

# 2022-04-12 COTW Agenda Package

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **COMMITTEE OF THE WHOLE AGENDA**

Tuesday, April 12, 2022

9:00 a.m.

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

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- 9:00 a.m.**
1. **ROLL CALL**
  2. **DISCLOSURE OF INTEREST**
  3. **APPROVAL of the AGENDA (Order of the Day)**  
THAT the Order of the Day be approved as circulated, including three presentations at 11:00 a.m.  
  
**11:00 PRESENTATIONS (10 minutes each)**
    - 3.1 **Clean Annapolis River Project**, Executive Director Levi Cliche
    - 3.2 **Atalanta Hospice Society**, President David Cvet
  4. **ADOPTION OF COTW MINUTES**
    - 4.1 THAT the minutes of the regular meeting of Committee of the Whole held on March 8, 2022 be approved as circulated.
    - 4.2 THAT the minutes of the special meeting of Committee of the Whole held on March 29, 2022, be approved as circulated.
  5. **BUSINESS ARISING FROM THE MINUTES**  
None.
  6. **NEW BUSINESS**
    - 6.1 **Economic Development Project – Municipal Solar Energy**  
THAT municipal council request staff to do expanded research on a Solar Farming Initiative as outlined in the attached preliminary information.
    - 6.2 **Recommendation Report AM-1.2.0.1 Council Videoconferencing Policy NEW**  
That municipal council approve *AM-1.2.0.1 Council Videoconferencing Policy* as circulated, (seven day notice).
    - 6.3 **Recommendation Report AM-1.2.0 Committees of Council and Council Meetings – Procedures Policy NEW**  
That municipal council repeal *AM-1.2.0 Council Meetings and Procedures Policy* and *AM-1.3.5 Committees of Council Policy*, and approve *AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy* as circulated (seven-day notice).

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **COMMITTEE OF THE WHOLE AGENDA**

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**6.4 Recommendation Report Mandatory Municipal Boundary Review – Options for 9 and 7 Districts**

THAT municipal council direct staff to prepare mapping to show a 9 District option and a 7 District option for review by Committee of the Whole prior to presenting these two options to the public for comment.

**6.5 Recommendation Report 2022-23 Sewer Charges County**

That municipal council approve a 2022/23 County Sewer charge of \$578.81 per equivalent unit.

**6.6 Recommendation Report 2022-23 Sewer Charges Bridgetown**

That municipal council approve the 2022/23 Bridgetown Sewer Rates as follows:

- Base Rate \$12.82 per Quarter
- Consumption Rate \$ 2.08 per M3 (cubic meter)

**6.7 Recommendation Report – Vendor on Municipal Property Application – Tom’s Cool Bus**

THAT municipal council authorize the Clerk to issue a Vendor on Municipal Property Permit for the 2022-23 fiscal year for the Annapolis River Causeway Park to the permit applicant Tom Marshall for Tom’s Cool Bus Canteen in accordance with *S6 Commercial Activity on Municipal Property Bylaw*.

**7. COMMITTEE & ORGANIZATIONAL REPORTS**

**7.1 CAO Report – Monthly Report (March)**

**7.2 Warden’s Report – verbal**

**7.3 Accessibility Advisory Committee – Recommendation**

THAT municipal council amend *AM-1.2.5 Declaration of Proclamation Policy* to include National Accessibility Week at the end of May and the International Day of Persons With Disabilities on December 3.

**7.4 Heritage Advisory Committee – Recommendation**

THAT Municipal Council approve the Clarence Community Hall (a municipally-registered heritage property) application for substantial alteration to replace the present black asphalt shingles with a black metal roof and repair the trim boards to match the existing trim boards on the Clarence Community Hall.

**7.5 Trans County Transportation Society Report**

**7.6 Kings Transit Authority Report**

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## ***COMMITTEE OF THE WHOLE***

### ***AGENDA***

*Tuesday, April 12, 2022*

*9:00 a.m.*

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

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**8.**

#### **IN-CAMERA**

**8.1**

THAT Committee of the Whole meet in-camera in accordance with Section 22(2)(c) personnel matters and (e) contract negotiations of the *Municipal Government Act*.

**9.**

#### **ADJOURNMENT**

THAT the Committee of the Whole adjourn its meeting until the next regularly-scheduled meeting on Tuesday, May 10, 2022.

**Subject:** FW: CARP Municipality of the County of Annapolis: Committee of the Whole April

*Summary*

a) The Clean Annapolis River Project (CARP) is a charitable, community-based, non-governmental organization incorporated in 1990, with a mission to enhance the ecological health of the Annapolis River watershed through science, leadership and community engagement.

b) Presentation will be delivered by Levi Cliche, the executive director at the Clean Annapolis River Project.

c) The River Guardians program has been running for 30 years, and provides a long-term dataset on the health of the Annapolis River. In 2021, sampling was conducted every two weeks between May and November, and a total of 104 water quality samples were collected. We wish to discuss the results of these monitoring efforts, including the current trends and status of E. coli, dissolved oxygen, and pH levels along the river.

d) In 2021, the River Guardians program was funded in part by the Municipality of the County of Annapolis. Thus, we would like to share the work that those funds supported, and present the findings as they pertain to the health of the Annapolis River within the Municipality of the County of Annapolis.

# BACKGROUND INFORMATION



## **What is Fundy Hospice?**

Fundy Hospice is a proposed new residential-style hospice to serve the residents of the County of Annapolis, the Municipality of Digby and the surrounding areas. The hospice is envisioned to be a community hub for providing palliative and hospice care services, something we do not currently have in our region.

## **What services will this hospice facility provide?**

The Fundy Hospice will provide palliative and hospice care services in a setting not currently available. It will be a sanctuary for people facing life-limiting illnesses and their loved ones. It will offer respite and an easing of financial duress on families, a place that focuses on living well and sharing time with those who mean the most. It also will offer spiritual care for families where all are treated with dignity and respect.

## **Where will Fundy Hospice be located?**

Fundy Hospice will be built on 6.63 acres in Cornwallis Park donated by the Annapolis Basin Conference Centre in 2019. The land is located between Vimy Crescent and Spinnaker Dr. This hospice facility will be the first of its kind located in Southwest Nova Scotia.

## **What is the size of the proposed Fundy Hospice facility?**

The facility will initially offer 5 patient beds when it goes into operation in 2025. More beds will be added over time to meet the needs.

## **Who is designing the facility?**

Jost+Architects of Annapolis Royal will design the Fundy Hospice. Jost was selected because of its record of excellence with design projects in Nova Scotia, including many in the local area. Jost plans to have a proposed site plan and conceptual design of the hospice building ready for review in June.

## **How will we raise the millions needed to design and build the Fundy Hospice?**

A multi-year capital campaign will be undertaken to raise the funding necessary to construct the Fundy Hospice. Our current estimate is \$3.5 million, but that may increase once the architect completes construction estimates. The first event of the campaign took place in September 2021. Our “Knight Ride” fundraiser raised more than \$17,000. Most of these funds have been used to have Jost+Architects begin designing the new hospice facility.

## **What will it cost to operate the Fundy Hospice?**

The annual operating costs of running a hospice are an estimated \$170,000 per bed. A 5-bed facility would require an annual operating income of \$850,000. These costs include medical and administrative staffing, purchasing of local goods, and utilities.

**Why does building this facility make sense within the Canadian health system?**

When you look at the potential cost savings, and the stress it could remove from our hospital system, it makes great economic and compassionate sense to expand residential hospice care within our province.

Hospice care is more compassionate and less costly than sending people to hospitals to receive end-of-life care. In general, an acute-care hospital bed costs about \$1,100 per day. The daily cost per bed in a palliative-care unit is estimated to be \$630 to \$770. The daily cost per bed in a hospice facility is about \$460. The least cost is in-home care, which is under \$100.

Currently, Canada is the most hospital-centric for the dying relative to Europe and the USA. Despite Canadians' wishes to die at home, 60% die in hospitals, according to Statistics Canada. While 75% of Canadians would prefer to die at home, only about 15% have access to palliative home care services, according to the Canadian Institute for Health Information (CIHI).

**How will Fundy Hospice fit in with local hospitals and palliative home care?**

Hospice care is ideally carried out in the home with the support of trained nursing staff. It is only when there is no home or when situations arise where care requirements exceed what is possible at home, that transfer to hospital-based service occurs. However, using hospital beds for “uncomplicated” situations in which patients simply need a comfortable and dignified space in which to die is not the best use of our limited hospital facilities. Our hospitals are full with acute and chronic care cases, including patients with complications requiring advanced care, such as special pain management.

The Fundy Hospice will provide a residential-style facility in which “uncomplicated” palliative care patients will have a space to be treated with dignity and respect in their final days, as well as offering respite and an easing of financial duress on families.

Fundy Hospice also will function as a “hub” for supporting hospice care at home in our communities through the use of local volunteers who will be trained in providing social and emotional support for people requiring hospice-type care at home. This will be accomplished by working with similar volunteer organizations in the Annapolis Valley.

**Will there be economic benefits from construction of the Fundy Hospice?**

Yes, the project's development will inject considerable income into the local economy. During the construction phase of the Fundy Hospice, construction and building materials will be sourced from local suppliers, and local trades people will be contracted for construction work.

Once the Hospice facility is in operation in 2025, the intention is to purchase operating supplies locally from suppliers serving the Cornwallis, Digby and Annapolis areas. These supplies will include food, kitchen essentials, sundries, and cleaning materials.

Minutes of the regular Committee of the Whole meeting held on Tuesday, March 8, 2022, at 9:00 a.m., via Zoom Teleconference, in accordance with the Direction of the Minister under a Declared State of Emergency (*see attached*)

### **Roll Call**

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

**Also Present:** CAO David Dick; Municipal Clerk Carolyn Young; other staff W. Atwell, N. Barteaux, L. Bent, D. Campbell, C. Mason, and J. Young.

### **Disclosure of Interest**

None

### **Approval of the Agenda (Order of the Day)**

There were requests to add the following: to In-camera (c) personnel and (f) litigation or potential litigation; immediately following Adoption of Minutes Discussion on Procedure; and to New Business 6.12 Support Ukraine.

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

### **Adoption of Minutes**

Re: 2022-02-08 Regular

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that the minutes of the regular meeting of Committee of the Whole held February 8, 2022, be approved as circulated. Motion carried unanimously.

Re: Discussion on Procedure

Warden Parish reported he had researched the issue of if the warden should leave the chair to speak. Our policy does not address the issue, and states that if it is not in our rules, we refer to Roberts Rules of Order. Roberts Rules says the Chair doesn't speak. This is not applicable in our situation.

### **Point of Order**

Councillor Barteaux stated this matter was not on the agenda. The Warden noted it had been added as 4.2

The Warden added that, if acting as Councillor and speaking to a motion, he will leave the Chair. As Warden, he will speak from the Chair.



**Business Arising from the Minutes**

None.

**New Business**

Re: Information Report – Development and Building Permit Report – February - circulated for information.

Re: Recommendation Report AM-2.1.22 Inclement Weather Unsafe Travel Conditions Policy Amend

Deputy Warden Gunn moved, seconded by Councillor Redden, that municipal council amend AM-2.1.22 Inclement Weather/Unsafe Travel Conditions Policy as circulated (seven-day notice). Motion carried unanimously.

Re: Recommendation Report AM-1.4.12 Tax Exemption Policy Amend

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that municipal council amend AM-1.4.12 Tax Exemption and Reduction Policy by moving Middleton & District Lions Club – Prop#903-228-819 from District #8 to District #9; moving The Keith Lodge Prop# 804-561-856 from District #9 to District #8; and adding Bear River Board of Trade, Lot 95-1CDEF, 100 Wharf Street Property #807-029-330 to District #8 (seven-day notice). Motion carried unanimously.

Re: Recommendation Report AM-2.4.1 Performance Evaluation Policy Repeal

Deputy Warden Gunn moved, seconded by Councillor Longmire, that municipal council repeal AM-2.4.1 Performance Evaluation Policy (seven-day notice). Motion carried, 8 in favour, 2 against.

Re: Recommendation Report Fire Services Capital Withdrawal Annapolis Royal Volunteer Fire Department

It was moved by Deputy Warden Gunn, seconded by Councillor Redden, that municipal council not authorize a withdrawal of \$220,000 from the Fire Services Capital Reserve to the Annapolis Royal Volunteer Fire Department in the 2021-22 fiscal year to assist in the rebuild of a top mount pumper as the Department did not follow Policy protocols. **Motion lost, unanimously.**

Deputy Warden Gunn moved, seconded by Councillor Longmire, that municipal council authorize a withdrawal of \$220,000 from the Fire Services Capital Reserve to the Annapolis Royal Volunteer Fire Department in the 2021-22 fiscal year to assist in the rebuild of a top mount pumper.

It was moved by Councillor Hudson, seconded by Councillor Longmire, to amend the amendment to remove “in the 2021-22 fiscal year”. Motion carried unanimously.

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

Deputy Warden Gunn moved, seconded by Councillor Longmire, that municipal council authorize a withdrawal of \$220,000 from the Fire Services Capital Reserve to the Annapolis Royal Volunteer Fire Department to assist in the rebuild of a top mount pumper. Motion carried unanimously.

**Recess**

10:28 a.m. – 10:47 a.m.

Re: Recommendation Report Annapolis County and Kings County Emergency Management Mutual Aid Agreement – Approve

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, that municipal council approve the Mutual Aid Agreement between the County of Kings, Town of Berwick, Town of Kentville, Town of Wolfville, County of Annapolis, Town of Annapolis Royal, and Town of Middleton, in accordance with the recommendation of the Annapolis Regional Emergency Management Advisory Committee. Motion carried unanimously.

Re: Recommendation Report Community Grants Program Current Applications

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council approve the allocation of grants as presented in Appendix A from the 2021-22 Community Grants Program, in accordance with AM-1.4.9 Community Grants Policy, for a total of \$6,446 as follows:

\$2,400 Port George Regional Recreation Commission;  
\$1,646 Lawrencetown and Area Seniors Association (LASA); and  
\$2,400 Clementsvalle & District Recreation Association.

Motion carried unanimously.

Re: Volunteer Week (for discussion – Nadine Barteaux and Brian Orde)

N. Barteaux reported that the municipality has participated in the recognition of volunteers for many years in partnership with the Towns. Recognitions continued throughout COVID by delivering certificates in parking lots and other open spaces. This year, the municipality will continue to recognize volunteers with a different approach.

- The municipality will recognize volunteers in a separate process from the Towns
- Nominations deadline is April 15<sup>th</sup>
- Recognitions will be recognized with a certificate at an outdoor gathering in the fall, allowing staff and councillors to interact with them
- A selection committee will still review the nominations in order to provide a candidate for provincial recognition. That deadline is in May.
- Volunteer Week is recognized during the week of April 24<sup>th</sup>

Re: Recommendation Report Fire Services Capital Withdrawal Lawrencetown Volunteer Fire Department

*Point of Order*

Councillor Redden noted this is not an appropriate motion for council to consider as we don't have jurisdiction for this. Warden Parish noted he would like to have the motion on the floor and debated.

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that municipal council authorize the Lawrencetown & District Volunteer Fire Department to proceed with obtaining quotes for a replacement tanker. Motion carried 9 in favour, 1 against.

Re: Recommendation Report Fire Services Capital Withdrawal North Queens Fire Association

Deputy Warden Gunn moved, seconded by Councillor Barteaux, that municipal council authorize the North Queens Fire Association to proceed with the acquisition of a replacement Utility/Rescue Vehicle and funds to come from the 2021/22 Fire Services Capital Reserve in the amount of \$40,000 with the option to withdraw additional funds from the Capital Reserve when funds are made available in future capital reserve funds. Motion carried unanimously.

Re: Recommendation Report 2022 Mandatory Boundary Review Report #1

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that municipal council authorize staff to conduct the 2022 mandatory review of the polling districts and to follow the criteria established by the Utility & Review Board (UARB), preparing information on status quo (eleven), nine,

and seven districts for presentation to the public; and that municipal council determine the scope of the public participation process to allow the residents of the County of Annapolis to have input in the boundary study.

***Deputy Warden Gunn took the Chair at 11:53 a.m. at the request of the Warden in order that the Warden could feel free to make comments. Warden Parish resumed the Chair at 11:59 a.m.***

The Question was called on the motion. Motion carried unanimously.

### **LUNCH**

The Warden declared a lunch break from 12:09 p.m. – 1:05 p.m. with all returning as previously noted.

#### **Re: Support for Ukraine**

Councillor LeBlanc moved, seconded by Councillor Prout, that municipal council send a letter to express to the ambassador of Ukraine to Canada, and to all Ukrainians everywhere, its complete support as Ukraine defends its democratic independence against an unlawful invasion of its democratic homeland. Motion carried unanimously.

#### **Re: Donation to Red Cross for Ukraine**

It was moved by Councillor LeBlanc, seconded by Councillor Sheridan, that municipal council make a donation of \$500 to the Red Cross to assist Ukrainians in this time of need with the money to come from the grant funds. Motion carried 9 in favour, 1 against.

### **Community and Organizational Reports**

**Re: CAO Report – February** - circulated for information.

**Re: Warden's Report** – The Warden gave a verbal report on his activities over the past month.

#### **Re: Trans County Transportation Society**

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, that Committee of the Whole receive the Trans County Transportation Report for information as circulated. Motion carried unanimously.

#### **Re: Kings Transit Authority**

Councillor LeBlanc added that Kings Transit Authority just hired an accounting coordinator and another full time mechanic. Bus driver's salaries have increased \$21.08 /hr.

***Deputy Warden Gunn took the Chair at 1:31 p.m. at the request of the Warden in order that the Warden could ask for clarification. Warden Parish resumed the Chair at 1:31 p.m.***

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that Committee of the Whole receive the Kings Transit Authority report for information as circulated. Motion carried unanimously.

### **Notice of Motions**

*For April Committee of the Whole:*

#### **Re: Economic Development Project – Municipal Solar Energy**

Councillor Barteaux stated his intent to bring a motion to April Committee of the Whole, and will have more information at that time.

**In-Camera**

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, to meet in-camera from 1:39 p.m. until 2:40 p.m. in accordance with Section 22(2)(c) personnel, (e) contract negotiations and (f) litigation or potential litigation of the *Municipal Government Act*. Motion carried unanimously.

**Adjournment**

Upon motion of Councillors Gunn and Longmire, the meeting adjourned at 2:41 p.m.

Unapproved draft

Warden

Municipal Clerk

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

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

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

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

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

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

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

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

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

Dated July 29, 2020.

**Original signed by**

Hon. Chuck Porter  
Minister of Municipal Affairs and Housing

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Minutes of the special **Committee of the Whole** meeting held on Tuesday, March 29 2022, at 10:00 a.m. in council chambers, Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS.

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

#### **Declaration of Interest**

None.

#### **Approval of Agenda** (Order of the Day)

It was moved by Councillor Hudson, seconded by Councillor Longmire, to approve the Order of the Day as circulated. Motion carried unanimously.

#### **New Business**

Re: Tourism – Community Outreach and Tourism Manager Debra Ryan, gave a presentation highlighted by:

- Why Tourism?
- How to Create Opportunities
- Strategic Partnerships and Community Capacity Building
- Promotion, Marketing, and Education
- Next Steps

Re: 2022/23 Budget Overview – CAO David Dick and Accounts Payable Coordinator Heather Fox-Perry provided a high-level overview on the budget highlighted by:

- 2022/23 Budget Overview
- Financial Reserves
- Property Assessment Process
- Capped Assessment Program
- Tax Levy
- Assessment Change Year Over Year
- Revenue Increase at 2021/22 Tax Rate
- Residential Impacts of Year Over Year Change
- Annual Year Over Year Taxation Revenue Increase
- Deed Transfer Tax
- Building Permits and Associated Valley
- Staffing Requirements
- Capital Long-Term Planning
- 2022-23 Capital Projects

- Financial Indicators
- Assessment
- General Operating Expenses
- 2022/23 Expectations

**Lunch**

The Warden declared a lunch break at 12:10 p.m. All returned as previously noted at 1:23 p.m.

**Re: Recommendation Report Municipal Administration Building Renovations**

Deputy Warden Gunn moved, seconded by Councillor Longmire, to recommend that municipal council approve an expenditure of \$530,000 (including HST) to be funded through a Temporary Borrowing Resolution from Municipal Finance Corporation (MFC) to renovate the Annapolis Royal Municipal Administration Building to accommodate the consolidation of municipal staff to one administration building. Motion carried, 7 in favour, 3 against.

**Adjournment**

Upon motion of Deputy Warden Gunn and Councillor Longmire, the special meeting of Committee of the Whole adjourned at 2:14 p.m.

Unapproved draft

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Warden

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Municipal Clerk



**Re:** March 8th, 2022 COTW Notice of Motion, Economic Development - Solar

THAT Municipal Council request staff to do expanded research on a Solar Farming Initiative as outlined in the attached preliminary information.

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Being that the County should move forward with Green Initiatives and with focus on self-sustainable projects, I would like to present to Council this possible endeavour. The more electrical energy that can be produced by means other than fossil fuel consumption (Coal burning) the better our carbon footprint will be. Hydroelectric and wind generation are other methods but farming the energy from the sun can prove to be a relatively maintenance free way to harness this resource to service our future sustainability.

The County has many parcels of land but for the sake of discussion I will mention one at this time. The Graywood site is situated where it could provide service along route 8 and to the Town of Annapolis Royal, Village of Granville Ferry and surrounding areas. The main NSPI transmission lines also cross this route.

- Graywood site is approximated 412 Acres (Property online)
- Ground mounted panels are more expensive up front due to piling, mounting and trenching but are more efficient as they can easily be placed to the optimal direction and angle (45 degrees, south facing)
- County could apply to be their own utility and create a community solar garden similar to the Towns of Berwick, Antigonish and Mahone Bay (Alternate Resource Energy Authority, collectively owned by the 3 towns). Or the County could partner with NSPI to build a solar garden similar to what Amherst has done.
- Solar panels come in different watts, the totals output of KWh would depend on the wattage of each panel and how many are installed. (ex. In Granville Ferry 26, 400watt panels with inverters were installed to create a 10.4Kw System, as per Wattsup Solar, Wilmont NS Website)
- The cost for the community solar gardens managed by the Alternate Resource Energy to create a 9mw community solar garden (2.1mw Antigonish, 1.9mw Mahone Bay and 4.8 mw Berwick) is \$22.4 million as per the provincial news release. This system will produce enough energy to power 1000 homes annually
- The cost of panels with installation vary on factors such as, wattage of panels, type of inverters and panels, type of installation. As per [energyhub.org/nova-scotia](https://energyhub.org/nova-scotia) the average cost for a residential solar system is around \$2.55/watt, using these calculations a 5mw system would cost \$12,750,000.00 (5mw = 5000000w x 2.55)

There would be a lot of follow up and research required to pursue this initiative and I believe that it would be a worthwhile endeavor to have Staff take this to the next level. Investments made in a project like this would create profits that could be used to expand this proposed site, create

another or add to reserves to allow the county to invest in other diversified projects. I believe moving to the future we should be looking at self-sustainable, profit generating endeavours.

There is precedent that both Federal and Provincial funding for this type of project is available as realized already by the joint effort project by (Antigonish, Mahone Bay and Berwick). That would make a project affordable at the same time as looking out for the environment. The Graywood site could keep down the public visibility if so desired. This and other county owned properties could be looked at as there would be no land purchase cost required.

We are in a unique position to consider moving along to the next level exploring the intricacies of this if so desired. I believe based on the information at hand we should strongly consider moving ahead to confirm the viability and profit margins. We could confirm funding commitments from federal and provincial levels and develop a timeline as to how quickly we could potentially move forward. Having discussions with the Province and NSPI would be part of this forward movement.

I thank you for your indulgence and consideration of this proposal and hope that it may become reality.

Submitted by  
Councillor Barteaux

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COUNTY of ANNAPOLIS  
NATURALIST EDITION

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Prepared by:** Carolyn Young, Municipal Clerk  
**Date:** April 12, 2022  
**Subject:** AM-1.2.0.1 Council Videoconferencing Policy New

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### RECOMMENDATION

That Municipal Council approve *AM-1.2.0.1 Council Videoconferencing Policy* as circulated, (seven day notice).

### LEGISLATIVE AUTHORITY

Sub-section 19A (1), *Municipal Government Act*, as amended (Bill 98 April 2021)

### BACKGROUND

The Ministerial Direction that enabled virtual meetings during the State of Emergency (SOE) was terminated when the State of Emergency ended on March 20, 2022. Once the SOE is lifted, meetings may only be conducted by electronic means if enabled by a policy of Council. Virtual meeting requirements are outlined in Section 19A of the *Municipal Government Act*.

The Association of Municipal Administrators of Nova Scotia (AMANS) provides their membership with Model Policies which are intended to act as guidelines and to complement and supplement (not replace) requirements of the *Municipal Government Act*. They are not one-size-fits-all and we use them as a basis on which to develop our own policies.

Public Notice, for instance in Section 4, in the model called for 'newspaper publication in a newspaper circulating in the municipality' and 'methods permitted by regulation'. You will note we include only posting on the publicly accessible internet site.

Section 5 of this policy is giving permission for *regular and special meetings of Municipal Council* to be able to meet entirely by videoconferencing, as we did during COVID under the provincial State of Emergency. I support the model in that Council is the decision-making body. ***This recommendation does not include Committee of the Whole or other committees of council meetings.***

Section 6 is also allowing occasional attendance at *regular and special meetings of Municipal Council* by videoconference, with permission and limitations, as the intent is to be meeting in person. I've included the model suggestion in 6.2(2) for 2 meetings in a 12-

month period – I believe this is to keep under the three meetings in Section 17(4) of the MGA. In Section 6.2, the model suggested that that Clerk be the one to give permission. This recommendation is that the Warden give the permission prior to notifying the Clerk.

#### **FINANCIAL IMPLICATIONS**

None anticipated

#### **POLICY IMPLICATIONS**

N/A

#### **ALTERNATIVES / OPTIONS**

No other options recommended

#### **NEXT STEPS**

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

#### **ATTACHMENTS**

*AM-1.2.0.1 Council Videoconferencing Policy*

**Report Prepared by:** Carolyn Young,  
Municipal Clerk

**Report Approved by:**   
CAO David Dick, CPA CA

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>	<b>AM – 1.2.0.1</b>
<b>Section Procedure and Organization of Council</b>	<b>Subject Council Videoconferencing Policy</b>

## **1. APPLICATION**

- 1.1 The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in:
- (1) the *Municipal Government Act*; and
  - (2) *AM-1.2.0 Committees of Council and Council Meeting - Procedures Policy (NEW)*.

## **2. AUTHORITY**

- 2.1 Sub-section 19A (1), *Municipal Government Act*, as it is amended

## **3. DEFINITIONS**

- 3.1 Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.
- (1) "Council" means the Council of the Municipality of the County of Annapolis;
  - (2) "Council members" includes the Warden and Deputy Warden;
  - (3) "Meeting" means a regular or special meeting of Council.

## **4. PUBLIC NOTICE**

- 4.1 A council meeting or council committee meeting may be conducted by videoconference if, at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;
- 4.2 The notice to the public referred to in section 4 must be given by:
- (1) posting on the County's publicly accessible Internet site.
- 4.3 Notwithstanding sub-section 4.2 above, where the Warden determines that there is an emergency, a meeting may be conducted by videoconference without notice or with such notice as is possible in the circumstances.

## **5. ALL COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE**

- 5.1 All Council members may be required to appear at a meeting by videoconference if each Council member and the County have videoconferencing equipment available that will:
- (1) enable the public to see and hear each Council member participate in the meeting by videoconference;
  - (2) enable each Council member to see and hear every other Council member participate in the meeting by videoconference.

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## **6. ONE OR MORE COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE**

**6.1** Except as provided in sub-section 5.1 above, Council members must attend Council meetings in person or one or more Council members may appear at a council meeting by videoconference.

**6.2** Subject to the other provisions of this Policy, permission may be granted to a Council member to participate in a meeting, or part of a meeting, by videoconference if:

- (1) prior to the meeting, the Council member provides 48 hours written notice to the Clerk indicating that the Council member wishes to attend the meeting by videoconference, and permission to do so has been given by the Warden;
- (2) the Council member has not participated in more than two (2) meetings by videoconference in the preceding twelve (12) months in addition to meetings in which all Council members participated by videoconference;
- (3) the Council member has videoconferencing equipment available that will:
  - (a) enable the public to see and hear the Council member participate in the meeting by videoconference; and
  - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person.
- (4) the County has videoconferencing equipment available that will:
  - (a) enable the public to see and hear the Council member participate in the meeting by videoconference;
  - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person; and
  - (c) enable every Council member who is attending the meeting by videoconference or in person to see and hear all other Council members who are attending the meeting by videoconference or in person.

**6.3** Any Council member participating by videoconference in a meeting shall be deemed to be:

- (1) present at those parts of the meeting in which a Council member is permitted to participate by videoconference under this Policy; and
- (2) absent for any parts of the meeting in which a Council member is not permitted to participate by videoconference under this Policy.

**6.4** Permission shall not be granted for a Council member to participate by videoconference in any of the following:

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- (1) any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot (i.e. - ***AM-1.2.3 Warden and Deputy Warden Policy***);
- (2) a vote held by secret ballot

**7. Technological problems - failure to connect or disconnection**

- 7.1** If technological problems prevent a Council member from participating in a meeting prior to the meeting commencing, the Council member shall be marked absent from the meeting.
- 7.2** If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the Council member left the meeting at the time of the disconnection.

<p>Municipal Clerk's Annotation for Official Policy Book</p> <p>I certify that this policy was adopted by Municipal Council as indicated below:</p> <p>Seven (7) Day Notice ..... <b><u>PENDING April 12, 2022</u></b></p> <p>Council Approval ..... <b><u>PENDING April 19, 2022</u></b></p>  <div style="text-align: right; margin-right: 100px;"><b><u>PENDING</u></b></div> <div style="display: flex; justify-content: center; align-items: flex-end;"> <div style="border-top: 1px solid black; width: 150px; margin-right: 10px;"></div> <div style="text-align: left;"> <p>Municipal Clerk    Date</p> <p>At <b><u>Annapolis Royal</u></b> Nova Scotia</p> </div> </div>	
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COUNTY of ANNAPOLIS  
NATURALLY ROUTED

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Submitted by:** Carolyn Young, Municipal Clerk  
**Date:** April 12, 2022  
**Subject:** AM – 1.2.0 Committees of Council and Council Meetings – Procedures Policy New

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### RECOMMENDATION

That Municipal Council repeal *AM-1.2.0 Council Meetings and Procedures Policy* and *AM-1.3.5 Committees of Council Policy*, and approve *AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy* as circulated (seven-day notice).

### LEGISLATIVE AUTHORITY

Sub-section 19 of *Municipal Government Act*, as amended (Bill 98 April 2021)

### BACKGROUND

Pursuant to a routine review of the *AM-1.2.0 Council Meetings and Procedures Policy* and the *AM-1.3.5 Committees of Council Policy*, it was deemed by staff to be more prudent to combine and clarify the contents of the two and present a new, more concise policy.

### FINANCIAL IMPLICATIONS

None anticipated

### POLICY IMPLICATIONS

N/A

### ALTERNATIVES / OPTIONS

No other options recommended.

### NEXT STEPS

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


### ATTACHMENTS

*AM – 1.2.0 Committees of Council and Council Meetings Procedures Policy*



**Report Prepared by:** Wanda Atwell,  
RM Coordinator / Deputy Municipal Clerk

**Report Reviewed by:** Carolyn Young,  
Municipal Clerk

**Report Approved by:**   
\_\_\_\_\_  
CAO David Dick, CPA CA

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## 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;

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; however, Council and Special Council meetings can be conducted by video conference under certain circumstances as outlined in the *Council Videoconferencing Policy, AM-1.2.0.1*.

- 1) **INAUGURAL MEETING** - the Inaugural meeting of Council shall take place on the first Monday 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 AM** with Notice of Meeting to the public at least five (5) 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.

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- 3) **REGULAR MEETINGS OF COUNCIL** - meetings of Council shall be held on the **fourth Tuesday of each month at 10:00 AM** with Notice of Meeting to the public at least five (5) 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.
- 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 on behalf of the Warden, owing to unforeseen circumstances, provided the Warden believes that the majority of councillors would support such a step.
- 5) **COMMITTEES OF COUNCIL MEETINGS**  
Committee(s) shall meet at such time and place which it sets at a preceeding meeting or at such other time and place as municipal council, the committee's Chair, or a quorum of committee councillors may set by providing notice of meeting to all committee councillors at least five (5) business days in advance.
- 6) **IN-CAMERA**  
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.

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, such matters will follow Presentations as the third order of business.**

**When In-Camera matters are listed on the Council agenda, such matters will follow Roll Call as the second 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) MEETINGS BY VIDEOCONFERENCE – a meeting may be conducted by videoconference if, at least two (2) days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted, or if the Warden determines that there is an emergency whereby the meeting may be conducted without notice or with such notice as is possible in the circumstances, and as further outlined in the *Council Videoconferencing Policy, AM-1.2.0.1*.

8) WARDEN'S ABSENCE

In the case of the absence of the Warden from the Municipality, or if absent through illness, or by refusing to act or the office is vacant, 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.

9) 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.

10) QUORUM

A Quorum shall be a majority of the councillors.

11) 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 present and the meeting shall stand adjourned until the date of the next regular meeting.

12) 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 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, within the rules of order, when engaged in debate;
- f) to call by name any councillor persisting in breach of the rules of order of Municipal Council, thereby ordering them to vacate the Council chambers;

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- 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;
- 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 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 Deputy Warden to preside in their place during their remarks.

### 13) AGENDA

- a) any councillor, no later than six (6) business days prior to the 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 agenda cannot be introduced at a meeting without the approval of the councillors by unanimous consent.
- d) the Clerk shall have prepared and provided electronically for the use of the councillors at the regular meetings of Committee of the Whole 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

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Correspondence

Staff Reports

Recommendations and Reports from Boards and Committees

Business Arising from the Minutes

New Business

Adjournment

- e) The Clerk shall have prepared and provided electronically 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 Consent

Business Arising from the Minutes

New Business

Councillor's Comments (Good of the Order)

Media Question Period

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 (5) 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 Consent** – all recommendations discussed and debated at Committee of the Whole will be brought to Council under Committee of the Whole Consent. These recommendations are considered to be routine and will be enacted by one motion. Should a councillor wish an alternative action from a proposed recommendation contained therein, the councillor shall request that the particular recommendation be moved to “separate” same from the consent motion, to allow for consideration of a new action.

**Correspondence** – all correspondence shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, giving his or her address, and filed with the Clerk who shall deal with them as follows:

- a) where, in the opinion of the CAO and the Clerk, the subject matter of any correspondence is properly within the jurisdiction of the Council, such correspondence shall be placed on the agenda for the next meeting of Committee of the Whole.
- b) where, in the opinion of the CAO and the Clerk, the subject matter of any correspondence is properly within the jurisdiction of another committee of Council, such correspondence shall be placed on the agenda for the next meeting of Committee of the Whole for referral to the appropriate committee. Correspondence of a routine nature shall be referred by the Clerk directly to the CAO or to file without prior reference to the Committee of the Whole, Council, or any committee.

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- c) any letter intended to be presented to Committee of the Whole shall be filed with the Clerk not later than six (6) business days prior to the Committee of the Whole meeting.

**Councillor's Comments (Good of the Order)** – comments of councillors will relate to special items of interest in the districts they represent, or in the municipality as a whole. These comments are not the business of Council and are not captured in the minutes.

**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 before the question is put, leave the room.

**Media Question Period** – the media present at the Council meeting are allowed to ask questions of Council, but only in relation to items on the meeting's agenda. All questions will be directed to the Warden or through the Chair.

**New Business** – items of new business, in writing and including background information and a proposed motion, received by the Clerk eight (8) business days prior to the Committee of the Whole meeting will be included in the agenda.

**Presentations** – will take place at Committee of the Whole, following Roll Call. Presenters must register with the Clerk eight (8) 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. The 10-minute allotment includes time for questions from councillors, unless extended by the Chair.

Councillors shall not ask any questions until the spokesperson has completed the presentation, and 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 eight (8) business days prior to the Committee of the Whole meeting and will be included with the agenda and circulated to councillors of Council.

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**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 (8) 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, CAO, and the Clerk may be considered without notice at any time by a simple majority vote of Council.

## MOTIONS

### 14) 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.

### 15) 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.

### 16) 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.

### 17) 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.

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- 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.

18) 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.

19) 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.

20) 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.

21) 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.

22) 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

23) Questions Stated

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

**24) 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.

**25) Recorded Vote**

- a) the manner of determining the decision of the Council on a motion shall be by recorded vote. The Chair will call the vote by order of District, councillors shall respond by saying "Yes" or "No", and the Clerk shall record each vote.

## Rules of Debate

- 26) 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.
- 27) When a councillor is speaking no other councillor shall interrupt him/her except to raise a Point of Order.
- 28) 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.
- 29) 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.
- 30) 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.
- 31) 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

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h) to amend.

## POINTS OF ORDER AND PRIVILEGE

- 32) The Chair shall preserve order and decide questions of order.
- 33) 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.
- 34) 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.
- 35) A point of order is not debateable amongst other councillors, unless the Chair invites 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.
- 36) 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?"
- 37) 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.
- 38) If the councillor refuses to leave their seat, the Chair may order the councillor to be expelled and excluded from the Council chambers.
- 39) 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.
- 40) 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.

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- 41) 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.
- 42) 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

- 43) 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
- 44) When the Chair is putting the question, no councillor shall leave or make a disturbance.

## SEATING OF COUNCILLORS

- 45) The order of seating of the councillors shall be determined each term by the councillors drawing lots at, or prior to, the first meeting of a new Council.

## COMMITTEES OF COUNCIL

- 46) **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 (2) 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.
- 47) **PROVISIONS** – the following provisions shall apply to all Committees of Council, except where the policy specifically provides otherwise:
- 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 /

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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.

48) **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
- 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*).

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49) **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
- 2) exercising any authority pursuant to Part XV-Dangerous or Unsightly Premises of the Municipal Government Act that is not delegated to the Administrator.

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 (3) 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.

- 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.

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- 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** – shall consider such matters as are referred to the committee by Council.
- 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** – shall consider such matters as are referred to the committee by Council.
- 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 councillor from the municipality appointed by the Nova Scotia Federation of Agriculture and one councillor appointed by the Council of the municipality.
  - 2) the councillor appointed by the Council 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 shall each appoint an alternate councillor to serve on the committee when requested to do so by the councillor appointed by the Council or the Nova Scotia Federation of Agriculture, as the case may be.
  - 4) the councillors of the committee hold office for a term of not more than four years.
  - 5) 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.
  - 6) all committee councillors and alternate councillors shall be residents of the municipality.
  - 7) except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.

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- g) **Forestry Advisory Committee** – shall exist as an advisory committee of Council.
- 1) consists of not more than four (4) councillors.
  - 2) its purpose is to consider and make recommendations regarding forestry matters as referred to the committee by Council.

Clerk's Annotation for Official Policy Book I certify that this policy was adopted by Municipal Council as indicated below: <i>Seven (7) Day Notice..... April 12, 2022</i> <i>Council Approval..... April ??, 2022</i>	
<u><b>Carolyn Young</b></u> Clerk At Annapolis Royal, Nova Scotia	<u><b>April ??, 2022</b></u> Date

**AMENDMENTS:**

DRAFT



COUNTY of ANNAPOLIS  
WATERFORD, MARYLAND

## RECOMMENDATION REPORT

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**To:** Committee of the Whole

**Submitted By:** Carolyn Young, Municipal Clerk

**Date:** April 12, 2022

**Subject:** Mandatory Municipal Boundary Review - Options for 9 and 7 Districts

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### RECOMMENDATION

That municipal council direct staff to prepare mapping to show a 9 District option and a 7 District option for review by Committee of the Whole prior to presenting these two options to the public for comment.

### LEGISLATIVE AUTHORITY

The *Municipal Government Act* (MGA) requires municipal governments to conduct a study of the number and boundaries of its polling districts. MGA section 369 (1) states that:

*In the year 1999, and in the year 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.*

### BACKGROUND

The Municipality is mandated to conduct a municipal boundary review this year and make application to the Utility and Review Board (UARB) by the end of 2022 to confirm or alter the number and boundaries of the polling districts. Prior to starting the public participation process that is required, this information shows current voter parity and what the districts may possibly look like with district options reduced to 9 or 7 if Council feels these options to reduce the size of Council provide the best governance for residents in Annapolis County.

Annapolis County is approximately 3,223 square kilometres and ranks 4<sup>th</sup> in the province in geographical size. There are 108 named communities, 1 village and 18 woodland areas in our county. Prominent geographical features that contribute to how the district boundaries are located are the north and south mountains, Annapolis River, Annapolis Basin, and road geometry.

Historically, the population in the County of Annapolis has decreased. In 2001 the population was

18,445 and by 2011 it had dropped to 17,573. However, in 2016, the population increased to 18,252 when the former Town of Bridgetown became a community of the county. For the first time in a very long time, the 2021 Census shows an increase in the population. The population count for the County of Annapolis is from the 2021 Census is 18,834. Census subdivision "C" which is the Wilmot and Nictaux areas had the largest increase (5.5%), consistent with growth in the east end of the county. There was also growth in census subdivisions "A" and "B" (the rest of the county).

Since the last boundary review in 2014, the voter count has increased each election year and by 2016 with the addition of the community of Bridgetown the voter count increased to 14,574; the latest voter count in 2020 showed an increase to 15,212 eligible voters.

Building permit activity for new residential over the last eight years shows that the east end of the county continues to be the growth area, with the largest increases in Districts 2, 10 & 11, with District 11 consistently being one of the three highest each year. Civic address assignments for new dwellings in the last five years have mostly been in the east end and in District 5. Assessment records for the last five years also show increases to residential dwelling counts with the largest increases in Districts 2, 10 & 11 as well as District 8 showing similar growth in 2021. Anticipating that the east end will continue to experience growth, adjustments to the district boundaries surrounding District 9 is necessary.

In the past municipal boundary reviews, community of interest has been key to how the voter population has been distributed across the county. In some scenarios councillors have been willing to accept larger voter counts or accept larger areas to ensure that communities of interest were maintained where possible.

#### Voter Stats from Adjacent Municipalities:

	Total Voters	Districts	Voters per Councillor
District of Digby	5,919	5	1,184
Region of Queens (Mayor)	8,623	7	1,232
District of Lunenburg (Mayor)	21,126	10	2,112
County of Kings	38,454	9	4,273
East Hants	15,961	11	1,451

#### 9 District Option

With a 9 district option, the average number voters per councillor would increase from 1383 to 1690. This will be a complete redo of the current boundaries and will increase the area of each district. If council wants to consider a 9 district option, further revisions can be made if there are concerns with how the areas have been divided in the example provided. As mentioned previously, Council will need to decide what is the contributing factor for dividing up the voters; maintaining community of interest or generating numbers that fully meet the voter parity requirement. The 9 district option shown on the attached map (*Map 1 Draft #1 9 District Option*) and the table below, shows that all 9 districts meet the target variance except for District 9, which is under at -13%. It could be justified, that because this is considered a substantial growth area, that the lower variance will allow room for growth over the next 10 years. If a 9 district option is to be considered, further revisions to the scenario provided as an example will be necessary.

District	Total Voters	Voter Parity (%)
1	1694	0%
2	1770	+5%
3	1814	+7%
4	1784	+4%
5	1541	-9%
6	1745	+3%
7	1710	+1%
8	1680	-1%
9	1474	-13%
Total	15,212	

### 7 District Option

With a 7 district option, the average number of voters per councillor would increase from 1383 to 2173. As with the 9 district option, this would be a complete redo of the current boundary locations and will generate larger areas for each district. The 7 district option shown on the attached map (*Map 2 Draft #1 7 District Option*) and the table below shows the distribution of the voters and that all 7 districts meet the target variance as an example if Council wants to consider reducing to 7 districts.

District	Total Voters	Voter Parity (%)
1	2211	+2%
2	2026	-3%
3	2307	+6%
4	2316	+7%
5	2078	-4%
6	2200	+1%
7	2074	-5%
Total	15,212	

This option creates some large areas for some of the districts and while the numbers work as far as leaving room for growth in the east end districts, it creates some challenges with how to distribute the voters due to the road geometry and the geographical features. If a 7 district option is to be considered, further revisions to the scenario provided as an example will be necessary.

### FINANCIAL IMPLICATIONS

Pending COVID restrictions, municipal council will have to conduct many public meetings as this will impact all residents of the municipality. Costs and staff time will be provided for in the budget.

### POLICY IMPLICATIONS

Staff will follow the criteria established by the UARB to meet Council's decision on size and distribution of the electors in the polling districts for the municipality.

## **ALTERNATIVES**

No other options are being considered at this time.

## **NEXT STEPS**

Finer adjustments to both options for review by Council in preparation for public consultation.  
Prepare a public consultation plan for Council to review.

## **ATTACHMENTS**

Map 1 Draft #1 9 District Option

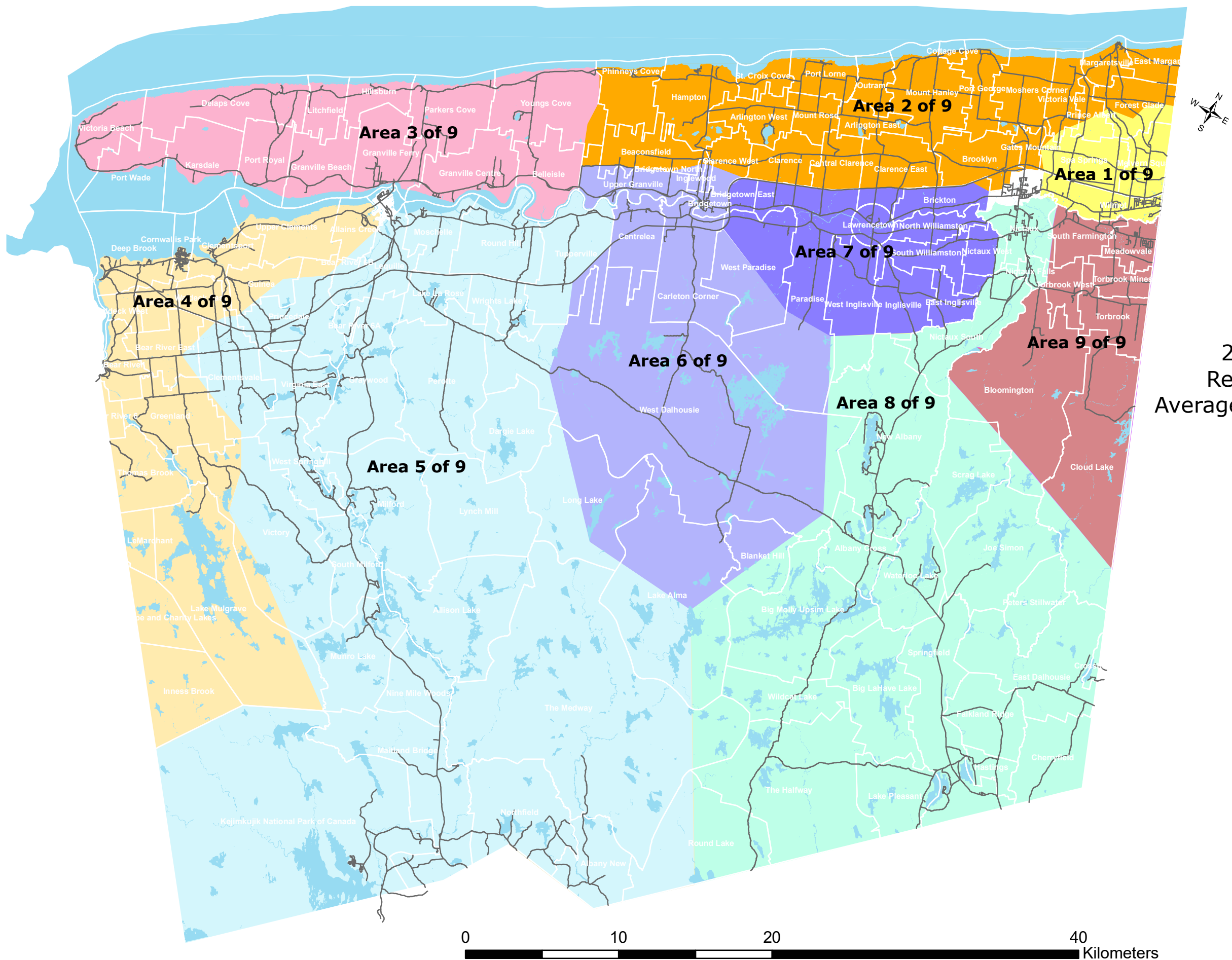
Map 2 Draft #1 7 District Option

**Report Prepared by:** Cheryl Mackintosh,  
Civic Address Coordinator / GIS Tech

**Report Reviewed and Submitted by:**  
Carolyn Young  
Municipal Clerk

**Report Approved by:**   
CAO David Dick, CPA CA



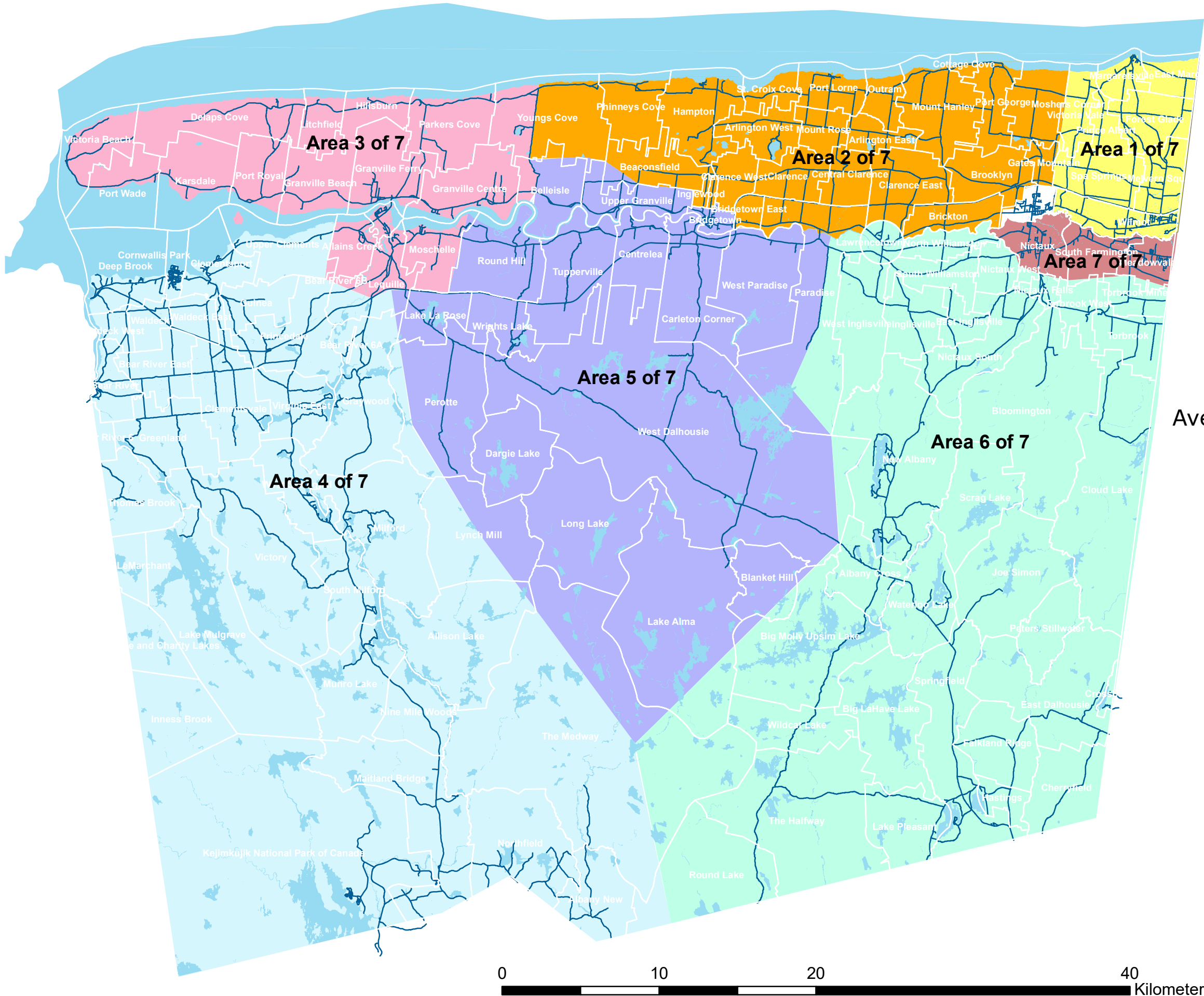


**Draft #1**  
**9 District Option**

2020 Municipal Election  
Registered Voters - 15,212  
Average voters per councillor - 1690

Area 1 of 9 - 1694 (0%)  
Area 2 of 9 - 1770 (+5%)  
Area 3 of 9 - 1814 (+7%)  
Area 4 of 9 - 1784 (+4%)  
Area 5 of 9 - 1541 (-9%)  
Area 6 of 9 - 1745 (+3%)  
Area 7 of 9 - 1710 (+1%)  
Area 8 of 9 - 1680 (-1%)  
Area 9 of 9 - 1474 (-13%)





**Draft #1**  
**7 District Option**

2020 Municipal Election  
Registered Voters - 15,212  
Average voters per councillor - 2173

- Area 1 of 7 - 2211 (+2%)
- Area 2 of 7 - 2026 (-3%)
- Area 3 of 7 - 2307 (+6%)
- Area 4 of 7 - 2316 (+7%)
- Area 5 of 7 - 2078 (-4%)
- Area 6 of 7 - 2200 (+1%)
- Area 7 of 7 - 2074 (-5%)



# Sewer Budget & Rates

2022/23

We are presenting the 2022/23 Sewer Budgets at this time for approval, as well as approval of the sewer rates.

The County of Annapolis has two Sewer By-law's:

- 1) M10 Sewer By-Law (County systems)
- 2) Bridgetown Sewer Bylaw

There has been no change to the Bridgetown rates since 2014/15.

For the past several years, charges for Sewer Users have not been in accordance with the applicable by-law's.

## M10 Sewer By-law:

2(2.c) "capital replacement cost up to point nine (0.9) percent of the estimated replacement cost of the ... (assets)". This percentage is not sufficient to cover capital replacement costs, and the percentage used when calculating the rates has been higher for the past several years.

## Bridgetown Sewer By-law:

This by-law has no reference to an allocation towards capital replacement cost. This was recognized during the dissolution process and a small amount was included in the budget.

For 2022/23,  
we are asking Council's permission  
to increase the rates by 2.5%  
with the expectation that staff will make  
recommendations for future by-law changes  
in the coming months.

## County Sewer Expenses & Required Revenue

County Sewer Rate Calculations	2022/23		2021/22		2020/21 Actual		2019/20 Actual		2018/19 Actual	
	Budget		Projected							
Sewer Rate Revenues	1,243,679		1,181,247		1,176,820		1,153,675		879,374	
<b>Total revenues</b>	<b>1,243,679</b>		<b>1,181,247</b>		<b>1,176,820</b>		<b>1,153,675</b>		<b>879,374</b>	
Sewer Expenses										
Collection	\$ 238,434	\$	240,872	\$	199,278	\$	216,585	\$	162,537	
Treatment	648,701		601,677		655,129		683,932		661,346	
Admin Fee	44,357		42,127		43,122		44,679		-	
Reserve	312,187		252,353		271,912		266,572		182,486	
<b>Total expenses</b>	<b>\$ 1,243,678</b>	<b>\$</b>	<b>1,137,040</b>	<b>\$</b>	<b>1,169,441</b>	<b>\$</b>	<b>1,213,769</b>	<b>\$</b>	<b>1,006,369</b>	
Surplus (Deficit)	\$ 0	\$	44,207	\$	7,379	\$	(60,094)	\$	(126,995)	

## County Sewer Rate Calculation

County Sewer Rate Calculations	2022/23 Budget	2021/22 Projected			
			2020/21 Actual	2019/20 Actual	2018/19 Actual
Equivalent Users	2,148.6686	2,135.2400	2,088.3565		
To be recovered	\$ 1,243,678		\$ 1,169,441	\$ 1,213,769	\$ 1,006,369
Sewer Rates	\$ 578.81	\$ 554.69	\$ 561.44	\$ 599.22	\$ 420.51
% Increase (Decrease)	2.50%	2.40%	2.27%	28.23%	-
\$ Increase (Decrease)	\$ 14.12	\$ 13.25	\$ 12.22	\$ 118.71	-

## Recommendation:

That Municipal Council approve  
a 2022/23 County Sewer Charge of  
\$578.81 per equivalent unit  
for the 2022/23 fiscal year.

## Bridgetown Sewer Billings:

Bridgetown users are billed a base rate plus a consumption rate.

Consumption is determined by the amount of water used.

Sewer charges are invoiced quarterly on the water bills.

## Bridgetown Sewer Expenses & Required Revenue

<b>Bridgetown Sewer Rate Calculations</b>	<b>2022/23 Budget</b>	<b>2021/22 Projected</b>	<b>2020/21 Actual</b>	<b>2019/20 Actual</b>	<b>2018/19 Actual</b>
Sewer Rate Revenues	\$ 162,400	\$ 155,972	\$ 154,181	\$ 141,795	\$ 145,401
Sewer Expenses					
Collection	44,033	32,333	32,745	43,469	27,195
Treatment	74,466	65,588	52,862	59,799	66,155
Shared Expenses	50,578	-	-	-	-
Reserve	40,000	40,000	40,000	40,000	97,766
<b>Total expenses</b>	<b>\$ 209,077</b>	<b>\$ 137,921</b>	<b>\$ 125,610</b>	<b>\$ 143,268</b>	<b>\$ 191,117</b>
Less Interest & County Charges for Church St & Carlton Corner usage	(46,677)	(34,108)	(34,037)	(34,354)	(34,038)
<b>to be recovered via Users</b>	<b>162,400</b>	<b>103,816</b>	<b>91,573</b>	<b>108,914</b>	<b>157,078</b>
<b>Surplus (Deficit)</b>	<b>\$ (0)</b>	<b>\$ 52,157</b>	<b>\$ 62,605</b>	<b>\$ 32,881</b>	<b>\$ (11,678)</b>

## Bridgetown Sewer Rate Calculation

	2022/23 Budget	2021/22 Projected	2020/21 Actual	2019/20 Actual	2018/19 Actual
Total Sewer Charges Recoverable	\$ 163,400	\$ 103,816	\$ 91,573	\$ 108,914	\$ 157,078
Base Rates per Quarter	\$ 12.82	\$ 12.51	\$ 12.51	\$ 12.51	\$ 12.51
Consumption Rates (per m3)	\$ 2.08	\$ 2.03	\$ 2.03	\$ 2.03	\$ 2.03

### Other Numbers:

1. # Base Units 415
2. # m3's (Cubic Meters) used 61,543m3's
3. m3 Average Annual Usage 163m3's

### Annual Average Billings

2022/23	\$392.44
2021/22	\$389.14
Annual Increase	\$ 3.30

## Recommendation:

That Municipal Council approve  
a 2022/23 Bridgetown Sewer Charge of  
\$12.82 Base Rate +  
\$2.08 per cubic meter  
for the 2022/23 fiscal year.



## In the Coming months ....

Staff will be looking to  
combine the two sewer billing systems  
into one, and at that time  
will review the Sewer By-laws  
to bring recommendations back to Council.





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Submitted by:** David Dick  
**Date:** March 15, 2022  
**Subject:** 2022/2023 Sewer Charge County

---

### RECOMMENDATION

That Municipal Council approve a 2022/23 County Sewer Charge of \$578.81 per equivalent unit.

### ORIGIN

Annual review in March of each year

### LEGISLATIVE AUTHORITY

M10 Sewer Charges Bylaw

### BACKGROUND

The Sewer Charges Bylaw M10 was first passed by Council in October 2002 and has undergone several amendments up to July 30, 2015.

**County Sewer Charges** are an annual charge to recover the Operating and Capital costs of sewer services in the areas benefitting from it. They are based on a formula and is a flat-rate equivalent user pay system that applies to every owner of land that fronts on any street or highway; on any right-of-way which connects to a street or highway; or, on any building which is connected to the sewer line.

**Equivalent Units:** Each property is assigned Equivalent Units according to Schedule A in the M10 Sewer Charges By-law.

**Sewer Reserves:** Per the By-law, a budgeted amount of 0.9% of Capital Assets is to be set aside into a Sewer Reserve each year. This rate falls short of the annual capital asset depreciation. For the past several years the capital replacement costs have been calculated at 1.6% - 2%; however, this is still not full depreciation.

The current value of the County Sewer System is \$16.3M and 2022/23 we have budgeted \$312,187 capital replacement cost (1.91%).

### FINANCIAL IMPLICATIONS

Municipality of the County of Annapolis  
Recommendation Report – County Sewer Charges 2022/23

Page 1 of 2

The 2022/23 operating budget for the Annapolis County sewer system is \$931,491 compared to \$883,214 for 2021/22, and we are recommending a 2.5% rate increase to \$578.81. The following shows the sewer charges from 2015 to 2022 (one bill per annum):

2022/23	\$578.81 (proposed)
2021/22	\$564.69
2020/21	\$551.44
2019/20	\$539.22
2018/19	\$420.51
2017/18	\$362.88

The recommended rate is an increase of \$14.12 per equivalent user compared to the 21/22 rate. Approving the 2022/23 recommended Sewer Charge will include a 1.91% transfer to the Sewer Capital Reserve of \$312,187. This will increase the reserve to \$814,346 before capital expenditures in 2022/23.

Although not in accordance with the Sewer By-law, we are seeking Councils permission to approve this recommendation. We will review the Sewer By-law in the next few months, and bring suggested changes back to Council for implementation in 2023/24.

## ATTACHMENTS

M10 Sewer By-Law

202223 Sewer Budget Presentation (PowerPoint)

Prepared by: Nancy Comeau  
Nancy Comeau, Assistant Manager of Finance

Reviewed by: Shelly Hudson  
Shelly Hudson, Manager of Revenue

Report Approved by:   
David Dick, Chief Administrative Officer



COUNTY of ANNAPOLIS  
NATURALLY ROUTED

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Submitted by:** David Dick  
**Date:** **March 15, 2022**  
**Subject:** 2022/2023 Sewer Rates - Bridgetown

---

### RECOMMENDATION

That Municipal Council approve the 2022/23 Bridgetown Sewer Rates as follows:

Base Rate	\$12.82 per Quarter
Consumption Rate	\$ 2.08 per M3 (cubic meter)

### ORIGIN

Annual review in March of each year

### LEGISLATIVE AUTHORITY

Bridgetown Sewer Charge By-law

### BACKGROUND

The Bridgetown Sewer Charge Bylaw was passed by the former Bridgetown Council in 2008, and was adopted by the Municipality of the County of Annapolis Council on September 3, 2015.

Bridgetown sewer users are invoiced quarterly and are included on the water bills. Sewer charges include a base rate which everyone is charged, as well as a consumption rate based on water usage. The Bridgetown rate has not changed since 2014/15 due to the Dissolution formula, and the average charges are considerably lower than the rates budgeted to be paid by County sewer users (\$392.44 vs \$578.81).

As per the Dissolution budget, the expenses were budgeted to go up 2% per year for the past seven years with base rate calculations not in accordance to the Bridgetown Sewer By-law. Although incorrect, we are seeking Councils permission to increase the 2022/23 sewer revenue base and consumption rates by 2.5%. We will look at reviewing the Sewer By-laws in the next few months and bring recommendations back to Council for implementation in 2023/24.

## FINANCIAL IMPLICATIONS

The 2022/23 operating budget for the Bridgetown Sewer System is \$209,077 compared to \$147,637 for 2021/22.

The 2022/23 recommended Bridgetown Sewer Rate includes a transfer to the Sewer Capital Reserve of \$40,000, with a projected Sewer Reserve balance of \$348,790 before 2022/23 capital expenditures.

Comparison of the proposed and previous year's quarterly sewer charges:

<b>2022/23 (proposed)</b>	<b>Base</b>	<b>\$12.82</b>	<b>\$2.08 per M3</b>
2015-2022	Base	\$12.51	\$2.03 per M3

The recommended rate is an average annual increase of \$11.51 per user over the 21/22 rate.

## ATTACHMENTS

Bridgetown Sewer By-law

2022/23 Sewer Budget Presentation (PowerPoint)

Prepared by: Nancy Comeau  
Nancy Comeau, Assistant Manager of Finance

Reviewed by: Shelly Hudson  
Shelly Hudson, Manager of Revenue

Report Approved by:   
David Dick, Chief Administrative Officer





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## RECOMMENDATION REPORT

**To:** Municipal Council

**Prepared by:** Nancy Chisholm, Recreation Coordinator

**Date:** April 12, 2022

**Subject:** Recommendation Report Vendor on Municipal Property Application – Tom’s Cool Bus Canteen

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### RECOMMENDATION

That municipal council authorize the Clerk to issue a Vendor on Municipal Property permit for the 2022-23 fiscal year for the Annapolis River Causeway Park to the permit application Tom Marshall, for Tom’s Cool Bus Canteen in accordance with *S6 Commercial Activity on Municipal Property Bylaw*.

### LEGISLATIVE AUTHORITY

*S6 Commercial Activity on Municipal Property Bylaw*

### BACKGROUND

The Bylaw provides for vending to be conducted on municipally-owned property in accordance with a permit approved by Council.

The owner of Tom’s Cool Bus Canteen, Tom Marshall has made an application for a permit to operate a mobile canteen at the Annapolis River Causeway Park for the 2022/23 fiscal year. Mr. Marshall has provided the following required information in accordance with the *S6 Commercial Activity on Municipal Property*:

- copy of his liability insurance with the Municipality named as an additional insured (if permit approved he understands and has confirmed he will provide an updated copy once renewed on May 28<sup>th</sup>, 2022);
- current vehicle registration and inspection numbers.

### DISCUSSION

Tom’s Cool Bus offers take away food service with a menu that includes hamburgers, hot dogs, fries, onion rings, poutine, pop and water and seafood. He noted that he endeavours to purchase all supplies from local businesses. His operating hours are expected to be 7 days a week (11:00am – 7:00pm) from April to October.

Mr. Marshall has operated the same business at the Annapolis River Causeway Park since 2018.

### FINANCIAL IMPLICATIONS

The fee for the permit is \$500.00 for the fiscal year and will be due at the time the permit is issued. Mr. Marshall will also be responsible for the power consumed while on site and will pay the power bill at the end of his season.

### POLICY IMPLICATIONS

None known

### ALTERNATIVES/OPTIONS

- Approve the application as recommended.
- Not approve the application.

### NEXT STEPS

- Communicate to Mr. Tom Marshall whether the application is approved.
- If approved, the Municipal Clerk will prepare the permit and arrange a date / time to issue and receive payment.

### ATTACHMENTS:


Application form

**Report Prepared by:** Nancy Chisholm, Recreation Coordinator

**Report Reviewed by:** *Dawn Campbell*

\_\_\_\_\_  
Dawn Campbell, Deputy CAO, Director of HR & Legislative Services

**Report Approved by:**

  
\_\_\_\_\_  
CAO David Dick, CPA CA

## COUNTY of ANNAPOLIS

NATURALLY ROOTED

### Vendor on Municipal Property Application Form

Please complete and return to:

Recreation Services, County of Annapolis, 271 Granville St., P. O. Box 609, Bridgetown, NS B0S 1C0

Name of Individual / Organization / Business Tom's Ice Cream Canteen

Mailing Address PO Box 208 Annapolis, Md. B0S-1A0

Type of Canteen or Stand: mobile

If mobile:

Motor Vehicle Registration # [REDACTED] Expiration Date: June 2023

Inspection Sticker # [REDACTED] Expiration Date: 10 2022

Description of products or items to be offered for sale:

Burgers, Hot dog, Fries, Pastries, Sea Food Etc

Location for which permit is requested: Annapolis Greenway Park

Duration for which permit is requested (check one)

☒ One year Please specify: Number of days per week 7 days Hours of Operation: April 1 to Oct 7

☐ One or more occasions of less than ten (10) days in any year (specify dates below)

INSURANCE COVERAGE: (Minimum \$1,000,000.00 liability insurance required)

Required: ☒ Copy of policy attached ☒ Photo of canteen or stand attached

I hereby request Municipal Council to grant a permit for commercial activity on municipal property as described above. I declare that the information contained in the application is true and correct to the best of my knowledge.

If a permit is approved, I will be responsible for:

- maintaining the required insurance coverage
- obtaining and maintaining current any other required licenses, permits or inspections for the proposed commercial activity
- picking up, removing, transporting and disposing of all litter, trash or refuse associated in any way with my vending activities

Contact Name (please print) Thomas Marshall Signature [REDACTED]

Date March 25 2022 Contact Phone# [REDACTED] Email [REDACTED]

**If approved by Municipal Council, the Municipal Clerk shall issue a permit in accordance with the S6 Commercial Activity on Municipal Property Bylaw. The permit will indicate the period of time and any additional conditions authorized or required by Council. The permit will also include a site map showing the approved location for the canteen or stand. Permit fee must be paid at the time the permit is issued.**

I, \_\_\_\_\_, Municipal Clerk for the Municipality of the County of Annapolis, do hereby certify that the above permit application was approved at a duly called meeting of Municipal Council held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. [MOTION \_\_\_\_\_]

Attached is a copy of the motion which indicates the period of time and any additional conditions authorized or required by Municipal Council.

GIVEN under the hand of the Municipal Clerk and the corporate seal of the Municipality of the County of Annapolis this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Municipal Clerk



## **CAO Report**

April 7th 2022

Sewer rate calculations for Bridgetown and County residents

Discussions with Ombudsman relating to waste management complaint

Final communications with staff, legal representatives and proponent regarding potential sale of Internet and signing of agreement of purchase and sale

Communication with Real Estate Agent, and various proponents relating to potential sale of Bridgetown Town Hall

Communication with proponent interested in acquiring the Elementary School

Communication with taxpayers relating to potential sales of above properties and other properties including UCP

Staff meetings relating to various issues including HR and Budget

Meeting with management and executive teams to discuss agenda, operational issues, policy changes and future reports to council

Meetings with elected officials

Continued work on 2023 budget

Treasurer activities

General responses to community questions

Meetings and discussions with legal advisors regarding Farren and Ferguson claims

Meetings to review outstanding criteria relating to RFP for renovations

Communication with Stantec

Meetings with Planners and Manager of Development Services

Professional development sessions

Discussions on next steps with Mountain and Meadows and discussions with politicians about available funding sources

Meeting with a group of Bridgetown citizens

Meetings to review RFP/Tender requirements for Queen Street redevelopment

Communications with CAO's re shared services

Interviews with Director Candidates for Public works

Discussions about accessibility plans

Executive and management meetings with teams

Welcome to new Manager of Accounting

Annual leave

**Recommendation from  
2022-03-03 Accessibility Advisory Committee  
To 2022-04-12 Committee of the Whole**

**7.3** THAT municipal council Amend AM-1.2.5 Declaration of Proclamation Policy to include *National Accessibility Week* at the end of May, and the *International Day of Persons With Disabilities* on December 3, to promote accessibility awareness in the municipality (seven-day notice).

**Recommendation from 2022-03-07 Heritage Advisory Committee  
To  
2022-04-12 Committee of the Whole**

**7.4 Municipally-Registered Heritage Property Clarence Community Hall**

That Municipal Council approve the Clarence Community Hall application for substantial alteration to replace the present black asphalt shingles with a black metal roof and repair the trim boards to match the existing trim boards on the Clarence Community Hall.

**Subject:** FW: TCTS Report

The Monthly Board Meeting of TCTS took place on Wednesday, March 16th at 3:30 pm in the Boardroom in Bridgetown. The meeting was preceded by a tour of the TCTS facilities which was provided to Annapolis County Councillors by Bob Duff, (TCTS Chair), and Nicole Hackenschmidt, (TCTS General Manager).

The following items provide highlights of the meeting:

1. The minutes of the February 16 meeting were approved.
2. Under Business Arising , a brief discussion was held regarding the tour of the facilities. It was noted that 10 councillors were able to attend and that there were a number of excellent questions asked.
3. Highlights of the General Managers' report were as follows:
  - a). The Prototype Evaluation and Testing phase of the Dispatch System remains a work in progress.
  - b). COVID 19 Protocols as of March 21st are that masking/ and PPE is optional for staff/ clients entering TCTS vehicles, cleaning of high touch surfaces remains in place, and hand sanitizer is kept in all vehicles. As for vaccinations, TCTS will continue to follow Public Health Guidelines, (for essential workers).
  - c). The General Manager met with Zach Churchill, Carmon Kerr, and other local business owners/ organization  
at the local arena on March 2nd.
  - d). The last RTA meeting discussed a new Federal Program to purchase new vehicles, the Rural Transit Solutions Fund, ( RTSF ), which covers 80% of the vehicles cost. However , the timeline is very short in order to apply.  
TCTS will be contacting Council asking for a letter of acknowledgement in order to move forward with the application
  - e) TCTS is looking to upgrade the vehicle fleet by selling off their 2017 Dodge Caravan and purchasing a newer,  
more adaptable, vehicle.

4. Under New Business, it was decided not to renew the advertisement in Valley Faces of Business .

5. The next meeting will be held on Wednesday, April 16th at 3:30 pm in the Bridgetown Boardroom.

Respectfully Submitted,

Bruce Prout  
Councillor for District 1  
Phone (902) 765-2911  
Email: [bprout@annapoliscounty.ca](mailto:bprout@annapoliscounty.ca)  
[www.AnnapolisCounty.ca](http://www.AnnapolisCounty.ca)



Kings Transit Authority

# General Manager's Report

For the Month of February 2022

As presented at the March 23<sup>rd</sup>, 2022 Board Meeting

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## Section 1.0

Garage and Fuel prices

## Section 2.0

Ridership and Revenue

## Section 3.0

Monthly Financial Reporting

## Section 4.0

Monthly Financial Summary

## Section 5.0

Ridership Initiatives

## Section 6.0

Human Resources

## Section 7.0

Monthly Activities

## Section 8.0

Planned Activities



3/23/2022

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## Section 1.0 – Garage and Fuel Prices

### Buses

In the Month of February we had **Seventeen (17)** work orders for repairs on our vehicles.

The Four (4) buses KTA had donated from Halifax Transit are still in the process of having body work and repairs completed to be able to place into service. One (1) “donor” bus has been completed at the body shop, having all panels replaced and fully painted in white. The second of the Four (4) donor buses is at the Body shop currently. The remaining Two (2) “donor” buses are in the New Minas Yard awaiting the panels which are to be replaced and initial mechanical work to be completed prior to the transport to the body shop.

### Garage

There are drainage issues which have been present at the garage, outside of the wash bay. We are, approximately every 3-months, having to pump out the drainage system. This costs approximately \$1000 each time, but more so it shows there is a lack of proper drainage system in an area where it needs to be. An engineer has assessed for us free of charge. In following up with this I will be putting together an RFP to have contractors come to our site and provide recommendations on what the fixes for this issue could be. I have included a “ball park” figure into the capital budget for the repair to be completed by end of the 2022-23 fiscal year.

### Fuel

Fuel prices remain higher than budgeted. As of **February 28th, 2022** Kings Transit is **\$65,025.77** over budget in fuel costs. In breaking it down further, the **Core is \$19,605.80** over budget, **Annapolis is \$32,375.28** over budget and **Digby sits at \$13,044.69** over budget. This reason for this is fuel was budgeted at \$0.73/L, when in actuality we are being charged **\$1.41/L** at the time of this report. This high range is what was used as a source for fuel budgeting in 2022-23.

## Section 2.0 – Ridership and Revenue

### Ridership

When looking at Ridership from 2021 we have seen an **increase of 30.57%**. This is from **125,679** riders up to February of 2021 across our system to **181,040** up until February of 2022.

February 2021 KTA had ridership of **11,772**. February of 2022 we have ridership of **14,380** a total of 2,608 more than 2021. This in itself is an **increase of 22.15%** when comparing February 2021 to 2022.

As expected our ridership has yet to recover to our 2020 levels, sitting at **56.09%** of our ridership in 2020, which was **322,783** riders. Comparatively to **181,040** riders in 2022.

3/23/2022



Revenue

Revenue for February has **increased** from **\$32,858** in 2021 to **\$40,767** in 2022, meaning an **increase** of **\$7,909**, equating to **24.1%**.

When looking at Year to Date, 2021 landed at **\$298,049**. In 2022 we have exceeded that with a significant increase totaling of **\$468,655**. When comparing this to our 2020 levels, which was finalized at **\$798,181**. After it is all said and done that leaves us being **58.72%** of where we were at in 2020.

Service Suspensions

In February we partially suspended service **One (1)** time with no full day service suspensions.

Section 3.0 – Monthly Financial Reporting

Please see the attached financial documents within the package provided to the Board.

Section 4.0 – Monthly Financial Summary

Core	YTD Actual	YTD Budget	Variance
Revenue	\$ 1,827,933.19	\$1,802,907.00	\$ 25,026.19
Expenses	\$ 1,658,119.38	\$ 1,704,547.00	\$ 46,427.92
Surplus/Deficit	\$ 169,814.11	\$ 98,360.00	\$ 71,454.11

Annapolis	YTD Actual	YTD Budget	Variance
Revenue	\$ 547,510.43	\$ 531,524.37	\$ 15,986.06
Expenses	\$ 620,227.86	\$ 533,208.00	\$ 87,019.86
Surplus/Deficit	\$ -72,717.43	\$ -1,683.63	\$ -71,033.80

Digby	YTD Actual	YTD Budget	Variance
Revenue	\$ 314,008.21	\$ 307,874.66	\$ 6,133.55
Expenses	\$ 282,337.94	\$ 308,603.00	\$ -26,365.06
Surplus/Deficit	\$ 31,670.27	\$ -728.34	\$ 32,398.61

3/23/2022

### Section 5.0 – Ridership Initiatives

There is \$10,000 in the provincial grant funds remaining, we have brought on Revolve marketing to develop a ridership campaign in print media, as well as radio and social media. This campaign will promote our cleaning processes and why passengers can feel safe returning to transit. We also currently have a healthy marketing fund which is being utilized for self-promotion via our radio partners.

Policies and Procedures to our Operating staff to ensure customer satisfaction and ridership safety have been issued.

I have decided with the information provided that it is not feasible to change the CAD/AVL system at this point, and given the resources the FORD Company, who now owns "TransLoc" and "DoubleMap", has behind them I would rather nurture that relationship, with an expectation of being provided with a better product and service at the end the of integration. We do however, continue to have issues with the system. We are being directed to the tablet manufacturer, whose product may not be compatible with the Canadian SIM cards. We are in troubleshooting mode still with the company, we are still waiting to hear back.

### Section 6.0 – Human Resources

In regards to Bus Operators, I have opened the recruitment to individuals who do not meet the license qualifications. I have spoken to staff and we believe we can assist in getting the right person their license and air brake endorsements. For now, we are hiring those who can drive for us immediately after being hired, however training individuals without their license opens up an entirely new group of individuals that may be interested in applying.

We have One (1) professional public transit operator from HRM who has applied and will be starting with us shortly to compensate and Three (3) other qualified candidates for Bus Operator we will be interviewing in the following 2-week period.

I am continuing with the Work from Home program for qualified employees.

I continue to work with Valley Enterprise Network in order to provide our professional needs to the broader community for resource support.

KTA is adjusting the routes that drivers operate in order to determine the service reliability factor and what steps can be taken to mitigate delays deriving out of the Bridgetown Route connecting to the surrounding routes, Core routes included.

### Section 7.0 – Monthly Activities

Those following is the list of actions and activities from the previous meeting up until the current one

1. Started organization of a New Policy Manual;
2. Zoom call with Provincial partners to review ICIP funding and next steps;

3/23/2022



3. Rapid test program discontinued for the time being;
4. Participated in Valley Regional Enterprise Network (VREN) meetings and discussing employment gaps and training required for specialized industries;
5. MCSA is going through all advertising contracts to determine what is available to be removed from the buses;
6. Reviewing Website with MCSA and putting in place procedures and policies in regards to updating social media, the website and how our Board Meetings are presented to the public;
7. Completed Two (2) advertising campaigns for bus wrapping and interior signage;
8. Working with Revolve in Halifax to complete a Ridership Campaign to receive an 80% grant from the province;
9. Working with the administrator to ensure all areas of accountability are met;
10. Presented 2022-23 Budget proposal to The Municipality of the County of Kings Council;
11. Working with the Auditor to prepare year end, set up inventory count on March 31<sup>st</sup>, 2022 with the auditor being in the building.

### Section 8.0 – Planned Activities

Those following is the list of actions and activities from the previous meeting up until the current one

1. Continue developing policies in order to provide relevance to procedures and future training materials;
  2. Attending Accessibility Committee at the Town of Berwick;
  3. Presenting to The Municipality for the County of Digby on April 5<sup>th</sup>, 2022 in regards to 2022-23 Budgetary proposal;
  4. Continue working with Revolve marketing to utilize \$10,000 grant funding from the province in regards to a ridership campaign, hoping to have a firm program by end of month;
  5. Organizing a Non-Ridership Survey with the VRPTA, in order to assess why people do not ride transit;
  6. Continue with planning meetings for ICIP;
  7. Finish application process to newest government grant program, Rural Transit Solutions Fund;
  8. Present budget proposals to councils.
- 

Kindest Regards,



Michael Getchell

3/23/2022

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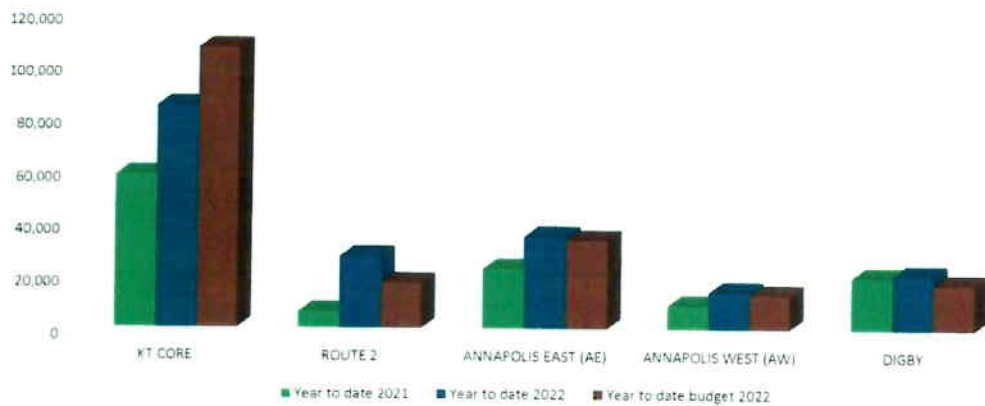
**KINGS TRANSIT AUTHORITY  
RIDERSHIP REPORT  
February 2022**

AREA OF SERVICE	Feb 2021	Feb 2022	Previous vs current year	Percentage previous vs current year	Year to date 2021	Year to date 2022	Year to date budget 2022	decrease budget vs actual	decrease budget vs actual
KT CORE	6023	6919	896	14.88%	57,961	84,242	106,590	-22348	-21.0%
ROUTE 2	963	2515	1552	161.16%	6,100	27,175	17,054	10121	59.3%
ANNAPOLIS EAST	2596	2662	66	2.54%	22,622	35,028	33,715	1313	3.9%
ANNAPOLIS WEST	850	965	115	13.53%	8,857	13,942	12,925	1017	7.9%
DIGBY	1340	1319	-21	-1.57%	19,757	20,653	17,105	3548	20.7%
<b>TOTAL</b>	<b>11,772</b>	<b>14,380</b>	<b>2,608</b>	<b>22.15%</b>	<b>115,297</b>	<b>181,040</b>	<b>187,389</b>	<b>-6,349</b>	<b>-3.39%</b>

Month of February  
2021 vs. 2022



January 2022 Year to Date Comparisons

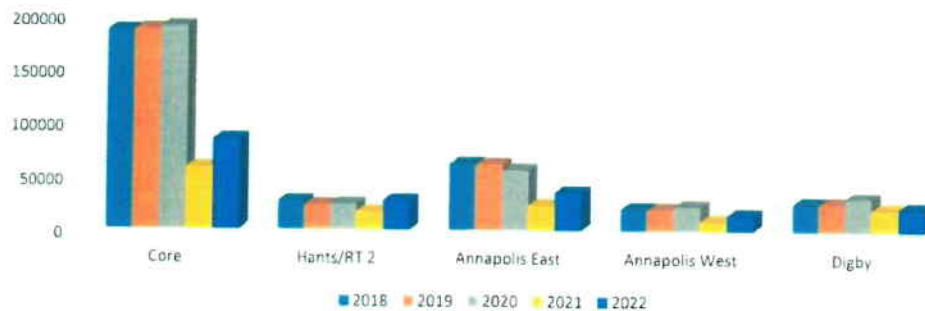


# KINGS TRANSIT AUTHORITY

## 5 year Ridership History to Date February 2022

	Core	Hants/RT 2	Annapolis East	Annapolis West	Digby
2018	185892	26312	62017	19704	25087
2019	187024	22509	61340	19611	25319
2020	189993	23794	56302	22184	30510
2021	57961	16482	22622	8857	19757
2022	84242	27175	35028	13942	20653

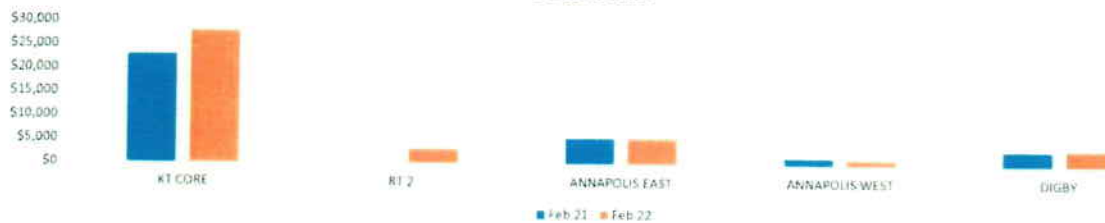
## 5 year Ridership History to Date February 2022



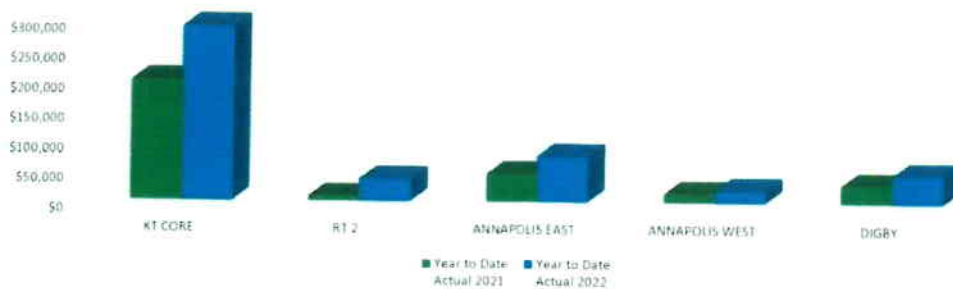
## REVENUE REPORT February 2022

AREA OF SERVICE	Feb 21	Feb 22	Previous vs Current Year	Percentage Previous vs Current Year	Year to Date Actual 2021	Year to Date Actual 2022	Year to Date Budget 2022	Increase (Decrease) Budget vs Actual	% Increase (Decrease)
KT CORE	\$22,911	\$27,939	\$5,028	22%	\$200,110	\$289,618	\$295,891	(\$6,273)	-2.100%
RT 2	\$0	\$2,946	\$2,946	0%	\$7,016	\$36,668	\$13,943	\$22,725	163.000%
ANNAPOLIS EAST	\$5,307	\$5,405	\$98	2%	\$46,497	\$75,920	\$60,500	\$15,420	25.500%
ANNAPOLIS WEST	\$1,504	\$1,138	(\$366)	-24%	\$14,426	\$19,982	\$20,167	(\$185)	-0.900%
DIGBY	\$3,136	\$3,339	\$203	7%	\$29,944	\$46,467	\$37,583	\$8,884	23.600%
<b>TOTALS</b>	<b>\$ 32,858</b>	<b>\$ 40,767</b>	<b>\$ 7,909</b>	<b>24.1%</b>	<b>\$ 297,993</b>	<b>\$ 468,655</b>	<b>\$ 428,084</b>	<b>\$ 40,571</b>	<b>9.5%</b>

Month of February  
2021 vs 2022



February 2022 Year to Date Comparisons

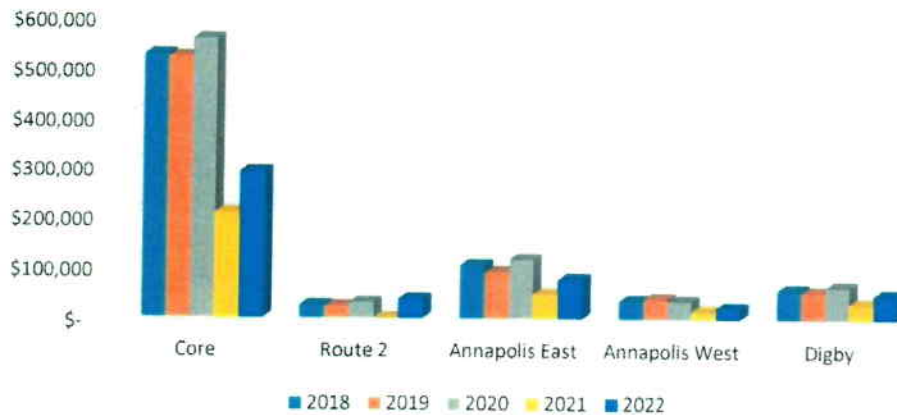




### 5 Year YTD Fare Revenue History - April 2021 to Feb. 2022

	Core	Route 2	Annapolis East	Annapolis West	Digby
<b>2018</b>	\$ 524,637	\$ 24,175	\$ 103,417	\$ 34,102	\$ 55,796
<b>2019</b>	\$ 520,689	\$ 22,189	\$ 90,181	\$ 38,036	\$ 52,671
<b>2020</b>	\$ 557,066	\$ 29,840	\$ 114,637	\$ 33,759	\$ 62,879
<b>2021</b>	\$ 207,176	\$ -	\$ 46,502	\$ 14,427	\$ 29,944
<b>2022</b>	\$ 289,618	\$ 36,668	\$ 75,920	\$ 19,982	\$ 46,467

### 5 Year YTD Fare Revenue History - April to February



Kings Transit Authority  
Forecast at February 28, 2022

A - Annapolis County	Acct #	Account Description	Actual to		FORECAST TO	BUDGET	% of	\$ VARIANCE
			Feb 28, 2022	Mar	Mar 31, 2021		BUDGET	
REVENUE	4031	Fares - Annapolis East (Bridgetown)	75,920.45	5,500.00	81,420.45	66,000.00	123.36%	15,420.45
	4032	Fares - Annapolis East (Cornwallis)	19,981.61	1,834.00	21,815.61	22,000.00	99.16%	(184.39)
	4100	Advertising Income	3,450.00	0.00	3,450.00	3,000.00	115.00%	450.00
	4251	Optig Grant - Mun - Annapolis East	448,158.37	40,741.63	488,900.00	488,900.00	100.00%	0.00
	Total Revenue		547,510.43	48,075.63	595,586.06	579,900.00	102.70%	15,686.06
EXPENSE	5360	Miscellaneous	1,129.73	0.00	1,129.73	201,000.00		(1,129.73)
	5705	Drivers salaries & Wages	184,767.64	15,762.00	200,529.64		99.77%	470.36
	5713	CPP - Ops	7,277.95	406.00	7,683.95			
	5714	EI - Ops	4,264.24	293.00	4,557.24	3,810.00		
	5715	WCB - Ops	5,307.44	518.00	5,825.44	7,116.00		
	5716	Medical/Dental - Ops	5,555.54	466.00	6,021.54	5,592.00		
	5717	Pension - Ops	4,785.25	816.00	5,601.25	9,836.00		
		Total Ops Employee Benefits	27,190.42	2,499.00	29,689.42	33,000.00	89.97%	3,310.58
	5721	Health & Safety	0.00					
		Total Employee Related Expense	0.00	188.00	188.00	2,300.00	8.17%	2,112.00
	5736	Management fee - Annapolis	110,000.00	10,000.00	120,000.00	120,000.00	100.00%	0.00
	5760	Vehicle Fees/permits/registrations	5,593.94	0.00	5,593.94	7,000.00	79.91%	1,406.06
	5775	Bus Radios, WiFi & Cellphones	0.00	417.00	417.00	5,000.00	8.34%	4,583.00
	5784	Shop Supplies	1,896.49	84.00	1,980.49	1,000.00	198.05%	(980.49)
	5803	Bus 57 R&M 50% Anna Shared	31,533.95					
5846	Bus 46A R&M Anna West	19,158.67						
5856	Bus 56 R&M Anna East	999.41						
5862	Bus 62R&M Anna East	50,232.47						
5866	Bus 66R&M Anna East	2,566.85						
	Repairs and Maintenance Total	104,491.35	4,100.00	108,591.35	90,000.00	120.66%	(18,591.35)	
5878	Fuel	103,875.28	9,000.00	112,875.28	78,000.00	144.71%	(34,875.28)	
5880	Insurance	30,018.93	2,500.00	32,518.93	21,000.00	154.85%	(11,518.93)	
5882	Bus cleaning	48,805.71	2,000.00	50,805.71	18,000.00	282.25%	(32,805.71)	
5884	Bus advertising & signage	0.00	0.00	0.00	400.00	0.00%	400.00	
5888	Uniforms	1,619.27	200.00	1,819.27	2,500.00	72.77%	680.73	
5890	Commission on sales	839.10	59.00	898.10	700.00	128.30%	(198.10)	
Total Expense		620,227.86	46,809.00	665,907.13	579,900.00	114.83%	(86,007.13)	
Net Income		-72,717.43		-70,321.07			(70,321.07)	

# Kings Transit Authority

## Project Budget Detail Report April to February for Fiscal End 2022 - Detail Budget vs Actual

	Account #	Account Description	Actual	Budget	Difference
<b>Annapolis</b>					
<b>REVENUE</b>					
	4031	Fares - Annapolis East (Bridgetown)	75,920.45	60,500.00	15,420.45
	4032	Fares - Annapolis West (Cornwallis)	19,981.61	20,166.00	(184.39)
	4100	Advertising Income	3,450.00	2,700.00	750.00
	4251	Optg. Grant - Mun - Annapolis East	448,158.37	448,158.37	-
Total Revenue:			547,510.43	531,524.37	15,986.06
<b>EXPENSE</b>					
	5360	Miscellaneous	1,129.73	-	1,129.73
	5705	Drivers Salaries & Wages	184,767.64	185,538.00	(770.36)
	5713	CPP - Ops	7,277.95	6,240.00	1,037.95
	5714	EI - Ops	4,264.24	3,517.00	747.24
	5715	WCB - Ops	5,307.44	6,698.00	(1,390.56)
	5716	Medical/Dental - Ops	5,555.54	5,126.00	429.54
	5717	Pension - Ops	4,785.25	9,020.00	(4,234.75)
	5721	Health & Safety	-	2,112.00	(2,112.00)
	5736	Management fee - Annapolis East	110,000.00	110,000.00	-
	5760	Vehicle Fees/permits/registrations	5,593.94	6,416.00	(822.06)
	5775	Bus Radios, WiFi & Cellphones	-	4,583.00	(4,583.00)
	5784	Shop Supplies	1,896.49	916.00	980.49
	5803	Bus 57 R&M 50% Anna West	31,533.95	-	-
	5846	Bus 46A R&M Anna West	19,158.67	-	-
	5856	Bus 56 R&M Anna East	999.41	-	-
	5862	Bus 62 R&M Anna East	50,232.47	-	-
	5866	BUS 66 ANNA WEST - R&M	2,566.85	-	-
	5875	Repairs and Maintenance Total	104,491.35	82,500.00	21,991.35
	5878	Fuel	103,875.28	71,500.00	32,375.28
	5880	Insurance	30,018.93	19,250.00	10,768.93
	5882	Bus cleaning	48,805.71	16,500.00	32,305.71
	5884	Bus advertising & signage	-	360.00	(360.00)
	5888	Uniforms	1,619.27	2,291.00	(671.73)
	5890	Commission on sales	839.10	641.00	198.10
Total Expense			620,227.66	533,208.00	87,019.66
Net Income			(72,717.43)	(1,683.63)	(71,033.80)