

# 2023-11-14 COTW Agenda Package

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 14, 2023

9:00 a.m.

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

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### PAGES

	1.	<b>ROLL CALL</b>
	2.	<b>DISCLOSURE OF INTEREST</b>
	3.	<b>APPROVAL of the Order of the Day</b>
	4.	<b>APPROVAL OF MINUTES</b>
3-6	4.1	2023-10-10 Regular COTW
	5.	<b>INFORMATION/STAFF REPORTS</b>
7-10	5.1	IR 2023-11-14 Municipal Water System Assessment Reports
11-25	5.2	SR2023-80 C8 Electronic Voting Bylaw NEW
26-33	5.3	SR2023-81 Policy 104 Audit Committee - NEW
34-36	5.4	SR2023-82 County Wide Municipal Planning Strategy and Land Use Bylaw
37-39	5.5	SR2023-79 2023-24 Community Grants Applications
	6.	<b>RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES</b>
40	6.1	2023-10-18 Trans County Transportation Society Report
41	6.2	Annapolis Valley Exhibition Board Update
42	6.3	IMSA Board Update
43	6.4	2023-10-26 Southwest Nova Biosphere Region Association Board Update
44	6.5	2023-11-06 Western Region Stakeholder Interaction Committee Update
	7.	<b>IN-CAMERA</b>
	7.1	In accordance with Section 22(2)(c) personnel of the <i>Municipal Government Act</i>
	8.	<b>NEW BUSINESS</b>
45	8.1	Scotiabank Branch Closures
46	8.2	Warden's November Update
		<b>11:00</b>
	9.	<b>PRESENTATIONS</b>
	9.1	<i>Valley Waste-Resource Management</i> – Extended Producer Responsibility (EPR) – Interim GM Andrew Garrett,
	9.2	<i>Cornwallis Park Development Association</i> – Cornwallis Park Master Plan – CEO Annapolis Basin Conference Centre Beth Earle
		<b>5:00 p.m. STATED ADJOURNMENT</b>

Minutes of the regular Committee of the Whole meeting held on Tuesday, October 10, 2023, at 9:04 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

### **ROLL CALL**

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

That Councillors Longmire and Connell be excused from meeting attendance requirements.

Moved: Councillor Barteaux

Seconded: Councillor Sheridan

Motion carried.

**Also Present:** CAO Chris McNeill; Municipal Clerk Carolyn Young; other staff, L. Bent, D. Campbell, C. Mason, N. McCormick, B. Olsen, D. Ryan, N. Whitman, and Jim Young. Angela (9:36 a.m.)

### **Disclosures**

5.4 Enslow RCMP

### **Order of the Day**

A request was made to add Public Statements and Letters from Council // Role of the Warden; and Planning Advisory Committee Report.

To amend the Order of the Day as requested.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion carried.

### **Minutes**

2023-09-12 Regular Committee of the Whole – approved, no errors or omissions.

### **Information/Staff Reports**

Re: IR 2023-10-10 Dangerous and Unsightly Premises 2<sup>nd</sup> Quarter Report

Re: IR 2023-10-10 Community Spaces Inventory

Re: SR2023-75 Hospital Parking Fees Letter to NS Minister of Health

That Municipal Council send a letter to the Nova Scotia Minister of Health and Wellness requesting that parking fees be removed from all public hospital facilities in Nova Scotia immediately.

Moved: Deputy Warden Redden

Seconded: Councillor Hudson

Motion carried.

### **Declaration of Interest**

Councillor Enslow declared an interest in the following item as he works for the RCMP. He left the table and did not participate in any discussion or subsequent motion.

### ***Councillor Enslow left the table at 9:31 a.m.***

#### **Re: SR2023-76 RCMP Policing Services Facilities Agreement – Town of Middleton**

That Municipal Council authorize the Warden and Municipal Clerk to sign the Agreement for the joint use of facilities for the RCMP within the Middleton Town Hall facility at 131 Commercial Street, Middleton, NS, for a period of five years effective June 21, 2022, and ending on March 31, 2027, with an option for a further five-year renewal term.

Moved: Councillor LeBlanc

Seconded: Councillor Prout

Motion carried.

### ***Councillor Enslow returned to his seat at 9:34 a.m.***

#### **Re: SR2023-77 Policy 101 Community Grants New**

That Municipal Council approve *Policy 101 – Community Grants*, and repeal policies 1.4.9 Community Grants, 1.4.3 Harbour Authorities & Societies Capital Assistance Program, and 1.4.11 Community Contributions. Seven-day notice.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

By unanimous consent, staff will add a monthly report to the policy.

To amend the Evaluation section to decrease the amount from \$2,500 to \$1,500.

Moved: Councillor Enslow

Seconded: Councillor Gunn

Motion lost, 1 in favour, 8 against.

Motion carried.

#### **Re: SR2023-78 Policy 103 Asset Retirement Obligations New**

That Municipal Council approve *Policy 103 – Asset Retirement Obligations*. Seven-day notice.

Moved: Councillor Sheridan

Seconded: Councillor Prout

Motion carried.

#### **Re: SR2023-79 2023-24 Community Grants Applications**

- *Springfield & District Volunteer Fire Department*



That Municipal Council approve a grant to the Springfield & District Volunteer Fire Department in the amount of \$2,400 to support upgrades to the kitchen and bathroom in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

Moved: Deputy Warden Redden

Seconded: Councillor Sheridan

Motion carried.

- *Cornwallis Park Community Association*

That Municipal Council approve a grant to the Cornwallis Park Community Association in the amount of \$2,400 to support upgrades to the community hall in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion carried.

- *Royal Canadian Legion Branch 33, Bridgetown*

That Municipal Council approve a grant to the Royal Canadian Legion Branch 33, Bridgetown, in the amount of \$5,000 to support heating upgrades in accordance with *AM 1.4.9 Community Grants, Capital Projects Assistance Program, Small Project Matching Grants*.

Moved: Councillor Enslow

Seconded: Councillor Hudson

Motion carried.

- *Port George Regional Recreation Centre*

That Municipal Council approve a grant to the Port George Regional Recreation Centre in the amount of \$5,000 to support the cost of replacing their furnace and hot water tank in accordance with *AM 1.4.9 Community Grants, Capital Projects Assistance Program, Small Project Matching Grants*.

Moved: Councillor Prout

Seconded: Councillor Sheridan

Motion carried.

### Recess

10:46 a.m. – 10:54 a. m.

### Recommendations and Reports from Boards and Committees

Re: 2023-09-20 Trans County Transportation Society – Report

Re: 2023-09-25 Annapolis REMO Advisory Committee – Recommendations

That Municipal Council approve the “Annapolis REMO – Intermunicipal Emergency Services Agreement” between the Town of Annapolis Royal, Town of Middleton and the Municipality of the County of Annapolis, as recommended to all Annapolis County REMO councils by the Annapolis REMO Advisory Committee.

Moved: Deputy Warden Redden

Seconded: Councillor Sheridan

Motion carried.

Re: 2023-10-03 Audit Committee - Recommendation

That Municipal Council adopt the consolidated financial statements for the year ended March 31, 2022, as presented.

Moved: Councillor Sheridan

Seconded: Councillor Enslow

***Councillors LeBlanc and Gunn returned at this time.***

Motion carried.

Re: Public Statements and Letters from Council // Role of the Warden

Councillor Gunn noted he had received a letter and many phone calls stemming from an article that was posted to the county website, which stated that council took a stance against a planned protest. He read the council article as written. He also read his emailed response to the Warden. He would like to see the article removed from the website.

Discussion ensued regarding the role of the Warden, who is elected by his peers to that leadership role and is the spokesperson for the municipality.

Re: Report by the Warden on 2023-10-05 Planning Advisory Committee

The Warden reported that the Planning Advisory Committee met on Thursday, October 5, 2023. The Planning Advisory Committee voted to refer the matter directly back to the Habitation Area Advisory Committee for more work.

**In-Camera**

To meet in-camera from 11:23 a.m. to 11:48 a.m. in accordance with Section 22(2)(c) personnel, (of the *Municipal Government Act*).

Moved: Councillor LeBlanc

Seconded: Councillor Redden

Motion carried.

**Adjournment**

The Warden declared the meeting adjourned at 11:49 a.m.



# INFORMATION REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** November 14, 2023  
**Prepared By:** A Barr, Policy and Development Coordinator,  
Jim Young, P.Eng., Director of Municipal Operations  
**Subject:** **Municipal Water System Assessment Reports**

## ORIGIN

First introduction to Council.

## LEGISLATIVE AUTHORITY

Environment-

- Water and Wastewater Facilities and Public Drinking Water Supplies Regulations, *Nova Scotia Treatment Standards for Municipal Drinking Water Systems*

## BACKGROUND

In 2002 Nova Scotia Environment and Climate Change (NSECC) issued guidelines on Treatment Standards for Municipal Drinking Water Systems. These standards provide consistent regulations province-wide for design, operation, and monitoring requirements of municipal water systems. One of the regulatory requirements is a 10-year System Assessment Report (SAR). All 77 municipal water systems in Nova Scotia are required to complete this comprehensive SAR Report beginning in 2003 and every ten years going forward. The Municipality completed the second report in 2013. This year's SAR report is for 2023. These reports are prepared by third party, reviewed by the Municipality, and submitted to NSECC for their review. A summary of deficiencies for each system are identified in the reports. It is the responsibility of the Municipality to follow up with corrective action for the deficiencies identified in the report.

## DISCUSSION

Outlined below are the deficiencies identified by the third-party engineer with recommendations. The Municipality has reviewed the deficiencies and prepared responses for each corrective action as listed below.

### **Bridgetown SAR – Corrective Action Plan**

	<b>Engineer's Recommendations</b>	<b>MCOA Response</b>
<b>1</b>	Formalize a comprehensive Corrosion Control Plan with action limits/responses that align with the current <i>Approval to Operate</i> , aiming to reduce lead and copper, to correspond to existing sampling plan within 6 months.	To be completed at the next SWPP meeting.
<b>2</b>	Begin sampling for parameters outlined in the SWPP following the appropriate schedule (Annual herbicides, pesticides sampling, weekly raw water bacteria sampling at each well)	MOCA will submit application to NSE for reduction in monitoring



3	Propose reduced monitoring of THMs and HAAs based on low historical readings within 1 year.	To be completed by spring 2024
4	Recommence bi-annual SWPAC meeting to review and update the SWPAC within 1 year.	Completed by spring 2024
5	Update the Operations and Maintenance manual with SOPs for normal operation and emergency actions in accordance with the NSECC guidance manual within 1 year.	Completed.
6	Ensure all turbidity meters are properly cleaned and calibrated to mitigate events where readings may be inaccurate within 3 months.	Will be updated with the O&M manual Spring 2024.
7	Add notification and response procedures for inadequate CT to SOP within 6 months.	Completed.
8	3 additional residential sampling locations should be added for lead/copper sampling. Locations where lead concentrations exceeded the MAC should be retested using a 6-hour stagnation test as per the <i>Approval to Operate</i> within 6 months.	Completed.
9	Ensure samples are taken at each individual wellhead as well as treated water during the next round of compliance testing.	Completed.
10	Manganese testing for raw water samples should be taken twice per year in the spring and fall to comply, and distribution system samples should be taken quarterly.	Completed.
11	Update Cross Connection Control Plan to comply with minimum requirements set by NSECC within 3 months.	Completed.

### **Cornwallis SAR – Corrective Action Plan**

	<b>Engineer's Recommendations</b>	<b>MOCA Response</b>
1	Commence annual SWPAC meeting within 1 year.	To be completed by Spring 2024
2	Comprehensive filter evaluation to determine any filter deficiencies within 1 year.	Operational changes implemented. Completed.
3	Develop a comprehensive Operations and Maintenance manual with SOPs in accordance with the NSECC guidance manual within 1 year.	Completed by Spring. 2024. Sampling includes Lake Cady, Porter Lake, Upper Beaver Lake, Shell Camp Lake.
4	Complete monitoring proposed in the SWPP, including water quality sampling and watershed inspections within 1 year.	Underway. Recommend revising/confirming the SWPP testing parameters and frequencies. This could be completed at the next SWPP meeting.
5	Formalize a comprehensive Corrosion Control Plan with action limits/responses that align with the current Approval to Operate, aiming to reduce lead and copper, to correspond to existing sampling plan within 6 months.	Part of the O&M manual updating. Spring 2024
6	Establishing key water quality parameters for testing the occurrence of cyanobacteria within 3 months.	Completed.
7	Copper and Lead sampling frequency and number of locations should be clarified with NSECC, approval should be updated to reflect any changes within 1 year.	Completed.
8	Information to residents about the lead and copper sampling should follow lead and copper management guidelines within 3 months.	Completed.



9	Update disinfection SOP to include notification and response procedures in the event of CT parameters falling outside of design ranges within 3 months.	Completed.
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### Margaretsville SAR – Corrective Action Plan

	Engineer's Recommendations	MCOA Response
1	Recommence Annual SWPAC meeting within 1 year.	To be completed by Spring 2024
2	Add notification and response procedures for inadequate CT to SOP within 6 months.	Part of the O&M manual updating. Spring 2024
3	Develop a comprehensive SOP for filtration in accordance with the NSECC guidance manual within 6 months.	Completed.
4	Increase sampling frequency from annually to quarterly for corrosion control parameters and collect manganese samples as per the <i>Approval to Operate</i> .	Completed.
5	Locations where lead concentrations exceeded the MAC should be retested using a 6-hour stagnation test as per the <i>Approval to Operate</i> within 3 months.	Completed.
6	Complete monitoring proposed in the SWPP, including water quality sampling and watershed inspections within 3 months.	Underway. Recommend revising/confirming the SWPP testing parameters and frequencies. Spring of 2024.
7	Establishing monitoring program for cyanobacteria in the raw water source and in slow sand filters within 3 months.	Completed.
8	Copper and Lead sampling frequency and number of locations should be clarified with NSECC, and the approval should be updated to reflect any changes within 1 year.	Completed.
9	The Approval to Operate should be reviewed and updated to better reflect the system as a high-risk GUDI or surface water system within 10 year.	Not in MOCAs control this is up to NSECC
10	Update Cross Connection Control Plan to comply with minimum requirements set by NSECC within 3 months.	Completed.

### Granville Ferry SAR – Corrective Action Plan

	Engineer's Recommendations	MCOA Response
1	Formalize a comprehensive Corrosion Control Plan with action limits/responses, aiming to reduce lead and copper, to correspond to existing sampling plan within 6 months.	Completed.
2	Complete monitoring proposed in the SWPP, including water quality sampling, review of DND results, and watershed inspections within 1 year.	To be completed by Spring 2024. Recommend revising/confirming the SWPP testing parameters and frequencies. This could be completed at the next SWPP meeting.
3	Propose reduced monitoring of THMs and HAAs based on low historical readings within 1 year.	MOCA will submit application to NSE for reduction in sampling Spring 2024
4	Relocate tower outlet turbidity to tower inlet prior to chlorination within 3 months.	Completed.



<b>5</b>	Add a combined flowmeter on the well inlet to tower within 6 months.	Completed.
<b>6</b>	Copper and Lead sampling methodology set by Health Canada includes four 1-L RDT samples, which should be implemented for all future sampling within 3 months.	Completed.
<b>7</b>	Develop a comprehensive O&M manual with SOPs in accordance with the NSECC guidance manual within 1 year.	To be completed by Spring 2024
<b>8</b>	Update Cross Connection Control Plan to comply with minimum requirements set by NSECC within 3 months.	Completed.

## FINANCIAL IMPLICATIONS

It is the expectation that the costs associated with the remaining corrective actions for each water supply will be minimal and managed within existing budgets.

## POLICY IMPLICATIONS

Not applicable.

## ATTACHMENTS

- NSECC 10-Year Drinking Water System Assessment Report available for review upon request.

### Prepared by:

A Barr, Policy and Development Coordinator

### Reviewed by:

Jim Young, P.Eng, Director of Municipal Operations

### Approved by:

  
Chris McNeill  
Chief Administrative Officer

### Approval Date:

NOVEMBER 6, 2023

(Date)



# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** November 14, 2023  
**Prepared By:** Carolyn Young, Municipal Clerk  
**Report Number:** **SR2023-80 C8 Electronic Voting Bylaw NEW**  
**Subject:** C8 Electronic Voting Bylaw

## RECOMMENDATION(S):

That Municipal Council give first reading to enact *C8 Electronic Voting Bylaw*, which repeals *C8 Alternative Voting Bylaw*.

## LEGISLATIVE AUTHORITY

*Municipal Elections Act, 1989 RSNS c.300 as amended*  
*Education Act, 1995-1996, SNS c.1, as amended*

## BACKGROUND

In 2020, because of COVID, the Province urged municipalities to develop an alternative voting bylaw to enable persons to safely and effectively vote without attending a polling station in person. The *C8 Alternative Voting Bylaw*, enacted by Council on August 1, 2020, enabled people to vote entirely electronically at the October 2020 municipal election – by phone or internet, with the use of a personal identification number (PIN) which was mailed out to all who were registered on the Voters List. The 2020 fully electronic election saw a 47% participation rate – up over the 32% participation rate in 2016 (which was fully paper).

In 2023, we held a special election to fill a vacancy in District 3. Originally approved as an electronic election, municipal council added a paper ballot and a physical location. We had difficulty at that time finding three people to work at one physical poll. We only found two and staff had to fill in as the third person. Finding poll staff is an issue.

The proposed bylaw includes a section that limits any changes to take place at least a year before an election.

In 2020, there were 12 in-person voting locations – where people came and voted on site *on line*. These were not well attended, with an average 25 people at each location. On-site voting required the additional cost of renting the proper equipment (for secure voting) and it was difficult at that time to find enough poll workers to work at those 12 sites. In addition, the halls had to be vetted individually for signal strength of internet access and additionally booked a day before and a day after to ensure sufficient time to install/set up and tear down the equipment.

### • *History of Electronic Voting in Nova Scotia*

2008 – HRM and 3 towns (all hybrid – electronic and paper)  
2012 – HRM, 9 towns, 5 counties (9 hybrid, 6 electronic)  
2016 – HRM, 15 towns, 8 counties (19 hybrid, 5 electronic)  
2020 – HRM, 22 towns, 18 counties (9 hybrid, 32 electronic)



- *Security of the System*

Our provider has been in production for more than 20 years with regular modifications and updates to support the most recent advancements and security enhancements required in this type of application.

Our provider maintains security through Oracle – Canada’s cloud-based data centre environment in Toronto, with a live replicated backup configuration of their system. The system undergoes a full cybersecurity review by an independent security company every year in order to ensure a secure profile.

## **DISCUSSION**

- *Accessibility*

An electronic voting system (including the Voter Help Line) is in keeping with the *Annapolis County Accessibility Plan (2022)* which states ‘*The County is committed to meeting the needs of individuals who face barriers to accessibility in our communities.*’

Electronic voting allows 24/7 availability to vote from anywhere in the world where internet service is provided or by phone from anywhere in North America, rather than relying on only 2 or 3 days at a physical location and being at the mercy of the weather of the day.

## **FINANCIAL IMPLICATIONS**

Generally, a fully electronic election should be able to run with little impact on overtime costs – in-house staff (Returning Officer and other Election Officers) could oversee the List of Electors management and Voter Help Desk during regular work hours – with a few exceptions (i.e. Voter Help Desk would be available all day on regular polling day)

In March 2023, an Information Report was presented to Council outlining the financial implications of changing the expected cost for the January 2023 electronic Special Election in District 3, highlighted as follows:

Anticipated cost of electronic ballot in one district:	\$ 7,247
Actual cost of electronic ballot plus paper ballot with physical poll in one district:	\$ 14,485
Anticipated cost of electronic ballot in 11 districts (based on the above):	\$ 79,717
Anticipated cost of electronic ballot plus paper/physical poll (based on the above):	\$159,335

Please note – anticipated costs that include a physical poll – we likely could not find the required number people to work physical polls.

## **POLICY IMPLICATIONS**

This recommendation incorporates the repeal of the former *C8 Alternative Voting Bylaw*.

## **ALTERNATIVES / OPTIONS**

N/A

## **NEXT STEPS**

We are less than one year from the 2024 municipal election – background work has already begun.

## **ATTACHMENTS**

*C8 Electronic Voting Bylaw* – showing anticipated changes from *C8 Alternative Voting Bylaw*  
*C8 Electronic Voting Bylaw Draft*, with changes incorporated.



**Prepared by:**

Carolyn Young, Municipal Clerk, Returning Officer

**Reviewed by:**

Dawn Campbell, Director of Corporate Services

**Reviewed by:**

Amanda Lewis, former Election Officer

**Approved by:**



Chris McNeill,  
Chief Administrative Officer

**Approval Date:**

NOVEMBER 6, 2023

(Date)

## C8 ALTERNATIVE ELECTRONIC VOTING BYLAW

### C8 ELECTRONIC VOTING BYLAW

#### Short Title

1. This Bylaw shall be known as the “*Electronic Voting Bylaw*.”

#### Definitions

2. In this Bylaw:

- (1) “*Act*” means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended.
- (2) “advance poll” means the Tuesday immediately preceding ordinary polling day; and either:
  - (a) one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day; or
  - (b) if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day.
- (3) “electronic polling days” means any hours and dates fixed by a resolution of Council for ~~alternative~~ electronic voting, inclusive of the regulated advance poll dates.
- (4) “electronic voting” means voting by telephone or via the internet and includes ~~a~~ both telephone and internet voting.
- (5) “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put.
- (6) “candidate” means a person who has been nominated as a candidate pursuant to the *Act*.
- (7) “Council” means the Municipal Council of the Municipality of the County of Annapolis.
- (8) “*Education Act*” means the *Education Act*, 1995-1996 S.N.S. c. 1, as amended.
- (9) “election” means an election held pursuant to the *Education Act*, including a school board election, special election and a plebiscite.
- (10) “Election Officer” means an “election official” under the *Act*;
- (11) “elector” means a person:
  - (a) qualified to vote pursuant to the *Municipal Elections Act* and the *Education Act*; and
  - (b) entitled to vote for an election pursuant to Section 6 of this *Bylaw*. “final list of electors” means the final list of electors completed pursuant to section 40 of the *Act*.
- (11) “friend voter” means a friend who votes for an elector pursuant to Section 9 8 of this *Bylaw*.
- (12) “internet ballot” means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote.
- (13) “municipality” means the Municipality of the County of Annapolis.
- (14) “normal business hours” means the time between 8:30 am and 4:30 pm Monday through to and including Friday;

## **C8 ~~ALTERNATIVE~~ ELECTRONIC VOTING BYLAW**

- (15) “ordinary polling day” means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election.
- (16) “PIN” means the Personal Identification Number issued to an elector for electronic voting on electronic polling days.
- (17) “plebiscite” means a plebiscite directed to be held by the Municipal Council pursuant to Section 56(2) of the *Municipal Government Act*.
- (18) “
- (19) “regular election year” means 2016 and every fourth year thereafter.
- (20) “rejected ballot” means the refusal by an elector to accept a ballot in a race.
- (21) “Returning Officer” means a Returning Officer appointed pursuant to the *Act*.
- (22) “special election” means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board.
- (23) “spoiled ballot” means an internet ballot or telephone ballot marked by an elector indicating a refusal to cast a vote for any candidate in a race.
- (24) “system” means the technology, including software, that:
  - (a) records and counts votes; and
  - (b) processes and stores the results of ~~alternative~~ electronic voting during electronic polling days.
- (30) “System Elections Officer” means:
  - (a) a person who maintains, monitors, or audits the system, and
  - (b) a person who has access to the system beyond the access necessary to vote by ~~alternative~~ voting.
- (31) “telephone ballot” means:
  - (a) an audio set of instructions which describes the voting choices available to an elector; and
  - (b) the marking of a selection by an elector by depressing the number on a touch tone keypad.

### **~~Alternative~~ Electronic Voting Permitted**

Subject to this *Bylaw*, only electronic voting shall be permitted on all voting days.

### **Notification of Electors**

- 3. (1) The Returning Officer shall cause notice of ~~alternative~~ electronic polling days to be published in a newspaper circulating in the Municipality.
- (2) The notice of electronic polling days shall:
  - (a) identify the electronic polling days for ~~alternative~~ electronic voting; and
  - (b) inform the elector that telephone voting and internet voting is permitted during electronic polling days.
- (3) The notice may include any other information the Returning Officer deems necessary.

### **Form of Telephone and Internet Ballots**

- 4. (1) A telephone ballot and internet ballot shall:



## **C8 ALTERNATIVE ELECTRONIC VOTING BYLAW**

- (a) identify the title “Election for Councillor” or “Election for School Board Member” as the case may be;
  - (b) identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names, and
  - (c) warn the elector to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates” as the case may be.
- (2) No title, honour, decoration or degree shall be included with a candidate’s name on an internet ballot or telephone ballot.

### **Oath**

5. Any oath that is authorized or required shall be made in the form specified by the *Act*.

### **Electors**

6. No person shall vote by ~~alternative~~ electronic voting unless:
- (1) the person’s name appears on the final list of electors on the date chosen by Municipal Council for the final list of electors to be completed pursuant to Section 40 of the *Act*; or
  - (2) the person’s name does not appear on the final list of electors and:
    - (a) the person appears before the Returning Officer or Election Officer during normal business hours during ~~alternative~~ electronic polling days; and
    - (b) the person swears an oath in the prescribed by the *Act*.

### **Proxy Voting**

7. A proxy voter shall not vote for an elector by electronic voting.

### **Friend Voting**

8. ~~(1) A friend voter shall only vote for an elector by alternative electronic voting if:~~
- ~~(a) an elector is unable to vote because:
    - ~~(i) the elector is blind; or~~
    - ~~(ii) the elector cannot read; or~~~~
  - ~~(b) the elector has a physical disability that prevents him or her from voting by alternative electronic voting. the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Election Officer and take the prescribed oaths.~~
- ~~(2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.~~
- ~~(3) The elector shall take an oath in the form prescribed by the *Act* providing that he or she is incapable of voting without assistance.~~
- ~~(4) The friend of the elector shall take an oath in the prescribed form to this by law that:~~
- ~~(a) the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector; and~~
  - ~~(b) the friend will mark the ballot as requested by the elector; and~~

## **C8 ALTERNATIVE ELECTRONIC VOTING BYLAW**

~~(e) the friend will keep secret the choice of the elector.~~

### **Voting**

10. (1) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.

(2) The system shall put spoiled ballots in the ballot box.

### **Seal**

(2) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during electronic polling days.

### **List of persons who voted**

(1) A printed and electronic copy of the system shall deliver a list of all electors who voted by electronic voting to the Returning Officer within 24 hours of the close of electronic voting.

(2) Where electronic voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by electronic voting.

### **Counting**

(1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during electronic polling days. (2) In counting the votes that were cast for each candidate during electronic polling days, the system shall count spoiled ballots and shall not count rejected ballots.

### **Tallying of Spoiled Ballots**

14. At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during ~~alternative~~ electronic polling days and the tally shall be delivered to the Returning Officer.

### **Recount by System**

15. In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.

16. If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.

17. (1) If the regenerated count and the initial count do not match, the Returning Officer shall:

(a) direct one final count be regenerated by the system of the votes cast by electronic voting, and

(b) attend while the final count is being regenerated.

(2) The regenerated final count pursuant to Sub-section (1) shall be the final count of the votes cast by electronic voting.

### **Recount by Court**

18. (1) For a recount, the judge shall only consider the final count by the system, as determined by Section 16 or 18, 17 of the total number of votes that were cast by electronic voting for each candidate.

### **Secrecy**

19. An election officer and system election officer shall maintain and aid in maintaining the secrecy of the voting.



## **C8 ~~ALTERNATIVE~~ ELECTRONIC VOTING BYLAW**

### **Severability**

20. If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

### **Prohibitions**

21. No person shall:
- (1) use another person's PIN to vote or access the system unless the person is a friend voter; or take, seize, or deprive an elector of his or her PIN; or
  - (2) sell, gift, transfer, assign or purchase a PIN.
22. No person shall:
- (1) interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
  - (2) interfere or attempt to interfere with electronic voting; or
  - (3) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.
23. No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

### **Offences and Penalty**

24. (1) A person who:
- (a) violates any provision of this *Bylaw*; or
  - (b) permits anything to be done in violation of any provision of this *Bylaw*; is guilty of an offence.
- (2) A person who contravenes Sub-section (1) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of two years less a day, or both.
- (3) In determining a penalty under Sub-section (2), a judge shall take into account:
- (a) the number of votes attempted to be interfered with; and
  - (b) the number of votes interfered with; and
  - (c) any potential interference with the outcome of an election.
- (4) Pursuant to Section 146A of the *Act*:
- (a) the limitation period for the prosecution of an offence under this Bylaw is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
  - (b) The *Remission of Penalties Act, 1989 SNS c. 397*, as amended, does not apply to a pecuniary penalty imposed by this *Bylaw*.

### **Repeal and Replace**

The *C8 Alternative Voting Bylaw* is repealed and replaced by this Bylaw.

## C8 ~~ALTERNATIVE~~ ELECTRONIC VOTING BYLAW

### Changes to Bylaw

A review of this bylaw and/or any changes will take place one full year in advance of the regular four-year election cycle.

#### Clerk's Annotation for Official Bylaw Book

Date of first reading: Pending

Date of advertisement of Notice of Intent to Consider: Pending

Date of final reading: Pending

Date of advertisement of Passage of Bylaw\*: Pending

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

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

August 3, 2020 Pending

**Date**

*\* Effective Date of the Bylaw unless otherwise specified*

## C8 ELECTRONIC VOTING BYLAW

### Short Title

1. This Bylaw shall be known as the "*Electronic Voting Bylaw*."

### Definitions

2. In this Bylaw:

- (1) "*Act*" means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended.
- (2) "*advance poll*" means the Tuesday immediately preceding ordinary polling day; and either:
  - (a) one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day in accordance with the *Act*; or
  - (b) if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day in accordance with the *Act*.
- (3) "*electronic polling days*" means any hours and dates fixed by a resolution of Council for electronic voting, inclusive of the regulated advance poll dates.
- (4) "*electronic voting*" means voting by telephone or via the internet and includes both telephone and internet voting.
- (5) "*ballot box*" means a computer database in the system where cast internet ballots and telephone ballots are put.
- (6) "*candidate*" means a person who has been nominated as a candidate pursuant to the *Act*.
- (7) "*Council*" means the Municipal Council of the Municipality of the County of Annapolis.
- (8) "*Education Act*" means the *Education Act*, 1995-1996 S.N.S. c. 1, as amended.
- (9) "*election*" means an election held pursuant to the *Municipal Elections Act* or the *Education Act*, including a school board election, special election and a plebiscite.
- (10) "*Election Officer*" means an "election official" under the *Act*;
- (11) "*elector*" means a person:
  - qualified to vote pursuant to the *Municipal Elections Act* and the *Education Act*.
- (12) "*final list of electors*" means the final list of electors completed pursuant to section 40 of the *Act*.
- (13) "*friend voter*" means a friend who votes for an elector pursuant to Section 9 of this *Bylaw*.
- (14) "*internet ballot*" means an image of a ballot on a computer screen including all the choices



## **C8 ELECTRONIC VOTING BYLAW**

available to an elector and the spaces in which an elector marks a vote.

- (15) "municipality" means the Municipality of the County of Annapolis.
- (16) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- (17) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election.
- (18) "PIN" means the Personal Identification Number issued to an elector for electronic voting on electronic polling days.
- (19) "plebiscite" means a plebiscite directed to be held by the Municipal Council pursuant to Section 56(2) of the *Municipal Government Act*.
- (20) "regular election year" means 2016 and every fourth year thereafter.
- (21) "rejected ballot" means the refusal by an elector to accept a ballot in a race.
- (22) "Returning Officer" means a Returning Officer appointed pursuant to the *Act*.
- (23) "special election" means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board.
- (24) "spoiled ballot" means an internet ballot or telephone ballot marked by an elector indicating a refusal to cast a vote for any candidate in a race.
- (25) "system" means the technology, including software, that:
  - (a) records and counts votes; and
  - (b) processes and stores the results of electronic voting during electronic polling days.
- (26) "System Elections Officer" means:
  - (a) a person who maintains, monitors, or audits the system, and
  - (b) a person who has access to the system beyond the access necessary to vote by alternative voting.
- (27) "telephone ballot" means:
  - (a) an audio set of instructions which describes the voting choices available to an elector; and
  - (b) the marking of a selection by an elector by depressing the number on a touch tone keypad.

### **Only Electronic Voting Permitted**

- 3. Subject to this *Bylaw*, only electronic voting shall be permitted on all voting days.

### **Notification of Electors**

- 4. (1) The Returning Officer shall cause notice of electronic polling days to be published in a newspaper circulating in the Municipality.
- (2) The notice of electronic polling days shall:

## **C8 ELECTRONIC VOTING BYLAW**

- (a) identify the electronic polling days for electronic voting; and
  - (b) inform the elector that telephone voting and internet voting is permitted during electronic polling days.
- (3) The notice may include any other information the Returning Officer deems necessary.

### **Form of Telephone and Internet Ballots**

5. (1) A telephone ballot and internet ballot shall:
- (a) identify the title "Election for Councillor" or "Election for School Board Member" as the case may be;
  - (b) identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names, and
  - (c) warn the elector to "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates" as the case may be.
- (2) No title, honour, decoration or degree shall be included with a candidate's name on an internet ballot or telephone ballot.

### **Oath**

6. Any oath that is authorized or required shall be made in the form specified by the Act.

### **Electors**

7. No person shall vote by electronic voting unless:
- (1) the person's name appears on the final list of electors on the date chosen by Municipal Council for the final list of electors to be completed pursuant to Section 40 of the Act; or
  - (2) the person's name does not appear on the final list of electors and:
    - (a) the person appears before the Returning Officer or Election Officer during normal business hours during electronic polling days; and
    - (b) the person swears an oath in the manner prescribed by the Act.

### **Proxy Voting**

8. A proxy voter shall not vote for an elector by electronic voting.

### **Voting**

10. (1) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
- (2) The system shall put spoiled ballots in the ballot box.

## **C8 ELECTRONIC VOTING BYLAW**

### **List of Persons Who Voted**

11. (1) A printed and electronic copy of the system shall deliver a list of all electors who voted by electronic voting to the Returning Officer within 24 hours of the close of electronic voting.
- (2) Where electronic voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by electronic voting.

### **Counting**

12. (1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during electronic polling days. (2) In counting the votes that were cast for each candidate during electronic polling days, the system shall count spoiled ballots and shall not count rejected ballots.

### **Tallying of Spoiled Ballots**

13. At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during electronic polling days and the tally shall be delivered to the Returning Officer.

### **Recount by System**

14. In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
15. If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
16. (1) If the regenerated count and the initial count do not match, the Returning Officer shall:
  - (a) direct one final count be regenerated by the system of the votes cast by electronic voting, and
  - (b) attend while the final count is being regenerated.
- (2) The regenerated final count pursuant to Sub-section (1) shall be the final count of the votes cast by electronic voting.

### **Recount by Court**

- 17 (1) For a recount, the judge shall only consider the final count by the system, as determined by Section 16 or ~~18~~, 17 of the total number of votes that were cast by electronic voting for each candidate.

### **Secrecy**

- 18 An election officer and system election officer shall maintain and aid in maintaining the



## **C8 ELECTRONIC VOTING BYLAW**

secrecy of the voting.

### **Severability**

19 If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

### **Prohibitions**

20 No person shall:

- (1) use another person's PIN to vote or access the system unless the person is a friend voter; or take, seize, or deprive an elector of his or her PIN; or
- (2) sell, gift, transfer, assign or purchase a PIN.

21 No person shall:

- (1) interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- (2) interfere or attempt to interfere with electronic voting; or
- (3) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

22 No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

### **Offences and Penalty**

23 (1) A person who:

- (a) violates any provision of this *Bylaw*; or
- (b) permits anything to be done in violation of any provision of this *Bylaw*; is guilty of an offence.

(2) A person who contravenes Sub-section (1) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of two years less a day, or both.

(3) In determining a penalty under Sub-section (2), a judge shall take into account:

- (a) the number of votes attempted to be interfered with; and
- (b) the number of votes interfered with; and
- (c) any potential interference with the outcome of an election.

(4) Pursuant to Section 146A of the *Act*:

- (a) the limitation period for the prosecution of an offence under this Bylaw is two years from the later of the date of the commission of the offence and the date on which it

## C8 ELECTRONIC VOTING BYLAW

was discovered that an offence had been committed; and

- (b) The *Remission of Penalties Act, 1989 SNS c. 397*, as amended, does not apply to a pecuniary penalty imposed by this *Bylaw*.

### Repeal and Replace

24 The *C8 Alternative Voting Bylaw* is repealed and replaced by this *Bylaw*.

### Changes to Bylaw

25 A review of this bylaw and/or any changes will take place one full year in advance of the regular four-year election cycle.

#### Clerk's Annotation for Official Bylaw Book

Date of first reading:	Pending
Date of advertisement of Notice of Intent to Consider:	Pending
Date of final reading:	Pending
Date of advertisement of Passage of Bylaw*:	Pending

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

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

August 3, 2020 Pending

**Date**

*\* Effective Date of the Bylaw unless otherwise specified*



## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** November 14, 2023  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2023-81 Policy 104 Audit Committee - NEW  
**Subject:** New Policy 104 *Audit Committee*

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### REQUEST FOR RECOMMENDATION TO COUNCIL

Staff are requesting a recommendation from the Committee of the Whole to Municipal Council to approve a new *Audit Committee Policy (7-day notice)*.

### LEGISLATIVE AUTHORITY

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

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

Sub-section 48(3) of the *Municipal Government Act* further states:

*In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.*

The process to approve a policy is described in Sub-section 48(1) of the *Municipal Government Act*:

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

AM-1.2.0 *Committees of Council and Council Meetings Policy* provides in Sub-section 47 a) 1):

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

- 1) ensuring regular, periodic and comprehensive review of all bylaws and policies of the County and such consideration shall be deemed as fulfilling the requirement for seven days' notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the Municipal Government Act; . . .*

### BACKGROUND

The Municipality's current Audit Committee Policy provides the basic requirements to meet legislative requirements of an Audit Committee but lacks a comprehensive structure to assist Council and staff with internal controls, reporting, and regular view of financial policies and processes.



In addition, sections of the current policy regarding terms of appointment for committee members are confusing and open to varying interpretations. The policy also contains terms that are outdated and should be removed.

## **DISCUSSION**

It is being recommended that the current policy be repealed and replaced with a new up-to-date current version that addresses the above noted shortcomings, in addition to a revised governance structure.

The proposed policy changes the committee structure from 11 councillors and one member of the public to three members of council and three members of the public. It is critical that all members of the committee are financially literate and can understand and articulate public sector financial statements, and have a comprehensive awareness of complex financial matters, policies, and processes.

The Committee going forward will meet no less than four times a year and review various financial reports and provide advice and recommendations to staff on internal control processes, as well as to Council on financial policy matters.

## **FINANCIAL IMPLICATIONS**

Additional expenses will be incurred for the travel and meeting expenses of additional public members, but these additional costs will be offset by fewer expenses for council members attending.

## **POLICY IMPLICATIONS**

This new policy will put the Municipality more in line with other municipalities and public sector bodies that are concerned with internal control and financial management being more open and transparent and have high quality policies and processes in place to protect taxpayers' financial resources.

## **ALTERNATIVES / OPTIONS**

Council can approve the amendments.

Council could decide not to approve the amendments and continue with the previous policy unchanged.

Council could suggest / approve other or additional amendments.

## **NEXT STEPS**

If Council wishes to approve the new policy, the following recommendation from Committee of the Whole is required.

**THAT Municipal Council approve Policy 104 respecting the establishment of an Audit Committee (7-day notice).**

## **ATTACHMENTS**

*Policy 104 - Audit Committee Policy (draft new policy as proposed, as well as current policy)*

Approved by:



Chris McNeill

Approval Date:

NOVEMBER 6, 2023  
(Date)

Chief Administrative Officer



<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>		<b>104</b>
<b>Section</b> <b>Procedure &amp; Organization of Council</b>	<b>Subject</b> <b>Audit Committee Policy</b>	

### **PURPOSE, OBJECTIVES AND RESPONSIBILITIES**

1. The Audit Committee is a standing committee of the Municipal Council.
2. The objectives of the Committee are to a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act* and b) assist Council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.
3. Specifically, the Committee is responsible for:
  - a) Reviewing with the external auditor the annual financial statements of the Municipality and its utilities.
  - b) Reviewing the external auditor report, and discussing the financial statements with management and with the external auditor.
  - c) Reviewing the auditor management letter (where applicable) and management's response thereto, as well as the status of any significant issues reported previously.
  - d) Recommending the annual financial statements and appointment of a municipal auditor to Council for approval.
  - e) Reviewing, on a quarterly basis, the adequacy of the internal control systems, policies, and processes to minimize risk and ensure fairness of application of financial rules to all residents and taxpayers.
  - f) Reviewing quarterly financial variance reports, seeking clarification on items of interest, and providing guidance on items that are outside the scope of normal expected variances.
  - g) Reviewing biennially and assessing for value and comprehensiveness, the Municipality's insurance and banking contracts, seeking to maximize revenue, lessen costs, while protecting the financial and physical assets of the Municipality.
  - h) Reviewing and considering any matters relating to the adequacy of internal controls and any reports from management or others on significant control deviations or indications of fraud and the corrective action undertaken.
  - i) Reviewing and approving the overall scope and approach of the auditor's annual audit plan, with substantive changes or significant increases in costs required to be approved by Council.

### **AUTHORITY**

4. Section 44 of the *Municipal Government Act*, as amended.

### **DEFINITIONS**

5. Unless otherwise defined, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*, or from a dictionary of the Canadian language.

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>		<b>104</b>
<b>Section Procedure &amp; Organization of Council</b>	<b>Subject Audit Committee Policy</b>	

## MEMBERSHIP

6. Membership on the Audit Committee shall consist of the following:
  - a. three (3) members of council; and
  - b. three (3) members of the public
7. Members shall be appointed for a two-year term in November after each regular municipal election and each two years thereafter, but must be re-appointed by motion each year to comply with the *Municipal Government Act*.
8. All committee members shall be reimbursed their reasonable expenses for attending committee meetings, and mileage / kilometrage and meals shall be paid at such rate as may be prescribed by Municipal Council.
9. Except to the extent that the chair is otherwise determined by statute, bylaw or policy, Municipal Council shall appoint a person to serve as chair of the Audit 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 members. The chair shall be entitled to speak and vote on any matter before the Committee. 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 Municipal Council meetings, with any necessary modifications for context.
10. All meetings of the Audit Committee shall be public meetings, except as provided for under the *Municipal Government Act*.
11. The Chief Administrative Officer or—designate may appoint an employee of the Municipality to serve as Secretary.
12. *AM-1.3.5.1 Audit Committee Policy*, adopted by Municipal Council of the County of Annapolis on January 19, 2021, is hereby repealed.

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

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

*Seven (7) Day Notice*..... **PENDING**

*Council Approval* ..... **PENDING**

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

\_\_\_\_\_  
Date



<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>		<b>AM - 1.3.5.1</b>
<b>Section</b> <b>Procedure &amp; Organization of Council</b>	<b>Subject</b> <b>Audit Committee Policy</b>	

## PURPOSE, OBJECTIVES AND RESPONSIBILITIES

## CURRENT POLICY

1. The Audit Committee is a standing committee of the Municipal Council.
2. The objectives of the Committee are to a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act* and b) assist Council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.
3. Specifically, the Committee is responsible for:
  - j) Reviewing with the external auditor the annual financial statements of the Municipality and its utilities.
  - k) Reviewing the external auditor report, and discussing the financial statements with management and with the external auditor.
  - l) Reviewing the auditor management letter (where applicable) and management's response thereto, as well as the status of any significant issues reported previously.
  - m) Recommending the annual financial statements to Council for approval.
  - n) Reviewing, on an annual basis, the adequacy of the internal control system established to minimize risk.
  - o) Reviewing and considering any matters relating to the adequacy of internal controls and any reports from management or others on significant control deviations or indications of fraud and the corrective action undertaken.
  - p) Reviewing and recommending to Municipal Council the overall scope and approach of the auditor annual audit plan (This must be done before the CAO can sign the Engagement Letter). The Treasurer has authority to make minor changes to the audit scope where necessary. Substantive changes that have a significant impact on scope and cost of the audit, will be subject to a staff report to the Chief Administrative Officer with estimated costs and resource impacts or will be managed within the existing policies of Council related to budget management and expenditures.
  - q) Reviewing and making recommendations, as appropriate on:
    - i. such other matters as may be determined by the Council to be the duties of the Committee; or
    - ii. any other matters as may be referred to the Committee by the Council.
  - r) Reviewing the hospitality annual summary report by October 31st of each year.
4. The Chief Administrative Officer (or his / her designate) shall sign the Engagement and Representation letters on behalf of the Municipality.
5. The Warden and the Clerk shall normally sign the Financial Statements of the Municipality unless specifically requested by the Auditor and designated by the CAO and subsequently approved by Municipal Council.

## AUTHORITY

6. Section 44 of the *Municipal Government Act*, as amended



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5.1
Section Procedure & Organization of Council	Subject Audit Committee Policy	

## DEFINITIONS

## CURRENT POLICY

7. Unless otherwise defined below, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.
  - (a) **Term of Appointment** – Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, committee members shall be appointed for two (2) years with the term commencing in December following each municipal general election or bi-annual election anniversary. Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.
8. The provisions of this policy shall apply for all serving members of the County of Annapolis Audit Committee.
9. Committee membership shall include all councillors and one (1) citizen member.
10. The Audit Committee shall be appointed annually in accordance with Subsection 44 (1) of the *Municipal Government Act*.
11. A councillor is not entitled to additional remuneration for serving on the Committee.
12. All committee members shall be reimbursed their reasonable expenses for attending committee meetings, and mileage / kilometrage and meals shall be paid at such rate as may be prescribed by Municipal Council in *AM-1.8.1 Travel and Expenses Policy*.
13. 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 Audit 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 members. 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 Municipal Council meetings pursuant to *AM-1.2.0 Council Meetings and Proceedings Policy*, with any necessary modifications for context.
14. 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 Audit 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 members. 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 Municipal Council meetings pursuant to *AM-1.2.0 Council Meetings and Proceedings Policy*, with any necessary modifications for context.
15. All committee meetings shall be public meetings, except as provided for under the *Municipal Government Act* [currently *Subsection 22(2)*].
16. No decisions shall be made while in a closed session except decisions on matters of procedure. All other decisions will be made during a public meeting.
17. The Chief Administrative Officer or his / her designate may appoint an employee of the County to serve as Secretary, with a voice but no vote.

Municipal Clerk's Annotation for Official Policy Book I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice .....	January 12, 2021
Council Approval .....	January 19, 2021
<u>Carolyn Young</u> Municipal Clerk	<u>January 20, 2021</u> Date
At <u>Annapolis Royal</u> Nova Scotia	

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5.1
Section Procedure & Organization of Council	Subject Audit Committee Policy	

## CURRENT POLICY

Approved October 18, 2016

Amended February 22, 2017

- In Section 23 deleted the words “*or to give direction to the CAO or solicitor*”

Amended January 16, 2018

- Deleted Section 2 (with appropriate subsequent re-numbering)
- Sub-section 3 (g) amended as follows:  
*Reviewing and **recommending to Municipal Council** approving the overall scope and approach of the auditor annual audit plan **(This must be done before the CAO can sign the Engagement Letter)**.* The Treasurer has authority to make minor changes to the audit scope where necessary. Substantive changes that have a significant impact on scope and cost of the audit, will be subject to a staff report to the Chief Administrative Officer with estimated costs and resource impacts or will be managed within the existing policies of Council related to budget management and expenditures.
- Section 5 amended as follows:  
*The Warden and the Clerk **shall normally** ~~will~~ sign the Financial Statements of the Municipality **unless specifically requested by the Auditor and designated by the CAO and subsequently approved by Municipal Council.***

Amended January 16, 2018

- Amendments to remove all provisions and references related to citizen members and added “Term of Appointment” in definitions

Amended September 15, 2020:

- Added “Term of Appointment”; removed all provisions and references related to citizen members on committees

Amended January 19, 2021:

- Added Section 3 (i): *Reviewing the hospitality annual summary report by October 31st of each year.*





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** Tuesday, November 14, 2023  
**Prepared By:** Linda Bent  
**Report Number:** **SR2023-82 County Wide Municipal Planning Strategy and Land Use Bylaw**  
**Subject:** 2021 County Wide Municipal Planning Strategy and Land Use Bylaw Review

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## RECOMMENDATION(S):

That Municipal Council call a Planning Advisory Committee (PAC) meeting on Thursday, December 14, 2023, at 6 pm at the Annapolis Royal Fire Hall for consideration of the County Wide planning documents, with Monday, December 18, 2023 as an alternate date in the event of inclement weather.

## LEGISLATIVE AUTHORITY

MGA Section 203: Open Meetings and Exceptions  
MGA Section 212: Municipal Planning Strategy  
MGA Section 219: Land Use Bylaw

## BACKGROUND

File 2021 County Wide Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB): Is an application for the adoption of the County Wide Municipal Planning Strategy and its accompanying County Wide Land Use By-law.

The Province of Nova Scotia provides the legislative framework for municipal planning in Part 8 of the Municipal Government Act (MGA). The legislation, until recently, allowed municipalities to create plans if they wanted to but did not require them to do so. In 2018, the province adopted Bill 58 amending the MGA to make planning mandatory. Since the adoption of Bill 58, all Nova Scotia municipalities must have a plan or plans covering all their area and meet the minimum planning requirements as set out in the Province's Minimum Planning Requirements Regulations and must contain:

- a) a discussion of the background and contextual information that informed the goals and objectives of the municipal planning strategy;
- b) a map of the lands within a municipality that depicts the intended future uses of the lands as contemplated by the municipality's municipal planning strategy;
- c) statements of policy with respect to the lands subject to the municipal planning strategy in relation to all of the following:
  - (i) residential uses,
  - (ii) commercial and industrial uses,
  - (iii) institutional uses,

- iv) recreational facilities and public open spaces, and
  - v) resource uses, where resources are present within a municipality;
- d) a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice.

The Municipality engaged the services of Stantec Consulting Ltd to carry out this work and work began consultation with Council and staff in the early part of 2022. In the Spring of 2022 11 public consultation meetings were held throughout the County along with two visioning sessions held in June of 2022.

In the Fall of 2023, the Municipality along with Stantec, hosted another 11 public engagement meetings held over the course of three weeks, from October 3<sup>rd</sup> to October 18<sup>th</sup> to introduce the documents and their content to the public. The meetings took place across the County in afternoon and evening sessions to encourage the largest number of attendees.

Many of the concerns and questions brought forward by attendees, were echoed throughout the 11 community meetings, and have been addressed in the most recent draft of the planning documents.

## **DISCUSSION**

The Planning Advisory Committee (PAC) sponsored public meeting is part of the plan review public participation process. In accordance with Section 203 of the MGA, a public meeting advertisement will be placed in the Annapolis Valley Register one-week before the established PAC Public Meeting date.

Committee of the Whole (COTW) also needs to recommend to Council a time, date, and venue for the PAC Public Meeting. Past practice has been that a PAC meeting be held within the proposed planning area.

## **FINANCIAL IMPLICATIONS**

There are minor financial implications resulting from the adoption of the County Wide Municipal Planning Strategy and Land Use Bylaw. Costs are included in the current operating budget.

## **POLICY IMPLICATIONS**

The policy implications of adopting the County Wide Municipal Planning Strategy and its accompanying Land Use Bylaw include the introduction of minimum planning requirements (Section 214 of the MGA) in the Annapolis County Planning Area.

## **NEXT STEPS**

The next step in the consultation process for the adoption of planning documents, is to forward the draft documents to the Planning Advisory Committee (PAC).

In accordance with Sections 204 of the *Municipal Government Act* and the County's Public Participation Policy (AM 1.3.2), the planning documents adoption process dictates that Municipal Council convene a meeting of the PAC to hold a public meeting in consideration of adopting the proposed Habitation Community Municipal Planning Strategy and Land Use Bylaw. A date, time and venue for the PAC sponsored public meeting is required.

Also, in accordance with standard municipal practice, notice of a PAC public meeting is to be placed in a local newspaper. Notice of the Planning Advisory Committee sponsored public meeting will be conducted in accordance with the County's Public Participation Policy.



**ATTACHMENTS**

None

**Prepared by:**

Linda Bent, Director of Planning & Inspection Services

**Approved by:**

Chris McNeill,  
Chief Administrative Officer

**Approval Date:**

NOVEMBER 6, 2023  
(Date)





## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** November 14, 2023  
**Prepared By:** Nancy Whitman, Recreation Manager  
**Report Number:** **SR2023-79 2023-24 Community Grants Applications**  
**Subject:** 2023-24 Community Grants

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### RECOMMENDATION(S):

That Municipal Council approve a grant to the Granville Ferry Community Association in the amount of \$2,400 to support upgrades and repairs to the hall in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

That Municipal Council approve a grant to the Round Hill Hall Company in the amount of \$2,400 to support the installation of a new furnace and flu system for the community hall in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

That Municipal Council approve a grant to the Melvern Square & Area Community Centre Association in the amount of \$2,400 to support the installation of a heat pump for the hall in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

That Municipal Council approve a grant to the Port George District Lighthouse Society in the amount of \$2,500 to support seawall restoration and repair to protect the lighthouse in accordance with *AM 1.4.9 Community Grants, Capital Projects Assistance Program, Small Project Matching Grants*.

### LEGISLATIVE AUTHORITY

Section 65A, *Municipal Government Act*

*AM-1.4.9 Community Grants Policy*

### BACKGROUND

*AM-1.4.9 Community Grants Policy* allows organizations to apply for funding to support their services, programs and initiatives. There are several categories under which they can apply and each section outlines the criteria for the application.

Applications listed below follow policy requirements and are eligible for approval by Municipal Council.

### DISCUSSION

Grant Applications listed by category.

<b>Community Halls &amp; Centres Assistance Program</b> <b>(Maximum grants shall not normally exceed \$1,200. At the discretion of Municipal Council, a facility may be eligible for a grant of up to \$2,400 if it exceeds 2,000 square feet in size.)</b>				
Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Granville Ferry Community Association	\$2,400.00	\$3,850.00	\$2,400.00	<ul style="list-style-type: none"> <li>Shingle replacement to the shed roof. Currently leaking badly.</li> <li>Repair of casement window in the kitchen area.</li> <li>Replacement of rear entrance door jam and wooden landing (remove rot and improve accessibility).</li> </ul>
Round Hill Hall Company	\$5,000.00	\$8,500.00	\$2,400.00	<ul style="list-style-type: none"> <li>Purchase of new furnace.</li> <li>Installation of new stainless steel flu system.</li> </ul>
Melvorn Square & Area Community Centre Association	\$2,400.00	\$6,169.06	\$2,400.00	Installation of Heat Pump.
<b>Small Project Matching Grants - Eligible applications include initiatives that demonstrate significant benefit to the region or a high degree of creativity, innovation, unique appeal or benefit, as determined by the council. Awards are one-time grants and shall not normally exceed \$5,000. Grant approval shall require proof of matching funds in cash and/or "in kind" contribution by the applicant.</b>				
Port George District Lighthouse Society	\$2,500.00	\$5,000.00	\$2,500.00	<ul style="list-style-type: none"> <li>Armour stone, gravel, and topsoil to restore seawall.</li> <li>Beautification of grounds after remediation.</li> </ul>

#### AM 1.4.9 Community Grants Policy - Summary

Total Requested/ Recommended	\$12,300.00		\$9,700.00	
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Total cost of projects/programs impacting Annapolis Co.		\$23,519.06		
Remaining in Budgeted			\$48,520.10	
Remaining funding for fiscal year based on recommendations above			\$38,820.19	

### FINANCIAL IMPLICATIONS

The 2023-24 General Operating Budget has \$48,520.19 remaining in the current fiscal year for *Community Grants Policy*. If the above recommendations are approved there will be \$38,820.19 remaining for this fiscal year.

### POLICY IMPLICATIONS

Recommended funding is in accordance with current policy.

### ALTERNATIVES / OPTIONS

Council can approve the recommendation(s).

Council could decide to approve (a) lesser or greater amount(s); or

Council could decide not to approve the applications.

### NEXT STEPS

Issue grants as approved and inform applicants of Council's decisions regarding their applications.

### ATTACHMENTS

None

### Prepared by:

Nancy Whitman, Recreation Manager

### Approved by:

Chris McNeill  
Chief Administrative Officer

### Approval Date:

NOVEMBER 6, 2023

(Date)





## BOARDS and COMMITTEES

### Information Report

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

Report To: Committee of the Whole  
Submitted by: Councillor Bruce Prout  
Submission Date: November 14, 2023  
Subject: **2023-10-18 TCTS Monthly Board Meeting**

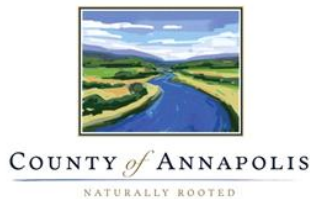
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#### Background

TCTS is a Community Organization which has a MOCA Councillor who attends their meetings.

The October Board Meeting of TCTS was held in the Bridgetown Office on October 18<sup>th</sup> at 3:30. The following items comprise highlights of the meeting:

1. The meeting was called to order at 3:31 with regrets from Bruce Gillis and Martha Armstrong.
2. The minutes of the September 20<sup>th</sup> meeting were approved.
3. A new Board Member from SMHF, Lynn Moar, was introduced to the Board.
4. There was no Business Arising.
5. The General Manager Report was accepted and approved. Highlights included:
  - a) A new staff evaluation/coaching template has been introduced to all staff.
  - b) TCTS received their first claim submission from the Rural Transportation Solutions Fund, to be used towards payment for the new Promaster vehicle.
  - c) A meeting was held with Bob Duff, Nicole Hackenschmidt, Annapolis County CAO Chris McNeill and Councillor Prout on September 20<sup>th</sup> to discuss the funding process. TCTS received the remaining funding from the MOCA the previous week.
  - d) The new Dispatch System continues to be a work in progress with a number of meetings being held.
  - e) The RTA is offering the opportunity to participate in a 12-15 week electric vehicle study early next year. Also, the RTA membership dues have been increased from \$200 to \$500.
6. The Treasurer's Report was accepted as presented.
7. There was no New Business.
8. The date for the next Monthly Board Meeting was set for January 17<sup>th</sup>, 2024, at 3:30 at the TCTS office in Bridgetown.
9. The meeting adjourned at 4:28.



## **BOARDS and COMMITTEES**

### **Information Report**

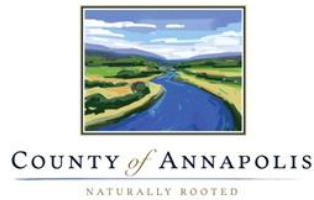
#### **Joint, Regional or Community Organizations (AM-1.3.7)**

**Report To:** Committee of the Whole  
**Submitted by:** Brad Redden  
**Submission Date:** November 14, 2023  
**Subject:** Annapolis Valley Exhibition Board

#### **BACKGROUND**

The Board of directors of the Annapolis Valley Exhibition would like to extend its thanks for the support of the community and all of its diverse Sponsors for a very successful Exhibition in August. The Exhibition generated slightly more than 200K in revenue this year. The AGM date will be announce 30days prior to its date when Financial Statements are completed.

The Board also hosted a fund-raising dinner and Auction on October 6<sup>th</sup> which generated 36k in support of the building a new Beef and Dairy facility on the site of the old Beef and Dairy Barns which were removed this year.



## **BOARDS and COMMITTEES**

### **Information Report**

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

**Report To:** Committee of the Whole

**Submitted by:** Brad Redden

**Submission Date:** November 14, 2023

**Subject:** **IMSA Board Update**

#### **BACKGROUND**

The IMSA board hired a new director of Finance at the end of September, a position we have been trying to fill for many months. Andrew Garret has been appointed the interim manager of Valley Waste, and Andrew Wort has moved on to pursue other opportunities.

Valley Waste's Resale Center has been doing exceptionally well. It is only open on Saturdays. Since it has reopened post-COVID shut down it has continued to increase its sales recently topping out over \$3000. This represents a significant diversion of material from our waste streams.

Part of our obligation under new regulations from the Department of Environment and Asset Retirement Obligations Valley Waste will be putting Hydrogeology wells around its waste transfer stations. This is an expected cost and was budgeted 55K in this year's budget. RFP was out with 3 bids returned, ranging from 155K to 216K. This line item is well over budget but there have been significant savings on other capital budget items. The capital budget is still expected to be in surplus as mandated by the MGA.

#### **Extended Producer Responsibility**

Extended producer responsibility regulations are going to have significant impacts on Valley Waste operations in the coming years. This is something we are all familiar with in the form of deposits on many beverage containers. It has been extended to much of the paper packaging and plastic in consumer products.

As of Jan 1, 2025, a 3<sup>rd</sup> party contractor will be responsible for the collection and/or processing of most if not all recyclables provincially. This could be our current collector, a different contractor, or Valley Waste. One of the major impacts for, Valley Waste, the IMSA board, and Annapolis County, as a partner with Valley Waste, is how this will affect our waste collection contracts.

Extended Producer Responsibility should have very little impact on what roadside collection looks like to the public.

#### **Kings Transit.**

Ridership is up 41% year over year. IPC Phase 1 is progressing with a number of public meeting being held across the service area in September and October.



# BOARDS and COMMITTEES

## Information Report

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

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**Report To:** Committee of the Whole  
**Submitted by:** Michael Gunn, committee member of SNBRA  
**Submission Date:** November 6, 2023  
**Subject:** **2023-10-26 Southwest Nova Biosphere Region Assoc. Board Meeting**

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#### Update of Committee Actions – FYI

The fall newsletter is out and accessible via the site <https://swnovabiosphere.ca/> ... the group has just voted to accept a name-change, and the website should reflect the change in the near future.

This summer, the SNBRA didn't receive funding for Summer Students, but were fortunate to share in the Harbourfront Museum student work, who included information about the Biosphere Region in their facility tours. We were fortunate to have a returning intern through Canada Conservation Corps, who continued work on website development and information sheets for the Interpretive Centre.

The work of the Interpretive Centre subcommittee has been focused on developing messaging for the Centre, including developing a mission statement, connecting the landscape to the people, and helping people understand why this is a special place and why they should care.

The coordinators of the UNESCO sites of Atlantic Canada have a collective aim to work together to develop a 13-site corridor of recognized places. A similar joint-initiative has been very successful in Scotland, and we aim to expand on their idea here in Eastern Canada.

The project funded by Environment and Climate Change Canada, namely to add an additional layer of ecological protection on designated Municipal locations, is well underway. Annapolis County has put forward Delaps Cove as our OECM protected "amazing place" (that stands for "Other Effective Area-Based Conservation Measures"). Our employees, Dr. Nick Hill and Shayla Nickerson, have been working with municipalities and Nova Scotia Environment and Climate Change to identify other important and ecologically sensitive areas needing protection. There is still a small amount of funding available to help purchase appropriate properties for protection.

The Science Atlas project continues, and ecological development is well underway. Mi'kmaq artist Lorne Julien has been hired to create an original artwork with the theme of "learning" for the exclusive use of SNBRA. The plan is to have COGS students up-take the atlas landing page in the winter/spring semester, and the Teacher guide development is continuing and will potentially include a story-map. A soils map layer has been added.

The boundaries of forested wetlands continue to be a major focus for education. We are in talks with the Canadian Wildlife Service to propose the restoration 55 hectares of carbon-sequestering peatlands.

The Two Billion Trees project is progressing, and we have sourced the services of a local deciduous tree-seeder and the tree planting has begun this fall. With regards to forestry, the SNBRA will not comment on Government policy and practices.

# BOARDS and COMMITTEES

## Information Report

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

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**Report To:** Committee of the Whole  
**Submitted by:** Michael Gunn, committee member of WRSIC  
**Submission Date:** October 19, 2023  
**Subject:** **2023-11-06 Western Region Stakeholder Interaction Committee**

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#### Update of Committee Actions - FYI

The committee again met in the Milton Community Centre, all were welcomed and introductions were made.

WESTFOR provided an overview of their “big picture” goals. The forestry parcels being leased by WESTFOR are smaller than in previous years ... no more 50 or 100 hectare lots, and no adjoined lots. This should result in smaller clearcut areas as each allotted parcel requires a percentage of forest retention and selective harvesting.

There was an excellent presentation by Scott Masden from the Department of Natural Resources addressing the nutrient budget model (what it is and how it works) for our soils and what our trees are growing in. To read the presentation go to: <https://novascotia.ca/natr/wildlife/pdf/2023-002-biodiversity-tech-report.pdf>

With the goal to eliminate coal in the province, Mersey Wind is installing a 33 unit wind farm of 105m tall units, generating 4.5 megawatts each. The transmission lines outside of Milton already provide much of the infrastructure for this new build to connect to the grid.

There were discussions about the possibility of lithium being located in Southwest Nova Scotia.

A popular question that remained unanswered was: when are they implementing the Lahey Report?

An observation made by participants was that there seemed to be an emphasis on resource extraction and less on biodiversity, and they wanted to see that changed.

The afternoon session was a walk-through of a forested area exemplifying appropriate shelter-wood retention and gap/spacing of shelter-wood areas.

**Subject:** Motion for letter to Scotiabank

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**From:** Dustin Enslow <[DEnslow@annapoliscounty.ca](mailto:DEnslow@annapoliscounty.ca)>

**Sent:** Thursday, November 2, 2023 11:44 AM

**Subject:** COTW suggested Motion for letter to Scotiabank

suggested motion

" that municipal council send a letter to Scotiabank headquarters outlining the impacts on the citizens throughout the county surrounding the decision to close the Bridgetown and Annapolis Royal branches."



## **Warden's November 2023 Update**

Prepared by Warden Alex Morrison

I will begin with two small stories that have illustrated to me the trust and confidence citizens have in those who are elected to represent them at the municipal level. The first took place at one of the many meetings we have hosted to discuss municipal planning strategy and land use. At the end of the gathering I was chatting with some folks when a lady came up and, after patiently waiting her turn, began to speak. She knew where I lived, how long I had been a Councillor and that now I was also the Warden of the County. She gave me her positive views on the land use process as well as on some other local matters. She did so in a matter of fact manner without any semblance of rancour. Her conclusion very much impressed me. She said "we admire the way you work and we have every faith that you will do the best you can for all of us." I swallowed hard and thanked her most sincerely.

The second encounter I wish to recount concerns a gentleman who telephoned me concerning the impending closure of two chartered bank branches in our county. As with the lady in the previous story, he told me what he thought of the closures and we traded some memories of other long-standing institutions that had decided to desert rural Nova Scotia. I passed on his contact information to one of my council colleagues; she called him and had a good chat as well. In a manner of speaking I contacted him again and we closed the circle. Again, a reasonable, mature exchange of opinions.

In the overwhelmingly main, our citizens trust us to do the best we can. They realize we are not miracle workers but that we will contribute to the best of our ability to the process of improving Annapolis County in many ways.

On the evening of Saturday 4 November attended the annual dinner and awards ceremony of the Annapolis Royal fire department. The atmosphere was cheerful and humorous throughout and was accompanied by some very serious and sincere words recognizing the professionalism of our volunteer fire fighters. I was asked to present awards and say a few words and I did both with a sense of honour and appreciation. One who received multiple forms of recognition was our own Zach Churchill who is a Deputy Fire Chief. As with other community organizations at this time of our development volunteers are hard to come by. We must do all we can to encourage participation in essential community groups.

Recently, I attended a round table on the subject of housing hosted by Chris d'Entremont our Member of Parliament. The Mayor of the Town of Digby was present, as well as a number of other municipal politicians and business people. Main concerns include excessive planning times, shortage of labour and finance, and lack of suitable housing for all income groups.

Former County Councillors continue to maintain interest in the subjects we discuss at Council. In the past few weeks I have had worthwhile conversations with one of them concerning land use planning. It is good to see that level of concern and that my former colleagues remain involved.

I will be attending the annual meeting of the Nova Scotia Federation of Municipalities in Halifax and will share my views at our 14 Nov Committee of the Whole.



November 2023

Moving Forward – The Master Plan

To: Municipality of the County of Annapolis

Cornwallis Park Development Association o/a Annapolis Basin Conference Centre (ABCC) is a not-for-profit organization that currently occupies many buildings of the former CFB Cornwallis.

After almost three decades of hosting the HMCS Acadia Cadet Training Centre, ABCC learned that the contract would not be renewed. The significant reduction in the numbers of Cadets led to changes across the country, including the elimination of numerous training sites, Cornwallis being one of many.

It was time to set a new course. Amid a housing crisis, with 20 large buildings available for potential repurposing, on 55 acres of prime land on the shores of the Annapolis Basin, a residential development seemed a natural way forward. After months of meetings and site tours with developers, planners, and potential funders, the idea of a complete community emerged, and Fathom Studios was hired to create a Master Plan.

The Master Plan outlines the opportunity to utilize existing infrastructure, repurpose buildings, and build new. The intent is for the creation of a diverse community, meeting the needs of different age groups and economic backgrounds, including locals and newcomers. Housing will incorporate single and multiunit, market and affordable options.

Zoning which permits a wide range of housing types, along with the supporting commercial opportunities will contribute to creating a complete community. The provision for sidewalks, pathways, and links with existing trails, allows for increased walkability and alternate forms of transportation. Narrow lot frontage, backyard suites, semi detached, and multiunit buildings contribute to affordability.

The purpose of asking to speak to the Council is to ensure that all Councillors have the opportunity to see the Master Plan and to express how appreciative I am of the Land Use Bylaw Committee and how receptive they've been to our planned changes. Now that the plan is complete, additional change requests have been provided to the Committee and I look forward to future discussions. I recognize that all these changes will come before Council and look forward to any questions you may have.

Regards,

Beth Earle, CPA, CMA  
Chief Executive Officer  
Annapolis Basin Conference Centre