

# 2021-01-11 Committee of the Whole

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **COMMITTEE OF THE WHOLE AGENDA**

Tuesday, January 11, 2022

9:00 a.m.

Zoom Videoconference

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1. **ROLL CALL**

2. **DISCLOSURE OF INTEREST**

3. **APPROVAL of the AGENDA (Order of the Day)**

THAT the Order of the Day be approved as (*circulated or amended*) and including a presentation at 11:00 a.m. by the Annapolis Waterkeepers.

3.1 **11:00 Presentation** – Annapolis Waterkeepers (*information attached*)

4. **ADOPTION OF COTW MINUTES**

4.1 THAT the minutes of the regular Committee of the Whole meeting held December 14, 2021 be approved as circulated.

5. **BUSINESS ARISING FROM THE MINUTES**

None.

6. **NEW BUSINESS**

6.1 **Information Report – Community Development Update December 2021**

6.2 **Information Report – Unsightly & Dangerous Quarterly Report**

6.3 **Recommendation Report East End Area MPS LUB Review**

THAT municipal council commence a review of the Annapolis County East End Area Municipal Planning Strategy and Land Use Bylaw and adopt a public participation program that would refer the review applications to the East End Area Advisory Committee and the Annapolis County Planning Advisory Committee for their review and recommendation along with applicable public meetings and advertisements.

6.4 **Recommendation Report Cornwallis Park MPS LUB Review**

THAT municipal council commence a review of the Cornwallis Park Municipal Planning Strategy and Land Use Bylaw and adopt a public participation program that would refer the review applications to the Cornwallis Park Area Advisory Committee and the Annapolis County Planning Advisory Committee for their review and recommendation along with applicable public meetings and advertisements.

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **COMMITTEE OF THE WHOLE**

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**6.5 Recommendation Report – TBR Renewal Annapolis County Water Line Addition Hillside \$105,407**

THAT municipal council authorize the period of borrowing in the amount not exceeding One Hundred Two Thousand Five Hundred and Fifty-Six Dollars (\$102,556) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs.

**6.6 Recommendation Report – TBR Renewal Municipal Land and Buildings \$7,200,000**

THAT municipal council authorize the period of borrowing in the amount not exceeding Seven Million, Two Hundred Thousand Dollars (\$7,200,000) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs.

**6.7 Recommendation Report – AM-1.4.14 Low Income Tax Exemption Policy Amend**

THAT municipal council amend AM-1.4.14 Low Income Tax Exemption Policy by increasing the exemption amount to \$350 and increasing the allowable income amount to \$27,000 (seven-day notice).

**6.8 Recommendation Report Community Grants Program – Current Applications**

THAT municipal council approve the allocation of grants as presented in Appendix A from the 2021-22 Community Grants Program, in accordance with AM-1.4.9 Community Grants Policy, for a total of \$9,200 as follows:

\$1,200 Granville Centre Community Hall Association; and

\$8,000 Lawrencetown Exhibition Youth Arena

**7.**

**COMMITTEE & ORGANIZATIONAL REPORTS**

**7.1 Warden's Report – verbal**

**7.2 Kings Transit Authority Report**

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

**7.3 Economic Development Committee Report**

THAT Committee of the Whole receive the Economic Development Committee Report as circulated.

**8.**

**NOTICE OF MOTIONS**

*For February Committee of the Whole:*

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **COMMITTEE OF THE WHOLE**

### **AGENDA**

Tuesday, January 11, 2022

9:00 a.m.

Zoom Videoconference

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#### **8.1 Former Bridgetown Regional Elementary School**

THAT Staff obtain a current estimate of the cost of demolishing the former Bridgetown Regional Elementary School; and THAT Staff provide council with a report of the condition of the former Bridgetown Regional Elementary School building, including asbestos, mold, heating, mechanicals and other issues that may have occurred over the years when the building has been vacant; and THAT Staff provide a current estimate of the value of lots if the Bridgetown Regional Elementary School property is sold as building lots, with different estimates for different sized lots; and THAT Staff provide a report advising of the cost to the County for servicing if building lots on the former Bridgetown Regional Elementary School property are sold; and that the former Bridgetown Regional Elementary School property not be sold until the reports have been received and council has determined what it wishes to do with the property.

#### **8.2 Former Bridgetown Town Hall**

THAT Municipal Council begin the process to register the former Bridgetown Town Hall as a municipal heritage property; and THAT staff provide a report to council outlining the pros and cons of selling only the Town Hall building and retaining title to the adjacent parking lot; and THAT staff provide a report as to the intended ownership and access to the POP site on the former Town Hall property if the former Town Hall property is sold; and THAT the former Town Hall property not be sold until any issues arising out of the above requests (Heritage Property Registration, Sale or Retention of Parking Lot, POP Site) are resolved.

#### **9. IN-CAMERA**

THAT Committee of the Whole meet in-camera in accordance with Sections 22(2)(c) personnel matters, (e) contract negotiations and (f) litigation or potential litigation of the *Municipal Government Act*.

#### **10. ADJOURNMENT**

THAT the Committee of the Whole adjourn its meeting until the next regular meeting scheduled for Tuesday, February 8, 2022.

**Annapolis Waterkeepers**  
**Council Info Package Jan 11, 2022, Arlington Dump**  
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Dear Councillors

Prout, Connell, Parish, Barteaux, Longmire, Morrison, Hudson, Gunn, Sheridan, Redden, and LeBlanc:

The letter below is intended as a supplement to the Annapolis Waterkeeper Zoom presentation to Annapolis County Council (ACC) Jan. 11, 2022.

**Re: Solid Waste permitting, Zoning, and Municipal Oversight at Arlington Dump**

Please allow me to extend our community thanks for your help in the past.

The assistance you have given us has helped to slow illegal dumping at Arlington and convince Nova Scotia Environment and Climate Change (NSECC) that more robust and honest water quality testing is needed. Sadly, testing now reveals a contamination plume that extends hundreds of meters downslope, beyond-dump property, and oozes ever closer to our wells and springs. (*Report, W James Frazee, E&Q Consulting, Sept. 7, 2018*)

Also, we take this opportunity to thank you for your service.

Annapolis County Council represents the last bulwark of local control over our institutions and circumstances. We have lost our health board and our school board; our highways department now takes its orders from Sydney. Many policies that should be been informed by local input are now designed and implemented by bureaucrats in HRM or even farther away. Your service in council represents the last vestige of local control over local affairs.

This long-distance Provincial management has effectively disenfranchised the communities adversely affected by the Arlington dump. Meaningful communication with distant NSECC authorities has proven nearly impossible. Intermediate functionaries seem to understand and care little about our circumstances; our questions are met with unhelpful pro-forma replies. We do not represent a constituency of sufficient stature to influence ministerial decisions.

You are all well aware of the problems surrounding the Arlington Dump.

**This facility is not now and has never been compliant with Provincial Law  
or with many NSECC Terms and Conditions of project approvals.**

The non-compliance arises because of a combination of unscrupulous facility management and dysfunctional NSECC oversight by reason of lassitude, cronyism, and patronage.

Below please find below some documented examples of ongoing abuses. The list is by no means complete. These examples highlight both Arlington Heights environmental violations and NSECC's failure to respect and enforce both provincial law and its own terms and conditions of approvals. For every on-going management violation at Arlington, there is an associated NSECC dereliction of duty: a failure to enforce compliance.

### **1. Lack of mandated Environmental assessments**

The first is an example of NSECC failure of due diligence. The original C&D permit in 2005 and the asbestos disposal permit given a few months later, were both issued without environmental assessments, despite the fact that these assessments were legally mandated in the Environment Act (part iv) by three separate triggers in the registration document. The intent to alter a large area of wetland, the intent to shunt water from one watershed into another, and the intent to dispose of hazardous waste. Sixteen years later, the C&D portion of the business is still non-compliant in this regard, despite a recent massive expansion. The lack of environmental assessment for asbestos disposal was only corrected in 2017, twelve years after the fact.

It is our belief that had these assessments been completed in a timely manner with due diligence, as required by law, we would not be here today, because the importance of the Arlington Wetland as a community drinking water reservoir would have been identified. Sadly, Lanying Zhao, our regional Hydrologist, stamped project approval without ever realizing the vulnerability of the drinking water supply. She never visited the site (personal interview) and she accepted the proponent's misleading claims without verification.

### **2. Illegal disposal of Auto-Fluff**

The second example you already know about: the long-term, defiant, illegal dumping of Auto-fluff. Long term because the dumping is documented from 2015 to 2021 (we suspect that some loads are still finding their way to Arlington), defiant because Minister Wilson ordered Arlington Heights to stop dumping fluff on Oct. 1, 2019, (we have documented hundreds of loads of fluff arriving at Arlington after the Minister's order), and illegal because fluff is prohibited from disposal in a generation one C&D facility.

The fluff has self-ignited at least twice and has smouldered for at least a year after each irruption. Our communities are frequently assaulted by foul, acrid odours and likely toxic smoke.

### **3. Ongoing Arlington Wetland Violations**

**Sec. 66 of The Environment Act requires proponents to report all planned alterations of wetlands to NSECC.** If the area involved is two hectares or more, the project will require environmental assessment. Approval, if granted, will set out requirements for compensation, which may take the following forms, and must be accomplished by certified professionals:

- 1) **REESTABLISHMENT:** is rebuilding wetland where it previously occurred. Studies show this method has the highest rate of success. The compensation ratio for reestablishment is 2:1.
- 2) **ENHANCEMENT:** Enhancement is a management activity conducted in existing wetlands that increases one or more wetland functions, such as sediment retention, flood control, and wildlife support. Compensation ratio for enhancement at least 3:1.

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- 3) **CREATION** is the construction of wetland where none existed previously. Compensation ratio for creating new wetland is 4:1
- 4) **EXPANSION** of an existing wetland into adjacent areas. Compensation ratio for expanding an existing wetland into adjacent areas that were not originally wetlands is 2:1. (*NSECC Wetland Fact Sheet*)

Arlington has a perched water table. All of the Arlington Shelf is either a seasonal or permanent wetland. These wetlands have been altered massively five times. Original cell construction impacted a minimum four hectares of natural wetland in 2004. Asbestos cells and expansion cells altered a further 6.25 HA of wetland in 2005 and 2018. A clear cut in 2018 altered fourteen more ha of wetland. New C&D development has added an additional 6.5 ha of disturbed wetland. Freedom of information requests have not identified any Arlington Heights notifications of intent to alter wetlands, no written permissions to alter wetlands, and no compensation plans. If wetland alteration greater than two hectares is planned, these notifications, permissions and remediation plans must accompany environmental registrations for project approvals.

NSECC was well aware that these wetland alterations had occurred and were ongoing because we reported them. However, the department failed to require compensation of any kind, despite ordering the permit holder to report **any wetland alterations**, no matter the size. Lack of reporting wetland alterations and provision of compensation remain outstanding Arlington Heights violations.

#### **4. Failure to maintain cell Caps**

Because disposed material is piled from 4 to 20 meters above ground level, the soil caps that cover these cells are subject to erosion. The caps are meant to seal and contain all the waste material. If the caps are improperly constructed (no topsoil to encourage anchoring plant growth) erosion can quickly uncover the waste. We have documented erosion of asbestos cell caps that has exposed broken bags of asbestos waste. Because the bags are in established erosion gullies, they leach their poisonous contents into surface water runoff with each rain. Although we documented exposed and broken bags in 2018, in violation of Nova Scotia *Asbestos Waste Management Regulations, part 2*, NSECC declared the dump "fully compliant." The broken bags are still there.

#### **5. Failure to report release of substances that may cause an Adverse effect.**

The environment Act imposes a Duty to report release in Part 69:

*"69 (1) Any person responsible for the release of a substance into the environment that has caused, is causing or may cause an adverse effect, shall forthwith, as soon as that person knows or ought to know of the release, report it to (d) any other person who the person reporting knows or ought to know may be directly affected by the release."*

The duty to report binds everyone, including department inspectors.

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Arlington Heights (AH) failed to report release of diesel fuel that precipitated the dump fire of 2018.

AH and the department failed to acknowledge and report the ongoing release of asbestos into surface runoff.

AH and NSECC failed to report the release of presumed toxic smoke during and after the dump fire of 2017, 2018, and 2019.

AH and NSECC failed to report the release of leachate containing **"ammonia, and eight metals above the CCME (Canadian Council of Ministers of the Environment) guidelines for Drinking Water."**

It is worrisome that NSE failed to notify anyone in our communities of these troubling water test results. We only discovered the truth by Freedom of Information (FOIPOP) request. In fact, test wells were already showing contamination in excess of drinking water guidelines as early as 2011, and no one at environment told us a thing. In fact, Ms. Zhao told us that "Arlington water quality has not changed."

We are equally disturbed by NSECC's failure to sample the potentially toxic smoke that wafted through our communities for two years during the 2018-2019 dump fire. We therefore have no idea what toxins we may have been exposed to. NSECC refuses to provide any information about likely toxin exposure which might inform our future medical care.

It seems to us that this failure to report to the community borders on criminal breach of care.

## **6. Duty to take remedial measures**

The water samples indicate that present control measures have failed to halt the spread of toxic leachate. Under the Environment Act Part 71, (c), *NSECC is required to enforce remedial action:*

*"71 Any person responsible for the release of a substance under this Part shall, at that person's own cost, (c) rehabilitate the environment to a standard prescribed or adopted by the Department. 1994-95, c. 1, s. 71."*

Additional water testing will be required to determine the full extent of down grade toxin transport. Our wells and springs are only a few hundred meters down the mountain slope; they are plainly at risk.

## **7. Public Consultation**

NSECC has a duty to consult with the public per part 44 of the Environment Act:

*"Public consultation: 44 (1) In reviewing an environmental-assessment report pursuant to Section 43, a review panel shall consult with the public by inviting written submissions from the public, by conducting a public hearing or review or in such other manner as determined by the review panel."*



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NSECC has never directly notified persons or communities of pending approval decisions at Arlington, depending instead on obscure and often missed notifications in not-so-local publications. NSECC has never attended a community meeting re: the Arlington dump. No public comment on any project approvals was ever considered prior to the asbestos expansion EA in 2017. Even then, public comment was restricted to a short period after approval had been granted. The recent expansion of the C&D portion of the dump proceeded without either environmental assessment or public comment.

This is not the kind of “*meaningful public engagement*” required by the Act. This lack of public input cannot be remediated by mandating a “Community Relations Committee” whose membership and agenda is controlled by the permit holder.

Department failure to consult and inform pales beside the instances of misdirection and outright lies that we have had to endure. For example, Lanying Zaho told us point blank at a meeting in 2018 that “Water chemistry at Arlington has not changed in 13 years.” She well knew that 2011 and 2017 tests (FOIPOP) revealed 37 instances of pollutant concentrations above the Canadian Standards for drinking water.

Similarly, statements from Ministers Margaret Miller and Gordon Wilson belie the fact that tested fluff leachate concentrations exceed the reporting limit (FOIPOP test results) for toxins by 75 times!

Margaret Miller Dec. 20, 2019:

*“The material referred to as autofluff consists of non-hazardous waste material. The autofluff material that has been received at Arlington Heights C&D is tested quarterly for 20 different metals using toxicity Characteristic Leaching Procedure and PCB. All concentrations of these materials are below the Canadian Standard. As such, this is considered safe for its current use.”*

Gordon Wilson, Oct. 1, 2019:

*“Per previous correspondence with the department, “autofluff” is not an acceptable material for a C&D facility and must be disposed of at a 2nd generation landfill. The autofluff material that had been previously received at Arlington Heights C & D has been tested for metals using Toxicity Characteristic Leaching Procedure and PCB. All concentrations of these materials were below the Canadian Standard. Although the department will not be allowing this practice to continue, the risk of environmental impact expected from previously accepted materials is considered low.”*

Whoever advised Miller and Wilson to make these misleading statements should have their employment status reviewed.

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There are many other ongoing violations ranging from lack of site fencing to grubbing during bird nesting season. We will be happy to supply additional references if you wish to see them.

The pattern that emerges from all of these on-going violations could not be clearer:

1. The permit holder has shown ongoing disdain for the Environment Act and for the terms and conditions of NSECC approvals.
2. NSECC encourages this disrespect because it ignores some of the rules too. Moreover, the Department reinforces non-compliance because it does not compel the permit holder to conform either to legislation or Department terms and conditions.

The result of this departmental lack of due diligence is that the permit holder may accept illegal loads if they have no fear of punishment, as in the case of Auto-fluff.

It has become abundantly clear that we cannot depend on **Provincial** authorities to do the job we pay them for. Neither can we trust the probity of the very institutions that we charge with protecting our health and welfare. NSECC has proven itself completely incapable of honest and diligent oversight of Arlington Heights. The performance of NSECC amounts to nothing less than dereliction of duty.

God helps those who help themselves; so we ask you to consider three ideas:

1. In 2004, 2005, 2017, and 2018 Council had the opportunity but not the means to control development at Arlington.

**We ask you to arm yourselves with the means now, in the form of a bylaw, that would require Council's approval, and impose conditions for disposal of solid waste in Annapolis County.**

Your right to enact such a law is confirmed by the Nova Scotia Court of Appeal. It is our hope that such a law would save future residents from ever suffering the degradation of a rogue development like Arlington Heights in the future.

2. To date, Arlington Heights has expanded massively three times. The permit holder owns additional property adjacent to the dump, which will doubtless enable even more development.

**We ask you to try to arrest further growth of this lawless facility by imposing zoning restrictions on adjacent properties.**

3. Finally, we ask you to enter negotiations with the Province to obtain agreement on posting a municipal appointee as overseer at the dump, to verify disposal compliance and record the shipper and origin of waste materials.

Of course, all costs associated with the appointment to be borne by Arlington Heights.

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The Environment Act recognizes the authority of Municipalities to regulate solid waste disposal. It also recognizes the overlap of Provincial and Municipal interests, and proposes a framework for negotiating administration of power in areas of shared responsibility:

***Municipal approvals***

*Part 45*

***The Minister may require a proponent to obtain any municipal approval, permit or other authorization required 1994-95, c. 1, s. 45.***

*Part 47*

***(1) the Minister may enter into an agreement with the municipality in order to***  
***(a) determine what aspects of the undertaking are governed by the laws of the***  
***respective governments;***  
***(e) to delegate the Minister's administrative responsibilities under this Part to the***  
***other government, Government agency or municipality, or accept the delegation of these***  
***responsibilities.***

Despite our success at exposing and limiting illegal dumping at Arlington, we have no illusion that the practice will stop completely. The same dump management remains in place. The same NSECC lassitude remains in place. The same Ministerial disinterest remains in place. That is why we ask Council to step in and do the job our Provincial authorities have utterly failed to do.

Thank you,  
Kip McCurdy  
for The Annapolis Waterkeepers  
And the Communities of

Brooklyn  
Upper Clarence  
Mount Hanley  
Outram  
Sand Lake  
Elliot Lake  
Mount Rose  
East Arlington  
Port Lorne  
West Arlington  
St. Croix Cove  
Snow Lake  
Hampton  
Rumsey Lake  
Clarence East  
Central Clarence

Minutes of the regular Committee of the Whole meeting held on Tuesday, December 14, 2021, at 9:00 a.m., in Council Chambers, 752 St. George Street, Annapolis Royal, 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 via Zoom  
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 D. Campbell, N. Chisholm, A. Dunphy, C. Mason, and J Young, and one member of the public.

### **Disclosure of Interest**

Councillor Hudson disclosed an interest in item 6.4 as he is a member of the Association.

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

It was moved by Councillor LeBlanc, seconded by Councillor Redden, to approve the Order of the Day as amended to add Bridgetown Area Rate to item 6.15 Set Date for Special Committee of the Whole. Motion carried unanimously.

### **Adoption of Minutes**

**Re: 2021-11-09 Regular**

Councillor Redden moved, seconded by Councillor Hudson, to approve the minutes of the regular Committee of the Whole held on November 9, 2021, as circulated. Motion carried unanimously.

**Re Upcoming Meetings** – The Warden noted provincial changes in COVID protocol effective December 17<sup>th</sup>, adding council would not be able to meet here because of the social distancing requirement. The next meeting in January, and subsequent meetings, unless things change, will be by Zoom, unless Provincial protocols change.

### **Business Arising from the Minutes**

**Re: Recommendation Report Regional Emergency Management (from October 10, 2021)**

- ***Regional Emergency Management Bylaw / Regional Emergency Management Inter-Municipal Agreement / Regional Emergency Management Letter to the Minister***

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that a recommendation report for the REMO Bylaw, Inter-Municipal Agreement and Letter to the Minister come back to January Committee of the Whole. Motion carried unanimously.

### **New Business**



Re: Interim Inter-Municipal Service Agreement Shared Service Pilot Project

It was moved by Deputy Warden Gunn seconded by Councillor Connell, that municipal council authorize the Warden and Chief Administrative Officer to execute the document as circulated. Motion carried, 10 in favour, 1 against.

Re: Recommendation Report Lawrencetown Youth Arena Request Letter of Support/Acknowledgement

Deputy Warden Gunn moved, seconded by Councillor Redden, that municipal council provide a letter of awareness/acknowledgement to the Lawrencetown Youth Arena to include with their Rink Revitalization Program funding application. Motion carried unanimously.

Re: Recommendation Report Community Grants Program – Current Applications

It was moved by Deputy Warden Gunn, seconded by Councillor Morrison, that municipal council approve the allocation of grants as presented in Appendix A from the 2021-22 Community Grants Program, in accordance with AM-1.4.9 Community Grants Policy for a total of \$18,951.60 as follows:

\$2,000 Clarence Community Club;

\$887.62 West Dalhousie Community Hall Association; and

\$1,083.98 Brickton Community Hall Society.

Motion carried unanimously.

Declaration of Interest

Councillor Hudson declared an interest in the follow matter as he is a member of the Associations that governs this request. *He left the room at 9:18 a.m.* and did not participate in any discussion or subsequent motion.

Re: Recommendation Report Max Young Reserve Withdrawal

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council approve a withdrawal from the Max Young Reserve Fund to pay recent maintenance work at the Bridgetown Memorial Arena in the amount of \$3,342.12. Motion carried unanimously.

*Councillor Hudson returned to the meeting at 9:21 a.m.*

Re: Recommendation Report Municipal Administration Building Annapolis Royal - Basement Renovation to Accommodate Lawrencetown Staff

It was moved by Deputy Warden Gunn, seconded by Councillor Morrison, that municipal council approve an expenditure of \$297,000 to renovate the Municipal Administration Building, Annapolis Royal basement area, currently used for storage, into usable office space for the relocation of Lawrencetown office staff to the Annapolis building. Gunn Morrison.

**After discussion, Councillor LeBlanc moved, seconded by Councillor Barteaux, to table the motion. Motion carried unanimously.**

Re: Recommendation Report – Water Meter Reader Upgrade

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, that municipal council approve an expenditure of \$34,000 to replace the existing meter reading hardware, with 50% to come from the Bridgetown Water Reserve and 50% to come from the County Water Reserve. Motion called unanimously.

Re: Recommendation Report Future Operation of Raven Haven Beachside Family Park

Deputy Warden Gunn moved, seconded by Councillor Longmire, that municipal council authorize the CAO to prepare a long-term plan for future operation of Raven Haven as a Day Use Park commencing in 2022-23. **Motion withdrawn.**

Re: Recommendation Report AM-2.2.1 Interim Staff Appointments Policy Repeal

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that Municipal council repeal AM-2.2.1 Interim Staff Appointments Policy (seven-day notice).

Recess

10:07 a.m. – 10:13 a.m.

Re: Recommendation Report AM-2.2.1 Interim Staff Appointments Policy Repeal (cont'd)

After discussion, the Question was called on the motion. Motion carried unanimously.

Re: Recommendation Report Request to Remove Easements River Pines Estates

Deputy Warden Gunn moved, seconded by Councillor Sheridan, that municipal council give authorization to approach all affected property owners along the easement to offer for the County to remove each easement in River Pines Estates. After discussion, the Question was called on the motion. **Motion lost.**

Re: Recommendation Report AM-1.4.2.1 Fire Response Services Policy – Amend

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that municipal council amend AM-1.4.2.1 Fire Response Services Policy to read Fire and Emergency Services Policy with amendments as circulated (seven-day notice). Motion carried unanimously.

Re: Recommendation Report A1-Dog Bylaw – First Reading to Amend

Deputy Warden Gunn moved, seconded by Councillor Prout, that municipal council give first reading to amend A1 Dog Bylaw by increasing minimum fines. Motion carried unanimously.

Re: Recommendation Report Heritage Alterations – St. Andrews Church

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that municipal council refer the substantial alteration application for the replacement of exterior windows for St. Andrew's Anglican Church, 579 Main Street, Lawrencetown, to the Heritage Advisory Committee. Motion carried unanimously.

Re: Recommendation Report Discharge Development Agreements Bridgetown

Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council discharge the Development Agreements dated September 18, 1989, for 54 and 58 Church Street, Bridgetown, PID 05149760 and PID 05149778. Motion carried unanimously.

Re: Information Report November 2021 Community Development Update – circulated for information.

Re: Set Date for Special Committee of the Whole – (3 topics Fire Services Funding/Accessibility/Raven Haven)

**Thursday, January 13, 2022 at 1:00 pm County-Wide Planning (Stantec)**

**Tuesday, January 25, 2022, 10:00 a.m. for Fire Services Funding, Accessibility and Raven Haven**

**Wednesday, January 26, 2022, 10:00 a.m. for Bridgetown Area Community Rate**



Re: Arlington Waterkeepers – for Discussion: Request to Explore Zoning in Relation to Arlington Heights  
The Warden noted that Mr. McCurdy would like to present to council in January. They will contact the Clerk to make arrangements. Council is open to have other citizen groups present.

Re: The Valley REN (Regional Enterprise Network) – for Discussion: Membership  
It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, to Table this matter approximate to the budget process. Motion carried unanimously.

Re: Meeting Start Times – it was the consensus of those present that for the winter months of December, January, February and March, that in-person meetings will start at 10:00 a.m., and at 9:00 a.m. if conducted by Zoom.

The CAO asked members to think about changing the council meeting to two weeks after COTW, and also to consider the time of the meetings.

### **Committee, & Organizational Reports**

Re: CAO Monthly Report – A November monthly report was circulated in the agenda package. The CAO added that he had met with Municipal Advisor Jason Haughn.

Re: Warden's Report – The Warden gave a verbal report outlining his activities over the past month, and discussion was held regarding the format of councillor/constituent meetings.

Re: Trans County Transportation Society Report - Councillor Prout circulated a report in the agenda package for information.

Re: Kings Transit Authority Report - Councillor LeBlanc provided a report in the agenda package for information.

### **In-Camera**

It was moved by Councillor Sheridan, seconded by Councillor LeBlanc, to meet in-camera from 11:36 a.m. until 2:15 p.m. in accordance with Sections 22(2) (e) contract negotiations and (f) litigation or potential litigation of the *Municipal Government Act*. Motion carried unanimously.

### **Amend the Order of the Day**

Councillor LeBlanc moved, seconded by Councillor Longmire, to amend the Order of the Day to add Settlement of Claim YMCA Lunenburg. Motion carried unanimously.

### **Re: Settlement of Claim YMCA Lunenburg**

It was moved by Councillor Longmire, seconded by Councillor Morrison, to recommend that municipal council approve a payment of \$65,000 in settlement of all claims with the YMCA Lunenburg. Motion carried unanimously.

### **Adjournment**

Upon motion of Councillor Sheridan and Deputy Warden Gunn, the meeting adjourned at 2:20 p.m.

Warden

Municipal Clerk

Unapproved draft



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

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

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

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

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

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

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

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

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

Dated July 29, 2020.

**Original signed by**

Hon. Chuck Porter  
Minister of Municipal Affairs and Housing

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## INFORMATION REPORT

**To:** Committee of the Whole  
**Submitted by:** Linda Bent, Acting Manager of Inspection Services  
**Approved by:** Albert Dunphy, Director of Community Development  
**Date:** January 11, 2022  
**Subject:** Community Development Update – December 2021

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### PLANNING

1. **Annapolis County Municipal Planning Strategy & Land Use Bylaw Review:** Council will be holding a meeting with the consultant on January 13, 2022 to review the branding concept for the County wide MPS and LUB, to discuss the authorities of MGA Part 8 available to Council as they develop the county wide zoning project and the consult with each municipal Councillor about land use planning and zoning issues in their respective districts.
2. **Habitation Community Area Advisory Committee:** HCAAC met November 23, 2021. Committee has advanced to the point that staff are now drafting a Municipal Planning Strategy & Land Use Bylaw for review. Next meeting will be at the call of the Chair when the draft MPS/LUB is presented to committee.
3. **Upper Clements Area Municipal Planning Strategy & Land Use Bylaw:** Area Advisory Committee was held December 6, 2021 to begin the review of the Upper Clements MPS/LUB. Next meeting to be held January 17, 2022.
4. **Cornwallis Park Municipal Planning Strategy & Land Use Bylaw:** Staff is submitting a recommendation report to COTW for Council to consider the review of the Cornwallis Park MPS & LUB.
5. **East End Area Planning Strategy & Land Use Bylaw:** Staff is submitting a recommendation report to COTW for Council to consider the review of the East End Area MPS & LUB.
6. **Development Agreement Discharge 54 & 58 Church Street, Bridgetown:** Municipal Council approved to discharge the development agreements at the December session of Council. Staff have reached out to current property owners to make arrangements for the signing of the documents prior to registration at the Registry of Deeds.

**HERITAGE:**

1. **St Andrew's Anglican Church:** Council has forwarded the application for the window replacements at St. Andrew's Anglican Church to Heritage Advisory Committee. HAC has been scheduled for January 12, 2022.

**BUILDING INSPECTION**

13 building permits were issued in December 2021 with a total value of \$15,232,350.00 compared to December 2020 \$1,053,814; total value year to date \$37,243,976.62 compared to December 2020 \$11,484,788.24. These values are higher because of the permit issued for the Brooklyn Road area. This is the 3<sup>rd</sup> quarter and we have issued 112 permits over last year this period. Staff are anticipating another busy season coming up in 2022.

**FIRE INSPECTION**

County – 0 initial inspections, 3 re-inspections in cycle, 9 completed.

**DEVELOPMENT CONTROL / SUBDIVISION APPROVALS**

1. 8 development permits –1 Cornwallis Park, 1 Upper Clements & 6 East End
2. Zoning Confirmation Letters: 0
3. Subdivision approvals: 5
4. Notice of Violation – location/addition of travel trailer in the East End Area.

**CIVIC ADDRESS MAINTENANCE**

1. 3 new civic addresses assigned.
2. Work continues with the Nova Scotia Civic Address File (NSCAF) and County Civic Address database comparison.

**Prepared by:** \_\_\_\_\_ Linda Bent \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ Albert Dunphy \_\_\_\_\_

**Report Approved by:** \_\_\_\_\_  \_\_\_\_\_  
David Dick, Chief Administrative Officer

# MUNICIPALITY OF ANNAPOLIS COUNTY

PAGE 1 of 2

December 2021

## DEVELOPMENT & BUILDING PERMIT REPORT

Total Est. Value for Dec 2021: \$ 15,232,350.00 Total Permits for Dec 2021: 15 Total Est. Value YTD 2021/22: \$ 37,243,976.62 Total Permits YTD 2021/22: 354 Total Permit Fees Rec'd Dec 2021: \$ 2,604.15  
 Total Est. Value for Dec 2020: \$ 1,053,814.00 Total Permits for Dec 2020: 23 Total Est. Value YTD 2020/21: \$ 11,484,788.24 Total Permits YTD 2020/21: 242 Total Permit Fees Rec'd Dec 2020: \$ 1,868.28  
 Total Permit Fees Rec'd YTD 2021/22: \$ 34,173.09

	#Permits New SFU	Estimated Value	#Permits New MFU	Estimated Value	#Permits New Cottages	Estimated Value	#Permits Add/All Res.	Estimated Value	#Permits Res. Access	Estimated Value	#Permits Other	Estimated Value
Month:	1	\$ 255,000.00	1	\$ 525,000.00	0	\$ 0.00	7	\$ 202,850.00	2	\$ 19,500.00	2	\$ 10,000.00
Year to date 21/22:	52	\$ 10,592,643.60	5	\$ 1,715,000.00	25	\$ 1,764,000.00	118	\$ 3,851,911.72	79	\$ 2,134,347.00	30	\$ 113,074.30
Year to date 20/21:	35	\$ 6,879,500.00	2	\$ 595,000.00	11	\$ 268,500.00	72	\$ 1,753,324.24	67	\$ 1,445,600.00	15	\$ 70,104.00

File	Name	Location	Construction	Date Permit Issued	Permit Fee Rec'd	Estimated Value
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### District 1:

LB/DW2021-371  
 LB/DW2021-372  
 YEAR TO DATE: 17

### District 2:

\*LB/RM2021-231  
 LB/RM2021-439  
 YEAR TO DATE: 41

### District 3:

DW 2021-438  
 DW 2021-443  
 YEAR TO DATE: 54

### District 4:

\*DW 2021-431  
 YEAR TO DATE: 24

### District 5:

RM 2021-436  
 \*RM 2021-441  
 YEAR TO DATE: 27

### District 6:

\*LB/RM2021-418  
 LB 2021-442  
 RM 2021-444  
 YEAR TO DATE: 36

### District 7:

DW 2021-388  
 YEAR TO DATE: 29

Horace & Debbie Moulton Horace & Debbie Moulton	255 Dodge Road, Wilmot 255 Dodge Road, Wilmot	New/SFU New/Accessory	December 20, 2021 December 20, 2021	\$201.40 \$78.20	\$255,000.00 \$15,000.00
Atlantic Poultry Incorporated Debra Carey & Bonnah Carey	1150 Brooklyn Road, Brooklyn 14092 Highway 1, Wilmot	New/Agricultural All/MFU	December 15, 2021 December 16, 2021	\$1,232.00 \$45.00	\$14,200,000.00 \$10,000.00
Sims, Alexandra Elwin & Jacqueline Brown	60 Oxbow Drive, Upper Granville 1974 Avington Road, Mount Rose	All/SFU All/SFU	December 20, 2021 December 16, 2021	\$101.00 \$45.00	\$76,000.00 \$20,000.00
A & G Lobster & Scallop Supplies	4830 Highway 1, Granville Ferry	Change of Use (Residential)	December 3, 2021	\$65.00	\$15,000.00
Melony Robinson James Nethery	4220 Shore Road West, Parkers Cove 5141 Granville Road, Granville Ferry	All/SFU (solar panels) Add/SFU	December 7, 2021 December 14, 2021	\$48.85 \$75.40	\$23,850.00 \$30,000.00
Municipality of the County of Annapolis Jeff Mooney & Megan McKay Ben Harvey & Danielle Carriere	4 Billy Bishop Road, Cornwallis Park 97 Twin Cove Road, Clementsport 353 Clementsport Road, Clementsport	All/Industrial Development Permit Add/SFU	December 3, 2021 December 13, 2021 December 16, 2021	\$55.00 \$10.00 \$85.40	\$20,000.00 \$5,000.00 \$28,000.00
David & Jane Gillman	4131 Highway 201, Carleton Place	All/Accessory	December 3, 2021	\$29.50	\$4,500.00

## DEVELOPMENT &amp; BUILDING PERMIT REPORT continued

December 2021

File	Name	Location	Construction	Date Permit Issued	Permit Fee Rec'd	Estimated Value
<b>District 8:</b>						
No permits issued this month						
YEAR TO DATE: 35						
<b>District 9:</b>						
No permits issued this month						
YEAR TO DATE: 25						
<b>District 10:</b>						
No permits issued this month						
YEAR TO DATE: 44						
<b>District 11:</b>						
LB 2021-447	Robert Harkness	9744 Highway 201, South Farmington	Development Permit	December 7, 2021	\$10.00	\$5,000.00
LB/DW2021-449	Stanley Walker & Catherine McCallum	10270 Highway 201, Meadowdale	New/MFU	December 23, 2021	\$522.40	\$525,000.00
YEAR TO DATE: 22						

\* Permits issued in Water/Sewer Served Areas



**Subject: Dangerous and Unsightly Premises Quarterly Report**  
**Period: October 1 – December 31, 2021**

- 1- **Dangerous and Unsightly Premises:** Compliance inspections ongoing. Staff attended 48 inspections this quarter (117 to date):  
 2019/20 – 3 files ongoing; 49 completed  
 2020/21 – 6 files ongoing; 30 completed  
 2021/22 – 30 files Opened in 2021/22; 22 Completed; 8 files ongoing

Dist	Community	Dangerous	Unsightly	Status
1	NONE			
2	Margaretsville DUP 2021/22-026		X	Spoke to complainant. Diary January 4, 2022 after lobster season ends to revisit.
3	Bridgetown DUP 2019/20-049		x	December 1/21 contractor supplied quote to complete fencing. Diary April 15, 2022
3	St. Croix Cove DUP 2021/22-016	x	x	Demolition permit to be submitted. Diary April 15, 2022
3	Central Clarence DUP 2020/21-007	x	x	Owner partially cleaned up property and back of structure being demolished. Diary April 15, 2022
3	Bridgetown DUP 2021/22-014	x	x	New Owner – 1 <sup>st</sup> 30 day letter sent; requested time until winter is over. Diary April 15, 2022
4	Lequille DUP 2020/21-031	x	x	Owner to submit demolition application – Diary April 15, 2022
4	Granville Centre DUP 2021/22-018		x	Owner requested time to continue with repairs / clean-up. Diary January 22, 2022 for follow up
4	Granville Centre DUP 2021/22-030	x	x	Abandoned dwelling and property – 1 <sup>st</sup> 30 day letter sent. Diary January 15, 2022
5	NONE			
6	Cornwallis Park DUP 2020/21-025		x	Siding to be completed in the Spring along with renovations. Diary April 15, 2022
6	Cornwallis Park DUP 2021/22-013	x	x	<b>Posted for tax sale</b>
6	Bear River DUP 2021/22-028		x	December 22, 2021, no change to property. 2 <sup>nd</sup> 30 day letter to be sent in January.
7	NONE			
8	NONE			
9	Nictaux DUP 2019/20-015	x	x	Demolition permit in place – monitoring. Diary April 15, 2022
9	South Williamston DUP 2020/21-015		x	<b>Taxes not paid</b> - may be on tax sale 2023
10	New Albany DUP 2020/21-024		x	Metal roof work has been slow. Diary April 15, 2022
10	Inglisville DUP 2020/21-016		x	Working with family of deceased owner - property for sale. Diary April 15, 2022
10	Lawrencetown DUP 2019/20-031		x	Ongoing cleanup. Diary April 15, 2022
10	Falkland Ridge DUP 2021/22-029	x		New Owner; ongoing project. Diary April 15, 2022
11	NONE			

*C. Mason*



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Prepared by:** Brendan Lamb, Planner  
**Reviewed by:** Albert Dunphy, Director of Community Development  
**Approved by:** David Dick, Chief Administrative Officer  
**Date:** January 11, 2022  
**Subject:** Annapolis County East End Area, Municipal Planning Strategy and Land Use By-Law review, File Number 66560-40 East End Area MPS Review 2021 and 66520-50 East End Area LUB Review, January 11 2022

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### RECOMMENDATION

That Municipal Council commence a review of the Annapolis County East End Area Municipal Planning Strategy and Land Use By-law and adopt a public participation program that would refer the review applications to the East End Area Advisory Committee and the Annapolis County Planning Advisory Committee for their review and recommendation along with applicable public meetings and advertisements.

### ORIGIN/BACKGROUND

The effective date of the current East End Area Municipal Planning Strategy and Land Use By-law was August 16<sup>th</sup>, 2012. Under the current *Municipal Government Act*, as amended by *Bill No. 58*, via the provincial *Minimum Planning Requirements Regulations* Section 3 (2) (c) states that a municipal planning strategy and its implementing land use by-law must be reviewed no later than ten (10) years after its effective date.

### LEGISLATIVE AUTHORITY FOR THE REVIEW PROCESS

Bill No. 58: An Act to Amend Chapter 18 of the Acts of 1998, MGA  
MGA Section 3 (2) (c): The *Minimum Planning Requirements Regulations*  
MGA Section 204: Public participation Program,  
MGA Section 205: Requirements for adoption of planning documents,  
MGA Section 206: Public hearing  
MGA Section 212: Municipal planning strategy  
MGA Section 219: Adoption of a land-use by-law or amendment



## OPTIONS FOR CONSIDERATION

The options available to Municipal Council is to continue with a review of the East End Area Municipal Planning Strategy and Land Use By-law or to repeal the current East End Area Municipal Planning Strategy and include that planning area within the upcoming county wide municipal planning strategy and land use by-law. It is the opinion of staff that the current area plans be retained as secondary plans to the upcoming county wide municipal planning strategy and land use by-law. It is on this basis that staff have recommended reviewing the existing East End Area Municipal Planning Strategy and Land Use By-law.

## FINANCIAL IMPLICATIONS:

Costs associated with the review of the East End Area Municipal Planning Strategy and Land Use By-law include advertising costs, travel expenses, meeting fees and reproduction costs. Costs for the review have been included in the 2022-2023 Planning Operations Budget.

**Report Prepared by:** *Brendan Lamb*

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**Brendan Lamb, BCD  
Planner**

**Report Reviewed by:** *Albert Dunphy*

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**Albert Dunphy, MURP, MCIP, LPP  
Director of Community Development**

**Report Approved by:**



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**David Dick, CPA, CA  
Chief Administrative Officer**



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Prepared by:** Victoria Hamilton, Planner  
**Reviewed by:** Albert Dunphy, Director of Community Development  
**Approved by:** David Dick, Chief Administrative Officer  
**Date:** January 11, 2022  
**Subject:** Cornwallis Park Municipal Planning Strategy and Land Use By-Law review, File Number 66560-40 Cornwallis Park MPS Review 2021 and 66520-50 Cornwallis Park LUB Review 2021, January 11 2022

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### RECOMMENDATION

That Municipal Council commence a review of the Cornwallis Park Municipal Planning Strategy and Land Use By-law and adopt a public participation program that would refer the review applications to the Cornwallis Park Area Advisory Committee and the Annapolis County Planning Advisory Committee for their review and recommendation along with applicable public meetings and advertisements.

### ORIGIN/BACKGROUND

The effective date of the current Cornwallis Park Municipal Planning Strategy and Land Use By-law is May 1 2014. With the recent adoption of Bill 58, the Province of Nova Scotia is requiring all municipalities to have comprehensive land-use planning. Bill 58 *Minimum Planning Requirements Regulations* section 3(2) (c) states that a municipal planning strategy and its implementing land use by-law must be reviewed no later than 10 years after its effective date of these regulations.

### LEGISLATIVE AUTHORITY FOR THE REVIEW PROCESS

MGA Section 3: The *Minimum Planning Requirements Regulations*  
MGA Section 204: Public participation program,  
MGA Section 205: Requirements for adoption of planning documents,  
MGA Section 206: Public hearing  
MGA Section 212: Municipal planning strategy  
MGA Section 219: Adoption of a land-use by-law or amendment  
Bill 58

## OPTIONS FOR CONSIDERATION

The options available to Municipal Council are to hold off on doing the review until 2024 because of the 10 year requirement set out in Bill 58 or Municipal Council could continue with a review of the Cornwallis Park Municipal Planning Strategy and Land Use By-law. Alternatively, Municipal Council could decide to repeal the current Cornwallis Park Municipal Planning Strategy and include that planning area within the upcoming County Wide Municipal Planning Strategy and Land Use By-law. However, there are been a number of development pressures outstanding; these include auxiliary, industrial cannabis, inquiries about converting the barracks into residential units, and residential development in the business development zone. Additionally council may wish to consider including the serviced area of Deep Brook into the Cornwallis Park Planning Area.

## FINANCIAL IMPLICATIONS:

Costs associated with the review of the Cornwallis Park Municipal Planning Strategy and Land Use By-law include advertising costs, travel expenses, meeting fees and reproduction costs. Costs for the review have been included in the 2022-2023 Planning Operations Budget.

**Report Prepared by:** *Victoria Hamilton*

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**Victoria Hamilton, MPLAN  
Planner**

**Report Reviewed by:** *Albert Dunphy*

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**Albert Dunphy MCP, LPP  
Director of Community Development**

**Report Approved by:**

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**David Dick, CPA CA  
Chief Administrative Officer**





COUNTY of ANNAPOLIS  
NATURALLY ROUTED

## RECOMMENDATION REPORT

**To:** Committee of the Whole

**Prepared by:** Nancy Comeau

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

**Date:** January 11, 2022

**Subject:** Renewal of Temporary Borrowing Resolution (TBR) Annapolis County Water Line Addition (Hillside) \$105,407

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### RECOMMENDATION

That Municipal Council authorize the period of borrowing in the amount not exceeding One Hundred and Five Thousand, Four Hundred and Seven dollars (\$105,407) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs.

### LEGISLATIVE AUTHORITY

Section 66 of the *Municipal Government Act*

### BACKGROUND

The total cost to extend a water line to the citizens who live on Hillside Drive is \$395,226. The project will be funded as follows:

\$158,090	Federal Investing in Canada Infrastructure Program grant (ICIP)
\$131,729	Provincial Investing in Canada Infrastructure Program grant (ICIP)
\$105,407	Homeowners

The homeowner's portion will initially be funded by a short-term loan. Upon completion of the project, the principal (plus interest charged by the Municipal Finance Corporation at the time of borrowing) will be repayable on the homeowner's annual property tax bill, amortized over a 10 year period. The principal cost per home if all eleven participate is \$9,582.45, and the homeowners on Hillside Drive have agreed to this commitment by signing a petition to proceed with the new water infrastructure.

To date, \$21,355 has been spent. \$16,016 is receivable from ICIP with the remaining \$5,339 paid by General Operating. Once the project goes beyond the planning stage, these monies will be borrowed with a RBC short-term Line of Credit and repaid to General Operating.

A Loan from the *Municipal Finance Corporation* will be required when the project is complete to repay RBC for this short term borrowing. Ministerial approved is required for all short-term loans on an annual basis until the completion of the project, and is also required by RBC.

## **DISCUSSION**

## **FINANCIAL IMPLICATIONS**

RBC requires approved TBR's to access funds. Without a TBR, funding for the residents portion will have to come from other sources until it is repaid.

## **POLICY IMPLICATIONS**

N/A

## **ALTERNATIVES/OPTIONS**

Allocate temporary funding for these expenses from:

- |                            |  |
|----------------------------|--|
| 1. General Operating funds | (Projected March 31/22 Surplus \$ 562,947) |
| 2. Operating Reserve       | (Projected March 31/22 Balance \$ 998,812) |

## **NEXT STEPS**

Upon Council confirmation, the signed Renewal of Temporary Borrowing Resolution will be submitted to the Minister of Municipal Affairs and Housing for their approval before the March 19<sup>th</sup> expiry of the 20/21-03 TBR.

## **ATTACHMENTS**

- TBR 03 Hillside Drive 21/22-03

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

**Report Approved by:** \_\_\_\_\_

CAO David Dick, CPA CA

## MUNICIPAL COUNCIL OF THE COUNTY OF ANNAPOLIS

### TEMPORARY BORROWING RESOLUTION RENEWAL

Amount: \$102,556

File No: 21/22-03

Renewal Project: Annapolis County Water Line Addition (Hillside Drive)

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the County of Annapolis, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Council of the County of Annapolis has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget;

**WHEREAS** pursuant to a resolution passed by Council on the 18th of January, 2022, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs and Housing dated the 19th day of March, 2021, did borrow from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding One Hundred Two Thousand Five Hundred and Fifty-Six Dollars (\$102,556) for the purposes set out above and for a period not exceeding twelve months; and

**WHEREAS** Council has deemed it expedient that the period of borrowing be further extended;

#### **BE IT THEREFORE RESOLVED**

**THAT** subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in the amount not exceeding One Hundred Two Thousand Five Hundred and Fifty-Six Dollars (\$102,556) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the

Municipality of the County of Annapolis  
held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**GIVEN** under the hands of the Clerk and under the seal of the

Municipality of the County of Annapolis  
this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Clerk



COUNTY of ANNAPOLIS  
ESTABLISHED 1650

## RECOMMENDATION REPORT

**To:** Committee of the Whole

**Prepared by:** Nancy Comeau

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

**Date:** January 11, 2022

**Subject:** Temporary Borrowing Resolution (TBR) Renewal - Municipal Land and Buildings \$7,200,000

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### RECOMMENDATION

That Municipal Council authorize the period of borrowing in the amount not exceeding Seven Million, Two Hundred Thousand dollars (\$7,200,000) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs.

### LEGISLATIVE AUTHORITY

Section 66 of the *Municipal Government Act*

### BACKGROUND

Ministerial approved is required for all loans on an annual basis until the completion of the project. This is also required by RBC.

To date, \$2,014,995 has been spent, offset by \$1,884,119 borrowed with a RBC short-term Line of Credit, leaving a difference of \$130,876. The interest rate on the balance owing remains at 1.70% (Prime of 2.45% minus 0.75% = 1.70%).

A Loan from the *Municipal Finance Corporation* will be required when the project is complete to repay RBC for this short term borrowing.

### DISCUSSION

## FINANCIAL IMPLICATIONS

RBC requires approved TBR's to continue accessing funds. Without a TBR, RBC may require immediate repayment.

## POLICY IMPLICATIONS

N/A

## ALTERNATIVES/OPTIONS

Allocate funding for these expenses from:

- |                            |  |
|----------------------------|--|
| 1. General Operating funds | (Projected March 31/22 Surplus \$ 562,947) |
| 2. Operating Reserve       | (Projected March 31/22 Balance \$ 998,812) |

## NEXT STEPS

Upon Council confirmation, the signed Renewal of Temporary Borrowing Resolution will be submitted to the Minister of Municipal Affairs and Housing for their approval before the March 19<sup>th</sup> expiry of the 20/21-03 TBR.

## ATTACHMENTS

- TBR Renewal 04 Municipal Land and Building 21/22-04

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

**Report Approved by:** \_\_\_\_\_

  
CAO David Dick, CPA CA



## MUNICIPAL COUNCIL OF THE COUNTY OF ANNAPOLIS

### TEMPORARY BORROWING RESOLUTION RENEWAL

Amount: \$7,200,000

File No: 21/22-04

Renewal Project: Municipal Land and Building

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the County of Annapolis, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Council of the County of Annapolis has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget;

**WHEREAS** pursuant to a resolution passed by Council on the 18th of January, 2022, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs and Housing dated the 19th day of March, 2021, did borrow from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding Seven Million, Two Hundred Thousand Dollars (\$7,200,000) for the purposes set out above and for a period not exceeding twelve months; and

**WHEREAS** Council has deemed it expedient that the period of borrowing be further extended;

#### **BE IT THEREFORE RESOLVED**

**THAT** subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in the amount not exceeding Seven Million, Two Hundred Thousand Dollars (\$7,200,000) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the

*Municipality of the County of Annapolis*

held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**GIVEN** under the hands of the Clerk and under the seal of the

*Municipality of the County of Annapolis*

this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Clerk



COUNTY of ANNAPOLIS  
NATURALLY ROUTED

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Submitted by:** Shelly Hudson, Manager of Revenue  
**Date:** January 11, 2022  
**Subject:** AM-1.4.14 Low Income Tax Exemption Policy Amend

### RECOMMENDATION

THAT Municipal Council amend AM-1.4.14 Low Income Tax Exemption Policy by increasing the exemption amount to \$350 and increasing the allowable income amount to \$27,000 (seven-day notice).

### ORIGIN

Annual review by February of each year

### LEGISLATIVE AUTHORITY

Part IV, Sections 69, *Municipal Government Act*, as amended

### BACKGROUND

The purpose of this Policy is to provide partial tax relief of current taxes on primary residences for low income property owners as permitted in accordance by the *Municipal Government Act*. It is annually reviewed by February to consider increases for low income tax exemptions that will apply during the upcoming taxation year. Generally, the review considers an increase to the maximum exemption amount to offset cost of living increases. The examination also considers current rates for household assistance programs for low income earners.

### DISCUSSION

Last year (February 2021) Municipal Council amended the policy by increasing the exemption amount from \$300 to \$325 and income amount from \$26,000 to \$26,500. Additional information gathered by the Manager of Revenue regarding income statistics is attached for review.

### FINANCIAL IMPLICATIONS

For 2022/23, based on 200 (# of eligible applicants) with an exemption amount of \$350.00 the expenditure amount will be \$70,000.00. This is an increase of \$16,459.00; however, as shown below, not all applicants are eligible for the full \$350.00 unless they are the only eligible owner of the property which in turn lessens the expenditure amount.

Annual Expenditure	Eligible Applicants	Income Amount	Exemption Amount
2011-12 Expenditure \$21,798	186	\$18,000	\$130.00
2012-13 Expenditure \$20,649	164	\$18,500	\$135.00
2013-14 Expenditure \$22,760	172	\$19,000	\$140.00

2014-15 Expenditure \$24,500	178	\$19,500	\$145.00
2015-16 Expenditure \$27,700	176	\$20,000	\$170.00
2016-17 Expenditure \$25,450	167	\$20,500	\$175.00
2017-18 Expenditure \$40,875	198	\$24,000	\$236.00
2018-19 Expenditure \$43,145	184	\$25,000	\$250.00
2019-20 Expenditure \$48,956	193	\$25,500	\$275.00
2020-21 Expenditure \$51,691	188	\$26,000	\$300.00
2021-22 Expenditure \$53,541	184	\$26,500	\$325.00

## POLICY IMPLICATIONS

Seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed. In accordance with Sub-section 10 (e) of *AM - 1.3.5 Committees of Council Policy*, consideration by the Committee of the Whole is deemed to fulfil the requirement for seven days' notice to Municipal Council in accordance with Sub-section 48 (1) of the *Municipal Government Act*.

## ALTERNATIVES

The Committee of the Whole / Council might also consider:

**Option 1:** Leaving the policy unchanged from the previous fiscal year

**Option 2:** Increasing only the exemption amount

**Option 3:** Increasing only the maximum income amount

## NEXT STEPS

Approval of recommendation requested from Committee of the Whole. If recommended by the Committee of the Whole, the amendment will be placed on the upcoming agenda for approval by Municipal Council.

### Communications plan

- Advertise one week in the Valley Register
- Applications mailed to the previous years' applicants and any who inquire throughout the year
- Application is on our website
- Applications are distributed to Councillors, Community Services and Seniors Safety Coordinator Sharon Elliott (RCMP)

## ATTACHMENTS

Proposed *AM - 1.4.14 Low Income Tax Exemption Policy (as amended)*

Comparative Municipal Data and Income Statistics for 2021/22

Tax Exemption Application Form

**Prepared by:** \_\_\_\_\_ Shelly Hudson  
Manager of Revenue

**Report Approved by:** \_\_\_\_\_  
David Dick, Chief Administrative Officer

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.14
Section <b>MUNICIPAL SERVICES</b>	Subject Low Income Tax Exemption Policy

### 1.0 Purpose

The purpose of this Policy is to provide partial tax relief of current taxes on primary residences for low income property owners.

### 2.0 Authority

This policy is enacted pursuant to Part IV, Sections 69 of the *Municipal Government Act*, as amended.

### 3.0 Provisions

- 3.1 An exemption in the amount of **\$350.00** will be granted to every person assessed with respect to taxable property located within the Municipality of the County of Annapolis whose total income from all sources (including the income of all persons residing in the home) for the calendar year preceding the fiscal year of the municipality was less than **\$27,000.00**.
- 3.2 An allowance paid pursuant to the *War Veterans Allowance Act (Canada)* or pension paid pursuant to the *Pension Act (Canada)* shall not be included for the purposes of calculating income.
- 3.3 The exemption shall be granted only to an applicant who is a resident of the County and for property owned and occupied by the applicant as his/her principle residence.
- 3.4 Where such property is jointly owned, only one tax exemption shall be provided per property and the sharing in such exemption shall be on the basis of proportion of ownership in such joint property.
- 3.5 Applications for tax exemptions will be accepted by any member of Municipal Council and at the Municipal Office until 4:30 p.m. on the first Friday in April of each year for the upcoming taxation year commencing April 1<sup>st</sup>.
- 3.6 A person applying for an exemption pursuant to this policy shall be required to provide an affidavit and other proof confirming his / her income.
- 3.7 An application form must be completed and submitted in full before any exemption may be provided.
- 3.8 An application for a tax exemption shall be in such form and contain such information as may from time to time be required for the proper administration of this policy.

Municipal Clerk's Annotation for Official Policy Book  
 I certify that this policy was adopted by Municipal Council as indicated below:  
*Seven (7) Day Notice* ..... **January 11, 2022**  
*Council Approval* ..... **January 18, 2022**  
Carolyn Young ..... January 19, 2022  
 Municipal Clerk ..... Date  
 At Annapolis Royal Nova Scotia

Approved March 20, 2012

#### Amendments:

February 19, 2013;

January 21, 2014;

Jan. 20, 2015;

Feb. 16, 2016;

Feb. 22, 2017

Jan. 16, 2018 - increased exemption amount from \$236 to \$250 and income amount to \$25,000

Jan. 15, 2019 - increased exemption amount from \$250 to \$275 and income amount to \$25,500

Dec. 17, 2020 - increased exemption amount from \$275 to \$300 and income amount to \$26,000

Feb. 16, 2021 - increase exemption amount from \$300 to \$325 and income amount to \$26,500

PENDING Jan. 2022 - increase exemption amount from \$325 to \$350 and income amount to \$27,000



2021 Low Income Tax Exemption Data From Other Municipal Units						
Municipality/Town	Income Level 2021	Exemption Allowed	# Of Applicants Who Received Exemption	2021/22 Expenditure	2021/22 Residential Assessment Base	Residential Tax Rate 2021/22
Town of Annapolis Royal	\$18,000.00	\$300.00	0	\$0.00	48,095,300	\$1.70
Town of Middleton	\$19,000.00	\$200.00	4	\$700.00	94,361,600	\$1.79
Mun. of Annapolis	\$26,500.00	\$325.00	184	\$53,541.77	1,141,484,600	\$1.025
Mun. of Kings	\$36,000.00	\$316.00	1166	\$361,522.32	3,258,010,700	\$0.853
Mun. of Digby	< \$11,999. = \$525 \$12,000 - 16,999 = \$425 \$17,000-\$21,999 = \$325 \$22,000-\$27,999 = \$275	\$275 - \$525	154	\$48,208.58	416,425,000	\$1.30
Region of Queens Mun.	\$24,624.00	\$250.00	268	\$54,892.40	8,000,150,327	\$1.10 Town \$1.96

#### Income Stats 2021/22

#### Community Services Income Assistance Standard Household Rates

Department of Community Services have a new table for IA recipients. It is called a Standard Household Rate. They have done away with the Shelter Rate plus a Personal Rate. The table below shows the new Standard Household Rates.

Household Composition		Standard Household Rate (Monthly)	
Recipient	Dependent Child/Student Family Member	Rent/Own	Board
1	0	\$686	\$608
1	1	\$962	\$627
1	2 or more	\$1,013	\$668
2	0	\$1,342	\$1,008
2	1 or more	\$1,393	\$1,049

A person with an inability or is 55 years of age or older (but under 65 years of age), are age 16-18 years old or is fleeing an abusive situation would receive a Standard Household Rate of **\$950** per month whether they Rent/Own or Board.

#### Examples:

- 1 Adult & 2 children receiving maximum Income Assistance Program **\$12,156.00** yearly (\$1013X 12)
- 2 Adults & 2 children receiving maximum Income Assistance Program **\$16,716.00** yearly (\$1393 X 12)
- A Single Disabled Person receiving maximum Income Assistance Program **\$11,400.00** yearly (\$950 X 12)

#### Old Age Security/Guaranteed Income Supplement

- 1 Senior receiving maximum OAS/GIS with no other income **\$19,008.96** yearly (\$635.26 OAS + \$948.82 GIS X 12 )
- 2 Seniors receiving maximum OAS/GIS with no other income **\$28,953.84** yearly (\$635.26 OAS + \$571.15 GIS X 2 X 12)

Information on OAS/GIS go to <http://www.servicecanada.gc.ca>

Community Services Income Information go to <http://novascotia.ca/coms/employment/standard-household-rate/index.html>

**THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS  
APPLICATION RESPECTING 2022/2023 TAX EXEMPTION**

**2022/2023 TAX EXEMPTION PROCEDURES**

The Council of the Municipality of the County of Annapolis has directed, by policy, that an exemption from taxation will be granted for the taxation year April 1, 2022 - March 31, 2023 pursuant to Section 69 of the *Municipal Government Act* in the amount of \$350.00.

An exemption will be granted to every person assessed with respect to taxable property located within the Municipality of the County of Annapolis whose total income from all sources (including the income of all persons residing in the home) for the year 2021 was less than \$27,000 and who is a resident of the Municipality. Do not include War Veterans Allowance Act income or income from the Pension Act (Canada). The *Pension Act* (Canada) is not the Canada Pension Plan or Old Age Security, but it is a Pension for members of the Armed Forces who have been disabled, or their dependents. The exemption will be granted only in respect of property owned and occupied by the applicant as his/her principle residence.

Where such property is jointly owned, only one tax exemption shall be provided per property and the sharing in such exemption shall be on the basis of proportion of ownership in such joint property.

Applications for tax exemptions will be accepted by any member of Municipal Council and at the Municipal Office until 4:30 p.m. on April 1, 2022.

1. NAME IN FULL (PLEASE PRINT) \_\_\_\_\_
2. TELEPHONE NUMBER \_\_\_\_\_
3. PRESENTLY RESIDING AT \_\_\_\_\_
4. PROPERTY ASSESSMENT NUMBER \_\_\_\_\_
5. ACTUAL HOUSEHOLD INCOME FROM EMPLOYMENT 2021 \$ \_\_\_\_\_  
ACTUAL HOUSEHOLD INCOME FROM PENSIONS 2021  
Specify: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_
- ACTUAL HOUSEHOLD INCOME FROM OTHER SOURCES 2021  
(Includes Interest, Child Tax Benefit & GST /HST Rebate) \$ \_\_\_\_\_
- TOTAL HOUSEHOLD INCOME FROM ALL SOURCES 2021 \$ \_\_\_\_\_

**AFFIDAVIT RESPECTING APPLICATION FOR 2022/2023 TAX EXEMPTION  
(PURSUANT TO SECTION 69 OF THE MUNICIPAL GOVERNMENT ACT  
IT IS UNLAWFUL TO MAKE A FALSE DECLARATION)**

I, \_\_\_\_\_, of \_\_\_\_\_, in the County of Annapolis, and in the Province of Nova Scotia, being the assessed owner of Property Number \_\_\_\_\_, do hereby swear or solemnly affirm:  
"THAT I have applied for a 2022/2023 Municipal Tax Exemption; and do swear or solemnly affirm that the information contained herein is to the best of my knowledge and ability, true and correct."

\_\_\_\_\_  
APPLICANT

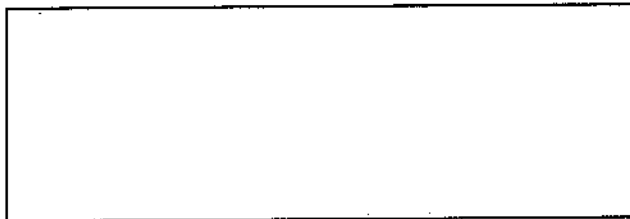
SWORN OR AFFIRMED

before me at \_\_\_\_\_  
in the County of Annapolis and Province of Nova  
Scotia, this \_\_\_\_ day of \_\_\_\_\_, A.D.  
2022.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Authority of Office

Pursuant to Section 66 of *Evidence Act*  
or Section 14(3) of *Municipal Government Act*



PROOF OF INCOME MUST BE PRESENTED, AND THE APPLICATION AND AFFIDAVIT MUST BE PROPERLY  
COMPLETED AND SUBMITTED NO LATER THAN 4:30 P.M., APRIL 1, 2022. TO THE MUNICIPAL  
ADMINISTRATION OFFICE, BOX 100, 752 ST. GEORGE STREET, ANNAPOLIS ROYAL, NS B0S 1A0.  
TELEPHONE (902) 532-2331 OR (902) 825-2005.

**DO NOT SUBMIT WITHOUT AFFIDAVIT BEING SWORN/AFFIRMED**



COUNTY of ANNAPOLIS  
SAFER BETTER BUILT

## RECOMMENDATION REPORT

**To:** Committee of the Whole

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

**Reviewed by:** Dawn Campbell, Director of Legislative Services / Deputy CAO

**Approved by:** David Dick, Chief Administrative Officer

**Date:** January 11, 2022

**Subject:** Recommendation Report Community Grants Program – Current Applications

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### RECOMMENDATION

That municipal council approve the allocation of grants as presented in Appendix A from the 2021-22 Community Grants Program, in accordance with *AM-1.4.9 Community Grants Policy*, for a total of \$9,200.00 as follows:

\$1,200 Granville Centre Community Hall Association; and  
\$8,000 Lawrencetown Exhibition Youth Arena.

### LEGISLATIVE AUTHORITY

*Municipal Government Act* Section 65

### BACKGROUND

### DISCUSSION

1. The community grants program policy AM 1.4.9 allows charitable and not for profit organizations to apply for funding to support their services, programs and initiatives. There are several sections under which they can apply and each section outlines the criteria for the application. There are two applications in this recommendation. The first is an application under the Community Halls and Centres Assistance Program and the second is under the Large Capital Pledge Grants. All applications are in compliance with the policy and subject to the discretion and approval of municipal council.
2. The Granville Centre Community Hall Association is requesting funding in the amount of \$1,200.00 from the Community Halls and Centres Assistance Program to assist with electrical upgrades to the main part of the hall by installing six (6) additional plug ins. They support the local community by providing space for pot-lucks, crafting, hall rentals for events and it is also used as a polling station. They have completed prior kitchen electrical



upgrades and are now focused on the main hall to eliminate the use of extension cords and power bars. The total estimated cost of their electrical upgrade is \$1,719.25. The association will contribute the remaining amount needed from fundraising.

3. The Lawrencetown Exhibition Youth Arena is requesting funding in the amount of \$8,000.00 to assist with their ice plant heat reclamation system upgrade. The total estimated amount of the project (see quote Appendix B) is \$21,000.00 plus HST. The arena was successful in securing a grant from the department of Communities, Culture and Heritage in the amount of \$8,050.00, and the Arena is contributing \$8,100.00. Attached at Appendix C is a detailed project description.

The Lawrencetown Youth Arena receives annual funding from the Lawrencetown & District Recreation Commission to assist with operational costs and also from the Village of Lawrencetown area rate as well. In addition, the arena has received funding from the County's Community Grant Program, Large Capital Pledge Grants as follows for the past five (5) years:

2020/21: \$25,000  
2019/20: \$25,000  
2018/19: \$15,000 (plus \$5,000 from the Recreation and Culture Reserve fund)  
2017/18: \$20,000  
2016/17: \$20,000

### **FINANCIAL IMPLICATIONS**

The AM 1.4.9 Grants to Community Organizations budget currently has \$72,512.15 remaining in the current fiscal year. If this recommendation is approved for the allocation of the grants applications listed in Appendix A (total of \$9,200.00) there will be \$63,312.15 remaining in the community grants policy for the rest of this fiscal year.

### **POLICY IMPLICATIONS**

The requested funding is in accordance with the Community Grants Policy (AM 1.4.9).

### **ALTERNATIVES/OPTIONS**

- Not approve the recommendation; or
- Approve a lesser amount(s).

### **NEXT STEPS**

1. If approved, Continue on with issuance of the Grant Funding in accordance with policy AM 1.4.9; or
2. If the request is not approved inform the group(s) of the decision.

### **ATTACHMENTS**

Appendix A: List of recommended allocations for grant applications;  
Appendix B: Quote from Acadia Refrigeration (Lawrencetown Youth Arena Application);  
and  
Appendix C: Detailed project description (Lawrencetown Youth Arena Application).

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

**Report Reviewed by:**

*Dawn Campbell*

Dawn Campbell, Director of Legislative Services and HR

**Report Approved by:**



CAO David Dick, CPA CA

Appendix A - List of recommended allocations for grant applications

<b>Name of Applicant Organization</b>	<b>Identified Project(s)</b>	<b>Amount Requested</b>
Granville Centre Community Hall Association	Electrical Upgrade to Main Hall. <ul style="list-style-type: none"><li>• Installation of six new plugs.</li></ul>	\$1,200.00
Lawrencetown Exhibition Youth Arena	Ice Plant Heat Reclamation System <ul style="list-style-type: none"><li>• Supply and installation of a single Therma-Stor heat recovery tank on existing single circuit refrigeration system.</li></ul>	\$8,000.00
Total		\$9,200.00

## Appendix B - Quote from Acadia Refrigeration (Lawrencetown Youth Arena Application)



ANNAPOLIS VALLEY REGIONAL INDUSTRIAL PARK  
P.O. BOX 745, KENTVILLE, NOVA SCOTIA B4N 3X9

Telephone: (902) 678-7868  
Fax: (902) 679-3550

November 15, 2021

Lawrencetown Arena  
Email: pumpedandwired2014@gmail.com  
Cell: 902-584-3349  
Attn: Troy

Regarding: Lawrencetown Arena Therma-Stor Tank Addition

### Budget No. Q21402

Scope of work: Supply and installation of a single Therma-Stor heat recovery tank on existing single circuit refrigeration system.

#### Therma-stor Tank

- Supply and installation of a Therma-stor tank and associated valves.
- Refrigerant retro fit to R407C from existing R-22 (Note: The second circuit is to still contain the original R22 gas)
- Labour to install and commission.

Budgetary Price for the above ..... \$ 21,000.00 (plus HST)

Thank you for the opportunity to provide pricing on this project. Do not hesitate to contact me to discuss in greater detail.

Yours truly,

  
Darren Best  
Acadia Refrigeration & A/C (1997) Ltd.

Quotation valid for 30 days

Fifty years ago, a community commitment was made to construct and operate an indoor arena facility in Lawrencetown. Funds were loaned to the arena by local people, and repaid as the arena reached profitability.

The history of and interest in figure skating and hockey in the Lawrencetown area is well documented in the ***Lawrencetown is our Hockeyville*** book by Dave and Paulette Whitman. Volunteer efforts in fundraising, inventiveness in attaining operational gear and many hours of volunteer coaching and encouragement of youth kept the arena's named intent, "Youth Arena", alive.

The original structure and equipment in the arena were maintained, but by 2010, it required major upgrades and renovations to extend its life and bring its equipment and practices up to date.

To quantify the required upgrades for the arena to last into the future, an ageing building audit was undertaken in late 2009 with the assistance of the NS Department of Health and Wellness. This building audit, and review of the structure and equipment by directors and staff, resulted in a phased plan to upgrade the structure and equipment and improve its energy efficiency.

The two goals of extended longevity and improved energy efficiency are paramount to the continuation of the arena in Lawrencetown. The upgrades determined to be of the highest priority at that time were:

- Ice Plant Upgrades for Improved Performance
- New Electrical Switch for Heat/Lights at Entrance
- Dressing Rooms' Insulation
- Washrooms Upgrades (Barrier Free)
- New Chiller and Compressor
- New Electric Hot Water System for Zamboni
- Electrical Upgrades
- Insulation of West End - Office and Washrooms
- Floor Drainage Upgrade and Post Work
- Concrete Floor with In-Floor Brine System Pipes

In early 2010, the Lawrencetown Exhibition Youth Arena made a successful bid to the Kraft Hockeyville contest and, from the entire Annapolis Valley and far beyond our borders support came for this small community arena. We placed fourth in the country in total number of votes, an incredible achievement for a community comprised of less than 700 people. With a prize of \$25,000 from Kraft and further fundraising, the arena capital funds amounted to \$58,000 by late 2010. At this point, it became of great importance to plan renovation/upgrade projects in a manner that would achieve the most benefit from the realized funds.



Over the next ten years, with the support of volunteers, community fundraising, and plenty of hard work, the Arena partnered with the County of Annapolis, the Nova Scotia Department of Health and Wellness, the Nova Scotia Department of Communities, Culture and Heritage, and the Atlantic Canada Opportunities Agency to recreate the arena from the inside, out.

During the ten year reconstruction span, we completed the following renovations:

- 1) Replacement of all refrigeration equipment (chiller, compressors, brine pump, controls, and sensors) and brine delivery header pipe
- 2) Installation of a heat reclamation system that draws heat from the refrigeration process and uses it to heat hot water on plant #1, and new hot water tanks
- 3) Installation of a low-E ceiling
- 4) Excavation of the ice surface area, installation of drainage and compactible material to a depth of three feet, and provision of appropriate exterior drainage to a depth of six feet below the surface
- 5) All sub-ground portions of the building's support posts replaced with reinforced concrete footings tied to steel bracketing of the wooden posts
- 6) Six inches of insulation and plastic placed under the ice surface to stop the ice surface from driving frost into the ground
- 7) Electrical room rebuild, and plant room and canteen electrical upgrades
- 8) Rebuild of entire west end of arena to add appropriate insulation, upgrade wiring and replace exterior steel, and to incorporate accessibility standards for both washrooms
- 9) Installation of an exterior ramp to the front entrance to improve accessibility
- 10) Installation of a permanent steel reinforced concrete floor with embedded brine distribution pipes
- 11) Installation of safety glass and upgrade of boards along west, north and south sides of the arena
- 12) Rebuild of the zamboni storage room to incorporate more headspace, insulation and remote controlled interior and exterior garage doors for better safety during Zamboni movement
- 13) Exterior steel replacement on south, west and north sides of arena with appropriate vapour barriers
- 14) Replacement of exit doors (main and emergency) on north, west and south ends
- 15) Steel roofing replacement on south shed roof to prevent leaks
- 16) Electric edger purchased to replace gas powered edger to improve air quality
- 17) Backup brine motor and pump purchased to ensure ice readiness during winter season, as brine pump replacements require two months turnaround time
- 18) Insulation and upgrade of south side walls and replacement of windows in dressing rooms #2, 3 and 4
- 19) Completed insulation (ceiling and interior walls) and structural upgrade of south side dressing rooms, including new heaters and wiring
- 20) Complete restructuring and steel recladding of the east end of the arena
- 21) Replacement of 35 year old game time clock and controller
- 22) Installation of a dehumidifier and ductwork to control humidity
- 23) Insulation of ceiling and interior walls, and structural upgrade of warm room, including new heaters and wiring

- 24) Refurbishment of used Zamboni resurfer to replace the aged Zamboni from the Hockeyville era
- 25) Installation of new modern vent hood and fan and suppression system, rewiring of canteen appliances, stainless steel support system for appliances, insulation of ceiling and replacement of ceiling sheathing in canteen
- 26) Installation of 3-phase wiring for canteen appliances to lower the load on the single-phase electrical panels used to date.
- 27) Fascia and soffit upgrades for weather protection
- 28) Creation of dressing room #5 to allow the Arena to host co-gender tournaments where teams are composed of persons of both genders.

The structural integrity of the arena has been stabilized and ensured its viability for the future. The efficiency improvements have led to a 60% reduction in power usage and has allowed the arena to continue operating as a community resource, where rental costs are kept as low as possible, with a focus on ensuring that ALL children can skate and play hockey.

Fundraising during winter tournament canteens and upkeep of the canteen for Exhibition Week fundraising continues to be performed for the most part, by volunteers. Local tournaments are coordinated by volunteers and all youth programming is operated by volunteers. We are committed to the arena in Lawrencetown in a manner unlike facilities in many communities, because of this volunteer effort.

Our highest priority is to provide access to recreational opportunities for youth. There are two major barriers to accessibility; availability in the area, and cost. We create availability through sustaining our facility, and through the volunteers who work with the youth. We create free and low-cost opportunities through volunteering our time and efforts to do work ourselves at no fee, and fundraising to cover as much of our operating costs as possible.

At the same time, we understand that operating a facility of this nature is a business. We budget projected operational costs versus revenues prior to setting our rental fees. During our main operational phase (winter), we work diligently to increase usage opportunities while searching for ways to decrease operating costs, particularly our largest cost, electricity.

**In our next fiscal year, our capital project plan consists of the addition of a heat reclamation system on plant #2. Heat reclamation on plant #1 was completed a number of years ago and has been successful, but still falls short in tournament situations when we are forced to rely on electric hot water heat. This addition should allow us to remove our need for an electric hot water system for the Zamboni operations. At the same time, the older style refrigerant would be upgraded to current standards for refrigerant.**

We look forward to partnering with the NS Department of Communities, Culture, Tourism and Heritage and potentially with the Municipality of Annapolis County in the project for this arena,

and are excited to continue the work that is bringing the arena to a state where it can be operated in a sustainable fashion for the next fifty years.

## **1. Community Benefit and Impact**

### ***The Community***

It is difficult to pinpoint the benefits of a facility that has been part of a community for fifty years. The history of the community is intertwined with that of the arena.

The history of and interest in, figure skating and hockey in the Lawrencetown area is well documented in the ***Lawrencetown is our Hockeyville*** book by Dave and Paulette Whitman. Volunteer efforts in fundraising, inventiveness in attaining operational gear and many hours of volunteer coaching and encouragement of youth kept the arena's named intent, "Youth Arena", alive.

The Arena, in 1970, was an idea in the minds of the community and in the hearts of a dedicated group of people. After the Arena was constructed, hockey and skating flourished and for many years the Arena was the only place you wanted to be on winter evenings and weekends.

Many years later, there are many more activities available to youth and adults, and we drive many miles outside our communities to participate in them, or we watch from the comfort of our own homes and no longer participate in the activities themselves.

The Arena struggled through the latter part of its first 40 years and might have been a casualty of the inactive tendency of the population, had it not been for the Hockeyville bid. The remembering of the excitement of years past and the camaraderie to be found in enjoying physical activities together, just for fun and not for achievement alone, brought a renewed sense of what the community might lose.

An active group of people provided drive and determination to take this gift that came from the people of Lawrencetown in the 1970's and turn it into a gift for 2021, to the current and future residents of Annapolis County.

We are richer for the opportunities it has provided in the past 10 years, and are able to see the prospect of the continued opportunities for the next 50 years. The boon to those who have enjoyed the physical activity, increased confidence, and camaraderie in their community will endure for the rest of their lives.

As an entire new generation of skaters grows up watching this project in motion, it is our hope that they see what can be accomplished with hard work, ingenuity and determination, and that they in turn grow to become the community builders of tomorrow. That is the legacy that this project hopes to leave behind.

### ***People using the facility***

Approximately 700 people live in Lawrencetown, but because of its unique programming opportunities and low rental fees, the arena serves people across the region. Catchment areas for various activities are listed below:

Learn-to-Skate:	Annapolis Royal to Kingston
Youth Shinny Hockey:	Middleton to Parker's Cove
Women's Shinny Hockey:	Berwick to Annapolis Royal
Co-ed Shinny Hockey:	Berwick to Annapolis Royal

Participant numbers fluctuate over the years as people involve themselves in different activities, but the numbers of young children and women playing hockey has continued to increase over the past years. In the 2020-2021 season, we saw the following participant numbers on a weekly basis:

Junior age shinny hockey:	8-10 once a week
Intermediate age shinny hockey:	5-10 twice a week
Teen shinny hockey:	10-15 once a week
Learn-to-Skate:	50 once a week
Pre-school and Guardian Skating:	2-5 once a week
Women's shinny hockey:	20-35 once to twice a week
Coed shinny hockey:	20-25 twice a week
Adult Skating:	5-10 once a week
Private rentals:	40 per week
Public skating:	25-50 once a week

There is very little overlap across these groups. This means that we are seeing a total of over 250 participants in the arena, on a steady weekly basis.

Annually, the arena sees the two local schools for school-wide skating days:

Lawrencetown Consolidated School (elementary school)

Lawrencetown Education Centre (high school)



The arena also hosts weekend tournaments seven times a winter, including:

Lawrencetown Cup Men's 4-on-4 (#1) Tournament – 125 entrants

Guys and Gals Co-ed Tournament (#1) – 44 entrants

Lawrencetown Cup Men's 4-on-4 (#2) Tournament – 125 entrants

Guys and Gals Co-ed Tournament (#2) – 44 entrants

Dave Wynn Classic 4-on-4 Tournament – 150 entrants

Women's Tournament – 90 entrants

Youth Shinny Hockey Fun Day (End of Year) - 50 entrants

No prizes are awarded for tournament winners, other than inscription on the tournament cups. The tournaments are operated as fun events.

### ***Age groups and community groups***

We have been an enthusiastic participant in Thrive programming for the past eight years and are very pleased to be able to open free access to all kids' shinny hockey groups for 8 weeks and to their Fun Days, the pre-school skating for sixteen weeks, and now public skating, by providing the programs and ice time free.

Groups using the arena include people from many age groups and both genders. We added a separate Adult Skating time in the 2011-2012 season to see if we could expand the ice usage to older adults. This time continues to be offered and has maintained a steady core group of attendees.

Youth as young as 3 years of age are learning to skate and hockey is being played by people into their 70's. Organizations that use the arena range from the Volunteer Fire Department, to three levels of schools, high school teams, church groups, private individuals, the Riptide Rollers roller derby association, and the Annapolis Valley Exhibition.

We make every effort to provide low-cost, accessible programs for as many people as possible. Our ice rental prices are the lowest in the region, and drop-in youth shinny costs are very low, and free for part of the winter. To provide even more reasonable rates to encourage youth activities, our ice rental prices for youth groups is \$25 lower per hour than it is for adults. We work hard to maintain this pricing, to keep the facility accessible.

The use of the arena is high enough to sustain its operational costs, and it appears to be a sustainable resource. Unique programs such as shinny hockey, and a commitment to ensuring youth can access the arena will take the Youth Arena into the future. Youth with limited funds,

or inability to travel for practice and games, are able to enjoy learning to skate and/or play hockey. The number of youth attending shinny hockey has grown over the years and remains steady. There is nothing like seeing the excitement of a 5 year old when she scores her first goal. It does not matter whether the arena is Olympic sized or small, heated or cold, with a big game clock or none at all. What matters is that the opportunity was provided for the goal to happen. It has sparked the fire.

Additionally, the Annapolis County branch of the Jumpstart program supports youth from low-income families in participating in shinny hockey by covering the drop-in fees and paying for their hockey equipment. The Arena makes sure that equipment can be used on a loaned basis as much as possible. In this way, equipment can be shared and re-used for other youth as one grows out of the gear.

We partner with the elementary and high schools in Lawrencetown to provide skating activities during school hours.

The popular co-ed adult shinny hockey program has grown into a real force in the past years. It is a unique opportunity that is enjoyed by a great number of people.

We operate a general donate-and-trade system, where youth drop off skates they have outgrown and pick up skates in their size. To encourage people to try out skating without having to purchase skates, we have skates in a variety of sizes to loan for public skating. We also maintain a supply of helmets that can be loaned for skating. Over the past several years, this has developed into a service that everyone feels welcome to use; those who forgot a piece of equipment at home, those who have no equipment, and those who have not tried on a pair of skates for 30 years!

### **Community Health**

Providing low-cost recreational opportunities impacts strongly on the healthy lifestyle of a community. When it doesn't cost too much, families are more able to try something out. When they discover they enjoy it, the activities can be pursued for little or no cost.

Research under the CLASS II project, which examined nutrition, physical activity and development in grade 5 students and their families, showed that only 16% of local students reported being physically active overall. Students reported spending more than 2 hours per day outside of school, doing screen activities. While the school promotes physical activity, making sure students are moving outdoors during recess and lunch, and provides sport opportunities during school hours and some after-school hours, we would like to see opportunities continuing and increasing in the future.

One of the ways to help children participate in healthy, active lives is to provide fun, low cost, low-pressure activities for them to pursue. We feel that the Youth Arena provides these opportunities and is committed to fostering their growth. Winter programming provides

skating and hockey activities. Low (and 'no') cost programming makes it affordable, and low-pressure inclusivity makes it fun. We recognize that good health is an important condition for learning, and for developing positive attitudes about life. We could not gift our youth with any better preparation for the future.

The pressure of committing to a registered program is relieved by the nature of drop-in shinny hockey programs and public skating. Active kids and their active families look for more physical activities to pursue, and staying fit becomes an easy addition to one's life.

### ***Shared Strategy***

The Youth Arena supports the Shared Strategy for the Advancement of Recreation in Nova Scotia, specifically Goals 1, 2, and 4.

The Youth Arena programs emphasize recreation as a component of active, healthy living. We encourage youth and women, in particular, to join events no matter their beginning skill level.

Our inclusion level and welcoming atmosphere bring people from all across the region to learn to skate and learn to play hockey. Youth are taught from their current skill level (including none) through as many levels as they desire, at their own pace, by providing different groups that are not strictly age-restricted. Women are welcomed, from those who have never strapped on a pair of hockey skates, to those who played high school hockey and continue to play into adulthood. There is no upper age to adult participation in hockey, as we have developed no-contact hockey groups that cater to those who are not as confident on a pair of skates.

We strive hard to provide no-or-low cost access to programming for youth. We reach out to the province, the County, and charitable organizations to provide funding for many activities to be provided free of charge, and gather equipment to be loaned free of charge. No child is ever turned away for lack of gear or funds. Fair play is a component of our programming, scoring is not used in hockey before the teen level, and everyone is encouraged to try every position and to improve on their own skills at their own level. We include parents in the Shinny Fun Days and invite their assistance on the bench helping the youth, to foster participation by all the family.

### ***Positive Effects***

In 2015, the Lawrencetown Exhibition Youth Arena was distinguished in winning Recreation Nova Scotia's Bluenose Achievement Award. The Award recognizes the commitment and leadership the Arena has shown in building and promoting recreational opportunities for everyone in the area.

The Hockeyville experience was a strong indication of the priority of the arena in this community. People came together to encourage and promote this special place, put their time and energy into voting and phoning, and pulled together to create festivities almost out of thin air. Businesses up and down the valley advertised our efforts in every way they could, and our

firefighters volunteered to travel the province in an old fire truck with billboard and megaphone advertising.

Two songs were written by a local artist and recorded by a local band, and doors were thrown open for us everywhere. The NSCC campuses promoted us and opened their doors for voting, as did the Regional Library, and the local radio station even recorded a song for us! What was truly amazing was that every person that COULD do something for the Arena's bid, DID. Every request was met with a response of 'Yes!' and more offers of help were made than we could accept at the time. There was, and is, no doubt that this community sees this arena as a priority.

Each year, there are countless hours of time dedicated to the operation and upkeep of the Youth Arena. Our major annual fundraising effort, the Exhibition Week canteen, requires 250 hours of volunteer time to operate each summer. Renovation projects each often record over 200 hours of volunteer time, in addition to the Exhibition Week volunteers.

Each year, volunteer coaches, parent helpers, canteen helpers, and organizers for the Fun Days and tournaments keep the arena open and busy. The community welcomes everyone who wants to play!

## **2. Needs Assessment and Project Planning**

### ***Need***

As a community resource for the past 50 years, the arena has proven invaluable for many. During the Hockeyville campaign, people came forward with stories to be shared from their childhood. They told us, and they told the world through Facebook, of their excitement in the opening of the arena each winter; thrilled by the first strapping on of skates, or drop of the puck.

There were many stories of coaches helping those who could not afford to skate or play hockey, of how it was the place where everyone felt part of the special, unique community housed by the Lawrencetown Youth Arena.

Resources such as these in rural communities like Lawrencetown, are significant at a time when difficult economic downturns are dictating the closure of many facilities. The community supports the arena by using it, but also by volunteer efforts. The volunteers, from Exhibition Week canteen helpers to those shoveling snow off the roof when we have a large winter snowfall, make an annual commitment to their "need" for this facility by giving their time. In a country that is struggling with a lack of volunteerism, this speaks volumes about what the community wants. During Hockeyville, and in continued support of fundraising efforts since then, the community expresses its desire for this place.

Ice arenas exist on both "sides" of Lawrencetown, to the west in Bridgetown and to the east in Middleton. Argument could be made for the construction of a new double ice surface in a central location, for all three communities. This argument does not address how each community feels passionately about their facility. Much as schools are at the heart of their



community, so too are the facilities we nurture; our arenas, pools, and libraries. They make a community a place of sharing, a central drawing point.

In 2009, an Ageing Building Audit was undertaken to provide the Youth Arena Board with a statement of the facility's current condition and recommended priorities for the future. The Board of Directors and staff reviewed this audit over the next two years while an internal review of financial stability and economic sustainability was undertaken.

The audit divided upgrading into sections; electrical, structural, and mechanical. The building and its equipment were examined, and priority 1, 2 and 3 recommendations were made.

Major items in the audit, as well as many other items, have been addressed since 2010. They include:

1. Immediate term
  - Insulation/upgrade of West End - Office and Washrooms (North corner)
  - Floor Drainage Upgrades and Post Work
  - Structural analysis and repairs
  - Foundation upgrades and repairs
  - Electrical and mechanical items (priority sheet)
  - Washroom Upgrades to be Barrier Free
  - Accessible entrance ramp
2. Medium term
  - Concrete Floor with In-Floor Brine System Pipes
  - Electrical Upgrades (Enclosure repairs, Lighting, Heating, Exit signs, etc)
  - New Electrical Switch for Heat/Lights at Entrance
  - Plumbing fixture upgrades
  - New Electric Hot Water System for Zamboni
3. Long term
  - New Chiller and Compressor
  - Ice Plant Upgrades for Improved Performance
  - Insulation/upgrade of West End – Referee/Plant/Dressing Rooms (South corner)
  - Zamboni Room safety and energy upgrades
  - Safety glass (West and North Sides)
  - Exterior Wall cladding (South, North and West Ends)
  - Exterior Wall cladding and restructuring (East End)
  - Dehumidification system

The Ageing Building Audit was comprehensive and extensive, but the Arena has worked its way through the majority of items brought to our attention.

**This project would focus on heat reclamation for energy efficiency and upgrade to a newer refrigerant.**

**Scheduling of the project is time-restricted by the ice season but we have been in discussion with Acadia Refrigeration to plan how to accomplish the ice plant work during the ice season.**

### ***Engage/Consider users from diverse marginalized groups***

In rebuilding the Arena over the past ten years, the Board has reached out to as many groups as possible. We host a tremendous age variation, from 3 years old to 70-plus years old. Participation by these groups has allowed us good access to people at both ends of the age spectrum in our research.

The Annapolis County Family Matters Resource Centre has been our partner over the years and provides a window to families in need and their concerns in using the facility. The pre-school and guardian skate is promoted with their assistance, and they bring a knowledge of those children in need of assistance, and a sensitivity to families that have little for their families, to the Arena Board.

The local schools have also been a source of cooperation in providing opportunities that are broadly available to all youth, where equipment can be provided as needed and youth can be transported to the arena by school buses.

The welcoming atmosphere in our women's programs makes the same experience possible for this gender group. Equipment can be loaned, or taken from the trade-in supply at the Arena, and beginners are strongly encouraged and supported. An annual women's tournament has slowly developed into a 2-day event with 8 teams and we encourage development of women's teams in other arenas, as well.

Our efforts to reach out to other groups has allowed us to communicate with them and take their needs into consideration as we develop our plans.

### ***Engage community in Feedback, Input and Decision Making***

In 2010, the Arena began a long-term effort to upgrade the facility for the community. This was a Board of Directors initiative, but the commitment and desire had been put forth by the community at large.

A County of Annapolis workshop to identify recreation desires in the Lawrencetown area showed a large commitment to the Arena, soon after the 2010 Hockeyville events. In 2012, the Youth Arena Board approached all users of the arena to sign their support for major arena upgrades and received letters of support from organizations in the area for the major upgrades, including the Village of Lawrencetown, the Lawrencetown Consolidated School, the Annapolis Valley Exhibition and the Lawrencetown Recreation Commission.

The Arena's website keeps the community updated on progress of the upgrades each year, and we have participated in community resource events that highlight the resources that the Village of Lawrencetown offers, including the Arena and its progress. We present a report on the health of the Arena each year at the Village Annual Meeting, to share the accomplishments with the village residents and invite feedback from them.

At the beginning of each winter ice season, in cooperation with the Village of Lawrencetown, the Arena hosts a Christmas in the Village event free of charge and welcomes all to kick off the season together. This gives many residents who would not otherwise have the opportunity, to see the upgrades and comment on them. Their feedback has been extremely positive over the years, especially as more visible improvements are made.

Our communication efforts have included:

- the development of a website with scheduling and ready information
- provision of scheduling and opportunities to as many organizations as possible, including schools' websites, Village website, DCS information, and Family Resource Centres
- working with the schools to provide time during the school day
- working with the schools and School Board to provide after school opportunities
- working with the Province and local community organizations to provide free access for youth to hockey, after school skating, March Break programming, and pre-school skating
- building tournament opportunities to encourage more people to participate in our women's hockey and co-ed hockey groups
- working with other tournament organizers to provide as full service a venue as possible for their groups
- partnering with community organizations like the Lions and the Family Resource Centres to promote availability and opportunity
- partnering with the Village of Lawrencetown to host an annual Christmas season skating event
- partnering with the Lawrencetown Lions to host an annual New Years' Day skating event
- all opportunities for radio and newspaper advertising/articles

### ***Project Management Plan and Leadership***

The Youth Arena is managed by a volunteer Board of Directors and an Arena Manager. The current Board of Directors consists of 10 members, drawn from the community, with their own set of qualifications and experience. This is a description of the centrally involved directors and manager at the Arena.

Lynn Roscoe (Chair) is a software development manager and has been co-owner of her own company for the past 31 years. She has been involved in numerous volunteer organizations over the past 33 years, including local schools, recreation organizations, and church, and in technical initiatives including the recent community-led Internet Service Provision in Lawrencetown. She has held the positions of Chair, Vice-Chair and Treasurer in multiple organizations, been involved in major fundraising efforts, acted as a tutor and as Scouting leader at all three age levels, coordinates the youth shinny hockey group at the Arena, and plays hockey at the Arena in the Women's group and the Co-Ed group.

Troy Emmett (Vice Chair) is a specialized large vehicle mechanic and fire department equipment qualifier, and operates his own business testing and qualifying emergency vehicles. He has been

an active volunteer all his life, including commitments to volunteer fire departments and the 4H organization. He has coached junior and intermediate level youth hockey and played hockey at the Arena in the Co-Ed group. He is trained in operating the ice resurfacer and in maintaining the ice quality at the Arena. He is a member of the Building Committee at the Arena and is the Arena Manager for the 2021-2022 season.

Denise Naugler (Secretary) is an early childhood education specialist, and is co-director of the local Family Resource Centre in Annapolis County. She manages staff, community partnerships, program development, writes grant applications, and has been an active volunteer all her life. She and plays hockey at the Arena in the Women's group and the Co-Ed group.

Dave Roscoe (Director) is a software development manager and co-owner of his own company for the past 31 years. He has been involved in many volunteer organizations over the past 33 years, including Scouting and Church organizations. He has been active in multiple organizations as a building maintenance and renovations plan developer. He has chaired the Church Trustees at the Lawrencetown United Baptist Church and been involved in major renovations on that building. He renovated an abandoned century residence in Lawrencetown over the past seven years to use as an office for his company. He has been instrumental, in cooperation with the Arena Manager, in research and development of the major renovation plans for the Arena. He is a member of the Building Committee at the Arena.

Walter Illsley (Director) has been involved in the building industry for many years. He worked in the Middleton RONA building supplies store for many years and currently works in the construction trade, contracting with a partner. He also operates his own special events company, planning events and providing sound and equipment for special events. He has been an active volunteer for all of his life, currently with the Lions organization, the local Food Bank group, and he coached the Learn-to-Skate program at the Arena. He is a member of the Building Committee at the Arena.

This team of individuals brings a breadth of knowledge and experience to the Arena, and we are fortunate to have their dedication and commitment. We have been through major renovations for many years, now, and are accustomed to researching, fundraising, adhering to standards, and keeping projects on time and on budget. The Arena's track record of accomplishing this work over the past ten years without loans or extended credit, speaks for itself.

### **3. Equity, Accessibility, Safety and Inclusion**

#### ***Addressing the needs of women and girls***

The arena programs include a number of opportunities for both genders and for all skill levels. The learn-to-skate program instructs boys and girls in skating and the program is well attended by both sexes. The shinny hockey program, at all age levels, up to and including teens, instructs both sexes and they play together on the same teams. There is no favoritism for either gender, and the "no body contact" rules make it safe for everyone to play together.



Participation by girls in the youngest hockey group has grown over the years and we are very pleased to see them playing in an environment where gender plays no part in who plays hockey.

A women's hockey program practices weekly, hosts an annual tourney, and travels to other tournaments in the province. All skill levels are accepted in the group and anyone interested in playing is fully encouraged to participate and learn new skills. The number of women playing hockey in the Valley has been in decline, so we do our utmost to encourage women to come out to enjoy the welcoming, active environment. The 2021-2022 season continues to show a substantial increase in women playing hockey in the Valley and this is encouraging.

The women's hockey group also comprises a large number of volunteers that support the arena, and half of the sitting Board of Directors are members of this group.

In addition to women's hockey, the arena has developed a group of adult co-ed hockey players that has been very successful. The group plays twice a week and hosts two tourneys annually. The players are respectful of the "no body contact" rule and many life partners are able to play together on the ice. It is a good humoured and fun group, accepting all skill levels, adjusting play levels to suit those players on the ice.

The fun environment that we carefully foster has allowed more people to come out to play than would otherwise happen. The women's hockey group nurtures new players and encourages fair play, where all members play equal time on the ice, all members are welcomed in tournaments, and where all members are offered help in developing skills.

This environment has fostered the inclusion of men in the co-ed group who choose not to play in a men's hockey league environment, including brand new hockey players, older players, and players who are careful to avoid injuries caused in rough sports environments. Hockey can be an intense game, and injecting humour and inclusiveness keeps it from developing an intensity that is detrimental to good health and happiness.

### ***Addressing the needs of persons with disabilities***

During the renovations performed since 2010, the two arena washrooms were upgraded to be accessible and a new entrance ramp was constructed to provide an accessible entrance to the building. This addition has provided both easier access for the ice arena and easier access to the Annapolis Valley Exhibition in the summer. This entrance to the Exhibition Grounds also provides an Accessible Parking area for the grounds.

### ***Addressing the needs for culturally diverse populations***

The Arena welcomes all persons to the facility, not limiting this welcome based on gender, age, sexual orientation, or ethnicity. The Valley population has always included people from culturally diverse backgrounds and all have been welcome at the Arena.

As immigration numbers increase in Nova Scotia, we may see more diverse cultures in the Valley, with concerns that are related to religious restrictions or gender-role restrictions. The Board cannot conflict with these cultural differences and must exercise sensitivity as they arise, on a case by case basis.

### ***Other ways to remove barriers to improve access and inclusion***

The Arena has made every endeavor to remove barriers of cost, inexperience (fear of failure), isolation and confidence. The community of Lawrencetown is closely knit and we continue to listen and learn about issues that are raised. Our welcoming atmosphere leaves people with the feeling that they can openly discuss issues or concerns, and we continue to address everything we can.

This project does not include other ways to specifically remove barriers, but the Board and staff are constantly receptive to raised concerns.

### ***Public Health, Safety and Security Issues***

A focus of the overall plan for building renovations during the upgrades has been to improve the safety of the building. There have been many gains over the past eleven years in this field.

We have a current Fire Marshall's inspection approval with no outstanding items. The first inspection during this period was completed successfully in 2012 and our certification extended to 2015. In 2015, a second inspection was successful and extended our certification to 2018. In 2018, a third inspection extended our certification to 2021.

The floor and post construction work was undertaken to ensure that the building would be supported by posts that would not be rotting out, and that water under the floor would be appropriately drained away from the building's underpinnings. This work was supported by engineering designs for the drainage and footings work, and performed under the auspices of a building permit.

Electrical components have been steadily upgraded and repaired over the span of these upgrades and a new, safely sealed electrical room has been constructed to house the electrical entrances into the building.

In 2019, the canteen vent hood and fan, and its fire suppression system were completely replaced, and there are fire extinguishers located around the interior of the building. The suppression system and all fire extinguishers in the arena are monitored, and are tested and charged annually.

The Zamboni room head space for the operator was improved, when moving the Zamboni from its room onto the ice surface. Insufficient head space when moving the Zamboni from its room to the outdoors was addressed with renovations undertaken in 2016.

The new ice plant equipment was approved by the Department of Labour and new sensors to detect gas leaks were installed.

The canteen was rebuilt during this period to improve the floor, the window level for employees, and to situate the equipment in a more ergonomic fashion. A sink was installed in the ice cream serving area of the canteen so servers did not have to move sticky utensils and buckets from the front canteen area to the back sinks area. This has improved the floor cleanliness and reduced slipperiness, making the canteen a safer working environment.

LED emergency exit lighting has been upgraded throughout the arena, backup lighting is installed in key areas to handle power loss situations, and parking lot and driveway lighting is maintained at all times. The parking lot is at the main door of the arena, making a short, well-lit path available to all using the facility. The building is also alarmed against intruders.

Maintenance logs are maintained, staff has ice grippers for on-ice duties, and dangerous tasks like changing Zamboni blades require two individuals to be present. All staff is covered by the NS Worker's Compensation Board, and under the umbrella of Directors and Officers Liability insurance.

#### **4. Viability, Sustainability and Project Funding**

##### ***Factors contributing to success***

The Exhibition Youth Arena was constructed in the early 1970's. Monies to support this effort were loaned by community members, to be repaid as the arena gained profitability.

The Arena offered learn-to-skate, figure skating, hockey, and public skating for many years.

During the summer, the Arena has previously been used as a facility to house the Lawrencetown Summer Recreation program for youth. Rainy days, and hot summer days have been spent inside the arena where activities like lacrosse, basketball, and street tennis could be played. This is a valuable resource for the program, where access to school gymnasiums in the summer is not generally available.

Before the Covid-19 pandemic, in July, the Youth Arena was employed during the Annapolis Valley Exhibition's Redneck Rodeo event, as a venue for displays and events, and as an entrance to the grounds. In August, the Youth Arena was employed during the Annapolis Valley Exhibition as an entertainment venue, for exhibitors with products to sell, and as an alternate entrance to the Exhibition grounds. The Arena's parking lot has been used to provide an accessible parking area close to an entrance point. Although the arena itself was not, and is not, operated by the Exhibition, this interconnection between the arena and the Exhibition led to "Exhibition" being part of its name.

The Exhibition Youth Arena has been a stable part of this community for 50 years and we are committed to seeing it remain here for the next 50 years, and beyond.

The improvements for Exhibition booth holders have been very much appreciated. The original paved floor was cracked and undulated with seasonal heaving caused by unresolved drainage issues under the floor when the ice surface drove the frost into the ground.

Eleven seasons ago, we began a review of ice rental costs to determine the point of sustainability for the arena. In the 2011-2012 season, ice rental fees were increased by approximately 20% for youth, and 33% for adults, to ensure annual operating costs could be covered by a combination of winter and summer rentals, winter canteen proceeds, and a portion of the proceeds from the Exhibition Week canteen sales. With this budgeting in place, a portion of the proceeds from the Exhibition Week canteen could annually be set aside for replacement of equipment and major maintenance costs on a predictable replacement life cycle. Profits from the Exhibition Week canteen are approximately \$10,000 during a regular year. This income is a major component of our ability to maintain ice rental fees at such a low level.

The Arena has been successful in accumulating funds towards capital improvements in the past eleven years. Ten years ago, initial funding was received from the federal government in the form of a \$15,000 one-time grant. This money was set aside for capital upgrades, until further funds could be accumulated.

In early 2010, we participated in the bid for the Hockeyville crown and were awarded \$25,000 towards arena upgrades. During the Hockeyville celebrations, just prior to the announcement of the winner, we took the opportunity to raise funds through a raffle, a community breakfast, and auctioning items at the final celebration night. These efforts brought our capital fund to a balance of almost \$50,000.

After the Hockeyville competition, the Arena hosted a celebration dance and later, a dinner/auction to raise additional funds. Donations from individuals were received and the capital funds account had grown to \$58,400 by the spring of 2011.

With the replacement of the brine system header, and upgrade of its drainage trench, capital funds were needed. A successful request to the Nova Scotia Department of Health and Wellness to help fund the header replacement project supplied \$5,000 and we supplied approximately \$7,000. Our capital funds stood at \$51,250 after that project was completed in the fall of 2011.

We took advantage of the Efficiency Nova Scotia funding for the replacement of our lighting with energy efficient fluorescent bulbs and fixtures throughout the arena. They also supplied a free insulating blanket for the canteen's hot water tank. As we move forward, every possibility for funding is explored.

Funding through IREP provided 80% coverage for the installation of low emissivity ceilings, beneficial for blocking radiant heat from reaching the ice surface. This in turn, helps cut costs in keeping the ice cold. We worked through a plan with IREP Manager Derek Hawes to complete this work by the end of March 2012.

Later in 2012, we moved ahead with Derek Hawes to implement a heat reclamation project to use excess heat from the operation of the ice plant to heat water used by the ice resurfacer. Funding under the IREP program for this project was also 80% of the project's cost, making this an opportunity not to be missed.

In 2019, all the over-ice-surface lighting was replaced with LED strip lighting to provide cheaper-run, brighter lighting. Efficiency NS provided considerable rebates on the costs of bulbs so it was an excellent time to replace them.

We have a good relationship with the village of Lawrencetown, and we have their support in the upgrading of the arena. They assisted in the header replacement project in 2011, with backhoe services, and again in 2013 with the drainage improvement project. The Village, in association with the Lawrencetown Community Development Co-operative, began providing free wifi services to the Arena's clients in 2018.

### ***Ongoing maintenance and operation***

The Ageing Building Audit and continual review by the Board of Directors and the Arena staff provided a list of priorities for upgrades and maintenance. The structure of the building is relatively basic and it is a "no frills" facility. The Arena exists primarily to provide the recreational opportunities of a winter ice surface, and to add to the space available for the Annapolis Valley Exhibition events. This means that we have focused the overwhelming majority of our maintenance efforts on equipment and structural components.

Our renovations have included replacement of chiller and compressor and upgrade of ice plant controls, electrical upgrades, improved drainage and post refurbishing, insulation of dressing rooms, canteen and warm room, washroom upgrades, insulation of the ice area and installation of a concrete floor with in-floor brine piping, and replacement of exterior wall cladding. All of these improvements are assisting the arena in sustaining its life, through replacement of aged equipment, attention to safety considerations, and alterations that would lower our energy costs. The concrete floor with in-floor piping was the culmination of work to provide up-to-date technology and dramatically improve the operability of the arena.

The Arena has made considerable effort to choose our renovations path wisely, making sure to plan the funding sufficiently each year so that our operation is never overextended. This approach has extended the time one would normally take in renovating a facility, but our choice has been to work steadily within our means.

Our overall business intent is to provide sufficient annual operating revenue to cover annual expenses, and to fund upgrades and maintenance out of the Exhibition Week canteen proceeds and other opportunities that become available. Planning on regular expenditures for scheduled equipment and building upgrades will sustain the Arena over the long term. Planning for unique programming and building client loyalty will sustain the interest in having the facility.



These processes are well underway and close monitoring of operating figures will prove out viability of the business each year.

### ***Overall sustainability of the facility***

**This year's project is one in a long list of projects designed to improve the structural and energy components of the arena. Each year, the overall goal is to guarantee the sustainability of this facility far into the future and to ensure that cost of operation is as low as possible.**

**The project will complete heat reclamation opportunities for the ice plant, allowing the Arena to lower its annual electricity costs even more.**

### ***Available external resources***

Fundraising is a continuous effort for a venture of this nature. It has been a difficult time during the pandemic but the Arena has made use of grants to help us cover our operating expenses during this period and have remained open, winter and summer, to provide as much recreation-based opportunities for funding as possible. Our funding plans include:

- Tournament Canteens
- Capital funding request to the NS Department of Communities, Culture, Tourism and Heritage
- Capital funding request to the Municipality of Annapolis County
- Operational account excess (achieved by fee structure designed to cover operation costs mainly through rental fees)

**We are a non-profit organization, but not a registered charity. We are registered for HST and the HST on our capital expenditures are available to us as input tax credits against the HST which we collect. We receive no HST Rebates as we do not qualify as a public service body.**

From 2012-2020, we received \$165,000 funding from the Municipality of Annapolis County towards our renovations. **We are applying for funding from the County this year towards this project, particularly in light of the impact we are now experiencing from the Covid-19 restrictions. We rely on a portion of our rental income to provide capital funds and this will be impacted again this season.**

In 2012, we were also fortunate to receive \$40,000 funding from the NS Department of Health and Wellness. Our commitment to a 2/3 share of costs for 2011-2012 was met and the ice plant upgrades were able to proceed smoothly during that year. In 2013, we received an additional \$65,000 commitment from the NS Department of Health and Wellness. Our commitment to a 2/3 share of costs for 2012-2013 was met and the structural and electrical upgrades were able to proceed smoothly during that year. In 2014, we received an additional \$40,000 funding the NS Department of Health and Wellness. Our commitment to a 2/3 share of costs for 2013-2014 was met and the structural upgrades and concrete floor placement were able to proceed smoothly during that year.

In 2012, we were also very fortunate to receive \$130,000 funding from the federal government's ACOA Community Infrastructure Improvement Fund. These monies were a 50-50 cost share between the arena and the federal government and had to be used by March 2014. Our commitment to this funding was met.

In March 2012, our work with Derek Hawes under the IREP program found us the recipients of a new low-E ceiling at very little cost to the arena. Our 20% commitment was loaned to the arena through Efficiency Nova Scotia and will be repaid over two years. In November 2012, further IREP funding assisted with the installation of a heat reclamation system when the ice plant upgrades were performed. The reclamation system uses excess heat generated by the refrigeration process to heat hot water required by the zamboni for ice flooding. Our commitment for this project was also loaned to the arena through Efficiency Nova Scotia and was repaid over two years.

In 2015 and 2016, we partnered with the Municipality of Annapolis County (\$35,000), the NS Department of Communities, Culture and Heritage (\$25,000) and the Atlantic Canada Opportunities Agency (\$42,000) to continue work on energy upgrades, insulation, wall cladding, roof cladding, ventilation and backup equipment for brine delivery.

In 2017-2019, we partnered with the Municipality of Annapolis County (\$65,000), the NS Department of Communities, Culture and Heritage (\$39,500).

In planning the upgrading projects, we have developed partnerships and relied on these partners to assist us in the process. During the header replacement project, we met Acadia Refrigeration. They did not win the contract to supply the header, but we developed a relationship with them that led to an examination of our current ice plant to upgrade its controls. We contracted them to begin upgrades on the plant and benefited in the winter of 2011-2012 from the ability to monitor the system closely, decreasing our power costs when the system can cycle off and on at the appropriate temperatures. The system worked extremely well and we relied on their expertise and capability to review and upgrade the ice plant.

We continue to work with Acadia Refrigeration and have held discussions with them on the issues we experienced with the header pipe, and on finding weak points in the system which would prevent us from staying operational should something break/fail. We purchased a backup brine delivery motor and pump in 2016 to prevent extended downtime during ice season. Our plan for this project is for them to continue their work in the plant upgrades.

We engaged Larry Honey of Hiltz and Seamone to analyze the design requirements for improvements involving the floor and posts. He worked with us to examine a number of options, and has been valuable in the design of a system that would finally alleviate the stress on the building caused by frost heaving of the ice surface area.

We have partnered with Steve Harlow, an electrician very familiar with the Exhibition grounds and with the Arena. He performs electrical maintenance work for the Exhibition, wired new heaters/thermostats in the arena to improve energy efficiency, and worked through Nedco to replace the arena's fixtures and bulbs with energy efficient versions. He reviewed the Ageing Building Audit with us and assisted in selecting priority electrical items to upgrade, and has performed these upgrades during the renovations.

We reviewed possible configurations for floor drainage, post updates and a concrete floor with Spicer Construction, to prepare a plan and an estimate for the required work. Their expertise in excavation has been invaluable in our planning, and as long time hockey players at the arena, they are very familiar with the facility.

Our approach to the uninsulated west end of the arena, which houses a dressing room, referee's room, skate sharpening room, office and washrooms was to improve its ability to hold heat. As the washrooms were slated for conversion to accessible washrooms, this seemed an appropriate time to partner with Greenlaw Construction of Lawrencetown. They have expertise in building accessible washroom facilities, and have performed a great deal of general carpentry in the Lawrencetown area. The Greenlaw's have been involved in hockey and figure skating at the arena for many years, and are very familiar with the building.

We worked with Valley Industries to price the purchase, preparation, galvanizing and welding of the steel posts to be used under the current wooden posts to improve them. Valley Industries assisted us with the replacement of the header pipe earlier and are very familiar with the arena. They are a local business that has been supportive of the arena over the years, and they have expertise in metal work and welding.

We were also very fortunate to have had a winter Arena Manager who was a very experienced construction manager. His knowledge of the winter operation of the facility was invaluable in directing the construction work during these renovations.

The Youth Arena actively searches for weak points in the sustainability of the facility, and builds funding to address those weak points as early as possible. We are committed to staying ahead of potential issues that could cause any loss of operability and momentum.

In 2016-2017, we were fortunate to have access to the Canada 150 funding program. This opportunity accelerated our plans slightly, as it is important to not waste any opportunity to secure funding at a federal level for infrastructure projects.



We have steadily improved the safety, energy efficiency and structure of the facility for the past eleven years. This year, 2021, the Arena celebrated its 51<sup>st</sup> year of operation and we are proud to have restored and improved upon this gift to the community of the Annapolis Valley.

### ***Financial Readiness***

The Arena is applying for capital funding from the NS Department of Communities, Culture, Tourism and Heritage and from the Municipality of Annapolis County to support this project.

**The Arena, as described above, also holds back a portion of profit each year for capital projects. The current issues with supply chain commitments have introduced a level of uncertainty in equipment costs, and the current Covid-19 restrictions have impacted out rental income now, so we are requesting \$8,000 from the County to help us ensure we have sufficient funding for the project.**

### ***Commitment of the Organization***

We are committed to the upgrade of this facility and its future. We have invested countless hours of volunteer time to enable this arena to continue to operate and believe it to be a viable operation.

All our capital funds are committed to the renovations project, and all revenue above and beyond that required for annual operation are committed to this project.

This facility has undergone significant upgrades to equipment and structure, and has embraced energy efficiency improvements to be a sustainable operation well into the future.

We believe that this place should continue to be a sustainable operation for the well-being of this community, both young and old alike.

We are committed to an environment where families can learn to skate, learn to play hockey and continue to enjoy these winter pastimes in a warm community setting.

We, as a non-profit society, have never intended, and do not intend to create a highly profitable business but, rather, intend to foster an accessible, welcoming environment for fun and active pursuits.

During the structural phases of this project, we were fortunate to receive in-kind contributions from the village of Lawrencetown and a number of individual businesses and business people. We anticipate a similar situation as we proceed with further construction.

We anticipate our ability to donate volunteer time as well, as needed. Lawrencetown is always very fortunate to receive helping hands, as they are needed, and we fully anticipate this in the future for all arena projects.

Kings Transit Authority Forecast at November 30, 2021									
Acct #	Account Description	Actual to Nov 30, 2021	Dec	Jan	Feb	Mar	FORECAST TO Mar 31/2021	BUDGET	% of BUDGET
A- Annapolis County									
REVENUE									
4031	Fares - Annapolis East (Bridgetown)	57,310.58	5,500.00	5,500.00	5,500.00	5,500.00	79,310.58	66,000.00	120.17%
4032	Fares - Annapolis East (Cornwallis)	15,550.31	1,834.00	1,834.00	1,834.00	1,834.00	22,886.31	22,000.00	104.03%
4100	Advertising Income	3,450.00	0.00	0.00	0.00	0.00	3,450.00	3,000.00	115.00%
4251	Opig Grant - Mun - Annapolis East	325,933.36	40,741.67	40,741.67	40,741.67	40,741.63	488,900.00	488,900.00	100.00%
	Total Revenue	402,244.25	48,075.67	48,075.67	48,075.67	48,075.63	594,546.89	579,900.00	102.53%
EXPENSE									
5360	Miscellaneous	846.10	0.00	0.00	0.00	0.00	846.10		
5420	Building Repair & Maint	22.92	0.00	0.00	0.00	0.00	22.92		
5705	Drivers Salaries & Wages	130,966.31	23,590.00	15,762.00	15,762.00	15,762.00	201,842.31	201,000.00	100.42%
5713	CPP - Ops	5,100.93	780.00	520.00	520.00	406.00	7,326.93	6,646.00	
5714	EI - Ops	3,006.92	440.00	293.00	293.00	293.00	4,325.92	3,810.00	
5715	WCB - Ops	3,695.70	518.00	518.00	518.00	518.00	5,767.70	7,116.00	
5716	Medical/Dental - Ops	3,439.82	466.00	466.00	466.00	466.00	5,303.82	5,592.00	
5717	Pension - Ops	3,201.06	820.00	820.00	820.00	816.00	6,477.06	9,836.00	
	Total Ops Employee Benefits	18,444.43	3,024.00	2,617.00	2,617.00	2,499.00	29,201.43	33,000.00	88.49%
5721	Health & Safety	0.00							
	Total Employee Related Expense	0.00	192.00	192.00	192.00	188.00	764.00	2,300.00	33.22%
5736	Management fee - Annapolis	80,000.00	10,000.00	10,000.00	10,000.00	10,000.00	120,000.00	120,000.00	100.00%
5760	Vehicle Fees/permits/registrations	5,593.94	200.00	0.00	0.00	0.00	5,793.94	7,000.00	82.77%
5775	Bus Radios, Wifi & Cellphones	0.00	417.00	417.00	417.00	417.00	1,668.00	5,000.00	33.36%
5784	Shop Supplies	1,053.23	53.00	53.00	84.00	84.00	1,327.23	1,000.00	132.72%
5803	Bus 57 R&M 50% Anna Shared	21,174.21							
5846	Bus 46A R&M Anna West	19,158.67							
5856	Bus 56 R&M Anna East	161.63							
5862	Bus 56 R&M Anna East	17,373.99							
	Repairs and Maintenance Total	57,868.50	4,100.00	4,100.00	4,100.00	4,100.00	74,268.50	90,000.00	82.52%
5878	Fuel	73,570.80	9,000.00	9,000.00	9,000.00	9,000.00	109,570.80	78,000.00	140.48%
5880	Insurance	25,079.93	2,240.00	2,240.00	2,240.00	2,240.00	34,039.93	21,000.00	162.09%
5882	Bus cleaning	43,893.86	2,000.00	2,000.00	2,000.00	2,000.00	51,893.86	18,000.00	288.30%
5884	Bus advertising & signage	0.00	40.00	0.00	40.00	0.00	80.00	400.00	20.00%
5888	Uniforms	1,552.01	0.00	0.00	200.00	200.00	1,952.01	2,500.00	78.08%
5890	Commission on sales	624.30	59.00	59.00	59.00	59.00	860.30	700.00	122.90%
	Total Expense	439,516.33	54,915.00	46,440.00	46,711.00	46,549.00	633,262.31	579,900.00	109.20%
	Net Income	-37,272.08					-38,715.42		



Kings Transit Authority Project Budget Detail Report April to November for Fiscal End 2022 - Detail Budget vs Actual					
	Account #	Account Description	Actual	Budget	Difference
<b>Annapolis</b>					
<b>REVENUE</b>					
	4031	Fares - Annapolis East (Bridgetown)	57,310.58	44,000.00	13,310.58
	4032	Fares - Annapolis West (Cornwallis)	15,550.31	14,664.00	886.31
	4100	Advertising Income	3,450.00	1,800.00	1,650.00
	4251	Optg Grant - Mun - Annapolis East	325,933.36	325,933.36	0.00
					Billed monthly
	Total Revenue		402,244.25	386,397.36	15,846.89
<b>EXPENSE</b>					
	5360	Miscellaneous	846.10	0.00	846.10
	5420	Building - repair/maintenance	22.92	0.00	22.92
	5705	Drivers Salaries & Wages	130,966.31	131,424.00	-457.69
	5713	CPP - Ops	5,100.93	4,420.00	680.93
	5714	El - Ops	3,006.92	2,491.00	515.92
	5715	WCB - Ops	3,695.70	4,844.00	-1,148.30
	5716	Medical/Dental - Ops	3,439.82	3,728.00	-288.18
	5717	Pension - Ops	3,201.06	6,560.00	-3,358.94
	5721	Health & Safety	0.00	1,536.00	-1,536.00
	5736	Management fee - Annapolis East	80,000.00	80,000.00	0.00
					Monthly Journal entry
	5760	Vehicle Fees/permits/registrations	5,593.94	4,664.00	929.94
	5775	Bus Radios, WiFi & Cellphones	0.00	3,332.00	-3,332.00
					Budgeted, however all covered by Core
	5784	Shop Supplies	1,053.23	664.00	389.23
	5803	Bus 57 R&M 50% Anna West	21,174.21	0.00	0.00
	5846	Bus 46A R&M Anna West	19,158.67	0.00	0.00
	5856	Bus 56 R&M Anna East	161.63	0.00	0.00
	5862	Bus 62 R&M Anna East	17,373.99	0.00	0.00
	5875	Repairs and Maintenance Total	57,868.50	60,000.00	-2,131.50
	5878	Fuel	73,570.80	52,000.00	21,570.80
	5880	Insurance	25,079.93	14,000.00	11,079.93
	5882	Bus cleaning	43,893.86	12,000.00	31,893.86
	5884	Bus advertising & signage	0.00	240.00	-240.00
	5888	Uniforms	1,552.01	1,664.00	-111.99
	5890	Commission on sales	624.30	464.00	160.30
					Ticket agent sales
	Total Expense		439,516.33	384,031.00	55,485.33
	Net Income		-37,272.08	2,366.36	-39,638.44



Kings Transit Authority

# General Manager's Report

For the Month of November 2021

As presented at the December 22<sup>nd</sup>, 2021 Board Meeting

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## Section 1.0

Garage and Fuel prices

## Section 2.0

Ridership and Revenue

## Section 3.0

Monthly Financial Reporting

## Section 4.0

Monthly Financial Summary

## Section 5.0

Ridership Initiatives

## Section 6.0

Human Resources

## Section 7.0

Monthly Activities

## Section 8.0

Planned Activities



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## 1.0 Garage and Fuel Prices

In the Month of November there were Fifteen (15) work orders for repairs on our vehicles.

A drainage problem in the wash-bay area has been brought to my attention which will need work completed to rectify the issue. This will be a costly venture which will need to be budgeted into the Capital budget

The Four (4) buses KTA had donated from Halifax Transit are still in the process of having body work and repairs completed to be able to place into service. The body work repairs on the Four (4) buses are more extensive than previously thought. Major body work must be completed on all Four (4) of the buses; which requires KTA to purchase new panels and then paint those panels, change seals, etc. etc. . Enough panels have been delivered from the supplier to perform all the body work on two of the four buses. *Mike Davies Inc.* was awarded the contract and our Bus Maintenance Coordinator ("BMC") is working on the buses to have them made roadworthy in order to drive them to Truro for the work to be completed. This will save KTA from paying to have the buses towed there and back at a cost of approximately \$1500.00 per bus, an approximate cost of \$6000.00 for all Four (4).

In regards to the six additional Halifax Regional Transit Donation Buses, the decision was made after inspection of the buses not to ask for any of the Six (6) used buses. With the Four (4) we currently have it has been determined to be sufficient for the transition towards zero-emission vehicles.

Fuel prices remain higher than budgeted. As of November 30<sup>th</sup>, 2021 Kings Transit is a combined total of **\$35,469.77 over budget**. In breaking it down further, the Core is \$6115.73 over budget, Annapolis is \$21,570.80 over budget and Digby sits at \$7783.24 over budget.

I was mistaken in the previous report and the fuel costs are approximately \$4000 lower than what was reported in the October report. The forecast however remains bleak and foresees a \$66,000 shortfall in fuel costs. This reason for this continues to be that fuel was budgeted at \$0.73/L, when in actuality it is \$0.87/L at the time of this report, but it has been much higher throughout this fiscal year.

## 2.0 Ridership and Revenue

When we look at the ridership and revenue numbers compared from 2020 to 2021 we have seen an **increase in both**.

Specifically looking at Ridership from 2020 we have seen an increase of **72.12%** in the month of November, from a total of **79,292** in 2020 across the system to **136,484** in 2021.

As expected our ridership has yet to recover to previous levels, sitting at **55.82%** of our ridership in 2017 which was **244,494** riders accessed KTA's service compared to **136,484** riders in 2021. This may not look

12/22/2021

like any improvement is being made, but in all reality we are seeing an increase from month to month. I am confident we are 2-3 years away from

Revenue for November has **increased** from **\$37,750** in 2020 to **\$50,984** in 2021, meaning an **increase** of **35.10%**. Fortunately we continue to climb back towards the 2017 numbers signifying a recovery in progress.

### 3.0 Monthly Financial Reporting

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

### 4.0 Monthly Financial Summary

Core	YTD Actual	YTD Budget	Variance
Revenue	\$ 1,362,044.65	\$ 1,338,392.00	\$ -23,652.65
Expenses	\$ 1,140,487.90	\$ 1,191,600.00	\$ -54,112.10
Surplus/Deficit	\$ 221,556.75	\$ 146,792.00	\$ 74,764.75

Annapolis	YTD Actual	YTD Budget	Variance
Revenue	\$ 402,244.25	\$ 387,597.30	\$ 14,646.95
Expenses	\$ 439,516.33	\$ 385,285.00	\$ 54,231.33
Surplus/Deficit	\$ -37,271.75	\$ 2,312.30	\$ -34,959.45

Digby	YTD Actual	YTD Budget	Variance
Revenue	\$ 230,978.05	\$ 223,266.64	\$ 7,711.41
Expenses	\$ 200,301.08	\$ 219,765.28	\$ -19,464.20
Surplus/Deficit	\$ 30,676.97	\$ 3,501.36	\$ -27,176.61

## 5.0 Ridership Initiatives

There is approximately \$24,000 in advertising / marketing funds remaining, and we are developing a ridership campaign in print media, as well as radio and social media. This campaign will promote our cleaning processes and why passengers can feel safe returning to transit, as well as focusing in on what KTA is doing to support the communities we serve.

At the time of this report the Digby initiative to provide their community with Free Fares Two (2)-weeks prior to Christmas has been delayed due to required approval from the Utility and Review Board (UARB), which was only requested at the beginning of December. This means public advisement still needed to take place and was complete as of December 15<sup>th</sup>, 2021. December 16<sup>th</sup>, 2021 would be the first day fares would be able to be waived. I will have an update at the Board meeting on the 22<sup>nd</sup> of December. As of this report, completed on December 15<sup>th</sup>, 2021 at 9:00am, there is no opposition to the initiative, so it appears look it will carry forward.

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

I have decided with the information provided that it is not feasible to change the CAD/AVL system at this point, and given the resources the FORD Company, who now owns "TransLoc" and "DoubleMap", has behind them I would rather nurture that relationship, with an expectation of being provided with a better product and service at the end the of integration. As an update, we are still currently experiencing significant issues with the platform, I am working with upper management of TransLoc to rectify these issues.

## 6.0 Human Resources

The Operations Supervisor hired from MetroLinx in Ontario, their Provincial Public Transit body will begin on December 20<sup>th</sup>, 2021.

The Two (2) Training & Development Coordinators have started reviewing procedures for the Operational Staff. They are working from the ground up as there are not many hard copies to work off of. Both of these employees will have their time divided with the Training & Development duties to ensure our employees are seen as professionals and receive proper post-incident and preventative follow-up.

In regards to Bus Operators we are in a place where immediate recruitment is not necessary. This will allow us to review upcoming initiatives that may require more staff and properly recruit over a more conducive time frame.

One full-time Bus Operator had their employment contract terminated with cause due to on-going safety concerns after consultation with Wickwire Holm Law Office, with their specialty being in Human Resources.

12/22/2021



The Accounting Coordinator provided her resignation, her role at KTA having ended on December 10<sup>th</sup>, 2021. We have recruited a member of the Port Williams Municipality who applied. She will begin on January 4<sup>th</sup>, 2022, and will be trained in the position and other learning opportunities by the previous Accounting Coordinator who remains on contract at this time. In the meantime I have taking over Payroll activities, and we will have a fill-in for payables. I used the pay-band from Valley Waste to recruit for this position, to align ourselves more closely with our soon to be partners.

## 7.0 Monthly Activities


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

1. High-Level review of all policies and procedures continue;
2. RFP awarded to *Mike Davies Inc.* for the Four (4) "Donor Buses" body work and painting;
3. Met with County, Municipal and Provincial Partners in regards to funding;
4. Met with Glooscap First Nations, requested a stop within the community in the Spring of 2022, and a further stop at the Gas Bar within 2-3 years;
5. Continued working on the 2022-23 Draft Budget to be presented 90 days prior to the end of the Fiscal Year;
6. Began and completed the recruitment process for new Accounting Coordinator;
7. Consulted HR Legal Counsel to finalize a personnel issue;
8. Vaccination Policy Draft revised and is being finalized prior to forwarding to Legal Counsel for review;
9. Attended AMA training in By-Law and Policy Drafting;
10. Participated in the Atlantic Transit Managers Meeting virtually, during which NOVA Bus presented their new long-range electric transit bus;
11. Multiple other policies revised, awaiting to be finalized and sent to Counsel for review;
12. Rapid Testing Program rolled out to employees, all employees testing themselves twice weekly;
13. Participated in Valley Regional Enterprise Network (VREN) meetings and discussing employment gaps and training required for specialized industries;
14. Providing Free of charge advertising to Valley Regional Hospital Association for their Fund Raising initiative;
15. Working on Two (2) advertising contracts for bus wrapping;
16. Working on revising price points for bus advertising as they appear too low;
17. KTA participated in the Parade of Lights In New Minas on November 27<sup>th</sup>, 2021;
18. KTA-Church Brewing Company-Magic 94.9 combined forces to put on the "Stuff the Bus" event collecting food, clothing and toy donations for families in the area on December 17<sup>th</sup>, 2021.

## 8.0 Planned Activities

Those following is the list of planned actions and activities from this meeting up until the next one

1. Review and publish procedures, and develop policies to have approved through Board;
  2. Further revise Job Descriptions to prevent overlap of responsibilities and accountability for the positions;
  3. Organizing a ridership marketing campaign to use remaining allotted advertising funds;
  4. Organizing a Non-Ridership Survey with the VRPTA, in order to assess why people do not ride transit;
  5. Conduct initial training for Operations Supervisor and Marketing-Customer Service Administrator in progress;
  6. Continue working of Fiscal year 2022-23 budget, have a draft completed.
- 



Michael Getchell

12/22/2021

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KTA

General Manager's Report

General Manager  
Kings Transit Authority

12/22/2021

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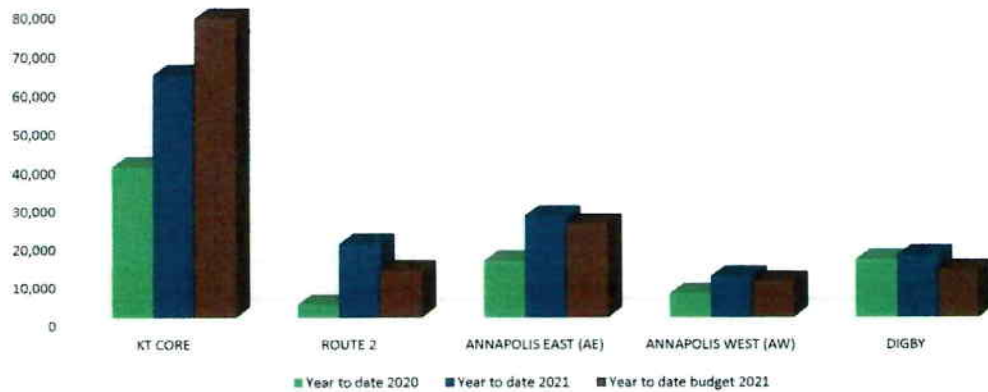
**KINGS TRANSIT AUTHORITY  
RIDERSHIP REPORT  
November 2021**

AREA OF SERVICE	Nov 2020	Nov 2021	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	7521	8731	1210	0.00%	39,539	63,284	77,520	-14236	-18.4%
ROUTE 2	1217	3089	1872	0.00%	3,371	19,368	12,403	6965	56.2%
ANNAPOLIS EAST	2921	4049	1128	0.00%	14,945	26,773	24,520	2253	9.2%
ANNAPOLIS WEST	1115	1554	439	0.00%	6,213	10,806	9,400	1406	15.0%
DIGBY	1830	2141	311	16.99%	15,224	16,253	12,440	3813	30.7%
<b>TOTAL</b>	<b>14,604</b>	<b>19,564</b>	<b>4,960</b>	<b>33.96%</b>	<b>79,292</b>	<b>136,484</b>	<b>136,283</b>	<b>201</b>	<b>0.15%</b>

Month of November  
2020 vs. 2021



November 2021 Year to Date Comparisons

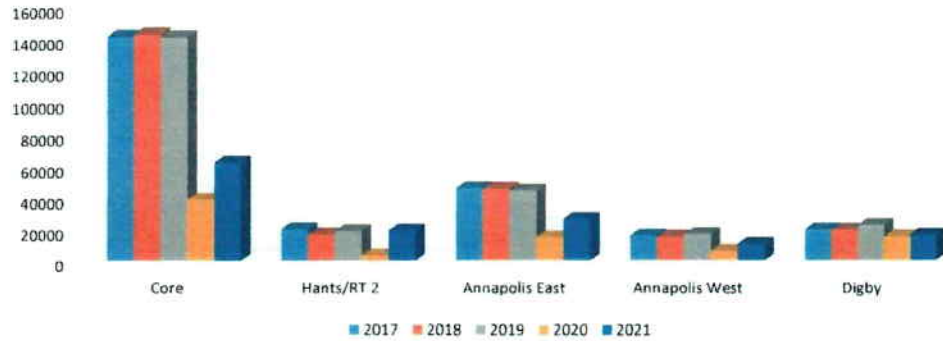


## KINGS TRANSIT AUTHORITY

### 5 year Ridership History to Date November 2021

	Core	Hants/RT 2	Annapolis East	Annapolis West	Digby
<b>2017</b>	141608	20414	46632	15957	19883
<b>2018</b>	143006	16939	46271	15272	19727
<b>2019</b>	141161	19197	45011	16917	22847
<b>2020</b>	39539	3371	14945	6213	15224
<b>2021</b>	63284	19368	26773	10806	16253

### 5 year Ridership History to Date November 2021

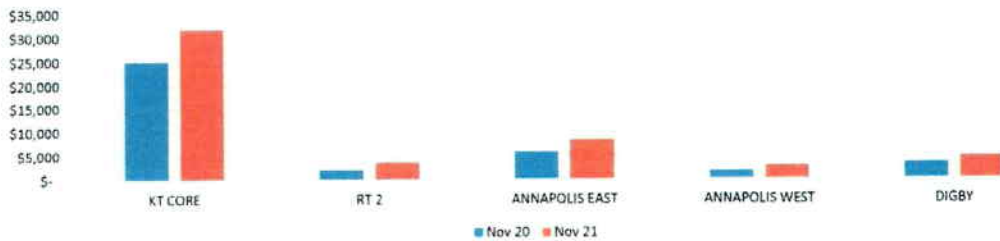




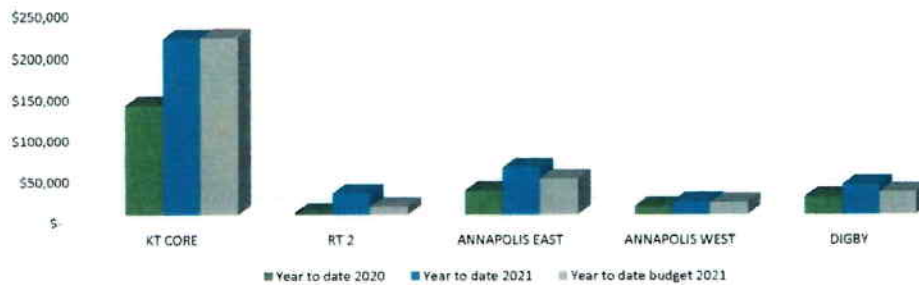
## REVENUE REPORT November 2020

AREA OF SERVICE	Nov 20	Nov 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	\$ 25,054	\$ 31,820	\$ 6,766	27.0%	\$ 134,171	\$ 213,913	\$215,193	\$ (1,280)	-0.6%
RT 2	\$ 2,033	\$ 3,541	\$ 1,508	74.2%	\$ 2,453	\$ 25,985	\$10,140	\$ 15,845	156.3%
ANNAPOLIS EAST	\$ 5,728	\$ 8,258	\$ 2,531	44.2%	\$ 29,401	\$ 57,310	\$44,000	\$ 13,310	30.3%
ANNAPOLIS WEST	\$ 1,692	\$ 2,780	\$ 1,089	64.4%	\$ 9,872	\$ 15,550	\$14,667	\$ 883	6.0%
DIGBY	\$ 3,244	\$ 4,584	\$ 1,341	41.3%	\$ 21,431	\$ 36,361	\$27,333	\$ 9,028	33.0%
<b>TOTALS</b>	<b>\$ 37,750</b>	<b>\$ 50,984</b>	<b>\$ 13,234</b>	<b>35.1%</b>	<b>\$197,328</b>	<b>\$349,119</b>	<b>\$ 311,333</b>	<b>\$ 37,786</b>	<b>12.1%</b>

Month of November  
2019 vs 2020



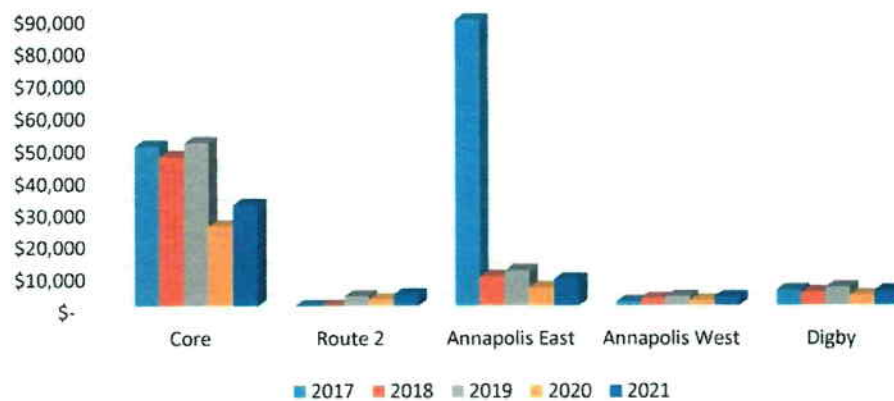
November 2020 Year to Date Comparisons



### 5 Year Fare Revenue History for the month of November

	Core	Route 2	Annapolis East	Annapolis West	Digby
<b>2017</b>	\$ 49,930	\$ -	\$ 88,738	\$ 1,241	\$ 4,910
<b>2018</b>	\$ 46,741	\$ -	\$ 9,206	\$ 2,334	\$ 4,209
<b>2019</b>	\$ 50,987	\$ 3,106	\$ 10,953	\$ 2,886	\$ 5,692
<b>2020</b>	\$ 25,054	\$ 2,033	\$ 5,728	\$ 1,692	\$ 3,244
<b>2021</b>	\$ 31,820	\$ 3,541	\$ 8,258	\$ 2,780	\$ 4,584

### 5 Year Fare Revenue History for the month of November



**Carolyn Young**

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**Subject:**

Reports for January COTW - Economic Development Committee

The Economic Development Committee has undertaken to better understand existing non-county economic development initiatives in the county. To support this the committee invited Annapolis Ventures to the meeting to describe their ongoing initiatives. The members of the Economic Development Committee also had the opportunity to sit in a meeting between the Valley Regional Economic Network and the Warden.

Kind Regards,

Brad Redden