

# 2024-05-14 COTW Agenda Package

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 14, 2024  
10:00 a.m.



### PAGES

|         |     |  |
|---------|-----|--|
|         | 1.  | ROLL CALL  |
|         | 2.  | DISCLOSURE OF INTEREST   |
|         | 3.  | <b>11:00</b> PRESENTATION  |
| 3-7     | 3.1 | Annapolis Valley Regional Library Board  |
|         | 4.  | APPROVAL of the Order of the Day   |
|         | 5.  | APPROVAL of MINUTES  |
| 8-12    | 5.1 | 2024-04-09 Regular COTW  |
|         | 6.  | INFORMATION/STAFF REPORTS  |
| 13-15   | 6.1 | SR2024—31 Review Duplicate Road Names – Wilmot, Melvern Sq.  |
| 16-26   | 6.2 | SR2024-32 Tender to Demolish Dangerous Structure Lequille  |
| 27-48   | 6.3 | SR2024-33 Community Solar Program  |
| 49-67   | 6.4 | SR2024-34 COVID Policy Repeals   |
| 69-71   | 6.5 | SR2024-35 AM-1.4.10 AC Fire Services Association Grant Policy Repeal                               |
| 72-80   | 6.6 | SR2024-36 Policy 119 Inaugural Council Meeting New   |
| 81-96   | 6.7 | SR2024-38 Policy 116 Committees of Council and Council Meetings – Procedures<br>Policy Amend       |
| 97-104  | 6.8 | SR2024-37 Valley Waste Service Agreement Extension   |
| 105-106 | 6.9 | IR 2024-05-16 Planning Year End  |
|         | 7.  | RECOMMENDATIONS/REPORTS from Boards/Committees   |
| 107     | 7.1 | 2024-04-17 TCTS Board Report   |
| 108     | 7.2 | 2024-04-18 Forestry Advisory Committee Recommendations   |
|         | 8.  | IN-CAMERA  |
|         | 8.1 | In accordance with Section 22(2)(e) contract negotiations of the <i>Municipal Government Act</i> . |
|         | 9.  | ADJOURNMENT  |





# ANNAPOLIS VALLEY REGIONAL LIBRARY

## ANNUAL REPORT 2023-2024

### Updates from the CEO and Board Chair

2023-24 was another busy year at the library! The past two years have been filled with major staffing changes - many of our dedicated staff have retired, and new staff are learning the ropes.

Despite all the internal changes, library services were full steam ahead. There was a 5% increase overall in library usage compared to 2022-23, and we continue to grow beyond pre-pandemic heights.

Later in 2024, we are looking forward to rejuvenating the Library's strategic plan after engaging our communities in consultation. We can't wait to hear where our communities want to take their libraries next!



Julia Merritt, Chief Executive Officer

January 2024 marks the 75th Anniversary of the creation of The Annapolis Valley Regional Library (AVRL) as the first regional public library in Nova Scotia. From its inception, AVRL has been innovative and forward-thinking, starting with having the first bookmobile in Canada! Understanding and responding to social, economic, and cultural changes that the citizens and patrons of Public Libraries value and support has been key to successful operation over 75 years. 2023-2024 has been a transformative year for AVRL, as it positions itself to address the new and emerging needs for the next 75 years.

In January 2023, AVRL welcomed Julia Merritt as our new CEO and leader of a new management team following the retirements of long-term employees with over 150 years of collective service to the AVRL. As with many organizations facing new challenges post-Covid, Julia looked ahead to the opportunities that re-organization presents, and has guided AVRL forward with the promise of many more years of public library service to the residents and patrons of our 11 branches from Annapolis County to Windsor-West Hants County.

Janet Ness, Chair

NEW USERS

**4,683**



ACTIVE USERS

**24,037**

TOTAL PROGRAMS

**1,989**



PROGRAM ATTENDANCE

**14,498**



# ANNAPOLIS VALLEY REGIONAL LIBRARY

## ANNUAL REPORT 2023-2024



## Highlights

- The Same Page partnership with the 8 rural libraries in Nova Scotia continues to be a resounding success in its second year. AVRL users borrowed over 157,000 items - 20% more than 2022-23!
- Over 4,000 new memberships were issued, which means 1 in 5 residents in Annapolis Valley is actively using their library card.
- The Lawrencetown branch began piloting changes to its hours, eliminating the dinner-hour closure to provide uninterrupted service for the public.
- AVRL celebrated the generous bequest of the late Mr. Donald Evans, who donated over \$1.2 million for the long-term benefit of the Annapolis Royal branch.

DIGITAL ITEMS BORROWED

# 108,311

TOTAL ITEMS BORROWED

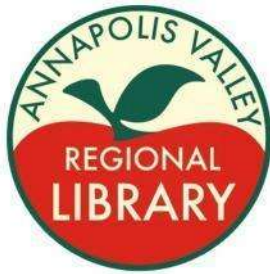
# 800,152

PUBLIC COMPUTER ACCESS (HOURS)

# 21,689

WIRELESS USAGE (HOURS)

# 282,269



## Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

The Honourable Allan MacMaster  
Minister of Communities, Culture, Tourism and Heritage  
1741 Brunswick St., 3rd Floor  
P.O. Box 456, STN Central  
Halifax, NS B3J 2R5  
Sent via email: MIN\_CCTH@novascotia.ca

March 28, 2024

Dear Minister MacMaster,

Thank you for your letter of January 15, 2024. We are writing to answer the questions that you had outlined in that letter, and would be happy to provide additional information.

In 2023-24, AVRL received Bridge Funding of \$58,500, which was extremely helpful. This grant was used to help fund a balanced budget that included:

1. 2% cost-of-living adjustment for salaries
2. Increases to liability insurance and extended health care benefits
3. Same Page software and shipping costs

However, the 2023-24 budget soon proved to be unequal to the major challenges associated with staff recruitment and retention. Our areas of challenge are:

1. Turnover: 38% of permanent staff positions have turned over from 2022-2024, which has resulted in significant lack of capacity
2. Low wages: have resulted in a lack of candidates and poor retention
3. Casual staff: usage has increased exponentially to augment the lean staffing model

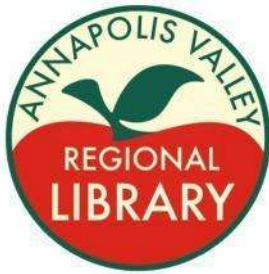
Further, AVRL staff have unionized and the first collective agreement was ratified in October 2023. To retain a competent workforce and avoid service disruption through strike or other labour action, the AVRL Board was willing to use its financial reserves, and has authorized deficit budgets for those years.

As a result of staffing shortages, and to reduce the deficit, in 2023-24 we have cut:

1. Programs: 50% reduction; only core literacy and technology programs continuing.
2. Staff: positions are being gapped where possible, especially management/non-union.
3. Special projects: with fewer staff we cannot advance the library's role in community.

The budget for collections was reduced in 2021 to be able to participate in the Same Page consortium, so these funds have not been further reduced.

Due to these changes, the previously forecasted deficit of over \$100,000 for 2023-24 is now estimated to be close to zero.



## Annapolis Valley Regional Library

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In 2024-25, these reductions will continue. Based on the current funding formula, we anticipate that the 2024-25 Bridge Funding amount for AVRL will be roughly \$90,000. We are very appreciative of this assistance and we thank you for your efforts to secure this additional funding. The budget shortfall for 2024-25 including Bridge funding and service/staff reductions is currently estimated at \$150,000 (previous estimate \$250,000).

Taken together, these measures will allow us to maintain regular operating hours through 2024-25. Forecasting beyond that point is not possible as the collective agreement expires on March 31, 2025.

For these reasons, AVRL is eager to begin the funding review process with the Ministry and CORL. AVRL's CEO, Julia Merritt, is deeply involved in working with Council of Regional Librarians subcommittee to research salary rates. She will also be participating on the Funding Review Committee. Lastly, the Library Development Fund's grant to AVRL this year will permit a community consultation project in late 2024, which will provide updated information regarding community needs as well as satisfaction levels. We look forward to being able to contribute time and data to the ongoing efforts to plan for the future success of Nova Scotia's public libraries.

Again, we thank the Ministry for its ongoing support of public libraries in Nova Scotia and we look forward to working together during the budget review process.

Yours Sincerely,

Janet Ness, Board Chair

CC: Mr. Keith Irving, MLA for Kings South

Mr. Carmen Kerr, MLA for Annapolis

Mr. John Lohr, MLA for Kings North

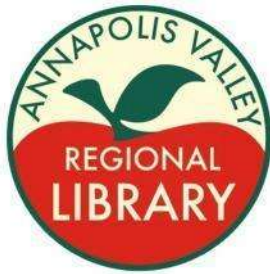
Mr. Chris Palmer, MLA for Kings West

Ms. Melissa Sheehy-Richard, MLA for Hants West

Stephanie Smith, Executive Director, Archives, Libraries and Museums, Dept of Communities, Culture, Tourism and Heritage

Lynn Somers, Director, Nova Scotia Provincial Library, Dept of Communities, Culture, Tourism and Heritage





**Annapolis Valley Regional Library**  
P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0  
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### Background Figures

| <b>2022-23</b>                |     | <b>Notes</b>                                   |
|-------------------------------|-----|--|
| # of positions vacated        | 12  | Not including casual staff                     |
| % of total workforce turnover | 25% |  |
| % of staff making \$16-18/hr  | 9%  | Living wage for Ann. Valley 2022-23 is \$22.40 |
| % of staff making \$18-20/hr  | 44% | 73% of total staff make below a living wage    |
| % of staff making \$20-22/hr  | 20% |  |

| <b>2023-24</b>                  |           | <b>Notes</b>                                |
|---------------------------------|-----------|---|
| # of positions vacated          | 6         | Not including casual staff                  |
| % of total workforce turnover   | 13%       |   |
| Increase in use of Casual staff | 700%      | Compared to 2022-23                         |
| Salary increase                 | \$1/hour  | Negotiated with NSUPE; living wage \$25.40  |
| Forecasted Deficit              | \$100,000 | March 2024: now estimating near \$0 deficit |

| <b>2024-25</b>     |           | <b>Notes</b>                                |
|--------------------|-----------|---|
| Salary increase    | \$1/hour  | Negotiated with NSUPE                       |
| Forecasted Deficit | \$150,000 | Reduced from original estimate of \$250,000 |

Minutes of the regular Committee of the Whole meeting held on Tuesday, April 9, 2024, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

### **ROLL CALL**

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

Also Present: CAO Chris McNeill; Municipal Clerk Carolyn Young; other staff, L. Bent, D. Campbell, C. Mason, N. McCormick, B. Olsen, N. Whitman (1:00 p.m.), and Jim Young.

### **Disclosure of Interest**

None.

### **Order of the Day**

Deputy Warden Redden requested to add *IMSA Report* as item 7.3

To approve the Order of the Day as amended.

Moved: Councillor LeBlanc

Seconded: Councillor Enslow

Motion carried.

### **Minutes**

Re: 2024-03-12 Regular Committee of the Whole

Approved, no errors or omissions.

### **Information/Staff Reports**

Re: SR2024-19 Policy 114 Council Remuneration New

To recommend that Municipal Council approve *Policy 114 Council Remuneration*, seven-day notice.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion carried.

Re: SR2024-20 Tax Sale Surplus

That Committee of the Whole recommend to Council that the Municipality of the County of Annapolis send a letter to the Nova Scotia Minister of Municipal Affairs and Housing requesting that the Financial Reporting and Accounting Manual be amended to reduce the length of time tax sale surplus funds are

required to be held before transfer to the Capital Reserve Fund from 20 years to 8 years, or one year post tax sale, whichever is greater.

Moved: Deputy Warden Redden

Seconded: Councillor Hudson

Motion carried.

Re: SR2024-21 Policy 116 Council Meetings New

That municipal council approve Policy 116 Committees of Council and Council Meetings – Procedures Policy, NEW, seven-day notice.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

To amend to remove from Article 2 “*meetings from November to March (inclusive) will start at 10:00 a.m.*” to maintain consistency.

Moved: Councillor Barteaux

Seconded: Councillor Gunn

Motion carried.

Amend Article 3 to have council meetings start at 6:00 p.m.

Moved: Councillor Enslow

Seconded: Deputy Warden Redden

**Motion lost**, 4 in favour, 7 against.

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

That municipal council approve Policy 114 Committees of Council and Council Meetings – Procedures Policy as amended, NEW, seven-day notice.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried.

Re: SR2024-22 Appoint Development Officer

That Municipal Council appoint Darren Shupe as a Development Officer for the Municipality of the County of Annapolis to administer the Municipality’s Land Use Bylaws and Subdivision Bylaw.

Moved: Deputy Warden Redden

Seconded: Councillor LeBlanc

Motion carried.

Re: SR2024-23 Policy 115 Pension New

To recommend that Municipal Council approve *Policy 115 Pension*, seven-day notice.

Moved: Deputy Warden Redden

Seconded: Councillor Enslow

Motion carried.

Re: SR2024-24 Repeal AM-1.4.9, AM-1.4.11 and AM-1.4.12 Grants Policies

To recommend that Municipal Council repeal the following policies:

- *AM-1.4.9 Community Grants Policy*
- *AM-1.4.11 Community Contributions Policy*
- *AM-1.4.12 Tax Exemption and Reduction Policy*

Seven-day notice.

Moved: Deputy Warden Redden

Seconded: Councillor Hudson

Motion carried.

Re: SR2024-25 Policy 111 Planning Advisory Committee New

To recommend that Municipal Council approve *Policy 111 Annapolis County Planning Advisory Committee Policy*, seven-day notice.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried.

Recess

10:56 a.m. – 11:02 a.m.

PRESENTATION

Re: Kings Transit Authority – Dwight Whynot highlighted the WSP Consultant findings and recommendations circulated in the agenda package as *Kings Transit Strategic Plan 90% Report*.

***Warden Morrison left and Deputy Warden Redden took the Chair at 11:39 a.m.***

Mr. Whynot then briefly reviewed the 2024-25 operating and capital budgets as circulated at the meeting.

Lunch

12:00 p.m. – 1:00 p.m.

Re: SR2024-26 Policy 112 Area Advisory Committees New

To recommend that Municipal Council approve *Policy 112 Area Advisory Planning Committee Policy*, seven-day notice.

Moved: Councillor Gunn

Seconded: Councillor Sheridan

To amend the policy in Article 7, first paragraph, to change the wording for Councillor membership to be not more than 4

Moved: Councillor Sheridan

Seconded: Councillor LeBlanc

Motion carried.

The Question was called on the original Motion as amended to read:

To recommend that Municipal Council approve *Policy 112 Area Advisory Planning Committee Policy*, as amended, seven-day notice.



Moved: Councillor Gunn  
Seconded: Councillor Sheridan  
Motion carried.

Re: SR2024-27 Policy 113 Public Participation New

To recommend that Municipal Council approve *Policy 113 Public Participation Policy*, seven-day notice.

Moved: Councillor Enslow  
Seconded: Councillor Prout  
Motion carried.

Re: IR Dangerous & Unsightly Quarterly Report

Staff was commended for the efficient management of these issues.

Re: SR2024-28 Policy 110 Recreation and Culture Reserve Fund New

That Municipal council approve *Policy 110 Recreation and Culture Reserve Fund*, seven-day notice.

Moved: Councillor Prout  
Seconded: Councillor Longmire  
Motion carried.

**Recommendations / Reports from Boards / Committees**

Re: 2024-03-20 TCTS Board Report

Re: 2024-03-28 Physician Recruitment and Retention Committee Recommendation

To recommend that Municipal Council approve *Policy 108 Medical Financial Assistance*, seven-day notice.

Moved: Councillor Longmire  
Seconded: Councillor Connell

To amend the motion by changing article 6 to read ....' and up to \$5000 for part-time medical practitioners upon recommendation by the Physician Recruitment & Retention Committee to municipal council...'

Moved: Councillor Barteaux  
Seconded: Councillor Sheridan  
Motion carried.

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

To recommend that Municipal Council approve *Policy 108 Medical Financial Assistance*, as amended, seven-day notice.

Moved: Councillor Longmire  
Seconded: Councillor Connell  
Motion carried.

Re: IMSA Board Report – Deputy Warden Redden noted he had emailed a report to all councillors but not all had received. It was requested to add it as an item on the April Council agenda.

In-Camera

To meet in-camera from 2:05 p.m. to 2:23 p.m. in accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property of the *Municipal Government Act*.

Moved: Councillor Longmire

Seconded: Councillor LeBlanc

Motion carried,

Adjournment

The Deputy Warden declared the meeting adjourned at 2:23 p.m.

Unapproved  
Draft



# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Prepared By:** Cheryl Mackintosh, Manager of GIS & Civic Addressing  
**Report Number:** SR2024—31 Review Duplicate Road Names – Wilmot, Melvern Sq.  
**Subject:** Pleasant Streets, Wilmot & Melvern Square

## RECOMMENDATION(S):

That Municipal Council initiate the road name review process to review the duplicate road name of Pleasant Street in Wilmot and Pleasant Street in Melvern Square.

## LEGISLATIVE AUTHORITY

The *Municipal Government Act*, Civic Addresses 313 (c) gives a municipality authority by policy to name or rename any street or private road.

Annapolis County Policy 1.4.5 Road Naming and Community Adjustment.

## BACKGROUND

There is a road in Wilmot in the Shady Rest Subdivision named Pleasant Street and approximately 4.5 km to the east in Melvern Square there is also a road called Pleasant Street. These are legacy names and have been in use longer than 1991-92 when civic addressing was rolled out across the province. Initiating the road naming review process will allow staff to research both road names and provide information to Municipal Council to determine if one of the streets should be renamed to avoid confusion for emergency response.

## DISCUSSION

While both roads currently using the same name have been in existence for some time, staff are not aware of any complaints that emergency response or service delivery have been delayed due to the confusion with the roads carrying the same name. Staff will reach out to the residents to see if there is an issue with the roads using the same name.

## FINANCIAL IMPLICATIONS

Road naming or renaming is part of the regular maintenance to maintain the integrity of the civic addressing system used for emergency response and is covered under the civic addressing maintenance budget. The review process will determine if either road has issues with the duplication of road names being close to each other.

## POLICY IMPLICATIONS

The road naming review process will follow policy 1.4.5 Road Naming and Community Adjustment.

## ALTERNATIVES / OPTIONS

No other alternatives are being considered at this time.

**NEXT STEPS**

Once the road name review process is initiated by Municipal Council, staff will begin the review process and will provide information to Municipal Council when the review is completed.

**ATTACHMENTS**

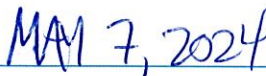
1. Map showing location of Pleasant Street in Wilmot and Pleasant Street in Melvern Square.

**Prepared by:**

Cheryl Mackintosh, Manager GIS & Civic Addressing

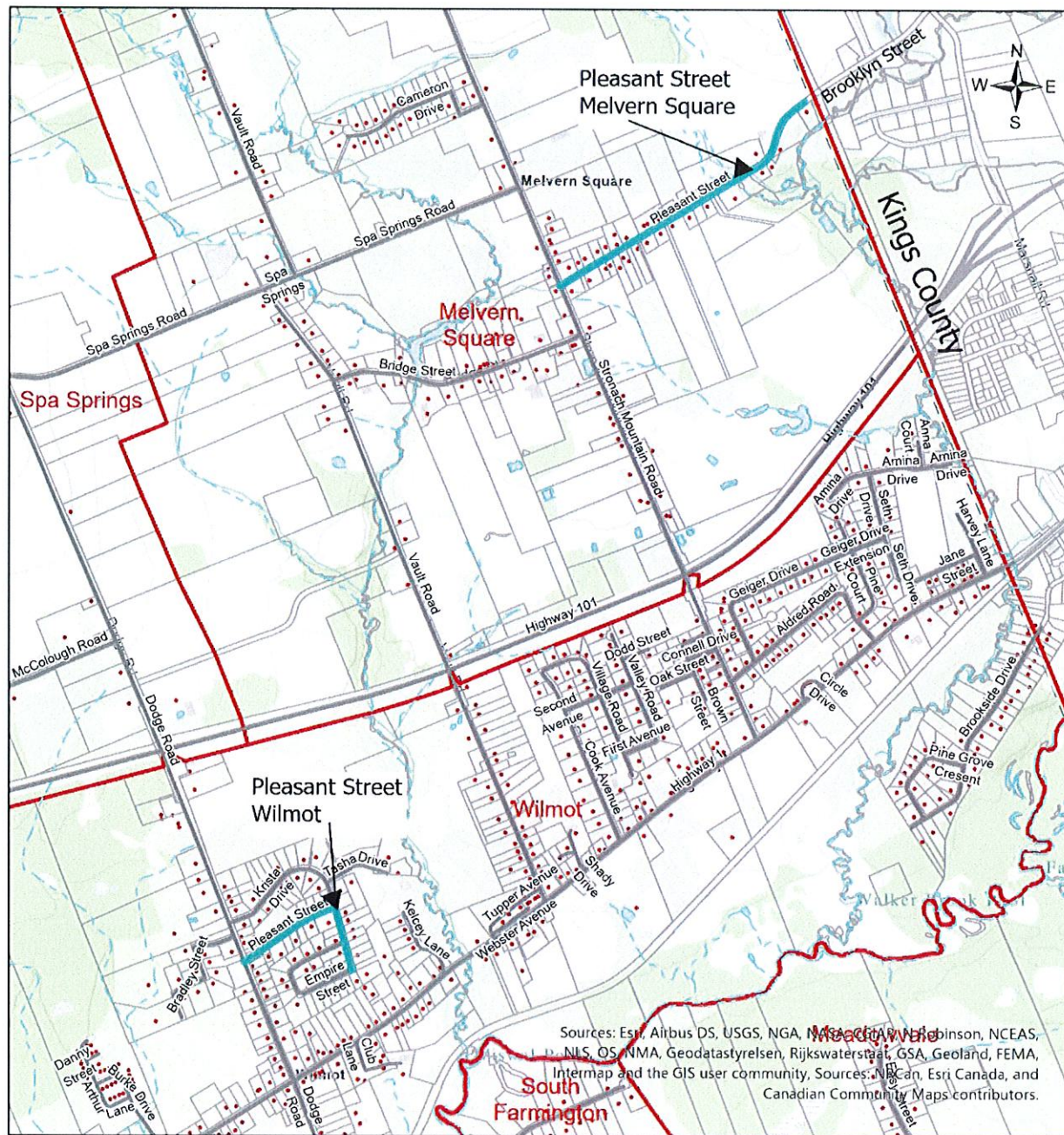
**Reviewed by:**

Linda Bent, Director of Planning & Inspection Services

**Approved by:**  
Chris McNeill  
Chief Administrative Officer**Approval Date:**

(Date)





## Pleasant Street - Wilmot & Melvern Square

0 0.25 0.5 1 Kilometers





# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Prepared By:** Cheryl Mason, Administrator under Dangerous and Unsightly Premises  
**Report Number:** **SR2024-32 Tender to Demolish Dangerous Structure Lequille**  
**Subject:** Tender to Demolish Dangerous Structure – Lequille

## RECOMMENDATION(S):

That Committee of the Whole authorize the Administrator under Dangerous and Unsightly Premises to call a tender for civic 172 West Dalhousie Road, Lequille, Property Identification 05107487, Assessment Account Number 00176869 to demolish the dilapidated dwelling on the property, have the demolition debris removed to an approved C & D site, and in-fill the foundation to make it safe.

## LEGISLATIVE AUTHORITY

*Municipal Government Act, Chapter 18, PART XV, Section 346*  
*County of Annapolis AM-1.4.15 Dangerous and Unsightly Premises Policy*

## BACKGROUND

The property has been vacant for quite some time as the owner is deceased, located at 172 West Dalhousie Road, Lequille, Annapolis County, Property Identification Number 05107487 / Assessment Account Number 00176869. The County of Annapolis received a complaint regarding the dangerous condition of the structure on October 24, 2023, and the Administrator under Dangerous and Unsightly Premises, visited the property with the Bylaw Enforcement Officer to inspect the structure and noted that the roof had collapsed, and the back of the house had fallen in making the property dangerous to anyone on or about the property.

Staff have attempted to contact the next of kin regarding the condition of the property. Upon a visit to the property on December 18, 2023, it would appear someone has been working on the property as the derelict vehicles that were in the back yard have now been removed but there has been no change to the structure. A Registered letter was sent to the son of the registered owner diarized for January 12, 2024, to contact the Administrator however to date, there has been no contact.

A 14-day Order has been posted on the property and Registered Letter has been sent to the last known address of the son of the property owner advising of the process to appeal the decision of the Administrator for the demolition.

## DISCUSSION

Attached is a chronology of actions taken over the last several months to get compliance.

## FINANCIAL IMPLICATIONS

Any costs associated with the work are the responsibility of the property owner. Costs are applied to the property taxes associated with the property and collectible per the *Municipal Government Act* including the tax sale process if applicable.

## POLICY IMPLICATIONS

No legal action can be taken against the Municipality of the County of Annapolis as per the Municipal Government PART XV 353.

## ALTERNATIVES / OPTIONS

Due to the deteriorated condition, there is no other option than to proceed with the tender process to demolish the dilapidated structure, remove the demolition debris to an approved C & D site, and in-fill the foundation to make it safe.

## NEXT STEPS

A tender will be called through the Provincial Procurement site.

Notification will be issued again by posting the property to advise of the proceeding of this request to the Committee of the Whole meeting to be held on May 14, 2024, and as per 7.2 of the Dangerous and Unsightly Premises Policy - *An order made by the Administrator may be appealed to the Committee of the Whole if such appeal is registered within seven (7) days after the order is delivered.*

## ATTACHMENTS

- 1 (a) & (b) Chronology of Complaint and Process
- 2 (a), (b) (c), (d) & (e) Pictures taken on October 24, 2023, December 18, 2023, January 12, 2024, April 2, 2024, and April 22, 2024
- 3 (a)(b)(c) Policy AM 1.4.15 Dangerous and Unsightly Premises Policy

## Prepared By:

Cheryl Mason, Administrator under Dangerous and Unsightly Premises


## Reviewed by:

Dawn Campbell, Director of Corporation Services

## Approved by:

  
Chris McNeill, Chief Administrative Officer

## Approval Date:

  
MAY 7, 2024



**Attachment 1 to Staff Report - Tender to Demolish Dangerous Structure – Lequille  
Committee of the Whole, May 14, 2024**

**FILE CHRONOLOGY**

**Timeline of this file:**

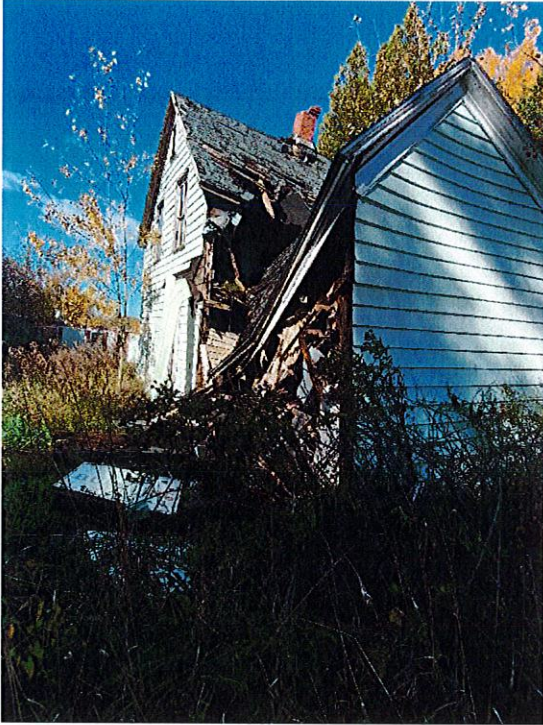
- October 24, 2023 Complaint received from the community of an unsafe vacant dwelling. C. Mason, Administrator, and Z. Cromwell, Bylaw Enforcement Officer, inspected the property to confirm the conditions / pictures were taken at that time. (See attached). Diary **November 24, 2023**.
- November 2, 2023 Telephone message was received from the son of the registered owner stating he would like to know what he should do. The Administrator had called back twice that day but never got an answer although did leave a message to have him return the call.
- November 16, 2023 Again, the Administrator called and left a message with no response.
- December 12, 2023 Staff revisited the property to confirm if there had been any work done to the building or property but there was no change.  
2<sup>nd</sup> 30-day Order was sent Registered to the son and Posted on the dwelling. – Diary **January 12, 2024**
- December 18, 2023 Staff were advised that vehicles had been removed from the property and we visited to see that they were in fact gone however there is still debris that was left behind. No change to the structure.
- January 12 , 2024 Staff visited the property to inspect condition. No change to the structure other than continued deterioration.
- April 3, 2024 Last 14 Day Order was issued. Registered mail and posted on the property with a diary date of **April 23, 2024**.
- April 22, 2024 Administrator visited the property to confirm action had been taken however there is no change.
- April 23, 2024 Administrator did not receive any response to the 14 Day Order.



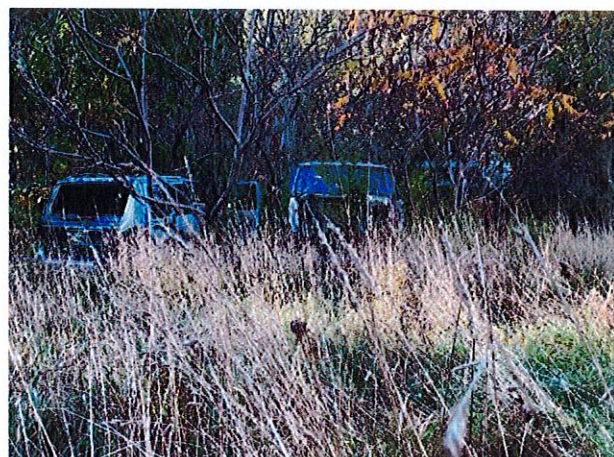
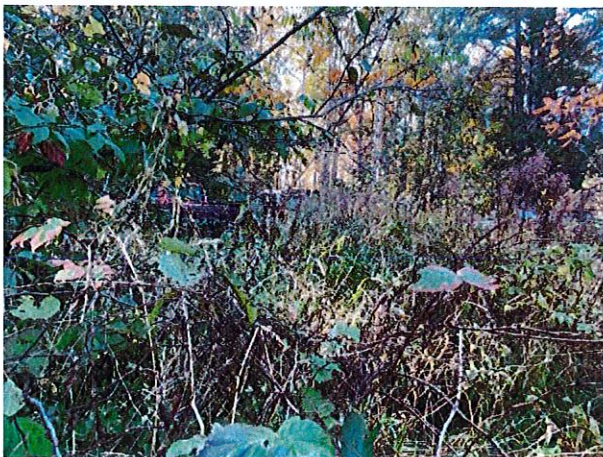
**Attachment 2(a) to Staff Report - Tender to Demolish Dangerous Structure – Lequille Committee of the Whole, May 14, 2024**

Pictures taken October 24, 2023

View of back of house where roof has collapsed.      View from front of house.



Vehicles were scattered throughout the woods.



**Attachment 2(b) to Staff Report - Tender to Demolish Dangerous Structure – Lequille**



**Committee of the Whole, May 14, 2024**

Pictures taken December 18, 2023

Wood area where derelict vehicles has been located now removed.



Front view now that leaves are gone

View of back of house.





**Attachment 2(c) to Staff Report - Tender to Demolish Dangerous Structure – Lequille  
Committee of the Whole, May 14, 2024**

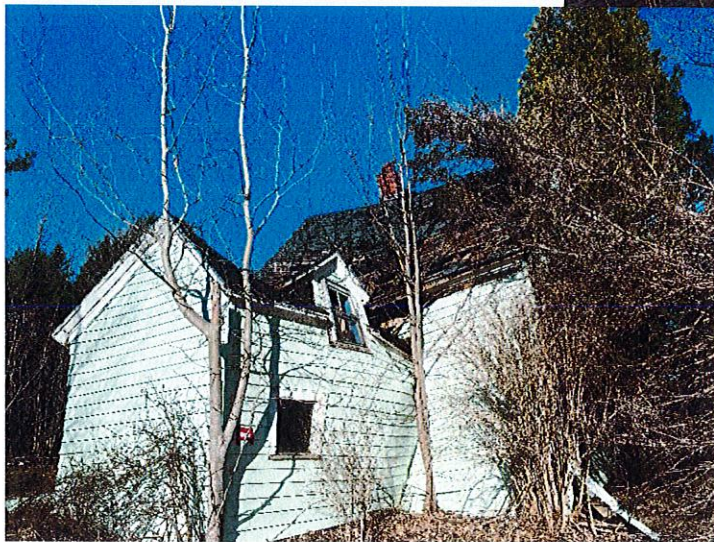
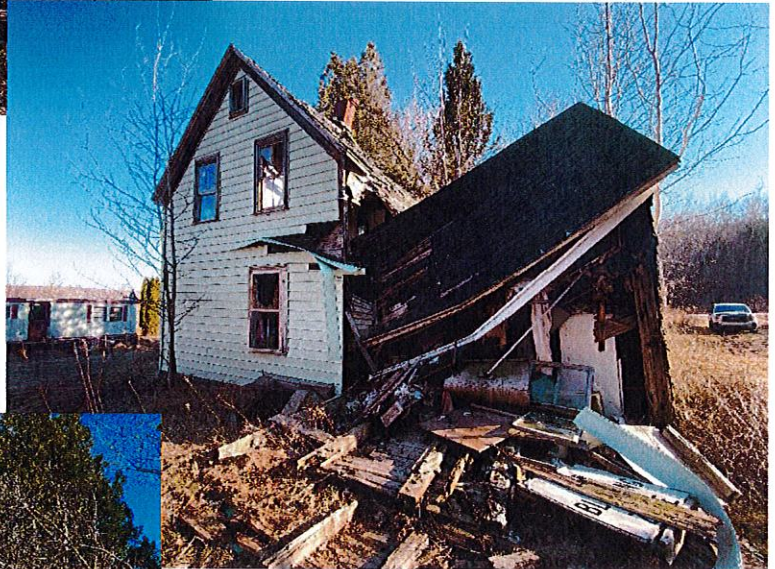
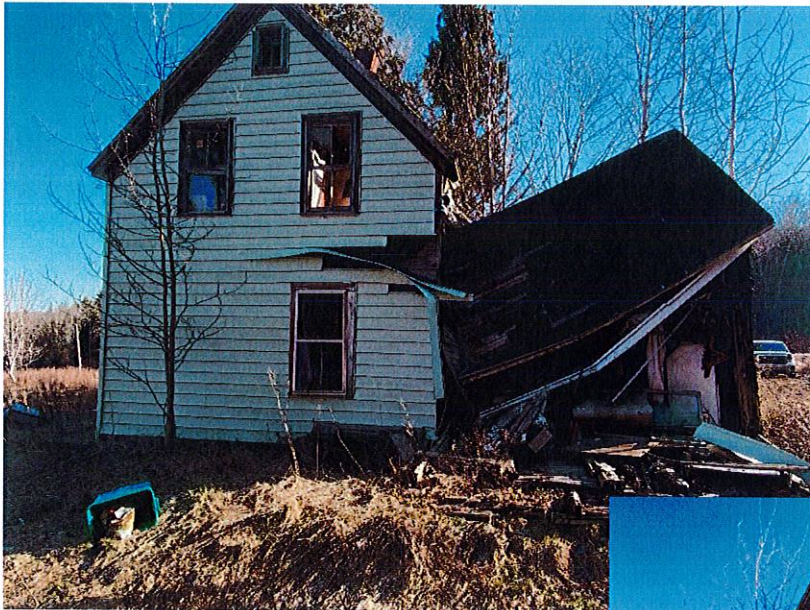
Pictures taken January 12, 2024





**Attachment 2(d) to Staff Report - Tender to Demolish Dangerous Structure – Lequille  
Committee of the Whole, May 14, 2024**

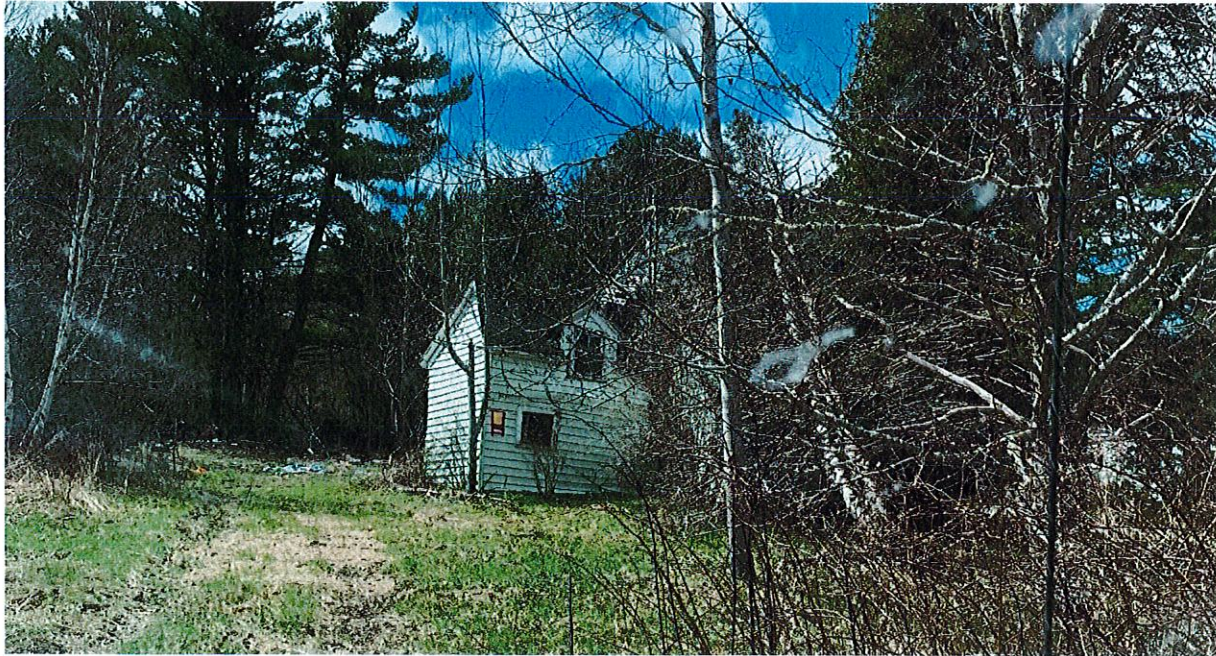
Pictures taken April 2, 2024





**Attachment 2(e) to Staff Report - Tender to Demolish Dangerous Structure – Lequille  
Committee of the Whole, May 14, 2024**

Picture taken April 22, 2024, confirming the structure has not been removed.



**Attachment 3(a) to Staff Report - Tender to Demolish Dangerous Structure – Lequille Committee of the Whole, May 14, 2024**

|  |   |
|--|---|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br><b>POLICY AND ADMINISTRATION MANUAL</b> | <b>AM - 1.4.15</b>  |
| Section<br><b>MUNICIPAL SERVICES</b>   | Subject<br><b>Dangerous and Unsightly Premises Policy</b> |

**1.0 Purpose**

It is the desire of Municipal Council that every property in the Municipality be maintained such that the property is not dangerous or unsightly. This policy defines the practices to be followed in a circumstance whereby a property is alleged to be dangerous or unsightly.

**2.0 Authority**

This policy is enacted pursuant to Subsection 345 (1) of the Municipal Government Act, as amended.

**3.0 Definitions**

Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

**4.0 Delegation**

4.1 Municipal Council delegates its authority to act in regard to dangerous and unsightly premises to the Administrator, except the authority to order demolition.

4.2 Municipal Council delegates its authority to order demolition of a dangerous or unsightly premise to the Committee of the Whole.

4.3 Notwithstanding Subsection 4.2, in circumstances where public safety may be an issue, the Administrator may take immediate necessary action to prevent danger or to remove a dangerous structure or condition.

4.4 Municipal Council delegates its authority to hear appeals or orders made by the Administrator to the Committee of the Whole.

**5.0 Report of Dangerous or Unsightly Condition**

5.1 The reporting of a dangerous or unsightly property can be made by a resident or ratepayer of the Municipality. Each report of dangerous or unsightly property will be duly recorded on a form for this purpose, and within fourteen (14) days of receiving complete and required information, will be followed up by an initial site inspection and subsequent inspection report prepared by / under the supervision of the Administrator.

**6.0 Report of Dangerous or Unsightly Condition**

6.1 In preparation of the initial site inspection report, the Administrator will determine whether the property is dangerous or unsightly.

- (a) If the Administrator determines that the property is not dangerous or unsightly, no action will be taken.
- (b) If the Administrator determines that the property is unsafe, the Administrator may make an order to have the property vacated.
- (c) If the Administrator determines public safety requires immediate action, the Administrator may make take action to prevent damage or may remove the dangerous structure or condition.
- (d) If the Administrator determines that the property is dangerous or unsightly, the Administrator shall so advise the property owner by mail or personal service, of what is required to remedy the unsightly or dangerous condition within thirty (30) days of the date the letter was registered or served (*letter requesting condition be remedied*).
- (e) Where an alleged dangerous or unsightly property has been reported by a resident or ratepayer, the Administrator shall advise the reporting person of the action taken.

Amended Oct. 25, 2022

Page 1 of 3



**Attachment 3(b) to Staff Report - Tender to Demolish Dangerous Structure – Lequille  
Committee of the Whole, May 14, 2024**

|   |  |
|---|--|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br>POLICY AND ADMINISTRATION MANUAL | AM - 1.4.15  |
| Section<br>MUNICIPAL SERVICES   | Subject<br>Dangerous and Unsightly Premises Policy |

- (f) A monthly summary of all reports made, actions taken, current status with respect to the dangerous or unsightly premises will be submitted to the Committee of the Whole by the Administrator.

**7.0 Order**

- 7.1 In the event that the dangerous or unsightly condition has not been remedied in accordance with a notice given pursuant to Subsection 6.1, the Administrator may issue an order requiring the owner to remedy the unsightly or dangerous condition within thirty (30) days. The order shall be posted on the property and a copy shall be sent to the owner by registered or regular mail.
- 7.2 An order made by the Administrator may be appealed to the Committee of the Whole if such appeal is registered within seven (7) days after the order is delivered.

**8.0 Demolition**

- 8.1 In the event that the Administrator determines that the property is dangerous or unsightly and he / she is of the opinion that to remedy the condition demolition is necessary, the owner shall be given not less than seven (7) days' notice of the date, time and place of the Committee of the Whole Meeting at which the making of such an order will be considered.

**9.0 Court Order**

- 9.1 Notwithstanding any other provisions of this policy, the Municipality may also apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and for an order requiring the work to be done to remedy the condition.

**10.0 Charges**

- 10.1 Where the owner fails to comply with an order made pursuant to this policy and the Administrator determines that it is necessary for the Municipality to carry out the work specified in an order, such costs to carry out the work (plus interest) shall be recovered from the property owner as provided under Subsection 507 of the *Municipal Government Act*.
- 10.2 Where the owner fails to comply with an order made herein within the specified time, the owner may be charged a penalty pursuant to the powers granted under the *Municipal Government Act* and as may be amended from time to time; as such, any person who fails to comply with the terms of an order is liable, on summary conviction, to a penalty of not less than one hundred dollars and not more than five thousand dollars, and in default of payment to imprisonment for not more than three months.

**11.0 Notification to Councillors**

- 11.1 The Administrator shall notify the councillor of the area by phone or email (*as appropriate to the circumstance*) prior to issuing a letter requesting a condition be remedied or a thirty day notice to comply. A copy of all correspondence shall also be provided to the councillor.

|   |                         |
|---|-------------------------|
| Municipal Clerk's Annotation for Official Policy Book                           |                         |
| I certify that this policy was adopted by Municipal Council as indicated below: |                         |
| Seven (7) Day Notice.....   | October 18, 2022        |
| Council Approval .....  | October 25, 2022        |
| <u>Carolyn Young</u>  | <u>October 26, 2022</u> |
| Municipal Clerk   | Date                    |
| At Annapolis Royal Nova Scotia  |                         |

**Attachment 3(c) to Staff Report - Tender to Demolish Dangerous Structure – Lequille**

## Committee of the Whole, May 14, 2024

|   |  |
|---|--|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br>POLICY AND ADMINISTRATION MANUAL | AM - 1.4.15  |
| Section<br>MUNICIPAL SERVICES   | Subject<br>Dangerous and Unsightly Premises Policy |

### Amendments:

2016-07-19 Deleted the words "be referred to" in Sub-section 5.2

### AND

ADDED 10.2 *Where the owner fails to comply with an order made herein within the specified time, the owner may be charged a penalty pursuant to the powers granted under the Municipal Government Act and as may be amended from time to time; as such, any person who fails to comply with the terms of an order is liable, on summary conviction, to a penalty of not less than one hundred dollars and not more than five thousand dollars, and in default of payment to imprisonment for not more than three months.*

2018-01-16 - added the words "or regular" in Sub-section 7.1

### Amended 2022/10/25:

- deleted Sub-section 5.2: *As councillors may ultimately be required to serve as "jury" in a dangerous or unsightly premises appeal, all residents or ratepayers wishing to register a complaint in regard to an unsightly or dangerous premises matter should contact the Administrator.*

Amended Oct. 25, 2022

Page 3 of 3





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Prepared By:** Chris McNeill, Chief Administrative Officer  
**Report Number:** SR2024-33 Community Solar Program  
**Subject:** Letter of Support for 4579183 Nova Scotia Limited's Application to Nova Scotia Community Solar Program

---

### RECOMMENDATION

That municipal council provide a letter of support to 4579183 Nova Scotia Limited in support of their application to the Province of Nova Scotia for a Community Solar Project on lands of PID#05060207, 196 Brooklyn Road, Brooklyn, Annapolis County.

### BACKGROUND

The government of Nova Scotia has set an aggressive target of being able to generate 80% of all electricity needs for the province from renewable energy by 2030. This is compounded by a goal of having net-zero carbon emissions by 2050. These goals are both very ambitious and will require great businesses and community leadership. One of the methods that is being promoted as a way to reach these targets is through the new deployment of solar.

### DISCUSSION

Representatives of the municipality attended a public meeting held by SolarBank Corporation out of Ontario at the Port George Community Hall on April 16, 2024, and the company hosted another public information meeting on-line on April 22, 2024. Additionally, representatives met virtually with the Warden, Deputy Warden, and Chief Administrative Officer on April 23, 2024, to review their proposal, share their plans, and to seek a letter of the support from the Municipality.

SolarBank is proposing to build up to a 7 Mega Watt (MW) solar garden on lands in Brooklyn, Annapolis County that are privately owned and being leased to the company for a period of 25-years. This is based on a Call for Proposals issued by the province for up to 100 MWs of new community solar power in 2024. Proponents must bid on the offer and only those selected will be given the opportunity to enter in Power Purchase Agreements (PPA's) with Nova Scotia Power to buy the power from the solar farm company. SolarBank will be proposing four different project locations

including this one in Annapolis County. Sites have been selected based on their closeness to a high-power grid system nearby to connect into.

Nova Scotia's current electricity price of 18.3 cents per KW/h. This proposal will allow local "subscribers" to register to become users of the solar system and then receive a 2-cent reduction in their power rate without any cost or investment from the land owner subscribing.

Upon questioning by the Municipality, it was learned that all parts of the solar panels are recyclable including the aluminum, wiring, and glass, and that a reserve fund is required to be set up by the company to pay for the future removal of the panels and putting the land back to its original condition.

Solar panels are considered a power utility property use and are therefore a permitted use in all zones within the municipality's new Land Use Bylaw.

SolarBank is now requesting a letter of support for this project from the Municipality because it is a requirement for their application.

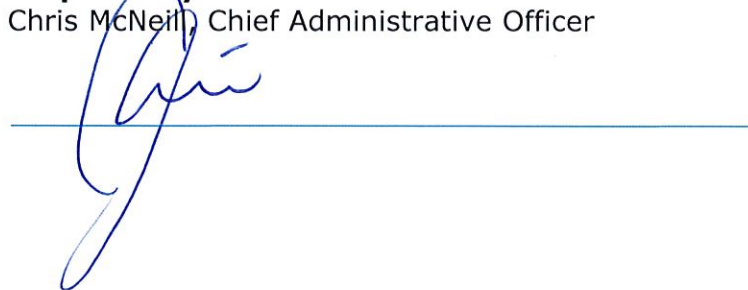
#### **LEGISLATIVE AUTHORITY**

Section 9A of the *Municipal Government Act* states that the purposes of a municipality are to (a) provide good government; (b) provide services, facilities and other things that, in the opinion of the council, are necessary or desirable for all or part of the municipality; and (c) develop and maintain safe and viable communities.

Section 47(1)(2) of the *Municipal Government Act* states that council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law, and that the council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.

**Prepared by:**

Chris McNeill, Chief Administrative Officer







803-505 Consumers Rd  
Toronto, ON M2J 4V8  
Tel: 1 416 494 9559  
[www.solarbankcorp.com](http://www.solarbankcorp.com)

**CAO's Office, c/o Chris McNeill  
Municipality of the County of Annapolis  
752 St. George Street  
Annapolis Royal, NS B0S 1A0**

Dear Mr. McNeill,

As discussed, we have now met with yourself, Warden and Deputy Warden of the Municipality of the County of Annapolis, as well as hosted two public meetings regarding our proposed solar project. The proposed project was well received by the community.

We would like to request a Municipal Support Resolution or Letter from the Municipality of the County of Annapolis for the purpose of applying to the Nova Scotia Community Solar Program. Please see below for more information and attached for a sample letter.

4579183 NOVA SCOTIA LIMITED and SolarBank Corp have proposed a Community Solar Project "Brooklyn". We plan to submit this project to the Nova Scotia Community Solar Program. The presentation outline is as follows:

- Nova Scotia Community Solar Program: background and program overview.
- Proponent and Company Background.
- Brooklyn Solar Project – Site Location, Site Plan, Progress Update.
- Community Engagement Plan, Community Benefits, and Municipal Support Resolution.

We are seeking a Municipal Support Resolution or Letter for our proposed Community Solar Project. A Municipal Support Resolution or Letter is one of the requirements for project submission.

Please see below for Project Information:

**Applicant and Project Owner:** 4579183 NOVA SCOTIA LIMITED

**PID:** 05060207

**Address:** 196 Brooklyn Rd, Annapolis County, NS

**Site GPS:** 44°56'16.8"N 65°08'13.2"W

**Proposed Project Size:** up to 7 MW

#### **Questions and Contacts**

Please feel free to reach out to me below if you have any questions regarding the Community Solar Program, companies involved, and/or proposed project.

Sincerely,

Mila Simon, Project Coordinator  
SolarBank Corporation  
[mila.simon@solarbankcorp.com](mailto:mila.simon@solarbankcorp.com)  
647-713-7752



# The future is bright

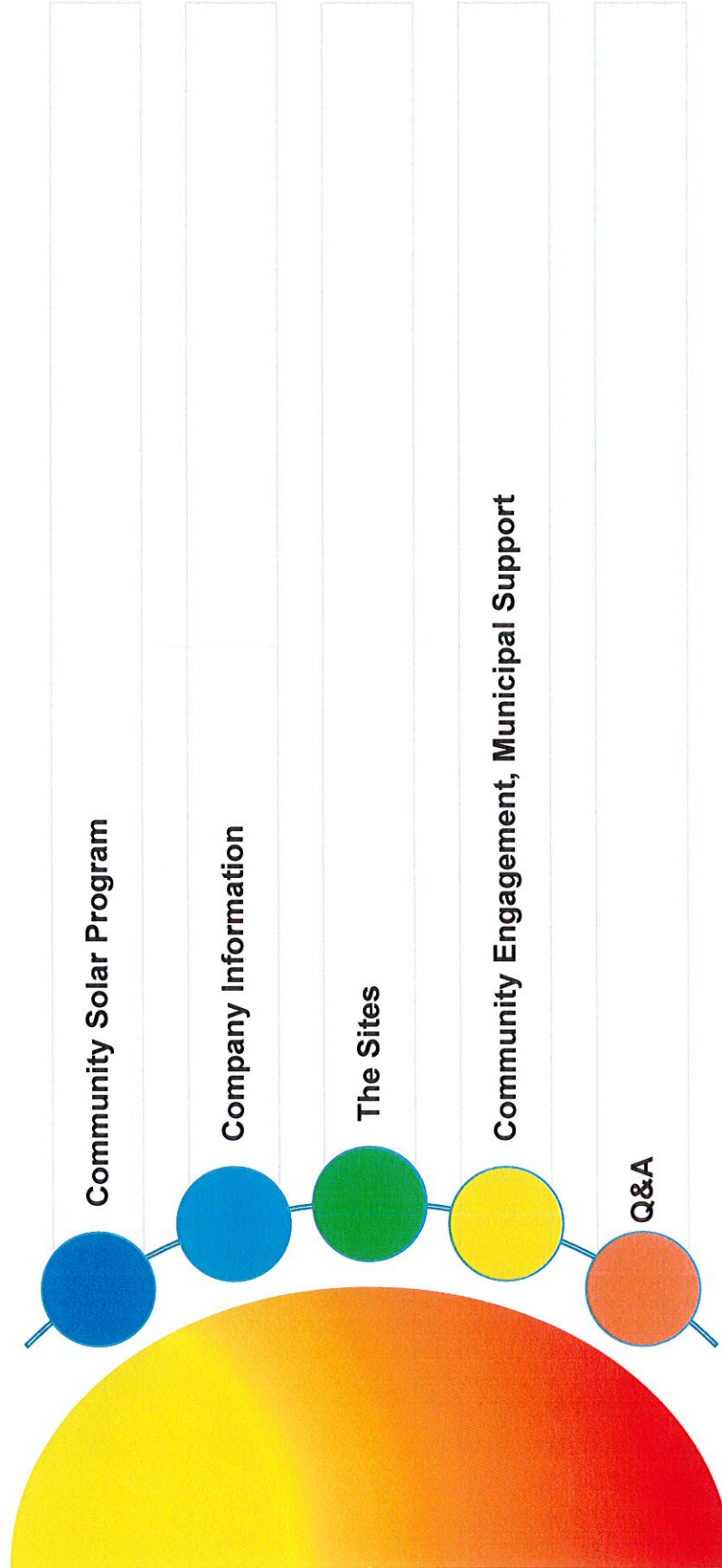
Nova Scotia Community Solar Program  
Brooklyn Solar Project

April 23<sup>th</sup>, 2024





# Table of Contents



|   |  |
|---|--|
| Community Solar Program                 |  |
| Company Information                     |  |
| The Sites                               |  |
| Community Engagement, Municipal Support |  |
| Q&A                                     |  |

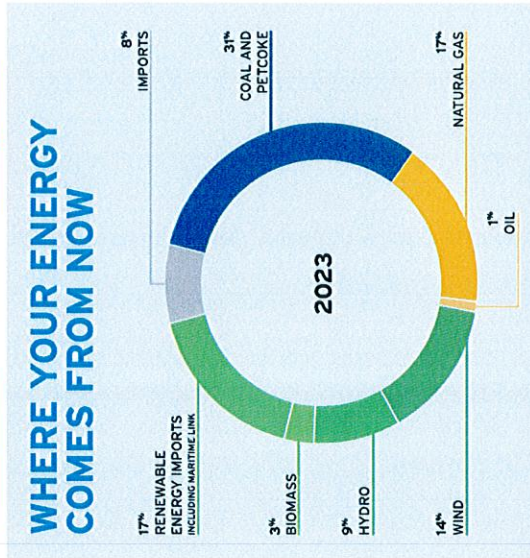
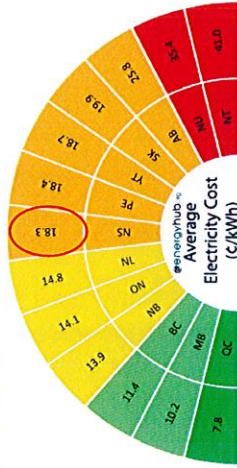
# Nova Scotia Needs Renewable Energy

- NS has the following challenges:
  - High electricity price: \$0.183/kWh
  - High emission on electricity generation
  - Fossil fuel reduction: **31% of electricity from Coal; 17% from Natural Gas**
- NS has the most ambitious goals in Canada for cutting GHG emissions:
  - 53% below 2005 levels by 2030, net-zero, by 2050
- NS will get **80% of its electricity from renewable resources by 2030** by:
  - **Rate-Based Procurement (RFP): 350 MW** of PPA issued in February 2022
  - **Green Choice Program (RFP): up to 350 MW** of PPA issued December 2023,
- Submission Deadline: Jun 14, 2024
- **Community Solar Programs: 100 MW (2024)**

- AI Renewable Flow-through LP will participate in the current and future solar programs in Nova Scotia and will consider further Atlantic Canada expansion opportunities.

Electricity Prices in Canada 2023

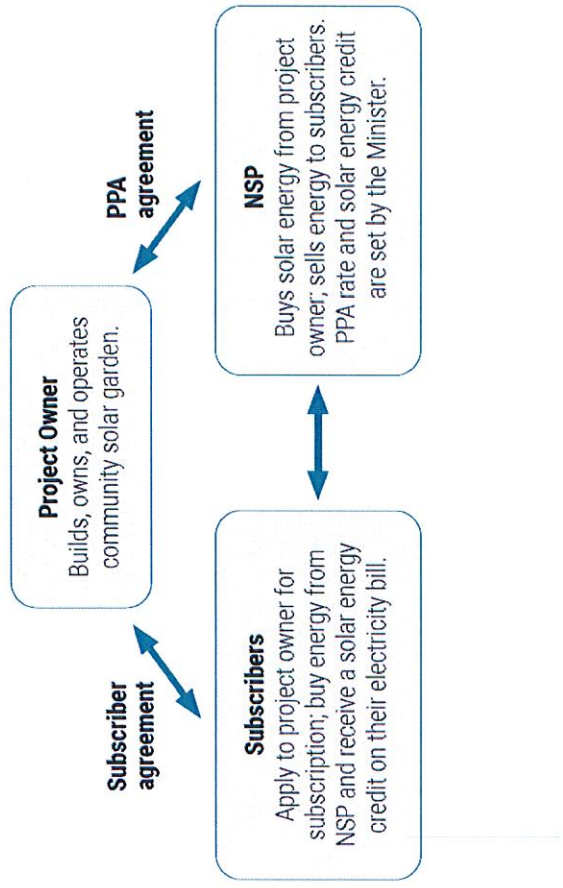
Published by Ryan Urban on Feb 14, 2020 Last updated Sep 3, 2023





# Nova Scotia's Community Solar Program

- ✓ The NS Community Solar Program seeks to expand solar energy to those residences or businesses who are interested in using green energy but unable to install solar PV panel
  - ✓ to build a community solar garden between 500 kW to 10 MW AC
  - ✓ Total Capacity for 2024 procurement: 100 MW AC
- ✓ How it works:
  - ✓ Project owners construct, generate and operate the community solar garden
  - ✓ Generated solar energy is connected to Nova Scotia Power Incorporated (NSPI)
  - ✓ Residences or businesses (Subscribers) enter a Power Purchase Agreement (PPA) with the Project Owner
  - ✓ NSPI administers the solar energy to subscribers, such as billing, payments
  - ✓ Project owners continue to engage subscribers and manage subscription
- ✓ Program was Launched on March 1, 2024.  
Review at first come first serve basis.
- ✓ Contract Term: 25 Years



# Community Benefits

A community solar project in Annapolis County has many community benefits, and can play a significant role in strengthening future renewable energy initiatives in the community in several ways:

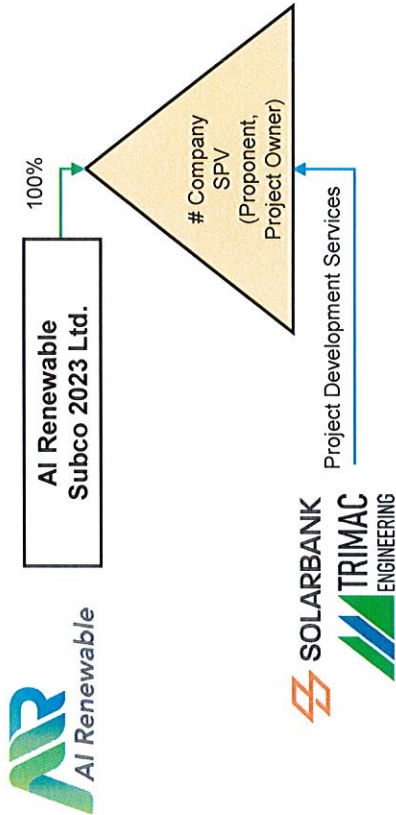
- Energy Cost Savings: Subscriber will receive \$0.02/kWh credit on their bills for the solar electricity subscribed
- Local job creation and economic growth
- Local green energy generation to increase grid resilience
- Reduce emissions (GHG)



# The Proponent

**Proponent means** a Person registered under the Community Solar Program for the purpose of applying for the process, who is responsible to develop, finance, own and operate the Project.

Proponent is a Special Purpose Vehicle (SPV) that is 100% owned by AI Renewable Subco 2023 Ltd (Subco). The parent company for the Subco is AI Renewable Flow-through fund.



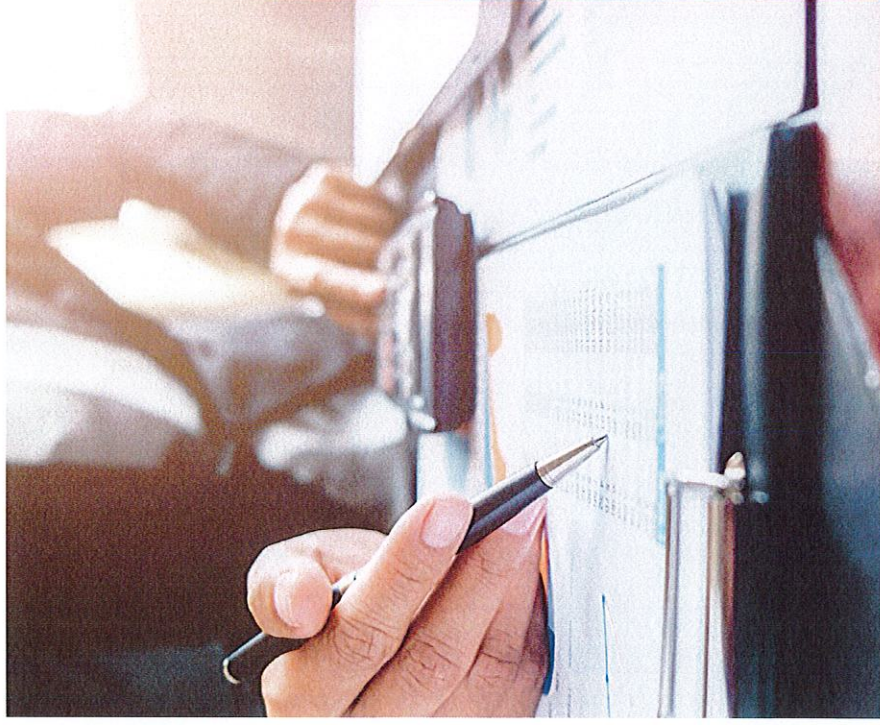


## AI Renewable 2023 Limited Partnership

The AI Renewable 2023 LP, Is A **Flow-through** Limited Partnership, To Invest on **Clean Infrastructure** and/or **Renewable** Energy Projects That Help To Reduce Energy Costs and GHG Emissions In Canada While Producing **Tax Benefits** And **Long-term Steady Cash Flows** For Investors.

### MISSION STATEMENT:

To Be Part Of The Solution To Climate Change Through Tax-effective Sustainable Investments In Clean Infrastructure & Renewable Energy Technologies.





1,000+  
Development  
Projects

1,000MW+  
Potential  
Development Pipeline

100+  
Solar Plants Under  
Management

60 MW+  
Projects  
Built

4,000+  
Homes  
Powered

24/7/365  
Control  
Center

\$100M+  
Managed Project  
Financing



# SOLARBANK



## WE ARE A LEADER IN DISTRIBUTED AND UTILITY-SCALE SOLAR AND STORAGE PROJECTS ACROSS U.S. AND CANADA

SolarBank is an established and trusted developer, engineer, and asset operator in the economy-wide pursuit of Net-Zero carbon emissions. We specialize in behind-the-meter (BTM) solar power plants, grid-connected community solar gardens, battery energy storage systems (BESS) and EV Chargers.

We are a first mover led by seasoned management team. Our end-to-end solution has been validated by our 100% customer retention rate over more than a decade in projects of varying scope and scale. Our customers are stable, comprised of 90% government, utility and large commercial contracts. Against the backdrop of a favorable regulatory climate and surging customer demand for renewable energy and reduced emissions, we are uniquely positioned to expand into new markets throughout Canada and the U.S. while also transitioning to a more lucrative model that includes both “build and manage” and “build and own” renewable energy projects.

2024-05-14 COTW Agenda Package



# Full Vertical Integration

- While most of our competitors focus on single areas of the renewable energy value chain, **our expertise at every stage makes us highly competitive on cost and volume.**
- We create value by designing, constructing and operating projects to **maximize long-term performance and returns.**
- Our in-house development, engineering and construction expertise means that **we can finish turnkey solar projects in an efficient and timely manner.**

## ORIGINATION:

- Policy analysis
- Financial analysis
- Site control

## DEVELOPMENT:

- Grid Interconnection
- Regulatory Permitting
- Environmental Approvals
- Incentives & Tax Agmt.
- Power Purchase Agmt.

## FINANCING:

- Equity
- Investment Tax Credit (ITC)
- Long-term Debt
- Construction financing

## DELIVERY:

- Engineering
- Procurement
- Construction
- Commercial Operation

## On-going Operation:

- Operation & Maintenance
- Subscriber Management
- Asset Management



# Trimac Engineering

**TriMac Engineering** is a locally owned engineering firm with offices located in Sydney and Halifax, Nova Scotia. We are Mechanical and Electrical Engineering Consultants. Incorporated in 2015 with roots dating back to 1991, we offer our clients a wide range of Engineering Consulting and Project Management services in the industrial, institutional and commercial sectors.

The firm has particular expertise in the design and implementation of piping, mechanical, electrical and control systems with extensive experience in the power generation, mining, pulp & paper and construction industries.

Our Engineering process is guided by a value-added and client-focused philosophy. No matter the project complexity, the goal is simple – optimize project outcome, minimize project lifetime cost ([www.trimaceng.ca](http://www.trimaceng.ca)).



**Andrew MacNeil,**  
**P.Eng.Senior Mechanical Engineer, Principal**

Andrew has over 16 years of mechanical engineering experience including HVAC, plumbing, fire protection, process equipment and piping, metals fabrication, commissioning and project management. He has overseen, managed and executed all aspects of projects from scoping/concept through detailed design, construction, to final commissioning and completion. Andrew has worked in the engineering consulting, power generation and manufacturing industries.



**Blair MacNeil,**  
**P.Eng.Senior E&I Engineer, Principal**

Blair has over 40 years of E&I engineering experience with designing, programming & commissioning PLC/DCS based industrial control systems, industrial measurements & final control elements. He also has experience in electrical distribution & motor control systems up to 480V, and building electrical services such as lighting, fire detection and communications. Blair has worked in a wide range of industries including mining, pulp & paper, power generation & construction.



**Joel MacNeil,**  
**P.Eng. Mechanical Engineer, Principal**

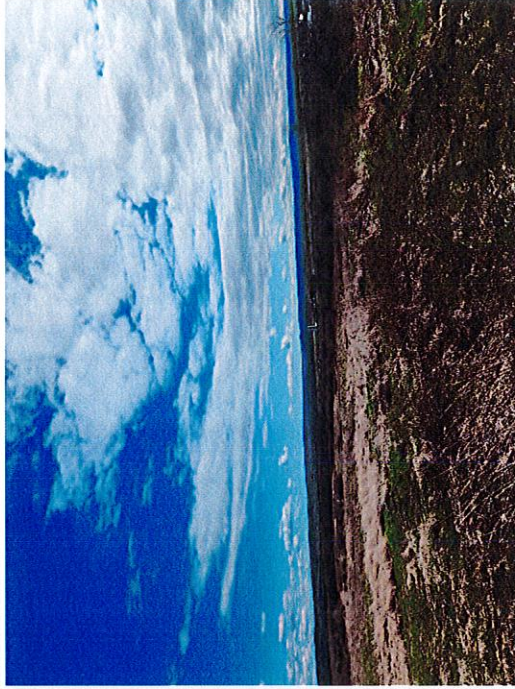
Joel has over 10 years of mechanical engineering experience, the majority of which has focused on renewable energy. Joel's experience includes pumping systems, oil/water separation, process piping and equipment, instrumentation & controls (I/C), metals fabrication, machining, machine safety, and more. As a design engineer, project manager, and commissioning engineer, Joel uses his diverse knowledge base and skills portfolio to quickly find solutions to any challenge.



## Brooklyn Solar Project – Site Location



**Red Mark – Project Site**  
Address : Brooklyn Rd, Annapolis  
County, NS  
PID: 05060207  
GPS: 44°56'16.8"N, 65°08'13.2"W



Project site from Brooklyn Road

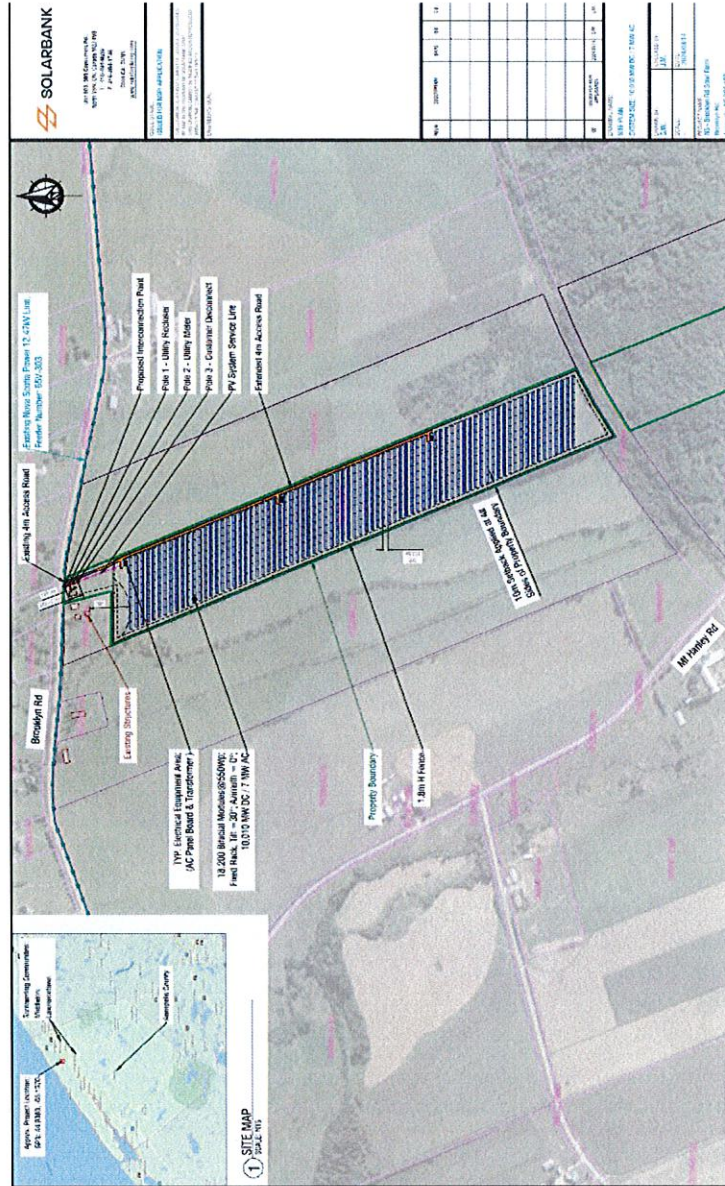


# Brooklyn Solar Project – up to 7 MW

- Approximately 35 Acres are required for a 7 MW AC Project.
- 3-Phase distribution connection.

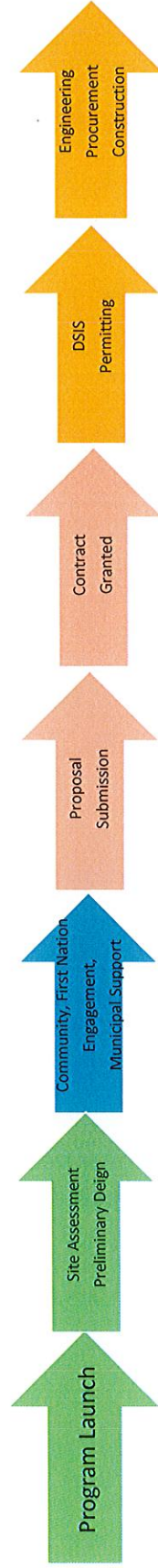


Illustration of Solar Farm, built by SolarBank



# Community Solar Development

- We are currently in the phase of preparing a proposal to submit to the Nova Scotia Community Solar Program for review. If selected, we will be back in Annapolis County to seek all site plan and permitting approvals required by the municipality.



- The program first launched on March 1, 2024 and operates on a first-come, first-serve basis until the full 100MW is allocated
- We have completed the site assessment, preliminary design as well as other preliminary feasibility studies
- We are currently working on fulfilling the program engagement requirements, which include **Community Engagement**
- Once we have completed all application requirements, we will submit a proposal submission to the province
- If selected for a contract, detailed development would commence and all protocols including, but not limited to site plan approval, environmental protection, applicable visual screening will be followed.



## Progress Update and Requirements for Application

Community solar projects require activities/plans in the program application process. Examples include but are not limited to:

- Community Engagement
- **Municipal Support**
- First Nations Engagement
- Permitting
- Geotechnical preliminary assessment
- Preliminary engineering and design
- Plans to subscribe to the community solar project
- Financing Plan
- Construction Plan
- The long-term economic viability of your project and risk assessment
- How the Project will benefit your community
- Interconnection Preliminary Assessment

# Community Engagement Plan

We have completed the following Community Engagement:

- For Public:
  - Public Meeting hosted near the project site
  - Website Notification
  - Emailed or sent letter correspondence, notifying of project outline and public meeting to:
    - Residents and property owners in close proximity of the site (Canada Post Neighborhood Mail)
    - The municipal staff and council.
- Adjacent First Nations Engagement



# Municipal Support Letter or Resolution

- A Municipal Support Resolution or Letter is one of the requirements for project submission.
- If selected for a contract, detailed development would commence after the contract is granted; and all protocols including, but not limited to site plan approval, environmental protection, applicable visual screening and all permits, will be followed.

MUNICIPALITY LETTER HEAD

\_\_\_\_\_, 2024

To Whom It May Concern:

Subject: Letter of Support for the \_\_\_\_\_ (the project Name) Solar Project (the Project)  
Proposed by \_\_\_\_\_ (the Proponent), located at \_\_\_\_\_

The Council of \_\_\_\_\_ (the "Municipality") is in support of the Project proposed by the Proponent. The Project is going to apply for the provincial Nova Scotia Community Solar Program.

The provincial government announced a goal of generating 80% of electricity from renewable energy by 2030 and achieving net zero carbon emissions by 2050. Solar projects can play an important role in helping Nova Scotia meet its renewable energy targets and greenhouse gas emission reduction goals.

The proposed Project with a size up to 10MW AC in \_\_\_\_\_ (the "Municipality") represents the type of projects the province aims to develop and will:

- reduce the electricity cost for the local communities or companies
- create local jobs
- contribute to infrastructure development
- improve the resiliency of the electricity grid while producing clean, renewable electricity
- reduce emissions

Therefore, the Council is in support of the development of the proposed Project should the Nova Scotia Community Solar Program grant a contract to the Proponent. This support letter is to enable the Proponent and its Project to satisfy the criteria applying for the Community Solar Program or under any contract awarded; and does not supersede any applicable permits or approvals under applicable Laws and Regulations that may be required for a solar Project development, construction, and operation.

Regards,

(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_



Thank You

Q&A

Stock Symbol CBOE: SUNN  
NASDAQ: SUUN

**Contact:**

Mila Simon, SolarBank Corp  
647-713-7752

[mila-simon@solarbankcorp.com](mailto:mila-simon@solarbankcorp.com)

Joel MacNeil, Trimac Engineering  
902-217-7128

[jmacneil@trimaceng.ca](mailto:jmacneil@trimaceng.ca)

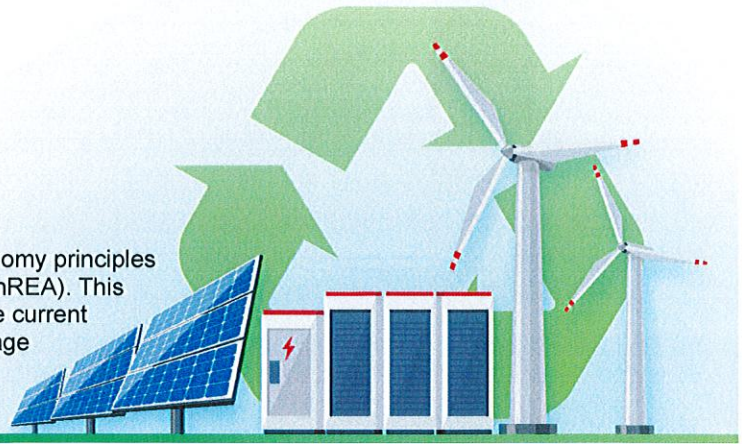


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# Sustainable Energy: Recycling Renewables

Just as sustainability is at the heart of our industry, circular-economy principles are central to the Canadian Renewable Energy Association (CanREA). This series of factsheets on Recycling and Renewables examines the current recycling options for wind energy, solar energy and energy-storage technologies in Canada, and points the way for the future.



## Recycling Solar Panels in Canada

**Recycling and renewables go hand in hand. But what happens to renewable-energy components when they reach the end of their life span? This CanREA fact sheet examines the current recycling options for solar panels in Canada.**

### Powering up solar

In just about every corner of the world, solar photovoltaic (PV) energy is emerging as a reliable, sustainable and scalable solution for low-cost electricity, powering everything from single-family dwellings in remote communities to massive power plants serving the world's largest cities.

Canada's solar-power industry is developing a full life-cycle approach, aiming not only to eliminate the carbon emissions of fossil-fuel electricity generation, but also to reduce waste in solar panel manufacturing, and in their end-of-life processes as well.

### Giving panels new life

Solar power systems are typically designed with a life span of 25 years. Performance often outshines these expectations, and there are also significant re-powering opportunities thanks to accelerating technological advances.

But eventually, older panels may need to be replaced with new, higher-performing modules. In many cases, used solar panels can be sold for a significant portion of their initial value.

Likewise, solar panels that are damaged during shipping, installation and service, or by extreme weather events such as hailstorms or tornados, can be repaired, and re-sold after a proper safety inspection. This second-hand market serves an important purpose, as they are useful for sites that aren't necessarily looking for the newest technology.

### Solar panels are 90% recyclable by mass

A solar-power plant is comprised of several key components:

- Power-management equipment, such as transformers, power inverters and power-collection systems (wiring, control panels, conduits, etc.)

- Mounting system for the panels
- Solar modules ("panels") grouped into arrays
- An energy-storage device, such as lithium-ion batteries, may also be part of the system.

These components can be reused, refurbished or upcycled at the end of their life, and eventually, they can be recycled.

Solar power systems consist of recyclable materials, including copper (cabling), aluminum (racking), steel (posts), glass and electronic components. There are also precious metals, such as silver, but the proportion of these materials has been greatly reduced over the past few years, contributing to solar's significant cost-reduction.

Once the glass and metal have been channelled into well established recycling processes, there is very little mass remaining that requires special treatment.

There are several recycling methods for the solar panels themselves, including disassembly and shredding.

### Canadian ingenuity

As popular support grows for circular-economy principles, there is an increased focus on ways to divert all forms of waste from landfills, and the renewable energy sector is no exception.

Canada's transition to non-emitting energy is expected to greatly increase the need for solar panels and other renewable energy technologies.

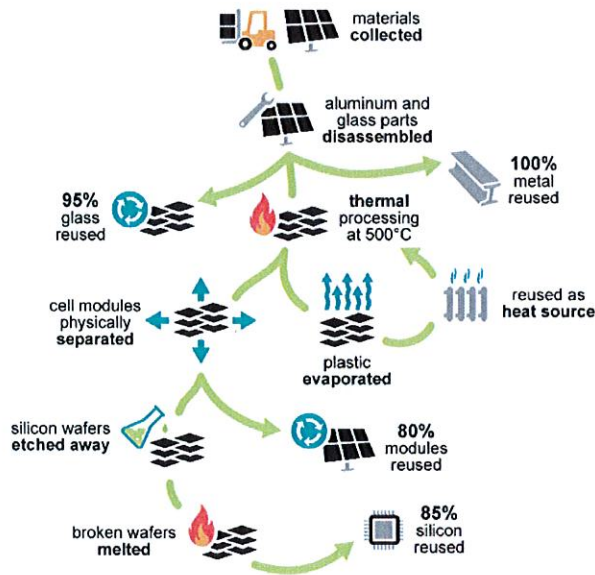
The disposal of solar panels is at a low volume today, but this will ramp up in the future, providing greater feed stocks for recycling processes. Plans are already being put into place to handle the increase.

Innovators are rapidly developing solutions to the sustainability challenges being faced across many sectors. They are stepping up today to manage our future needs.



Delivering these solutions will require a collaborative effort between the solar-power industry, the recycling sector, manufacturing, clean-tech, and governments at every level. Logistics and transportation will also play a significant role, given Canada's vast landmass.

### Recycling process for solar panels (silicon based)



### Think globally

To put solar waste into perspective, the United Nations Environment Programme estimates that 50 million metric tons of electronic waste (such as computers, televisions and cell phones) are produced annually around the globe. Of this, solar PV represents only 0.5%, or about 250,000 tons annually, according to a [2016 IEA report](#).

As this stream keeps growing, the industry is anticipating the need and ramping up its capability to recover waste materials for re-use, not just for sustainability reasons but for the economic opportunity presented by each decommissioned component.

Canada is by no means alone in the adoption of solar PV and the eventual need to recycle its materials. Many countries and regions are well ahead of North America on this front and present various solutions from which the emerging Canadian industry can learn.

The International Energy Agency (IEA) has produced numerous resources quantifying the problem with a scientific approach, including [Canada's expert input](#).

Likewise, the European Commission has established a directive on "[Waste from Electrical and Electronic Equipment \(WEEE\)](#)," guiding end-of-life strategies for solar panels in the European Union.

In North America, similar considerations are being developed with notable progress in California and Washington State.

### Next steps

In Canada today, end-use electricity consumers, as well as manufacturing facilities with strong Environmental, Social, and Governance (ESG) goals, are fueling new interest in working with CanREA to eliminate carbon emissions and improve sustainability throughout the supply chain.

As Canada's solar PV capacity grows, CanREA members are examining new ways to innovate and close the circular economy loop. From the sourcing of raw materials to the final disposal and reuse of components, the opportunities to push further into sustainability over the full life cycle of our technologies continue to expand.

### For more information

Learn more about recycling and renewables in the "Life Cycle" section of the CanREA website: [Repowering and Decommissioning](#).



Canadian Renewable  
Energy Association

Association canadienne  
de l'énergie renouvelable



[www.renewablesassociation.ca](http://www.renewablesassociation.ca)  
[info@renewablesassociation.ca](mailto:info@renewablesassociation.ca)  
1-800-922-6932

240 Bank Street, Suite 400  
Ottawa, Ontario, Canada  
K2P 1X4





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2024-34 COVID Policy Repeals  
**Subject:** Repeal COVID Policies

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### RECOMMENDATION

That Municipal Council repeal AM-2.7.8 COVID-19 Vaccination Policy [7-day notice].

That Municipal Council repeal AM- 2.7.9 COVID-19 Response Policy [7-day notice].

That Municipal Council repeal AM-6.2.1 COVID-19 Property Tax Financing Program Policy [7-day notice].

### LEGISLATIVE AUTHORITY

Sub-section 47(1) of the *Municipal Government Act* states:

*The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.*

Sub-section 48(1) of the *Municipal Government Act*:

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

### BACKGROUND

Municipal Council approved these policies in 2020/21 as mandated by provincial protocols. AM-2.7.8 COVID-19 Vaccination Policy was suspended in 2022. The other policies are currently still in effect.

### DISCUSSION

These policies are no longer required and may be repealed

### FINANCIAL IMPLICATIONS

There are no known financial implications resulting from these repeals.

### POLICY IMPLICATIONS

Repealing all of the policies simultaneously will alleviate any policy implications.

### ALTERNATIVES / OPTIONS

- Repeal the policies
- Keep the policies in present format

### COMMUNICATION

Normal statutory requirements

**ATTACHMENTS**

*AM-2.7.8 COVID-19 Vaccination Policy*

*AM- 2.7.9 COVID-19 Response Policy*

*AM-6.2.1 COVID-19 Property Tax Financing Program Policy*

**Prepared By:**

Dawn Campbell, Director of Corporate Services

**Approved by:**  
\_\_\_\_\_  
Chris McNeill  
Chief Administrative Officer**Approval Date:**

*MAY 7, 2024*

  
\_\_\_\_\_  
(Date)



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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br>POLICY AND ADMINISTRATION MANUAL |  | AM - 2.7.8 |
| Section<br>Health and Safety  | Subject<br>COVID-19 Vaccination Policy |            |

**1. APPLICATION**

**1.1** This policy governs the COVID-19 proof of vaccination procedure for all employees of the Municipality of the County of Annapolis ("the County").

**2. AUTHORITY**

**2.1** *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.

**4. PURPOSE**

**4.1** The County is committed to providing a work environment that keeps our employees and the community safe. This commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical therefore that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.

**4.2** The purpose of this Policy is to set out the standards that employees must meet in the workplace so that each employee can do their part to keep each other and the public safe.

**5. PROCESS**

*Mandatory Vaccination*

**5.1** The County requires all employees to be fully vaccinated (have both injections of one of the recognized vaccines) against COVID-19.

**5.2** Employees must provide confirmation of their vaccination status by providing an acceptable copy of the Nova Scotia COVID-19 Vaccination Record or other acceptable record if the employee was vaccinated outside of Nova Scotia.

**5.3** If an employee is not vaccinated, the employee must disclose in writing to the Employer the reason for not being vaccinated. The Employer recognizes that it has a duty to accommodate employees who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion. The Employer will review the information and, after consultation with the employee, take alternative actions such as requiring that the employee undergo testing at a regular interval to be determined by the Employer, restricting access to the workplace, placing the employee on an unpaid leave of absence, and / or taking some other step so that the employee does not pose a hazard to other employees or anyone else with whom they would have contact through their work.

**5.4** The Employer will provide employees with self-administered rapid test kits. Any employee who tests positive on a rapid test will be required to

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| Section<br>Health and Safety  | Subject<br>COVID-19 Vaccination Policy |            |

provide confirmation of a negative PCR test before being allowed to be in the workplace.

**5.5** Vaccinations will be only one part of the Employer's steps to maintain a safe workplace. The County of Annapolis may continue to implement other measures, such as wearing a mask and physical distancing even if the Province discontinues those steps.

**5.6** The County may, at its discretion, apply this Policy to contractors who are working on municipally-owned premises.

## **6 COMPLIANCE**

**6.1** Regardless of their vaccination status, employees are required to follow all COVID-19 protocols that the County of Annapolis has in place.

**6.2** If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the County of Annapolis can require that the employee follow alternative measures such as weekly testing or, where there is no other option that the County considers reasonable, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, this pandemic ends or the County ends the leave.

## **7 CONFIDENTIALITY**

**7.1** Information relating to an employee's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will be kept confidential by the County. All medical information and vaccination records will be stored separately from employees' personnel files, kept secure at all times and destroyed when no longer needed.

## **8 REVIEW OF POLICY**

**8.1** The impact of the COVID-19 pandemic will undoubtedly continue to change. The County will, therefore, review this Policy on an ongoing basis, adjusting it if necessary and revoking it if warranted.

Municipal Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice..... September 21, 2021

Council Approval ..... October 19, 2021

*Carolyn Young*

October 19, 2021

Municipal Clerk

Date

At Annapolis Royal Nova Scotia



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| <b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br/>POLICY AND ADMINISTRATION MANUAL</b> |  | <b>AM - 2.7.8</b> |
| <b>Section</b><br><b>Health and Safety</b>  | <b>Subject</b><br><b>COVID-19 Vaccination Policy</b> |                   |

Approved Oct. 19, 2021  
Suspended Oct. 25, 2022

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

**1. APPLICATION**

**1.2** 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**

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

**4.4** 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.

**4.5** 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 travel.

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| Section<br>Health and Safety  | Subject<br>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;

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| <b>Section</b><br><b>Health and Safety</b>  | <b>Subject</b><br><b>COVID-19 Response Policy</b> |                   |

- 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 (all such information regarding personal or health circumstances of any employee or they family shall be kept strictly confidential);
- 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

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- 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

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| Municipal Clerk's Annotation for Official Policy Book  |                           |
| I certify that this policy was adopted by Municipal Council as indicated below:  |                           |
| Seven (7) Day Notice.....  | <u>September 21, 2021</u> |
| Council Approval .....   | <u>October 19, 2021</u>   |
| <p style="text-align: center;"><i>Carolyn Young</i>                      <u>October 19, 2021</u><br/> Municipal Clerk                      Date<br/> At <u>Annapolis Royal</u> Nova Scotia</p> |                           |

Approved Sept. 15, 2020

Oct. 19, 2021:

Amended by adding in 7.1 b "(all such information regarding personal or health circumstances of any employee or they family shall be kept strictly confidential)"



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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS           | AM – 6.2.1  |
| POLICY AND ADMINISTRATION MANUAL                  |   |
| Section<br>Procedures and Organization of Council | Subject<br>COVID-19 Property Tax Financing Program Policy |

### 1. Title

This Policy is entitled the "COVID-19 Property Tax Financing Program Policy."

### 2. Objective

The County of Annapolis is concerned about the health and safety of residents. The County of Annapolis recognizes that facilitating the payment of property taxes in installments will better allow Nova Scotians to follow the public health directives endorsed by the Government of Nova Scotia. This Policy responds to that need by establishing a one-time property tax installment payment program (the "Program") for owners of residential and commercial properties negatively affected by the COVID-19 global pandemic.

### 3. Authority

Sections 111 and 112 of the *Municipal Government Act* give Municipal Council the authority to provide for the payment of taxes by installments.

Section 113 of the *Municipal Government Act* allows Municipal Council to charge interest for non-payment of taxes when due, at a rate determined by policy.

### 4. Scope

4.1 **Residential** - The following owners of residential property are eligible to participate in the Program:

4.1.1 An owner of a residential property that is the owner's primary residence, where the owner has experienced financial hardship through a significant reduction in income due to the State of Emergency declared by the Government of Nova Scotia in response to COVID-19, demonstrated through receipt of Provincial or Federal program assistance, or a Record of Employment (ROE) demonstrating layoff from employment after March 15, 2020;

4.1.2 An owner of a residential property where the owner was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season (excluding AirBNBs).

4.1.3 An owner of a residential property that is rented to one or more tenants, where the owner has experienced a significant reduction in rental income from the property due to the State of Emergency, demonstrated through the following:

4.1.3.1 Signed affidavit acceptable to County of Annapolis that clearly explains financial hardship and relevant provincial / federal and other documentation

4.2 **Commercial** - The following owners of commercial property are eligible to participate in the Program:

4.2.1 An owner of a taxable commercial property where the property has a total taxable 2020 property assessment value equal to or less than five million dollars (\$5,000,000) and where the owner's business or building located on the property has experienced financial hardship through loss of revenue related to the State of Emergency, demonstrated by providing a signed affidavit acceptable to County of Annapolis that clearly explains financial hardship and relevant provincial / federal and other documentation.

4.2.2 An owner of a taxable commercial property who has experienced financial hardship through loss of revenue related to the State of Emergency, regardless of the assessed value, where:

4.2.2.1 The owner of the property is a tourism operator registered under the *Tourist Accommodations Registration Act* and the property is used for tourist



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accommodations (e.g., hotels, motels, bed and breakfasts);

4.2.2.2 The owner of the property carries on the business of an automotive or leisure/recreational vehicle dealership on the property;

4.2.2.3 The owner of the property uses the property as a private or non-profit recreation facility (e.g., golf courses, indoor playgrounds, campgrounds, racing venues);

4.2.2.4 The owner of the property carries on a business on the property in the hospitality industry, including bars, cafes, and coffee shops;

4.2.2.5 The owner of the property carries on a business on the property in the service industry, including hairdressers, nail salons, gyms, tattoo parlours;

4.2.2.6 The owner of the property carries on a business on the property as a health care provider (including, but not limited to, dentists, naturopaths, chiropractors, physiotherapists, physicians and other doctors), where that business has been required to reduce hours as a result of the State of Emergency.

**4.3 Exclusions** - Regardless of sections 4.1 and 4.2 of this policy, the following are not eligible to participate in the Program:

4.3.1 Property owners who have not experienced financial hardship through loss of revenue related to the State of Emergency;

4.3.2 Property owners who have received compensation from Business Interruption Insurance towards the payment of property taxes;

4.3.3 Properties occupied by daycare centres in receipt of federal or provincial funding, or those in receipt of other emergency funding;

4.3.4 Properties used for landfill, pipeline, managed forest, parking, and commercial vacant land;

4.3.5 Properties for which there is an active tax agreement with the Municipality through legislation or bylaw;

4.3.6 Properties owned by non-profit organizations that are funded by the Municipality or that are partially exempted from property tax;

4.3.7 All properties managed under payment-in lieu-programs.

#### **4.4 General Requirements**

4.4.1 Installments shall be payable by the person, company or other entity assessed for the property for the current fiscal year.

4.4.2 In order for taxes for a property to qualify for the Program, the taxes for the property must not be in arrears at the time of application.

#### **4.5 Application**

4.5.1 Property owners wishing to apply to participate in the Program for a property must complete and submit to the Municipality an application in the form attached as Schedule "A" to this policy.

4.5.2 The application deadline to participate in the Program is June 30, 2020.



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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS           | AM – 6.2.1  |
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## 5. Administration

### 5.1 Tax Installments

- 5.1.1 For applications meeting the Program criteria set out above, property tax payments normally due June 30, 2020 for approved properties may be paid in installments as follows.
- 5.1.2 For each property, Program participants will pay tax installments as follows:
  - 5.1.2.1 Payments of \$25 per month for six months, payable on or before the last day of each month, commencing in the month the property tax payment is normally due.
  - 5.1.2.2 Following these six months at \$25 per month, monthly payments equal to 1/24th of the balance of the amount eligible for the Program plus interest as set out below. These monthly payments are payable on or before the last day of each month and continue for 24 months.
- 5.1.3 The rate of interest for the Program will be 1.35% per year.
- 5.1.4 Interest on amounts owing under the Program will be calculated commencing on the date the property tax payment is normally due and continuing until all installments have been paid.

### 5.2 Terms of the Program

- 5.2.1 The Treasurer, or his / her delegate, shall approve qualifying applicants.
- 5.2.2 Payments under the Program must remain in good standing with the municipality throughout the duration of the Program.
- 5.2.3 Default in payment of an installment when due will result in the following:
  - 5.2.3.1 The balance of outstanding taxes on the applicable property and interest will become immediately due and payable; and
  - 5.2.3.2 The outstanding taxes and interest then owing will become subject to the municipality's regular rate of interest for overdue taxes of 12%.
- 5.2.4 All amounts owing and payable on the property tax account that are not included in the Program are due on their normal dates and any amounts not paid when due will be subject to the municipality's regular rate of interest for overdue taxes of 12%.
- 5.2.5 Payments received by the municipality from a property owner will first be applied to any installments due under the Program, in priority to any other taxes or other amounts owing by the owner to the County.

## 6. Responsibilities

### 6.1 Council will:

- 6.1.1 Monitor the implementation and administration of this policy and make any amendments required for the effective and efficient operation of the Program.

### 6.2 The Chief Administrative Officer or designate will:

- 6.2.1 Be responsible for the administration and implementation of this policy and the Program; and

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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS           | AM – 6.2.1  |
| POLICY AND ADMINISTRATION MANUAL                  |   |
| Section<br>Procedures and Organization of Council | Subject<br>COVID-19 Property Tax Financing Program Policy |

6.2.2 Identify necessary amendments to this policy in consultation with Council and

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

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

7. *Seven (7) Day Notice*..... *May 19, 2020*

*Council Approval* ..... *May 26, 2020*

Carolyn Young May 26, 2020

Municipal Clerk Date

*At Annapolis Royal Nova Scotia*





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

**Application for COVID-19 Property Tax Financing Program**

**Residential Property**

Civic address of property: \_\_\_\_\_

Assessment Account Number (as it appears on your tax bill): \_\_\_\_\_

Name of owner (as it appears on your tax bill): \_\_\_\_\_

Mailing address (include civic number): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

I declare that:

- a) I have not received compensation from business interruption insurance toward payment of property taxes in relation to the above property;
- b) The property is not occupied by a daycare centre in receipt of federal or provincial funding or other emergency funding;
- c) The property is not used for a landfill, pipeline, managed forest, or parking, and is not commercial vacant land;
- d) There is no active tax agreement in place with the Municipality with respect to property taxes for the property through legislation or bylaw;
- e) The property is not owned by a non-profit organizations that is funded by the Municipality and the property is not partially exempted from property tax; and
- f) The property is not managed under a payment-in lieu-program.

**Complete one of I, II, or III below**

**I. Owner-occupied residence**

I also declare that:

- a) I reside in the above property;
- b) I have experienced financial hardship through due to a significant reduction in income as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19; and
- c) I am receiving federal or provincial financial assistance related to COVID-19 OR I was laid off from my employment after March 15, 2020.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**Signature of owner**

Enclose: Documentation (email, letter, payment statement, or other) showing that you are in receipt of federal or provincial financial assistance related to COVID-19 OR enclose a Record of Employment indicating that you were laid-off from your employment after March 15, 2020.



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## II. Registered tourism operator

I also declare that:

- a) I was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season with respect to the above property;
- b) There is no current agreement in place with the Municipality regarding payment of property taxes;
- c) I have experienced a significant reduction in income from the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19; and
- d) The property is not used as an AirBnB.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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### ***Signature of owner***

Enclose: Documentation showing registration as a Tourism Operator with Tourism Nova Scotia for the 2019 tourist season.

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## III. Rental residential property

I also declare that:

- a) I rent the above property to one or more residential tenants;
- b) I have experienced a significant reduction in income from the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19;

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

---

### ***Signature of owner***

Enclose: Signed affidavit acceptable to County of Annapolis that clearly explains financial hardship and relevant provincial / federal and other documentation





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

**Application for COVID-19 Property Tax Financing Program**

**Commercial Property**

Civic address of property: \_\_\_\_\_

Assessment Account Number (as it appears on your tax bill): \_\_\_\_\_

Name of owner (as it appears on your tax bill): \_\_\_\_\_

Mailing address (include civic number): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

I declare that:

I have not received compensation from business interruption insurance toward payment of property taxes in relation to the above property;

- a) The property is not occupied by a daycare centre in receipt of federal or provincial funding or other emergency funding;
- b) The property is not used for a landfill, pipeline, managed forest, or parking, and is not commercial vacant land;
- c) There is no active tax agreement in place with the Municipality with respect to property taxes for the property through legislation or bylaw;
- d) The property is not owned by a non-profit organizations that is funded by the Municipality and the property is not partially exempted from property tax; and
- e) The property is not managed under a payment-in lieu-program.

**Complete one of I or II below**

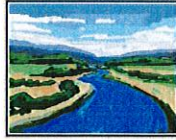
**I. I also declare that:**

- a) I have experienced financial hardship through loss of revenue of my business or building located on the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19;
- b) The total taxable 2020 assessed value for the property is equal to or less than five million dollars (\$5,000,000);
- c)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**Signature of owner**

Enclose: Signed affidavit acceptable to County of Annapolis that clearly explains financial hardship and relevant provincial / federal and other documentation



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

**II. I also declare that:**

- a) I have experienced financial hardship through loss of revenue of my business or building located on the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19;
- b) The total taxable 2020 assessed value for the property is greater than five million dollars (\$5,000,000) but (*choose any of the following that apply*):
- \_\_\_\_\_ (i) I am a tourism operator registered with the *Tourist Accommodations Registration Act* and the property is used for tourist accommodations (e.g., hotels, motels, bed and breakfasts);
  - \_\_\_\_\_ (ii) I carry on the business of an automotive or leisure/recreational vehicle dealership on the property;
  - \_\_\_\_\_ (iii) I use the property as a private or non-profit recreation facility (e.g. golf course, indoor playground, campground, racing venue);
  - \_\_\_\_\_ (iv) I carry on a business on the property in the hospitality industry (eg. bar, café, restaurant, coffee shop);
  - \_\_\_\_\_ (v) I carry on a business on the property in the service industry (eg. hair salon, nail salon, gym, tattoo parlour);
  - \_\_\_\_\_ (vi) I carry on a business on the property as a health care provider (eg. dentist, naturopath, chiropractor, physiotherapist, physician), and that business has been required to reduce hours as a result of the State of Emergency.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
***Signature of owner***





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2024-35 AM-1.4.10 AC Fire Services Association Grant Policy Repeal  
**Subject:** Repeal AM-1.4.10 Annapolis County Fire Services Association Grant Policy

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### RECOMMENDATION

That Municipal Council repeal AM-1.4.10 Annapolis County Fire Services Association Grant Policy [7-day notice].

### LEGISLATIVE AUTHORITY

Sub-section 47(1) of the *Municipal Government Act* states:

*The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.*

Sub-section 48(1) of the *Municipal Government Act*:

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

### BACKGROUND

Municipal Council approved this policy in 2015 to assist Fire Services Association member departments with costs to demolish the remains of burned buildings when necessary. However, the grant has not been requested or issued for many years. Fire departments have the ability to recover these demolition costs through insurance providers or property owners.

### DISCUSSION

This policy is no longer required and may be repealed

### FINANCIAL IMPLICATIONS

There are no known financial implications resulting from these repeals.

### POLICY IMPLICATIONS

No known policy implications

### ALTERNATIVES / OPTIONS

- Repeal the policy
- Keep the policy in present format

### COMMUNICATION

Normal statutory requirements

**ATTACHMENTS**

*AM-1.4.10 Annapolis County Fire Services Association Grant Policy*

**Prepared By:**

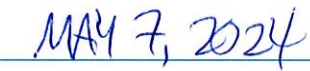
Dawn Campbell, Director of Corporate Services

**Approved by:**



Chris McNeill  
Chief Administrative Officer

**Approval Date:**



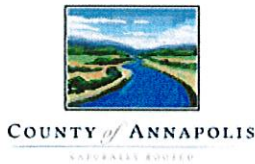
(Date)



|  |   |
|--|---|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br><b>POLICY AND ADMINISTRATION MANUAL</b> | <b>AM - 1.4.10</b>  |
| Section<br>MUNICIPAL SERVICES  | Subject<br><b>Annapolis County Fire Services<br/>Association Grant Policy</b> |

1. This program governs the annual grant to the Annapolis County Fire Services Association.
2. Enacted pursuant to Section 65 (au) (v), *Municipal Government Act*, as amended.
3. Municipal Council shall annually consider providing a grant of up to \$2,000 to the Annapolis County Fire Services Association.
4. **ELIGIBILITY**
  - a) To be eligible to receive an annual grant, the Annapolis County Fire Services Association must maintain current status as a non-profit society (Nova Scotia Registry of Joint Stocks).
  - b) The Annapolis County Fire Services Association must annually submit (by April 1<sup>st</sup>) a copy of the organization's audited or signed financial statements.
  - c) Representatives of the Annapolis County Fire Services Association must annually meet with County representatives (by April 1<sup>st</sup>) to determine the financial need for the provision of the grant.

|   |  |
|---|--|
| Municipal Clerk's Annotation for Official Policy Book<br><br>I certify that this policy was adopted by Municipal Council as indicated below:<br><br>Seven (7) Day Notice..... <b>November 10, 2015</b><br>Council Approval ..... <b>November 17, 2015</b><br><br><div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u><b>Carolyn A. Young</b></u><br/> Municipal Clerk </div> <div style="text-align: center;"> <u><b>November 17, 2015</b></u><br/> Date </div> </div> <div style="text-align: center; margin-top: 10px;"> At <u><b>Annapolis Royal</b></u> Nova Scotia </div> |  |
|---|--|



## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Prepared By:** Chris McNeill, Chief Administrative Officer  
**Report Number:** SR2024-36 Policy 119 Inaugural Council Meeting New  
**Subject:** POLICY RESPECTING INAUGURAL MEETING OF COUNCIL

---

### RECOMMENDATION

That municipal council approve Policy 119 Inaugural Council Meeting, seven-day notice.

### BACKGROUND

At the conclusion of each regular municipal election, a process needs to take place to swear in new council members and elect a Warden and Deputy Warden. The current policy AM-1.2.3 focuses mostly on the voting process and not on the actual preparation and implementation of the process as it relates to the involvement of all new council members.

Additionally, there is currently no process or plan in place to thank outgoing council members, which should be part of any new swearing-in process out of respect for outgoing council members who have served a full term in office.

### DISCUSSION

At the conclusion of each regular municipal election every four years, the Municipality is required to hold a special council meeting within four weeks of the ending of the appeal period for re-counts to swear in the new council. Our current policy fixes it to a specific day which in the future may fall on Halloween or may not be suitable for all members of the new Council. Therefore, this revised policy respects the decision-making authority of the new council-elect to decide what date is best for them.

This proposed new policy also provides an opportunity to recognize outgoing council members with a small gift and thank you, and provides an opportunity for an outgoing Warden to provide brief remarks to the new council. If the outgoing warden is not able to do so, the policy would also afford the new council the ability to have some other distinguished person address them at this swearing-in event to make a more formal and meaningful ceremony.

In addition to these formal changes, the proposed new policy provides that the Municipal Clerk will facilitate the nomination process for both Warden and Deputy



Warden, as opposed to the current process which is only for the Warden. This is to simplify and streamline the process.

As well, the new policy provides for the immediate selection of a Nominating Committee to begin work to bring forward committee recommendations to the first Committee of the Whole meeting to prevent a delay in this process by a month.

### **LEGISLATIVE AUTHORITY**

Section 12 of the *Municipal Government Act* states that:

- (1) The warden of a county or district municipality shall be chosen by the council members from among themselves.
- (2) The term of office of the warden expires when the term of office of the council expires, unless prior to the selection of a warden, the council adopts a shorter term of office for the warden.
- (3) The warden shall be chosen (a) at the first meeting of the council in a regular election year after the time for applying for a recount has expired; or (b) at the first meeting of the council after the expiration of the term of a warden or when the office of warden otherwise becomes vacant.
- (4) The clerk shall preside at the meeting of the council at which the warden is to be elected, until the warden is elected.

### **BUDGET IMPACTS**

The annual budget allocates a dedicated amount of money each year for legislative or council events, meetings, and other functions. This swearing-in ceremony would fall under that budget item and would be expensed from this area every four years.

The difference going forward will be an additional expense for small gifts for outgoing council members and possible some additional food or travel for special guests. All of these costs will be covered within existing budget limits however.

### **COMMUNICATIONS**

No formal public communications regarding this is required over and above the normal council meeting highlights shared with the community. This policy is mainly for the use of the newly elected council members.

#### **Prepared by:**

Chris McNeill, Chief Administrative Officer



|   |                           |            |
|---|---------------------------|------------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND<br>ADMINISTRATION MANUAL |                           | POLICY 119 |
| ADMINISTRATION  | Inaugural Council Meeting |            |

## 1. GENERAL

This policy is referred to as the “**First Council Meeting Policy**”.

## 2. AUTHORITY FOR POLICY

Section 12 of the *Municipal Government Act* states that:

(1) The warden of a county or district municipality shall be chosen by the council members from among themselves.

(2) The term of office of the warden expires when the term of office of the council expires, unless prior to the selection of a warden, the council adopts a shorter term of office for the warden.

(3) The warden shall be chosen (a) at the first meeting of the council in a regular election year after the time for applying for a recount has expired; or (b) at the first meeting of the council after the expiration of the term of a warden or when the office of warden otherwise becomes vacant.

(4) The clerk shall preside at the meeting of the council at which the warden is to be elected, until the warden is elected.

## 3. DEFINITIONS

Terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

## 4. INAUGURAL MEETING DATE

After the official vote count is completed on the Tuesday after each regular election, the Municipal Clerk shall call a meeting of the new Council within 24 hours to discuss a date and details for the required swearing-in ceremony. The new council-elect members shall unanimously agree on a swearing-in date, time, and location; the date of which shall be as close to immediately after the 10-day appeal period as possible.

If any council seat is the subject of a formal recount appeal, then the Council-elect shall continue to hold the regular swearing-in ceremony on the date specified, but the council-elect member that is the subject of the appeal shall not be included. The swearing-in for the elected person in the appeal district shall take place at the next scheduled Council meeting after the decision regarding the appeal is finalized.



|   |                           |                   |
|---|---------------------------|-------------------|
| <b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND<br/>ADMINISTRATION MANUAL</b> |                           | <b>POLICY 119</b> |
| <b>ADMINISTRATION</b>   | Inaugural Council Meeting |                   |

## **5. SWEARING-IN CEREMONY**

Prior to the formal swearing-in ceremony at a Special Council meeting for new council members, a ceremony shall take place to thank outgoing council members. At the beginning of the pre-swearing-in event, the outgoing Warden, if not re-offering for Council, shall be afforded the opportunity to speak and provide remarks to the new council members if they wish to do so. Following this ceremony, the outgoing Warden shall hand the floor over to the Municipal Clerk who shall call the first meeting of the new Council to order and begin the process of swearing in each member of Council by order of District Number.

Should council-elect wish, they may request that the swearing-in of council members take place by a judge of the Supreme Court of Nova Scotia, or another authorized person. If no such person is designated, then the swearing-in shall take place by the Municipal Clerk.

Each member of council-elect shall be required to take the oath of office as prepared by the Municipal Clerk in a prescribed form.

## **6. ELECTIONS**

Immediately after the swearing-in of all council-elect members, the Municipal Clerk shall call for nominations for the Office of Warden, followed by the Office of Deputy Warden. At the conclusion of these two elections, the Municipal Clerk shall turn the meeting over to the Warden to Chair the remainder of the meeting.

All voting for the Office of Warden and Deputy Warden shall be by secret ballot.

After the Warden and Deputy Warden are elected, the council shall appoint four (4) members of Council to form the inaugural Nominating Committee, including the Warden. This Committee shall be chaired by the Warden. The Nominating Committee shall bring forward a list of committee appointment recommendations at the first Committee of the Whole meeting of the new Council.

## **7. TERM**

The term of office for the position of Warden and Deputy Warden shall be two years; and council members may be re-elected to the same position.

## **8. REPEAL**

Policy AM-1.2.3 Warden and Deputy Warden Policy, adopted by Municipal Council of the County of Annapolis on April 18, 2023, is hereby repealed.

|   |                           |
|---|---------------------------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND<br>ADMINISTRATION MANUAL | POLICY 119                |
| ADMINISTRATION  | Inaugural Council Meeting |

(a)

Municipal Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice .....

May 14, 2024

Council Approval .....

Carolyn Young

Municipal Clerk

Date

At Annapolis Royal Nova Scotia



|   |   |           |
|---|---|-----------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br>POLICY AND ADMINISTRATION MANUAL |   | AM –1.2.3 |
| Section<br><b>Procedure &amp; Organization of Council</b>                   | Subject<br><b>Warden and Deputy Warden Policy</b> |           |

#### 1. APPLICATION

This policy establishes rules governing the election of a Warden and Deputy Warden by the members of the Council, and defines duties of the Warden and identifies the term of office of the Deputy Warden.

#### 2. AUTHORITY FOR POLICY

Sections 12 and 16, *Municipal Government Act*, as amended

#### 3. DEFINITION

In this policy, “majority” means a majority of Councillors who are present at the meeting.

#### 4. ELECTION OF THE WARDEN

The inaugural meeting of Council shall take place on the first business day following the 10-day appeal period of a municipal election. The Clerk shall preside as Chair of the meeting until such time as the Warden is elected. The Warden shall be elected by Council in accordance with the following process and rules:

- (1) The Clerk shall preside as Chair at any meeting or portion of any meeting during which a Warden is elected.
- (2) After announcing that the business of Council at the meeting is to elect a Warden, the Chair shall call for nominations. All nominations shall be made openly and publicly by raising of the hand to attract the attention of the Chair and announcing the nomination or seconding of a candidate when called upon.
- (3) A candidate may be nominated by any other Councillor, including a Councillor who is a nominator or seconder of a previously nominated candidate, or who is a previously nominated candidate.
- (4) The Chair shall ask if there is a seconder for the nomination. Any Councillor except the nominator and the candidate may second the nomination. Failure to obtain a seconder shall result in the nominee’s name not being included in the list of candidates to be voted upon.
- (5) Each nominee shall be asked if they consent to being nominated. If the nominee declines to give unconditional consent, the nominee’s name shall not be included in the list of candidates to be voted upon.
- (6) The Chair shall repeatedly call for additional nominations until, after calling three successive times without a successful nomination, the Chair shall announce that nominations are closed.
- (7) When there is only one candidate, the Chair shall call for a motion to elect the Warden, and the candidate shall be elected Warden if the motion passes by majority vote.
- (8) When there is more than one candidate to be voted upon, the Chair shall prepare ballots with each candidate’s name and shall distribute the ballots, one to each Councillor. Before the voting occurs, Council may by resolution appoint a scrutineer to verify the vote and to assist the Chair in connection with the vote.

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|---|---|-----------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br>POLICY AND ADMINISTRATION MANUAL |   | AM –1.2.3 |
| Section<br><b>Procedure &amp; Organization of Council</b>                   | Subject<br><b>Warden and Deputy Warden Policy</b> |           |

- (9) The councillors shall vote by placing a mark beside the candidate of their choice, and folding the ballot. A candidate may vote for himself or herself.
- (10) The ballots shall be collected and counted in a manner that preserves the confidentiality of each Councillor's ballot. The Chair shall only declare a ballot to be spoiled if the ballot does not disclose a clear preference in favour of any candidate.
- (11) If, after any vote, the Chair determines that a majority has voted for any one candidate, the Chair shall announce the name of the Warden so elected, but shall not announce the number of votes obtained by any candidate. Council may pass a motion authorizing the Chair to destroy the ballots.
- (12) If, after any vote, a majority has not voted for any one candidate, new ballots shall be prepared but the name of the candidate with the fewest number of votes on the previous vote shall be excluded from the new ballots. Voting shall continue in the same fashion until a Warden is declared elected by the Chair.
- (13) In the event of a tie or deadlock, the Chair shall fairly use the following methods firstly, in an effort to have the voting progress towards reducing the number of candidates to 2, and secondly in an effort to elect a Warden by a majority:
  - a) If, with no candidate elected by majority, there is more than one candidate in a tie with the fewest votes, all such candidates in the tie shall be excluded from the new ballot unless their exclusion would result in less than 2 candidates remaining upon the ballot.
  - b) The Chair shall ask if any candidate is prepared to withdraw his or her name from the next ballot.
  - c) Where three or more candidates remain, and one candidate had more votes than the others, a run-off ballot may be carried out amongst the others to see which candidate should progress to a final vote.
  - d) The Chair may call for a vote by ballot following the process and rules set out in 9, 10 and 11 of this section.
  - e) After every reasonable effort by the Chair to find a candidate with majority support, the deadlock shall be broken by having the Chair place the names of the candidates on equal size pieces of paper in a box and having one name being drawn by a person chosen by the Chair.
- (14) The term of office of the Warden shall be for a two-year period to be appointed as follows: at the special session of council after the general election; and at the regular November council session two years later.



|  |  |           |
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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br><b>POLICY AND ADMINISTRATION MANUAL</b> |  | AM –1.2.3 |
| Section<br><b><i>Procedure &amp; Organization of Council</i></b>                   | Subject<br><b><i>Warden and Deputy Warden Policy</i></b> |           |

## 5. WARDEN

The Warden shall perform, enforce and carry out all acts, obligations and duties required of them by the *Municipal Government Act*; other acts of the Province of Nova Scotia, and the bylaws, policies and resolutions of Council.

## 6. DEPUTY WARDEN

- (a) At the first meeting of Council following: a general municipal election; Council receiving notice of the resignation of a Deputy Warden; the Deputy Warden's removal from office in accordance with this policy; or the office of the Deputy Warden otherwise becoming vacant, Council shall select from among its members a Deputy Warden in accordance with the process and rules set out in Section 4 of this policy for electing a Warden, with any necessary changes for the context.
- (b) The term of office of the Deputy Warden shall be for a two-year period to be appointed as follows: at the special session of council after the general election; and at the regular November council session two years later.
- (c) The Deputy Warden may resign and may cease to be qualified to hold office in the same manner as stipulated in respect of Councillors in applicable legislation.
- (d) The Deputy Warden may be removed from office by Council by a vote of two-thirds of the Council Members after 20 days notice in writing has been provided to the Clerk and Council Members.

|   |   |
|---|---|
| Municipal Clerk's Annotation for Official Policy Book   |   |
| I certify that this policy was adopted by Municipal Council as indicated below:                       |   |
| Seven (7) Day Notice .....  | <b><i>April 11, 2023</i></b>                |
| Council Approval .....  | <b><i>April 18, 2023</i></b>                |
| <u><b><i>Carolyn Young</i></b></u><br>Municipal Clerk<br>At <b><i>Annapolis Royal Nova Scotia</i></b> | <u><b><i>April 19, 2023</i></b></u><br>Date |

|  |  |                  |
|--|--|------------------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br><b>POLICY AND ADMINISTRATION MANUAL</b> |  | <b>AM –1.2.3</b> |
| Section<br><b><i>Procedure &amp; Organization of Council</i></b>                   | Subject<br><b><i>Warden and Deputy Warden Policy</i></b> |                  |

#### **AMENDMENTS:**

**2023/04/18**

##### **Section 1 [Delete the word “additional”]**

This policy establishes rules governing the election of a Warden and Deputy Warden by the members of the Council, and defines ~~additional~~ duties of the Warden and identifies the term of office of the Deputy Warden.

##### **Section 4 [Added new first sentence]**

The inaugural meeting of Council shall take place on the first business day following the 10-day appeal period of a municipal election. The Clerk shall preside as Chair of the meeting until such time as the Warden is elected. The Warden shall be elected by Council in accordance with the following process and rules:

##### **Sub-section 4(2) [Delete the words “and secondings”]**

- (2) After announcing that the business of Council at the meeting is to elect a Warden, the Chair shall call for nominations. All nominations ~~and secondings~~ shall be made openly and publicly by raising of the hand to attract the attention of the Chair and announcing the nomination or seconding of a candidate when called upon.

##### **Sub-section 4(5)**

##### **[Replace “he or she” with “they”; replace “consents” with “consent”]**

- (5) Each nominee shall be asked if ~~he or she~~ they consents to being nominated. If the nominee declines to give unconditional consent, the nominee’s name shall not be included in the list of candidates to be voted upon.

##### **Section 5 [Replace current section per below]**

##### **Deleted**

~~“In addition to any duties, responsibilities, powers or authority prescribed by applicable legislation, the Warden is the Chief Executive Officer of the Municipality and is the official spokesperson of the Council and the primary contact for the media.”~~

##### **Added**

*The Warden shall perform, enforce and carry out all acts, obligations and duties required of them by the Municipal Government Act; other acts of the Province of Nova Scotia, and the bylaws, policies and resolutions of Council.*





# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** May 16, 2024  
**Prepared By:** Carolyn Young, Municipal Clerk  
**Report Number:** SR2024-38 Policy 116 Committees of Council and Council Meetings – Procedures Policy Amend  
**Subject:** Inaugural Council Meeting

## RECOMMENDATION:

That municipal council amend *Policy 116 Committees of Council and Council Meetings Procedures*, to remove *Article 1 Inaugural Meeting* and renumber, seven-day notice.

## LEGISLATIVE AUTHORITY

Section 23, Council May Make Policies, *Municipal Government Act*, as amended.

## BACKGROUND

See proposed Policy 119 Inaugural Council Meeting.

## DISCUSSION

This policy change is to keep current with proposed *Policy 119 Inaugural Council Meeting*.

## FINANCIAL IMPLICATIONS

None known.

## POLICY IMPLICATIONS

Provides consistent information.

## ALTERNATIVES / OPTIONS

N/A

## NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to municipal council is required to amend the policy.

## ATTACHMENTS

Policy 116 Committees of Council and Council Meetings – Procedures Policy showing changes.

## Prepared by:

Carolyn Young, Municipal Clerk

## Approved by:

  
Chris McNeill,  
Chief Administrative Officer

## Approval Date:

  
(Date)

|   |   |            |
|---|---|------------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS |   | Policy 116 |
| POLICY AND ADMINISTRATION MANUAL        |   |            |
| Section                                 | Subject   |            |
| Procedure & Organization of Council     | Committees of Council and Council Meetings - Procedures |            |

## GENERAL

The procedural requirements in the Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.

In this Policy, unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

- a) "business day(s)" means a day when the administrative offices of the Municipality of the County of Annapolis are open for business;
- b) "CAO" means Chief Administrative Officer of the Municipality of the County of Annapolis;
- c) "Chair" means the presiding officer;
- d) "Clerk" means the Clerk of the Municipality of the County of Annapolis;
- e) "Council" means the Municipal Council of the Municipality of the County of Annapolis;
- f) "Councillor(s)" include(s) the Warden and Deputy Warden;
- g) "majority" means more than one half of those present;

Although the *Municipal Government Act* does not provide a definition for *Member*, it is defined in this policy as follows:

- h) "member" means any person appointed to a committee

This policy shall be applicable for Committees of Council and Council meetings of Municipal Council, and include periods of adjournment to "in camera". The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all cases to which they are applicable and in which they are not inconsistent with provincial legislation or the bylaws, policies or procedures of the municipality.

## MEETINGS

Committees of Council and Council meetings shall be held in person in the Council chambers of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS or an alternative location. Council and Special Council meetings can be conducted by video conference as outlined in the *Council Videoconferencing Policy, AM-1.2.0.1*.

All meetings of Committees of Council and Council, regular or special, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.

~~1) **INAUGURAL MEETING** - the Inaugural meeting of Council shall take place on the first business day following the 10 day appeal period of a municipal election. The Clerk shall preside as Chair of the meeting until such time as the Warden is elected.~~

- 2) **REGULAR MEETINGS OF COMMITTEE OF THE WHOLE** - meetings of the Committee of the Whole shall be held on the **second Tuesday of each month at 10:00 a.m.** with Notice of Meeting to the public at least five business days in advance, unless Council



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by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.

There shall be no regular meeting during the month of August.

- 3) **REGULAR MEETINGS OF COUNCIL** - meetings of Council shall be held on the **third Tuesday of each month at 10:00 AM** with Notice of Meeting to the public at least five business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.

There shall be no regular meeting during the month of August.

- 4) **SPECIAL MEETINGS OF COMMITTEE OF THE WHOLE OR COUNCIL**

A special meeting may be convened by resolution or consensus at a previous meeting three or more days in advance of the special meeting, or by the CAO or Clerk in consultation with the Warden.

- 5) **COMMITTEES OF COUNCIL MEETINGS**

Committee(s) shall meet at such time and place which it sets at a preceding meeting or at such other time and place as municipal council, the committee's Chair, or a quorum of committee members may set by providing notice of meeting to all committee members at least five business days in advance. There shall be no regular meetings during the month of August.

- 6) **IN-CAMERA**

Such meetings may be closed to the public when the subject matter under consideration involves the following matters under Section 22(2) of the *Municipal Government Act*:

- a) acquisition, sale, lease and security of municipal property;
- b) setting a minimum price to be accepted by the municipality at a tax sale;
- c) personnel matters;
- d) labour relations;
- e) contract negotiations;
- f) litigation or potential litigation;
- g) legal advice eligible for solicitor-client privilege; and
- h) public security.

**When In-Camera matters are listed on the Committee of the Whole agenda, they will be the last order of business.**

**When In-Camera matters are listed on the Council agenda, they will be the last order of business.**

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Direction may be given to staff In-Camera; however, any motions forthcoming from In-Camera discussions must be added to the agenda under New Business and adopted during the open portion of the meeting.

Minutes of a closed meeting will be recorded, circulated physically by the Clerk, and approved at the next meeting. Approved minutes are signed by the Warden and Clerk and kept in the Clerk's office. Councillors may peruse the physical minutes at any time.

7) WARDEN'S ABSENCE

In the case of the absence of the Warden from the Municipality, the Deputy Warden shall act in the place and stead of the Warden, and shall have all the rights, powers, and authority of the Warden, while so acting.

8) CALLING THE MEETING TO ORDER AND QUORUM

As soon after the hour fixed for the holding of the meeting, and quorum is present, the Warden shall take the Chair and call the meeting to order.

9) QUORUM

A quorum for Council and Committee of the Whole shall be the majority of councillors elected.

A quorum for other committees of council shall be a majority of the appointed members.

10) NO QUORUM

If no Quorum is present 15 minutes after the time appointed for a meeting, the Clerk or recording secretary shall record the names of the councillors/members present and the meeting shall stand adjourned until the date of the next regular meeting; or until otherwise scheduled.

11) THE CONDUCT OF PROCEEDINGS AT A MEETING

It shall be the duty of the Warden or other presiding officer:

- a) to open the meeting by taking the Chair and calling the councillors or members to order;
- b) to announce the business before the meeting in the order in which it is to be acted upon;
- c) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- d) to decline to put to vote motions which infringe the rules of procedure;
- e) to restrain the councillors or members, within the rules of order, when engaged in debate;
- f) to call by name any councillor or member persisting in breach of the rules of order of Municipal Council, thereby ordering them to vacate the Council chambers;
- g) to inform the Council, when necessary or when referred to, on a point of order;
- h) to permit the CAO or Clerk to speak on any point upon request;



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- i) to permit proper questions to be asked through the Chair of any official or employee of the County, or any member of the public in attendance, to provide information to assist in debate;
- j) to authenticate by their signature when necessary, the minutes of Committee of the Whole and Council; and
- k) to adjourn the meeting when business is concluded.

The presiding officer may state their position on any matter before the meeting without leaving the Chair, but only after all other councillor/member comments have been heard. It shall not be permissible for the presiding officer to debate the question without first leaving the Chair and after having appointed the Vice Chair to preside in their place during their remarks.

## 12) AGENDA

- a) any councillor, no later than six business days prior to a council meeting, may file in writing, an item for inclusion in the agenda under New Business. Items are to include background information and proposed motion.
- b) the business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the councillors, and the Order of the Day amended.
- c) an item of business not listed on the Committee of the Whole agenda cannot be introduced at a meeting without the approval of the councillors **by majority vote.**
- d) the Clerk shall have prepared and provided electronically and in hard copy for the use of the councillors at the meetings of Committee of the Whole and Council an agenda under the following headings:

### **AGENDA**

#### **for the Municipality of the County of Annapolis Committee of the Whole Meeting**

**to be held on Tuesday, \_\_\_\_\_, 20 \_\_, 10:00 AM**

**Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal**

Roll Call

Presentations

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

Correspondence

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Staff Reports

Recommendations and Reports from Boards and Committees

Business Arising from the Minutes

New Business

In-Camera

5:00 Stated Adjournment

- e) The Clerk shall have prepared and provided electronically and in hard copy for the use of the councillors at the regular meetings of Council an agenda under the following headings:

**AGENDA**  
**for the Municipality of the County of Annapolis**  
**Council Meeting**

to be held on Tuesday, \_\_\_\_\_, 20 \_\_, 10:00 AM

**Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal**

Roll Call

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

COTW Recommendations

Business Arising from the Minutes

New Business

Councillor's Comments

In-camera

Adjournment

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[Definitions / Processes of Agenda Items \(in alphabetical order\):](#)

**Adjournment** – the Warden or Chair shall declare the meeting adjourned.

**Approval of the Agenda** – the agenda, once approved by motion, confirms the Order of the Day.

**Approval of the Minutes** – Minutes shall record:

- a) the place, date and time of meeting;
- b) attendance of councillors, present or absent; and
- c) all other proceedings of the meeting without note or comment.

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special meetings held more than five days prior to a regular meeting, together with the agenda are provided electronically to each councillor not less than 48 hours before the hour appointed for the holding of such regular meeting.

**Business Arising from the Minutes** – the items listed in the order of the topics set out in the agenda of prior Committee of the Whole / Council meetings which have not been disposed of and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of, unless removed from the agenda by motion.

**Committee of the Whole Recommendations** – all recommendations discussed and debated at Committee of the Whole will be brought to Council as individual recommendations for decision by Council.

### **Correspondence**

All correspondence addressed to the county shall be distributed to the councillors and where in the opinion of the Clerk/CAO or a councillor it should be dealt with at a Committee of the Whole meeting, it shall be placed on the agenda of the next Committee of the Whole meeting.

**Councillor's Comments** – comments of councillors will relate to special items of interest in the districts they represent, or in the municipality as a whole.

**Disclosure of Interest** – any councillor shall disclose any conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which the councillor was absent. Every councillor who is present when a question is put, shall vote thereon unless personally interested in a pecuniary sense, and shall leave the room before the matter is discussed.

**New Business** – items of new business, in writing and including background information and a proposed motion, received by the Clerk six business days prior to the Committee of the Whole meeting will be included in the agenda.

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**Presentations** – will take place at Committee of the Whole, following Roll Call. Presenters must register with the Clerk six business days prior to the Committee of the Whole meeting they wish to address.

Presenters will be allowed a maximum of 10 minutes to address Committee of the Whole, unless extended by the Chair.

Council will not make a decision(s) at that time.

**Recommendations and Reports from Boards and Committees** – includes:

- **recommendations** from ad hoc and standing committees of Council, listed in Sections 48 and 49 this policy;
- **recommendations** from Advisory Boards and Committees (*Policies AM-1.3.6.1 to AM-1.3.6.16*); and
- **reports** from Joint, Regional and Community Organizations (*Policy AM-1.3.7*)

Recommendations and reports will be submitted to the Clerk by 4:30 PM six business days prior to the Committee of the Whole meeting and will be included with the agenda and circulated to councillors.

**Roll Call** – the Warden or presiding officer shall call the roll of councillors to verify attendance and to provide an opportunity to excuse, by motion, meeting attendance requirements of those councillors who wish to be excused. It is the duty of each councillor to advise the Chair of their absence and whether they wish to be excused in advance of the meeting.

**Staff Reports** – staff reports will be numbered by the Clerk, starting with the number “1” as the first report in each calendar year, with the prefix designating the year of the Committee of the Whole meeting, [i.e. SR2022-1 NAME OF REPORT]. Report numbers will re-start annually.

Reports will be submitted to the Clerk by 4:30 PM eight business days prior to the Committee of the Whole meeting.

Reports will be prepared pursuant to directions and a template as determined from time to time.

**Urgent Business** – a matter deemed to be urgent by the Warden or CAO may be considered without notice at any time by a simple majority vote of Council.

## MOTIONS

### 13) WITHDRAWAL

- a) after a motion is moved and seconded it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time by the mover before decision or amendment.

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14) AMENDMENTS – a motion to amend

- a) shall receive disposition of Council before a previous amendment or the question,
- b) shall not be further amended more than once, and
- c) shall be put in the reverse order to that in which it is moved.

15) PRIVILEGE

- a) privileged motions take precedence over any or all of the motions listed before it. These motions include, in descending order of rank: Fix the Time to Which to Adjourn (highest ranking); Adjourn; Recess; Question of Privilege (noise, ventilation, introduction of a controversial subject in the presence of guests); Call for the Orders of the Day. When settled, the question so interrupted shall be resumed from the point where it was suspended.

16) LAY ON THE TABLE OR "TABLE"

- a) is the highest ranking of subsidiary motions. It is used to temporarily set aside an issue to take up something more urgent. This motion has no time reference; requires a mover and seconder; requires a majority vote; cannot be amended; and is not debatable.
- b) A question that has been "tabled" can be lifted from the table during the same session or until the end of the next regular business session if same is held before a quarterly time interval has elapsed. If not lifted within these time limits, the question dies, although it can be reintroduced later as a new question.

17) POSTPONE TO A DEFINITE TIME OR "DEFER"

- a) a subsidiary motion. It is used to set aside an issue to a specific date and time; requires a mover and seconder; requires a majority vote; may be amended and debated but only as to the time; cannot be interrupted.

18) COMMIT OR "REFER"

- a) a subsidiary motion. It is used to refer an issue to a committee or staff; requires a mover and seconder; requires a majority vote; may be debated.

19) POSTPONE INDEFINITELY

- a) the lowest ranking of subsidiary motions. It is used when Council declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids direct vote on the question.

20) RECONSIDER

- a) if a motion has been either adopted or defeated during a meeting, and announced from the Chair, a notice of an intention to move reconsideration can be made only on the same day on which the vote sought to be reconsidered was taken. If the motion was adopted, the motion to *Reconsider* can be made only by a councillor who voted in favour of the motion, or if the motion was defeated, then only by a councillor who voted against it. This motion can be seconded by any councillor no matter how they voted, and requires a majority vote.

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**21) RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED**

- a) if it is too late to move to reconsider a motion, councillors can make either a motion to rescind or amend something previously adopted regardless of how they voted on the original motion. There is no time limit on making these motions. If previous notice is given, a majority vote is all that is required for adoption. However, if previous notice is not given of an intent to make one of these motions, so that councillors are not alerted ahead of time to the fact that the motion will be made, adoption of the motion requires either a two-thirds vote, or the vote of the a majority of the entire Council.

## **Voting on Motions**

**22) Questions Stated**

- a) immediately preceding the taking of the vote, the Chair or Clerk may state the question in the form introduced and shall do so if required by a councillor. The Chair or Clerk shall state the question in the precise form in which it will be recorded in the minutes.

**23) No Interruption After Question**

- a) after a question is finally put by the Chair, no councillor shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

**24) Voting**

The usual form of voting on any question shall be by the Chairman calling for “yes” and “no”, but any Council Member, before or after a voice vote can call for, and obtain through the Chairman, a show of hands, and any two Council Members can call for, and obtain through the Chairman, a recorded vote with each Council Member’s vote entered into the minutes. A Councillor may request that their vote is recorded.

## **Rules of Debate**

- 25) Every councillor, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more councillors raise their hands to speak, the Chair shall designate the councillor who, in the opinion of the Chair, first raised a hand.
- 26) When a councillor is speaking no other councillor shall interrupt him/her except to raise a Point of Order.
- 27) Any councillor may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a councillor while speaking.
- 28) No councillor shall speak more than twice to the same question, without the leave of Council, except to explain a misconception of their remarks, but the mover of the motion shall have the right to reply and sum up in closing debate.

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- 29) When a councillor has been recognized as the next speaker, then immediately before speaking such councillor may ask a question of the Chair or an official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the councillor shall speak.
- 30) The following motions may be introduced without written notice and without leave:
- a) a point of order or personal privilege;
  - b) to lay on the table (Table);
  - c) to postpone to a definite time (Defer);
  - d) to commit (Refer);
  - e) to postpone indefinitely;
  - f) to call the question;
  - g) to adjourn; and
  - h) to amend.

## POINTS OF ORDER AND PRIVILEGE

- 31) The Chair shall preserve order and decide questions of order.
- 32) It shall be the duty of the Chair, and the privilege of any councillor, to call any councillor to order, who violates any established rule of order. A point of order must be decided before the subject under consideration is proceeded with.
- 33) When a councillor is called to order, the councillor shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 34) A point of order is not debateable amongst other councillors and is decided by the Chair, who may invite discussion in an effort to assist in making a ruling. Where the Chair permits discussion on a point of order, no councillor shall speak more than twice.
- 35) Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council chambers pursuant to Subsections 39 and 40 are not debatable but are appealable to Council by any councillor. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 36) If a councillor resists the rules of Council, wilfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the councillor may be ordered by the Chair to leave their seat provided that a majority vote of Council shall be required to sustain the expulsion.

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- 37) If the councillor refuses to leave their seat, the Chair may order the councillor to be expelled and excluded from the Council chambers.
- 38) Such councillor may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council chambers and to resume participation in Council's business with or without conditions.
- 39) Persons who are not councillors or employees of the County of Annapolis shall observe silence and order in the Council chambers, unless given permission to speak by motion. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
- 40) Such member of the public may, by vote of Council later in the meeting or at a subsequent meeting, be permitted to re-enter Council chambers with or without conditions.
- 41) An order of the Chair to expel a person from the Council chambers pursuant to Subsections 40 and 42 of this policy constitutes a direction from the County of Annapolis to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.

## CONDUCT OF COUNCILLORS

- 42) No councillor shall:
- a) use offensive or unparliamentary language in or against the Council, any councillor, or any staff;
  - b) speak on any subject other than the subject in debate;
  - c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
  - d) disobey the rules of the Council or a decision of the Chair or the Council on questions of order or practice or upon the interpretation of the rules of the Council
- 43) When the Chair is putting the question, no councillor shall leave or make a disturbance.

## COMMITTEES OF COUNCIL

- 44) **TERM OF APPOINTMENT** – except to the extent that the term of appointment is otherwise determined by statute, bylaw, or policy, councillors shall be appointed for two years, or the balance thereof, with the term commencing in December following each municipal general election or bi-annual election anniversary. Except as otherwise provided, no appointment shall cease until such time as a successor is appointed.
- 45) **PROVISIONS** – the following provisions shall apply to all Committees of Council, except where the policy specifically provides otherwise:

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- a) municipal council may replace at any time councillors who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
  - b) if not appointed to a committee, the Warden shall be an *ex officio* councillor of the committee, with a voice but no vote. When attending as *ex officio* the Warden shall not be counted to establish quorum.
  - c) a councillor is not entitled to additional remuneration for serving on the committee but may be reimbursed for reasonable expenses for attending committee meetings, and mileage / kilometrage shall be paid at such rate as may be prescribed by municipal council in *Travel and Expenses Policy AM-1.8.1*.
  - d) except to the extent that the Chair is otherwise determined by statute, bylaw, or policy, municipal council may appoint a person to serve as Chair of the committee, after seeking the advice of the Nominating Committee; but if municipal council does not appoint a Chair, the committee shall elect a Chair from one of its councillors.
  - e) an *ex-officio* councillor of a committee shall not be eligible for election as Chair.
  - f) the Chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the Chair shall have the same powers and responsibilities at committee meetings that are conferred upon the Chair at Council meetings.
  - g) votes shall be recorded by a show of hands.
  - h) the Clerk (or designate) shall call the first meeting of any committee after its appointment, upon the request of municipal council or a majority of the councillors of the committee. The CAO or Clerk or their designate shall Chair the meeting until a Chair has been chosen.
  - i) the committee shall choose a scribe from one of its councillors, in which event the scribe shall be a full voting councillor of the committee. The scribe shall keep notes of the committee's meetings and ensure that the Clerk is provided with a copy of all approved minutes, which have been signed by the Chair.
  - j) no order or authority to do any matter or thing shall be recognized as emanating from any committee, and all committee recommendations shall be referred to the Clerk in writing to be included with the Committee of the Whole agenda under Reports from Boards and Committees.
- 46) **AD HOC COMMITTEES OF COUNCIL** - may be established by Council as deemed necessary and advisable to provide input on matters of timely consideration. Such a committee shall be for a limited time period as per its mandate determined by Council, and ceases to exist as soon as Council, through Committee of the Whole, receives and accepts a final report. Committees include:
- a) **Cornwallis Park & Area Asset Review Committee** – established to consider and make recommendations to Council pertaining to potential possibilities for current and future assets of Cornwallis Park and area (*MOTION 180717.28*);
  - b) **Glyphosate Advisory Committee** – established to "... invite stakeholders to present to the committee in order to bring a recommendation to June 2021 Committee of the Whole ..." (*MOTION 201020.04*); and

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- c) **Physician Recruitment & Retention Committee** – established “with a mandate of physician recruitment and retention” (*MOTION 191119.09*); adopted descriptive mandate: To assist, as appropriate, in all aspects of recruiting and retention of medical personnel: physicians, physician assistants, nurse practitioners, and like medical professionals” (*MOTION 200218.07*).

47) **STANDING COMMITTEES OF COUNCIL** – may be established pursuant to Section 24 of the *Municipal Government Act*, or as otherwise determined by statute, bylaw or policy. Standing committees work on a continuous basis, and consist of councillors appointed by the Council. The committees include:

- a) **Committee of the Whole** – acts in an advisory capacity to Council, and meets to receive reports/recommendations from staff, and boards and committees.

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

- 1) ensuring regular, periodic and comprehensive review of all bylaws and policies of the County and such consideration shall be deemed as fulfilling the requirement for seven days’ notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the *Municipal Government Act*; and
- 2) exercising any authority pursuant to Part XV-Dangerous or Unsightly Premises of the *Municipal Government Act* that is not delegated to the Administrator, as set out in relevant policy.

The Chair of the Committee of the Whole is the Warden, and the Secretary is the Clerk (or designate).

- b) **Nominating Committee**

- 1) at the Inaugural meeting, Council shall appoint three councillors to serve as members. The procedure for selecting councillors shall be the same as that used for selection of a Warden.
- 2) the Warden shall automatically be a regular, voting councillor of the committee.
- 3) the mandate of the committee is to discuss, consider, advise and make recommendations to Council through Committee of the Whole concerning the nomination of persons to various committees, boards, and commissions, except where municipal council determines that consideration by the Nominating committee is not necessary or advisable.
- 4) Council may, by resolution, accept, reject, or vary a report of the Nominating committee in whole or in part.
- 5) it shall, at least annually, review the status of councillor appointments to ensure equity of workloads among councillors.
- 6) All committees should meet within thirty days of being struck to determine a Chair and Vice Chair.

|                        |               |
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|   |   |            |
|---|---|------------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS |   | Policy 116 |
| POLICY AND ADMINISTRATION MANUAL        |   |            |
| Section                                 | Subject   |            |
| Procedure & Organization of Council     | Committees of Council and Council Meetings - Procedures |            |

- c) **CAO Review Committee** – shall oversee the performance review process for the CAO after consultation with Council.
- 1) consists of the Warden, Deputy Warden, and two other councillors.
  - 2) the Warden shall be the Chair of the committee.
  - 3) to the extent practicable, selection of the remaining committee councillors (in addition to the Warden and Deputy Warden) should reflect the gender diversity of Council's composition. Accordingly, the remaining committee councillors shall be selected by placing the names of councillors confirming an interest in a box and having two names drawn by a person chosen by the Warden.
  - 4) in accordance with sub-section 21(2)(c) of the *Municipal Government Act*, the CAO Review Committee may meet in closed session. The CAO will be requested not to attend the CAO Review Committee and council meetings where their performance is discussed; no other staff persons shall attend.
  - 5) the CAO shall be evaluated at least once a year, with a mid-year review if desired by the CAO, the CAO Review Committee or Council.
- d) **Economic Development Committee**
- 1) consists of three councillors and the Warden.
  - 2) the mandate of the committee is to advise and make recommendations to Council through Committee of the Whole concerning the drafting, implementation, amendment, and facilitation of an Annapolis County Economic Development Strategy.
- e) **Fire Services Committee**
- 1) consists of two councillors as well as two or more invited representatives of the Annapolis County Fire Services Executive as appropriate.
  - 2) the mandate of the committee is to advise and make recommendations through Committee of the Whole to Council concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality.
  - 3) meetings shall be held at the discretion of the Chair.
- f) **Fences Arbitration Committee** – committee continues pursuant to Section 4 of *the Fences and Detention of Stray Livestock Act*.
- 1) consists of one member from the municipality appointed by the Nova Scotia Federation of Agriculture and one member appointed by the council of the municipality
  - 2) the member appointed by the council of a municipality pursuant to subsection (1) may be an employee of the municipality and shall be the chair of the committee
  - 3) the Nova Scotia Federation of Agriculture and the council of the municipality shall each appoint an alternate member to serve on the committee when requested to do so by the member appointed by the council of the municipality or the Nova Scotia Federation of Agriculture, as the case may be
  - 4) the members of a committee hold office for a term of not more than four years

|                        |               |
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| Amended September 2023 | Page 14 of 15 |
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|  |   |                   |
|--|---|-------------------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br><b>POLICY AND ADMINISTRATION MANUAL</b> |   | <b>Policy 116</b> |
| Section<br><b>Procedure &amp; Organization of Council</b>                          | Subject<br><b>Committees of Council and Council Meetings - Procedures</b> |                   |

- 5) Two members of the committee constitute a quorum
- 6) the annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If the Fences Arbitration Committee does not meet during the calendar year, the appointees shall receive an honorarium of \$50.
- 7) Members of the committee and alternate members of the committee appointed pursuant to this Section shall be residents of the municipality for which the committee is established. 2

- g) **Forestry Advisory Committee** – shall exist as an advisory committee of Council.
- 1) consists of not more than four councillors.
  - 2) its purpose is to consider and make recommendations regarding forestry matters.
  - 3)

#### **48) REPEAL**

AM-1.2.0 Committees of Council and Council Meetings Procedures Policy, adopted by Municipal Council of the County of Annapolis on September 19, 2023, is hereby repealed.

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

#### **October 25, 2022:**

Article 3 – change fourth to third; and

Article 12 – Change Council Agenda from COTW Consent to COTW Recommendations; and change the Definition for Committee of the Whole Consent to Committee of the Whole Recommendations – all recommendations discussed and debated at Committee of the Whole will be brought to Council as individual recommendations for decision by Council.

#### **May 16, 2023:**

Subsection 47 a) 1) – add “and such consideration shall be deemed as fulfilling the requirement for seven days’ notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the Municipal Government Act;”

#### **September 19, 2023:**

##### Added:

In Article 3 Regular Meetings of Council

“There shall be no regular meeting during the month of August”; and

In Article 5 Committees of Council Meetings

“There shall be no regular meetings during the month of August.”

|                        |               |
|------------------------|---------------|
| Amended September 2023 | Page 15 of 15 |
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# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** May 14, 2024  
**Prepared By:** Amy Barr, Policy and Development Coordinator  
**Report Number:** SR2024-37 Valley Waste Service Agreement Extension  
**Subject:** Extension of Service Agreement with Valley Waste

## RECOMMENDATION(S):

That Municipal Council notify Valley Waste-Resource Management that the Municipality wishes to extend or renew the service agreement beyond March 31, 2025.

## LEGISLATIVE AUTHORITY

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

## BACKGROUND

On August 15, 2023, the Municipality entered into a service agreement with Valley Waste-Resource Management for Waste-Resource Management Services. The service agreement, attached, provides a full-service waste resource management package for the Municipality. Prior to this agreement, the Municipality managed waste services in-house with existing staff extending their roles into waste management and the Municipality issuing contracts directly.

The Municipality determined the most efficient use of resources was to re-enter into an agreement with Valley Waste to provide waste services. The current agreement includes services that were provided in-house previously such as communication, education, enforcement, administration, and providing a public point of contact. The agreement also includes contracted services such as curb-side collection, carts, organics, and hazardous household waste services.

Signed in August 2023, this agreement was intended to bridge waste-resource management services for the Municipality between the present time and when the next service contract could be tendered by Valley Waste.

## DISCUSSION

As per section six of the agreement, the Municipality must provide notice of its intention to Valley-Waste to express whether we have interest in being formally included in the service contract beyond March 31, 2025. This notice of intention must be sent on or before July 1, 2024. Staff recommend that continuing with this agreement will provide the best value to the Municipality while maintaining a high standard of waste management services.

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this notice of intention.

## POLICY IMPLICATIONS

N/A

## **ALTERNATIVES / OPTIONS**

- Do not authorize staff to provide written intent to Valley Waste-Resource Management.
- Authorize staff to provide written notice to Valley Waste-Resource Management that the Municipality does not intend to participate in the future service contract.

## **NEXT STEPS**

If approved, staff will provide written communication to Valley Waste-Resource Management.

## **ATTACHMENTS**

- Copy of the Waste-Resource Management Service Agreement between the Municipality of the County of Annapolis and Valley Waste Resource Management.

### **Prepared by:**

Amy Barr, Policy and Development Coordinator

### **Reviewed by:**

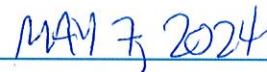
Jim Young, P.Eng, Director of Municipal Operations

### **Approved by:**



Chris McNeill, Chief Administrative Officer

### **Approval Date:**



(Date)



THIS WASTE-RESOURCE MANAGEMENT SERVICES AGREEMENT made this 15 day of Aug, 2023

Between

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY  
("Valley Waste")

-and-

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS  
("Annapolis")

WHEREAS

- A. Valley Waste is designated to manage and coordinate regional waste management for Region 5 Annapolis-Kings as designated by the Province of Nova Scotia;
- B. Annapolis wishes to have Valley Waste provide its residents with waste management services;
- C. Valley Waste will provide waste management services to Annapolis equivalent to Annapolis' current service level and not to exceed service levels offered to the members of Valley Waste, upon the terms and conditions set out herein, during the term of this Agreement.
- D. Valley Waste and Annapolis see mutual benefit in working together to collectively provide regional solid waste management services that are cost effective over the long term.

NOW THEREFORE in consideration of the valuable consideration set forth herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. Valley Waste shall provide to Annapolis waste management services upon the terms and for the period set out in this Agreement.
- 2. This Agreement maintains the current non-party status of Annapolis under the current Intermunicipal Service Agreement (IMSA) signed on July 11, 2022. The long-term relationship beyond this Agreement between the members of Valley Waste and Annapolis are subject to current studies and negotiations and would be the subject of separate agreements as necessary.
- 3. Valley Waste shall provide to Annapolis the following services (collectively referred to as "waste management services") that are consistent with the existing services provided to Valley Waste members:
  - a. Management of Collection Contract and Hotline Services

July 19, 2023

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Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

- i. Annapolis will directly contract curbside residential collection services including service and is responsible for all associated costs;
  - ii. Annapolis will designate Valley Waste to oversee collection contract services;
  - iii. Valley Waste will provide Annapolis a full-service response to inquiries by Annapolis residents through its "hotline" telephone and e-mail system.
  - iv. Valley Waste will manage public contact with respect to Annapolis's "seasonal collection bins" on private and/or public roads. Annapolis will remain solely responsible for any additional cost that may arise from the collection, clean up, replacement or maintenance of the "seasonal collection bins".
  - v. Valley Waste will provide technical advice on the residential collection contract renewal based on aligning Annapolis' collection contract with the Valley Waste collection contract;
  - vi. Valley Waste agrees to include Annapolis in the future curbside collection Request for Proposals and future curbside collection contract.
- b. Education Programming
  - i. Valley Waste will provide Annapolis with community outreach services such as special events, tours, presentations and residential, commercial and institutional visits;
  - ii. Valley Waste will provide an annual solid waste resource management Calendar and other promotional materials to Annapolis and the residential, commercial and institutional sectors being served;
  - iii. Valley Waste will provide social media coverage as deemed appropriate.
- c. Bylaw Enforcement
  - i. In consultation with Annapolis, Valley Waste will provide Annapolis with Solid Waste Bylaw Enforcement Services subject to the Bylaw Enforcement Officer employed by Valley Waste being designated by the Department of Justice as a Special Constable authorized to enforce the County of Annapolis Solid Waste Resource Bylaw (effective upon date that Annapolis has in place a bylaw congruent with that of Valley Waste partners);
  - ii. Valley Waste will respond to, investigate and perform the required follow-up for prohibitions as described in the County of Annapolis Solid Waste Resource Bylaw;
  - iii. Valley Waste shall be responsible for coordination and costs to prosecute all bylaw violations;
- d. Organics Cart Services:
  - i. Valley Waste will oversee and manage the delivery of organics carts to Annapolis' residents, and its commercial, institutional and industrial sectors to include cart exchanges, the recycling of retired carts while maintaining the associated tracking records and maintaining a cart inventory;
  - ii. Valley Waste will purchase all organics carts to be used for delivery of services to Annapolis; however, Annapolis is required to pay for all costs associated with the purchase of carts for Annapolis locations.

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July 19, 2023

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Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

**2024-05-14 COTW Agenda Package**





- e. Household Hazardous Waste Management:
    - i. The residential sector will have full access to the household hazardous waste management program offered by Valley Waste.
  - f. Litter Pick-ups and Beach Clean-ups:
    - i. Valley Waste will waive all tipping fees for volunteer groups performing litter pick-ups or beach clean-ups in keeping with existing Valley Waste policies.
- 4. Annapolis agrees that all materials accepted must correspond with the requirements outlined in the Valley Waste Bylaw and Directives and comply with Provincial solid waste-resource management Regulations.
  - 5. The term of this agreement shall run from May 18, 2023, until March 31, 2025 or upon the establishment and finalization of a new Intermunicipal Services Agreement.
  - 6. Notice of intention to renew or extend this Agreement shall be provided in writing no later than July 1, 2024. Any renewal or extension of this Agreement must be by way of written Amendment signed by the Parties to this Agreement, which must be completed and executed prior to September 1, 2024, unless otherwise agreed by the Parties.
  - 7. In exchange for providing the waste management services, Annapolis shall pay to Valley Waste the following fees and sums:
    - a. Annapolis shall pay to Valley Waste the sum of \$188.00 per metric tonne of curbside organics, residual waste and blue bag (recyclable) materials.
    - b. The price will be adjusted by the amount of the Nova Scotia Consumer Price Index March 31<sup>st</sup> 2024 for the balance of the agreement. The adjustment shall be based on a rolling CPI average, all items, for the 12-month period of April -March.
    - c. The sum of \$188.00 per metric tonne shall include all long-term debt repayment as committed by Annapolis in the May 12, 2021 Minutes of Settlement Agreement.
    - d. Should this Agreement terminate for any reason, Annapolis will remain responsible for paying any and all remaining committed long-term debt repayment as per Clause 8 in the Minutes of Settlement Agreement dated May 12, 2021.
    - e. Valley Waste shall be entitled to retain all Divert NS, Diversion Credit and Dairy Stewardship Container funding for the term of this Agreement and any extensions thereof.
  - 8. Valley Waste shall invoice Annapolis monthly for all waste management services provided to Annapolis. Annapolis shall pay within 30 days all invoices received from Valley Waste for waste management services.
  - 9. In the event that payment of an invoice for waste management services is not received by Valley Waste within 30 days of delivery to Annapolis, Valley Waste shall cease providing services to Annapolis and the Agreement shall terminate.

July 19, 2023

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Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

2024-05-14 COTW Agenda Package



10. This Agreement can only be terminated for cause by either Party, provide that:
  - a. Notice of default is provided; and
  - b. The Party who receives a Notice of Default is given 15 days to cure the default.
11. Valley Waste will continue to receive commercial waste and small private loads of waste at its facilities from the residential, commercial, industrial and institutional sectors within Annapolis as per its current practice.
12. Subject to Valley Waste's obligations of service delivery under this Agreement, Valley waste will maintain operational control of its business, including hours of operation, but Valley Waste acknowledges that it will be required to adjust its hours of operations for the Western Management Centre to meet operational demands from time to time. The Western Management Centre will remain closed on Mondays except when required to be open to accommodate missed curbside collection days as a result of inclement weather or holidays. During the term of this Agreement, Annapolis will not alter its collection schedules without consultation with and approval of Valley Waste.
13. Annapolis agrees that the provision of waste management services by Valley Waste will be subject to the terms and conditions set out in the Valley Waste Directives attached as Schedule "A" to this Agreement.
14. Annapolis does not warrant the total volumes to be delivered during the term of the Agreement; however, Annapolis agrees that all materials contracted for and collected under their curbside collection contract will be directed to Valley Waste facilities.
15. Annapolis confirms that it currently uses a single pass four-stream collection strategy that is comparable and compatible with Valley Waste's management centre operations. Annapolis agrees that any changes to the Annapolis curbside collection contract either in schedule, rules or equipment must maintain that compatibility with management centre operations.
16. Neither Party shall be liable to the other for any failure to perform any of its obligations (except payment obligations) under this Agreement during any period in which such performance is delayed by circumstances beyond its reasonable control, such as, but not limited to: pandemic, fire, flood, war, embargo, strike, riot, terrorism, or the intervention of any governmental authority (a "Force Majeure"). In such event; however, the delayed Party must promptly provide the other Party with written notice of the Force Majeure. The delayed Party's time for performance will be excused for the duration of the Force Majeure, but if the Force Majeure event lasts longer than 30 days then the other party may immediately terminate this Agreement upon written notice.
17. Valley Waste shall be required to carry comprehensive liability insurance coverage of no less than five million dollars (\$5,000,000) per claim and Valley Waste shall name the Municipality of the County of Annapolis as an additional insured under the policy.

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July 19, 2023

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Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

**2024-05-14 COTW Agenda Package**





18. Valley Waste shall be a member in good standing with the *Worker's Compensation Board of Nova Scotia* and shall provide applicable coverage to all staff performing work for Annapolis under this agreement.
19. No supplement or amendment to this Agreement shall be binding unless executed in writing by the Parties hereto in the same manner as the execution of this Agreement.
20. Time shall be of the essence in this Agreement.
21. This Agreement constitutes the entire agreement between the Parties hereto pertaining to the subject matter of this Agreement and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written.
22. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision (whether or not similar) nor shall any waiver constitute a continuing waiver unless otherwise expressed or provided.
23. While it is not intended by either Party that this Agreement be in contradiction or restraint of, or should interfere in any way with, any other contractual obligations of Annapolis to any other person respecting the subject matter of this Agreement and of the associated Minutes of Settlement dated May 12, 2021, Annapolis does hereby agree to indemnify and save harmless Valley Waste from all damages, claims and defence costs resulting from any such action taken against Valley Waste by virtue of Valley Waste entering this Agreement.
24. Valley Waste shall provide data on specific By-law enforcement cases or specific waste collection cases upon request by an assigned Annapolis staff manager.

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July 19, 2023

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Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

2024-05-14 COTW Agenda Package



IN WITNESS WHEREOF the Parties hereto have duly executed this Waste-Resource Management Services Agreement as of the date first written above.

**SIGNED AND DELIVERED** in the presence of

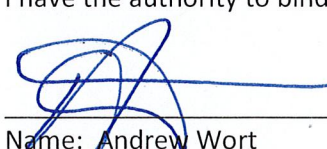
Brenda Dandson  
Witness

Nanda L. Atwell  
Witness

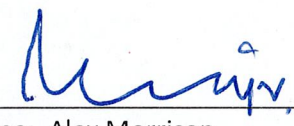
**VALLEY REGION SOLID WASTE-  
RESOURCE MANAGEMENT AUTHORITY**

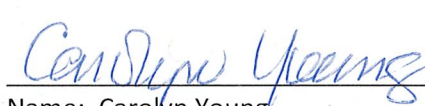


Name: Peter Muttart  
Position: Chair, Interim Intermunicipal Services Agreement Board  
I have the authority to bind the above

  
Name: Andrew Wort  
Position: General Manager  
I have the authority to bind the above

**MUNICIPALITY OF THE COUNTY OF  
ANNAPOLIS**

  
Name: Alex Morrison  
Position: Warden  
I have the authority to bind the above

  
Name: Carolyn Young  
Position: Clerk  
I have the authority to bind the above

July 19, 2023

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Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

**2024-05-14 COTW Agenda Package**





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

# INFORMATION REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** May 16, 2024  
**Prepared By:** Linda Bent, Director of Planning & Inspection Services  
**Subject:** IR2024-05-16 Planning & Inspection Services Year End Report

## ORIGIN

Report to Committee of the Whole from Planning & Inspection Services for 2023-2024 Year.

## PLANNING

East End Planning Area - Development Agreement Amendment for a Grooming & Boarding Kennel to permit the expansion to allow for larger dogs.

East End Planning Area – Committee met four times to start review of existing MPS/LUB. Staff to return to the review in 2024-25.

Bridgetown Planning Area – Committee met four times to start review of existing MPS/LUB. Staff to return to the review in 2024-25.

Upper Clements Planning Area – Committee met three times to start review of existing MPS/LUB. Staff have returned to the review in April 2024 and anticipate a Public Information Meeting in May.

Cornwallis Park Planning Area - Committee met four times to start review of existing MPS/LUB and will continue its review in 2024.

Habitation Planning Area - Committee met four times with the documents to PAC twice. Staff to return to review with Area Advisory Committee in May 2024.

County Wide Plan – wrap of the review of the MPS/LUB was complete in January 2024 after close to 30 meetings during the entire review. Lake Cady Water Supply, Lawrencetown Water Supply and Lawrencetown Water Supply secondary planning areas were included in the County Wide Plan Review. Effective date of the MPS & LUB was April 23, 2024.

## DEVELOPMENT CONTROL

Development Permits – 99 issued (majority in conjunction with building permit)

Subdivision Approvals - 73

Zoning Confirmation Letters - 12

## BUILDING INSPECTION

- 372 permits issued
- Total value of \$111,191,146.73
- 76 single family units and 5 multi family units
- \$52,386.10 in permit fees
- Granted permit approval and began construction of the new long term care facility in Bridgetown North

- Granted permit approval and began construction of an industrial addition to a current facility in Cornwallis Park
- Staff commenced building inspection service for Town of Middleton in November
- Staff initiated a Building Code Violation charge, and it has a pending court date in May 2024

### **FIRE INSPECTION**

- 165 fire inspections were conducted (note: January to December 2023)
- One appeal of the decision of a fire inspection went to the NSUARB with a decision rendered in favour of the Fire Inspector
- Staff commenced fire inspection service for Town of Middleton in November. As of March 2024, have 90 buildings left to inspect of their 167 on their fire inspection list.

### **CIVIC ADDRESSING**

- 129 new civic addresses assigned
- 47 civic addresses revised
- 5 civic addresses deleted
- 1 road name created

### **HERITAGE**

#### Substantial Alterations

- St. John's Anglican Church & Crematorium (Moschelle)

#### Non-Substantial Alterations

- New Albany Baptist Church
- West Paradise Community Hall
- Clarence Community Hall
- Clarence United Baptist Church
- Caleb House (Paradise)
- Paradise School

### **OTHER**

Bridgetown Elementary School Properties – sale completed in November 2023 after receipt of the Court decision to dissolve the 1887 Park Trust.

### **Prepared by:**

\_\_\_\_\_  
Linda Bent, Director of Planning & Inspection Services

### **Approved by:**

\_\_\_\_\_  
Chris McNeill  
Chief Administrative Officer

### **Approval Date:**

\_\_\_\_\_  
MAY 7, 2024  
(Date)





## BOARDS and COMMITTEES

### Information Report

#### Joint, Regional or Community Organizations (AM-1.3.7)

**Report To:** Committee of the Whole  
**Submitted by:** Councillor Bruce Prout  
**Submission Date:** May 14, 2024  
**Subject:** 2024-04-17 TCTS Board Meeting Report

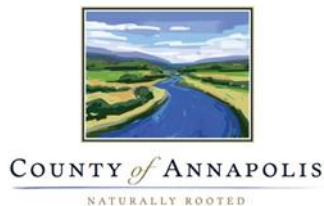
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### BACKGROUND

TCTS is a Community Organization which has a Municipality of the County of Annapolis Councillor who attends their meetings.

The April Board Meeting of TCTS was held in the Bridgetown Office on April 17<sup>th</sup> at 3:30. The following items comprise highlights of the meeting:

1. The meeting was called to order at 3:34
2. The minutes of the March 20<sup>th</sup> meeting were approved.
3. There was no Business Arising.
4. Correspondence consisted of a letter from the Department of Public Works.
5. The General Manager's Report was accepted and approved. Highlights included:
  - a) TCTS had a video call with two representatives from RTSF to discuss recent claims and expenses.
  - b) An unconditional one-time grant of \$24,000 was received from Department of Public Works to assist in delivering reliable affordable and accessible transportation to the citizens of western Kings and Annapolis County.
  - c) TCTS also received an increase in CTAP funding which was calculated by operating costs from fuel, maintenance, insurance and wages.
6. The Treasurer's Report was accepted as presented.
7. Under New Business, the following items were discussed and approved:
  - a) 2024-25 Annual Budget
  - b) Revised 3 Year Budget
  - c) Employee Handbooks
  - d) Driver policy
  - e) Policy/procedures
  - f) Approval Membership booklet
  - g) Application Form
8. The date for the next meeting was set as July 10<sup>th</sup> at 3:30 in the Bridgetown Office.
9. The meeting adjourned at 4:30.



# **BOARDS and COMMITTEES**

## **Recommendations**

### **AdHoc, Standing, and Advisory Committees**

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**To:** Committee of the Whole

**Meeting Date:** May 16, 2024

**Prepared By:** Municipal Clerk

**Subject:** Recommendations from the 2024-04-18 Forestry Advisory Committee Meeting

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#### **RECOMMENDATIONS:**

That municipal council enter into an agreement with Mersey Tobeatic Research Institute for PID 05101480, Hollow Mountain Road, for their Woodlands for Wildlife program.

That municipal council send a letter of support to Save Our Old Forests (SOOF) who are requesting Beals Brook and Goldsmith Lake Wilderness Areas to be designated by the province as protected sites.

To recommend that municipal council further develop the ecological forestry initiative on the Graywood location and neighbouring lots owned by the County.