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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, July 12, 2022

9:00 a.m.

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



- 9:00 a.m.**
1. **ROLL CALL**
 2. **DISCLOSURE OF INTEREST**
 3. **APPROVAL of the AGENDA (Order of the Day)**
THAT the Order of the Day be approved as circulated, **including two presentations at 11:00 a.m.**
 - 3.1 **Clean Annapolis River Project** – Executive Director Levi Cliche
 - 3.2 **Soldiers Memorial Hospital Foundation** – Board Chair Kelly Hutton
 4. **ADOPTION OF COTW MINUTES**
 - 4.1 THAT the minutes of the special meeting of Committee of the Whole held on June 13, 2022, be approved as circulated
 - 4.2 THAT the minutes of the regular meeting of Committee of the Whole held on June 14 2022 be approved as circulated.
 - 4.3 THAT the minutes of the special meeting of Committee of the Whole held on June 27, 2022, be approved as circulated.
 5. **BUSINESS ARISING FROM THE MINUTES**
 - 5.1 Response to NSFMS Survey (*from June 14th*) *In-Camera* in accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*
 6. **NEW BUSINESS**
 - 6.1 **Information Report Dangerous & Unsightly 1st Quarter Status Report**
 - 6.2 **Information Report Internal controls Update – Audit Management Letter**
 - 6.3 **Recommendation Report Approve Road Name Raven Sky Lane**
To recommend that Municipal Council approve the road name “Raven Sky Lane” for the private access road on PID 05141981 in Bridgetown North.
 - 6.4 **Recommendation Report Annapolis County Municipal Housing Corporation – Instrument of Incorporation Amend**
That Municipal Council amend the instrument of incorporation by which the Annapolis County Municipal Housing Corporation was established and approved

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9:00 a.m.

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by Instrument of Incorporation dated October 3, 1984 (the “Instrument of Incorporation”), and amended from time to time, is hereby amended by:

1. Deleting in full the third paragraph of the Instrument of Incorporation of the Annapolis County Municipal Housing Corporation replacing it with the following:

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

- a. None of the members shall be a Councillor of the Municipality of the County of Annapolis;*
- b. No Member shall be in a family relationship with or associated as a partner or business associate with any other member of the Board;*
- c. The regular term of appointment as a Member is two (2) years;*
- d. A Member may be reappointed for an additional two (2) year appointment;*
- e. A Member may be reappointed, after serving four (4) consecutive years, for not more than two (2) additional two (2) year terms to fill vacancies or to provide for staggering of Member term. A Member shall not serve on the Board for more than eight (8) consecutive years;*
- f. A Member who has served on the Board for the maximum eight (8) consecutive years shall be eligible for membership again after an absence from the membership for at least one (1) year.*
- g. Notwithstanding the eight (8) year term limit described in section (e), two members, Nancy McGrath and Gail Grover, whose current terms end in November 2023, shall be permitted to remain on the Board until November 2027, which term extension was recommended by the Department of Seniors and Long Term Care.*

6.5 Recommendation Report AM-1.3.2 Public Participation Policy NEW

That Municipal Council adopt the AM-1.3.2 Public Participation Policy, seven day notice.

6.6 Recommendation Report Water Supply Municipal Planning Strategies & Land Use Bylaws

That Municipal Council include the following water supply municipal planning strategies and land use bylaws into the County-Wide Plan review:

- 1) Lake Cady Water Supply- serving Cornwallis Park;
- 2) Lawrencetown Water Supply – serving the Village of Lawrencetown; and
- 3) Margaretsville Water Supply- serving Margaretsville

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

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Recommendation Report Bridgetown LUB Zoning Map Amendment Application Riku Raisanen

- 6.7** That Municipal Council consider for processing the application, on behalf of Riku Raisanen to amend the Bridgetown Land Use Bylaw (LUB) Map. The amendment will include rezoning the land identified as parcel PID 05149976 at 271 Granville Street in the community of Bridgetown from the Institutional (I1) zone to the Downtown Commercial (C1) Zone. The aforementioned map amendment will permit the redevelopment of the property from the former Town Hall to a mixed-use development consisting of commercial space on the main floor and a two bedroom unit upstairs.
- 6.8** That Municipal Council, as part of the processing for File No. 66520-35 Bridgetown 2022 LUB-002, the former Town Hall zoning map amendment application, adopt a public participation process involving the referral of the application to the Bridgetown Area Advisory Committee and the Planning Advisory Committee (PAC) for their review and recommendation.
- 6.9** That Municipal Council, as part of the processing of File No. 66520-35 Bridgetown 2022 LUB-002, the former Town Hall zoning map amendment application, set a date for and hold a PAC sponsored public meeting in the community.
- 6.10** **Recommendation Report Former Bridgetown Town Hall Application for Heritage Registration**
That Municipal Council refer the former Bridgetown Town Hall property Heritage Property Application to the Heritage Advisory Committee for review/recommendation for inclusion in the Registry of Heritage Properties.
- 6.11** **Recommendation Report AM-2.7.9 COVID-19 Proof of Vaccination Policy Amend**
That Municipal Council amend AM – 2.7.8 COVID-19 Proof of Vaccination Policy as circulated, seven-day notice.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

Tuesday, July 12, 2022

9:00 a.m.

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



7. COMMITTEE & ORGANIZATIONAL REPORTS

7.1 CAO Report – Monthly Report (June)

7.2 Warden’s Report – verbal

7.3 Kings Transit Authority Report

7.4 Soldiers’ Memorial Hospital Foundation Report

8. ADJOURNMENT

THAT the Committee of the Whole adjourn its meeting until the next regularly-scheduled meeting on Tuesday, September 13, 2022

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

Summary

- a) The Clean Annapolis River Project (CARP) is a charitable, community-based, non-governmental organization incorporated in 1990, with a mission to enhance the ecological health of the Annapolis River watershed through science, leadership and community engagement.
- b) Presentation will be delivered by Levi Cliche, the executive director at the Clean Annapolis River Project.
- c) The River Guardians program has been running for 30 years, and provides a long-term dataset on the health of the Annapolis River. In 2021, sampling was conducted every two weeks between May and November, and a total of 104 water quality samples were collected. We wish to discuss the results of these monitoring efforts, including the current trends and status of E. coli, dissolved oxygen, and pH levels along the river.
- d) In 2021, the River Guardians program was funded in part by the Municipality of the County of Annapolis. Thus, we would like to share the work that those funds supported, and present the findings as they pertain to the health of the Annapolis River within the Municipality of the County of Annapolis.



15 June 2022

Carolyn:

Per your email request of May 13, here is the background info required from presenter Soldiers Memorial Hospital Foundation at your July Committee of the Whole Meeting:

The Foundation was formed and registered as a Society in 1972 to receive donations to the hospital and to respond to requests from the Hospital Board for funds as required. This function had previously been carried out by the Hospital Board itself.

The Society is comprised of 26 appointed members and meets annually to elect a Board of Directors that manages the Foundation's business. The Board of Directors is made up of a Chair, Vice-Chair, Past Chair, Secretary, Treasurer, and three non-executive Society members.

Over the past 50 years, SMH Foundation has gone beyond simply purchasing needed health care equipment for Soldiers Memorial Hospital and has expanded to extend funding to selected health-related programs within the area the hospital serves.

Mr. Kelly Hutton, Chair of the Foundation's Board of Directors, will be providing an update to the Municipality of the County of Annapolis on the funding commitment the Foundation made to NS Health Authority and NS Dept. of Health and Wellness for the construction of the Primary Health Care Centre adjacent to Soldiers Memorial Hospital in Middleton and on the status of that project. The Municipality of the County of Annapolis was very supportive of the Foundation's efforts with a generous donation of \$50,000. over a period of a few years.

Thank you very much for the opportunity to present at the July 12 meeting. We sincerely appreciate it.

Best regards,

A handwritten signature in black ink, appearing to read "Michael Fairn".

Michael Fairn,
Admin. Asst.

Minutes of the special **Committee of the Whole** meeting held on Monday, June 13, 2022, at 10:00 a.m. at the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS.

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

Also Present: CAO David Dick; Municipal Clerk Carolyn Young; other staff A. Anderson, W. Atwell, D. Campbell, D. Hopkins, B. Olsen, and D. Ryan.

Disclosure of Interest

None.

Approval of Agenda (Order of the Day)

There was a request to add in-camera at the end of the day under Section 22(2)(c) personnel matters.

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

New Business

Re: Recommendation Report AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy NEW

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that municipal council repeal *AM-1.2.0 Council Meetings and Procedures Policy* and *AM-1.3.5 Committees of Council Policy*, and approve *AM-1.2.0 Committees of Council and Council Meetings – Procedures Policy* as circulated, seven day notice.

• Page 1/16 of the Policy

Meetings

Councillor Longmire moved, seconded by Councillor Hudson, to add after Annapolis Royal, NS ‘*or an alternative location*’

It was moved by Councillor Barteaux, seconded by Councillor Connell, to amend the amendment by adding ‘designated by request or otherwise determined’. **Motion lost** 3 in favour, 8 against.

On the amendment. Motion carried unanimously.

2) Regular Meetings of Committee of the Whole

Councillor Connell moved, seconded by Councillor Longmire, to amend by changing '10:00 a.m.' to '9 a.m. and end no later than 5 p.m.'

Deputy Warden Gunn took the Chair from 10:22 a.m. – 10:23 a.m. to allow the Warden to speak.

On the amendment: motion carried, 6 in favour, 5 against.

It was moved by Councillor LeBlanc, seconded by Councillor Longmire, to add 'meetings from November to March (inclusive) will start at 10:00 a.m. Motion withdrawn.

Deputy Warden Gunn moved, seconded by Councillor LeBlanc to reconsider the motion regarding changing the meeting time to be from 9 a.m. to 5 p.m. the amendment – on the 9-5. Motion carried unanimously.

The question was called again on the motion: Councillor Connell moved, seconded by Councillor Longmire, to amend by changing '10:00 a.m.' to '9 a.m. and end no later than 5 p.m. Motion carried, 6 in favour, 5 against.

It was moved by Councillor LeBlanc, seconded by Councillor Longmire to add '*Meetings from November to March (inclusive) will start at 10:00 a.m.* Motion carried, 10 in favour 1 against

1) Inaugural Meeting

Councillor Redden moved, seconded by Councillor Longmire, to Change 'Monday' to 'First Business Day'. Motion carried unanimously.

Meetings

It was moved by Councillor Redden, seconded by Councillor Sheridan – to strike '*however comma*' and strike '*special council*' replacing with '*Committees of Council*' and after video conference strike '*under certain circumstances*'. Motion carried unanimously.

• Page 2/16

4) Special Meetings of COTW or Council

#5 is committees of council.

6) In-camera

Councillor Barteaux moved, seconded by Councillor LeBlanc, that in-camera matters should be moved to the end of the order of business for both COTW and Council. Motion carried unanimously.

5) Committees of Council Meetings

It was moved by Councillor Redden, seconded by Councillor Connell, that 'councillors' be changed to 'members'. Motion carried unanimously.

The Deputy Warden took the Chair

4) Special Meetings of Committee of the Whole or Council

Warden Parish moved, seconded by Councillor Longmire, to strike *‘owing to unforeseen circumstances, provided the Warden believes that the majority of councillors would support such a step’*.

It was moved by Councillor Longmire, seconded by Councillor Prout, to amend the amendment by striking in the first sentence *‘on behalf of’* and adding *‘in consultation with’*. Motion carried, 9 in favour, 2 against.

On the amended amendment:

Warden Parish moved, seconded by Councillor Longmire, to strike *‘on behalf of’* and insert *‘in consultation with’*, and to strike *‘owing to unforeseen circumstances, provided the Warden believes that the majority of councillors would support such a step’*. Motion carried unanimously

Warden Parish resumed the Chair at 11:39 a.m.

6) In-Camera

It was moved by Councillor Hudson, seconded by Councillor LeBlanc to remove the first paragraph and include it with the introductory section under **Meetings**. Motion carried unanimously.

• Page 3/16

10) Quorum

Councillor Morrison moved, seconded by Councillor LeBlanc, to add *‘elected’* after councillors. Motion 7 in favour, 4 against.

It was moved by Councillor Morrison, seconded by Councillor Longmire, to amend to reword the section to *‘A quorum for council and Committee of the Whole shall be the majority of councillors elected. Motion carried, 7 in favour, 4 against.’*

Deputy Warden Gunn moved, seconded by Councillor Hudson, to add *‘A quorum for other committees of council shall be a majority of the members present’*. Motion withdrawn.

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, to add *‘A quorum for other committees of council shall be a majority of the members’*.

Councillor Redden moved, seconded by Councillor LeBlanc, to amend the amendment by adding *‘appointed’* in front of members. Motion carried unanimously.

On the amended amendment

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, to add *‘A quorum for other committees of council shall be a majority of the appointed members’*. Motion carried unanimously.

LUNCH

The Warden declared a lunch break at 12:07 p.m. and all returned at 1:13 p.m. as previously noted.

• Page 3/16 cont'd

11) No Quorum

Councillor Morrison moved, seconded by Deputy Warden Gunn to add at the end *‘or until otherwise scheduled’*. Motion carried unanimously.

6) In-Camera

It was moved by Councillor Longmire, seconded by Councillor Hudson, to add in the last paragraph regarding minutes of a closed meeting ‘; *all draft minutes should be returned to the Clerk for disposal once approved*’. **Motion lost**, 2 in favour, 9 against.

8) Warden’s Absence

Councillor Hudson moved, seconded by Deputy Warden Gunn, to remove ‘*or if absent through illness, or by refusing to act or the office is vacant*’. Motion carried unanimously.

12) The conduct of Proceedings at a Meeting

12(d) – council has the right to vote and majority prevails. The Chair considers rules of procedure and Chair states that.

It was moved by Councillor Redden, seconded by Councillor Connell, to amend 12 A, E, and F, to replace ‘councillor’ with ‘member’. **Motion lost**, 5 in favour, 6 against.

Councillor LeBlanc moved, seconded by Deputy Warden Gunn, to amend 12 A, E, and F to add ‘*or members*’ after the word ‘councillors’. Motion carried unanimously.

• Page 1/16**General**

It was moved by Councillor Connell, seconded by Councillor Longmire, to add a definition for ‘members’ as (h). Motion carried unanimously.

Deputy Warden Gunn took the Chair at 1:44 p.m.

• Page 3/16 (cont’d)**7) Meetings by Videoconference**

Warden Parish moved, seconded by Councillor Redden, to remove the whole of section 7. Motion carried unanimously.

Warden Parish returned to the Chair at 1:49 p.m.

• Page 4/16**12) The Conduct of Proceedings at a Meeting**

It was moved by Councillor Redden, seconded by Deputy Warden Gunn, in the last paragraph, to change ‘*Deputy Warden*’ to ‘*Vice Chair*’. Motion carried unanimously.

13) Agenda

Councillor Connell moved, seconded by Deputy Warden Gunn, in article a), to change ‘*the*’ to ‘*a council*’; in c) add ‘*Committee of the Whole*’ before agenda; and change ‘*unanimous consent*’ to ‘*majority vote*’.

Deputy Warden took the Chair from 2:02 p.m. – 2:11 p.m. in order to permit the Warden to comment.

The Question was called on the motion. Motion carried, 8 in favour, 3 against

The Deputy Warden took the Chair at 2:17 p.m.

It was moved by Warden Parish, seconded by Councillor Longmire, to add in 13(d) after electronically ‘*and in hard copy*’; add after Committee of the Whole ‘*and council*’; and remove the word ‘*regular*’. Motion carried unanimously.

Warden Parish resumed the Chair at 2:27 p.m.

• Page 5/16

e) Agenda

Deputy Warden Gunn took the Chair at 2:29 p.m.

Warden Parish moved, seconded by Councillor Hudson, to remove “*media question period*” from the council agenda. Motion carried unanimously.

Warden Parish resumed the Chair at 2:45 p.m.

Recess

2:57 p.m. – 3:11 p.m.

Amend the Order of the Day

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, to amend the Order of the Day by move to *in-camera* at this time. Motion carried unanimously.

In-Camera

Deputy Warden Gunn moved, seconded by Councillor Longmire, to meet in-camera in accordance with Section 22(2)(c) personnel matters of the *Municipal Government Act*, from 3:12 p.m. until 4:27 p.m.. Motion carried unanimously. Staff were asked to leave the room.

Re: Continued Special COTW

It was the consensus of those present to complete the agenda on Monday June 27, 2022 at 9 a.m. in council chambers.

Adjournment

Upon motion of Councillor Prout and Deputy Warden Gunn, the special meeting of Committee of the Whole adjourned at 4:37 p.m.

Warden

Municipal Clerk

Minutes of the regular Committee of the Whole meeting held on Tuesday, June 14, 2022, at 9:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

Roll Call

District 1 – Bruce Prout, present
District 2 - Brian “Fuzzy” Connell, present
District 3 – Alan Parish, Warden, present
District 4 – Clyde Barteaux, present
District 5 – Lynn Longmire, present
District 6 – Alex Morrison, present (9:28 a.m.)
District 7 – David Hudson, present
District 8 – Michael Gunn, Deputy Warden, present
District 9 – Wendy Sheridan, present
District 10 – Brad Redden, present
District 11 – Diane Le Blanc, present

Also Present: CAO David Dick; Municipal Clerk Carolyn Young; other staff W. Atwell, A. Anderson, N. Barteaux, L. Bent, D. Campbell, N. Chisholm, D. Hopkins, C. Mackintosh, D. Ryan, and Jim Young.

Disclosure of Interest

None.

Approval of the Agenda (Order of the Day)

There were requests to add for discussion under New Business – Reports on Forestry and Glyphosate, and Grant to the Middleton Railway Museum.

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that the Order of the Day be approved as amended to add under New Business: Reports on Forestry and Glyphosate and Grant to the Middleton Railway Museum. Motion carried unanimously.

Adoption of Minutes

Re: 2022-05-10 Regular

Councillor Sheridan moved, seconded by Deputy Warden Gunn, that the minutes of the regular meeting of Committee of the Whole held on May 10, 2022 be approved as circulated. Motion carried unanimously.

Business Arising from the Minutes

None.

New Business

Re: Information Report Reserve Analysis and Benchmarking

Re: Recommendation Report Governance and Boundaries Public Consultation

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that municipal council consult the public regarding governance and boundary input by:

1. initiating an on-line survey throughout the summer regarding Governance and Boundaries; and
2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and

3. mailing the same information to all Annapolis County addresses in mid-September guiding the public to the on-line and in-bound telephone number to complete the survey;
in order that municipal council can make a decision on Governance and prepare a submission to the NS Utility and Review Board regarding boundaries.

Councillor Longmire moved, seconded by Councillor Redden, to amend the motion to add three in-person meetings.

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, to amend the amendment by changing 'three' to 'eleven' in-person meetings. On the amendment to the amendment - motion carried, 10 in favour, 1 against.

On the amended amendment. Motion carried unanimously.

Councillor Hudson moved, seconded by Councillor Connell, that municipal council proceed with an application to NS Utility and Review Board extension to their submission in order to accommodate 11 public meetings. Motion carried unanimously.

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

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that municipal council consult the public regarding governance and boundary input by:

1. initiating an on-line survey throughout the summer regarding Governance and Boundaries; and
2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and
3. mailing the same information to all Annapolis County addresses in mid-September guiding the public to the on-line and in-bound telephone number to complete the survey; and
4. conduct eleven in-person meetings, one in each district;

in order that municipal council can make a decision on Governance and prepare a submission to the NS Utility and Review Board regarding boundaries; and that municipal council submit an application for extension to the December 31, 2022 deadline to the NS Utility and Review Board in order to accommodate the addition of eleven in-person meetings.

Motion carried unanimously.

Re: Recommendation Report AM-6.6.6. Signing Authorities Policy Amend

Deputy Warden Gunn moved, seconded by Councillor Longmire, that municipal council amend AM-6.6.6 *Signing Authorities Policy* By adding in Sub-section 5(2)(f) "Manager of Finance", seven-day notice. Motion carried unanimously.

Re: Recommendation Report Municipal Building Official and Municipal Fire Inspector Appoint Erin Schurman-Kolb

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that municipal council appoint Erin Schurman-Kolb as Building Official and Fire Inspector for the Municipality of the County of Annapolis. Motion carried unanimously.

Re: Recommendation Report Municipal Building Official and Municipal Fire Inspector Appoint Andrew Dobson

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council appoint Andrew Dobson as Building Official and Fire Inspector for the Municipality of the County of Annapolis. Motion carried unanimously.

Re: Recommendation Report AM-6.1.1 Progress Payments Policy (EAGLE Telecom) Repeal

It was moved by Deputy Warden Gunn, seconded by Councillor Redden, that municipal council repeal *AM-6.1.1 Progress Payments Policy (EAGLE TELECOM)*, seven-day notice. Motion carried unanimously.

Re: Recommendation Report Bridgetown School Trust – Release of Funds

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council approve a payout from the School Trust bank account per fund directives:

- (1) \$4,645 for student prizes
- (2) \$920 for programs as per fund directives, and
- (3) \$2,800 to educational institutions upon request of scholarship/award recipients.

Motion carried unanimously.

Re: Recommendation Report AM-2.7.9 COVID-19 Proof of Vaccination Policy Amend

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that Municipal Council amend *AM – 2.7.8 COVID-19 Proof of Vaccination Policy* as circulated, seven-day notice.

Deputy Warden Gunn took the Chair from 10:10 a.m. until 10:15 a.m. to allow the Warden to speak.

Councillor Longmire moved, seconded by Councillor Sheridan, to amend the motion restrict options in Section 5.4 to the ones listed and place them in order. Motion carried unanimously.

It was moved by Councillor Longmire, seconded by Councillor Sheridan, to refer AM-2.7.9 COVID-19 Proof of Vaccination Policy to staff to bring changes as discussed back Committee of the Whole in July. Motion carried unanimously.

Recess

10:40 a.m. – 11:00 a.m.

Presentation

Re: Basin Centre Inc. – General Manager Karl Hollett brought an update on the New Basin Centre and outlined the components of bringing the new community centre back to life. The Warden thanked Mr. Hollett for this presentation.

New Business (cont'd)Re: Recommendation Report AM-1.8.1 Travel and Expenses Amend

Deputy Warden Gunn moved, seconded by Councillor Connell, that, effective upon approval, Municipal Council amend *AM – 1.8.1 Travel and Expenses Policy* by increasing the kilometric and meal allowances as circulated, seven-day notice. Motion carried unanimously.

Re: Recommendation Report 2022-23 Community Grants

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that municipal council approve the 2022-23 grant allocations as presented in accordance with *AM-1.4.9 Community Grants Policy*.

Declaration of Interest

Councillor Barteaux declared an interest in the grant application for the Moschelle Hall Society as he is a Director. He requested that it be dealt with separately. *He left the room* and did not participate in and discussion or subsequent motion.

Deputy Warden Gunn moved, seconded by Councillor LeBlanc to deal with the Moschelle Hall Society Grant application separately. Motion carried unanimously.

Re: Moschelle Hall Society Grant Application

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, to approve a grant in the amount of \$2,400 to the Moschelle Community Hall Society, in accordance with AM-1.4.9 Community Grants Policy, 2022-23 Community Halls & Centres Assistance Program. Motion carried unanimously.

Councillor Barteaux returned to the meeting.

The Question was called on the original motion as amended to remove the Moschelle Hall Society Grant Application. Motion carried unanimously.

Re: Recommendation Report Response to NSFM Survey

Deputy Warden Gunn moved, seconded by Councillor Prout, that Municipal Council include a discussion of responses to the NSFM survey regarding exchange of services and changes to the *Municipal Government Act* at the Regular Council Meeting on June 21, 2022.

It was moved by Councillor Morrison, seconded by Deputy Warden Gunn, to table the motion. Motion carried unanimously.

Councillor Morrison moved, seconded by Deputy Warden Gunn, to recommend that municipal council establish an Adhoc committee composed of 2 members of council and 2 members of staff, to prepare draft replies to the survey, for review at July 12 Committee of the whole. Motion carried unanimously.

Councillors Morrison and Redden volunteered to participate. The CAO will appoint staff members.

Re: Extending Current Citizen Appointments and Advertising to Fill Vacancies on the Committees Working on Secondary Plans

It was moved by Councillor Connell, seconded by Councillor Morrison, to direct staff to contact the citizen members of the Bridgetown Area Advisory Committee, the Cornwallis Park Area Advisory Committee, the East End Area Advisory Committee, the Habitation Community Area Advisory Committee, and the Upper Clements Area Advisory Committee, to seek their agreement for extending their current appointment end date to November 30, 2024, in order that they may continue their work on the secondary plans, AND to advertise to fill any citizen member vacancies on these committees. Motion carried unanimously.

LUNCH

The Warden declared a lunch break at 12:07 p.m. All returned at 1:30 p.m. as previously noted except Councillor Longmire.

New Business (cont'd)

Re: Report on Forestry/Glyphosate – Deputy Warden Gunn noted the background to his request for an update on a request for an operating plan proposal for the Greywood property from Western Woodlot Services. Council is awaiting a staff report and will hope to receive it at July COTW. On the Glyphosate Education Campaign, he would like to see this happen as soon as possible.

Re: Grant to Middleton Railway Museum – Councillor Sheridan noted that the Board of the Middleton Railway Museum has a time sensitive application pending for a large federal funding. They had submitted an application to the municipality for a grant. The CAO stated that a request had been received but staff is seeking clarity on parts of the submission. It can come to council next week.

Community and Organizational Reports

Re: CAO Report – the CAO reported that he was away for most of the month of May.

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

Re: Trans County Transportation Society

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

Re: Annapolis County Planning Advisory Committee (2022-05-31)

• Bridgetown LUB Amendment Application from CMH to Amend by Rezoning 4 PIDs – First Reading

Deputy Warden Gunn moved, seconded by Councillor Hudson, that Municipal Council give first reading to amend the Bridgetown Land Use Bylaw (LUB) by rezoning the land identified as parcels PID No. 05144787, 05144795, 05114293 and 05005475, in the community of Bridgetown from the Institutional (I1) and Open Space (O1) Zones to the Residential Multiple (R2) Zone as well as the removal of Part 9.3.2 (d) regarding the location of multi-unit buildings on local streets. The aforementioned text and map amendments will permit the proposed redevelopment plan submitted by CMH for the former school to a multi-unit residential development consisting of sixteen two-bedroom apartments and three single unit residential dwellings, in accordance with the recommendation of the Planning Advisory Committee. Motion carried unanimously.

Re: Kings Transit Authority Report

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, to receive the Kings Transit Authority Report for information. Motion carried unanimously.

Re: Audit Committee (2022-06-08)

• Audit Committee Letter (June 8, 2022)

Deputy Warden Gunn moved, seconded by Councillor Morrison, that municipal council authorize two members of the Audit Committee, being the Warden and the Chair, to sign the June 8, 2022 Audit Committee Report, in accordance with the recommendation of the Audit Committee. Motion carried unanimously.

- ***Audit Representation Letter June 8, 2022***

It was moved by Deputy Warden Gunn, seconded by Councillor Morrison, that municipal council authorize the Warden and CAO to sign the Audit Representation Letter dated June 8, 2022, pursuant to the recommendation of the Audit Committee. Motion carried unanimously.

- ***MCOA Consolidated Financial Statements to March 31, 2021***

Deputy Warden Gunn moved, seconded by Councillor Morrison, that municipal council approve the Draft MCOA Financial Statements to March 31, 2021, as prepared and amended by Kent & Duffett, and to authorize the Warden and CAO to sign the document for submission to the Minister. Motion carried unanimously.

Adjournment

The Warden declared meeting adjourned at 2:06 p.m.

Unapproved draft

Minutes of the special **Committee of the Whole** meeting held on Monday, June 27, 2022, at 9:00 a.m. at the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS.

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

Also Present: CAO David Dick; Municipal Clerk Carolyn Young; other staff, D. Campbell, and D. Hopkins.

Disclosure of Interest

None.

Approval of Agenda (Order of the Day)

There was a request to add two items: under New Business Setting Dates for Zoning Change for Former Bridgetown Town Hall; and under In-Camera 22(2)(c) personnel

Deputy Warden Gunn moved, seconded by Councillor Hudson, to approve the Order of the Day as amended. Motion carried unanimously.

New Business

Re: Recommendation Report AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy NEW (cont'd)

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that municipal council repeal *AM-1.2.0 Council Meetings and Procedures Policy* and *AM-1.3.5 Committees of Council Policy*, and approve *AM-1.2.0 Committees of council and Council Meetings – Procedures Policy* as circulated, seven day notice.

- *Page 6/16 of the Policy*

Correspondence

Deputy Warden Gunn took the Chair at 9:09 a.m.

It was moved by Warden Parish, seconded by Councillor Redden, to replace the wording to read: ‘*All correspondence addressed to the county shall be distributed to the councillors and where in*

the opinion of the Clerk/CAO it should be dealt with at a COTW meeting, it shall be placed on the agenda of the next COTW meeting’.

Councillor LeBlanc moved, seconded by Councillor Barteaux, to amend the motion to add after clerk/CAO ‘*or a councillor*’. Motion carried unanimously.

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

It was moved by Warden Parish, seconded by Councillor Redden, to replace the wording to read: ‘*All correspondence addressed to the county shall be distributed to the councillors and where in the opinion of the Clerk/CAO or a councillor it should be dealt with at a Committee of the Whole meeting, it shall be placed on the agenda of the next Committee of the Whole meeting.*’ Motion Carried unanimously.

The Warden resumed the Chair at 925

• Page 7/16

Councillor’s Comments

It was moved by Councillor Morrison, seconded by Councillor Longmire, to strike the last sentence ‘*These comments are not the business of Council and are not captured in the minutes*’. Motion carried unanimously.

The Deputy Warden took the Chair at 9:32 a.m.

Media Question Period

Warden Parish moved, seconded by Councillor Hudson, that the section entitled Media Question Period be removed. Motion carried unanimously.

The Warden resumed the Chair at 9:33a.m.

Presentations

It was moved by Councillor Morrison, seconded by Deputy Warden Gunn, that the second sentence ‘*the 10 minutes allotment includes time for questions from councillors, unless extended by the Chair*’ be removed.

Councillor Redden moved, seconded by Councillor Longmire, to amend the amendment to leave in ‘*unless extended by the Chair*’.

Deputy Warden Gunn took the Chair from 9:37 a.m. - 9:39 a.m. in order that the Warden could comment.

The Question was called on the amendment to the amendment. Motion carried unanimously.

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

It was moved by Councillor Morrison, seconded by Deputy Warden Gunn, that the second sentence '*the 10 minutes allotment includes time for questions from councillors.*' be removed. Motion carried unanimously.

Councillor Morrison moved, seconded by Councillor Longmire, to remove '*councillors shall not ask any questions until the spokesperson has completed the presentation, and will not make a decision(s) at that time*'. Motion carried unanimously.

It was moved by Councillor Sheridan, seconded by Councillor LeBlanc, to leave in '*council will not make a decision at that time*'. Motion carried unanimously.

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

Councillor Morrison moved, seconded by Councillor Longmire, to remove '*councillors shall not ask any questions until the spokesperson has completed the presentation*'. Motion carried, 10 in favour, 1 against.

It was moved by Councillor Barteaux, seconded by Councillor Longmire that all references to (8) business days be changed to (6) business days, except under Staff Reports. Motion carried unanimously.

Disclosure of Interest

Councillor LeBlanc moved, seconded by Deputy Warden Gunn, to add a semicolon at the end of the sentence and adding '*and shall leave the room before the matter is discussed*'. Motion carried unanimously.

• Page 8/16

Urgent Business

It was moved by Councillor Sheridan, seconded by Councillor Longmire, to remove '*CAO and the Clerk.*' Motion carried unanimously.

Councillor Connell moved, seconded by Councillor Barteaux, to amend the amendment to add after Warden '*or CAO*'. Motion carried unanimously.

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

It was moved by Councillor Sheridan, seconded by Councillor Longmire, to remove add after Warden '*or CAO*' and remove '*and the Clerk.*' Motion carried unanimously.

Recess

10:45 – 10:59

• Page 10-16

23) Questions Stated

Deputy Warden Gunn took the Chair at 11:07 a.m.

Warden Parish moved, seconded by Councillor LeBlanc to amend a) by adding ‘*or Clerk*’ after Chair. Motion carried unanimously.

25) Recorded Vote

It was moved by Warden Parish, seconded by Councillor Connell, to remove section 25, Recorded Vote. Motion carried 10 in favour, 1 against.

Warden Parish moved, seconded by Councillor LeBlanc to include Section 4.2 of old policy as 25. Voting

It was moved by Councillor Redden, seconded by Councillor Longmire, to amend Section 25 by using ‘yes’ and ‘no’ rather than ‘yea’ and ‘nay’. Motion carried unanimously.

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

Warden Parish moved, seconded by Councillor LeBlanc to include Section 4.2 of old policy as 25. Voting, and to use ‘yes’ and ‘no’ rather than ‘yea’ and ‘nay’. Motion carried unanimously.

The Warden resumed the Chair at 11:23 a.m.

• Page 11/16

Deputy Warden Gunn took the Chair at 11:30 a.m.

35)

It was moved by Warden Parish, seconded by Councillor Morrison, to add’ after councillors ‘*and is decided by the Chair*’, and remove ‘*unless*’ and add ‘*may*’ after Chair in the next sentence. Motion carried unanimously.

The Chair was returned to the Warden at 11:34 a.m.

• Page 12/16

45) Seating of Councillors

Councillor Morrison moved, seconded by Councillor LeBlanc, to strike item 45, Seating of Councillors. Motion carried unanimously.

• Page 15/16

Fences Arbitration

It was moved by Councillor Redden, seconded by Councillor Connell – to strike Sections 1, 2 3, 4, 6 and 7 and replace with wording from relevant sections of the *Act*. Motion carried unanimously.

• Page 14/16

49) Standing Committees of Council - A2

Councillor Barteaux moved, seconded by Councillor Morrison, to add in A2 after Administrator ‘*as set out in relevant policy*’. Motion carried unanimously.

• Page 15/16

d) Economic Development Committee, e) Fire Services Committee, and f) Forestry Advisory Committee

It was moved by Councillor Hudson, seconded by Deputy Warden Gunn to remove from Economic Development Committee, Fire Services Committee and Forestry Advisory Committee the line *'shall consider such matters as are referred to the committee by council'*. Motion carried, 10 in favour, 1 against.

• Page 14/16 (cont'd)

Nominating Committee

Councillor Connell moved, seconded by Deputy Warden Gunn, to add to Nominating Committee #6 *All committees should meet in within 30 days of being struck to determine a Chair*. Motion carried unanimously.

Lunch

12:36 p.m. – 2:00 p.m.

Re: Recommendation Report AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy NEW (cont'd)

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, to amend the motion from June 13th Special COTW to change *'as circulated'* to *'as amended'*. Motion carried unanimously.

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

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that municipal council repeal *AM-1.2.0 Council Meetings and Procedures Policy* and *AM-1.3.5 Committees of Council Policy*, and approve *AM-1.2.0 Committees of council and Council Meetings – Procedures Policy* as amended seven day notice. Motion carried unanimously.

Re: AM-2.1.1 Personnel Policy NEW - Approve

Deputy Warden Gunn moved, seconded by Councillor Longmire, to adjourn review of the AM-2.1.1 Personnel Policy NEW to another day.

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, to refer the draft AM-2.1.1 Personnel Policy to an Adhoc committee of 3 staff members and 3 councillors for review to bring back to a special COTW meeting, to be set after Adhoc committee has concluded its work. Motion carried unanimously.

Deputy Warden Gunn and Councillors Hudson and Longmire volunteered to sit on this Adhoc committee.

Re: Set Dates for Planning Process for the Former Bridgetown Town Hall – i.e. - Rezoning Application for Former Bridgetown Town Hall

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, to recommend that municipal council refer the rezoning application to amend the Bridgetown Land Use Bylaw Map to change the use of 271 Granville Street Bridgetown from Institutional to Downtown Commercial, received on June 20th from prospective owner Riku Raisanen to the Bridgetown Area Advisory Committee for review. Motion carried unanimously. *****Clerks Note: this motion was invalid and will not be forwarded to Council. Staff will continue preparation of a Recommendation Report for review and consideration at July Committee of the Whole.***

Re: Meetings in August

Councillor Morrison moved, seconded by Councillor Connell, to recommend that municipal council state that there be no scheduled meetings in August, including committees and Council. Motion carried unanimously.

In-camera

Upon motion of Deputy Warden Gunn and Councillor Connell, committee met *in-camera* from 2:28 p.m. until 2:50 p.m. pursuant to Section 22(2)(c) personnel of the Municipal Government Act. Motion carried unanimously. All staff were requested to leave the meeting.

Adjournment

The Warden declared the meeting adjourned at 2:51 p.m.

Unapproved Draft

Warden

Municipal Clerk



COUNTY of ANNAPOLIS
NATURALLY INSPIRED

INFORMATION REPORT


To: Committee of the Whole
Submitted by: Cheryl Mason, Administrator under Dangerous & Unsightly Premises
Date: July 12, 2022
Subject: Dangerous and Unsightly Premises Status – 1st Quarter Report 2022

File No.	DIST	Diary Date	Property location	Comments /Status
2019/20 - 52 files were opened and 50 were completed				
2019/20-015	9	31-Aug-22	Highway 10, Nictaux	Dangerous building - Demolition permit issued; building knocked down and <i>cleanup ongoing</i>
2019/20-049	3	7-Jul-22	Jeffrey Street, Bridgetown	Unsightly property - <i>Some cleanup has begun</i> - Summary Offence Tickets may be issued
2020/21 - 36 Files were opened and 31 were completed				
2020/21-015	9	Possible Tax Sale	Highway 201, South Williamston	Unsightly property - Administrator unable to contact owner - Vacant building, two tractors and vehicle left there. <i>Possible tax sale property.</i>
2020/21-016	10	15-Jul-22	Inglisville Rd., Inglisville	Dangerous building - Building has come down and <i>cleanup ongoing</i>
2020/21-024	10	1-Sep-22	Hwy #10, New Albany	Dangerous building - <i>Contractor hired to start in July 2022</i>
2020/21-025	6	30-Aug-22	Atlantic Avenue, Cornwallis Park	Unsightly property - Spoke with owner – work ongoing inside and may be August before they get to outside
2020/21-031	4	31-Aug-22	Highway 201, Lequille	Dangerous building - Demolition permit issued; <i>work to start long weekend</i>
2021/22 - 36 files were opened and 33 were completed				
2021/22-016	3	31-Aug-22	St. Croix Cove Rd., St. Croix Cove	Dangerous building - Demolition permit issued but <i>work not started</i> - called June 28/22 - no reply
2021/22-018	4	31-Aug-22	Highway #1, Granville Centre	Unsightly property - <i>Working on cleanup as possible</i>
2021/22-035	10	15-Jul-22	Inglisville Road, West Inglisville	2nd 30 day Order sent - <i>no response to date</i> - to revisit
2022/23 - 17 files have been opened and 4 completed				
2022/23-001	9	9-Jul-22	Nictaux Falls Road, Nictaux Falls	Unsightly property - <i>cleanup ongoing</i>
2022/23-002	2	1-Aug-22	Shore Road, Port George	Unsightly property - <i>cleanup ongoing</i>
2022/23-003	7	16-Jul-22	Highway #1, Paradise	Unsightly property - <i>cleanup ongoing</i>
2022/23-005	7	31-Jul-22	Highway #1, Paradise	Dangerous dwelling - Family seeking contractor to demolish
2022/23-006	10	20-Jul-22	Main Street, Lawrencetown	Dangerous dwelling and Unsightly property - Spoke with owner; to make building application for repairs
2022/23-007	10	31-Jul-22	Main Street, Lawrencetown	Unsightly property - <i>cleanup ongoing</i>

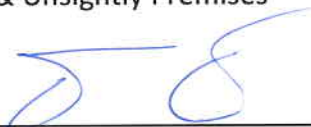
2022/23 continued

File No.	DIST	Diary Date	Property location	Comments /Status
2022/23-009	10	30-Sep-22	Crisp Road, Inglisville	Unsightly property - Owner deceased; Neighbours <i>cleaning up</i>
2022/23-010	3	31-Aug-22	Clarence Road, Beaconsfield	Unsightly property/dwelling - Building Permit issued; monitored by Building Official
2022/23-012	11	2-Jul-22	Old Mill Road, South Farmington	Unsightly property - 1st 30 day letter - <i>no response to date</i>
2022/23-013	3	1-Sep-22	Clarence Road, Beaconsfield	Dangerous building - Owner to return to Nova Scotia and <i>will apply for demolition permit</i> then find contractor
2022/23-015	7	15-Jul-22	Morse Road, Carleton Corner	Dangerous and Unsightly property - Spoke with Annapolis Valley Housing - <i>maintenance to be completed soon</i>
2022/23-016	6	27-Jul-22	Atlantic Ave., Cornwallis Park	Dangerous and Unsightly property - Administrator called owner - <i>Maintenance to be completed within the week</i>
2022/23-017	6	27-Jul-22	Bonaventure Street, Cornwallis Park	Dangerous and Unsightly property - 1st 30 day letter sent

Report Prepared by: _____


Cheryl Mason, Manager of Protective Services/Administrator under
Dangerous & Unsightly Premises

Report Approved by: _____


CAO David Dick, CPA, CA



COUNTY of ANNAPOLIS
NATURALLY ROUTED

Information Report

To: Committee of the Whole
Submitted by: Angela Anderson, Manager of Finance
Date: July 12, 2022
Subject: **Internal Controls Update – Audit Management Letter**

ORIGIN

During the Audit Committee Meeting on June 8, 2022 staff advised that an update on the internal control deficiencies, identified in the Audit Management Letter, would be brought to Council.

LEGISLATIVE AUTHORITY

The following Legislative Authorities have been considered:

- *Municipal Government Act*
- Public Sector Accounting Standards – PSAS
- Public Sector Accounting Board Standards - PSAB

BACKGROUND

Municipal audits take a risk based approach and rely on the level of internal controls in place to develop the audit plan and strategy. The more reliable the auditor believes the internal controls to be, the less substantive testing that is required to achieve the necessary audit evidence on which to base the audit opinion.

The 2020/21 audit included a Management Letter identifying some internal control deficiencies. Staff advised that a report to Council addressing these weaknesses would be provided with the steps we have taken to rectify these internal control weaknesses.

DISCUSSION

The following are the internal control deficiencies identified in the Management Letter (attached) and how staff have or plan to address them going forward:

Process Identified	Risk	Action Item(s)	Implementation Deadline
Inter-fund Transfers	MGA indicates the requirement that these funds be transferred and settled annually.	Reason: Bank account for every fund and account existed. Correction: Consolidate bank accounts by major fund with individual balances managed in the GL. This will ensure appropriate interest distribution as well.	Complete.
Wire Transfers	Only one banking login required to process wire transfers.	Wire transfer supporting documentation was signed by two signing officers prior to bank processing. Staff have reviewed the banking permissions and a two-step authorization is now required at the bank.	Complete.
Bank Token Holders	Bank token holders are not signing officers.	Tokens are required in order to perform bank reconciliations and pull bank statements which is required for numerous finance staff. We cannot resolve this within our current staff complement, however we have implemented two-step authorizations on the bank site and individual permissions have been reviewed and adjusted as necessary.	Complete.
EFT Processing	All EFT bank account information is managed by one individual.	Staff have implemented a two-step authorization for any EFT banking information changes. This will require authorization from another staff double checking the information. Additionally, periodic reports summarizing any changes to EFT information will be completed and initialed indicating no Fraud triggers exist.	Complete.
EFT Funds	The individual processing the EFT files and information is a token holder at the bank.	The individual has a token in order to upload the payment file, however, has restricted permissions on the banking website requiring a second person to review and authorize the release of payment (manager level). This individual is unable to release the uploaded payment	Complete.

		and cannot authorize other payments uploaded by others.	
COVID/ Remote Working Internal Controls	Processes changed and authorizations were modified on very short notice.	This was a risk for audits everywhere in the Country this year. Throughout the response, electronic authorizations were required and per the Emergency Measures in place allowed as a response to COVID. We do not anticipate a problem going forward as we have experienced and worked through how to ensure electronic authorizations are possible and present.	Complete.

Other Internal Controls staff have identified as weak with additional controls put in place:

- Journal Entries – process includes a reviewer before entries are posted to review for accuracy and completeness.
- Bank Reconciliations – Staff are working to ensure segregation of duties of those who perform the bank reconciliations and those who process the payments (receivable or payable). If this is not possible an independent staff person will review the reconciliation and sign off.
- Reserve Funds – these were all managed by one individual. We have consolidated these accounts at the bank and it has been added to the online portfolio for monitoring and analysis. All bank reconciliations in this regard will be reviewed and authorized by another member of management level staff.
- Formal documentation of standard operating procedures for transparency and clarity for roles.
- Ongoing updating of relevant policies where applicable.

The finance department has many exciting changes coming with the main focus on updating processes, finding and implementing efficiencies, and increasing the ability to report quality, timely data to all stakeholders. As we progress as a department this will increase accountability for the Organization. Often strategic priorities are clear for operations or external facing departments, however, finance is a continuously evolving field and it is our duty to respond to volatile internal and external environmental information and to ensure we are adding value to the organization.


FINANCIAL IMPLICATIONS

There are no financial implications resulting from this information report, however addressing the internal controls and organizational processes will ensure fiscal accountability and further sustainability.

POLICY IMPLICATIONS

ATTACHMENTS

Management Letter – 2020/21 Audit

Report Prepared by: 
Angela Anderson, Manager of Finance

Report Approved by: 
David Dick, CPA, CA, Chief Administrative Officer



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Cheryl Mackintosh, Civic Addressing Coordinator
Date: July 12, 2022
Subject: Recommendation to Approve Raven Sky Lane

RECOMMENDATION

To recommend that Municipal Council approve the road name "Raven Sky Lane" for the private access road on PID 05141981 in Bridgetown North.

LEGISLATIVE AUTHORITY

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

Annapolis County Policy 1.4.5 Road Naming and Community Adjustment

BACKGROUND

There are currently two civic addresses on this shared access road and the property owners have indicated that there will be more residences built. This is a single parcel of land with several property owners sharing communally.

DISCUSSION

The property owners submitted three names; Raven Sky Lane, Elemental Lane and Red Mud Lane and all names submitted were checked against road names currently in the Nova Scotia Civic Address File (NSCAF) database. As per policy, the proposed road names were sent to emergency responders, (RCMP, EHS and Bridgetown Fire Department). Also asked to comment was; the area councillor (Warden A Parish – District 3), Department of Transportation & Infrastructure Renewal (TIR) and the towns of Annapolis Royal and Middleton. Comments were received from RCMP, EHS, TIR and Warden Parish. No concerns were noted with the suggested road names. The property owners submitted the road names in order of preference and Raven Sky Lane was their first choice.

The use of the word Lane is by definition a reduced right-of-way or curving street, less than 300 metres, branching from courts and ending in a cul-de-sac or dead end. Using lane as the road type fits this type of road. Council should be aware that a private access road does not have a defined width and dead ends.

FINANCIAL IMPLICATIONS

Road naming is part of the regular maintenance to maintain the integrity of the civic addressing system used for emergency response and is covered under the civic addressing maintenance budget which is provided each year to the municipality from the province. The requirement to name the road is based on civic addressing guidelines and the road naming policy and it has been our practice to purchase the road and civic number signs as we require the civic address changes as part of our policy. To ensure a smooth and timely transition from old civic numbers to the new road name and new civic numbers, the signage will be purchased by the municipality and it will be up to the property owners to properly post the signs.

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

The property owners submitted alternative names but preferred Raven Sky Lane as their first choice.

NEXT STEPS

Upon approval of the new road name Raven Sky Lane by Municipal Council, staff will inform the property owners and order new signage. A transition and effective date for the new civic addresses will be coordinated with the residents currently using civic addresses off Church Street. The Nova Scotia Civic Address File (NSCAF) will be updated and emergency responders will be notified.

ATTACHMENTS

1. Map showing the location of the Raven Sky Lane, Bridgetown North.

Report Prepared by:



**Cheryl Mackintosh,
Civic Addressing Coordinator**

Report Reviewed by:



**Linda Bent,
Manager of Inspection Services**

Report Approved by:



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

Map showing the location of Raven Sky Lane (Private) in Bridgetown North





COUNTY of ANNAPOLIS
NATURALLY NORTON

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Date: July 12, 2022
Subject: Annapolis Co. Municipal Housing Corp. - Instrument of Incorporation (Amend)

RECOMMENDATION

That Municipal Council amend the instrument of incorporation by which the Annapolis County Municipal Housing Corporation was established and approved by Instrument of Incorporation dated October 3, 1984 (the "Instrument of Incorporation"), and amended from time to time, is hereby amended by:

1. Deleting in full the third paragraph of the Instrument of Incorporation of the Annapolis County Municipal Housing Corporation replacing it with the following:
The corporation shall consist of a minimum of six (6) Members and a maximum of eight (8) Members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, as follows:
 - a. *None of the members shall be a Councillor of the Municipality of the County of Annapolis;*
 - b. *No Member shall be in a family relationship with or associated as a partner or business associate with any other member of the Board;*
 - c. *The regular term of appointment as a Member is two (2) years;*
 - d. *A Member may be reappointed for an additional two (2) year appointment;*
 - e. *A Member may be reappointed, after serving four (4) consecutive years, for not more than two (2) additional two (2) year terms to fill vacancies or to provide for staggering of Member term. A Member shall not serve on the Board for more than eight (8) consecutive years;*
 - f. *A Member who has served on the Board for the maximum eight (8) consecutive years shall be eligible for membership again after an absence from the membership for at least one (1) year.*
 - g. *Notwithstanding the eight (8) year term limit described in section (e), two members, Nancy McGrath and Gail Grover, whose current terms end in November 2023, shall be permitted to remain on the Board until November 2027, which term extension was recommended by the Department of Seniors and Long Term Care.*

LEGISLATIVE AUTHORITY

Section 15 of the *Municipal Housing Corporations Act*:

Amendment of instrument of incorporation

15 (1) A corporation, with the approval of the council or councils of the municipality or municipalities that establish the corporation, may amend the instrument of incorporation by which it was established by changing its name, the number of its members, the manner of appointment of members or any of them.

BACKGROUND

The County of Annapolis established "The Annapolis County Municipal Housing Corporation" in August 1984 under an Instrument of Incorporation and in accordance with the *Municipal Housing Corporations Act*. Although originally considered an agency of the County, the Housing Corporation now operates independently. However, the County does have a covenant with the Corporation restricting the re-transfer or sale of property previously transferred to the Corporation by the County. Additionally, any amendments to the Housing Corporation's Instrument of Incorporation must be approved by Municipal Council.

It should be noted that Municipal Council approved amendments to the Instrument of Incorporation in 2017. However, the Housing Corporation did not file the revised instrument with the Minister of Municipal Affairs. Therefore, this amendment will integrate the following changes approved in 2017:

- Minimum of six members and a maximum of eight members;
- *No Member shall be in a family relationship with or associated as a partner or business associate with any other member of the Board;*
- *A Member may be reappointed, after serving four (4) consecutive years, for not more than two (2) additional two (2) year terms to fill vacancies or to provide for staggering of Member term. A Member shall not serve on the Board for more than eight (8) consecutive years.*
- *A Member who has served on the Board for the maximum eight (8) consecutive years shall be eligible for membership again after an absence from the membership for at least one (1) year.*

With the following additionally requested change:

- *Notwithstanding the eight (8) year term limit described in section (e), two members, Nancy McGrath and Gail Grover, whose current terms end in November 2023, shall be permitted to remain on the Board until November 2027, which term extension was recommended by the Department of Seniors and Long Term Care.*

FINANCIAL IMPLICATIONS

None known

POLICY IMPLICATIONS

None known

ALTERNATIVES / OPTIONS

Per email from legal counsel for Housing Corporation

NEXT STEPS

Per email from legal counsel for Housing Corporation

ATTACHMENTS

Email regarding Housing Corporation request for amendment dated June 22, 2022

Housing Corporation Resolution

Report Prepared by:


Director of Legislative Services and HR

Report Approved by:


CAO David Dick, CPA CA

From: Jonathan Cuming [mailto:cuming@tmclaw.com]
Sent: June 22, 2022 3:17 PM
To: Dawn Campbell <DCampbell@annapoliscounty.ca>
Subject: RE: Annapolis County Municipal Housing corporation - Amendment to Instrument of Incorporation

Ms. Campbell

Thanks for reaching out.

The Board of ACMHC, in 2015, passed a resolution of whereby it amended the Corp.'s Instrument of Incorporation, by removing the requirement that Councillors sit on the board and by changing the manner by which persons are appointed to the Board. That resolution was then passed by Council and sent to the Minister for approval (and subsequently approved).

Recently, as the ACMHC Board is overseeing the construction of a new facility, a request was made of the Board, by the Province (Seniors and Long-term Care) to maintain the current board during the period of construction. To facilitate that request, the Board is seeking to extend the terms of two its members. Such a change will require a further amendment to the Instrument of Incorporation.

The Board has passed a resolution approving the amendment (see attached).

I have attached a draft resolution for your Council to consider. If approved, I will undertake to file the resolutions with the Minister's office.

For some context, I have attached the documents that were generated during the 2015 revisions.

If you have any questions, please do not hesitate to call or write.

Regards,

Jon Cuming



MAKING SERVICE A MATTER OF PRACTICE SINCE 1835

Jonathan G. Cuming

Partner

cuming@tmclaw.com | www.tmclaw.com

Phone: 902.678.6156 Ext #234 FAX: 902.678.6010

From: Dawn Campbell <DCampbell@annapoliscounty.ca>
Sent: June-20-22 4:01 PM

To: Jonathan Cuming <cuming@tmclaw.com>

Subject: FW: Annapolis County

Hi Mr. Cuming

Your email regarding an amendment to the Instrument of Incorporation for the Housing Corporation was forwarded to me for follow-up. If you would be able to provide me with the particulars for the changes I will facilitate obtaining required council approvals.

Dawn Campbell

Director of Legislative Services / Deputy
CAO

Telephone: (902) 532-2335

Fax: (902) 532-2096

Email: dcampbell@annapoliscounty.ca

Website: AnnapolisCounty.ca



Municipality of the County of
Annapolis

PO Box 100
752 St. George Street
Annapolis Royal, NS B0S 1A0



From: David Dick

Sent: June 20, 2022 1:33 PM

To: Dawn Campbell <DCampbell@annapoliscounty.ca>

Subject: FW: Annapolis County

David Dick CPA,CA

CAO

Telephone: (902) 532-3130

Fax: (902) 532-2096

Email: ddick@annapoliscounty.ca

Website: AnnapolisCounty.ca



Municipality of the County of
Annapolis

PO Box 100
752 St. George Street
Annapolis Royal, NS B0S 1A0



From: Jonathan Cuming [<mailto:cuming@tmclaw.com>]

Sent: Monday, June 20, 2022 9:00 AM

To: Latimer, Kevin (Halifax) <KLatimer@coxandpalmer.com>

Cc: David Dick <DDick@annapoliscounty.ca>

Subject: RE: Annapolis County

Will do.

County of Annapolis

Recommendation Report – 2022-07-12 COTW-Annapolis Co. Municipal Housing Corp. – Instrument of Incorporation (Amend)

Page 5 of 8

Thanks Kevin.



MAKING SERVICE A MATTER OF PRACTICE SINCE 1835

Jonathan G. Cuming

Partner

cuming@tmclaw.com | www.tmclaw.com

Phone: 902.678.6156 Ext #234 FAX: 902.678.6010

From: Latimer, Kevin (Halifax) <KLatimer@coxandpalmer.com>

Sent: June-17-22 5:14 PM

To: Jonathan Cuming <cuming@tmclaw.com>

Cc: David Dick <DDick@annapoliscounty.ca>

Subject: Re: Annapolis County

Thanks Jon, nice to hear from you. Suggest you forward your specific request to CAO David Dick, copied here.

Regards,

K

Sent from my iPhone

On Jun 17, 2022, at 2:31 PM, Jonathan Cuming <cuming@tmclaw.com> wrote:

Good Afternoon Kevin

I act as the solicitor for the Annapolis County Municipal Housing Corporation.

The Board of the Corp is currently looking at making an amendment to its instrument of incorporation, which process requires a motion of council.

I understand that your office is acting as the County's solicitors and am therefore writing to inquire as to whom I should be communicating with regarding this issue.

Thanks

Jon



MAKING SERVICE A MATTER OF PRACTICE SINCE 1835

Jonathan G. Cuming

Partner

cuming@tmclaw.com | www.tmclaw.com

RESOLUTION

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

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

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

AND WHEREAS the Corporation is in the process of constructing a new long term care facility and would like the current Board of Directors to remain in place pending the completion of the project;

AND WHEREAS the Corporation wishes to amend its instrument of incorporation to so as to extend the terms of certain Board Members;

BE IT RESOLVED THAT:

The instrument of incorporation by which the Corporation was established and approved by Certificate of Incorporation dated October 3, 1984 (the "Instrument of Incorporation") and amended from time to time, is hereby amended as follows:

1. Deleting in full the third paragraph of the Instrument of Incorporation of the Annapolis County Municipal Housing Corporation replacing it with the following:

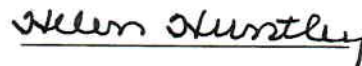
The corporation shall consist of a minimum of six (6) Members and a maximum of eight (8) Members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, as follows:

- a. None of the members shall be a Councillor of the Municipality of the County of Annapolis;*
- b. No Member shall be in a family relationship with or associated as a partner or business associate with any other member of the Board;*
- c. The regular term of appointment as a Member is two (2) years;*
- d. A Member may be reappointed for an additional two (2) year appointment;*

- e. A Member may be reappointed, after serving four (4) consecutive years, for not more than two (2) additional two (2) year terms to fill vacancies or to provide for staggering of Member terms. A Member shall not serve on the Board for more than eight (8) consecutive years;
- f. A Member who has served on the Board for the maximum eight (8) consecutive years shall be eligible for membership again after an absence from the membership for at least one (1) year.
- g. Notwithstanding eight (8) year term limit described in section (e), two members, Nancy McGrath and Gail Grover, whose current terms end in November 2023, shall be permitted to remain on the Board until November 2027, which term extension was recommended by the Department of Seniors and Long Term Care.

DATED at BRIDGETOWN, Nova Scotia, this 20 day of May, 2022.





I, the undersigned, Secretary/Treasurer of the Corporation, hereby certify under the corporate seal of the Corporation, that the resolution set forth on these pages is a true copy of the resolution passed at the meeting of the membership of the Corporation held at Bridgetown Nova Scotia, this 20th day of May, 2022

Dated at Bridgetown Nova Scotia, this 20th day of May, 2022


Secretary/Treasurer

(Seal)



COUNTY of ANNAPOLIS
ANNE ARUNDEL COUNTY

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Victoria Hamilton, Planner
Date: July 12, 2022
Subject: AM-1.3.2 Public Participation Policy NEW

RECOMMENDATION

That Municipal Council adopt the attached Public Participation Program policy, seven-day notice

ORIGIN

Since staff have begun the review process of our Secondary Planning Strategies and Land Use Bylaws staff have identified a need to have a Public Participation Program Policy Adopted. The purpose of a Public Participation Policy is to establish a more meaningful and transparent process for public participation relating to planning documents as required by section 204 of the *Municipal Government Act*. Under section 204 (1) of the *Municipal Government Act* it states that *a council shall adopt, by policy, a public participation program concerning the preparation of planning documents.* Currently, Municipal Council does not have a policy pertaining to a Public Participation Program Policy.

BACKGROUND

One of the ways that this policy will allow for a more meaningful and transparent process is in relation to the procedural registration process for members of the public to speak at the Planning Area Advisory Committees and Municipal Council. Providing time for members of the community to register before speaking will help to ensure that all of those who wish to speak are provided an opportunity to speak. Additionally, the policy will help to provide clarity to the public on the types of notifications that will be sent out when planning documents are being reviewed.

LEGISLATIVE AUTHORITY FOR PUBLIC PARTICIPATION

MGA Section 204
MGA Section 204a
MGA Section 205
MGA Section 206

OPTIONS FOR CONSIDERATION

The options available to Municipal Council are to adopt the Public Participation Policy, or send the policy back to staff for amendments. Under Section 204 of the *Municipal Government Act* says that *a council shall adopt, by policy, a public participation program concerning the preparation of planning documents.*

FINANCIAL IMPLCATIONS

N/A

Report Prepared by:



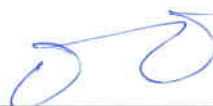
**Victoria Hamilton, MPLAN
Planner**

Report Reviewed by:



**Linda Bent
Manager of Inspection Services**

Report Approved by:



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

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.3.2
Section Procedure and Organization of Council	Subject Public Participation Policy	

1.0 Purpose

To establish an open and transparent policy for public participation, procedural registration and notification related to planning documents as required by section 204 of the *Municipal Government Act*.

2.0 Scope

This policy is applicable to Council, members of the Annapolis County Planning Area Advisory Committee, staff of the planning department and the Clerk.

3.0 References

Municipal Government Act, s. 204, 204a, 205 and 206.

4.0 Definitions

- A. "Planning Document (s)" means a Municipal Planning Strategy, Land Use By law, Subdivision By law, Development Agreement, and amendments thereto.
- B. "Staff" refers to staff of the Planning Department, or Clerk at the County of Annapolis.
- C. "County" refers to the County of Annapolis.
- D. "Public Hearing" refers to any public meeting or public hearing had where the public has the chance to share their opinions and views on specific topics with Municipal Council or the Annapolis County Planning Advisory Committee.
- E. "PAC" Refers to the Annapolis County Planning Area Advisory Committee.

5.0 Policy

5.1 Meaningful Engagement

It is the intent of the County of Annapolis to provide meaningful opportunities for the public to engage directly with staff, the PAC, and Municipal Council on planning documents through a variety of engagement methods and notification procedures as outlined in Appendix A.

5.2 Newspaper Notice of Public Hearing

The County of Annapolis shall advertise public hearings relating to planning documents as outline in Appendix A.

5.3 Online Notices

The County of Annapolis will use its website and social media platforms as a tool for notices of planning documents.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.3.2
Section Procedure and Organization of Council	Subject Public Participation Policy	

5.4 Engagement Reporting

Staff will include in Reports to the PAC and Council, summaries of engagement methods, who was engaged, and feedback received, as appropriate, for all planning documents.

5.5 Public Participation Methods

- a. The PAC will provide opportunities for public participation on planning documents at all its meetings prior to making a recommendation to Council.
- b. A summary of the public participation meeting will be provided to all members of Council prior to first reading.

5.6 Public Hearings

- a. As per s. 206 and 230 of the *Municipal Government Act*, staff shall give notice of the public hearing in a newspaper circulating in the community once a week for two successive weeks.
- b. The first notice of the public hearing shall be published at least fourteen days before the date of the public hearing.
- c. The notice of the public hearing shall state:
 - a. Where planning documents may be inspected by the public
 - b. The date, time, and location of the public hearing
 - c. Describe the area affected by the planning documents (e.g. maps, address, etc.)
 - d. Summarize the planning document (i.e. respect to an amendment to a Municipal Planning Strategy or Land Use By law, or the approval of amendment of a Development Agreement).

5.7 Procedural Registration Process for Public Hearings

When registering to speak at a public meeting an individual can only add their own name to the list and not the name of another person.

There are three opportunities to sign up as a speaker for an in-person or virtual public hearing.

1. Contact the Clerk's Office by 4:30pm prior to the day of the hearing
 - a. Members of the public wishing to speak may send an email to cyoung@annapoliscounty.ca.
 - b. Members of the public may call 902-532-3136 Monday through Friday 8:30am-4:30pm to register

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.3.2
Section Procedure and Organization of Council	Subject Public Participation Policy	

- c. Send a fax to the County at 902-532-2096 and include a call back phone number or email.
2. Sign up in-person on the night of the hearing
 - a. On the night of the public hearing, a sign-up sheet will be made available at the meeting location, starting at least 30 minutes before the hearing. Anyone who would like to speak may add their name to the list in person.
3. During the meeting, after speakers on the list have spoken.
 - a. After all the names on the list have been called, the Chair will call three times for any additional speakers. Anyone who is present in the meeting room can indicate their wish to speak at this time.

5.8 Procedural Process for Speaking at Public Hearings

- After registering to speak has closed, staff will begin the hearing by giving a presentation outlining the planning documents of the hearing, the process that has been undertaken to this point in the process, and the assessment against all relevant Municipal policies or by-laws.
- Staff will answer any questions members of Council or the PAC may have.
- Then the public hearing will open, individuals who have registered to speak will be called up to provide comments on the planning documents.
- Individuals called up to speak will be asked to state their name and community in which they reside.
- The speaker will have 5 minutes to state their opinions on the proposed change which is the subject of the public hearing.
- After all the names on the list have been called, the chair will call three times for any additional speakers.
- Once the last speaker has been heard, the applicant will be given an opportunity to briefly respond to comments made by the public at the hearing.
- Each member of Council or PAC will have the chance for final remarks.
- The public hearing will close.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		AM -1.3.2
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure and Organization of Council	Public Participation Policy	

5.9 Notification to Property Owners

Property owners within 30m of the subject property shall be notified of applications to amend the Land Use Bylaw or applications to enter into or amend a Development Agreement of the public hearing.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was approved by Municipal Council as indicated below:	
Seven (7) Day Notice.....	PENDING
Council Approval	PENDING
<u>PENDING</u>	
_____	_____
Municipal Clerk:	Date
At <u>Annapolis Royal</u> Nova Scotia	

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.3.2
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Appendix A: Public Participation Program Policy Engagement Matrix

This matrix serves as a checklist for the types of public engagement that will occur for new or amended planning documents as outlined in 5.1

	Municipal Planning Strategy	Land Use By law	Subdivision By law	Development Agreement	Site Plan/Variance
County Website	Yes	Yes	Yes	Yes	Yes
Social Media	Yes	Yes	Yes	Yes	No
Public Participation Meeting at Planning Advisory Committee	Yes	Yes	Yes	Yes	No
Newspaper notice of hearing	Yes	Yes	Yes	Yes	No
Notification to Property Owners	No	Yes, within 30m of subject property	No	Yes, within 30m of subject property	Yes, within 30m of subject property
Public Hearing	Yes	Yes	Yes	Yes	No



COUNTY of ANNAPOLIS
ANNE ARUNDEL COUNTY

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Victoria Hamilton, Planner
Date: July 12, 2022
Subject: Water Supply Municipal Planning Strategies & Land Use Bylaws

RECOMMENDATION

That Municipal Council include the following water supply municipal planning strategies and land use bylaws into the County Wide Plan review.

- 1) Lake Cady Water Supply- serving Cornwallis Park
- 2) Lawrencetown Water Supply – serving the Village of Lawrencetown
- 3) Margaretsville Water Supply- serving Margaretsville

ORIGIN

Staff have spoken with Stantec Consulting about including the above mentioned water supply planning documents in the county wide plan review for consistency in the bylaws created. Stantec has agreed to include these areas as part of the County Wide Plan and has begun work on their review. Municipal staff have provided Stantec with background information for their review.

BACKGROUND

The Lawrencetown and Lake Cady planning documents are existing adopted plans that need to be reviewed under the *Provincial Minimum Planning Requirements*. The Margaretsville plan is still a work in progress and has yet to be completed as the committee has not met since 2015. To assist with making our bylaws consistent and for ensuring that all of our water supply planning documents have appropriate bylaws in place, including them in the county-wide plan review will ensure that they are completed in time for the December 2023 deadline.

LEGISLATIVE AUTHORITY FOR THE REVIEW PROCESS

MGA Section 212: Municipal planning strategy
MGA Section 219: Adoption of a land-use bylaw or amendment
Provincial Minimum Planning Requirements

OPTIONS FOR CONSIDERATION

The options available to Municipal Council are to include the water supply planning documents as part of the County Wide Municipal Planning Strategy and Land Use Bylaw Review or Municipal Council could decide to not include these areas in the review. However, not including the plans in the county wide review could impact the review of the Lawrencetown and Lake Cady Water Supply plans and impact the completion of the Margaretville Water Supply plan. Additionally, due to staff capacity on having to complete the secondary plan reviews it would be beneficial to include the water supply planning documents in the County Wide Plan to meet the December 2023 deadline. Ultimately, including the plans in the County-Wide Municipal Planning Strategy and Land Use Bylaw Review would support the development of consistency between our Land Use Bylaws.

FINANCIAL IMPLICATIONS:

Costs associated with the review of the water supply planning documents have been included in the original contract with Stantec. Therefore, no additional costs are required for including the water supply areas into the County-wide Plan Review.

Report Prepared by:



**Victoria Hamilton, MPLAN
Planner**

Report Reviewed by:

**Linda Bent
Manager of Inspection Services**

Report Approved by:



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



COUNTY of ANNAPOLIS
NATURALLY BUILT

RECOMMENDATION REPORT

To: Municipal Council
Prepared by: Victoria Hamilton, Planner
Reviewed by: Linda Bent, Manager of Inspection Services
Approved by: David Dick, Chief Administrative Officer
Date: July 19, 2022
Subject: File No. 66520-35 Bridgetown 2022-LUB-002: Municipality of the County of Annapolis, Bridgetown LUB Zoning Map Amendment

RECOMMENDATION

That Municipal Council consider for processing the application, on behalf of Riku Raisanen to amend the Bridgetown Land Use Bylaw (LUB) Map. The amendment will include rezoning the land identified as parcel PID 05149976 at 271 Granville Street in the community of Bridgetown from the Institutional (I1) zone to the Downtown Commercial (C1) Zone. The aforementioned map amendment will permit the redevelopment of the property from the former Town Hall to a mixed-use development consisting of commercial space on the main floor and a two bedroom unit upstairs.

That Municipal Council, as part of the processing for File No. 66520-35 Bridgetown 2022 LUB-002, the former Town Hall zoning map amendment application, adopt a public participation process involving the referral of the application to the Bridgetown Area Advisory Committee and the Planning Advisory Committee (PAC) for their review and recommendation.

That Municipal Council, as part of the processing of File No. 66520-35 Bridgetown 2022 LUB-002, the former Town Hall zoning map amendment application, set a date for and hold a PAC sponsored public meeting in the community.

ORIGIN

On June 20, 2022 Staff received an application requesting Municipal Council amend the Bridgetown LUB Zoning Map as part of the sale of the former Town Hall property.

On June 27, 2022 Committee of the Whole referred this application to Municipal Council for their review and recommendation.

The amendment requests the rezoning of 271 Granville Street, Bridgetown, identified as parcel PID 05149976 from Institutional (I1) to Downtown Commercial (C1) Zone. The map amendment will permit the redevelopment of the unused former Town Hall into a mixed use building with commercial on the ground floor and an apartment on the upper level.

BACKGROUND

Land Use Map amendments are considered a simple land use by law amendment, under the *Municipal Government Act* (MGA) Section 210 1 (a) and (b), if an amendment to a Land Use Bylaw:

- a. Is undertaken in accordance with the municipal planning strategy; and
- b. Is not required to carry out a concurrent amendment to a municipal planning strategy.

The Bridgetown Municipal Planning Strategy (MPS) sets out three parts that must be considered when amending the LUB for a residential use.

Part 6.5

In considering an amendment to the Land Use By-law to allow residential development of land, the Council shall take into account the feasibility of extending central sewer and water systems, roads and other services to the proposed development; the compatibility of the proposed development with adjacent land uses; the direction and pattern of services which the proposed use will establish within the Town; and environmental constraints on services, utilities and development.

Part 6.8

In considering the zoning of designated residential areas and in particular amendments to the Land Use By-law or development agreements that would permit increased residential density or permit non-residential uses in residential areas, Council shall ensure that the proposed use does not alter the predominant character of the area or the amenities of the area; does not have a deleterious effect on Town services; does not result in excessive noise or traffic; and does not have extended hours of activity.

Part 6.19

It shall be the policy of Council to permit existing residential uses in the downtown commercial area to continue, but Council shall limit new residential development. Existing residential uses within the designated downtown shall be zoned residential R1 or R2 according to the present use.

Part 6.20

Land zoned residential within the downtown commercial area may be rezoned to commercial, but land zoned commercial may not be rezoned to residential unless the property was formerly zoned residential, continues to have a structure readily usable for residential purposes, and has experienced extended vacancy. Land zoned residential may not be rezoned to any other residential zone.

Part 6.21

Dwelling units are permitted in the areas zoned commercial in the downtown commercial zone provided that if a dwelling unit is located on a parcel fronting Queen Street or Granville Street that it is located above or to the rear of the first storey of another permitted use.

It is the opinion of staff that due to the former use as a Government Office, the existing infrastructure including central sewer, water systems and road network are still adequate to handle the proposed change in use from Institutional (I1) to Downtown Commercial (C1). Additionally, the proposed redevelopment is permitted as of right under the Downtown Commercial (C1) designation, and is therefore compatible with the surrounding area.

Although Policy 6.19 states that council shall limit residential uses in the downtown commercial area, Policy 6.21 allows them provided they are fronting Granville or Queen Street and the proposed development has the dwelling unit above the first storey of a commercial use. Additionally, the structure is readily usable for residential purposes, making the proposed rezoning application compatible with the current land use bylaw.

LEGISLATIVE AUTHORITY FOR THE REVIEW PROCESS

MGA Section 210: Amendment of a Land Use Bylaw,
MGA Section 204: Public participation Program,
MGA Section 206: Public hearing,
MGA Section 221: Notification and costs,
MGA Section 219: Adoption of a land-use by-law or amendment
Provincial Minimum Planning Requirements

OPTIONS FOR CONSIDERATION

The options available to Municipal Council are to start the process for a zoning map amendment by referring the application to the Bridgetown Area Advisory Committee for review and recommendation and setting a date for, and holding, a Planning Advisory Committee meeting to review the application.

Respecting council's policies on not holding meetings in August, we are suggesting the following dates:

- Bridgetown Area Advisory Committee: **September 8th, 2022**
- Notice of PAC in local paper: **September 15th, 2022**
- Planning Advisory Committee: **September 21st, 2022**

Municipal Council may decide to reject the application outright and have the clerk notify the applicant of the rejection, setting out the right of appeal, within seven days, as per Section 210 (5) of the *Municipal Government Act*.

FINANCIAL IMPLICATIONS:

A \$500.00 application fee has been received from the applicant to cover the advertisement costs for the amendment process. Should advertising costs exceed the deposited amount, additional expenses will be billed to the applicant.

ATTACHMENTS

Site Map
Bridgetown MPS Excerpts
Bridgetown LUB Excerpts

Report Prepared by: Victoria Hamilton



**Victoria Hamilton, MPLAN
Planner**

Report Reviewed by: Linda Bent

**Linda Bent
Manager of Inspection Services**

Report Approved by:



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

PART 6 - RESIDENTIAL POLICY

The majority of the built environment in Bridgetown is used for residential purposes. The housing stock consists of sometimes grand historic homes, older homes and a number of newer dwellings. It is a characteristic of the Town that virtually all residential uses are well maintained. Single detached dwelling units predominate, but there are a number of semi-detached dwellings, duplexes, apartments, boarding houses, bed and breakfasts and an inn. A number of these are converted older homes. Rowhouse developments are limited to the housing provided for senior citizens through efforts of the Town and the Provincial Government. There are no mobile homes in Bridgetown. All areas of the Town are safe, enjoyable and within relatively easy walking distance of the downtown, schools and recreational facilities.

At present, there are only a few incompatible land uses within the existing residential areas:

Council's Residential Goal

Council's goal is: to assist in the provision of a variety of living environments for the people of the Town which are compatible with the existing pattern of development.

Council's Residential Objectives

Council's objectives are: the protection and maintenance of existing residential areas, long range planning and management of future residential areas, planning and servicing new residential areas, co-operation with senior levels of Government to improve housing and residential development with the establishment of residential land use standards.

- 6.1 It shall be the policy of Council to designate those areas shown on Map A, the Future Land Use Map, for residential development.
- 6.2 Designated residential areas shall be developed and maintained primarily for residential purposes and may include uses compatible with residential uses, including parks and playgrounds, secondary business uses, bed and breakfasts, inns, boarding houses, rooming houses, funeral parlours and existing highway commercial uses.
- 6.3 Recreational uses, institutional uses and service/utility uses may be permitted in designated residential areas by amendment to the Land Use By-law.
- 6.4 The undeveloped areas designated as residential on Map A, the Future Land Use Map shall be zoned Residential Light Density (R1) or Residential Rural (R3). Existing agriculture and low density residential uses shall be conforming.
- 6.5 In considering an amendment to the Land Use By-law to allow residential development of land, the Council shall take into account the feasibility of extending central sewer and water systems, roads and other services to the proposed development; the compatibility of the proposed development with adjacent land uses; the direction and pattern of services which the proposed use will establish within the Town; and environmental constraints on services, utilities and development.

Ideally, new development should occur only when central water and sewer services and roads are available or their extension is reasonable. Financial and other constraints may therefore preclude certain developments. It is appropriate to occasionally permit low density development where services are not available and Department of Environment Standards can be met.

6.6 Single family detached farm dwellings may be constructed on two hectare lots even though they cannot immediately be provided with central water and sewer services. In areas that are presently built up, Council may permit single detached and duplex dwellings without both central water and sewer services subject to larger lot size requirements and may permit single detached and duplex dwellings without central water services. Unserviced and partially serviced lots must meet Department of Environment development standards and must be infill lots that are not easily serviced or rural single detached farm dwellings. All other developments shall be permitted only where central sewer and water services are available.

6.7 Designated residential areas shall be zoned as:

Residential Light Density	(R1)
Residential Multiple Density	(R2) or
Residential Rural	(R3)

6.8 In considering the zoning of designated residential areas and in particular amendments to the Land Use By-law or development agreements that would permit increased residential density or permit non-residential uses in residential areas, Council shall ensure that the proposed use does not alter the predominant character of the area or the amenities of the area; does not have a deleterious effect on Town services; does not result in excessive noise or traffic; and does not have extended hours of activity.

It is known that the Town has a strong residential tradition and that residential uses are typically compatible with a wide range of other land uses. It has further become evident that good quality residential redevelopment cannot always meet the standards of residential zoning, particularly when lot sizes, shapes and access are established and developed centuries ago. Given this fact and the non-conformities it produces in redevelopment planning efforts, the Town will establish comprehensive development districts known as "Residential Rehabilitation Areas". The Residential Rehabilitation Area CDD is to be applied specifically for the redevelopment of non-residential properties to multiple residential or the development of commercial/residential mixed uses. Any development in these areas can only be undertaken after a development agreement with the owner of the property proposed to be developed has been entered into with the Town.

On Church Street, the Future Land Use Map shows as CDD, a significant existing non-residential development that cannot easily be re-located and should not be made non-conforming. Where such uses are not greatly incompatible with future residential development, provision should be made for them to continue adjacent to or even as part of residential development provided they can be made to minimize any undesirable impacts. As the necessary steps to minimize conflict will almost certainly differ in each case, development agreements are an appropriate planning tool. Typical non-residential uses of low impact on adjacent residential areas can include warehousing and storage, small assembly operations, some light manufacturing applications such as electronics, and business or governmental offices.

Highway commercial uses are not normally permitted in a residential area because of the land use conflict and excessive vehicular traffic generated. However, in Bridgetown, an existing highway commercial use, the Bridgetown Motor Hotel, is located in a designated residential area. Council has considered whether this use could be zoned residential, making it non-conforming; whether the use could be highway commercial; or whether the use could be specifically permitted as an additional use allowable within the residential zone. Making the use non-conforming restricts more than Council considers essential, while zoning the use as highway commercial could permit more incompatible uses to be developed on the property. Council therefore chooses the third alternative, allowing the use to continue and to be rebuilt, but allowing it only to be changed to uses permitted in a designated residential area. This compromise solution is an attempt to avoid undue hardship without permitting serious land use conflict to develop.

6.18 Council shall permit the existing highway commercial use (Bridgetown Motor Hotel) in a designated residential area, provided that:

- (a) the use shall not be expanded to cover an area of land greater than the lot so used at the time of the adoption of this Plan;
- (b) the use shall not be converted to any use other than that existing when this Plan is adopted, except for a use permitted under the accompanying By-law in an R2 zone and if the use is converted to another permitted use, the property may not again be used for a highway commercial use;
- (c) the erection, expansion or reconstruction of any building or structure used or intended to be used for an existing highway commercial use shall meet the least restrictive of:
 - (i) the requirements of the C2 zone; and
 - (ii) the existing yard depths;
- (d) once the use is converted to another use permitted in the R2 zone, Council shall consider amending the Land Use By-law to delete the existing use as a permitted use in the R2 zone.

6.19 It shall be the policy of Council to permit existing residential uses in the downtown commercial area to continue, but Council shall limit new residential development. Existing residential uses within the designated downtown shall be zoned residential R1 or R2 according to the present use.

6.20 Land zoned residential within the downtown commercial area may be rezoned to commercial, but land zoned commercial may not be rezoned to residential unless the property was formerly zoned residential, continues to have a structure readily usable for residential purposes, and has experienced extended vacancy. Land zoned residential may not be rezoned to any other residential zone.

6.21 Dwelling units are permitted in the areas zoned commercial in the downtown commercial zone, provided that if a dwelling unit is located on a parcel fronting Queen Street or Granville Street that it is located above or to the rear of the first storey of another permitted use.

6.22 It is the intention of Council to consider applications to develop grouped dwellings in the Residential Multiple (R2) Zone by development agreement in accordance with the evaluative criteria set out in Policy 23.7.1. In considering such agreements Council shall have regard to Policy 23.6.3 and have particular regard to the impact the proposed development will have on surrounding neighborhood uses, particularly the adjacent residential uses, and the existing development pattern of the area in terms of architectural compatibility, parking, traffic circulation, road capacity, site access, landscaping, setbacks and the provision of municipal services.

PART 12 - DOWNTOWN COMMERCIAL (C1) ZONE

12.1 Uses Permitted

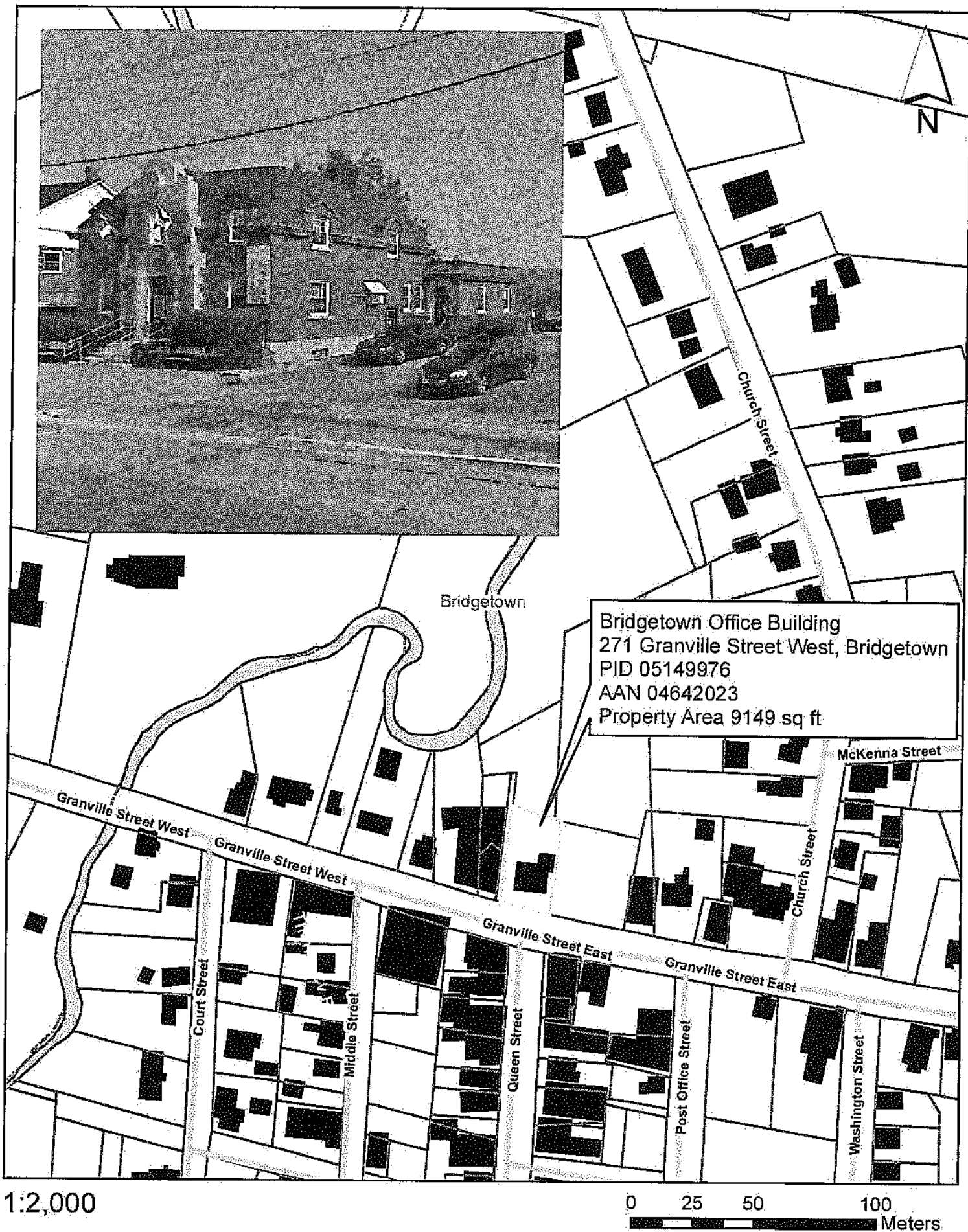
No development permit shall be issued in a Downtown Commercial (C1) zone except for one or more of the following uses:

- amusement arcade
- art galleries
- bank and financial offices
- barbershops
- beauty parlours
- bottle exchanges
- building supply outlets
- business and professional offices and buildings
- commercial schools
- dressmaking and tailoring uses
- dry cleaning or laundry depots
- dwelling units provided that if they are located on a parcel fronting on Queen Street or Granville Street that they are located above or at the rear of the first storey of another permitted use
- existing highway commercial uses subject to the requirements below
- fitness centres
- government administrative offices and services
- laundromats
- libraries
- liquor outlets
- manufacturing uses under 1,208 m² (13,003.2 sq.ft.) in connection with a retail outlet
- manufacturing, warehousing and assembly uses on present or former railway properties
- medical clinics
- music studios
- parking lots and parking structures
- parks & playgrounds
- photography studios
- private reception, banquet and meeting facility
- repair shops (excluding automotive repairs)
- retail stores and shops
- restaurants and eating establishments
- shoe repair shops
- tanning salons
- taverns
- taxis and bus stations
- tearooms

12.2 Zone Requirements

In a Downtown Commercial (C1) zone, no development permit shall be issued except in conformity with the following requirements:

Minimum rear yard	3 m (9.8')
Maximum height of main building	11 m (36.0')



1:2,000

PART 6 - RESIDENTIAL POLICY

The majority of the built environment in Bridgetown is used for residential purposes. The housing stock consists of sometimes grand historic homes, older homes and a number of newer dwellings. It is a characteristic of the Town that virtually all residential uses are well maintained. Single detached dwelling units predominate, but there are a number of semi-detached dwellings, duplexes, apartments, boarding houses, bed and breakfasts and an inn. A number of these are converted older homes. Rowhouse developments are limited to the housing provided for senior citizens through efforts of the Town and the Provincial Government. There are no mobile homes in Bridgetown. All areas of the Town are safe, enjoyable and within relatively easy walking distance of the downtown, schools and recreational facilities.

At present, there are only a few incompatible land uses within the existing residential areas.

Council=s Residential Goal

Council's goal is: to assist in the provision of a variety of living environments for the people of the Town which are compatible with the existing pattern of development.

Council=s Residential Objectives

Council's objectives are: the protection and maintenance of existing residential areas, long range planning and management of future residential areas, planning and servicing new residential areas, co-operation with senior levels of Government to improve housing and residential development with the establishment of residential land use standards.

- 6.1 It shall be the policy of Council to designate those areas shown on Map A, the Future Land Use Map, for residential development.
- 6.2 Designated residential areas shall be developed and maintained primarily for residential purposes and may include uses compatible with residential uses, including parks and playgrounds, secondary business uses, bed and breakfasts, inns, boarding houses, rooming houses, funeral parlours and existing highway commercial uses.
- 6.3 Recreational uses, institutional uses and service/utility uses may be permitted in designated residential areas by amendment to the Land Use By-law.
- 6.4 The undeveloped areas designated as residential on Map A, the Future Land Use Map shall be zoned Residential Light Density (R1) or Residential Rural (R3). Existing agriculture and low density residential uses shall be conforming.
- 6.5 In considering an amendment to the Land Use By-law to allow residential development of land, the Council shall take into account the feasibility of extending central sewer and water systems, roads and other services to the proposed development; the compatibility of the proposed development with adjacent land uses; the direction and pattern of services which the proposed use will establish within the Town; and environmental constraints on services, utilities and development.

Ideally, new development should occur only when central water and sewer services and roads are available or their extension is reasonable. Financial and other constraints may therefore preclude certain developments. It is appropriate to occasionally permit low density development where services are not available and Department of Environment Standards can be met.

6.6 Single family detached farm dwellings may be constructed on two hectare lots even though they cannot immediately be provided with central water and sewer services. In areas that are presently built up, Council may permit single detached and duplex dwellings without both central water and sewer services subject to larger lot size requirements and may permit single detached and duplex dwellings without central water services. Unserved and partially served lots must meet Department of Environment development standards and must be infill lots that are not easily serviced or rural single detached farm dwellings. All other developments shall be permitted only where central sewer and water services are available.

6.7 Designated residential areas shall be zoned as:

Residential Light Density	(R1)
Residential Multiple Density	(R2) or
Residential Rural	(R3)

6.8 In considering the zoning of designated residential areas and in particular amendments to the Land Use By-law or development agreements that would permit increased residential density or permit non-residential uses in residential areas, Council shall ensure that the proposed use does not alter the predominant character of the area or the amenities of the area; does not have a deleterious effect on Town services; does not result in excessive noise or traffic; and does not have extended hours of activity.

It is known that the Town has a strong residential tradition and that residential uses are typically compatible with a wide range of other land uses. It has further become evident that good quality residential redevelopment cannot always meet the standards of residential zoning, particularly when lot sizes, shapes and access are established and developed centuries ago. Given this fact and the non-conformities it produces in redevelopment planning efforts, the Town will establish comprehensive development districts known as "Residential Rehabilitation Areas". The Residential Rehabilitation Area CDD is to be applied specifically for the redevelopment of non-residential properties to multiple residential or the development of commercial/residential mixed uses. Any development in these areas can only be undertaken after a development agreement with the owner of the property proposed to be developed has been entered into with the Town.

On Church Street, the Future Land Use Map shows as CDD, a significant existing non-residential development that cannot easily be re-located and should not be made non-conforming. Where such uses are not greatly incompatible with future residential development, provision should be made for them to continue adjacent to or even as part of residential development provided they can be made to minimize any undesirable impacts. As the necessary steps to minimize conflict will almost certainly differ in each case, development agreements are an appropriate planning tool. Typical non-residential uses of low impact on adjacent residential areas can include warehousing and storage, small assembly operations, some light manufacturing applications such as electronics, and business or governmental offices.

Highway commercial uses are not normally permitted in a residential area because of the land use conflict and excessive vehicular traffic generated. However, in Bridgetown, an existing highway commercial use, the Bridgetown Motor Hotel, is located in a designated residential area. Council has considered whether this use could be zoned residential, making it non-conforming; whether the use could be highway commercial; or whether the use could be specifically permitted as an additional use allowable within the residential zone. Making the use non-conforming restricts more than Council considers essential, while zoning the use as highway commercial could permit more incompatible uses to be developed on the property. Council therefore chooses the third alternative, allowing the use to continue and to be rebuilt, but allowing it only to be changed to uses permitted in a designated residential area. This compromise solution is an attempt to avoid undue hardship without permitting serious land use conflict to develop.

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- (a) the use shall not be expanded to cover an area of land greater than the lot so used at the time of the adoption of this Plan;
 - (b) the use shall not be converted to any use other than that existing when this Plan is adopted, except for a use permitted under the accompanying By-law in an R2 zone and if the use is converted to another permitted use, the property may not again be used for a highway commercial use;
 - (c) the erection, expansion or reconstruction of any building or structure used or intended to be used for an existing highway commercial use shall meet the least restrictive of:
 - (i) the requirements of the C2 zone; and
 - (ii) the existing yard depths;
 - (d) once the use is converted to another use permitted in the R2 zone, Council shall consider amending the Land Use By-law to delete the existing use as a permitted use in the R2 zone.
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- 6.22 It is the intention of Council to consider applications to develop grouped dwellings in the Residential Multiple (R2) Zone by development agreement in accordance with the evaluative criteria set out in Policy 23.7.1. In considering such agreements Council shall have regard to Policy 23.6.3 and have particular regard to the impact the proposed development will have on surrounding neighborhood uses, particularly the adjacent residential uses, and the existing development pattern of the area in terms of architectural compatibility, parking, traffic circulation, road capacity, site access, landscaping, setbacks and the provision of municipal services.

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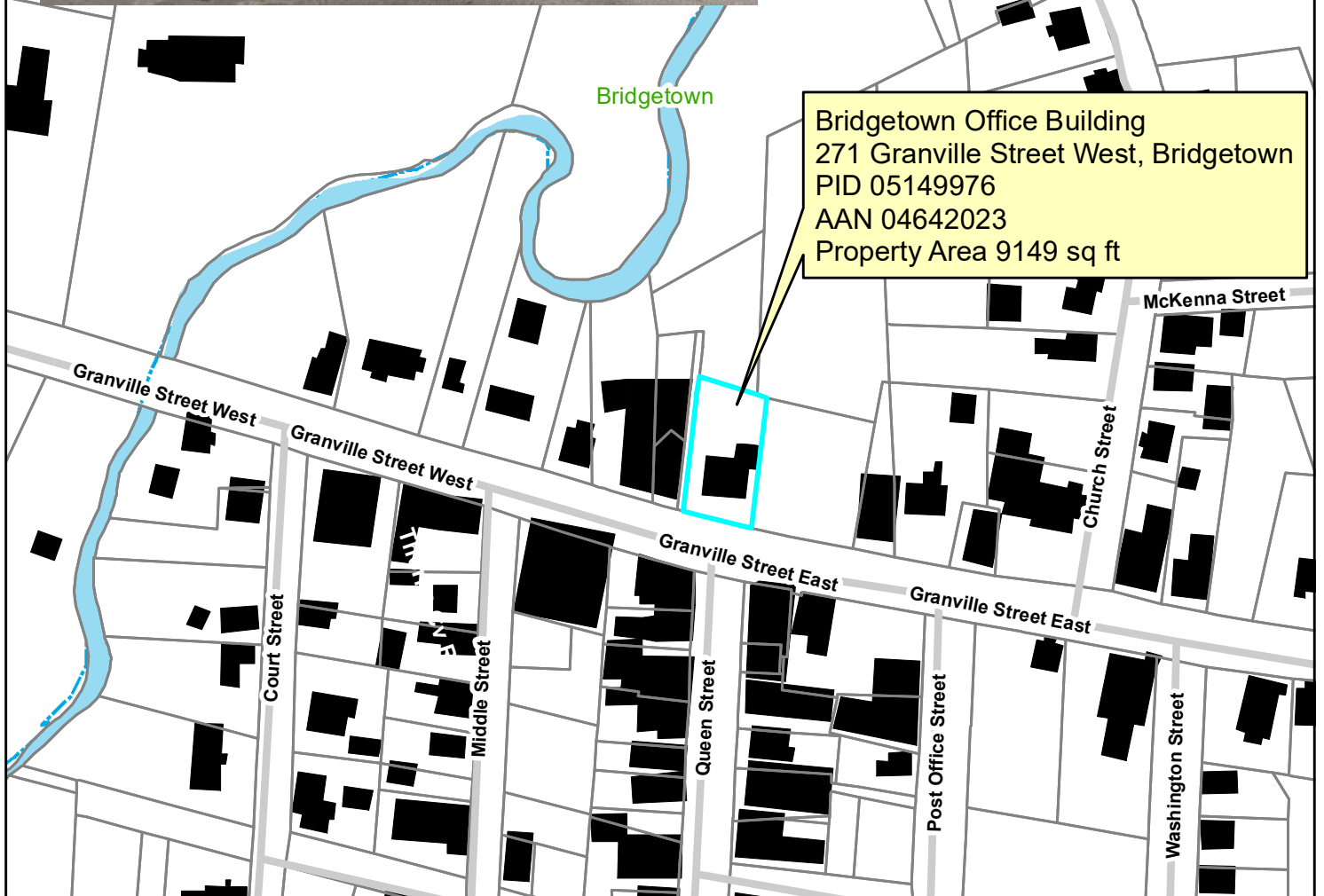
No development permit shall be issued in a Downtown Commercial (C1) zone except for one or more of the following uses:

amusement arcade
art galleries
bank and financial offices
barbershops
beauty parlours
bottle exchanges
building supply outlets
business and professional offices and buildings
commercial schools
dressmaking and tailoring uses
dry cleaning or laundry depots
dwelling units provided that if they are located on a parcel fronting on Queen Street or Granville Street that they are located above or at the rear of the first storey of another permitted use
existing highway commercial uses subject to the requirements below
fitness centres
government administrative offices and services
laundromats
libraries
liquor outlets
manufacturing uses under 1,208 m²(13,003.2 sq.ft.)in connection with a retail outlet
manufacturing, warehousing and assembly uses on present or former railway properties
medical clinics
music studios
parking lots and parking structures
parks & playgrounds
photography studios
private reception, banquet and meeting facility
repair shops (excluding automotive repairs)
retail stores and shops
restaurants and eating establishments
shoe repair shops
tanning salons
taverns
taxis and bus stations
tearooms

12.2 Zone Requirements

In a Downtown Commercial (C1) zone, no development permit shall be issued except in conformity with the following requirements:

Minimum rear yard	3 m (9.8')
Maximum height of main building	11 m (36.0')



Bridgetown Office Building
 271 Granville Street West, Bridgetown
 PID 05149976
 AAN 04642023
 Property Area 9149 sq ft

1:2,000

0 25 50 100 Meters



COUNTY of ANNAPOLIS
NATURALLY ADDED

RECOMMENDATION REPORT

To: Committee of the Whole

Submitted by: Victoria Hamilton, Planner

Date: July 12, 2022

Subject: Former Bridgetown Town Hall Application for Heritage Registration

RECOMMENDATION

That Municipal Council refer the former Bridgetown Town Hall property Heritage Property Application to the Heritage Advisory Committee for review/recommendation for inclusion in the Registry of Heritage Properties.

ORIGIN

Heritage Property Registration Application Received June 27, 2022.

BACKGROUND/DISCUSSION

June 27, 2022 Alan Parish, Warden for the County of Annapolis submitted an application requesting Council include 271 Granville Street, Bridgetown (PID 05149976) in the community of Bridgetown (circa 1935) in the Annapolis County Registry of Heritage Properties.

LEGISLATIVE AUTHORITY

C5 (ss: 5) - Heritage Property By-law

OPTIONS TO CONSIDER

An option to consider would be not to proceed with the registration of the property as a municipal heritage property.

FINANCIAL IMPLICATIONS – n/a

Report Prepared by:


Victoria Hamilton, MPLAN, Planner

Report Reviewed by:

Linda Bent, Manager of Inspection Services

Report Approved by:

David Dick, CPA CA, Chief Administrative Officer

SECTION 4

APPLICATION FOR HERITAGE PROPERTY REGISTRATION

Municipality of the County of Annapolis

PO Box 100

ANNAPOLIS ROYAL, NS

B0S 1A0

Date: June 27, 2022

Attention: The Warden and Councillors of Annapolis County

I/We, Alan Parish, Warden of PO Box 100 Annapolis Royal recommending the property at

NAME

MAILING ADDRESS

271 Granville Street, Bridgetown

NAME OF PROPERTY AND CIVIC NUMBER

Annapolis County, Nova Scotia, and do hereby make application to register our property:

Registered Owner (s)

Home Phone Number

Registered Owner (s)

902-532-2331
Business Phone Number

Suggested property name: _____

*Please Note: Along with this application is a questionnaire, please answer all the questions to the best of your knowledge. The completed questionnaire must accompany this application for your application to be considered complete. Failure to supply this information may result in your application being delayed.

HERITAGE REGISTRATION QUESTIONNAIRE

The following is a list of questions that will assist in documenting the history and historical association of your property. As part of the registration process of a heritage property in Annapolis County, a report is prepared for the Annapolis County Heritage Advisory Committee for their consideration. It is asked that you complete this questionnaire to the best of your knowledge. Where possible, it is helpful to provide supporting documents concerning your property such as old deeds, newspaper articles, photographs, etc. Please send only copies of these documents rather than originals.

It would also be helpful if the assessor could meet with you in your home so that you might point out special features which add to the authenticity of the dating of construction.

1. When was the building(s) constructed?

c.1935

2. Who constructed the building(s)?

Architect Thomas William Fuller designed the building. Thomas William Fuller the Chief Architect of the Department of Public Works. The structure is one of a series of buildings across Canada that was erected with the aim of establishing a visible federal presence throughout the Country.

3. Why was the building(s) constructed originally and what was the building(s) used for over time?
Explain with specific dates, persons or events.

Building was constructed in 1930 as a federal post office on the site of a former hotel.

4. Where did the materials used in the construction of the building(s) come from?

Brick

5. How much did it cost to construct the building(s)?

Unsure

6. What is the overall condition of the building(s)?

Upon inspection the overall condition of the building is good. However, the roof is in need of repair.

7. What repairs are needed to restore the building(s) to the original condition (especially repairs needed to the exterior of the structure)?

The exterior of the structure is in good condition. At time of application, the only immediate repair needed is the roof.

8. Is the building(s) on the original site of construction, if not, where was the original site?

The building is on the original site of construction.

9. Has the building(s) ever burnt down, if so, when?

No

10. Has the exterior of the building ever been structurally altered or cosmetically altered from its original appearance? Please note the type of alteration(s) and the date(s).

no

11. Were there any other building(s) removed from the property?

no

12. Does the building(s) have a distinct design unique in the local area?

Yes, the building is a fine example of late 19th-century design in its picturesque composition and the varied colours and textures of the exterior building materials. The rounded-arch above the door show the influence of the Romanesque-Revival style.

13. Why was the particular style or design of the building(s) chosen by the builder?

The building is typical of Fuller-designed buildings, including its; two storey height, rounded arched entrance, and symmetrical arrangement,

14. How do other building(s) in the local area compare to your building(s) in terms of age, condition, style, design, etc.?

The building is unique to other buildings in Bridgetown. There are no other buildings in Bridgetown that resemble this type of development in style and design,

15. Does your building(s) relate to a specific individual, group, organization or institution of note in local, provincial or national history? Explain.

Yes. Having been designed by Thomas W. Fuller, the elements which speak to the qualities of a small urban post office, specifically its location in the community, its public accessibility signalled by the prominent main doors are symbolic to other older dominion buildings designed by T. Fuller across Canada.

16. Does your building(s) relate to a specific event(s) in history which was notable on a local, provincial or national level? Explain.

Thomas W. Fuller was the Chief Architect of Canada. However, we are unsure if it was his son Thomas W. Fuller Jr. we are assuming his son, Thomas. W Fuller would have designed the building in Bridgetown.

17. How did or does now the surrounding property relate to your building(s)? Please explain in terms of original land parcel size, subdivision of the property over time and the use or change in use of the property over time.

The location of the former federal post office relates to the linear development of the town as it is located in a central location in the downtown core of Bridgetown. The property boundaries since the time the building was built in 1935 have not changed in parcel size. Until 2021, the building has been used for institutional uses relating to government.

18. If you answered on the Application for Heritage Property Registration that it is your intent to register only a portion of your property, please explain what portion you wish to have registered and why. Please attach a site plan of your property describing in detail the dimensions, area, existing buildings, driveways, fence lines, brooks, streams, rivers or other distinctive features along with a north reference point to further explain your intent.



COUNTY of ANNAPOLIS
NATURALLY BUILT

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Date: July 12, 2022
Subject: Recommendation Report – Amend AM – 2.7.9 COVID-19 Proof of Vaccination Policy

RECOMMENDATION

That Municipal Council amend AM – 2.7.8 COVID-19 Proof of Vaccination Policy as circulated, seven-day notice.

LEGISLATIVE AUTHORITY

Municipal Government Act Sub-section 48(3)

BACKGROUND

2022-05-10 Committee of the Whole It was moved by Councillor Longmire, seconded by Councillor Hudson, to direct staff to draft a COVID-19 Vaccination Policy for councillors. Motion carried. 10 in favour 1 against (Gunn).

2022-06-14 Committee of the Whole It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that Municipal Council amend AM – 2.7.8 COVID-19 Proof of Vaccination Policy as circulated, seven-day notice.

Councillor Longmire moved, seconded by Councillor Sheridan, to amend the motion restrict options in Section 5.4 to the ones listed and place them in order. Motion carried unanimously.

It was moved by Councillor Longmire, seconded by Councillor Sheridan, to refer AM-2.7.9 COVID-19 Proof of Vaccination Policy to staff to bring changes as discussed back Committee of the Whole in July. Motion carried unanimously.

DISCUSSION

The vaccination policy continues to be in keeping with best practice being adopted by many Nova Scotia municipalities and businesses.

FINANCIAL IMPLICATIONS

None known

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

- Not approve the recommended amendments
- Repeal the policy

NEXT STEPS

If approved, commence practice effective immediately

ATTACHMENTS

N/A

Report Prepared by:


Dawn Campbell, Director of Legislative Services and HR

Report Approved by:



CAO David Dick, CPA CA

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

1. APPLICATION

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

2. AUTHORITY

- 2.1 *Municipal Government Act*, as it is amended.

3. DEFINITIONS

- 3.1 **COVID-19** refers to the outbreak of the novel coronavirus known as COVID-19.

4. PURPOSE

- 4.1 The County is committed to providing a work environment that keeps our employees and the community safe. This commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical therefore that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.
- 4.2 The purpose of this Policy is to set out the standards that employees must meet in the workplace so that each employee can do their part to keep each other and the public safe.

5. PROCESS

Mandatory Vaccination

- 5.1 The County requires all **councillors and** employees to be fully vaccinated (~~have both injections of one of the recognized vaccines~~) against COVID-19 **in accordance with Nova Scotia's COVID-19 immunization plan**.
- 5.2 Employees **and councillors** must provide confirmation of their vaccination status by providing an acceptable copy of the Nova Scotia COVID-19 Vaccination Record or other acceptable record if ~~the employee was~~ vaccinated outside of Nova Scotia.
- 5.3 If an employee is not vaccinated, the employee must disclose in writing to the Employer the reason for not being vaccinated. The Employer recognizes that it has a duty to accommodate employees who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion. The Employer will review the information and, after consultation with the employee, take alternative actions such as requiring that the employee undergo testing at a regular interval to be determined by the Employer, restricting access to the workplace, placing the employee on an unpaid leave of absence, and / or taking some other step so that the employee does not pose a hazard to other employees or anyone else with whom they would have contact through their work.

5.4 If a councillor is not vaccinated, the councillor must disclose in writing to Municipal Council the reason for not being vaccinated. Municipal Council will review the information and, after consultation with the councillor, take alternative actions as follows:

(a) The councillor may be asked to provide proof of a negative COVID-19 test result to the Chief Administrative Officer on the day of, or day immediately preceding, any scheduled meeting;

(b) In the instance of meetings called with limited notice, time may be provided for the councillor to do COVID-19 testing before the meeting is called to order;

(c) The councillor may be required to attend meetings virtually.

5.5 The Employer will provide councillors and employees with self-administered rapid test kits. Any councillor or employee who tests positive on a rapid test will be required to ~~provide confirmation of a negative PCR test before being allowed to be in the workplace~~ isolate in accordance with provincial requirements.

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

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

6 COMPLIANCE

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

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

6.3 If a councillor does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) Municipal Council can require that the councillor follow alternative measures such as weekly testing or attending meetings virtually.

7 CONFIDENTIALITY

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

8 REVIEW OF POLICY

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

Municipal Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice **PENDING July 12, 2022**
Council Approval **PENDING July 19, 2022**

Carolyn Young

PENDING

Municipal Clerk Date

*At **Annapolis Royal** Nova Scotia*

CAO Report

July 12th, 2022

Finish work on financial statements and financial information returns

Special meetings and council meetings

Staff performance reviews

Professional development relating to staff evaluations and work plans (L Coutino)

Zoom call(s) with internet provider and steps moving forward

Multiple discussions with customers

Review of west paradise site and former C&D site

Completion of survey with councillors

Meetings with staff

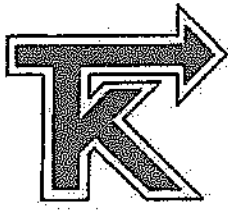
Discussions with councillors

Discussions about organizational changes as a result of combining offices

Meet with health officials

Establish new procedures and practices for procurement team

Further discussions with legal advisors



Kings Transit Authority

General Manager's Report

May's Month-End Report

As presented at the June 22nd, 2022 Board Meeting

Section 1.0

Garage and Fuel prices

Section 2.0

Ridership and Revenue

Section 3.0

Monthly Financial Reporting

Section 4.0

Monthly Financial Summary

Section 5.0

Ridership Initiatives

Section 6.0

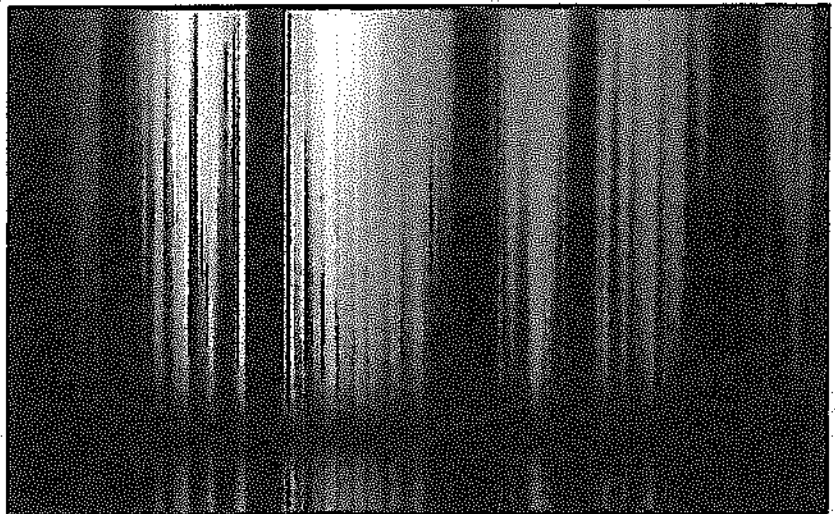
Human Resources

Section 7.0

Monthly Activities

Section 8.0

Planned Activities



3/23/2022

1

Section 1.0 – Garage and Fuel Prices

Buses

In the Month of March we had 19 work orders for repairs on our vehicles for a total of \$10,509.35.

Bus 59 which is budgeted for a complete refit, costing \$159,000. This amount remains in the Capital budget for 2022-23, moving it forward to complete this scheduled work to extend the lifespan of the vehicle. This work will not begin until the 4 donor buses on the road completely. Most likely in July, possibly August this year.

The 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. 3 "Donor" buses have been completed at the body shop, having all panels replaced and fully painted in white. All 4 donor buses have been floated to and from Truro and are back in the KTA maintenance facility.

We continue to have operational issues with the buses. The maintenance department is keeping up with the work, but are unable to get ahead in order to provide spare buses to support service if a bus on the road fails.

Garage

There are drainage issues which have been present at the garage, outside of the wash bay. We are, approximately every 3-months, having to pump out the drainage system. This costs approximately \$1000 each time, but more so it shows there is a lack of proper drainage system in an area where it needs to be. An engineer has assessed for us free of charge.

Able engineering responded to the RFP, attended the site meeting, the only organization to attend. They will be putting together a proposal for us to review. As of now it appears another RFP will have to go out for tender in regards to the actual work. I have been advised everyone is so busy, they are having difficulty making any site visits.

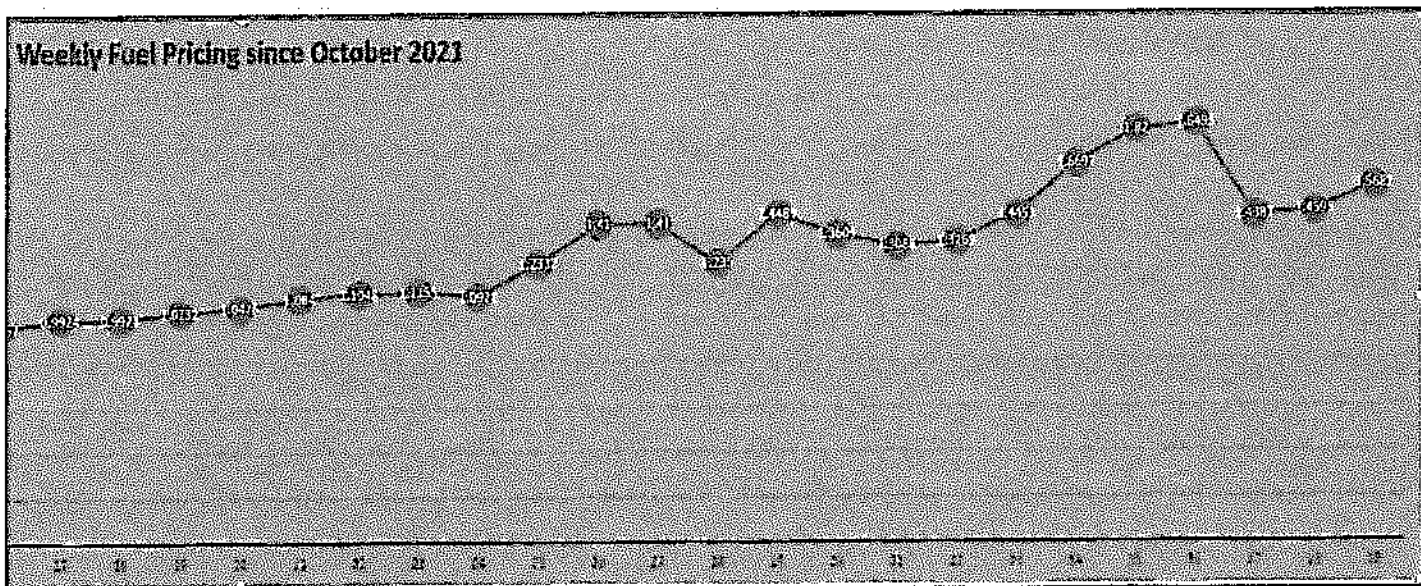
Fuel

Fuel prices remain high. At the end of the May, 2022 Kings Transit is reporting fuel costs of \$124,311.27 in fuel costs. In breaking it down further, the Core sits at \$68,656.74, Annapolis sit at \$36,625.45 and Digby sits at \$19,029.08. In saying this at the time of this report we were paying \$1.56/L.

Annapolis, if fuel rates do not drop is forecasted to end in a deficit of \$14,711. The Core is forecasted to be over in fuel by \$23,433.57 and for Digby we are currently forecasting a surplus of \$200. When budgeting we looked at a 20% increase over the forecasted fuel consumption to end the 2021-22 Fiscal budget year. So far fuel prices have been an average of \$1.60/L, compared to the \$1.44/L it was budgeted at. Meaning an average of \$0.16/L greater than budgeted.

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Section 2.0 – Ridership and Revenue

Ridership

When looking at Ridership numbers for 2022 in the month of May we have seen a 136% increase in ridership. KTA is performing better than last year when in May 2021 KTA had ridership of 9,980, and in 2022 Ridership for the month of May ended up being 23,553. These ridership numbers are better than expected during the budgetary process.

Year to Date ridership will show us how we progress as Ridership. At the end of May, 2021 Ridership was recorded at 25,058. According to information of the same lineage we currently sit at 45,156 at the end of May 2022. Year-to-Date budget is at 36,114, this translates to a 25.04% increase over the budgetary amounts. We are seeing higher ridership so far this year than budgeted for. This is encouraging for our future business needs.

Revenue

Revenue for May is \$25,519 in 2022. This is down from \$75,896 in 2019. This equates to 33.7% of funds accrued in May from 2019 compared to 2022.

Service Suspensions

In May there were no service suspensions for any reason.

Section 3.0 – Monthly Financial Reporting

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

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Section 4.0 – Monthly Financial Summary

Core	YTD Actual	YTD Budget	Variance
Revenue	\$ 525,808.37	\$337,594.84	\$ 188,213.53
Expenses	\$ 337,288.05	\$ 336,926.66	\$ 361.39
Surplus/Deficit	\$ 188,520.32	\$ 668.18	\$ 187,852.14

Annapolis	YTD Actual	YTD Budget	Variance
Revenue	\$ 121,191.35	\$ 113,606.00	\$ 7,589.35
Expenses	\$ 137,570.73	\$ 113,478.00	\$ 24,092.73
Surplus/Deficit	\$ -16,379.38	\$ 128.00	\$ -16,251.38

Digby	YTD Actual	YTD Budget	Variance
Revenue	\$ 55,731.53	\$ 56,079.16	\$ -347.63
Expenses	\$ 59,879.58	\$ 54,550.52	\$ 5,329.06
Surplus/Deficit	\$ -4,148.05	\$ 1,528.64	\$ -5,676.69

Section 5.0 – Ridership Initiatives

We are currently in the stage of wrapping a bus and sending out boosted Facebook posts through our social media, curated by Revolve Marketing.

DoubleMap is still not providing the service they are contracted too. They issued a \$10,000 invoice for equipment received that was supposed to be new, along with other essentials to have the systems work properly, but the tablets came to us used and the Sim cards do not work in the tablets provided.

I sent the invoice to the DoubleMap management team with a large synopsis of the problems I have seen since being involved with KTA. I refused to pay the invoice at this time, until all contractual agreements have been met. (ie: working Sim Cards to use the tablets just provided to us, at this time we have not enough tablets to track all the vehicles, this will include the donor buses once they are on the road).

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I have yet to receive a response from DoubleMap, however due to the service we have been provided I no longer feel this is best value for KTA and once the ICIP funding starts to be produced for implementation I will need to RFP a new GPS provider with an RFP that suits our needs, not necessarily lowest bidder. This will continue to be reviewed to ensure the proper decision making process occurs.

Section 6.0 – Human Resources

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

The 4 candidates that we were looking to hire, 3 have been brought on. The last continues working towards his Class 2 license to be able to drive with us. He has no off letter as of yet, it is conditional on completing Class 2 licensing.

The Work from Home Program has been suspended until the Work from Home Policy receives final approval.

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

We are currently not fully staffed, having a temporary worker in the MSCA role for now while the recruitment process continues. We are looking to hire an additional 3 part time operators to compliment any services changes that are made. Hopefully moving them to full time once the routes have taken hold.

Section 7.0 – Monthly Activities

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

1. Completed Stage 1 of the Policy Manual, sent to legal for review;
2. Zoom calls with Provincial partners to review ICIP funding and next steps;
3. Participated in Valley Regional Enterprise Network (VREN) meetings and discussing employment gaps and training required for specialized industries;
4. Reviewing Website and putting in place procedures and policies in regards to updating social media, the website and how our Board Meetings are presented to the public;
5. Working with Revolve in Halifax to complete a Ridership Campaign;
6. Selected training courses and registered the operations supervisor and the accounting clerk;
7. Working with the administrator to ensure all areas of accountability are met;
8. Meeting with focus group in West Hants (Windsor) in regards to possible public transit solution starting again to and from Windsor, connecting them to the rest of the valley;

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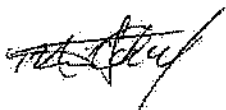
9. Working with MOK to produce a complete large format map of KTA service area, in order to further plan out locations needed for new stops and shelter locations.

Section 8.0 – Planned Activities

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

1. Continue developing procedures and future training materials from the policy manual;
2. Continuing to work on estimates for the Centerville CDCDA in regards to possible transit solutions;
3. Organizing a Non-Ridership Survey with the VRPTA, in order to assess why people do not ride transit;
4. Continue with planning meetings for ICIP with Provincial Partners;
5. Recruiting for Marketing-Customer Service Administration;
6. Organizing Planning trips with a bus to run through the entire MOK transit system in order to identify possible stop locations, but mainly to perform a route analysis in order to prep for the IMSA;
7. Reviewing route and identifying possible new stop locations as well as locations for shelters and benches along route, will be moving through Kings County first, then will assess Annapolis and Digby.

Kindest Regards,



Michael Getchell
General Manager
Kings Transit Authority

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	Actual to May 31, 2022	MI	MI	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	FORECAST TO New FY 2023	BUDGET	% of BUDGET	VARIANCE
A. Annapolis County															
REVENUE															
4031 Taxes - Annapolis East (Budgetary)	16,952.12	7,005.83	7,005.83	7,005.83	7,005.83	7,005.83	7,005.83	7,005.83	7,005.83	7,005.83	7,005.83	64,070.00	1.03	2,340.63	
4032 Taxes - Annapolis West (Cornwallis)	4,133.87	2,438.33	2,438.33	2,438.33	2,438.33	2,438.33	2,438.33	2,438.33	2,438.33	2,438.33	2,438.33	29,977.20	0.97	712.40	
4100 Advertising Income	0.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,000.00	0.75	795.00	
4231 Drug Grant - Mary Annapolis East	200,725.35	47,058.83	47,058.83	47,058.83	47,058.83	47,058.83	47,058.83	47,058.83	47,058.83	47,058.83	47,058.83	571,403.48	1.01	5,587.49	
TOTAL REVENUE	212,812.15	56,803.00	56,803.00	56,803.00	56,803.00	56,803.00	56,803.00	56,803.00	56,803.00	56,803.00	56,803.00	689,213.35	681,831.00	1.01	7,389.35
EXPENSE															
5450 Miscellaneous	0	71.92	71.92	71.92	71.92	71.92	71.92	71.92	71.92	71.92	71.92	634.00	0.00	634.00	
5470 Building Repair & Maint	0	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	100.00	0.00	100.00	
5705 Office Supplies & Travel	310,064.23	17,994.58	17,994.58	17,994.58	17,994.58	17,994.58	17,994.58	17,994.58	17,994.58	17,994.58	17,994.58	213,001.08	213,595.00	0.99	7,992.92
5712 CPE - Ops	1,170.96	575.99	575.99	575.99	575.99	575.99	575.99	575.99	575.99	575.99	575.99	6,911.64	6,911.64	0.00	0.00
5714 E - Ops	746.96	330.20	330.20	330.20	330.20	330.20	330.20	330.20	330.20	330.20	330.20	4,008.26	4,008.26	0.00	0.00
5715 WCE - Ops	1,042.15	616.72	616.72	616.72	616.72	616.72	616.72	616.72	616.72	616.72	616.72	7,409.35	7,409.35	0.00	0.00
5716 Medical/Donal - Ops	2,297.57	484.64	484.64	484.64	484.64	484.64	484.64	484.64	484.64	484.64	484.64	5,815.68	5,815.68	0.00	0.00
5717 Pension - Ops	869.08	832.45	832.45	832.45	832.45	832.45	832.45	832.45	832.45	832.45	832.45	9,993.61	9,993.61	0.00	0.00
Total Ops Employee Benefits	6,612.72	2,860.00	2,860.00	2,860.00	2,860.00	2,860.00	2,860.00	2,860.00	2,860.00	2,860.00	2,860.00	35,232.72	34,370.00	1.03	-912.72
5721 Health & Safety	285.12	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,009.45	1,009.45	1.05	-48.45
Total Employee Related Expense	716.12	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,009.45	1,009.45	1.05	-48.45
5726 Management Fee - Annapolis	22,799.84	11,397.92	11,397.92	11,397.92	11,397.92	11,397.92	11,397.92	11,397.92	11,397.92	11,397.92	11,397.92	136,775.01	136,775.00	1.00	-0.01
5730 Vehicle Fee/Lease/Registration	0.00	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	5,833.33	5,833.33	0.43	1,164.67
5735 Bus Radio's, W/1 & Callahan	402.00	141.75	141.75	141.75	141.75	141.75	141.75	141.75	141.75	141.75	141.75	1,701.00	1,701.00	1.07	-119.00
5736 Shop Supplies	0.00	133.33	133.33	133.33	133.33	133.33	133.33	133.33	133.33	133.33	133.33	1,333.33	1,333.33	0.00	0.00
5736 Obsolete Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5806 Bus 56 RMA Anna East	10,676.76	10,676.76	10,676.76	10,676.76	10,676.76	10,676.76	10,676.76	10,676.76	10,676.76	10,676.76	10,676.76	106,767.60	106,767.60	1.00	-0.00
5802 Bus 57 RMA 57K Anna East	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	42,683.50	42,683.50	1.00	-0.00
5803 Bus 57 RMA 57K Anna West	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	4,268.35	42,683.50	42,683.50	1.00	-0.00
5805 Bus 62 RMA Anna East	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	22,986.10	22,986.10	1.00	-0.00
5806 Bus 66 RMA Anna West	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	2,298.61	22,986.10	22,986.10	1.00	-0.00
Repairs and Maintenance Total	23,518.48	7,916.67	7,916.67	7,916.67	7,916.67	7,916.67	7,916.67	7,916.67	7,916.67	7,916.67	7,916.67	307,685.35	297,685.35	1.13	-10,000.00
5878 Fuel	36,624.45	10,957.17	10,957.17	10,957.17	10,957.17	10,957.17	10,957.17	10,957.17	10,957.17	10,957.17	10,957.17	136,197.42	131,498.00	1.11	-4,711.12
5880 Insurance	5,894.74	2,893.42	2,893.42	2,893.42	2,893.42	2,893.42	2,893.42	2,893.42	2,893.42	2,893.42	2,893.42	34,778.61	34,778.60	1.00	-0.01
5882 Bus Cleaning	3,970.75	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00	18,000.00	1.00	-0.00
5888 Bus Scheduling & Support	0.00	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	81.33	81.33	0.28	16.67
5888 Uniforms	-100.00	105.92	105.92	105.92	105.92	105.92	105.92	105.92	105.92	105.92	105.92	1,159.17	1,159.17	0.78	-11.09
5890 Communication Fees	100.00	103.25	103.25	103.25	103.25	103.25	103.25	103.25	103.25	103.25	103.25	1,239.00	1,239.00	0.96	-26.00
Total Expense	72,392.73	56,739.00	56,739.00	56,739.00	56,739.00	56,739.00	56,739.00	56,739.00	56,739.00	56,739.00	56,739.00	689,831.00	689,831.00	1.03	-35,618.61
Net Income	150,428.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,382.35	18,382.35	0.00	18,382.35

Soldiers Memorial Hospital Foundation Report:

The annual meeting for the Soldiers Memorial Hospital Foundation was held June 9, 2022, highlights of the year are as follows:

--The foundation continues to support funding to the following programs

Annapolis County Seniors Safety Program

Kings County Seniors Safety Program

Trans County Transportation Society

Active Kids Healthy Kids

Medical Students Scholarships

Legion Wreaths and Veteran Christmas Gifts

Physician Recruitment

Staff Appreciation

--A communications and social media committee was formed

--Physician Recruitment and Retention still a major focus

--Funding to Soldiers Memorial for Spacelab Cardiac Monitors and Nodules (7 purchased) and minor equipment items

--Funding to Valley Regional \$326,000.00 toward a new CT scan

Soldiers Memorial Hospital has struggled with regular hours due to lack of physicians. For the months of June and July the Emergency Department is open from 7:30 am to 1:30 pm daily.

Primary Health Care, Department of Family Practice, and Chronic Disease Management is located on the SMH campus and is a growing family practice serving Middleton and area communities. The team includes five family physicians, two nurse practitioners, two family practice nurses, licensed practical nurse, social worker, dietitian, and occupational therapist, all whom work together to serve the needs of their family practice patients, the hospital patients, and the surrounding communities.

The Primary Care Clinic at SMH offers appointments for people who do not have a primary care provider. Please add your name to the Need a Family Practice Registry before calling to make an appointment.

I am including reports from John Smith (Communications Chair), Anne Crowell (Secretary) and Don Hyslop who is Chair of Mid Valley Region Physician Recruitment & Retention Committee.

Respectfully submitted by

Wendy Sheridan

Annual Report Communications Committee

Since September 2021, Communications and social media was assigned to the Vice Chair of the Foundation. For first few months a social media strategy was being prepared to bring timely and positive information to the public about Soldiers Memorial Hospital Foundation activity plus that of our colleagues. This included building our Facebook presence and expanding our engagements.

Having had our first committee meeting in December 2021, we proceeded to formulate more outreach ideas through advertising options. Over the next few months, we reviewed media options of newsprint, magazines, radio, busing options along with signage in prominent locations. We reviewed what marketing products we would need to perform outreach and to show our brand to the community. After much consideration we decided to proceed to the budget phase before implementing any action items. During this time, myself, and Secretary Anne Crowell, started a Did You Know? announcement every Thursday on Facebook. The Did you Know? Section is about informing the public of SMHF's contribution to the community. We then completed and approved a budget of \$13,000 which includes: bus shelter signs in the Town of Middleton and Village of Greenwood through a partnership with Atcom Outdoor, print ads in the Reader, Wing Welcome and Rotary Valley Faces of Business; Marketing tools and promotional material; signage for local arenas in our catchment and Community engagement at festivals and parades. We are proud to be investing in the future of health care by providing one \$500 scholarship to each of the of the High schools in our catchment to an individual who is accepted into a health care field.

We are making advances in our community presence, have increased our Facebook likes by almost 300 percent in less 8 months and are reaching more people everyday through Facebook with hopes to use more social media platforms as we progress.

Thank you,

John D. Smith
Chair
Communications Committee
SMHF

Directors Report Annual General Meeting June 2022

At our AGM in September of last year we said goodbye to Beth Forsyth and welcomed Michael Fairn as the new Administrative Assistant for the Foundation.

A majority of our Board Meetings over the past year have been held via Zoom due to COVID restrictions at the Hospital. We all look forward to resuming our in-person meetings in the future.

The Foundation continues to make positive changes with its social media presence, appointing John Smith as Chair of the Communication Committee. John is the administrator for both the Foundation and the Recruitment & Retention Facebook sites while Michael keeps the Foundation's website updated with current events and announcements.

Remembrance Day was recognize by the Foundation this past year with the purchasing of wreaths from both the Kingston and Middleton Legion. Plans are to expand this initiative to include all Legion Remembrance Day Ceremonies annually for our catchment area.

With COVID lockdown at Soldiers Memorial Hospital, our Christmas celebration for the staff took a unique twist this year. All staff had a chance to win one of 60 \$25 Presidents Choice gift cards in a random daily draw staring on the 1st of December with the last draw taking place on the Christmas Eve. Staff also received a coffee and a cookie from the cafeteria.

Eight Veterans including seventeen patients from the Transitional Care Unit staying in the VAC unit at Soldiers Memorial Hospital received Christmas gifts purchased by the Foundation. Thank you to Michael and his wife Belle, for shopping, wrapping, tagging and delivering the gifts to the VAC unit.

In the new year the Foundation promoted Don Hyslop to Community Navigator from Community Lead for the Recruitment & Retention Committee. This gives Don and the Committee greater access to the other Navigators in the Province and monthly meetings with the Physician Recruiter from Nova Scotia Health. I remain as Don's right hand and now have the title of Vice-Chair.

The Primary Health Care Centre received a new name in January from the Nova Scotia Health, it is now called the Middleton & Area Family Health Centre. The Donor Wall located inside the Middleton & Area Family Health Centre was completed this spring. The plaques proudly display the names of every business, organization and individual who have contributed \$500 or more to the Fund Raising Campaign.

In June of last year we had the opportunity to Videotape and photograph the new Middleton & Area Family Health Centre. A narrated voice over has been added to the video describing the features of Clinic the updated video will be placed on our social media sites and the Community Tool Kit used to recruit Physicians by Nova Scotia Health.

April marked the 50th Anniversary of the Foundation and a Celebration will take place later this summer.

Nurses Appreciation Week this year was another month long celebration thanks to the Foundation providing every staff member at Soldiers Memorial Hospital with a complimentary cup of coffee and a muffin from the Hospital cafeteria.

The Foundation has made huge changes this past year and great strides to be more present in the Communities in which it serves. I look forward to the challenges ahead and seeing what is coming next.....

Anne Crowell,
Secretary, SMHF

Mid Valley Region Physician Recruitment & Retention Committee
Annual Report 2022

The Recruitment & Retention Committee celebrated its 1st Anniversary in April of this year. There are five members of the Foundation on this Committee along with volunteer representatives from Bridgetown, Town of Middleton, Village of Kingston, 14 Wing Greenwood, Village of Greenwood, and Aylesford. We are the only Volunteer Recruitment & Retention Committee in Nova Scotia.

Our Committee meets monthly and we start every meeting with the Statistics from the "Need a Family Practice Registry". When we began in April of last year, over 6000 people were without a family physician, representing 30% of our population. The statistics have now dropped to 5300 needing a physician, or 25% of the population, due in part to the addition of Dr Jerry Asiedu, a new Nurse Practitioner, and Dr. Carol Elliott to the Middleton Collaborative Practice.

Numerous events have taken place over the past year to celebrate our Physicians from the five Medical Clinics in our catchment area. Last October, we held a large Community Welcome Event in Bridgetown where we honoured our new Family Physician, Dr. Jerry Asiedu, along with the three Medical Residents that have been training at the Middleton & Area Family Health Centre. Each received beautiful gifts from the Communities represented on the Committee.

In December of last year, the Recruitment & Retention Committee was nominated by the 100+ Who Care Giving Group who donate to local charities. Although, we did not win the cash prize we did win several free radio spots to promote and advertise future activities by the Committee.

Christmas was celebrated at our five medical Clinics with a delivery of homemade baked goods, nectarines, and gifts for each of the Physicians, Nurse Practitioners, Nurses, and staff at each Clinic. The five Medical Students awarded \$1000 Scholarships from the Foundation last year were delivered Christmas gift cards to their homes over the Holidays and we had a chance to catch up on their news. Valentine's Day brought a sweet treat of cupcakes and candies to each Clinic.

During Medical Residents Week, we treated our three Medical Residents training at the Middleton & Area Family Health Centre to Theatre Passes donated by Evergreen Theatre and monies were generously provided by the local Kinsman Club to purchased gift cards for a dinner out.

In May, we celebrated Doctors Day and Nurses Appreciation Week. With the help of Doctors Nova Scotia, we provided the Doctors and all staff from our five medical clinics, including the two Clinics in Annapolis Royal with a surprise pizza lunch. Physicians received a gift from the Committee and over a hundred thank you cards were written by community members and presented to the Doctors, along with letters of appreciation from our local MLA's. We had two representatives from Doctors Nova Scotia join the celebration in Middleton and share the event

on their social media site. Later in the same week the Committee provided fruit trays and gifts to honour the Nurses and Nurse Practitioners from each clinic.

The Western Zone recruiter invited us to attend a dinner to celebrate Rural Week for both the first year and second year Medical Students from Dalhousie. Four of the students who received Scholarships from the Foundation last year were there and placed with a preceptor at one of the Medical Clinics in the Valley. We presented all 21 Medical Students with a gift and over dinner had the opportunity to promote the Mid Valley Region as the perfect place to work, live, and thrive.

In the past year, the Committee has welcomed 6 International Physicians taking part in the six week Nova Scotia Practice Ready Assessment Program at the Middleton & Area Family Health Centre. We present each visiting Physician with a welcome box filled with donated and purchased items from the community. Members of the Committee help locate the Physicians and their families short term accommodations while training here, provide tours of the Valley, treat them to meals out, and source any items that may be needed to make the Physicians and their families feel at home and included in the Community.

Dr. Jerry Asiedu was part of this Program last year and has been working full time at the Middleton & Area Family Health Centre. Jerry's wife Ama is taking part in this Practice Ready Assessment Program now and has been training in both Antigonish and Springhill for the last 12 weeks. When Ama successfully completes the program and receives her licence to practice in Nova Scotia she will be working with Jerry at the Middleton Clinic.

We have had the opportunity to host several site visits by visiting Physicians interested in working here in the Mid Valley Region. Each Physician is provided a guided tour of the Medical Clinic or Clinics they are interested in, including a tour of the Hospital where they have a chance to talk with fellow Physicians. We were also able to take them on tours of the area showing them the beauty of the Valley. Highlighting the cultural and historical sites, the schools, recreational areas, and the residential areas around the Medical Clinics. Often we send additional information by email to answer any questions they may have after their visit.

Our Committee still has a lot of work to do and we have a busy year ahead as we continue to work on the Recruitment of Physicians and the Retention of those who work here now. We would like to thank all the individuals, community groups, and businesses that have helped us along the way. A special thank you to the Foundation for their continued support as we work together to find a Family Physician for every person who lives here in the Mid Valley Region.

Don Hyslop,
Navigator and Chair, MVR PRRC