kph to 30 kph will require council approval, as was the case when we lowered the limit on the business side.

I am copying Carolyn on this email and asking her to place the item on coun agenda for 18 Aug mtg. Cheers

Alex Morrison, MSC, CD, MA
Councillor District 6, Annapolis County
508 Harbourview Crescent
Cornwallis Park, NS
B0S 1H0
(902) 638-3416

**Municipality of the County of Annapolis
REQUEST FOR DECISION**

August 18, 2020 Council Meeting

A. ELECTION NUMBER OF WALK IN FACILITIES ON OCTOBER 17,2020

B. RECOMMENDED ACTION

That council approve the 15 in person voting hall locations for October 17,2020 and the supporting tariff and fees proposed by staff.

C. OPTIONS CONSIDERED

- 1.) Proposal is to increase the number of in person voting locations available to voters on October 17 from 11 to 15. Note: Should any district not have a vote for any reason including decision by acclamation then halls within that district will not be used.
- 2.) We are now using up to 6 days per community hall in order for additional computer set up and covid-19 signage, floor markings etc. Staff recommends that we increase the fee paid to each of the 15 halls to \$500. (July 23 Tariff and fee costed an average of \$180 per hall).

D. LEGAL AUTHORITY FOR RECOMMENDED ACTION

Section 139 *Municipal Elections Act (fees and expenses)*

Section 146a. *Municipal Elections Act: including alternative voting methods*

Alternative voting Bylaw C8

E. BACKGROUND / FINANCIAL CONSIDERATIONS

Council interest to increasing in person voting locations to cover diverse geography and large areas.

F. LEGAL CONSIDERATIONS

Section 139(1) also permits Council to delegate this authority to the Municipal Clerk or the CAO.

G. COMMUNICATIONS PLAN

Complete list of voting dates, times and service option will be published in all of: Notice of Poll ads in September, Municipal Web Page, Municipal Face book, other Community/group Face Book, Official Voter letter and 1 additional voter information letter. Plus any other advertising means authorized by council

H. OTHER CONSIDERATIONS

N/A

I. ATTACHMENTS

1. 2020 Hall List
2. Copy of July 23 Approved Tariff and fees which included 11 halls

DATE: AUGUST 18, 2020

SIGNING AUTHORITIES:



Returning Officer

Municipal Clerk

TARIFF AND FEES: UPDATE: CONSIDERATION/CHANGES FOR ADDITIONAL VOTING HALLS.

Item	Cost \$	Cost Including PPE \$
Staff/Equipment/Supplies cost per hall October 17	\$2,000.65	\$2076.65
Total cost for 11 halls approved July 23	\$22,007.17	\$22,843.17
Total cost for 15 halls	\$30,009.78	\$31,149.78
Hall Rental cost approved July 23 for 11 halls was \$2000. Or \$180. Per hall. New cost at \$500 for 15 halls is \$7,500. (Increase of \$5,500.	\$7,500.00	
Total increase in cost of halls. Increase in hall rental cost \$5500. Increase in number of halls cost \$ 8002.61	\$13,502.61	\$14,642.61
Original Election Tariff and Fees Approved July 23, 2020.	\$62,689.44	\$63,980.87
New 2020 Election Tariff and Fees including increase to 15 In person voting locations for October 17, 2020.	\$76,192.05	\$77,483.48

2020 Election Poll facility List

<i>District</i>	<i>Facility</i>	<i>Address</i>
1	Melvorn Square Community Centre	165 Bridge Street Melvorn Square
2	Wilmot Community Centre	13972 Evangeline Trail Wilmot
3	Clarence Community Club	3337 Clarence Road, Lawrencetown
3	Bridgetown Fire Hall	31 Bay Rd, Bridgetown
4	Granville Ferry Community Hall	5352 Granville Rd. Granville Ferry
4	Round Hill Hall	1685 Hwy 201 Round Hill
5	Lower Granville Hall	3551 Granville Rd. Port Royal
6	Clementsport Legion branch 122	2008 Hwy 1, Clementsport
7	Centrelea Community Hall	3495 Hwy 201 centrelea
8	Clementsvalle Forresters Hall	3434 Clementsvalle Rd. Clementsvalle
8	Maitland Bridge Community Hall	701 Hwy 8 Maitland Bridge
9	Nictaux Fire Hall	9349 Hwy 10 Nictaux
10	Lawrencetown Legion branch 112	490 Main St. Lawrencetown
10	Springfield Baptist Church	Hwy 10 Springfield
11	Three Rivers Community Centre	41 Messenger Rd. Torbrook

Original Election Tarif and Fees Approved July 23, 2020

Core Staff							
Returning Officer							in-house
Assistant Returning Officer							in house
Electronic Auditor							in-house
Technology staff support							in-house
Technology							
Intelivote mgmt plus electronic Ballot *							\$16,905.00
Intelivote Voter letter plus Can post mailing*							\$17,640.00
Computer rental voters 2*11 halls@\$175 each							\$3,850.00
1 lap top per poll worker team 1* 11 halls @175 each							\$1,925.00
Internet Hubs 11@ 270 each							\$2,970.00
misc, ext cord etc.							\$500.00
Technical Equipment at Polls Sub Total	\$9,245.00						
Poll Workers	Per Hr Wage	# People	# of hours worked/per day	# of days worked	#of locations	Training per person	Total
DRO's- Regular Polls Oct 17 (\$14.00+ 4%= 14.56)	14.56	11	12	1	11	\$50.00	\$2,471.92
Poll Clerk- Regular Polls Oct 17(\$12.55 +4%=13.05)	13.05	11	12	1	11	\$50.00	\$2,272.60
DRO's Advance Polls (2 locations, 2 days)	14.56	4	9	2	2	\$50.00	\$1,248.32
Poll Clerks Advance Polls (2 locations, 2 days)	13.05	4	9	2	2	\$50.00	\$1,139.60
Poll Clerk. In bound phone support for electronic voters work 8:30 am to 4:30 pm Mon to Friday during electronic voting. (note can be part of poll worker pool, hence no additional training cost)	13.05	3	7	10	1		\$2,740.50
DRO's Mobile Polls (home staff)	14.56	5	7	1	5	\$50.00	\$759.60
Poll Clerks Mobile Polls (home staff)	13.05	5	7	1	5	\$50.00	\$706.75
Standby (3) @ 3hrs pay	13.05	3	3	1	na	\$50.00	\$267.45
Door Person Regular Polls Oct 17 (hours inc short training session and location set up times, eg signage, floor markers)	13.05	11	14	1	1		\$2,009.70
Door Person Advance Polls (hours inc short training sesion and location set up times, eg signage, floor markers)	13.05	3	10	2	3		\$783.00
Mileage (RO, ARO, DRO, PC social dist) estimate @ \$0.51							\$1,000.00
Sub Total Poll Workers	\$15,399.44						
Poll Facilities		Per Hall \$					
Regular (11 locations) up to 3 days*		\$100.00					\$2,000.00
Advance (3*2 days)		in house					\$0.00
Advertising							
one non addressed mailing. I page letter. Intor to electronic voting							\$1,500.00
PPE							
PPE for poll workers (RO, ARO,DRO, PC, door person) Cost unknown							\$0.00
Total (All):							\$62,689.44

**Municipality of the County of Annapolis
REQUEST FOR DECISION**

August 18, 2020 Council Meeting

A. COVID-19 PERSONAL PROTECTIVE EQUIPMENT (PPE) PLAN FOR IN-PERSON VOTING LOCATIONS 2020 ELECTION

B. RECOMMENDED ACTION

That council approve the Tariff and Fee and supply plan for personal protective equipment for in-person voting locations for the 2020 municipal election.

C. OPTIONS CONSIDERED

Department of Municipal Affairs & Housing Covid-19 Guidelines for Municipalities to Administer an Election.

D. LEGAL AUTHORITY FOR RECOMMENDED ACTION

Section 139 *Municipal Elections Act (fees and expenses)*

E. BACKGROUND / FINANCIAL CONSIDERATIONS

Based on recommended of materials and supplies in provincial Covid-19 guidelines.

See RO August 18, 2020 council election report for list of Covid-19 protection actions

F. LEGAL CONSIDERATIONS

Part of our adherence to provincial standards for a safe public event and safe workplace for the poll workers.

G. COMMUNICATIONS PLAN

N/A

H. OTHER CONSIDERATIONS

N/A

I. ATTACHMENTS

1. Department of Municipal Affairs & Housing Covid-19 Guidelines for Municipalities to Administer an Election

DATE: AUGUST 18, 2020

SIGNING AUTHORITIES:



Returning Officer

Municipal Clerk

TARIFF AND FEES:

Item	Cost \$
Disinfectant wipes to clean frequently used surfaces	\$275.19
Aisle Marking Tape (2inch green painters tape)	\$110.33
Hand Sanitizer 236ML-8oz 65% alcohol 72 bottles	\$306.00
Non-medical 2 ply disposable masks 250 supply (on hand inventory)	\$0.00
Non-medical 2 ply disposable masks 300 additional masks to purchase	\$600.00
Province supplied Covid-19 posters for public locations. Print in house 8.5*11 or Legal for poll locations	0.00
Total	\$1,291.43

Note: A significant part of health management costs was included in the July 23rd Election Tariff and Fees which included \$ 2792.30 for a social/distance/door person at each event.

Total of 550 masks for use over 17 locations (advance polls and October 17)

If poll staff use approx. 2.5 per person per that means just over 100 masks.

Social distance person approx. use 2.5 per person per that means just over 40 masks.

This leaves a supply of 24 masks per each of the 17 in person voting locations to offer to members of the public who arrive without a mask.

Department of Municipal Affairs & Housing

COVID-19 Guidelines for Municipalities to Administer an Election

Overview

Municipalities are to appoint a returning officer that will conduct all regular and special elections required under the act: Municipal Elections Act (MEA) Section 4(1)

The province has worked with representatives from the Office of the Chief Medical Officer of Health and Elections Nova Scotia to develop these guidelines. While we encourage councils to consider alternative voting methods – electronic voting by telephone and internet – this document is a resource for returning officers if council has chosen to administer a paper ballot election. With the appropriate staff, venue and equipment, it is possible to safely conduct an election while adhering to public health orders.

In-person public election events could pose a greater risk of transmission of COVID-19 opposed to alternative voting methods. Therefore, it is strongly recommended that municipalities consider implementing electronic voting – which includes telephone and e-voting – to protect the health and safety of election staff and voters. To ensure community members are not improperly exposed to the coronavirus, municipalities should consider providing only electronic voting to minimize the risk of transmission. Per S146A of the MEA, municipalities may by by-law authorize voters to vote electronically.

Since the 2012 municipal elections, some municipalities have used only electronic voting to conduct their elections and have had success. Municipalities are responsible for determining how the election will be administered; providing only electronic voting eliminates the potential risk of transmission, costs associated with personal protective equipment, and the requirement to have physical polling locations. If a municipality chooses to conduct an in-person election, returning officers can use these guidelines as a supporting document when considering the administration of the election.

These guidelines reflect the public health order in place at the time at which they were developed. The guidelines will be updated as public health orders change. The date on the document indicates when these guidelines were last updated.

General Information

How is COVID-19 spread?

- COVID-19 is spread through large liquid droplets when a person infected with COVID-19 coughs or sneezes. The virus in these droplets can enter through the eyes, nose, or mouth of another person if they are in close contact with the person who coughed or sneezed.
- COVID-19 is not transmitted through particles in the air and cannot enter the body through the skin.

What are the symptoms of COVID-19?

- The symptoms include fever (chills, sweats), cough or worsening of a previous cough, sore throat, headache, shortness of breath, muscle aches, sneezing, nasal congestion/runny nose, hoarse voice, diarrhea, unusual fatigue, loss of sense of smell or taste, and red, purple or blueish lesions, on the feet, toes or fingers without clear cause. Visit the [811 website](#) for more coronavirus symptoms.
- Some people experience little or no symptoms.
- Some people are more vulnerable to developing severe illness or complications from COVID-19, including older people and those with chronic health conditions.
- For more details about the coronavirus: <https://novascotia.ca/coronavirus/>

Health & Safety Guidance for In-Person Elections



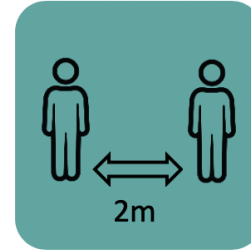
Place a protective screen between poll workers and voters



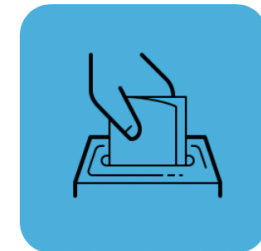
Provide a safe place to throw out wipes, gloves and masks



Supply hand sanitizer for residents and workers while at the poll location



Maintain a physical distance of 2 meters between voters, workers, and polling stations



Encourage people to consider proxy voting (see FAQ) if they are immunocompromised



Clean commonly touched surfaces frequently



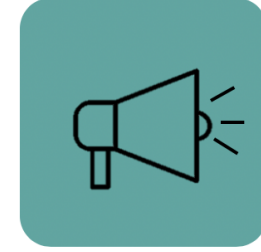
Post rules and signage for workers, citizens, candidates, and agents to follow



Consider providing pencils to voters



Recommend that all workers and residents wear a non-medical mask



Communicate to residents the precautions your municipality is taking to ensure their safety

Spacing Requirements

The venue should:

- Enable staff, poll workers, and citizens to maintain a safe distance of two meters away from each other at all times. If two meters cannot be achieved it is recommended that
 - a non-medical mask is worn by all individuals
 - a protective screen be placed between staff and citizens / ballot boxes
- Try to provide one entrance and a different exit to help contain the traffic flow.
- Adhere to accessibility requirements – legally, municipalities are required to hold elections in accessible venues.

Infection Control Measures

Generic posters are available on the Nova Scotia government coronavirus website (<https://novascotia.ca/coronavirus/resources/>). It is encouraged that municipalities consider using some of these templates for their venues.

Infection control measures can include:

- Advising election workers to stay home if ill and sending them home if they become ill while in attendance.
- Arranging seating within the venue with physical distancing between chairs/benches.
- Providing access to handwashing facilities and placing hand sanitizing dispensers or handwashing stations in prominent locations throughout the venue.
- Providing additional supplies such as tissues and lined waste containers.
- Cleaning high-touched surface areas frequently, such as ballot boxes, computers, desks, tables, railings, washrooms, writing utensils, doorknobs, light switches, and seating areas.

- Having poll workers wear non-medical masks and/or gloves to minimize infection
 - o Frequent handwashing has shown to be more effective
- Avoiding sharing equipment like clipboards and computers between staff.
- Placing a self-screening tool at the entrance where staff and users do a self-assessment at arrival to ensure people who have symptoms or have been travelling do not put others at risk.
- Having alternate poll clerks on stand-by for if, and should, one of your poll workers begin to experience COVID-19 symptoms.
- Strongly recommending to residents to wear a non-medical mask when they come to vote.
- Placing visual and signage cues like floor markings to support physical distancing and traffic flow within the venue.
- Encouraging respiratory etiquette and hand hygiene.
- Cleaning pencils between each use or providing disposable/free pencils for people to use at the venue and take home.

Accommodating high-risk voters

The municipality may want to consider the following to allow for those residents who are entitled to vote but could pose a health risk to others and/or are in a high-risk category for contracting COVID-19:

- o Providing alternative voting methods for residents to cast their vote, such as telephone or e-voting.
- o Communicating to residents their ability to use proxy-voting (see FAQ)
- o Having Returning Officers discuss with Long-Term Care Facilities about appointing an individual who already works within the facility as a Deputy Returning Officer or Poll Clerk for the mobile poll.

To ensure success of the above methods, it is recommended that a municipality communicate these alternative options to residents prior to the election.

Campaigning

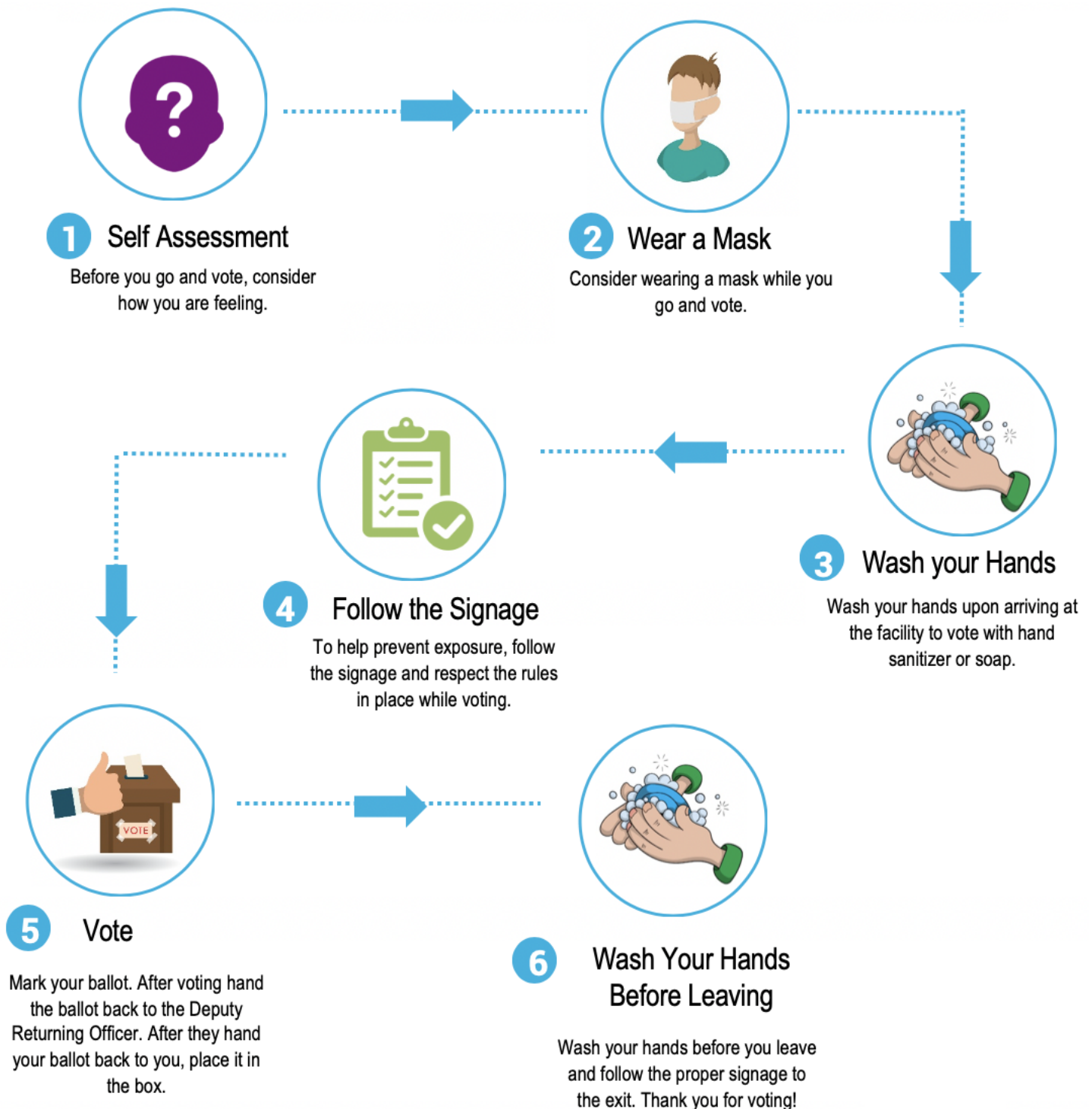
- Candidates are encouraged to suspend in-person rallies and look to alternative options to run their campaign, such as on social media.
- Candidates are required to adhere to the public health protocols while campaigning, including maintaining a distance of 6ft.
- It is recommended that candidates wear non-medical masks while canvassing.

Accessibility

Municipalities are legislated to have a polling station that has a level access premises and well-lit voting compartment. Level access is defined as a premises that is located so a person may reach the premises from the street or roadway and enter the premises without going up or down any steps, stairs, or escalators.

The municipal returning officer must secure suitable premises for one or more polling stations for each polling division in the municipality. It is suggested the returning officer visit each polling place to check the size and location of the room to be used and its level access. When visiting the polling station, the returning officer should consider level access for both the entrance and the exit of the building to maintain flow for physical distancing parameters.

Voting on Election Day



Potential Contact & Mitigation Strategies

The following provides a list of examples as to when there could be potential transmission during an in-person election and possible mitigation strategies to look at adopting.

POTENTIAL TRANSMISSION RISKS

- After voters mark the ballot it needs to be handed back to the deputy returning officer (DRO) to check the counter-foil. After checking the counter-foil, the DRO will return the ballot to the voter to place in the ballot box.
- Counting the ballots at the end of the evening
- Improper signage
- Candidates / agents looking at the polling book during a lull in voting
- Using the same pencils for each eligible voter
- Touching of doors and door handles in the entrance and exit of the facility

MITIGATION STRATEGIES

- It is optional for the DRO to insert the ballot into the ballot box upon removing the counter-foil to prevent additional transmission. Eligible voters are entitled to place their ballot in the ballot box.
- DROs are to wash their hands prior to counting the ballots at the end of the evening and upon immediately completing the count.
- Signage and markings displayed in a clear manner for people to follow
- Candidates or agents should wash their hands and wear a non-medical mask prior to looking at the poll book.
- Disinfect pencils between each use, encourage voters to bring their own pencils, or provide free pencils to voters
- Frequently clean common surfaces

Frequently Asked Questions (FAQ)

Below is a list of frequently asked questions that may come from residents in your community surrounding the election. We encourage municipalities to communicate these answers to people in their community prior to election day.

What does alternative voting methods mean?

Alternative voting methods are ways to vote other than in person. These alternative voting methods can include voting electronically by internet or by telephone. Municipalities providing alternative voting methods ensures those who are immunocompromised do not have to leave their house and can still vote.

Are municipalities required to have a paper ballot election?

No. A municipality may by by-law provide for voting through a means other than a paper ballot. The by-law may authorize voting by mail, electronically, or by another voting method. If the by-law provides for voting via the internet through the unsupervised use of a personal computing device, the by-law must also permit voting by some other means on each advance polling day and on ordinary polling day, but the act does not require that the other means be a paper ballot.

Can someone decide to use a proxy voter the morning of election?

No. The deadline to use proxy-voting is the eighth day before ordinary polling day – October 9, 2020. The person who wants to vote by proxy or the proxy voter must submit an application before the returning officer to establish their proxy. It is recommended that the individuals visiting the returning officer to apply for proxy voting wear a mask. Upon review of the application, a proxy paper will then be issued.

What if long-term care facilities are closed to outside visitors? How will I be able to ensure the residents inside are able to exercise their right to vote?

Long-term care facilities are now open to visitors. It is expected that visitors wear masks. The Municipal Elections Officer is still going to be discussing with Department of Health and Wellness to ensure that if long-term care facilities are closed to visitors again, that there may be an opportunity to appoint an individual with already cleared access to support the returning officer as a deputy returning officer. This will require the cleared individual to take an oath and assist the returning officer in collecting the votes from the individuals within the long-term care facility.

Can candidates knock on doors as part of their campaign?

Candidates must follow the public health orders that are in place at the time. Candidates are encouraged to look to new ways to campaign during this time. If candidates wish to knock on doors, public health protocols of six foot physical distancing and wearing a non-medical mask is strongly recommended.

Additional Resources

Below is a list of additional resources that returning officers and municipalities may find useful when considering administering an election in-person.

Posters available to use

<https://novascotia.ca/coronavirus/docs/COVID-19-cough-and-sneeze-etiquette-poster-en.pdf>

<https://novascotia.ca/coronavirus/docs/COVID-19-physical-distancing-sign.pdf>

<https://novascotia.ca/coronavirus/docs/Hand-Washing-Poster.pdf>

<https://novascotia.ca/coronavirus/docs/New-Normal-Poster-EN.pdf>

<https://novascotia.ca/coronavirus/docs/Staying-Healthy-Habits-EN.pdf>

Prevention Checklist

<https://novascotia.ca/coronavirus/docs/COVID-19-prevention-plan-checklist.pdf>

Additional Resources

<https://novascotia.ca/coronavirus/resources/>

**Municipality of the County of Annapolis
REQUEST FOR DECISION**

August 18, 2020 Council Meeting

A. UPDATED ADVERTISING AND PUBLIC COMMUNICATION PLAN FOR THE 2020 ELECTION

B. RECOMMENDED ACTION

That council approve the additional election advertising activities and applicable Tariff and Fees.

C. OPTIONS CONSIDERED

Existing plus additional media and mediums including print, radio, mailings, internet and social media

D. LEGAL AUTHORITY FOR RECOMMENDED ACTION

N/A

E. BACKGROUND / FINANCIAL CONSIDERATIONS

Based on significant changes in the election process as we introduce electronic voting there is an increased need to communicate with the public.

List of Planned/Existing Communications:

- 1.) All regulatory required newspaper ads have an introduction to electronic banner at bottom Including: Voter revision List (July), Call for candidate nominations (Aug), Grant of Poll (Sept)
- 2.) Regular updates to Municipal Web and Face Book
- 3.) Poster/flyer printed and posted to Face Book. Can be updated and re-send to match start of voting October 5.
- 4.) Additional community social media/Face Book postings during voting period (Oct 5 to 17) calling for people to vote now
- 5.) One general mailing to all households (August)
- 6.) The "Voter Instruction Letter" addressed/mailed to each voter late September

New Items included for this RFD and costed in Tariff and Fees:

- 1.) Series of radio spots on AVR 97.7. Magic 94.9. Series of 30 second ads beginning on or about Oct 5 to match the start of voting and continuing through Oct 17. Message would be a reminder to vote and mention that electronic and in person options exist. Reminder to check for voter letter. List name of municipality.

25 ads on each station (average 2 per day) plus 2 overnight ads per week.

- 2.) Radio advertising on 89.3 K-Rock. 20 x 30 second commercials weekly x 2 weeks. 5 week period September 21 –October 16

- 3.) Some coverage of local community newspapers for additional reminders to vote in early October.

F. LEGAL CONSIDERATIONS

N/A

G. COMMUNICATIONS PLAN

N/A

H. OTHER CONSIDERATIONS

N/A

I. ATTACHMENTS

N/A

DATE: AUGUST 18, 2020

SIGNING AUTHORITIES:



Returning Officer

Municipal Clerk

TARIFF AND FEES:

Item	Cost \$
30 second paid commercials will air between 6am – 7pm Monday – Sunday. Cost \$22.00 on AVR and or Magic 949. Note the differences in the demographics. These will be spread evenly between: 6am and 10am / 10am and 3pm / 3pm and 7pm. Bonus: For every 7 paid commercials you will receive 1 FREE evening commercial to air between 7p and midnight. 50 Paid ads = \$1100.00	\$1100.
Radio advertising on 89.3 K-Rock. 20 x 30 second commercials weekly x 2 weeks. 5 week period September 21 –October 16	\$1000.
Local newspapers.	\$500
Total	\$2600.00



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Municipality of the County of Annapolis
REQUEST FOR DECISION
Council
Date August 18, 2020

A. SUBJECT – J CLASS ROAD PROJECT – ADDITIONAL FUNDING

B. RECOMMENDED ACTION

That Council approve the additional funding of 118,645.10 as the County's 50% share of the increased costs for the J-Class Repaving Project and it be allocated to the County Operating Reserve. And further that the Warden and Clerk be authorized to sign the provincial funding request.

C. OPTIONS CONSIDERED

D. LEGAL AUTHORITY FOR RECOMMENDED ACTION

E. BACKGROUND / FINANCIAL CONSIDERATIONS

The Province has tender the above project, including the 13 roads we have submitted under the 50/50 cost share program with the province for repaving J-Class Roads.

Based on the tendered prices, the province has requested the County commit 50% of the costs over the original estimates provide by the province (see attached).

Based on our 50% cost share and including the HST net rebate the additional funding required is \$118,645.10.

Staff are recommending the funding be drawn from the County Operating Reserve (balance \$457,865.48)

F. LEGAL CONSIDERATIONS

G. COMMUNICATIONS PLAN

As a portion this project is funded from Gas Tax the required Federal signage will be posted at each site , in Granville Ferry, Bear River and Clemensport.

H. OTHER CONSIDERATIONS

I. ATTACHMENTS

1) MEMO FROM PROVINCE

DATE 14/08/2020

SIGNING AUTHORITIES:

____Stephen McInnis_____
Submitted by

Manager/Director (as needed)



Department of Transportation
& Infrastructure Renewal
Capital Programs

Johnston Building, 4th Floor
1672 Granville Street
PO Box 186
Halifax, Nova Scotia
B3J 2N2

Bus: 902-424-0897
Fax: 902-424-0570
E-mail:
laura.cunningham@novascotia.ca

MEMO - URGENT

To: Warden Timothy Habinski
CC: Mr. James Stronach
From: Laura Cunningham
Email: laura.cunningham@novascotia.ca
Date: August 4, 2020
Re: 2020-21 J-Class Subdivision Street Paving
of Pages: 2

As per section 6.2 of the cost share agreement 2018-001, the Province is required to notify the Municipality in writing of any cost overruns of more than 10% on approved projects for the current fiscal year.

The Department is prepared to proceed with this work, but the Municipality's approval of these costs is required to award the contract. An **immediate response** is requested so that this project may proceed within the current construction season.

Please indicate on the attached list whether the Municipality wishes to accept or decline the new tender (and cost share) amounts. The Department will proceed to award the projects that have been accepted by the Municipality. Sign the attached page and **email this document back to laura.cunningham@novascotia.ca.**

Yours truly,

Laura Cunnighnam

Laura Cunningham
Capital Program Administration Officer

Page 2
2020-21 J-Class Subdivision Street Paving

Dear Ms. Cunningham

Municipality of the County of Annapolis agrees to proceed/cancel projects **as indicated** on the list below.

Road Name	Original Estimate	Tender Amount	New Cost Share Amount	% Over original estimate	Municipality to proceed with project (Y/N – please write in)
North Street	\$232,000	\$297,000	\$148,500	+ 28%	
Pecks Hill Road	\$160,000	\$245,000	\$122,500	+ 53%	
Session Street	\$150,000	\$197,000	\$98,500	+ 31.3%	
Upper River Road	\$140,000	\$169,000	\$84,500	+ 20.7%	
Mills Mountain Road	\$110,000	\$136,000	\$68,000	+ 23.6%	
West Clementsport Road	\$85,000	\$104,000	\$52,000	+ 22.4%	
Duke Street	\$61,000	\$78,000	\$39,000	+ 27.9%	
Silver Street	\$50,000	\$65,000	\$32,500	+ 30%	
Garden Street	\$48,400	\$61,000	\$30,500	+26%	
Letteney Lane	\$46,100	\$59,000	\$29,500	+ 28%	
Troop Lane	\$41,000	\$46,000	\$23,000	+12.2%	

Signature

Name and Title (Print)

Date

**Recommendation
from 2020-08-05 Audit Committee
To 2020-08-18 Council**

- ***Audit Engagement***

In accordance with the recommendation of the Audit Committee, I move, that Municipal Council authorize the CAO to engage Kent & Duffett Chartered Professional Accountants to audit the financial statements of the Municipality of the County of Annapolis, which comprise the consolidated statement of financial position as at March 31, 2020, and the statements of operations, change in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information, by signing the Audit Engagement Letter dated July 1, 2020.



COUNTY of ANNAPOLIS
NATURALLY ROOTED

TO: Municipal Council
FROM: Doug Patterson, Returning Officer
DATE: August 18, 2020
SUBJECT: Election Update

Nomination Process for Council Election:

Nomination formal newspaper ads inviting interested persons to become candidates with instruction on how to be a nominee for municipal council are running in the Chronicle Herald August 15 and 22 per MEA S 42. The ad will also be distributed for flyer posting and posted to municipal web and face book.

Candidate Nominations: Key Dates and Events:

1. In person Appointments: All persons who wish to become a candidate for municipal council can now book a personal appointment between August 27 and September 4 to complete their nomination. Appointments will be held at the 752 St George Street office in Annapolis Royal. 8:30AM to 4:30PM. Please contact the RO to book an appointment.
2. General nomination date is September 8. Also held at our St George St. Office between 9am 5PM. (Please note: 5PM is the cut off time on September 8 for acceptance of nominations per municipal elections act s44.)
3. A candidate can withdrawal until 4PM on September 9 by contacting the RO in writing (e.g. email)

Anyone interested in being a candidate can now contact the RO to receive a copy of the Candidate Guide (email or print) FYI. dpatterson@annapoliscounty.ca, or elections@annapoliscounty.ca or call 902 955 0876.

Candidate Nomination Tips for 2020:

1. Candidates should ensure they have more than 5 nominators in case someone happens to not be on the voter list. Nominators need to be voters in your district. Candidates are very welcome to email the RO with names and addresses of nominators for an advance check against the voter list before nomination.
2. Check that nominators have provided their full legal first and last names and their full address, not just PO box, not just a commonly used name. This complete data will be needed to verify nominators against the voter list.
3. Official Agents: If a candidate plans to have an official agent consider someone with computer skills to assist in using Intelivote voter list data. Also, an official agent should attend your nomination meeting. Both candidate and agent have an oath to take.

Intelivote Electronic Voting Services Update:

Intelivote is actively engaged and working for us. They are in regular contact with staff.

- 1.) Intelivote has quickly completed the critical task of uploading our voter list. This has already enabled staff (with training from Intelivote) to perform on line enumeration functions such as updating voter information or adding eligible voters to the voter list upon request.
- 2.) Intelivote has worked with the RO to provide and produce a report for candidates that will provide a full “procedures and forms” description of the alternative voting process as required in MEA S 146 A part 4. The MEA requires that this be shared with all candidates by August 17 (60 days before ordinary polling day). This detailed document in addition to the public descriptions of the electronic voting service (as outlined on our web site) provides a complete picture to satisfy MEA requirements. Intelivote’s support to develop this report ensures we have supplied information that matches the highest standards across the province. (This report was distributed by email to all of council August 17).

Health: Covid-19 Management:

We have now received the official Covid-19 health guidance distributed by the Department of Municipal Affairs & Housing entitled “Covid-19 Guidelines for Municipalities to Administer an Election”

As expected the key message of the document is to urge municipalities to offer electronic voting. In fact electronic is recommended to the point of excluding any in person component.

Most of the support information is to provide guidance for any “in person” interactions. This guidance would be applicable to our planned in person voting services via electronic means.

Key actions we will need to take are:

1. Provide masks for poll workers and offer masks to members of the public who arrive without one.
2. Provide Covid-19 signage and posters to guide the public.
3. Guide traffic and maintain social distancing and ensure we stay within the maximum numbers of persons allowed in the hall at one time.
4. Provide hand sanitizer and perform frequent disinfecting of commonly touched surfaces.
5. Provide screening/shielding between poll workers and the public.
6. As expected we will be able to offer to train staff in senior’s homes to support electronic voting
7. Special note: The provincial document mentions proxy voting. We have a greatly superior solution via simply voting electronically from home and therefore our C8 Alternative Voting Bylaw does not include proxy voting.

Election Advertising/Public Support Communication:

Proposed letter to be mailed to all residents introducing the 2020 election and electronic voting (attached)



COUNTY of ANNAPOLIS
NATURALLY ROOTED

2020 MUNICIPAL ELECTION UPDATE

Did you know that all municipal elections in Nova Scotia take place every four years? The next municipal election is happening this fall in October 2020.

We have a lot of exciting news to share on how the election will operate so we are providing this update now to all residents of the Municipality of the County of Annapolis.

The election will choose the 11 Municipal Councillors for the next four years. There is also a vote for the regional French Catholic School Board (CSAP) representative.

How will the 2020 election work?

Electronic: We are incredibly pleased to offer electronic voting for 2020 municipal election! This will mean eligible voters can vote from home or anywhere, anytime using:

- ✓ Touch Tone Phone e.g. land line
- ✓ Cell Phone or Smart Phone
- ✓ Computer

*Electronic voting is part of our
commitment to provide you
with more personal safety
from Covid-19!*

Convenience: You will have several days to vote! The electronic phone or internet voting service will be available 24 hours per day from 7AM on October 5 until the close of elections at 7PM on October 17.

Support: If you need help voting from home you will be able to call staff for help during regular business hours and dates (excluding holidays) starting October 5 and on Saturday October 17.

In Person Voting: If you want to vote in person you can still do so! We care about supporting your choice!

Multiple locations across the municipality will be available on October 17 from 8AM to 7PM.

We will also offer in person voting at two advance poll locations on Saturday October 10 and Tuesday October 13 from 12PM to 8PM.

In person voting will be via on a computer voting kiosk. Poll staff will be on hand and ready to help with any questions or needs!

- ✓ **We are working hard to make the 2020 election Fast, Easy, Safe for you!**

Supporting Information:

Am I Eligible to Vote?

You must be 18 years or older on the first advance polling day (October 10, 2020)

You must be a Canadian citizen on the first advance polling day (October 10, 2020)

You must have been ordinarily resident in Nova Scotia for at least six months immediately preceding the first advance polling day (October 10, 2020)

You must be a resident of The Municipality of the County of Annapolis since immediately before the first advance polling day (October 10, 2020)

Can I check now to verify that I'm on the Voter List?

Yes!

Please email elections@annapoliscounty.ca. Provide your full name, full address, phone number and date of birth. We will check and confirm. We can add any missed eligible voters to the list.

How Will I Know How to Vote?

Eligible voters will receive a personally addressed "Voter Letter" in late September.

The letter will provide you with the following information:

- 1.) Toll free phone number for electronic phone voting. When voting you will hear recorded voice menus and make your voting selection e.g. Press 1 for candidate A, Press 2 for candidate B.
- 2.) Internet URL for computer voting. When voting you will see a visual on-screen ballot. Click to select your candidate choice.
- 3.) The letter will contain a personal pin number you will enter to access voting. You will supply and enter your date of birth as an additional verification.
- 4.) Toll free number to call municipal staff for help.
- 5.) Location, dates, and times for in person voting. (Please bring the letter if you choose to vote in person).

Next Steps:

1. Watch for your "Voter letter" This will arrive in the mail by October 2. These will be personally addressed to each eligible voter. Please contact us if you don't receive your letter by October 2.
2. Stay informed by checking the municipal web site for updates and information: <https://annapoliscounty.ca/government/municipal-elections>
3. Sign up for election news emails <https://www.annapoliscounty.ca/government/subscribe-to-news>.
4. Watch for "Grant of Poll Notices" with candidate lists in mid- September. (On Municipal Web, Facebook, News Paper, Flyers etc.).
5. Contact us with any questions at elections@annapoliscounty.ca

Please be sure to vote!



RECEIVED
JULY 17/20

26 Bay Road, PO Box 193
Bridgetown, NS B0S 1P0

gm@tcts.ca

Ph: (902) 665-2154 FX: (902) 665-4029

TRANS COUNTY TRANSPORTATION SOCIETY

July 7, 2020

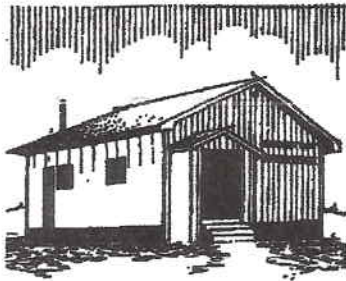
Timothy Habinski, Warden
Municipality of the County of Annapolis
752 St George Street
PO Box 100
Annapolis Royal, NS
B0S 1A0

Dear Warden and Council,

We received a cheque today in the amount of \$60,000 which represents our 2020-21 funding for the Community Contributions Grants Policy of \$35,000 and for the 2020-21 Large Capital Pledge Grant we requested of \$25,000 to assist with the purchase and upgrade of our 2019 Pro Master. On behalf of our community, TCTS extends its gratitude for this funding and also for recognizing TCTS as an integral part of your transportation budget.

Sincerely,

Nicole Hackenschmidt, GM - TCTS



532-5232

Milford And Area Community Assn.

5439 Highway 8, South Milford, NS

July 22, 2020

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

Attn.: Timothy Habinski, Warden

Dear Warden Habinski;

The Milford & Area Community Association (MACA) is very grateful for the grant of \$1200.00 from the Municipality of Annapolis County (Community Halls and Centres Assistance Program for the 2019-20 fiscal year). As our application stated, we renewed the floors on our stage area, the kitchen, and the corridor from the main hall to the kitchen. Attached are pictures of the work when it was almost finished.

The contractor did an excellent job at the quoted price; work was completed in May, but we did not receive the bill until the end of June after our AGM. Our year-end report and latest financial statement to June 21st (attached) do not reflect the payment; so I have attached the contractor's bill as well. The MACA contributed \$1669.20 for this project. We are not likely to have another financial report ready until the fall, and will send you a copy if you wish.

Though the Hall has not seen much activity since the COVID 19 restrictions were imposed, it is ready for allowable gatherings or emergencies when the need arises.

Thank you again for your continued support of our Community Hall.

Terry Roscoe
Secretary
Tr

Wayne Boucher
Chair

Attachments: Financial Statements, Contractor's bill, photos of project.
e-mail copy to Nancy Chisholm

**Milford Area Community Association
Financial Statement**

APRIL01 2019 to MARCH 31 2020

On Hand April 01 2019	
Chequing Acc	\$9,973.98
Gic's	\$4,656.66
Total	\$14,630.64

Receipts

Maple Fest	\$3,208.50
History bk (1)	\$40.00
Donations	\$1,190.00
Ticket sales	\$182.00
Yard Sale	\$14.00
Transfer from scholarship acc.	\$144.05
Rent	\$20.00
Bottle Refund	\$6.90
Harvest Fest	\$2,023.00
Items Sold	\$131.75
Hst Rebate	\$234.65

Expenses

Maple Fest	\$544.08
T&T	\$323.44
N.S.Power	\$580.71
Oil (1333.4 lts)	\$1,506.56
Maintenance	\$253.62
Supplies	\$106.60
Registry of Joint Stock	\$31.15
Insurance	\$750.00
Donations/Gifts	\$19.00
Safety Box	\$55.00
Bk/SC	\$47.40
Postage	\$17.98
Harvest Fest	\$473.03
Miscellaneous	\$77.14
Hst	\$440.88

Total Receipts **\$7,194.85**

Total Expenses **\$5,226.59**

Gic's Interest \$57.38

Gain \$1,968.26

Liabilities
Assets Land&building
(assessed Value) \$56,300.00

On Hand March 31 2020	
Chequing Acc	\$11,942.24
Gic.s	\$4,714.04
Total	\$16,656.28

TREASURER

Marilyn Delong

Marilyn Delong
Seny Spore
Wynne Gault

Martha D. Long
Jenny Leach
Weymouth



Invoice

Invoice No IN00167
Invoice date 29/05/2020
~~Due date 05/06/2020~~

**MOOSE RIVER WOODWORKS 353
Clementsport Rd. HST#746876697...**

benharv05@gmail.com
353 Clementsport Road B0S1E0
Clementsport Nova Scotia
1-902-526-0299

Invoice to
Milford community hall

Item	Description	Rate	Qty	Amount
	Supply and install vinyl click flooring through kitchen, hall and stage area. Install shoe molding matching colour of existing baseboard and aluminum stair nosing around stage edge and step.	2495.00	1	2,495.0 \$
HST		374.25	1	374.2 \$

Total 2,869.2 \$
Paid 0.0 \$
Balance due 2,869.2 \$

Thanks for your business!



Millford Community Hall, New Stage floor 2020



Millford Community Hall new Kitchen floor, 2020



Midford Community Hall, Corridor, new flooring
2020

MIDDLETON RAILWAY MUSEUM SOCIETY

July 31, 2020

CAO John Ferguson

Municipality of the County of Annapolis

Annapolis Royal, NS

B0S 1P0

Dear John,

On behalf of the members of the Middleton Railway Museum Society (MRMS) I would like to thank you for permitting us to view the Railway Artifacts at the Upper Clements Theme Park, on Tuesday July 28th.

MRMS would like to acquire all of the Railway Artifacts which include: the steam engine; coal tender; four box cars; water tower; baggage cart; all rails; railway ties; bolts; anchors; spikes and the board walk.

If MRMS is granted all of the above- mentioned Railway Artifacts, now located at the Upper Clements Theme Park, they will receive perpetual care at our museum.

MRMS hopes this request will be granted and we look forward to hearing from you soon.

If you have any questions, please do not hesitate to contact me.

Yours truly,

Dianne LeGard

MRMS Chair



NOVA SCOTIA

**Fisheries and Aquaculture
Minister**

RECEIVED
AUG 4/20

PO Box 2223, Halifax, Nova Scotia, Canada B3J 3C4 • Telephone 902 424-8953 Fax 902 428-3145 • novascotia.ca

July 23, 2020

Warden Timothy Habinski
Municipality of the County of Annapolis
PO Box 100
Annapolis Royal, NS B0S 1A0

Dear Warden Timothy Habinski:

I am writing to inform you about a funding program that the Nova Scotia Department of Fisheries and Aquaculture has launched and ask for your support.

Nova Scotia is known for its clean coastal and ocean environment from which our seafood comes. Marine debris harms both our environment and our economy. Our seafood industry has been undertaking efforts to clean up our shores and oceans in some areas of the province and we want to encourage and support these efforts.

We have established the Marine Debris Clean-Up program which provides financial support to remove debris from areas that are of commercial and social importance to the seafood sector of Nova Scotia. Please see the attached program package for more information or visit <https://novascotia.ca/fish/marine-clean-up/>.

Covid-19 temporarily restricted the ability to conduct clean-ups. Now that restrictions are changing and our province is entering a new 'normal', organizations may be able to consider clean-ups that can be conducted safely following public health guidelines.

The removal of debris from our oceans and shorelines will support the pristine image of our coastal communities and have direct benefits to tourism. I recognize that municipalities play a vital role in this effort, and I encourage you to consider your current and future involvement. Municipal waste and recycling charges can be an impediment to clean-up efforts. Waiving these fees for clean-up projects may be one way that you can provide support.

If you have questions about the Marine Debris Clean-Up program, or would like to discuss your municipality's involvement, please contact Amber Creamer at (902)237-7146 or amber.creamer@novascotia.ca.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Keith Colwell'.

Honourable Keith Colwell, E.C.N.S



Carolyn, we must raise **\$675,495** by September 11th to meet our 2020 Drive to Save Lives Campaign goal. **With the deadline only weeks away, we must hear from you today!**

RECEIVED
Aug 4/20

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

August 2020

Dear Carolyn,

I hope this letter finds you and your loved ones healthy and safe. With the COVID-19 crisis, we've learned a lot about protecting each other. That's why I'm asking you to help protect the people we all care deeply about: those living with heart disease and stroke.

We now know that coronavirus puts **those affected by heart disease or stroke at a greater risk of death** and can also **damage previously healthy hearts and impact brain function**.

As I write to you, we have reached 49 percent of our 2020 Drive to Save Lives fundraising goal. Our progress so far is a direct result of the generosity and dedication of supporters like you – thank you!

Because of your ongoing support, we continue to make improvements in the way heart disease and stroke is prevented, diagnosed and treated in Canada. Together, we have made a significant impact on the number of lives saved each year.

However, we have so much more work to do!

Carolyn, right now, the situation in Nova Scotia and all across Canada is urgent. Based on our findings, the numbers are startling: **1 person dies in Canada every 5 minutes** from heart conditions, stroke or vascular cognitive impairment, and **9 in 10 people in Canada have at least one risk factor**.

But because of your support to Heart & Stroke, we can continue to fuel change to change these unsettling statistics. Your consistent generosity and dedication allow us to fund world-class research which both saves and enhances the quality of lives of individuals right here in Nova Scotia and across Canada.

Heart & Stroke researcher Dr. Maryam Faiz is working hard to determine if a new method of repairing brain cells can lead to the functional recovery of stroke patients.

Strokes cause cells in the brain to die. The death of neurons, the cells that are responsible for our movements and thoughts, leads to long-term physical and cognitive impairments that develop after injury.

(over please)

Heart & Stroke

PO Box 9076, RPO CSC, Halifax, NS B3K 5M7 • Call Toll Free 1-877-882-2582

21-HINP-LTR

The recent findings of cellular reprogramming using the brain's most abundant cells, astrocytes – into new neurons is a promising strategy for stroke recovery. Forced cell conversion offers many benefits over traditional cell replacement techniques by enabling targeted generation of new cells at the site of injury.

Dr. Faiz's pioneering research has found that the reprogramming of astrocytes is indeed a viable method for repairing brain damage caused by stroke. Her team is now working to determine if these converted neurons will successfully improve the lost functions of patients, indicating a positive functional strategy for stroke recovery.

"Our goal is to regenerate tissue by directly reprogramming cells at the site of damage in order to replace those lost to injury," says Dr. Faiz. "Our study is the first of its kind to determine how astrocyte conversion to neurons affects the improvement of motor and cognitive deficits in stroke survivors."

Carolyn, it's time to advance research for stroke survivors in Canada.

Your generous donation today of \$50, \$75 or even \$100 will help researchers like Dr. Faiz. Will you help us reach our 2020 Drive to Save Lives Annual Campaign goal of \$1,324,500 by September 11th?

Dr. Faiz is among the 750 researchers and research teams in hospitals, universities and research institutions across Canada who need our support to make the next big breakthrough. More can be done – more must be done – to support the expertise and vision of these brilliant medical minds.

Please give generously and be a part of medical breakthroughs that only research can achieve.

Thank you for your continued support.

Sincerely,



Mary Ann Butt
Senior Vice President, Nova Scotia
Heart and Stroke Foundation

P.S. Please respond by September 11th with your most generous donation to the 2020 Drive to Save Lives Annual Campaign.