

2021-10-12 Committee of the Whole Agenda Package

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

9:00 AM – Tuesday, October 12, 2021

Champlain Hall, 178 Haida St., Cornwallis Park



1. **ROLL CALL**
2. **DISCLOSURE OF INTEREST**
3. **ADOPTION OF COTW MINUTES**
THAT the minutes of the regular Committee of the Whole meeting held September 14, 2021 be approved as circulated.
4. **BUSINESS ARISING FROM THE MINUTES**
5. **NEW BUSINESS**
 - 5.1 **Bridgetown Area Community Rate**
 - 5.2 **September 2021 Community Development Update**
THAT Committee of the Whole receive the September 2021 Community Development Update Report for information as circulated.
 - 5.3 **Information Report – Dangerous & Unsightly Premises 6-Month Status Report**
THAT Committee of the Whole receive for information the October 12, 2021 Dangerous & Unsightly Premises 6-Month Status Report as circulated.
 - 5.4 **AM-1.4.9.1 Medical Assistance Recruitment Program Policy (New)**
THAT Committee of the Whole give seven-day notice for municipal council to approve AM-1.4.9.1 Medical Assistance Recruitment Program Policy as circulated.
 - 5.5 **AM-1.3.5 Committees of Council Policy Amend**
THAT Committee of the Whole give seven-day notice for municipal council to amend AM-1.3.5 Committees of Council Policy by adding provisions regarding the CAO Review Committee.
 - 5.6 **AM-7.3.1 Publication Policy Amend**
THAT Committee of the Whole give seven-day notice for municipal council to amend AM-7.3.1 Publication Policy by changing the name of the policy to AM-7.3.1 Publication / Signage Policy and adding provisions relating to signage on County properties.
 - 5.7 **Annapolis County Municipal Housing Corporation – Reappoint H Huntley and M Booth for Additional Two-Year Term**
THAT Committee of the Whole recommend that municipal council appoint Helen Huntley and Marilyn Booth to the Annapolis County Municipal Housing Corporation Board for an additional two-year term ending November 30, 2023.

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9:00 AM – Tuesday, October 12, 2021

Champlain Hall, 178 Haida St., Cornwallis Park



5.8 Identify Possible Bylaw Infractions on County-Owned Forest Lands

THAT Committee of the Whole recommend that municipal council authorize staff to annually monitor County-owned forest lands greater than 20 acres through regularly scheduled travel and based on time of year, to locate, visually inspect, and identify possible bylaw infractions to provide a report back to Committee of the Whole.

5.9 NS Dept Public Works Construction Agreement 2021-008 Authorize Warden and Clerk Signatures

THAT Committee of the Whole recommend that municipal council authorize the Warden and Clerk to sign NS Department of Public Works Construction Agreement 2021-008 for the repaving of Queen Street from Brickyard Road to Bridgetown Bridge.

5.10 NS Transportation and Public Works May 6, 1999 Maintenance Agreement No. 34-Q Bridgetown Bridge Repair Cost Share Request

THAT Committee of the Whole recommend that municipal council approve the cost of \$15,000.00 (50% cost share with the Province of Nova Scotia) to repair the Bridgetown Bridge, located on Queen Street, with funds to be allocated from Letter of Intent Reserve

5.11 Regional Emergency Management Bylaw, Inter-Municipal Agreement and Letter to the Minister

- A. THAT, pursuant to the recommendation of the Regional Emergency Management Advisory Committee, Committee of the Whole recommend Municipal Council give first reading to approve the *C6 Regional Emergency Management Bylaw* as circulated.
- B. THAT, in accordance with the recommendation of the Regional Emergency Management Advisory Committee, Committee of the Whole recommend Municipal Council approve the Inter-municipal Emergency Services Agreement as circulated.
- C. THAT, pursuant to the recommendation of the Regional Emergency Management Advisory Committee, Committee of the Whole recommend Municipal Council approve forwarding the letter of request to the Minister Responsible for Emergency Management (Honourable John Lohr).

5.12 County-Wide Municipal Planning Strategy and Land Use Bylaw Consultant Proposal Review Scoring Report

THAT in accordance with the recommendation of the Review Panel, Committee of the Whole recommend that Municipal Council enter into a contract with Stantec Consulting Ltd. to conduct the review of the Annapolis County Municipal Planning Strategy and Land Use Bylaw.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

9:00 AM – Tuesday, October 12, 2021

Champlain Hall, 178 Haida St., Cornwallis Park



5.13 Royal Canadian Legion Branch 122 County Land Purchase Request

THAT Committee of the Whole recommend to municipal council that the County owned property, 281 Clementsport Road (PID No. 05102785), be declared surplus and donated to or turned over to Royal Canadian Legion, Branch 122, a not-for-profit organization and CRA registered charity in Clementsport for less than fair market value.

5.14 2021-10-04 Cornwallis Waste Water Treatment Plant UV Upgrade

THAT municipal council approve additional capital funding of \$25,047.47 plus HST to be funded from the Sewer Reserve (SRES) to enable the installation of the Ultra Violet system at the Cornwallis Waste Water Treatment Facility.

5.15 Repaving Harborview Crescent Cornwallis Park

THAT municipal council approve the cost of \$140,000 plus HST to resurface the road portion of Harborview Crescent, Cornwallis Park, with the project to be funded from Gas Tax Reserve.

5.16 IMSA Pilot – Update Report

6. COMMITTEE & ORGANIZATIONAL REPORTS

6.1 Warden's Report – verbal

6.2 Soldiers Memorial Hospital Foundation Report

THAT Committee of the Whole receive the Soldiers Memorial Hospital Foundation Report for information as circulated.

6.3 Trans County Transportation Society (TCTS) Reports

THAT Committee of the Whole receive the Trans County Transportation Society September 15, 2021 Monthly Board Meeting and the September 15, 2021 Annual General Meeting Reports for information as circulated.

6.4 Kings Transit Authority Report

THAT Committee of the Whole receive the Kings Transit Authority Report for information as circulated.

6.5 Glyphosate Advisory Committee (Adhoc) Recommendations

- A. THAT, in accordance with the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend to municipal council that the Municipality of the County of Annapolis not use Glyphosate-related products on county-owned land/spaces.
- B. THAT, pursuant to the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend to municipal council that staff conduct an education campaign about household

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

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- C. THAT, in accordance with the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend that municipal council send a letter to the Minister of Natural Resources and the Minister of Environment requesting a cessation of aerial Glyphosate-related spraying in Annapolis County.
- D. THAT, pursuant to the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend that municipal council send a letter to the Minister of Natural Resources and the Minister of Environment requesting that neighbouring concession/access roads to recently sprayed (within a year) regions have Notice of Aerial Spraying signs post to inform public using the roads/woods.
- E. THAT, in accordance with the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend that municipal council contact the Nova Scotia Federation of Municipalities to find out how other municipalities are dealing with Glyphosate.

6.6 Outstanding Actions (for information only)

6.7 Date of November Municipal Council

THAT Committee of the Whole recommend to municipal council that the regular session of Municipal Council in November be changed to Wednesday, November 17, 2021.

6.8 IMSA Pilot (Update)

7. IN-CAMERA

THAT Committee of the Whole meet in-camera in accordance with Section 22(2)(f) litigation or potential litigation of the *Municipal Government Act*.

8. ADJOURNMENT

THAT the Committee of the Whole adjourn its meeting until the next regular meeting scheduled for November 9, 2021.

Minutes of the regular Committee of the Whole meeting held on Tuesday, September 14, 2021, at 11:04 a.m., (following Planning Advisory Committee) at Champlain Hall, 178 Haida Street, Cornwallis Park, NS, in accordance with the Direction of the Minister under a Declared State of Emergency (*see attached*)

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

Also Present: CAO David Dick; Municipal Clerk Carolyn Young; other staff A. Dunphy, D Hopkins, C. Mason, and H. Orde.

Amendments to Agenda

The Warden requested to remove from New business item 5Div Recommendation Report – Physician / Nurse Practitioner Relocation Grant and 5Dv Recommendation Report Community Grants Program – Medway Community Forest Co-operative Ltd. Grant Application in order to get a legal opinion; Deputy Warden Gunn requested to add Former Upper Clements Theme Park under Late Additions; and Councillor Hudson requested to add Staff Vaccination Policy under Late Additions.

Approval of the Agenda (Order of the Day)

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, to approve the agenda as amended. Motion carried unanimously. .

Minutes

Re: 2021-07-13 Regular

Deputy Warden Gunn moved, seconded by Councillor Hudson, to approve the minutes of the regular Committee of the Whole held on July 13, 2021, as circulated. Motion carried unanimously.

Business Arising from the Minutes

There was no business arising from the minutes.

New Business

Re: Adhoc Bridgetown Community Rate Review Committee Composition and Duration (from February 16 Council) – the CAO reported that has been working with staff and the 2022/23 budget should show it reconciled since the Letter of Intent money ended in 2020. He intends to come up with a rate to be presented to the committee and to COTW in October. The report will show what is included, what shouldn't be included in area rates across the county.

It was the consensus of those present that a committee is not required at this time.

LUNCH

The Warden declared a lunch break from 12:00 p.m. – 12:44 p.m. with all returning as previously stated.

Re: CAO Review Committee

The Warden had circulated a possible framework for this committee, for discussion purposes. The intent is for this committee to act as a conduit between the CAO and Council. After discussion, it was decided that the committee will have three people with both male and female representation. The CAO will send the possible framework to staff to prepare a policy.

Re: Proposed Interim Inter-Municipal Service Agreement Pilot

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, to recommend that municipal council authorize the CAO to work with the other CAOs and the IMSA Working Group Solicitor in the preparation of a draft Pilot IMSA with Annapolis County's participation in both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority components, as described in the September 14, 2021 Committee of the Whole agenda subject to the draft Agreement being ratified by municipal council at a future date. After discussion, the Question was called on the motion. Motion carried unanimously.

Re: RR Road Naming Process for Snow Lake Keep Homesteading Community Arlington West

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, to recommend that municipal council initiate the road-naming review process to name the road providing access to the Snow Lake Keep Homesteading Community in Arlington West. Motion carried unanimously.

Re: RR AM-1.3.8 Letters of Support & Acknowledgement Policy Amend

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, to recommend that seven-day notice be given for municipal council to amend AM-1.3.8 Letters of Support & Acknowledgement Policy by updating Section 3.1 and removing Section 3.2. Motion carried unanimously.

Re: RR Annapolis County Ground Search and Rescue Request for Registration

Deputy Warden Gunn moved, seconded by Councillor Sheridan, to recommend that municipal council accept the request from Annapolis County Ground Search and Rescue to be registered as an Emergency Services Provide for the County of Annapolis. Motion carried unanimously.

Re: RR Physician / Nurse Practitioner Recruitment Relocation Grant – this item was removed from the agenda.

Re: RR Community Grants Program Medway Community Forest Cooperative Ltd. Grant Application – this item was removed from the agenda.

Re: RR Capital Projects Basinview – These four projects had been introduced as part of the budget discussions. Staff has been informed that they are not eligible for Gas Tax.

It was moved by Deputy Warden Gunn, seconded by Councillor Morrison, to recommend that municipal council approve funding the following capital projects for work at the Basinview Centre from the Operating Reserve, totaling \$147,002.57:

- Pool and Building Assessment
- Geotech Investigation of Soils
- East Wall Investigation, and

- Roof and Harness Guarding
- Motion carried unanimously.

Re: IR Identify Possible Bylaw Infractions on County-Owned Forest Lands

Councillor Redden moved, seconded by Deputy Warden Gunn, that Identify Possible Bylaw Infractions on County-Owned Forest Lands be referred to staff to bring a recommendation report with details on annually monitoring lands greater than 20 acres for bylaw infractions. Motion carried unanimously.

Re: Community Development Update Reports (July and August) – it was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc to receive for information. Motion carried unanimously.

Re: 2021-2022 Budget Variance Report – The CAO gave a brief overview to explain the document that was circulated. Deputy Warden Gunn moved, seconded by Councillor Prout, to receive for information. Motion carried unanimously.

Recess

A brief recess was held from 3:00 p.m. – 3:15 p.m.

Committee, & Organizational Reports

Re: Warden's Report – The Warden gave a verbal report highlighting the following:

- Daily communications with CAO
- Regular communications with council
- Sign cheques weekly
- Communication with lawyers
- Met with CAO, Deputy Warden and John Welch in Bear River re Water to Commercial District
- Met with RCMP S/Sgt Buckle, CAO and Councillor Prout, re protective services provided to county
- With CAO in Halifax met with with Seaside and Rogers
- With CAO in Halifax met with lawyers

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, to receive for information. Motion carried unanimously.

Re: CAO's Report – The CAO gave a verbal report highlighting the following:

- Met with Seaside/Rogers – in contact with an interested party regarding the RFP
- Met in Bear River re water service and also discussed water issues at Hillside Drive. Engineers will be here this week.
- Met with Lawyers
- Met with Councillor Morrison and Norma Vascotti in District 6
- Met with new Minister of Municipal Affairs, with Dep CAO Dawn Campbell. Invited him to address council. Talked about Gordonstoun, Letter of Intent money for Bridgetown, equalization, physician recruitment, former Bridgetown Regional Elementary School, changes to MGA, and regionalization.

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, to receive for information. Motion carried unanimously.

Re: Heritage Advisory Committee – Recommendations (from 2021-07-30)

- ***West Paradise Community Hall***

In accordance with the recommendation of the Heritage Advisory Committee, it was moved by Deputy Warden Gunn, seconded by Councillor Hudson, to recommend that municipal Council consider for registration as a municipal heritage property the entire West Paradise Community Hall property (identified as the deed referenced as Book 85 at Page 39 – being approximately 18,190.61 sq. ft. in area) located in the community of West Paradise. Motion carried unanimously.

- ***Easson House:***

Pursuant to the recommendation of the Heritage Advisory Committee, Deputy Warden Gunn moved, seconded by Councillor Barteaux, to recommend that municipal council recognize the automatic designation of the Easson property and that the entire Easson House property (identified as Document No. 84823344 – being approximately 2.53 acres in area) located in the community of Lequille be registered as a municipal heritage property. Motion carried unanimously.

Re: Cornwallis Park and Area Asset Review Committee Report (from 2021-06-29) – submitted by Councillor Morrison.

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, to receive for information. Motion carried unanimously.

Re: Economic Development Committee Report (from 2021-7-23) – submitted by Councillor Redden.

Deputy Warden Gunn moved, seconded by Councillor Longmire, to receive for information. Motion carried unanimously.

Late Additions

Re: Former Upper Clements Theme Park – Deputy Warden Gunn reported that this past weekend, he saw many cars at the former theme park, and heard the sound of mini-bikes. Remnants of park-related items were strewn along the trail. All gates were missing, lots of people were on site. Horrified at the condition of the site. Every building, doors were off, windows smashed, some the stuff was thrown about. Everything is destroyed. People are walking away with stuff. This property that was paid for by our governments and tax payers. What do we do?

Picnic park, county owns that. Middle parcel (35 acres) where the rides are located is owned by EA Farren. East of that, 35 acres is leased to Mr. Farren. The upcoming Court proceeding will clarify those land status. Currently, the county owns the chattels (rides) and Farren owns the land and fixtures to the land (buildings). Our lawyer has written for permission to enter the lands to remove the rides but we have not received an answer. Will send the Administrator of Dangerous or Unsightly Premises (DUP) to determine if indeed it is DUP. if she finds it so, she will issue a notice to the owner to clean it up.

Councillor Connell related a similar experience. He was in total awe that someone would go in and destroy so much stuff, and leave the mess that is there. It is unbelievable. The roller coaster is the least of the problems on the site. Glass, broken buildings. Haligoniac.ca has a video. CBC news should film the area to show the disrespect of citizens in and near to us. We need to show the citizens what has been done to this asset in our county. Devastating. An area we were hoping to do something with. A beautiful piece of land to develop. It is unbelievable.

Councillor Longmire has seen a lot of videos and photos. Has been going on for months. Why are RCMP not being contacted? Are there No Trespassing signs posted? Totally agrees it is an embarrassing disgrace.

So much destroyed. It will continue, how do we move on it? Things in storage, expensive equipment, are trashed. Court hearing is in the fall, November 15th.

Warden Parish noted the RCMP have been notified. They can't send someone to be there all day. They do regular patrols.

Re: Staff Vaccination Policy – Councillor Hudson inquired if there is a policy that we should consider. We have employees who meet with people and would be good for us to be able to say our staff are vaccinated and don't present a risk to the public. Would suggest a recommendation report on that at next COTW.

The CAO noted staff are finalizing a draft policy for council's review. We have only 1 employee that is not vaccinated. Proof is kept on file. Next steps, are to be vaccinated or tested twice a week on your own time and money. This includes council members as well.

In-Camera

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, to meet in-camera from 4:01 p.m. until 4:53 p.m. in accordance with Section 22(2) (f) litigation or potential litigation of the *Municipal Government Act*. Motion carried unanimously.

Amend the Order of the Day

Councillor Longmire moved, seconded by Deputy Warden Gunn to amend the Order of the Day by adding Public Statement re Gordonstoun Project.

Re: Public Statement re Gordonstoun Project

The Warden read the following statement:

“The residents of Annapolis County have an understandable interest in the status of the Gordonstoun School Project. As the County publicly stated earlier this year, its legal advice is that the motions of the past council approving the conveyance of land and a lease to the developer of the project were invalid. A court application to clarify that issue is scheduled to be heard on November 15th. Any further statement by the County regarding the project will have to wait until that issue is resolved.”

Adjournment

Upon motion of Deputy Warden Gunn and Councillor Barteaux, the meeting adjourned at 4:57 p.m.

Warden

Municipal Clerk

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

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

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

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

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

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

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

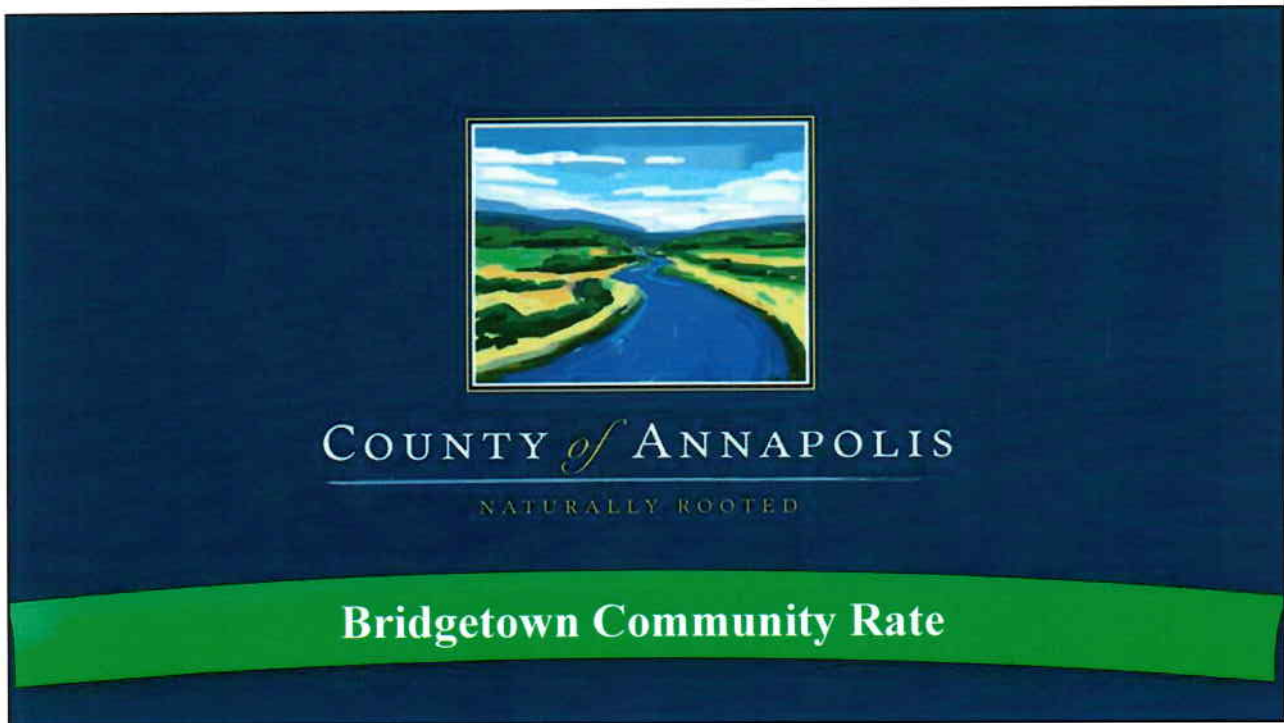
A failure to comply with this direction could result in a summary conviction with fines between \$500 to \$10,000 for individuals and up to \$100,000 for a corporation per incident.

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

Dated July 29, 2020.

Original signed by

Hon. Chuck Porter
Minister of Municipal Affairs and Housing





COUNTY of ANNAPOLIS
NATURALLY ROOTED

WHAT IS THE "COMMUNITY RATE"



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Bridgetown Community Rate Kent & Duffett

The Bridgetown Community Area Rate is a taxation rate specifically applicable to the boundaries within the former Town of Bridgetown. The new rate is designed to capture all the higher level costs of service provided to the former Town, such as road and streets, planning, fire, recreation and debt servicing expenditures.

Furthermore the BCR is designed to ensure the overall level of services provided to the residents are similar to those provided before Town status dissolution.

Anticipated cost savings where noted including economies of scale and consolidation of the staffing resources have been accounted for.

COUNTY of ANNAPOLIS

Net requirement assigned to Former Town

Assessment increase 1%	Budget YEAR 1 (15/16)	Budget YEAR 2 (16/17)	Budget YEAR 3 (17/18)	Budget YEAR 4 (18/19)	Budget YEAR 5 (19/20)
Residential Assessment	\$ 40,433,900	\$ 40,838,239	\$ 41,246,621	\$ 41,659,088	\$ 42,075,678
Resource Assessment	148,900	150,389	151,893	153,412	154,946
Commercial Assessment	6,147,800	6,209,278	6,271,371	6,334,084	6,397,425
	\$ 46,730,600	\$ 47,197,906	\$ 47,669,885	\$ 48,146,584	\$ 48,628,050
TOTAL EXPENDITURES BEFORE CREDITS/REVENUES	1,537,836	1,549,815	1,562,827	1,573,060	1,584,996
Total credits	(1,144,675)	(1,153,171)	(1,161,787)	(1,170,523)	(1,179,383)
TOTAL NET EXPENDITURES TO BE INCLUDED IN THE COMMUNITY AREA RATE	\$393,162	\$396,644	\$401,041	\$402,536	\$405,613
Projected residential community area rate	0.727	0.726	0.727	0.722	0.720
Projected commercial community area rate	1.599	1.597	1.599	1.589	1.585

Letter of Intent

- Dissolution effective April 1, 2015
- Assets and liabilities of the Town become those of the Municipality
- During the next 10 years, proceeds from sale of any asset owned by the Town will be held in a special reserve for use by the Town
- Ownership and responsibility for the maintenance of roads and streets shall be transferred to the Municipality as of April 1, 2015

COUNTY of ANNAPOLIS
NATURALLY BOATED

Letter of Intent

- The Province shall pay the Municipality the following amounts on the terms described for the five year period 2015/16 to 2019/2020

	Bridgetown	County	Total
– Equalization Funding	\$206,362	\$604,898	\$811,257
– Special Capital Funding	\$230,690		\$230,690
– Capital	\$91,500		\$91,500
– Operating	\$37,800		\$37,800
– Post Transition Year 1	\$496,500		\$496,500
– Post Transition Year 2	\$151,500		\$151,500
– Post Transition Years 3-5	\$21,500		\$21,500

(funding for the final year received to date is \$32,695. The remaining \$349,095 is expected in 2021/22)

COUNTY of ANNAPOLIS
NATURALLY BOATED

Area Rate vs Community Rate

Village of Lawrencetown Area Rate

- Sidewalks & Village Maintenance
- Community Grants
- Community Buildings
- Community Broadband

Bridgetown Community Rate

- Planning
- Recreation
- Fire Services (BVFD)
- Streets & Sidewalks
- General Operating
- Debt Charges

COUNTY of ANNAPOLIS
NATURALLY BUILT

2021/22 Tax/Area/Community Rates (Res)

Tax Rate	Bridgetown	Cornwallis	Margaretsville	Lawrencetown	Wilmot
Base Rate	\$0.010250	\$0.010250	\$0.010250	\$0.010250	\$0.010250
Fire Capital	0.000611	0.000611	0.000611	0.000611	0.000611
Street Lights	0.000446	0.000446	0.000446	0.000446	0.000446
Paving Loans *	-	-	-	-	0.000546
Fire Hydrants *	0.003073	0.002682	0.003351	-	-
Bridgetown (Res)	0.007204	-	-	-	-
Lawrencetown	-	-	-	0.006600	-
Total Rate	\$0.021584	\$0.013989	\$0.014658	0.017907	\$0.011853
Tax Bill \$100,000	\$2,158.40	\$1,398.90	\$1,465.80	\$1,790.70	\$1,185.30

* Rate varies according to area serviced and the cost

COUNTY of ANNAPOLIS
NATURALLY BUILT

21/22 Bridgetown Community Rate Includes:

Recreation	\$ 44,171	Community Rated Expenses	\$600,899
Planning	52,773	Less	
Debt	108,204	Shared Services Revenue	<u>\$181,071</u>
General Operations	96,719		
Streets & Sidewalks	253,731		
Fire Services	<u>45,301</u>	Community Rate	<u>\$419,828</u>
Community Rated Expenses	<u>\$600,899</u>		

COUNTY of ANNAPOLIS
NATURALLY BEAUTIFUL

The "Town" had a higher level of service for snow clearing than the County offers. The *Sidewalk Snow & Ice Control By-Law* for the "Town" states:

4.4 The removal of snow required ... following a snow fall shall be completed: when a snowfall ceased during daylight hours and at least 4 hours in advance of sunset, within 4 hours after the snow stops falling; and at other times (within 4 hours) after sunrise on the following day.

The County has streets and sidewalks in the following areas that we maintain:

- Paradise
- Cornwallis Park (South Broadway intersection to #1043 #Highway 1)
- Granville Ferry (Granville Rd & North St)
- Church St (Bridgetown boundary to pedestrian crosswalk, Mountain Lea Lodge)
- Bear River (downtown)

COUNTY of ANNAPOLIS
NATURALLY BEAUTIFUL

Most County communities are getting additional services at no charge, whereas Bridgetown is charged. The question before us now is ...

"Should the Bridgetown Community Rate be removed or continued at any level?"
And if so, "Why?"

Points to Consider



As a result of decisions by former councils, Bridgetown offers many more services than most communities but this is a huge benefit to the entire County



COUNTY OF ANNAPOLIS
NATURALLY INSPIRED

Options for Council to Consider

Option 1 - Community Rate is reduced to cover:

- BVFD Operating Grant \$45,301
- BVFD LTD \$62,971
- **Total \$108,272**

Option 3 - Community Rate is reduced to cover:

- BVFD Operating Grant \$45,301
- BVFD LTD \$62,971
- Streets & Sidewalk snow clearing \$31,210 over County snow-clearing
- LTD Bldgs. P+I \$20,760
- **Total \$160,242**

Option 2 - Community Rate is reduced to cover:

- BVFD Operating Grant \$45,301
- BVFD LTD \$62,971
- Streets & Sidewalk \$31,210 over County snow-clearing
- **Total \$139,482**

Option 4 - Community Rate is reduced to cover:

- BVFD Operating Grant \$45,301
- BVFD LTD \$62,971
- Streets & Sidewalk snow clearing \$31,210 over County snow-clearing
- LTD Bldgs. P+I \$20,760
- **Streets & Sidewalks LTD \$46,152**
- **Total \$206,394**

COUNTY of ANNAPOLIS

SUSTAINABLE BUDGET

Tax Bill Comparison: Current vs Option 1

Current - County Location (Margaretsville)

\$1,025	Base Rate	@ \$0.010250
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
335	Fire Hydrants	@ \$0.003351

\$1,466 Tax Bill - County

Current - Bridgetown Location

\$1,025	Base Rate	@ \$0.010250
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
307	Fire Hydrants	@ \$0.003073
720	Community Rate	@ \$0.007204

\$2,158 Tax Bill - Bridgetown

Option #1 County Location

\$1,051	Base Rate	@ \$0.010511
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
335	Fire Hydrants	@ \$0.003351

\$1,492 Tax Bill - County

Option #1 Bridgetown Location

\$1,051	Base Rate	@ \$0.010511
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
307	Fire Hydrants	@ \$0.003073
186	BVFD	@ \$0.001861

\$1,650 Tax Bill - Bridgetown

COUNTY of ANNAPOLIS

SUSTAINABLE BUDGET

Tax Bill Comparison: Current vs Option 2

Current - County Location (Margaretsville)

\$1,025	Base Rate	@ \$0.010250
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
335	Fire Hydrants	@ \$0.003351

\$1,466 Tax Bill – County

Current - Bridgetown Location

\$1,025	Base Rate	@ \$0.010250
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
307	Fire Hydrants	@ \$0.003073
720	Community Rate	@ \$0.007204

\$2,158 Tax Bill - Bridgetown

Option #2 County Location

\$1,049	Base Rate	@ \$0.010485
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
335	Fire Hydrants	@ \$0.003351

\$1,488 Tax Bill - County

Option #2 Bridgetown Location

\$1,049	Base Rate	@ \$0.010485
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
307	Fire Hydrants	@ \$0.003073
240	BVFD/Snow	@ \$0.002397

\$1,702 Tax Bill - Bridgetown

COUNTY of ANNAPOLIS
NATURALLY INSPIRED

Tax Bill Comparison: Current vs Option 3

Current - County Location (Margaretsville)

\$1,025	Base Rate	@ \$0.010250
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
335	Fire Hydrants	@ \$0.003351

\$1,466 Tax Bill – County

Current - Bridgetown Location

\$1,025	Base Rate	@ \$0.010250
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
307	Fire Hydrants	@ \$0.003073
720	Community Rate	@ \$0.007204

\$2,158 Tax Bill - Bridgetown

Option #3 County Location

\$1,047	Base Rate	@ \$0.010468
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
335	Fire Hydrants	@ \$0.003351

\$1,488 Tax Bill - County

Option #3 Bridgetown Location

\$1,047	Base Rate	@ \$0.010468
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
307	Fire Hydrants	@ \$0.003073
275	BVFD/Snow/Bldg.	@ \$0.002754

\$1,735 Tax Bill - Bridgetown

COUNTY of ANNAPOLIS
NATURALLY INSPIRED

Tax Bill Comparison: Current vs Option 4

Current - County Location (Margaretsville)

\$1,025	Base Rate	@ \$0.010250
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
335	Fire Hydrants	@ \$0.003351

\$1,466 Tax Bill – County

Current - Bridgetown Location

\$1,025	Base Rate	@ \$0.010250
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
307	Fire Hydrants	@ \$0.003073
720	Community Rate	@ \$0.007204

\$2,158 Tax Bill - Bridgetown

Option #3 County Location

\$1,047	Base Rate	@ \$0.010468
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
335	Fire Hydrants	@ \$0.003351

\$1,488 Tax Bill - County

Option #3 Bridgetown Location

\$1,047	Base Rate	@ \$0.010468
61	Fire Dept. Capital	@ \$0.000611
45	Street Lights	@ \$0.000446
307	Fire Hydrants	@ \$0.003073
369	BVFD/Snow/Debt	@ \$0.003694

\$1,829 Tax Bill - Bridgetown

COUNTY of ANNAPOLIS

SUSTAINABLE. RESPONSIBLE.



COUNTY of ANNAPOLIS

SUSTAINABLE. RESPONSIBLE.



To: Committee of the Whole

Submitted by: _____
Albert Dunphy, Director of Community Development

Date: October 12, 2021

Subject: Community Development Update – September 2021

PLANNING

1. **Treeline Project Management Ltd. Land Use Bylaw Amendment Application:** Public Hearing is set for 11 am October 19, 2021 at Champlain Hall, Cornwallis Park.
2. **Request for Proposals – Annapolis County Municipal Planning Strategy and Land Use Bylaw Review:** Annapolis County Municipal Planning Strategy & Land Use Bylaw Request for Proposal closed on September 20, 2021. Five proposals were reviewed and a report has been prepared for the October 12, 2021 Committee of the Whole.
3. **Habitation Community Area Advisory Committee:** HCAAC met September 16, 2021. Committee has advanced to the stage of preparing the list of permitted uses in the individual zones for the land use bylaw and a draft land use zone map.
4. **Lake Cady Water Supply Area:** As per the provincial requirements for existing plan review of land use bylaws, staff has completed an initial review of the Lake Cady Water Supply Area Municipal Planning Strategy & Land Use Bylaw and it will be forwarded to the Lake Cady Water Supply Area Advisory Committee for public consultation.
5. **Clementsport Legion Request for Lands:** Staff completed a revised report to the Legion's request for land. This report is included in the COTW package.
6. **Planning Staff Hires:** We are pleased to welcome Brendan Lamb as one of our new planners. He started on September 7, 2021. Brendan has a degree in Urban & Rural Planning and comes from a farming family in the Berwick area. Victoria Hamilton is the second planner that will be joining our planning team on October 18, 2021. Victoria has a master's degree in Urban & Rural Planning and has a keen interest in heritage preservation.

HERITAGE:

1. **Easson House:** Public Hearing is set for 11 am October 19, 2021 at Champlain Hall, Cornwallis Park.
2. **West Paradise School:** Public Hearing is set for 11 am October 19, 2021 at Champlain Hall, Cornwallis Park.

BUILDING INSPECTION

31 building permits were issued; total value for September 2021 \$2,213,458.47 compared to September 2020 \$1,630,133; total value year to date \$17,587,425.22 compared to September 2020 \$7,691,189.24.

FIRE INSPECTION


County – 0 initial inspections, 5 re-inspections, 5 completed.

DEVELOPMENT CONTROL / SUBDIVISION APPROVALS

1. 8 development permits issued–1 Upper Clements, 1 Cornwallis Park, 3 Bridgetown & 3 East End
2. Zoning Confirmation Letters: 4
3. Subdivision approvals: 5

CIVIC ADDRESS MAINTENANCE

1. 14 new civic addresses assigned.
2. No word back yet from the Department of Transportation & Infrastructure Renewal (TIR) on our request for approval of Gesner Lane.
3. Correspondence has been sent to emergency responders, TIR and area councillor requesting comments on the proposed road name *Snow Lake Keep Lane* for the road providing access to the Snow Lake Keep Homesteading Community.
4. Staff is working with the NS EMO Civic Addressing Coordinator to confirm fire district boundaries. Due to development along certain roads and updated mapping techniques, this review by EMO has determined that some adjustments may be necessary. Staff will work with the Fire Chiefs for each of the departments affected to ensure both departments are in agreement to the minor adjustments.



Report Approved by: _____

David Dick, Chief Administrative Officer

MUNICIPALITY OF ANNAPOLIS COUNTY

DEVELOPMENT & BUILDING PERMIT REPORT

September 2021

PAGE 1 of 2

Total Est. Value for Sept 2021: \$ 2,213,458.47 Total Permits for Sept 2021: 34 Total Est. Value YTD 2021/22: \$17,587,425.22 Total Permits YTD 2021/22: 271 Total Permit Fees Rec'd Sept 2021: \$ 2,986.12
Total Est. Value for Sept 2020: \$ 1,630,133.00 Total Permits for Sept 2020: 33 Total Est. Value YTD 2020/21: \$ 7,691,189.24 Total Permits YTD 2020/21: 182 Total Permit Fees Rec'd Sept 2020: \$ 2,875.93
Total Permit Fees Rec'd YTD 2021/22: \$25,341.25

Month:	#Permits New SEU	Estimated Value	#Permits New MEU	Estimated Value	#Permits New Collages	Estimated Value	#Permits Add/Al Res.	Estimated Value	#Permits Res. Access	Estimated Value	#Permits Other	Estimated Value
Year to date 21/22:	44	\$ 8,797,600.00	2	\$ 600,000.00	18	\$ 1,519,000.00	10	\$ 298,208.47	7	\$ 253,250.00	3	\$ 17,000.00
Year to date 2021:	24	\$ 4,355,000.00	1	\$ 385,000.00	9	\$ 243,500.00	57	\$ 1,200,199.24	54	\$ 1,180,300.00	12	\$ 45,700.00

Month:	#Permit Commercial	Estimated Value	#Permits Industrial	Estimated Value	#Permits Demos	No Value	#Permits Agriculture	Estimated Value	Mobile/Mini Homes (incl SEU)
Year to date 21/22:	1	\$ 60,000.00	0	\$ 0.00	1	\$ 0.00	1	\$ 25,000.00	1
Year to date 2021:	5	\$ 1,270,000.00	0	\$ 0.00	13	\$ 28,000.00	15	\$ 540,500.00	3
Year to date 2021:	5	\$ 1,270,000.00	0	\$ 0.00	9	\$ 3,000.00	6	\$ 63,000.00	4

File	Name	Location	Construction	Date Permit Issued	Permit Fee Rec'd	Estimated Value
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District 1:
No permits this month
YEAR TO DATE: 13

District 2:
DW/ 2021-270 K & J Farms 708 Ruggles Road, Spa Springs Local/Mobile
DW/ 2021-313 Paul & Robin Gibbons 11484 Shore Road East, Mount Hanley New/SEU
RM 2021-340 Ronald Ahwood 2558 Highway 362, Margaretsville Add/SEU
YEAR TO DATE: 32
September 16, 2021 \$50.00 \$20,000.00
September 3, 2021 \$76.60 \$100,000.00
September 15, 2021 \$33.34 \$7,500.00

District 3:
DW/ 2021-050 R. Adventure Bear 11060 Shore Road East, Outram New/SEU
DW/ 2021-325 Mark & Beverly Durling 616 Hampton Man Rd, Clarence West Add/SEU (solar panels)
YEAR TO DATE: 44
September 22, 2021 \$82.60 \$100,000.00
September 15, 2021 \$65.50 \$40,495.00

District 4:
DW/ 2021-347 James & Sandra Hardy 5339 Granville Road, Granville Ferry Add/Accessory
DW/ 2021-358 Keeghan Longmire 73 Post Road, Granville Ferry Add/SEU (solar panels)
YEAR TO DATE: 16
September 6, 2021 \$86.44 \$35,000.00
September 27, 2021 \$51.91 \$26,910.00

District 5:
DW/ 2021-327 Graham Shackleton 37 Pinney Cove Road, Pinneys Cove Add/SEU
RM 2021-333 3326637 Nova Scotia Ltd 4730 Granville Road, Granville Beach Local/Accessory
DW/ 2021-343 Russell Floren 495 Granville Road, Victoria Beach Add/SEU
RM 2021-345 Lisa Miller & Gordon McGlynn 6333 Shore Road West, Youngs Cove New/Accessory
YEAR TO DATE: 21
September 9, 2021 \$89.56 \$150,000.00
September 10, 2021 \$50.00 \$10,750.00
September 21, 2021 \$50.45 \$25,454.00
September 14, 2021 \$53.80 \$30,000.00

District 6:
RM 2021-361 Bear Consulting Limited 344 Weldack Line Road, Weldack West Add/Agriculture
LB/RM 2021-310 Drew Whitaker 1147 West Clementsport Road, Clementsport Add/SEU
LB/ 2021-351 Tripp Enterprises Limited 726 Broadway Avenue, Cornwallis Park Development Permit
YEAR TO DATE: 26
September 27, 2021 \$50.00 \$25,000.00
September 21, 2021 \$135.00 \$100,000.00
September 13, 2021 \$10.00 \$0.00

District 7:
AD 2021-232 Andrew & Rebecca Thompson 154 Granville Street West, Bridgetown Development Permit
LB/DW 2021-295 Angela Prite & Brent Lock 308 Granville Street, Bridgetown Add/Accessory
LB 2021-296 Angela Prite & Brent Lock 308 Granville Street, Bridgetown Development Permit
DW 2021-354 Joseph Bis 5414 Highway 201, West Paradise New/SEU
YEAR TO DATE: 22
September 20, 2021 \$10.00 \$7,000.00
September 7, 2021 \$42.92 \$10,000.00
September 7, 2021 \$10.00 \$10,000.00
September 27, 2021 \$239.24 \$280,000.00



COUNTY of ANNAPOLIS
NATURALLY ADDED

INFORMATION REPORT

To: Committee of the Whole

Submitted by: Cheryl Mason, Administrator under Dangerous & Unsightly Premises

Approved by: CAO David Dick, CPA, CA

Date: October 12, 2021

Subject: Dangerous & Unsightly Premises Status – 6 Months Report

BACKGROUND

As required under the Municipal Government Act and County of Annapolis Dangerous & Unsightly Premises Policy a six month report is provided to Committee of the Whole for review.

DISCUSSION

Staff carried out 20 inspections in September. These are the current and outstanding files by District with information on status. Councillors are welcome to discuss further with Administrator:

2019/20 – 4 files ongoing; 48 completed

2020/21 – 6 files ongoing; 30 completed

2021/22 – 7 opened in September; 12 files ongoing; 10 completed

District	Community	Dangerous	Unsightly	Status
1	Wilmot		x	1st 30 day order sent - Diary October 2/21
2	Port George		x	1st 30 day order sent - Diary October 1/21
3	St. Croix Cove	x	x	Spoke to owner - waiting for contractor to knock down abandoned/collapsed buildings - Diary October 15/21
3	Bridgetown		x	Fencing almost complete. Still work on south side and level fence boards - Diary October 1/21
3	St. Croix Cove	x	x	Previous unsightly now both - Diary October 1/21
3	Central Clarence	x	x	Spoke to owner - waiting on excavator and Brown's to remove derelict vehicles - Diary October 15/21
3	Bridgetown		x	1st 30 day order sent - Diary October 21/21
3	Bridgetown	x	x	1st 30 day order sent - Diary October 24/21; property for sale

3	Bridgetown		x	Spoke to owner - sign to be repaired - Diary October 27/21
4	Lequille	x	x	2nd 30 day Order - Waiting for Demo application - Diary October 17/21
4	Granville Centre		x	1st 30 day order sent - Diary October 17/21
5	NONE			
6	Cornwallis Park		x	Spoke with Owner - waiting for workers - Diary October 15/21
6	Cornwallis Park	x	x	Final Order sent - Diary September 30/21 - property for sale
6	Bear River		x	Spoke with owner - Diary October 15/21 for owner to come to Nova Scotia
6	Upper Clements	x		1st 30 day order sent - Diary October 21/21
7	Bridgetown		x	1st 30 day order sent - waiting for contractor to complete - Diary September 30/21
8	NONE			
9	Nictaux	x	x	Spoke with owner - Demo permit issued - monitoring
9	South Williamston		x	Taxes not paid - may be on tax sale
9	South Williamston		x	Spoke with owner - 1st 30 day order sent - Diary October 21/21
10	New Albany		x	Spoke with leasee - working on roof repairs - Diary September 30/21
10	Inglisville		x	Working with family of deceased owner - Diary September 30/21 - property for sale
10	Lawrencetown		x	Spoke with owner - working on arrangements to have property leveled and outbuilding erected
11	NONE			

ATTACHMENTS

None

Report Prepared by:



Cheryl Mason, Administrator under Dangerous & Unsightly Premises

Report Approved by:



(CAO David Dick, CPA CA)



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Approved by: David Dick, Chief Administrative Officer
Date: October 1, 2021
Subject: AM – 1.4.9.1 Medical Assistance Recruitment Program Policy (NEW)

RECOMMENDATION

To give seven day notice to recommend that Municipal Council approve the *AM - 1.4.9.1 Medical Assistance Recruitment Program Policy* as circulated.

LEGISLATIVE AUTHORITY

Sections 65A, 65B and 65C *Municipal Government Act*, as amended

BACKGROUND

Suggestion by Councillor – Advice from solicitor has confirmed that the County may establish such a policy

FINANCIAL IMPLICATIONS

The Strategic Initiatives cost centre contains an allocation of \$45,000 for the current fiscal year with no expenditures to-date. Municipal Council could allocate all or a portion of this budget allocation for this purpose.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

Not approve the recommendation

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed.

ATTACHMENTS

AM - 1.4.9.1 Medical Assistance Recruitment Program Policy (as proposed)

Report Prepared by:


Director of Legislative Services and HR

Report Reviewed by:


Holly Orde, Director of Finance

Report Approved by:


CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
Section Municipal Services	Subject Medical Assistance Recruitment Program Policy	

AUTHORITY FOR POLICY

1. Sections 65A, 65B and 65C *Municipal Government Act*, as amended

CRITERIA

2. Program shall be applicable to recruitment of both doctors and nurse practitioners at Soldiers Memorial Hospital (Middleton) and Annapolis Community Health Centre (Annapolis Royal).
3. Maximum funding available in 2021/2022 will be \$45,000. Maximums shall be established in subsequent years in during budget approval process.
4. Program shall only apply to doctors or nurse practitioners that qualify for the Provincial recruitment incentive program.
5. The funding under the Medical Recruitment Assistance Program for the two hospitals shall be equal to the funding provided under the Nova Scotia Health Authority Recruitment Incentive Program to a maximum of \$10,000 per qualified applicant.
6. Program funding shall be provided to Annapolis West Health Foundation or Soldiers Memorial Health Foundation (as appropriate) upon request.
7. Doctors or nurse practitioners receiving recruitment assistance from must sign a minimum of 2-year contract with the Nova Scotia Health Authority. If the term is not completed, the recipient would be required to repay to the respective health foundation any incentive funding received.
8. This Program shall be in addition to any and all Provincial incentive programs.

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



COUNTY of ANNAPOLIS
NATURAL BEAUTY

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Approved by: David Dick, Chief Administrative Officer
Date: September 28, 2021
Subject: Amend AM – 1.3.5 Committees of Council Policy

RECOMMENDATION

To give seven day notice to recommend that Municipal Council amend AM – 1.3.5 Committees of Council Policy by adding provisions regarding the CAO Review Committee.

LEGISLATIVE AUTHORITY

Sections 22, 23, 24, 25, 26, 44, 200 and 345 *Municipal Government Act*, as amended

BACKGROUND

This amendment provides for a standing committee to oversee the performance review process for the Chief Administrative Officer.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

A performance review process is required in accordance with the employment agreement of the Chief Administrative Officer

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed. If notice is provided at October Committee of the Whole, the amendments will be brought back for final approval at October Council Session.

ATTACHMENTS

AM - 1.3.5 Committees of Council Policy (with proposed amendments indicated)

Report Prepared by:


Director of Legislative Services and HR

Report Approved by:

CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
Section Procedure & Organization of Council	Subject Committees of Council Policy	

GENERAL

1. This policy is entitled "Committees of Council Policy" and applies to committees in respect of which all of the voting members are council members.

AUTHORITY FOR POLICY

2. Sections 22, 23, 24, 25, 26, 44, 200 and 345 *Municipal Government Act*, as amended.

DEFINITIONS

3. Unless otherwise defined herein, 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.

PROVISIONS

4. The following provisions shall apply to all committees established by this policy, except where the policy specifically provides otherwise:
 - (a) Municipal Council may replace at any time committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
 - (b) The Warden shall be an *ex officio* member of any committee of council to which he / she is not appointed, with a voice but no vote. When attending as *ex officio* the warden shall not be counted to establish quorum.
 - (c) A councillor is not entitled to additional remuneration for serving on the committee but may be reimbursed for reasonable expenses for attending committee meetings, and mileage / kilometrage shall be paid at such rate as may be prescribed by municipal council in *AM-1.8.1 Travel and Expenses Policy*.
 - (d) Except to the extent that the chair is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chair of the committee, after seeking the advice of the Nominating Committee; but if Municipal Council does not appoint a chair, the committee shall elect a chair from one of its members.
 - (e) 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.
 - (f) An *ex-officio* member of a committee shall not be eligible for election as chair.

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
POLICY AND ADMINISTRATION MANUAL**

AM - 1.3.5

Section

Procedure & Organization of Council

Subject

Committees of Council Policy

- (g) The Municipal Clerk (or designate) shall call the first meeting of any committee after its appointment, upon the request of Municipal Council or a majority of the members of the committee. The Chief Administrative Officer or Municipal Clerk or their designates shall chair the meeting until a chair has been chosen.
- (h) Except to the extent that the secretary is otherwise determined by bylaw or policy, 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. If the Chief Administrative Officer or his/her designate does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the Secretary shall be a full voting member of the committee. The secretary shall keep minutes of the committee meetings and ensure that the Municipal Clerk is provided with a copy of all approved minutes which are signed by the chairperson and recording secretary.
- (i) The committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as the Municipal Council, the Committee's Secretary, the Committee's Chair or a quorum of committee members may set by providing notice of meeting to all committee members at least 5 business days in advance. The Secretary shall provide notice of meetings to the public by posting a "Notice of Committee Meeting" containing the time, date and place at the Administration Office in Annapolis Royal, the Administration Building in Bridgetown, and the Planning Office in Lawrencetown.
- (j) Subject to any resolution of municipal council, the resources which may be utilized by the committee include:
- (1) advice and support of the Chief Administrative Officer OR the Municipal Clerk or his or her designate;
 - (2) use of the county's facilities and supplies for meetings, arranged through the Secretary or the Municipal Clerk;
 - (3) such other resources as may reasonably be required, by arrangement through the CAO.
- (k) All meetings, minutes, and records of the committee shall be open to the public except as expressly authorized by law.
- (l) Any committee may meet in closed session to discuss matters relating to:
- acquisition, sale, lease and security of municipal property;
 - setting a minimum price to be accepted by the municipality at a tax sale;
 - personnel matters;
 - labour relations;
 - contract negotiations;
 - litigation or potential litigation;
 - legal advice eligible for solicitor-client privilege; and
 - public security.

However, no decision shall be made in closed session except a decision concerning procedural matters.

**Section
Procedure & Organization of Council**

**Subject
Committees of Council Policy**

- (m) A quorum of the committee shall be the same as that which applies to municipal council pursuant to provincial legislation, with any necessary changes for context. The Warden, when attending as an ex officio member of any committee to which he / she is not appointed, shall not be counted to establish quorum.
- (n) A councillor appointed as a member of a committee pursuant to this policy or any other Act of the Legislature who, without leave of the committee, is absent from three consecutive regular meetings, ceases to be a member (Subsection 25(1), MGA). The secretary shall ensure that the Municipal Clerk is apprised immediately of any such circumstances which create a vacancy on any committee.
- (o) A committee may make recommendations to Municipal Council regarding the allocation or expenditure of funds but no committee shall have the power to expend funds (Sub-section 23 (c) MGA).
- (p) Subject to the other provisions of this policy, the rules of procedure, conduct and debate pursuant to AM-1.2.0 Council Meetings and Proceedings Policy apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.
- (q) In the event the committee fails to provide a report or recommendation to municipal council within any set deadline established by the council, Municipal Council may proceed with a decision regarding a matter within the committee's mandate without awaiting the committee report or recommendation.
- (r) *AM-1.2.2 Standing, Special & Advisory Committees Policy* is hereby repealed.

Provisions Regarding the Committee of the Whole

- 5. Council hereby establishes the Committee of the Whole as a standing committee of Municipal Council.
- 6. The Committee of the Whole consists of all council members, and membership on the committee automatically extends to council members, without the necessity of formal appointment by Municipal Council, and automatically terminates upon the termination of a person's status as a council member.
- 7. Regular meetings of the Committee of the Whole shall be held
 - (a) at the Council Chambers in the Municipal Administration Building, 752 St. George Street, Annapolis Royal;
 - (b) on the second Tuesday of every month;
 - (c) commencing at 9:00 a.m. and adjourning by 5:00 p.m.except that there shall be no regular meeting during the month of August.
- 8. Regular meetings of the Committee of the Whole may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to council members and the public as applies to meetings of municipal council, with any necessary changes for the context.

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
POLICY AND ADMINISTRATION MANUAL**

AM - 1.3.5

Section

Procedure & Organization of Council

Subject

Committees of Council Policy

9. It will be the mandate of the committee of the whole to discuss, consider, advise and make recommendations to council concerning the affairs that may come before the municipal council, and in advance of Municipal Council making decisions or taking action on such matters.
10. In particular, the Committee of the Whole shall act in an advisory capacity to Municipal Council in regard to:
 - (a) review and revision of council priorities and the municipality's strategic plan, including conducting an annual workshop to consider these matters;
 - (b) evaluation of the provision of regional and community economic development services;
 - (c) preparation of specific community development strategies and action plans, giving appropriate consideration to regional development strategies which will also further the development of communities within the municipality;
 - (d) undertakings regarding community planning in its broadest form to identify and analyze community development opportunities and needs, identify specific strategies and actions plans to balance competing community needs and ensure the efficient and effective provision of municipal services and essential infrastructure;
 - (e) review and make recommendations regarding proposed bylaws and policies and amendments or repeals thereto prior to submission to the municipal council for approval; 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*;
 - (f) consideration of Requests for Decision / Direction (RFD's) submitted by or through the Chief Administrative Officer prior to submission to municipal council;
 - (g) analysis and recommendations relating to capital budgets and the annual operating plans to identify priorities for the municipality prior to submission to the Municipal Council, including the assessment of all new initiatives and project proposals;
 - (h) evaluation of the provision of solid waste-resource management services by agency bodies; and
 - (i) review of budget reports and supplementary estimates or budget adjustments for recommendation to Council.
11. It shall be the duty of the 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:
 - (a) ensuring regular, periodic and comprehensive review of all bylaws and policies of the County;
 - (b) reviewing and accepting monthly reports of municipal operations and services which are submitted through the Chief Administrative Officer;
 - (c) exercising any authority pursuant to Part XV - Dangerous or Unsanitary Premises of the *Municipal Government Act* that is not delegated to the Administrator;

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
Section Procedure & Organization of Council	Subject Committees of Council Policy	

- (d) acting as a steering committee in the review or preparation of environmental studies, major tree removal programs, recreation studies / development plans, land ownership and municipal infrastructure rehabilitation / development plans;
 - (e) acting as a steering committee during the budget process by approving the budget schedule, identifying budget goals and targets, and reviewing proposed service levels and new initiatives;
 - (f) examining and approving the work plan, monitor progress, and conduct the annual performance appraisal of the chief administrative officer; and
 - (g) making recommendations to Municipal Council for the revision of the municipality's communications strategy and plan.
12. The Chair of the Committee of the Whole is the Warden and the Secretary is the Municipal Clerk (or designate).

Provisions Regarding the Nominating Committee

13. Council hereby establishes the Nominating Committee as a standing committee of municipal council.
14. At the first meeting of municipal council following a municipal general election, municipal council shall appoint three (3) councillors to serve as members of the Nominating Committee. The membership of the committee may be reviewed by at any time, but, except to the extent of any changes made by municipal council or by resignation, membership shall normally continue for two (2) years. The procedure for selecting members of the committee shall be the same as that used for selection of a warden.
15. The Warden shall automatically be a regular, voting member of the committee.
16. The mandate of the Nominating Committee is to discuss, consider, advise and make recommendations to municipal council concerning the nomination of persons to various committees, boards, and commissions, except where municipal council determines that consideration by the committee is unnecessary or inadvisable. Council may, by resolution accept, reject, or vary a report of the nominating committee in whole or in part.
17. The Nominating Committee shall meet as often as necessary to nominate persons for appointment to new committees or to fill vacancies as they arise.
18. The Nominating Committee shall, at least annually, review the status of councillor appointments to ensure equity of workloads among councillors.

Provisions Regarding the Fences Arbitration Committee

19. The fences arbitration committee continues pursuant to Section 4 of the *Fences and Detention of Stray Livestock Act*.
20. The committee shall be comprised of one member for the municipality appointed by the Nova Scotia Federation of Agriculture and one member appointed by the council of the municipality.
21. The member appointed by the council of the municipality may be an employee of the municipality and shall be the chair of the committee.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
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22. The Nova Scotia Federation of Agriculture and the council of the municipality shall each appoint an alternate member to serve on the committee when requested to do so by the member appointed by the council of the municipality or the Nova Scotia Federation of Agriculture, as the case may be.
23. Two members of the committee constitute a quorum.
24. The members of the committee hold office for a term of not more than four years.
25. The annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If the Fences Arbitration Committee does not meet during the calendar year, the appointees shall receive an honorarium of \$50.
26. All committee members and alternate committee members shall be residents of the municipality.
27. Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.

Provision for Ad Hoc Committees

28. From time to time Municipal Council may establish an ad hoc committee of council as deemed necessary and advisable to provide input on matters of timely consideration.

Provisions Regarding the Economic Development Committee

29. Council hereby establishes the Economic Development Committee as a standing committee of Municipal Council.
30. The Economic Development Committee consists of three council members and the Warden.
31. The Economic Development Committee shall consider such matters as are referred to the Committee by Municipal Council.
32. It will be the mandate of the Economic Development Committee to advise and make recommendations to Municipal Council concerning the drafting, implementation, amendment and facilitation of an Annapolis County economic development strategy.

Provisions Regarding the Fire Services Committee

33. Council hereby establishes the Fire Services Committee as a standing committee of Municipal Council.
34. The Fire Services Committee consists of two council members as well as two or more invited representatives of the Annapolis County Fire Services Executive as appropriate.
35. Meetings of the Fire Services Committee shall be held at the discretion of the chairperson.
36. The Fire Services Committee shall consider such matters as are referred to the Committee by Municipal Council.
37. It will be the mandate of the Fire Services Committee to advise and make recommendations to Municipal Council concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
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Provisions Regarding the Forestry Advisory Committee

38. The Forestry Advisory Committee is established pursuant to the Section 24 of the *Municipal Government Act*.
39. The committee shall exist as an advisory committee of Municipal Council.
40. The committee shall exist for the purpose of considering and making recommendations regarding forestry matters as referred to the Committee by Municipal Council.
41. The committee shall be comprised of not more than four (4) councillors.

Provisions Regarding the CAO Review Committee

42. Council hereby establishes the CAO Review Committee as a standing committee of Municipal Council.
43. The CAO Review Committee shall oversee the performance review process for the Chief Administrative Officer.
44. The CAO Review Committee consists of the Warden, the Deputy Warden and one other council member.
45. The Warden shall be the chairperson of the CAO Review Committee.
46. To the extent practicable selection of the third committee member should reflect the diversity of Council's composition (for example, gender, social, cultural and ethnic backgrounds). Accordingly, the third committee member may be selected by placing the names of councillors confirming an interest in a box and having one name being drawn by a person chosen by the Warden.
47. In accordance with Sub-section 21(2)(c) of the *Municipal Government Act*, the Committee may meet in closed session. The CAO will be requested not to attend meetings of the Committee and no other staff persons shall attend.

Municipal Clerk's Annotation for Official Policy Book I certify that this policy was adopted by Municipal Council as indicated below: <i>Seven (7) Day Notice</i> PENDING October 12, 2021 <i>Council Approval</i> PENDING October 19, 2021 <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Carolyn Young</u> Municipal Clerk At <u>Annapolis Royal</u> Nova Scotia </div> <div style="text-align: center;"> <u>PENDING October 19, 2021</u> Date </div> </div>	
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Amendments

Approved Dec. 21, 2010

Amended Apr. 19, 2011 – Add the word “attended” as follows:

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
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The annual honorarium for the citizen members or designated representatives of advisory committees shall be \$200 (up to 4 meetings attended per annum), \$300 (up to 6 meetings attended per annum), \$400 (up to 8 meetings attended per annum); \$500 (up to 10 meetings attended per annum) or \$600 (11 or more meetings attended per year. A non-council member chair or secretary may be paid an additional honorarium of \$200 (up to 5 meetings attended per annum), \$400 (up to 10 meetings attended per annum), or \$500 (11 or more meetings attended per annum).

Amended Feb. 21, 2012 - Changed policy to:

- clarify limitations on terms of committee membership
- create "fairness" for honorariums
- clarify that appointments do not expire until successors are appointed

Amended Feb. 19, 2013

- Reduce minimum honorarium amounts to \$50 per year
- Establish a Priorities and Plans Committee
- Provide for Ad Hoc Committees of Council

Amended May 19, 2013

- substituted the word "citizen" in place of "committee" in Sub-section 3 (g); and
- deleted the sentence "Ad hoc committees shall be reimbursed for travel expenses in accordance with AM-1.8.1 Travel and Expenses Policy." in Section 33.

Amended June 18, 2013

- added mandate for Economic Development Committee

Amended July 16, 2013

- Added "The Nominating Committee shall, at least annually, review the status of councilor appointments to ensure equity of workloads among councillors."

Amended June 17, 2014

- Reduced number of councillors on Economic Development Committee from four to three

Amended September 16, 2014

- Deleted Priorities and Plans Committee

Amended December 16, 2014

- Added Fire Services Committee

Amended October 18, 2016

- Removed all references to Audit Committee (new policy AM-1.3.5.1 Audit Committee Policy)
- Added definition section
- In Sub-section 4 (g) deleted "citizen" and replaced with "committee"
- In Sub-section 4 (k) added "the Administration Building in Bridgetown"

Amended October 18, 2016

- In Section 19 replaced "each" with "the"
- In Section 20 replaced "a" with "the"

Amended September 15, 2020:

- Added "Term of Appointment" and Forestry Advisory Committee; removed all provisions and references related to citizen members on committees



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Debra Ryan, Manager of Community Outreach and Tourism /
Dawn Campbell, Director of Legislative Services

Approved by: David Dick, Chief Administrative Officer

Date: September 28, 2021

Subject: Amend AM – 7.3.1 Publication Policy

RECOMMENDATION

To give seven day notice to recommend that Municipal Council amend AM – 7.3.1 *Publication Policy* by changing the name of the policy to AM – 7.3.1 *Publication / Signage Policy* and adding provisions relating to signage on County properties.

LEGISLATIVE AUTHORITY

Section 48 of the *Municipal Government Act*, as amended

BACKGROUND

The following direction was provided at the Committee of the Whole on May 11, 2021:

Re: BROSH Community Advisory Group (Electronic Sign Committee) – at the request of council, Nancy Price, Mike Parker and John Ray Lawrence provided information circulated in the agenda package. Mrs. Price and Mr. Lawrence presented. Mrs. Price provided the background on how we got to where we are today and addressed concerns raised by council, and Mr. Lawrence provided additional information on the sign and fundraising. Manager of Recreation D. Ryan noted that a policy will be drafted for council to consider, regarding usage of the sign. Warden Parish would like the CAO to be involved in that process, and that the policy be considered by council long before the sign is established. Warden Parish thanked Mrs. Price and Mr. Lawrence for their very informative presentation.

ORIGIN

Follow up from a council motion from May 11, 2021 regarding the funding raising efforts for the Bridgetown Sports Hub electronic sign and presentation from Bridgetown Regional Outdoor Sports Hub Advisory Group (BROSH).

Background Update

The BROSH advisory committee has been working in cooperation with Bridgetown Community Recreation Association (BCRA), Annapolis County Athletics, Bridgetown Regional Community School and others in the fundraising efforts.

The group has ordered the sign from Sullivan Print and Signs who will install the sign on the Sports Hub property east of the Chimney Roost Tower. The electronic sign itself will be 44 " x 88 " and will be similar to the electronic sign located at the Middleton High school property.

The community has been very successful in their fund raising efforts and will be dedicating the sign in memory of a community sport leader and builder, the late Bill Hirtle.

Priority of use:

- To promote the Bridgetown Regional Outdoor Sports Hub.
- To promote activities of the Bridgetown Regional Community School.
- To promote the activities of the community that relate to special events and programs.
- (In the event of a general emergency the sign will be used accordingly by the County of Annapolis)
- There will be no business advertisements allowed on the sign.
- The revised publication policy will guide the use of the all-county signage.

FINANCIAL IMPLICATIONS

The County is currently responsible to insure the facility and for ongoing maintenance costs. Some of the costs for utilities will become the responsibility of the County once ownership is formally transferred.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed. If notice is provided at October Committee of the Whole, the amendments will be brought back for final approval at October Council Session.

ATTACHMENTS

AM - 7.3.1 Publication / Signage Policy (with proposed amendments indicated)

Report Prepared by: Debra Ryan

Manager of Community Outreach and Tourism

Dawn Campbell

Director of Legislative Services and HR

Report Approved by:


CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 7.3.1
Section INFORMATION MANAGMENT	Subject Publication / <u>Signage</u> Policy

1.0 Purpose

It is essential that the County's printed publications and website and electronic signs and promotional signs provide community information that is accessible, accurate, up-to-date, visually pleasing, easy-to-read and easy-to-find.

Electronic signs provide accurate, timely information that is important to promoting facilities and community events.

In addition to information pertaining to municipal services, the County's publications and website and signage of any kind may also contain information to inform the reader about community-based events and activities, including but not limited to information from other governments, community groups, non-profit / charitable organizations and service groups.

2.0 Authority

This policy is enacted pursuant to Section 48 of the *Municipal Government Act*, as amended.

3.0 Definitions

3.1 **County** – means the Municipality of the County of Annapolis.

3.2 **Major Community Attraction** - place of interest which draws visitors, typically for its inherent or exhibited cultural value, historical significance, natural or built beauty, or amusement opportunities. Some examples include historical places, landmarks and monuments, museums and art galleries, botanical gardens, buildings and structures, parks, forests, theme parks, exhibitions, festivals, carnivals, and cultural events.

3.3 **Professional Association** - a nonprofit organization seeking to further a particular profession, the interests of individuals engaged in that profession, and the public interest.

3.4 **Service Club** – a formal association of people with similar interests dedicated to promoting community welfare or public service.

3.5 **Website** - group of pages on the World Wide Web maintained by the County of Annapolis to provide information to residents and visitors about the region, its local government and the programs and services the local government provides. In this policy, Website does not include associated portals or social media venues intended as a forum for public input and postings.

3.6 Electronic signs – Signs that electronic that are located on County of Annapolis property and or owned by the County of Annapolis that are digital in nature.

3.7 Signage- Signage that promotes the County of Annapolis facilities or general promotion which is located on County of Annapolis property used for directional signage on highways and or used for events and programs.

4.0 Objectives

The objective of this policy is to provide a clear, fair and accessible process for sharing information with the community about events, activities and facilities.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 7.3.1
Section INFORMATION MANAGMENT	Subject Publication / <u>Signage</u> Policy

5.0 External Links on the Web Site

5.1 The County of Annapolis will consider posting external links on its website if the link is directed to the website of:

- An official government website (municipal, regional, provincial, federal).
- A county-funded agency or board.
- An organization which is affiliated to the County of Annapolis (e.g., an organization to which the County appoints a board member).
- An organization identified as eligible for a grant under the County's Grant Policy.
- Service clubs operating in the County of Annapolis that perform service work that benefits residents.
- A registered non-profit society or charitable organization (registered charitable number) that operates within the County of Annapolis.
- A major community attraction as determined by the County of Annapolis.
- A professional association.

5.2 The County will not post external links and or advertisements on its website and on electronic signs and other signage for:

- Personal websites;
- Individual businesses (with the exception of major community attractions);
- Political parties;
- Organizations promoting religious or spirituality beliefs.

5.3 External links will be removed by the County without notice if, but not limited to, any of the following conditions apply:

- The site's original information has been altered and the context of the information has changed;
- The site no longer meets the conditions listed above for acceptable external links;
- In the County's opinion, the information on the site becomes inaccurate;
- Page formatting, lengthy download items or intrusive advertising make accessing information difficult;
- The link returns a "not found" error for more than 72 hours;
- The link promotes, exhibits, illustrates or manifests hate or obscene/pornographic/sexual content of any kind;
- The site and content does not comply with municipal, provincial or federal legislation.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 7.3.1
Section INFORMATION MANAGMENT	Subject Publication / <u>Signage</u> Policy

5.4 All websites will be reviewed to ensure that, in the sole opinion and discretion of the County of Annapolis, they meet and are in keeping with the above criteria. Enforcement of this linking policy and the decision on whether or not to add, remove or deny an external link on the website will be made by the Chief Administrative Officer or manager designated by the Chief Administrative Officer to make such decisions.

5.5 The County of Annapolis does not make any representation or warranty, expressed or implied, concerning the accuracy, quality, likely results or reliability of the information contained on externally linked websites or on the electronic sign.

5.6 The County reserves the right to post any additional links to its website / electronic sign that it deems to be in the community interest; and to refuse to post any external links or to delete links already posted on its site at any time without notice.

6.0 Community Calendar Postings on Web Site and in Printed Publications

6.1 Staff will post information regarding activities, programs, meetings, events and festivals organized by the County of Annapolis and its affiliates on its website and printed events calendar.

6.2 Members of the public may submit event information for approval to be included on the County's calendar and will include the electronic sign although priority of use will remain. To be eligible for consideration, the event must be open to the general public, occur within the geographic boundaries of the County of Annapolis (including the Towns of Annapolis Royal, Bridgetown and Middleton) and meet one of the following criteria:

- Organized or funded by another order of government.
- Organized by a government-funded agency or board.
- Organized by a County of Annapolis affiliated group.
- Hosted or organized by an agency identified as eligible for a grant under the County's Grant Policy.
- Funded in full, or in part, by the County of Annapolis.
- Sponsored by the County of Annapolis.
- Organized by a registered non-profit society or charitable organization (registered charitable number) that operates within the County of Annapolis
- Organized by a service club operating within the County of Annapolis performing work that benefits residents.
- Located in a facility owned or leased by the County of Annapolis.

6.3 Events submitted by the public will not be published on the County's calendar or on the electronic sign if they:

- Are commercial in nature and, in the County's sole opinion, are attempting to advertise, promote or sell products or services of an individual or an individual business;

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 7.3.1
Section INFORMATION MANAGMENT	Subject Publication / <u>Signage</u> Policy

- Promote, exhibit, illustrate or manifest hate or obscene/pornographic/sexual content of any kind;
- Do not comply with municipal, provincial or federal legislation;
- Promote an individual religion or religious service;
- Promote partisanship or an individual political agenda.

6.4 Events deemed by the County of Annapolis to be political in nature will not be posted after the official announcement of a federal or provincial election, or after the 1st day of a municipal election year.

6.5 To be considered for publication an event submission must be accompanied by a name and contact information of an individual from the event organizing committee. Anonymous postings of events will not be published.

6.6 In the case of the electronic sign the priority of use shall be the following and the county of Annapolis will designate users that will control the sign.

6.7 Priority of use for the Bridgetown Electronic Sign:

- To promote the Bridgetown Regional Outdoor Sports Hub.
- To promote activities of the Bridgetown Regional Community School.
- To promote the activities of the community that relate to special events and programs.
- (In the event of a general emergency the sign will be used accordingly by the County of Annapolis)
- There will be no business advertisements allowed on the sign .

6.8 Decisions on whether or not to add, remove or deny the posting of an event to the County's website calendar will be made by the Chief Administrative Officer or manager designated by the Chief Administrative Officer to make such decisions.

6.7 The County of Annapolis does not endorse or make any representation or warranty, expressed or implied, concerning the accuracy, quality or reliability of information posted on its website or printed events calendar or information in the electronic sign that has been submitted by a member of the public.

6.8 The County reserves the right to post any additional events to its calendar and to the electronic sign (s) that it deems to be in the community interest; and to refuse to post or remove any event on its website calendar at any time without notice.

7.0 Advertising

7.1 The publication, production and placement of advertisements will be at the discretion of the Chief Administrative Officer or manager designated by the Chief Administrative Officer to make such decisions.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 7.3.1
Section INFORMATION MANAGMENT	Subject Publication / <u>Signage</u> Policy

8.0 Sponsorships

8.1 The County will permit business sponsorships of events or programs only with the express consent of Municipal Council on a case-by-case basis.

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



COUNTY of ANNAPOLIS
NATURALLY BLESSED

RECOMMENDATION REPORT

To: Committee of the Whole – October 12, 2021

Prepared by: **Wanda L. Atwell, Deputy Clerk**

Reviewed by: Carolyn Young, Municipal Clerk

Approved by: David Dick, Chief Administrative Officer

Date: September 28, 2021

Subject: Re-Appointment of Helen Huntley and Marilyn Booth to the Annapolis County Municipal Housing Corporation (ACMHC) Board for an Additional Two-Year Term

RECOMMENDATION

To recommend that municipal council appoint Helen Huntley and Marilyn Booth to the Annapolis County Municipal Housing Corporation Board for an additional two-year term ending November 30, 2023.

LEGISLATIVE AUTHORITY

Annapolis County Municipal Housing Corporation, Instrument of Incorporation, amended March 26, 2018

BACKGROUND

Helen Huntley and Marilyn Booth were first appointed to the Board in 2019. Both will have completed their regular two-year term of appointment on November 30th, 2021. The Board, by way of email, has submitted their names for Council's consideration for re-appointment.

DISCUSSION

The ACMHC's Instrument of Incorporation states "The Corporation shall consist of a minimum of six (6) members and a maximum of eight (8) members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, ..."

As Huntley and Booth have served only one two-year term, under the terms of the Instrument of Incorporation, they are both eligible to be re-appointed for an additional two (2) year appointment.

While not required under the ACMHC Instrument of Incorporation, it has been the practice of the municipality to check that applicants meet the age and citizenship

requirements to become a citizen member of its own advisory boards and committees, and to ensure taxes and liens are not owing to the municipality.

FINANCIAL IMPLICATIONS

None known

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

Not approve the recommendation. This would decrease the Board's membership to 6 persons, which is the minimum number of members allowed.

NEXT STEPS

If approved, send a letter to the ACMHC Board notifying of the re-appointment of Helen Huntley and Marilyn Board for an additional two-year term ending November 30, 2023.

ATTACHMENTS

- Email from Alnoor Rajan, ACMHC Board
- Annapolis County Municipal Housing Corporation, Instrument of Incorporation, amended March 26, 2018

Report Prepared by:



Wanda L. Atwell, Deputy Clerk

Report Reviewed by:



Carolyn Young, Municipal Clerk

Report Approved by:



CAO David Dick, CPA CA

Wanda Atwell

From: Alnoor Rajan <ARajan@mountainsandmeadows.ca>
Sent: September 20, 2021 7:27 PM
To: Wanda Atwell
Subject: Re-enstatement

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Dear Wanda,

The Board of Directors, Annapolis County Municipal Housing Corporation (ACMHC) submits the following names for Re-enstatement to the ACMHC Board:

- 1) Helen Huntley
- 2) Marilyn Booth

for an additional two year term.

Sincerely,
Alnoor Rajan



To be the home of choice and a vibrant presence within the Community.

STATEMENT OF CONFIDENTIALITY The information contained in this email message and any attachments may be confidential and legally privileged and is intended for the use of the addressee(s) only. If you are not an intended recipient, please: (1) notify me immediately by replying to this message; (2) do not use, disseminate, distribute or reproduce any part of the message or any attachment; and (3) destroy all copies of this message and any attachments.

Certificate of Filing
Amendment to the Instrument of Incorporation
in accordance with subsection 15(3) of the
Municipal Housing Corporations Act

Annapolis County Municipal Housing Corporation
(c.o.b. as "Mountain Lea Lodge" and "The Meadows Adult Residential Centre")

This is to certify that:

1. The resolution of the Annapolis County Municipal Housing Corporation (the "Corporation") dated November 18, 2016 to amend the Corporation's Instrument of Incorporation has been duly filed in the office of the Minister of Municipal Affairs; and,
2. The amended Instrument of Incorporation (as revised by the said resolution of the Corporation) is effective on the date of issuance of this Certificate of Filing.

ISSUED UNDER MY HAND this 26th day of March, 2018.



for Mark Peck
Executive Director
Department of Municipal Affairs

CANADA
PROVINCE OF NOVA SCOTIA
MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

IN THE MATTER OF: *Municipal Housing Corporation Act, being Chapter 304
of the Revised Statutes of Nova Scotia, 1989*

AMENDED INSTRUMENT OF INCORPORATION

The Municipality of the County of Annapolis pursuant to Chapter 304 of the Revised Statutes of Nova Scotia, 1989, hereby establishes a Municipal Housing Corporation for the area within the boundaries of the Municipality of the County of Annapolis.

The name of the corporation is: "THE ANNAPOLIS COUNTY MUNICIPAL HOUSING CORPORATION".

The corporation shall consist of a minimum of six (6) members and a maximum of eight (8) members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, as follows:

- (a) None of the members is a councillor of the Municipality of the County of Annapolis;
- (b) Members shall not be in a non-arms length relationships with another Member in order to avoid familial or other potential conflicts of interest within the Board;
- (c) The regular term of appointment as a member is two (2) years;
- (d) A Member may be re-appointed for an additional two (2) year appointment;
- (e) A Member may be re-appointed, after serving four (4) consecutive years, for an additional two (2) years to fill unfulfilled vacancies or to stagger member turnover, to a maximum of two (2) addition two (2) year appointments;
- (f) A member shall not serve on the Board for more than eight (8) consecutive years;
- (g) A member who has served on the Board for a maximum of 8 consecutive years shall be re-eligible for membership after an absence from membership for at least one (1) year.

the provisional chairman of the corporation is Councillor Ronald G. Barrett of Clarence, Annapolis County, Nova Scotia.

The objects of the corporation are:

- (a) To construct, hold and manage a low-rental housing project for the aged as defined by the *National Housing Act, 1954 (National Housing Act), Canada*;
- (b) To construct, hold and manage a housing project or housing accommodation of the hostel or dormitory type as defined by the *National Housing Act, 1954 (National Housing Act), Canada*;
- (c) To construct, hold and manage accommodation for the aged, and for those requiring nursing and custodial care, R.C., 200, S 10.
- (d) To construct, hold and manage accommodation for the mentally handicapped adults, and for those requiring supervisory care.
- (e) To do such other acts and things as are incidental to the attainment of its objects or the exercise of its powers.

EXECUTED at Annapolis Royal, in the County of Annapolis, Province of Nova Scotia, this 25th day of January, A.D., 2018, on behalf of the Municipality of the County of Annapolis

IN THE PRESENCE OF:

Kanda L. Atwell

Witness

) MUNICIPALITY OF THE COUNTY
) OF ANNAPOLIS
)
)
)
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)
)
)

Per:

[Signature]
Warden

Per:

[Signature]
Municipal Clerk

Certified to be a true copy of
the original, which has been
examined by me.
Date March 12 2016

RESOLUTION

of the Members of the Annapolis County Municipal Housing Corporation
pursuant to subsection 15(1) of the *Municipal Housing Corporations Act*

MARCO P. CLARK
A Barrister of the Supreme
Court of Nova Scotia

WHEREAS the Annapolis County Municipal Housing Corporation (the "Corporation") is a body corporate established pursuant to the provisions of the *Municipal Housing Corporation Act* (the "Act");

AND WHEREAS subsection 15(1) of the Act authorizes and requires a municipal housing corporation to amend the instrument of incorporation by which it was established to provide for membership and other changes;

AND WHEREAS the Corporation wishes to change, amongst other things, its membership by:

Changing the manner of appointment and the number of members.

BE IT RESOLVED THAT:

The instrument of incorporation by which the Corporation was established and approved by Certificate of Incorporation dated October 3, 1984 (the "Instrument of Incorporation"), and amended by Resolution dated March 3, 2015, is hereby amended by:

1. Revoking the amendment dated March 3, 2015, and filed on March 31, 2015; and
2. Deleting in full the third paragraph of the Instrument of Incorporation of the Annapolis County Municipal Housing Corporation replacing it with the following:

The corporation shall consist of a minimum of six (6) Members and a maximum of eight (8) Members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, as follows:

- a. None of the members is a Councillor of the Municipality of the County of Annapolis;*
- b. Members shall not be in a non-arms length relationships with another Member in order to avoid familial or other potential conflicts of interest within the Board;*
- c. The regular term of appointment as a Member is two (2) years;*
- d. A Member may be reappointed for an additional two (2) year appointment;*

- e. A Member may be reappointed, after serving four (4) consecutive years, for an additional two (2) years to fill unfilled vacancies or to stagger Member turnover, to a maximum of two (2) additional two (2) year appointments.
- f. A Member shall not serve on the Board for more than eight (8) consecutive years;
- g. A Member who has served on the Board for the maximum eight (8) consecutive years shall be re-eligible for membership after an absence from the membership for at least one (1) year.

DATED at BRIDLETON Nova Scotia, this 30 day of NOV, 2016.

[Signature]
R. Hurlbert

I, the undersigned, Secretary/Treasurer of the Corporation, hereby certify under the corporate seal of the Corporation, that the resolution set forth on these pages is a true copy of the resolution passed at the meeting of the membership of the Corporation held at BRIDLETON Nova Scotia, this 18 day of 18, 2016.
NOVEMBER

Dated at BRIDLETON Nova Scotia, this 30 day of NOVEMBER, 2016

[Signature]
 Secretary/Treasurer

(Seal)



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS Certified Motion

Motion 170815.06 Annapolis County Municipal Housing Corporation Amendments to Act of Incorporation

Councillor Fowler moved, seconded by Councillor Gunn, that the instrument of incorporation by which the Corporation was established and approved by Certificate of Incorporation dated October 3, 1984 (the "Instrument of Incorporation", and amended by Resolution dated March 3, 2015, be amended by:

1. Revoking the amendment dated March 3, 2015, and filed on March 31, 2015; and
2. Deleting in full the third paragraph of the Instrument of Incorporation of the Annapolis County Municipal Housing Corporation replacing it with the following:

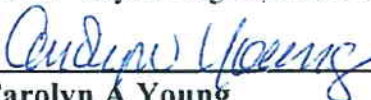
The corporation shall consist of a minimum of six (6) Members and a maximum of eight (8) Members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, as follows:

- a. *None of the members is a Councillor of the Municipality of the County of Annapolis;*
- b. *Members shall not be in a non-arms length relationships with another Member in order to avoid familial or other potential conflicts of interest within the Board;*
- c. *The regular term of appointment as a Member is two (2) years;*
- d. *A Member may be reappointed for an additional two (2) year appointment;*
- e. *A Member may be reappointed, after serving four (4) consecutive years, for an additional two (2) years to fill unfilled vacancies or to stagger member turnover, to a maximum of two (2) addition two (2) year appointments.*
- f. *A Member shall not serve on the Board for more than eight (8) consecutive years;*
- g. *A Member who has served on the Board for the maximum eight (8) consecutive years shall be re-eligible for membership after an absence from the membership for at least one (1) year.*

Motion carried unanimously.

THIS IS TO CERTIFY that the above is a true copy of a resolution passed at a duly called meeting of the Council of the Municipality of the County of Annapolis held on the 15th day of August, 2017.

GIVEN under the hand of the Municipal Clerk and under the corporate seal of the said Municipality this 24th day of August, A.D. 2017.



Carolyn A Young
Municipal Clerk



COUNTY of ANNAPOLIS
NATURALLY WOODS®

RECOMMENDATION REPORT

To: Committee of the Whole
Submitted by: Cheryl Mason, Manager of Protective Services
Approved by: CAO David Dick, CPA, CA
Date: October 12, 2021
Subject: Identify Possible Bylaw Infractions on County-Owned Forest Lands

RECOMMENDATION

To recommend that municipal council authorize staff to annually monitor County-owned forest lands greater than 20 acres through regularly scheduled travel and based on time of year, to locate, visually inspect, and identify possible bylaw infractions to provide a report back to Committee of the Whole.

LEGISLATIVE AUTHORITY

Municipal Government Act, PART III – Powers of Municipality regarding property.

BACKGROUND

Original request was received at July 13, 2021 Committee of the Whole on behalf of Forestry Advisory Committee to direct CAO to appoint bylaw enforcement personnel to locate, visually inspect, and identify possible bylaw infractions on County-owned forest lands that exceed 20 acres, and that this exercise be completed annually. AND further to the Information Report provided on September 14, 2021 to identify possible bylaw infractions on county-owned forest lands be referred to staff to bring a recommendation report with details on annually monitored lands greater than 20 acres.

DISCUSSION

Staff have received copies of the properties and locations throughout the County since providing the Information Report and it would appear most properties (other than those few remote locations) could be easily checked on the frontage by staff on a regular annual basis. Spot visits could also include staff from other departments that regularly attend for maintenance through Municipal Operations.

Be advised that Bylaw Enforcement Officers provide assistance under the following Bylaws: A1 Dog Bylaw, A2 Livestock at Large, A4 Cat Bylaw, S1 Waste Management Bylaw and S5 Noise Bylaw. Unless another department gives direction to staff to assist.

FINANCIAL IMPLICATIONS

Upon review of the mapping, it is noted that some of the locations would not normally require staff to attend those communities so there would be additional cost to a budget line for additional travel and staff time.

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

None known

NEXT STEPS

Council's decision will be passed on the Manager of Protective Services to oversee the staff and establish a schedule for inspection and reporting.

ATTACHMENTS

None

Report Prepared by: Cheryl Mason, Manager of Protective Services

Report Reviewed by: *Dawn Campbell*
Dawn Campbell, Director of Legislative Services and HR

Report Approved by: 
CAO David Dick, CPA, CA



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Submitted by: Janice Young, Municipal Operations
Approved by: CAO David Dick, CPA, CA
Date: October 12, 2021
Subject: Authorize Signatures on NS Dept. Public Works Construction Agreement 2021-008

RECOMMENDATION

To recommend that municipal council authorize the Warden and Clerk to sign NS Department of Public Works Construction Agreement 2021-008 for the repaving of Queen Street from Brickyard Road to Bridgetown Bridge.

LEGISLATIVE AUTHORITY

Minister of Public Works

BACKGROUND

The original request was received by Council in June, approving an expenditure of \$60,000 from the Gas Tax Reserve to complete the paving from the bridge to where South Street ends and Queen Street begins.

DISCUSSION

None.

FINANCIAL IMPLICATIONS

Approximate Gas Tax Fund balance= \$1,037,611.98

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

None known

NEXT STEPS

Upon a favourable motion from Municipal Council, the agreement will be signed by the Warden and Clerk and submitted to the NS Department of Public Works

ATTACHMENTS

Motion 210628.01

Construction Agreement 2021-008

Report Prepared by: Janice Young, Municipal Operations

Report Reviewed by:



Holly Orde, Director of Finance

Report Approved by:



CAO David Dick, CPA, CA



**Department of Public Works
Capital Programs**

Highway Engineering and

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

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

September 23, 2021

Mr. David Dick
Chief Administrative Officer
Municipality of the County of Annapolis
752 George Street, PO Box 100
Annapolis Royal, NS
B0S 1A0

Dear Mr. Dick:

**RE: CONSTRUCTION AGREEMENT 2021-008
Queen Street Repaving**

Attached please find an electronic original PDF of the agreement to be entered with the Minister of Public Works.

Please have the Warden and Municipal Clerk sign the document, have witnessed, affix the Municipal Seal and return electronically to me along with the attached completed and sealed Resolution of Council authorizing the Warden and Municipal Clerk to sign.

Sticky notes have been placed on page 5 of the agreement to indicate where signatures and the seal are required. Please remove these prior to signing.

Please return the agreement to me electronically, I will return another electronic PDF to you which will be signed by the Minister for your records.

Should you require an original paper copy in addition to the electronic PDF to be returned to you, please let me know and I will ensure that it is sent to you.

Please let me know if you have any questions.

Sincerely,

Laura Cunningham

Laura Cunningham
Capital Program Administration Officer



Construction Agreement 2021-008

THIS AGREEMENT made this ____ day of _____, 2021.

BETWEEN:

HER MAJESTY THE QUEEN in Right of the Province of Nova Scotia, represented in this behalf by the Minister of Public Works for the Province of Nova Scotia, hereinafter called the "**Province**",

OF THE ONE PART

- and -

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS, a body corporate under the laws of the Province of Nova Scotia, hereinafter called the "**Municipality**".

OF THE OTHER PART

WHEREAS the Province is the owner of the highway infrastructure known as South Street from Route 201 to Bridgetown Town Line, approximately 0.9 km's located in Annapolis County;

AND WHEREAS the Municipality is the owner of the highway infrastructure known as Queen Street from Brickyard Road to Bridgetown Bridge (ANN004), approximately 0.21 km's in Annapolis County;

AND WHEREAS the Municipality has requested the repaving of Queen Street from Brickyard Road to Bridgetown Bridge (ANN004), approximately 0.21 km's as the Province is repaving South Street and it will reduce impact to the highway infrastructure if the work is done at the same time as the Province's work and also incorporate with the Province's larger tender that also includes asphalt to receive better pricing.

NOW THIS AGREEMENT WITNESSETH that in the consideration of covenants, promises and agreements hereinafter contained to be by them observed, performed, and paid, the parties mutually agree as follows:

1. The Province on behalf of the Municipality, shall repave Queen Street from Brickyard Road to Bridgetown Bridge (ANN004) approximately 0.21 km's (the "**Work**") as shown on Schedule "A" attached hereto (the "**Project Map**").
2. The Municipality agrees to pay one hundred percent (100%) plus applicable taxes of the project costs related to the Work, which includes cold planning, asphalt patching, asphalt paving, water valve, manhole adjustments and other items outlined in Schedule "B" attached hereto (the "**Project Estimate Report**").
3. The "Estimated Project Cost" related to the Work is Sixty Thousand Dollars (\$60,000.00) plus applicable taxes as shown on Schedule "B". The Municipality acknowledges and agrees that the Estimated Project Cost is an estimate only and is therefore subject to change depending on the approved tender prices (the "**Tender Project Cost**").
4. The Municipality agrees to pay for any cost overruns associated with the Work.
5. The Province and the Municipality agree that the Province shall abide by its Procurement Policy and conduct a competitive tendering process for the selection of a contractor(s) capable of completing the Work contemplated by this Agreement. The Work will be a separate project within other work on the Province's contract.
6. Once the tender for the Work closes, if the Tendered Project Cost exceeds the Estimated Project Costs by 10% or more, the Province shall provide the Municipality with the details of the successful bid, including all costs, prior to awarding the contract for the Work. The Municipality shall, within ten (10) business days of receipt of the bid details, provide the Province with written acknowledgement of its consent to award the tender as proposed by the Province, which consent shall not be unreasonably withheld. If the Municipality does not consent to the award of the tender, then this Agreement shall terminate automatically.
7. The Work shall be completed by the overall completion date of the Province's construction contract and is expected to be completed by November 15, 2021.
8. The Municipality must complete their water line upgrading project prior to the Province being able to perform the Work. If the water line upgrading is not completed when the Province is repaving Queen Street from Brickyard Road to Bridgetown Bridge, this Agreement will terminate.
9. The Province shall submit an account to the Municipality upon the completion of the Work. The Municipality shall pay to the Minister within (sixty) 60 days of submission of the account, one hundred percent (100%) of all costs incurred in accordance with the provisions of this Agreement.

10. The Municipality agrees to make its duly authorized servants, agents, contractors and workmen available, as and when required by the Province, for any required inspection and/or approval of the Work as not to delay the Province's efforts on the repaving of South Street from Route 201 to Bridgetown Town Line approximately 0.9 km's.

11. During construction of the Work, the Province shall grant the Municipality and its duly authorized servants, agents, contractors, and workmen the right to enter upon the Province's property on foot or with machinery, materials, vehicles and equipment for the purposes of completing the Work. The Province will advise the Municipality in writing of any concerns with the Work within five (5) business days of the completion of the repaving from Brickyard Road to Bridgetown Bridge (ANN004), approximately 0.21 km's.

12. The Province shall have the right, at its sole discretion and cost, to have a supervisor and/or inspector of its choice on site for all phases of construction of the Work.

13. Upon completion of the Work, the Province shall be responsible for the on-going maintenance and upkeep of South Street from Route 201 to Bridgetown Town Line, approximately 0.9 km's.

14. Upon completion of the Work, the Municipality shall be responsible for the on-going maintenance and upkeep of Queen Street from Brickyard Road to Bridgetown Bridge (ANN004), approximately 0.21 km's.

15. The Municipality agrees to indemnify and save harmless the Province, its Ministers, officers, employees and agents from and against all liabilities, fines, suits, losses, claims, demands and actions, of any kind and nature whatsoever for which the Province, its Ministers, officers, employees or agents shall or may become liable or suffer by reasons of any breach, violation or non-performance by the Municipality of any covenant, term or provision thereof or by reason of any death or injury of any person or any damage or destruction of any property resulting from any act, neglect or default on the part of the Municipality or any of its servants, employees, agents, invitees or licensees whatsoever. The Municipality hereby releases the Province from any claim that may arise from construction delays or cost overruns in relation to the Work.

16. Words in this Agreement in the singular include the plural and words in the plural include the singular, and words importing the masculine gender include the feminine and neutral genders, where the content so requires.

17. The Municipality shall not assign, either in whole or in part, any of its rights or obligations under this Agreement without the prior written consent of the Province.

18. The Agreement is for the benefit of and is binding upon the Province and the Municipality, and each of their respective successors and permitted assigns

19. This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

20. The Agreement is conditional upon written confirmation from the Municipality of the appropriation of funds prior to award. The Work will only proceed if funding is available for the above noted construction.

21. All notices, demands or other communications to be given in connection with this Agreement shall be in writing and shall be given by personal delivery, registered mail or by electronic means of communication addressed to the recipient as follows:

- (a) to the Municipality at:
Mr. David Dick
Chief Administrative Officer
Municipality of the County of Annapolis
752 St. George Street, PO Box 100
Annapolis Royal, NS
B0S 1A0
Tel (902) 532-3130
ddick@annapoliscounty.ca
- (b) to the Province at:
Ms. Laura Cunningham
Capital Program Administration Officer
Johnston Building, 1672 Granville Street
P.O. Box 186
Halifax, NS
B3J 2N2
Tel (902) 424-0897
laura.cunningham@novascotia.ca

or to such other address, individual or electronic communication number as may be designated by written notice given by either party to the other in accordance herewith. Any demand, notice or other communication given by personal delivery shall be conclusively deemed to be given on the day of actual delivery thereof and, if given by registered mail, on the fifth business day following the deposit thereof in the mail and if given by electronic communication, on the day of transmittal thereof if given during normal business hours of the recipient and on the business day during which such normal business hours next occur if not given during such hours on any day. If the party giving any demand, notice or other communication knows or ought reasonable to know of any difficulties with the postal system which might affect the delivery of mail, any such demand, notice or communication shall not be mailed but shall be given by personal delivery or by electronic communication.

IN WITNESS WHEREOF the Province has hereunto subscribed its hand and affixed its seal and the Municipality has set and affixed its corporate seal authenticated by the signatures of the Warden and of the Municipal Clerk.

SIGNED, SEALED and DELIVERED in
The presence of:

Her Majesty the Queen, in Right of the
Province of Nova Scotia as represented
by the Minister of Public Works

Witness

Kim Masland, Minister of Public Works

Municipality of the County of Annapolis

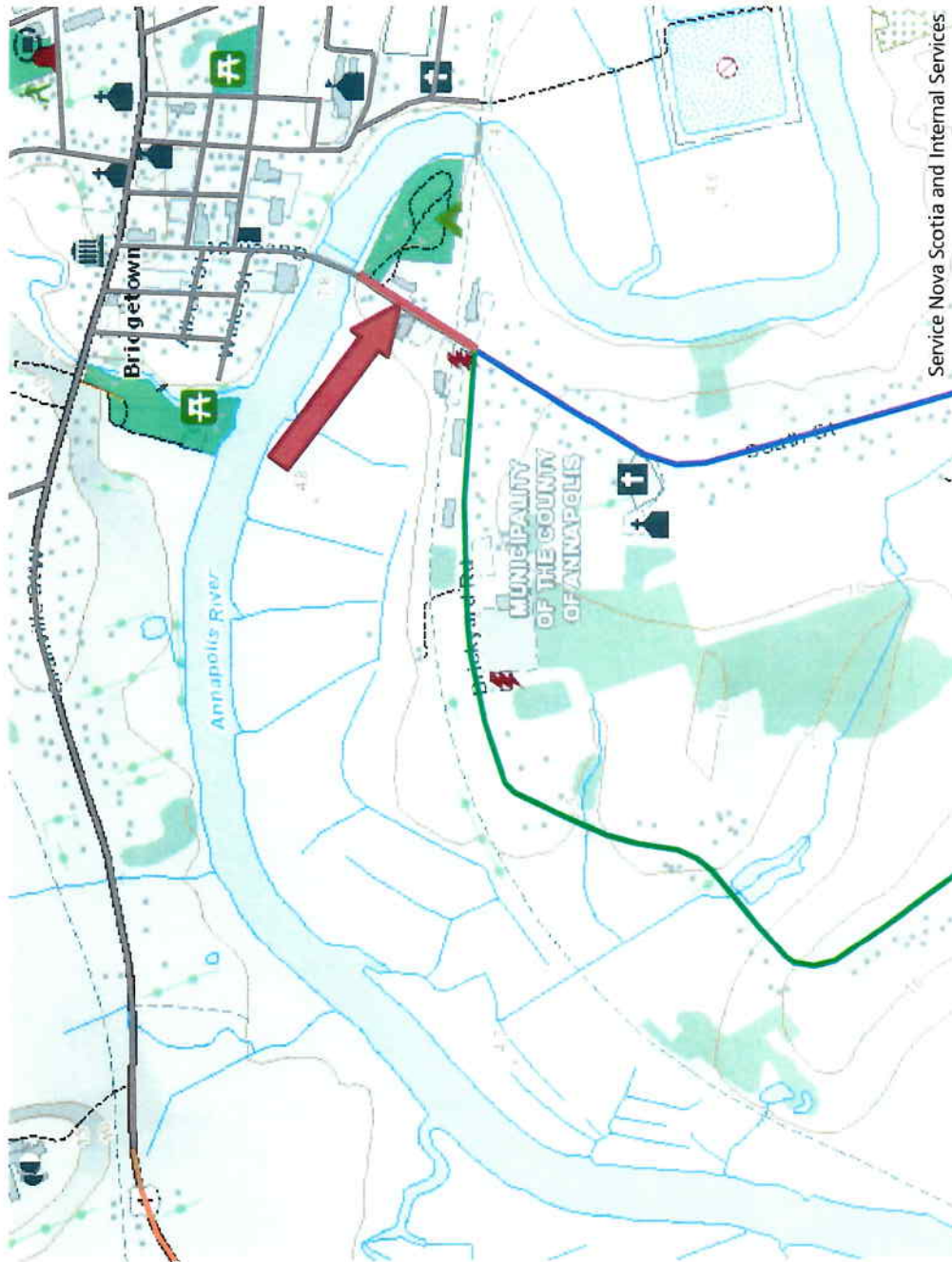
Witness

Alan Parish, Warden

Witness

Carolyn Young, Municipal Clerk

Schedule A
Project Map



Schedule B
Project Estimate Report

Job Estimate Report

Job Estimate: W2021-97-006
 County: ANNAPOLIS
 Main Description: QUEEN STREET
 Supplemental Description: FROM ANN004 SOUTHERLY TO BRICKYARD ROAD
 Work Type: ASPHALT WORK
 Last Modified: Jul 14, 2021 2:31:35 PM
 Width: 7
 Job Length: 0.21
 Estimator: REBECCA CALLANAN

Item	Item Description	Units of Measure	Item Quantity	Unit Price	Extended Amount
TENDER ITEMS					
03.12.001	Gravel Type 1S (EPS) (Div. 3 Sec. 12)	TONNE	150.00	\$25.00	\$3,750.00
04.01.001	Emulsified Asphalt Tack (Div. 4 Sec. 1)	LITRE	300.00	\$1.00	\$300.00
04.02.006	Asphalt Binder PGAB PG58S-28 (Div. 4 Sec. 2)	TONNE	18.00	\$875.00	\$15,750.00
04.06.005	Cold Planing	SQUARE METRE	500.00	\$25.00	\$12,500.00
04.07.002	Asphalt Concrete Patching (EPS) (Div. 4 Sec. 7)	TONNE	75.00	\$110.00	\$8,250.00
04.19.033	Asphalt Mix Type C-HF PG58S-28 (EPS)	TONNE	205.00	\$60.00	\$12,300.00
05.12.332	Manhole / Catch Basin - Adjust/Repair (Div 5 Sec 12)	EACH	1.00	\$500.00	\$500.00
05.12.360	Water Valve Adjust/Repair (Div 5 Sec 12) (Spec. Prov.)	EACH	3.00	\$500.00	\$1,500.00
06.60.001	Mobilization (Div. 6 Sec. 13)	LUMP SUM	1.00	\$3,000.00	\$3,000.00
NON-BID ITEMS					
40.01.001	Anti-Stripping Additives	TONNE	205.00	\$0.65	\$133.25
40.01.002	Material Transfer Vehicle	TONNE	305.00	\$1.50	\$457.50
40.06.001	Compaction Bonus - Mat	TONNE	205.00	\$0.50	\$102.50
CONTINGENCY ITEMS					
30.02.001	Centerline Painting	KILOMETRE	0.42	\$500.00	\$210.00
ENGINEERING					
10.01.001	Engineering Cost	LUMP SUM	1.00	\$1,246.75	\$1,246.75
TENDER ITEMS					\$57,850.00
NON-BID ITEMS					\$693.25
CONTINGENCY ITEMS					\$210.00
ENGINEERING					\$1,246.75



Transportation and Active Transit

Job Estimate Report

Job Estimate: W2021-97-006

County: ANNAPOLIS

Main Description: QUEEN STREET

Supplemental Description: FROM ANN004 SOUTHERLY TO BRICKYARD ROAD

Work Type: ASPHALT WORK

Last Modified: Jul 14, 2021 2:31:35 PM

Width: 7

Job Length: 0.21

Estimator: REBECCA CALLANAN

Grand Total:

\$60,000.00

Prepared:

Project Engineer -

Approved: _____

Construction Manager

Carolyn Young

From: Carolyn Young
Sent: June 28, 2021 11:27 AM
To: Janice Young
Cc: David Dick
Subject: 2021-06-28 special council follow up - \$60,000 Gas Tax for South Street/Queen Street

Janice – for your information.

Re: South Street/Queen Street Paving

MOTION 210628.01 Approve \$60,000 from Gas Tax for South Street / Queen Street

It was moved by Councillor Hudson, seconded by Deputy Warden Gunn, that municipal council approve an expenditure of \$60,000 from the Gas Tax Reserve to complete the paving from the bridge to where South Street ends and Queen Street begins. Motion carried unanimously.

Carolyn Young
Municipal Clerk / Executive Assistant

Telephone: (902) 532-3136

Fax: (902) 532-2096

Email: cyoung@annapoliscounty.ca

Website: AnnapolisCounty.ca



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





COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Submitted by: Janice Young, Municipal Operations
Approved by: CAO David Dick, CPA, CA
Date: October 12, 2021
Subject: Bridgetown Bridge Repair Cost Share Request – Province of Nova Scotia October 2021

RECOMMENDATION

To recommend that municipal council approve the cost of \$15,000.00 (50% cost share with the Province of Nova Scotia) to repair the Bridgetown Bridge, located on Queen Street. Funds to be allocated from Letter of Intent Reserve.

LEGISLATIVE AUTHORITY

Minister of Public Works

BACKGROUND

The cost shared agreement (Maintenance Agreement No. 34-Q dated May 6, 1999) with the Town of Bridgetown (which was taken over by the Municipality of Annapolis) states the following "The Town will be responsible for maintaining the bridge riding surface and the bridge rail and the cost to maintain these components will be shared equally by the Minister and the Town." This indicates that the sidewalk and railing is the municipality's responsibility to maintain, but the cost for this is shared 50/50 between the municipality and province. Upon inspection by the provincial inspector, the Bridgetown Bridge is exhibiting widespread deterioration / spalling along the east side (upstream) sidewalk curb.

Below is a summary of the repairs required to the concrete sidewalk and steel railing:

- Concrete curb repair to majority of the east sidewalk.
- Concrete curb / sidewalk repair at both sides of the joints on the east side of the structure.
- Concrete deck / soffit repairs at SE corner where spalling has occurred around railing post anchors (near South joint).

If the Municipality wishes the Department to complete the above work, it would take the Annapolis Bridge Maintenance Crew approximately 10 days to complete at

a total cost of \$30,000 (includes, labour, material, equipment, and traffic control). The Municipality would be responsible for half of this cost, \$15,000.

In 2018, the Annapolis bridge maintenance crew performed repairs to the west curb /sidewalk and the repairs are performing well. The Municipality of Annapolis is currently performing upgrades on the south approach (Queen Street / South Street) and it may be good timing to perform the above repairs to the bridge.

DISCUSSION

None.

FINANCIAL IMPLICATIONS

Letter of Intent Current Balance: \$28,047

Cost Share Amount: \$15,000

Remaining balance: \$13,047

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

None known

NEXT STEPS

Upon a favourable motion from Municipal Council, the NS Department of Public Works will facilitate the work needed.

ATTACHMENTS

Maintenance Agreement No. 34-Q dated May 6, 1999

Bridge Photos

Report Prepared by: Janice Young, Municipal Operations

Report Reviewed by:



Holly Orde, Director of Finance

Report Approved by:



CAO David Dick, CPA, CA

Nova Scotia



**Department of
Transportation
and Public Works**

**Maintenance Agreement No. 34-Q
Town of Bridgetown
May 6, 1999**

SCHEDULE "A"

DEFINITIONS

- 1.1** "Bridge" means a structure having a clear span of 3 metres or more.
- 1.2** "Highway" means and includes streets within the Town shown outlined in red on the plan attached to this agreement and more particularly described in Schedule "C", attached.
- 1.3** "Maintenance" means the maintaining of a bridge, and includes the cost of maintaining the bridge railing and bridge deck, including sidewalk surfaces, repaving, seal coating, pre-marking and painting centrelines, channelization lines and edge lines, but shall not including bridge lighting, snow removal, ice control or maintaining water or sewer lines. The placing of additional water and/or sewer lines on the bridge will be with written permission of the Minister. The Minister will pay the full cost of any repairs to the substructure or superstructure, not specified above, including bridge painting. The Town will be responsible for maintaining the bridge riding surface and the bridge rail and the cost to maintain these components will be shared equally by the Minister and the Town.

TERMS OF AGREEMENT

- 2.** The Department agrees to maintain the bridges in good and proper repair, and shall arrange for the carrying out of all maintenance on the substructure and superstructure of the bridge.
- 3.1** The Town agrees to contribute 50% of the cost of the placement, replacement and/or repairs to traffic signs and standards dealing with the directing of through traffic only, on all former cost shared routes, identified in Schedule "C".
- 3.2** The Town agrees not to restrict vehicle weights and dimensions on former cost shared routes, identified in Schedule "C", without the prior approval of the Minister.
- 4.1** Notwithstanding anything contained in this agreement, the Minister shall not be liable to make any contribution for any maintenance work undertaken by the Town under this agreement unless the Town:

IN WITNESS WHEREOF the Minister has hereunto subscribed his hand and affixed his Seal and the Town has set and affixed its Corporate Seal, authenticated by the signatures of the Mayor and the Town Clerk.

SIGNED, SEALED AND DELIVERED
in the presence of:

J. Duggan
WITNESS

Quadrat. Deneen
WITNESS
Quadrat. Bennett
WITNESS

)
)
) HER MAJESTY THE QUEEN in Right of
) Her Province of Nova Scotia
)
)
)

Gordon Babin
) MINISTER OF TRANSPORTATION
) AND PUBLIC WORKS
)
)
)

) THE TOWN OF BRIDGETOWN
)
)
)

[Signature]
) MAYOR
)
)

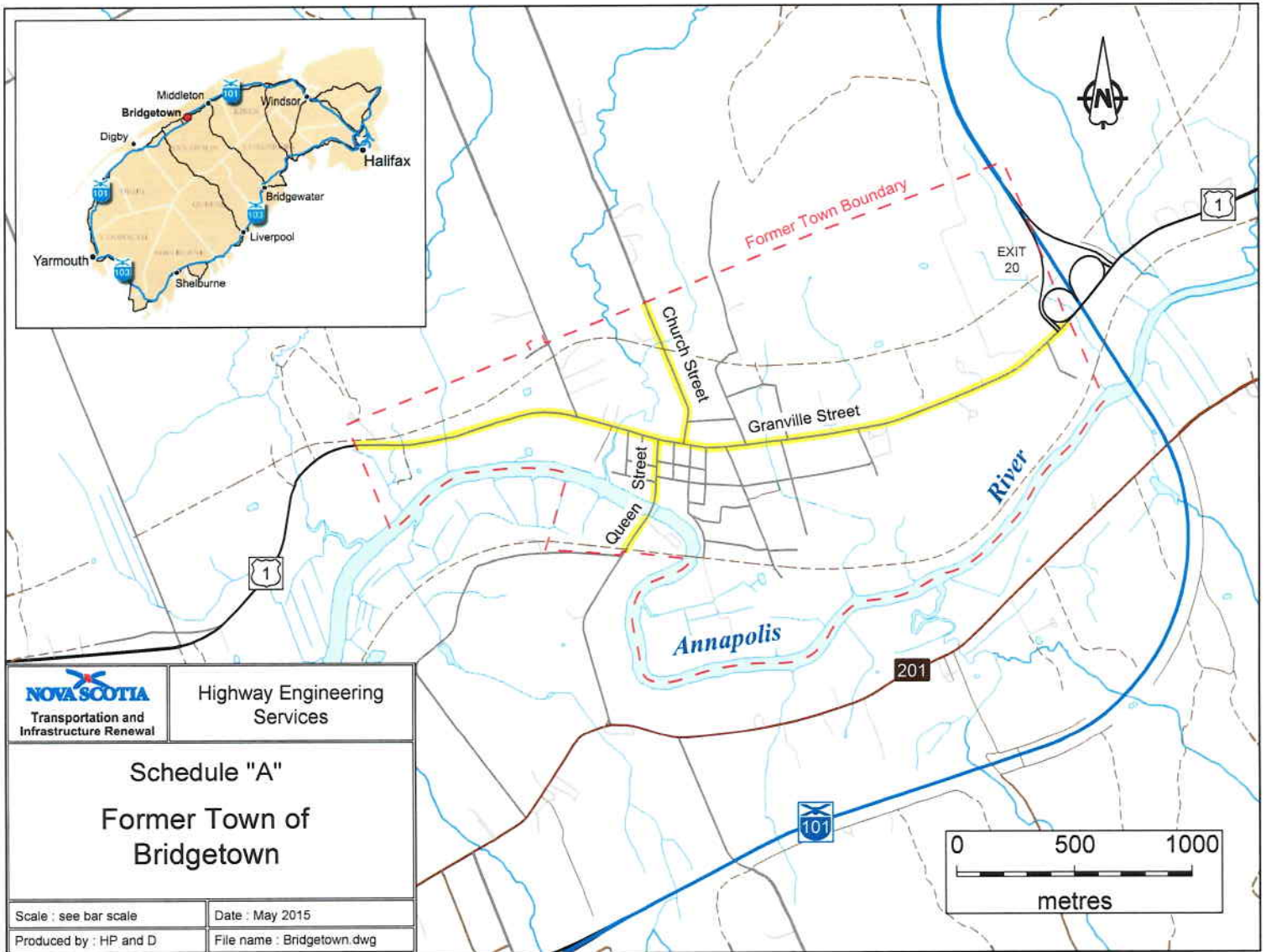
[Signature]
) TOWN CLERK
)
)

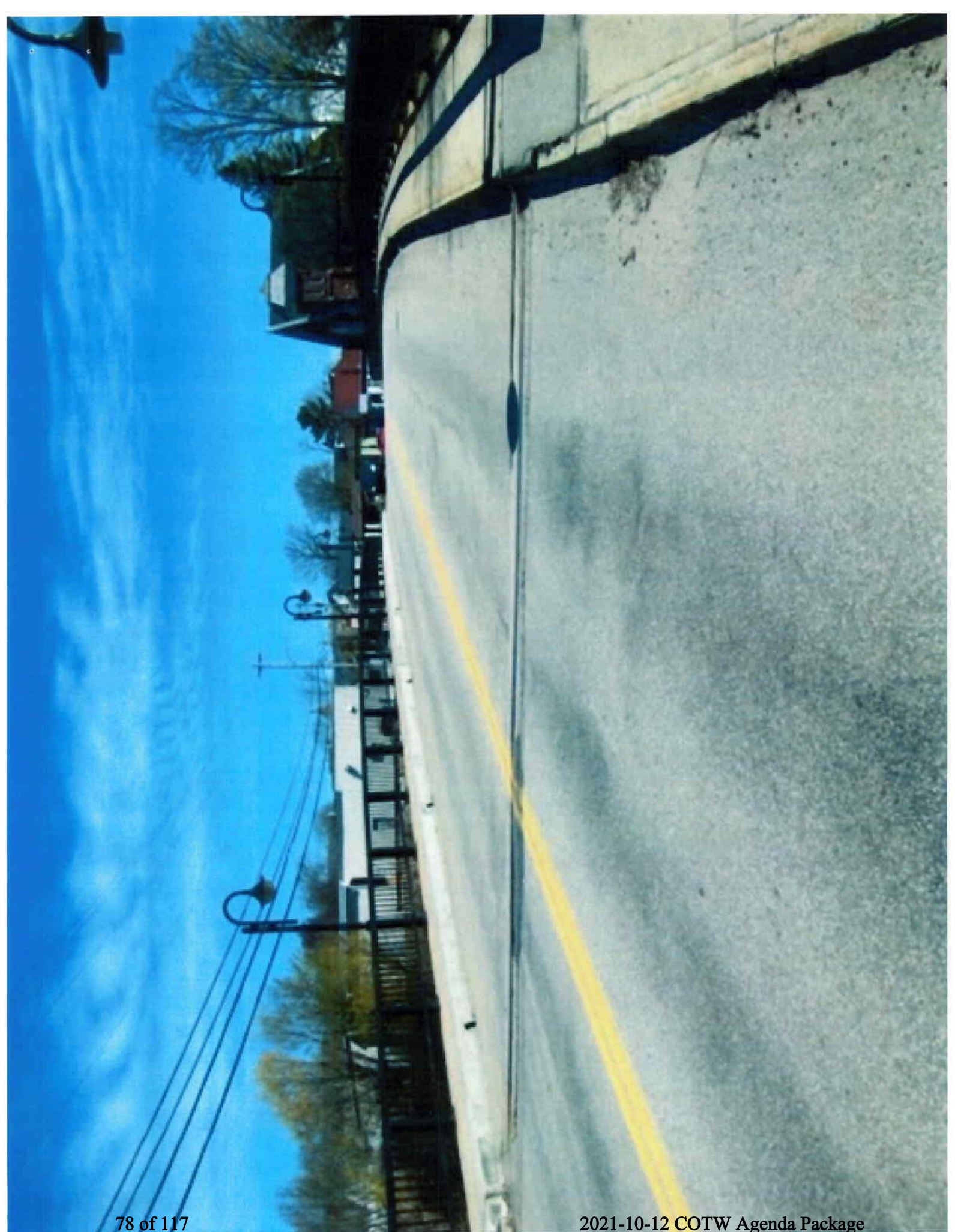
Bridge Maintenance Agreement

Schedule "C"

Former Cost Shared Streets In The Town Of Bridgetown

1. **Church Street** Extending from Granville St. to the northern Town Boundary, a distance of approximately 0.64
2. **Granville Street** Extending from the eastern Town Boundary to the western Town Boundary, a distance of approximately 3.03 km
3. **Queen Street** Extending from Granville Street to the southern Town Boundary a distance of approximately 0.56 km





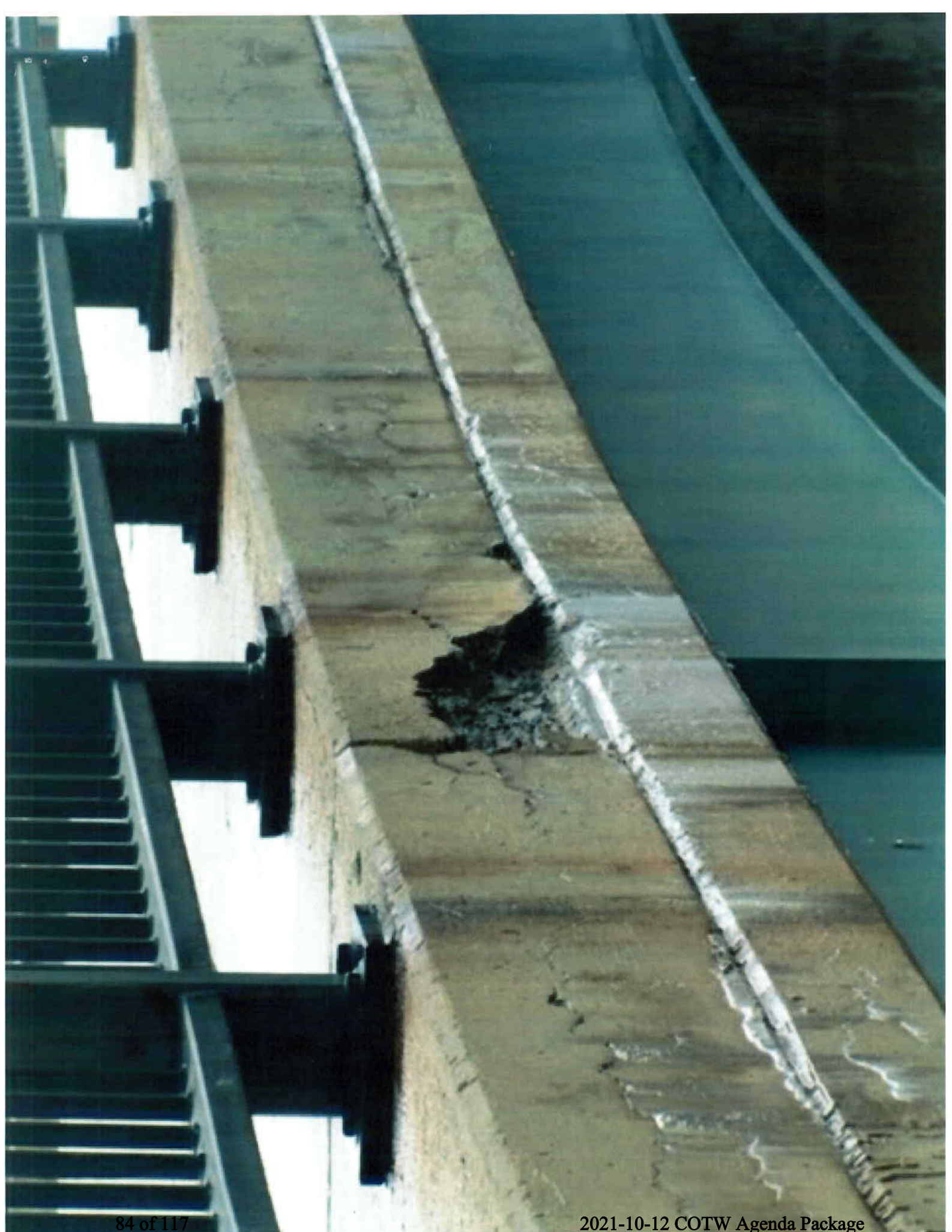














RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Approved by: David Dick, Chief Administrative Officer
Date: September 30, 2021
Subject: Approve *Regional Emergency Management Bylaw, Inter-municipal Agreement and Letter to the Minister*

RECOMMENDATIONS

1. THAT, pursuant to the recommendation of the Regional Emergency Management Advisory Committee, Municipal Council give first reading to approve the *C6 Regional Emergency Management Bylaw* as circulated.
2. THAT, in accordance with the recommendation of the Regional Emergency Management Advisory Committee, Municipal Council approve the Inter-municipal Emergency Services Agreement as circulated.
3. THAT, pursuant to the recommendation of the Regional Emergency Management Advisory Committee, Municipal Council approve forwarding the letter of request to the Minister Responsible for Emergency Management (Honourable John Lohr).

LEGISLATIVE AUTHORITY

Emergency Management Act, S.N.S 1990, c.8; Section 60 of the *Municipal Government Act*, as amended.

BACKGROUND

For many years the Annapolis Regional Emergency Management Organization has sought to update their respective Regional Emergency Management Bylaws and Intermunicipal Emergency Services Agreement. Confusion as to the meaning the Minister's designation in 2009 of the towns of Annapolis Royal, Bridgetown and Middleton and the Municipality of the County of Annapolis as one municipality for the purposes of emergency management has made this a complicated process. Recent advice and guidance from the Emergency Management Preparedness Officer for Region 4 has facilitated a solution. Submission of the new bylaw and intermunicipal agreement, along with a letter to the Minister requesting formal designation as outlined in the new bylaws and agreement, should alleviate any confusion for all parties going forward.

FINANCIAL IMPLICATIONS

A revised base amount is included in the funding formula of the Intermunicipal Agreement. It is proposed to commence in the next fiscal year.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

- Continue to use current bylaws (2007)
- Continue to follow intermunicipal agreement ratified on September 20, 2005

NEXT STEPS

Letter to Minister – once approved by all member municipalities can be signed for inclusion in package to the Minister

Intermunicipal Agreement – once approved by all member municipalities can be signed for inclusion in package to the Minister

Bylaw – each member municipality must approve its own, separate bylaw. Each bylaw must be approved in accordance with statutory requirements – two readings / two publications. Unlike most other municipal bylaws, emergency management bylaws additionally require ministerial approval prior to coming into effect.

ATTACHMENTS

C6 Reg Emergency Management Bylaw (per Advisory Committee on Sept. 27/21)

Inter-municipal Emergency Services Agreement (per Advisory Committee on Sept. 27/21)

Letter to Minister Responsible for Emergency Management (per Advisory Committee on Sept. 27/21)

Report Prepared by: *Dawn Campbell*

Dawn Campbell, Director of Legislative Services and HR

Report Approved by: _____

CAO David Dick, CPA, CA



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Albert Dunphy, Director of Community Development

Approved by: David Dick, Chief Administrative Officer

Date: October 12, 2021

Subject: County-wide Municipal Planning Strategy and Land Use By-Law Consultant Proposal Review Scoring Report.

REVIEW PANEL RECOMMENDATION

It is the recommendation of the Review Panel, that Municipal Council enter into a contract with Stantec Consulting Ltd. to conduct the review of the Annapolis County Municipal Planning Strategy and Land Use By-law.

ORIGIN

The Province of Nova Scotia requires all municipalities to adopt a Municipal Planning Strategy and Land Use By-law that meets the minimum and mandatory planning requirements set out in Bill 58. The Municipality of Annapolis County requested, and was granted, an extension to complete the review of the existing Annapolis County MPS & LUB by December 2023.

In response, the Municipality called for proposals from qualified planning consultants to conduct the review of the existing county-wide MPS & LUB. This request for proposals closed September 20, 2021. Five consulting firms responded:

1. Upland Planning and Design;
2. WSP Canada Inc.;
3. Brighter Community Planning and Consulting;
4. Stantec Consulting Ltd.; and,
5. FOTEEN Planning and Design.

LEGISLATIVE AUTHORITY

Bill 58: An Act to Amend the MGA – Minimum and Mandatory Planning Requirements
MGA Part 8: Planning and Development

PROPOSAL REVIEW PROCESS

As per 3.10 of the County's RFP, Proposal Evaluation, a review panel was struck consisting of two staff members and one County Councillor. The staff members were Albert Dunphy and Brendan Lamb. The Council representative was Wendy Sheridan.

The purpose of the Review Panel was to screen the proposals for completeness and content, score the proposals against the County's RFP criteria, and to recommend that Council enter into an agreement with the top consulting firm to conduct the county-wide MPS & By-law Review.

RFP EVALUATION CRITERIA/SCORING

Each consulting proposal was reviewed against criteria set out in the County's RFP. The scoring criteria was based on a weighting of 40% for the quality of submission to meet the proposal guidelines. 35% weighting was given to the level of professional expertise on the consulting team. 10% was individually assigned to both the proposed fees and the ability to meet the project deadline. The final 5% weighting was based on the completeness of the consultant's proposal to the RFP criteria.

In terms of quality of submission, each proposal was evaluated based upon its meeting the four scope of work themes. The first theme was based on the proposals ability to meet the minimum and mandatory requirements set out in Bill 58. The second theme was the special areas of concern. These Municipal Special Areas of Concern included creating land use policy around the identification, protection, and future zoning of:

1. Residential and cottage areas;
2. Coastal zoning as it relates the provincial coast land development project;
3. Agricultural land preservation as per the Provincial Statements of Interest;
4. Management of forestry and resource lands;
5. Commercial, industrial and institutional areas;
6. Municipal serviced areas;
7. Future development around highway interchanges;
8. The use of area roads and transportation links; and,
9. The protection of water features and flood prone areas.

The third theme looked at the amount and type of public consultation to complete the Annapolis County MPS & LUB Review. It is interesting to note that different firms offered different consultation processes, ranging from the appointment of a separate and independent Public Advisory Group, branding strategies, website presence, surveys, pop-up kiosks and virtual or in-person meetings. The strongest proposal employed a combination of branding, surveys, open house workshops, and two sets of in-person meetings in each council district.

The fourth and final scope of work theme was the evaluation of the existing secondary development focused area plans and source water protection plans, along with mandatory submissions of WCB coverage and RFP addendum acknowledgments.

The next scoring criteria was a review of the breadth and depth of the professional expertise of the consulting team. What is of interest to note here is that the consulting proposals submitted were of a wide verity, ranging from a well established firm lead by a forty plus year planning professional, to relatively newly incorporated firm. Under the criteria considered and evaluated were things such as, the professional qualifications, the principle contact and details as to how the proponent, resources, staff and firm's experiences best served to deliver the new county-wide MPS and LUB.

Annapolis County established a level of work compensation fee. There was a range of consulting fees proposed, however, all fell within the County's prescribed costing limit. It is also important to note that all consulting proposals indicate that the work would be completed well prior to the December 2023 deadline, leaving an ample amount of time for Ministerial review.

STANTEC CONSULTING LTD. PROPOSAL

The Review Panel carefully weighed all proposals. The recommended firm is Stantec Consulting Ltd. It is the opinion of the Review Panel that Stantec fully demonstrated an understanding of, and the ability to meet, the requirements of Bill 58. Stantec also showed a clear understanding and appreciation of the Municipality's special areas of concern to create land use policy and zoning

Stantec scored highly in the criteria of demonstrating breadth and depth of professional expertise in its consulting team. The lead consultant John Heseltine, a forty year planning professional, is committed to providing hands-on project management and report writing to the tune of 294 hours, eclipsed only by Justin Forbes, a planner and GIS specialist with ten years of experience, who will dedicate 334 work hours to the project. Additionally, Stantec has completed a wide verity of Municipal and Regional Plan Reviews for many Atlantic communities. They are also familiar with the Annapolis Valley region having completed many economic development, governance, and boundary review studies.

Stantec understands the need for substantial public consultation in developing municipal plans and land use by-laws. The hallmark of their approach is a total of two rounds of in-person public consultation meetings within each municipal district, concluding with a centralized county-wide workshop. These meetings will take place both before presenting a draft MPS and LUB and prior to Council's adoption the final planning document. They are also proposing a project brand strategy, website information, online surveys, Facebook page, and a child and youth engagement portion along with an interactive public input web map. They will be engaging with the abutting municipalities. The results of their public consultation will be presented to Council in a Community Profile and Background Report that addresses the issues and opportunities to be dealt with in the planning process. The report will also include a critical review of Annapolis County's current planning and will document specific gaps and areas that should be addressed in the secondary plans or expanded in the county-wide MPS and LUB. On behalf of Stantec, the project manager will personally be attending Council Meetings for First Reading, Second Reading, the Public Hearing, and will prepare the package for Ministerial review.

ADDITIONAL CONSIDERATIONS

Within the RFP there were two areas that allowed further expansion by Council.

The first was to the Special Areas of Concern. Those special areas of concern include the creating of land use policy around the identification, protection and future zoning of residential and cottage areas, coastal zoning, agricultural land preservation, forestry and resource lands, commercial, industrial and institutional areas, municipally serviced areas, highway interchanges, and water features/flood prone areas.

The second topic that Council may wish to expand upon is the scope of public consultation proposed by the selected consultant.

As per Section 2.7 (vii) of the RFP, the expansion to add additional areas of concern or additional public consultation sessions, would require renegotiation.

Review Panel

Albert Dunphy, MURP, MCIP, LPP
Brendan Lamb, BCD, Planner
Wendy Sheridan, District 9 Councillor

Report Reviewed by:



Albert Dunphy, Director of Community Development

Report Approved by:



David Dick, Chief Administrative Officer

Schedule 1: Addendum - County-wide MPS & LUB Recommended Consultant Proposal Highlights

Review Panel: Five proposals were received in response to the Request for Proposals to conduct a review of the Annapolis County MPS and LUB. The purpose of the Review Panel was to screen the proposals for completeness and content, score the proposals against the County's RFP criteria and recommend the top consulting firm to Council. All proposals were deemed complete. The Review Panel conducted a joint review and recommends Stantec Consulting Ltd.

RFP Highlights: Scope of Work Themes:

1. Ability to meet the NS Bill 58 minimum/mandatory planning requirements;
2. Create land use policy around the identification, protection, and future zoning of Special Areas of Municipal Concern such as residential/cottage areas, coastal zoning, agricultural land protection/preservation, forestry/resource lands, commercial/industrial/institutional areas and the protection of water features and flood prone areas (*Council may wish to add additional areas of municipal concern*);
3. The amount and type of public consultation proposed (*Council may vary amount*);
4. The evaluation of existing planning documents;
5. The inclusion of WCB coverage and RFP addendum acknowledgments;
6. The breadth and depth of the professional expertise of the consulting team;
7. The consulting fee proposed; and
8. The ability to meet the December 2023 deadline.

Stantec Consulting Ltd. Proposal Highlights

Six person team, lead person 40 years planning experience, 844 total person hours, projects completion by March 2023, total consultant cost estimate - \$156,656.41 (project budget \$170,000.00), 35% of work effort completed by team leader (most of all consultants).

1. **Project Team:** John Heseltine, Project Manager/Senior Planner – experience 40 years, takes primary responsibility for the project, oversees research, attends all client & public meetings, monitor the budget and timeline and devotes 294 person hours to completing the project – the most of all other consultant team leaders
Justin Forbes, Planner/GIS (10 years), 334 person hours - develops project brand and display materials, work on research and content, and manage GIS responsibilities
Eric Bays, Intermediate Planner (10 years), 65 person hours, assists in research, public consultation, and design solutions
Amy Sloan, Planner (10 years), 63 person hours, assists with research/public consultation
Christopher Boone, Senior Civil Engineer (17 years), 30 person hours, coordinates engineering input and advice on research related to infrastructure.
Moir Davidson, Public Engagement (3 years), 58 person hours, assists with project organization, public consultation, and develop text components of display materials.

2. Phase 1 – Initial Getting Started (5.1) - Start Oct 2021 – End Nov 2021

In-person meeting: PAC and staff to discuss/update project issues, challenges, objectives, finances, and milestones. After the meeting, a county tour will be conducted. Existing document review and similar communities MPS and LUB lessons. Strategic interviews with staff, Council and community leaders/organizations - 25 online or telephone-based interviews are anticipated. Community profile and Background Report prepared with PAC presentation along with updates on the project brand, website, and first online survey.

3. Phase 2 – Background Reports (5.2) - Start Nov 2021 – End Dec 2021

Background Reports Prepared: demographic, environment (watercourse, wetlands, coastlines, agricultural lands, forests, parks, and open space), residential development, commercial and industrial development, employment, municipal infrastructure, services, and transportation networks and general policy issues

4. Phase 3 – Consultation Program (5.3) - Start Nov 2021 – End Jan 2022

Multi-pronged Consultation Program: consists of developing a project brand logo and tagline for website, presentations, reports and publications and promotions. Creation of a website (using Squarespace or WordPress) for online public engagement and project updates, events, and documents. Includes a chatbot (or Plan-bot), online interactive maps and a project-based Facebook account. Also t-shirts and a promotion contest, and business cards. The first of three online surveys is proposed (2nd in Phase 4 and 3rd in Phase 5). Evening open house meetings will be held in the 11 districts consisting of a presentation, Q&A, and the gathering of emails to invite to future events. End of this phase is a centrally located three-hour PAC meeting with interested residents.

5. Phase 4 – Study Finding & Recommendation (5.4) - Start Jan 2022 – Jan 2022

Background studies from Phase 2 consolidated into a Study Findings Overview Report submitted one week before the PAC and Staff workshop. Land Use Policy Project Findings and Recommendations Report compiled, submitted to PAC and staff for review. Second on-line survey conducted.

6. Phase 5 - Draft MPS & LUB (5.5) - Start Feb 2022 – End August 2022

Draft MPS & LUB prepared (based on NS Guidebook for MPS/LUB Preparation) for PAC and staff review. Draft MPS & LUB made public, posted to website and the third on-line survey conducted. A second round of 11 district-based community meetings held to present and receive feedback on the Draft MPS & LUB. PAC Open House Meeting held.

Final MPS & LUB prepared and submitted to PAC one-week before the final PAC meeting. At this point the PAC will be asked to recommend the MPS and LUB to Council.

7. Phase 6 – Final MPS & LUB Processing (5.6) - Start Sept 2022 – End March 2023

At this stage the consultant will contact neighboring municipalities. The Project Manager will attend Council's 1st reading, the Public Hearing and the 2nd reading meetings. The consultant will prepare the required public hearing ads and post the final MPS and LUB to the website. The consultant will prepare four packages for Ministerial review and be available over the 60 day Ministerial review period if needed to make amendments or advise on the process. Once Ministerial approval is given, Stantec will provide all project outputs and data to the municipality, including 50 copies of the MPS and LUB along with 5 flash drives containing the planning documents in Microsoft Word format.

Summary:

- * 844 total person hours to complete the project
- * Start to Finish October 2021 to March 2023 (deadline Dec 2023)
- * \$156,656.41 (project budget \$170,000.00) hall rental and advertising not included
- * \$2400 for 22 District Meetings plus 2 Open House Meetings* \$2542 for total of eight advertisements in the local paper
- Total Estimated Cost: \$161,598.41 (project budget \$170,000.00)



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared By: Albert Dunphy, Director of Community Development
Approved By: David Dick, Chief Administrative Officer
Date: October 12, 2021
Subject: Royal Canadian Legion, Branch 122, County Land Request

STAFF RECOMMENDATION

It is the recommendation of staff that the County owned property, 281 Clementsport Road (PID No. 05102785), be declared surplus and donated to or turned over to Royal Canadian Legion, Branch 122, a not-for-profit organization and CRA registered charity in Clementsport for less than fair market value.

ORIGIN

September 9, 2021 John Bobbitt and David Boudreau of the Royal Canadian Legion, Branch 122, in Clementsport met with the CAO expressing their continued interest in acquiring 281 Clementsport Road in the community of Clementsport. This presently vacant County owned property is identified as PID No. 05102785 & AAN. 03394204 (\$5,600.00 Commercial Exempt). The property is a reported 5.02 acre parcel. For convenience, a site map is attached.

The logic of the request is that the Royal Canadian Legion, Branch 122 owns an abutting landlocked 10.19 acre parcel and wishes to sell it. Purchase of the abutting county land, 281 Clementsport Road, would give their property road access. With the ability to access the property with a bridge, the property could be marketed as a large buildable site and the estimated \$25,000.00 that could be generated from the sale of the combined lot would generate funds to maintain the Legion and to provide support to Legionnaires. The Royal Canadian Legion is a not-for-profit organization and a Canadian Revenue Agency registered charity. Some of the Legion's fundraising goes to support local veterans and their families, an annual bursary for family members of veterans, financial assistance to local Navy Legion and Army Cadets Corps and Christmas baskets for the needy. With COVID impacting their already limited revenue, selling land could be a way to make up the shortfall.

LEGISLATIVE AUTHORITY

MGA 50: Powers of municipality regarding property
MGA 51: Sale of lease of municipal land

BACKGROUND DISCUSSION (Property Specifics)

281 Clementsport Road, Clementsport (PID No. 05102785, AAN. 03394204), according to POL is 5.02 acres in area, but the deed states that the property is only 1.721 acres. The property was acquired from the Government of Canada in 1967 and is divided by the Moose River. In the past, the area was used as a day-use picnic park, beach area and swimming area with a dam and fish ladder. However, approximately 15 years ago a flood and ice event destroyed the dam and fish ladder thus ruining the swimming area and Picnic Park. CARP has a sign posted on the property and may be promoting the site as a fish habitat restoration site. The Municipality, however, has no immediate or future defined use for the property. Historically, there was a May 26, 1998 property lease to the Clementsport Dam Park Society but it is now defunct as the term was until December 2007.

In terms of development potential, the parking area and former swimming area does have road frontage. However, the parking area appears to be too small to be considered a developable building site by itself. The former swimming area being backfilled with loose unconsolidated fill also may not be suitable for development. Beyond the fact that the river front sections are flood prone, the depth of the lot to the Moose River is a limiting factor and a bridge would have to be constructed at substantial cost. Close by, the Municipality does have a walkable river and falls site south of this property that is in active use by the community. The Municipality also has number of land holdings including two much larger ocean water access properties at Cornwallis Park. There is a new picnic park coming on-stream at Upper Clements. The Municipality also has ownership of some substantial former theme park properties. Lastly, there is provincially owned memorial picnic site just down the road from this property. A site map is attached to illustrate some of the close by holdings and recreational sites.

OPTIONS FOR CONSIDERATION (MGA 51)

There are two options available to the Municipality when it comes to the disposal of municipal owned property to a not-for-profit/registered charity. These include:

1. That Council dispose of 281 Clementsport Road to the Royal Canadian Legion Branch 122. Of note in this action is that if the land is to be sold to a non-profit organization for a price less than fair market value, as per MGA 51 (1), Council must consider the organization is carrying on an activity that is beneficial to the municipality (MGA 51 (1)).

Inherent in this discussion is that Branch 122 of the Royal Canadian Legion is a not-for-profit organization and a Canadian Revenue Agency registered charity. Beyond Branch 122 fundraising that goes to support local veterans and their families, Branch 122 also provides financial assistance to local Navy Legion and Army Cadets Corps, gives gifts to deserving local students and provides Christmas baskets for the needy; or

2. That Council dispose of 281 Clementsport Road to the Royal Canadian Legion Branch 122 under MGA 51A. This section deals with the sale of unuseable land due to its insufficient size or dimensions.

While there has been no detailed investigation as to the usability of the County's property in terms of size to support on-site sewage and/or water, the fact still remains, the County's site is of limited potential for development as a stand-alone property due to its being split by the Moose River and the very need for an expensive bridge for access. Should Council consider 281 Clementsport Road unuseable, the property can be sold to the owner of an abutting property, notwithstanding MGA 51, at price determined by Council that is less than market value.

STAFF REVIEW

As part of this review, the Director of Finance, the Director of Recreation and the Acting Municipal Operations Manager were asked for their recommendation. The Director of Finance and the Recreation Director both feel the Municipality "should dispose of the property, unless there is a plan in place to utilize the property. In the absence of such, the Municipality should not be holding on to these parcels of land especially if they would be of greater use to the community". The Acting Municipal Operations Manager comments that "Municipal Operations does not see a use for the property at present and does not have any infrastructure that would be impacted if the property was sold.

Report Prepared by:


Albert Dunphy, Director of Community Development

Report Approved By:


David Dick, Chief Administrative Officer

MGA Excerpts

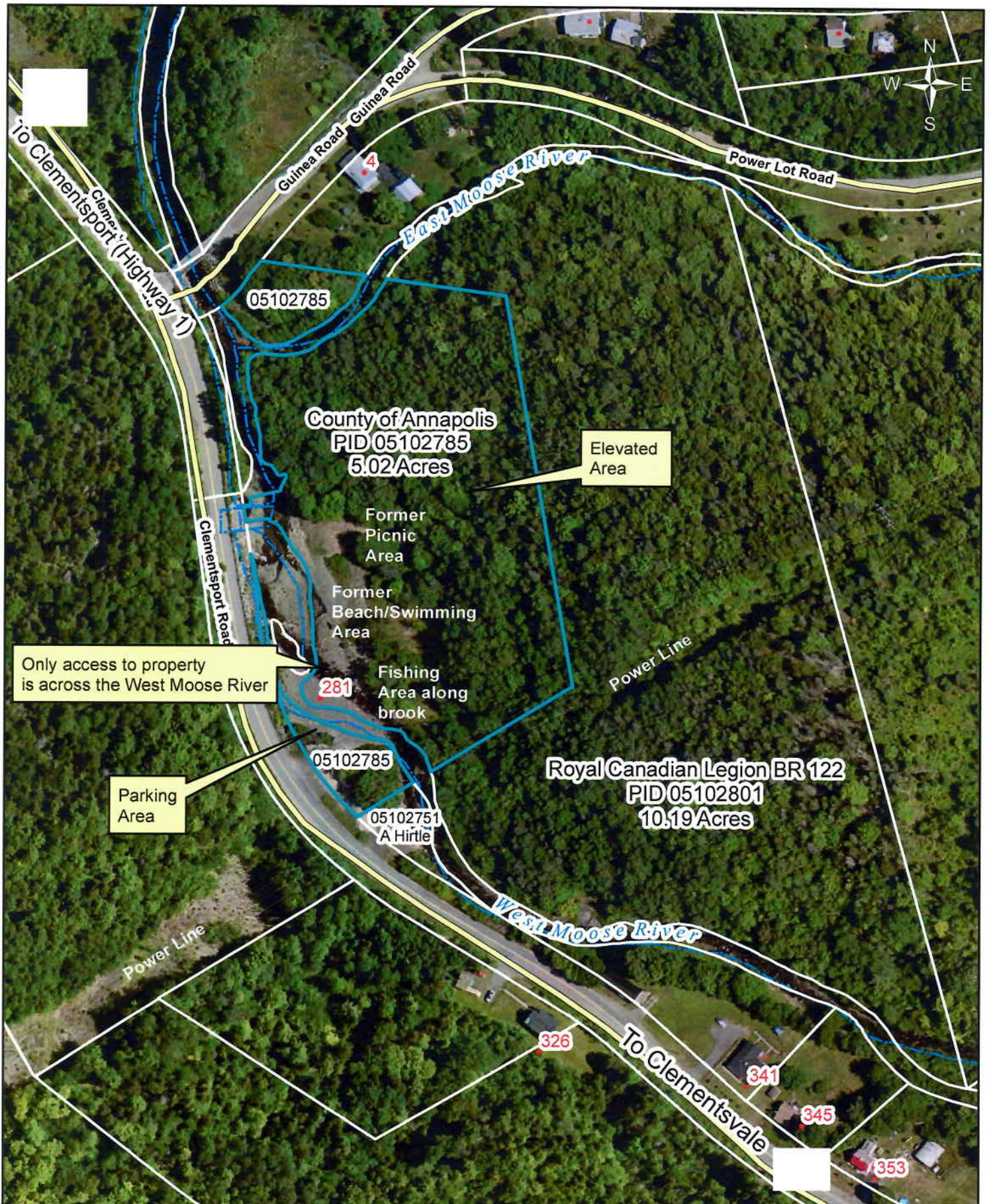
51: Sale or lease of municipal property

- (1) A municipality may sell or lease property at a price less than market value to a non-profit organization that the council considers to be carrying on an activity that is beneficial to the municipality.
- (2) A resolution to sell or lease property referred to in subsection (1) at less than market value shall be passed by at least a two thirds majority of the council present and voting.
- (3) Where the council proposes to sell property referred to in subsection (1) valued at more than ten thousand dollars at less than market value, the council shall first hold a public hearing respecting the sale.
- (4) The council shall advertise the public hearing at least twice, in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing.
- (5) The notice of the public hearing shall include the date, time and place of the hearing, the location of the real property or a description of the tangible personal property, the estimated value of the property and the purpose of the sale.

51A: Sale to abutting owner

Where a municipality holds land that is of insufficient size or dimensions to be capable of any reasonable use, in the opinion of the council, all or part of the land may be sold to the owner of any lot abutting that land and may be consolidated with such lot and, notwithstanding Section 51, the sale price of the land so sold may be set by council at a price that is less than market value at the time of the sale.





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COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Mark Coles, Municipal Operations

Reviewed by: Holly Orde, Director of Finance

Approved by: David Dick, CAO, CPA, CA

Date: October 4, 2021

Subject: 10/04/2021 Cornwallis Waste Water Treatment plant UV upgrade

RECOMMENDATION

To recommend that municipal council approve additional capital funding of \$25,047.47 plus HST to be funded from the Sewer Reserve (SRES) to enable the instillation of the ultra violet system at Cornwallis Waste Water Treatment facility.

LEGISLATIVE AUTHORITY

BACKGROUND

The current year capital budget has allocation of funding for the Cornwallis Waste Water Treatment Plant-Replace Disinfection System (Ultra Violet); with the receipt of the contractor quotes and engineering costs there is an expected shortfall in funding.

This Ultra Violet system is required under the Environment policy which requires that waste water treatment facilities remove all chlorine dosing from treatment facilities.

DISCUSSION

The results from the Request for Proposals process identified that the project was under budgeted during the Capital Budget planning. The additional funds are required to enable the work to be completed.

FINANCIAL IMPLICATIONS

The request for additional funding of \$25,047.47 plus HST from SRES (Sewer Reserve) will leave a fund balance of \$245,847.35.

POLICY IMPLICATIONS

None

ALTERNATIVES/OPTIONS

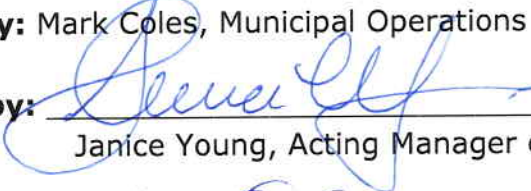
NEXT STEPS

Contracts awarded to respondents. Expectation to be completed by mid-November.

ATTACHMENTS

None

Report Prepared by: Mark Coles, Municipal Operations Engineering Technician.

Report Reviewed by: 
Janice Young, Acting Manager of Municipal Services

Report Reviewed by: 
Holly Orde, Director of Finance.

Report Approved by: 
CAO David Dick, CPA CA



COUNTY of ANNAPOLIS
NATURALLY ROUTED

RECOMMENDATION REPORT

To: Committee of the Whole
Submitted by: Mark Coles, Municipal Operations
Approved by: CAO David Dick, CPA, CA
Date: October 1, 2021
Subject: Repaving of Harborview Crescent, Cornwallis Park

RECOMMENDATION

To recommend that municipal council approve the cost of \$140,000.00 plus HST to resurface the road portion of Harborview Crescent, Cornwallis Park, project to be funded from Gas Tax Reserve.

LEGISLATIVE AUTHORITY

Municipality of Annapolis County

BACKGROUND

The street named Harborview Crescent, located in Cornwallis Park has fallen into disrepair, the existing road surface is believed to be the original asphalt and has developed many areas of failure including large pot holes and cracks along the entire road structure. This project was identified during the 2022 Capital Budget process, but given the overall lack of funding opportunities, this project was carried over to the 2022/23 budget year.

The county is receiving an increasing number of calls relating to the pot holes and cracks which are creating unsafe driving conditions; other conditions of concern are water drainage issues (causes icy conditions in winter & continued road erosion) and road deterioration around the manhole. As the project costs expensed for Basinview Centre were reallocated to operating reserve, this paving project serves as an opportunity to reinvest the Gas Tax Reserve funds to the Cornwallis area.

The cost associated with this project were obtained by requesting three contractors attend site to give there estimated costings. One contractor attended the site and provided the cost estimates.

As with all paving contracts, any paving carried out after the end of October will not be covered under warranty relating to weather induced failures.

The Asphalt plants will close for the winter season around December 1st 2021.

DISCUSSION

None.

FINANCIAL IMPLICATIONS

Within the existing financial budget we propose the re-allocation of funding from capital projects relating to Basinview, the balance resulting from the 2020/21 financial year project 100001933 (\$35,000), and three projects in the current financial year 100001932(\$58,500), 100001980 (\$40,000), 100002006 (16,000) with a combined value of \$149,500.00.

This request will leave a Gas Tax Reserve fund balance of = \$1,022,955

At the September 21, 2021 Council meeting, Gas Tax Reserve funds for the Basinview Centre were returned to the Gas Tax Reserve. Staff are proposing this project be funded from these Gas Tax funds.

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

1. Approve fund request
2. Do not approve, plan for next fiscal capital budget

NEXT STEPS

Upon a favourable motion from Municipal Council, the works can be scheduled and completed as soon as possible.


ATTACHMENTS

none

Report Prepared by: Mark Coles, Municipal Operations

Report Reviewed by: 
Janice Young, Acting Manager of Municipal Services

Report Reviewed by: 
Holly Orde, Director of Finance

Report Approved by: 
CAO David Dick, CPA, CA

Soldiers Memorial Hospital Foundation Report:

This past year started with the restructuring of the Board and the Foundation approved new by-laws to expand the Society Membership from 13 to 27 members to allow a more inclusive representation from Service Clubs and Municipal Representatives from Annapolis and Western Kings Counties. Also, the by-laws changed for the terms of the Directors positions to prevent an election of all directors in one year.

Our annual meeting for all members was held September 20, 2021 at the Middleton Lions Club in Nictaux following Covid regulations.

Kelly Hutton is continuing as Chair for 2 more years of a 3 year term

Wendy Sheridan's term for Vice Chair was up and John Smith accepted this position for a 3 year term.

The Foundation set up its own website and Facebook page to keep the public engaged with current information and fundraising efforts. You will also find on our website a virtual tour of the new Primary Health Care Centre along with numerous photographs highlighting this state-of-the-art facility.

The Middleton Collaborative Practice at the new facility is a growing family practice serving Middleton and area communities. The team includes 4 family physicians, a nurse practitioner, family practice nurse, licensed practical nurse, social worker, dietitian, and occupation therapist, all of whom work together to serve the needs of their family practice patients, the hospital patients, and the surrounding communities.

In the Soldiers Memorial Hospital is a Primary Care Clinic which serves the people on the Need a Family Practice list and is part of the continuum of primary care services for people who do not yet have a family doctor.

In March of this year the Foundation formed a new Sub-Committee to tackle the desperate need for Recruitment and Retention of Physicians. Don Hyslop was appointed Community Lead for the Foundation and Anne Crowell was appointed his assistant. Don and Anne have been doing an amazing job on this committee along with representatives from various communities.

The Foundation set up a Scholarship fund this year and presented 5 Medical Students from the catchment area of SMH each receiving \$1000.

Valley Regional Hospital Foundation recently held a fundraising campaign which our Foundation took part in to raise funds to purchase a new CT Scanner for Valley Regional.

A letter has been sent to Premier Tim Houston outlining our concerns with Doctor Recruitment & Retention for our area and the need for financial help to do this.

Respectfully submitted,

Wendy Sheridan

Carolyn Young

Subject: FW: TCTS Reports

From: Bruce Prout
Sent: October 3, 2021 4:04 PM
To: Carolyn Young <CYoung@annapoliscounty.ca>
Subject: TCTS Reports

The Monthly Board Meeting of TCTS took place on Wednesday September 15th in Bridgetown in their boardroom at 3:30 p.m.

The following items comprise highlights of the meeting:

- 1). The minutes of the June 16th meeting were approved.
- 2). TCTS has placed an ad in Valley Faces of Business.
- 3). Highlights of the General Managers Report are as follows:
 - a. Canada Emergency Wage Subsidy has been extended until October 2021.
 - b. A one year temp dispatch job has been advertised. TCTS is looking to have a replacement hired by October the 8th and trained by mid November.
 - c. Since June, a further 50 clients were transported to vaccination clinics for the \$5.00 basic fare.
 - d. There has been an increase in ridership in the past few months, including the Adult Day Program resuming back to normal and an increase in charters.
- 4). TCTS has developed a further COVID 19 Protocol.
- 5). The next Monthly Board Meeting will be held October 20th at 3:00 p.m.

After a short break, the Board Meeting was followed by the Annual General Meeting.

1. The minutes of the last Annual Meeting on October 20th were approved.
2. The Annual Report of the General Manager was accepted for approval.
3. All Directors and Officers of the TCTS Board agreed to stay on for another year and were approved to continue.
4. The Board Chair spoke of the hard work of the General Manager, Nicole Hackenschmidt, and the entire TCTS team as well as the clients, along with the various funding groups, and governments for their efforts over the past year.

Respectfully Submitted,

Bruce Prout
Councillor for District 1



Kings Transit Authority

September 14, 2021

Background for Transit Authority Board Meeting September 22, 2021

The following information is provided to summarize the reports and topics listed in the September 22nd KTA Board Meeting Agenda. The numbers listed on the left should match the Agenda items.

5. August Ridership and Revenue Report:

- Ridership on all routes, except for Digby, for the month is about 47% higher than in August 2020.
- Year to date ridership on all routes is generally higher (combined Core and Route 2, Annapolis and Digby routes) than budget by 13%.
- The 5 Year Ridership History demonstrates KTA routes are still below pre-COVID ridership levels. Progress has been better on the Annapolis West and Digby routes.

6. Capital Project Update:

- Launch of 3 new Eldorado Buses has taken much longer than anticipated, due to pre-delivery work by the manufacturer and Motor Carrier Board requirements. We hope to have the Weymouth bus in service about the time of the Board meeting, and may arrange for one of the buses to be outside the MoK building in advance of the Board Meeting.
- Thanks to some help from MoK Engineering staff on publishing to the Provincial Tender Site, we plan to open tenders on the Heat Pump RFP on Thursday, September 23rd at 2:00pm.

7. Financial Reports and Preliminary Forecast:

- August Actuals (Far left column) represent Year to date as of August 31st, five months.
- Preliminary Forecasts are “preliminary” because we are estimating for 7/12 of the year.
- Preliminary Forecast notes are provided to highlight anticipated variances for year end.
- CORE: Variances for GM salary and Professional Fees offset each other; note projected variance (surplus) for not implementing hourly service – something to consider if ridership improves. Fuel is a concern, with diesel price higher than estimated at budget time.
- ANNAPOLIS: Anticipate reduced maintenance with new bus (early in budget year to predict with certainty). High cleaning costs were changed in September, Fuel costs a concern, forecast deficit at this point in the fiscal year.
- DIGBY: Anticipate reduced maintenance with new bus. Fuel costs a concern, but forecast surplus at this point in the fiscal year.
- See Item 8(a) – This information can be shared with partner municipalities.

Brian T. Smith, Interim General Manager
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8. New Business

a. Communication with Partners: Monthly Statements/Forecasts

Suggest KTA Financial Reports be included with Monthly (Annapolis & Digby) and Quarterly (Core partners) invoices. This would advise Directors of Finance of current figures.

b. Hourly Service

There have been requests for improved service to Acadia and other destinations, and funds were budgeted to add hourly service back after the COVID related cutbacks. Unfortunately, this budget room has been reduced by increased fuel costs. There is also a link between this question and a possible regional transportation study. Suggest keeping this item on future Board agendas, to see if hourly service can be added in future.

c. Phase 5 Reopening Plan

Kings Transit staff are monitoring developments, in terms of masking and related employer requirements as Phase 5 of the COVID Reopening Plan is being revealed by the Province. We will keep the Board informed of these developments.

d. Statutory Holiday Service

Board Members were asked recently to approve a new holiday in the transit schedule, on September 30th. It was suggested that there be a further discussion of this issue by the Board.

Note, ridership information was compiled concerning **Natal Day**, which was an operating day for drivers and office staff in 2021. A five year summary is enclosed with this report, but here is the information for 2021:

Core	60 cash	193 Total Riders (including pass users)
Bridgetown	36 cash	92 Total Riders
Cornwallis	10 cash	35 Total Riders
Weymouth	31 cash	69 Total Riders

The cash fares do not justify the operation of the buses over a full service day, even taking into account that staff would be paid during the holiday.

It is recommended that staff and the Board budget in 2022 to cease service on Natal Day and close the office, in line with other municipal operations.

e. Transportation of Small Bicycles

We recently received a complaint, echoed by a Kings County Council Member, about not taking small bicycles on our buses. Kings Transit uses a very common transit bike rack made by SportWorks, and they recommend the following limits on bike size:

bicycles with no longer than a 44 inch wheel base, 2.3 inch wide tires, wheel diameters of 20 inches or larger and a total weight of 55 pounds or less per bike.

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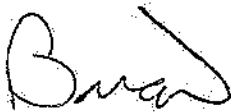
Our Riders Guide has a summary of transit safety policies in it and it references a number of restricted mobile devices: roller blades, scooters, and strollers. These policies are generally applied to small bicycles and tricycles as well, the intent being that anything with wheels and a frame should be folded and held secure by the owner. In Nova Scotia, these policies are an extension of requirements in the Board Public Passenger Motor Carrier Act Regulations, in particular Section 28:

No motor carrier shall carry or permit to be carried in a public passenger vehicle baggage or parcel express that would cause discomfort or inconvenience to passenger or interfere with the safe operation of the vehicle...

It is unfortunate that children's bikes with wheel sizes of 16 or 18 inches cannot be accommodated safely in the front bike racks on Kings Transit buses, but the option of taking these bikes on board is not a safe alternative.

f. Update on Regional Transit Master Plan

Staff of the Municipality of the County of Kings and Kings Transit have been working on Terms of Reference for a Transit Master Plan to support a proposed shared services governance model now under consideration. We hope to have an update for the Board on this Plan, possibly in time for the September Board Meeting.



Brian T. Smith
Interim General Manager

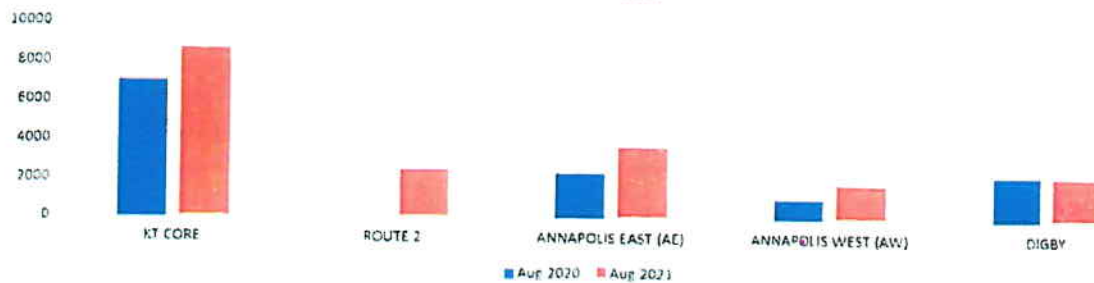
Encl. Natal Day Ridership History Figures

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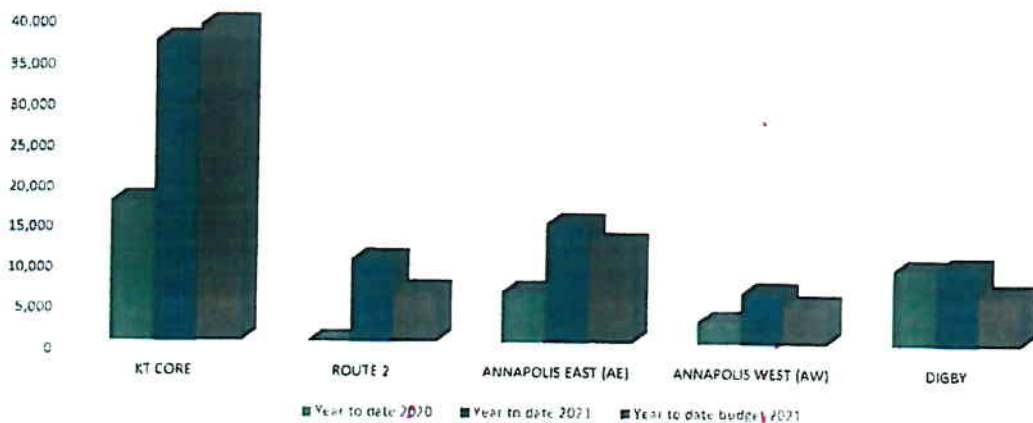
KINGS TRANSIT AUTHORITY RIDERSHIP REPORT August 2021

AREA OF SERVICE	Aug 2020	Aug 2021	Previous vs current year	Percentage previous vs current year	Year to date 2020	Year to date 2021	Year to date budget 2021	decrease budget vs actual	decrease budget vs actual
KT CORE	6978	8577	1599	0.00%	17,329	36,843	38,760	-1917	-4.9%
ROUTE 2	0	2412	2412	0.00%	58	10,105	6,201	3904	62.9%
ANNAPOLIS EAST	2310	3610	1300	0.00%	6,208	14,606	12,260	2346	19.1%
ANNAPOLIS WEST	1010	1710	700	0.00%	2,685	6,193	4,700	1493	31.8%
DIGBY	2278	2146	-132	-5.79%	9,210	9,496	6,220	3276	52.7%
TOTAL	12,576	18,455	5,879	46.75%	35,490	77,243	68,141	9,102	13.36%

Month of August
2020 vs. 2021



August 2021 Year to Date Comparisons

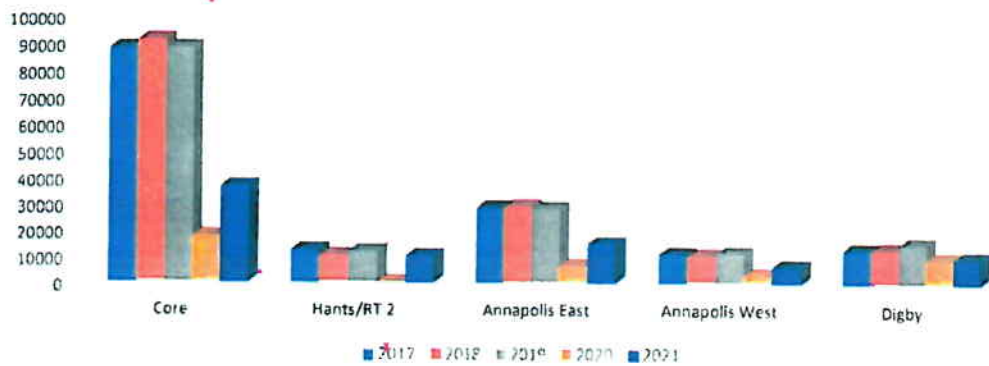


KINGS TRANSIT AUTHORITY

5 year Ridership History to Date Aug 2021

	Core	Hants/RT 2	Annapolis East	Annapolis West	Digby
2017	87927	12346	28673	10792	12792
2018	90752	10206	28948	10091	12838
2019	88059	11896	28191	11093	14949
2020	17329	58	6208	2685	9210
2021	36843	10105	14606	6193	9496

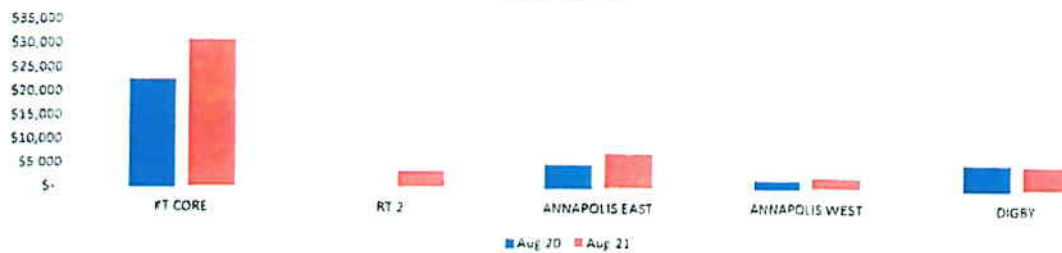
5 year Ridership History to Date August 2021



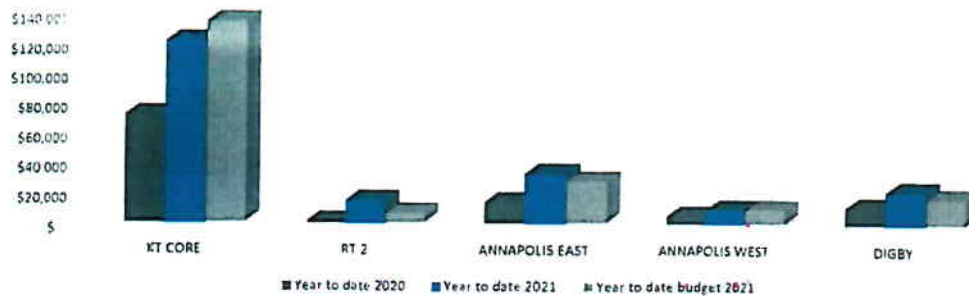
REVENUE REPORT August 2021

AREA OF SERVICE	Aug 20	Aug 21	Previous vs. current year	Percentage previous vs. current year	Year to date 2020	Year to date 2021	Year to date budget 2021	Increase (decrease) Budget vs actual	% Increase (decrease) Budget vs actual
KT CORE	\$ 22,610	\$ 30,828	\$ 8,018	35.5%	\$ 70,961	\$ 121,043	\$134,496	\$ (13,453)	-10.0%
RT 2	\$ -	\$ 3,246	\$ 3,246	0.0%	\$ -	\$ 14,379	\$6,338	\$ 8,041	126.9%
ANNAPOLIS EAST	\$ 4,998	\$ 7,165	\$ 2,168	43.4%	\$ 13,351	\$ 32,254	\$27,500	\$ 4,754	17.3%
ANNAPOLIS WEST	\$ 1,751	\$ 2,163	\$ 411	23.5%	\$ 4,259	\$ 8,612	\$9,167	\$ (555)	-6.1%
DIGBY	\$ 5,380	\$ 4,756	\$ (623)	-11.6%	\$ 10,583	\$ 21,187	\$17,083	\$ 4,104	24.0%
TOTALS	\$34,739	\$47,958	\$ 13,220	38.1%	\$88,154	\$197,475	\$194,584	\$ 2,891	1.5%

Month of August
2020 vs 2021



August 2021 Year to Date Comparisons

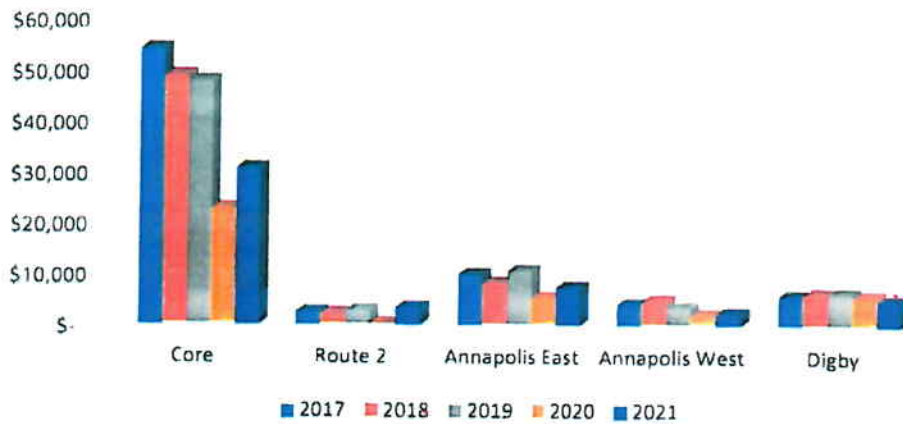


KINGS TRANSIT AUTHORITY

5 Year Fare Revenue History for the month of August

	Core	Route 2	Annapolis East	Annapolis West	Digby
2017	\$ 53,827	\$ 2,390	\$ 9,740	\$ 3,952	\$ 5,651
2018	\$ 48,553	\$ 1,996	\$ 7,975	\$ 4,387	\$ 5,940
2019	\$ 47,639	\$ 2,650	\$ 10,468	\$ 3,314	\$ 6,113
2020	\$ 22,610	\$ -	\$ 4,998	\$ 1,751	\$ 5,380
2021	\$ 30,628	\$ 3,246	\$ 7,165	\$ 2,163	\$ 4,756

5 Year Fare Revenue History for the month of August



Acct #	Account Description	Actual to Aug 31, 2021	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FORECAST TO Mar 31, 2021	BUDGET	% of BUDGET	\$ VARIANCE
Annapolis County													
REVENUE													
4031	Fares - Annapolis East (Bridgetown)	32,253.89	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	70,753.89	66,000.00	107.20%	4,753.89
4032	Fares - Annapolis East (Cornwallis)	8,612.31	1,833.00	1,833.00	1,833.00	1,833.00	1,833.00	1,833.00	1,833.00	21,447.31	21,000.00	97.45%	(552.69)
4100	Advertising Income	3,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,450.00	3,000.00	115.00%	450.00
4251	Gate Grant - Mun - Annapolis East	203,708.35	40,741.67	40,741.67	40,741.67	40,741.67	40,741.67	40,741.67	40,741.67	489,500.00	489,500.00	100.00%	0.00
	Total Revenue	248,024.55	48,074.67	48,074.67	48,074.67	48,074.67	48,074.67	48,074.67	48,074.67	584,551.20	579,000.00	100.80%	4,551.20
EXPENSE													
5360	Miscellaneous	381.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	381.60	0.00		(381.60)
5420	Building Repair & Maint	22.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.92	0.00		(22.92)
5705	Drivers Salaries & Wages	81,770.59	15,762.00	15,762.00	15,762.00	15,762.00	15,762.00	15,762.00	15,762.00	159,932.53	201,000.00	99.47%	1,067.47
5713	CPP - Ops	3,291.51	520.00	520.00	520.00	520.00	520.00	520.00	520.00	7,077.61	8,646.00		(1,568.39)
5714	El - Ops	1,891.34	293.00	293.00	293.00	293.00	293.00	293.00	293.00	4,089.34	3,810.00		279.34
5715	WCB - Ops	2,284.22	518.00	518.00	518.00	518.00	518.00	518.00	518.00	5,910.22	7,116.00		(1,205.78)
5716	Medical/Dental - Ops	2,293.11	466.00	466.00	466.00	466.00	466.00	466.00	466.00	5,555.11	5,592.00		(36.89)
5717	Pension - Ops	1,980.12	820.00	820.00	820.00	820.00	820.00	820.00	820.00	7,696.12	5,836.00		1,860.12
	Total Ops Employee Benefits	11,720.40	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	30,328.40	33,000.00	91.90%	2,671.60
5721	Health & Safety	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Employee Related Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
5736	Management fee - Annapolis	50,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	120,000.00	120,000.00	100.00%	0.00
5760	Vehicle Fees/permits/registrations	5,593.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,593.94	7,000.00	82.77%	1,206.06
5775	Bus Radios, WiFi & Cellphones	0.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	2,919.00	5,000.00	58.38%	2,081.00
5784	Shop Supplies	739.46	53.00	53.00	53.00	53.00	53.00	53.00	53.00	1,172.46	1,000.00	117.25%	(172.46)
5803	Bus 57 R&M 50% Annapolis Shared	10,204.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5816	Bus 46A R&M Annapolis	14,316.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5856	Bus 56 R&M Annapolis	136.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5862	Bus 58 R&M Annapolis	13,468.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Repairs and Maintenance Total	38,126.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
5878	Fuel	42,986.07	7,800.00	7,800.00	7,800.00	7,800.00	7,800.00	7,800.00	7,800.00	97,586.07	78,000.00	125.11%	(19,586.07)
5880	Insurance	11,994.82	2,240.00	2,240.00	2,240.00	2,240.00	2,240.00	2,240.00	2,240.00	27,674.82	21,000.00	131.78%	(6,674.82)
5882	Bus Cleaning	37,767.07	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	51,767.07	18,000.00	287.59%	(33,767.07)
5884	Bus advertising & signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00	400.00	20.00%	320.00
5886	Uniforms	1,552.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	85.08%	3,479.99
5890	Commission on sales	335.30	58.00	58.00	58.00	58.00	58.00	58.00	58.00	745.30	700.00	106.47%	(45.30)
	Total Expense	281,950.53	45,239.00	45,239.00	45,239.00	45,239.00	45,239.00	45,239.00	45,239.00	608,318.01	579,000.00	104.90%	(29,318.01)
	Net Income	34,545.98								(23,766.81)			(23,766.81)

KINGS TRANSIT AUTHORITY

Notes on Preliminary Forecast at August 31, 2021

ANNAPOLIS

Operating Revenue

> Projected over budget - fares could come in higher	4,651.20
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Expenses

> Drivers salaries and wages - newer drivers - less vacation and sick time to cover - expected to come in under budget	1,067.47
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> Employee Benefits - higher than estimated	2,671.60
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> Health & Safety - expected to be under budget	960.00
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> Vehicle Fees, etc. - anticipated to be under budget	1,206.06
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> Bus Radios, Wifi, etc - repair & replacements	2,081.00
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> Repairs & Maintenance - expected to be under budget due to replacement of one bus	23,173.59
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> Fuel	
Overage expected due to fuel being higher than estimated	(19,586.07)

> Insurance	
Policy came in with \$7,500 increase for Annapolis after budget approved	(6,674.82)

> Bus Cleaning	
Overage anticipated in additional contract cleaning required by COVID	<u>(33,767.07)</u>

Total of significant overages/shortfalls	<u>(24,217.04)</u>
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Natal Day: Core Buses- excluding Route 2 as its "New" in 2021

2018-108 cash riders, 407 total

2019- 192 cash riders, 758 total

2020- 66 cash riders, 200 total

2021- 60 cash riders, 193 total

Natal Day: Bridgetown Bus

2018-27 cash riders, 171 total

2019-41 cash riders, 218 total

2020-24 cash riders, 57 total

2021-36 cash riders, 92 total

Natal Day: Cornwallis Bus

2018-24 cash riders, 119 total

2019-14 cash riders, 100 total

2020-6 cash riders, 45 total

2021- 10 cash riders, 35 total

Natal Day: Weymouth Bus

2018- 39 cash riders, 145 total

2019-45 cash riders, 164 total

2020-36 cash riders, 96 total

2021- 31 cash riders, 69 total

**Recommendations from 2021-10-01 Glyphosate Advisory Committee (Adhoc)
To 2021-10-12 Committee of the Whole**

- i. THAT, in accordance with the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend to municipal council that the Municipality of the County of Annapolis not use Glyphosate-related products on county-owned land/spaces.
- ii. THAT, pursuant to the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend to municipal council that staff conduct an education campaign about household alternatives to Glyphosate usage.
- iii. THAT, in accordance with the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend that municipal council send a letter to the Minister of Natural Resources and the Minister of Environment requesting a cessation of aerial Glyphosate-related spraying in Annapolis County.
- iv. THAT, pursuant to the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend that municipal council send a letter to the Minister of Natural Resources and the Minister of Environment requesting that neighbouring concession/access roads to recently sprayed (within a year) regions have Notice of Aerial Spraying signs post to inform public using the roads/woods.
- v. THAT, in accordance with the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend that municipal council contact the Nova Scotia Federation of Municipalities to find out how other municipalities are dealing with Glyphosate.

Motion Reference #	Direction/Action	Ownership	Date Complete	Date Report or Completion Expected
210921.05	that municipal council approve the expenditure of \$89,398 plus HST from the General Operating Fund to repair the original section and replacement of the 1980's section of the Annapolis Administration Building roof	Mun Operations	Contract signed Sept 30/21	work expected to be completed by November 30th, 2021
210921.06	that municipal council approve the expenditure of 2,758.70 HST included to be funded from the Max Young Reserve Fund to reimburse the Bridgetown community Recreation association the cost to replace the clock controller located at the Bridgetown & District Memorial Arena	Mun Operations	Invoice requested from BCRA on September 23/21.	Waiting for invoice to complete
210921.08	that municipal council initiate the road-naming review process to name the road providing access to the Snow Lake Keep Homesteading Community in Arlington West	GIS Civic Addr Coord		Expected completion end of November, pending input from other agencies.
210921.14	that Municipal Council register the entire West Paradise Community Hall property (identified as deed reference Book 85 at Page 39 – being approximately 18,190.61 sq. ft. in area), located in the community of West Paradise, for inclusion in the Annapolis County Registry of Heritage Properties and that a Notice of Recommendation be completed in accordance with the Heritage Property Act and Annapolis County C5 Heritage Property Bylaw requirements and Council hold a public hearing with the applicants on October 19, 2021, at 11:00 a.m. at Champlain Hall, 178 Haida Street, Cornwallis Park, NS	Dir Comm Dev		2021-10-19 Public Hearing.

Motion Reference #	Direction/Action	Ownership	Date Complete	Date Report or Completion Expected
210921.15	that Municipal Council register the entire Easson House property (identified as Document No. 84823344 – being approximately 2.53 acres in area), located in the community of Lequille, be considered for inclusion in the Annapolis County Registry of Heritage Properties and that a Notice of Recommendation be completed in accordance with the Heritage Property Act and Annapolis County C5 Heritage Property Bylaw requirements and Council hold a public hearing with the applicants on October 19, 2021, at 11:00 a.m. at Champlain Hall, 178 Haida Street, Cornwallis Park, NS	Dir Comm Dev		2021-10-19 Public Hearing
210921.16	to give seven-day notice for municipal council to approve AM-2.7.9 COVID-19 Proof of Vaccination Policy	Clerk		2021-10-19 Council
210921.17	to give seven-day notice for municipal council to amend AM-2.7.8 COVID-19 Response Policy	Clerk		2021-10-19 Council
210921.18	that municipal council give of first reading to amend the Bridgetown Land Use Bylaw (LUB) Zoning Map to rezone a vacant lot know as 431 Granville Street in the community of Bridgetown, from the Residential Light Density (R-1) Zone to the Highway Commercial (C2) Zone to permit the development of a construction equipment and trailer rental facility	Dir Comm Dev	2021-09-21 Council	2021-10-19 Public Hearing

Motion Reference #	Direction/Action	Ownership	Date Complete	Date Report or Completion Expected
210921.19	to set a public hearing on October 19, 2021, at 11:00at 187 Champlain Hall, 178 Haida Street, Cornwallis Park, NS for the Bridgetown Land Use Bylaw Zoning Map Amendment Application It was moved by Deputy Warden Gunn. Seconded by Councillor Longmire, to set a public hearing on October 19, 2021, at 11:00at 187 Champlain Hall, 178 Haida Street, Cornwallis Park, NS	Dir Comm Dev / Clerk		2021-10-19 Public Hearing