

2022-05-10 COTW Agenda Package

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 10, 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 one presentation at 11:00 a.m.

11:00 PRESENTATION (10 minutes)
 - 3.1 **Annapolis County Municipal Housing Corporation** – Executive Director Joyce d’Entremont
 4. **ADOPTION OF COTW MINUTES**
 - 4.1 THAT the minutes of the regular meeting of Committee of the Whole held on April 12, 2022 be approved as circulated.
 - 4.2 THAT the minutes of the special meeting of Committee of the Whole held on April 26, 2022, be approved as circulated.
 - 4.3 THAT the minutes of the special meeting of Committee of the Whole held on April 28, 2022, be approved as circulated
 5. **BUSINESS ARISING FROM THE MINUTES**
None.
 6. **NEW BUSINESS**
 - 6.1 **Information Report Dangerous and Unsightly Premises 2021/22 Year End Report**
 - 6.2 **Recommendation Report Derelict Vehicle Collection Program Extension**
That Municipal Council authorize an extension of two (2) years to the multi-year contract option by Brown’s Auto Salvage Limited as approved June 18, 2019 to be signed by the Warden and Municipal Clerk.
 - 6.3 **Recommendation Report Raven Haven Beachside Family Park Future Plan**
That Municipal Council approve the Raven Haven Beachside Family Park – 1-5 year plan.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

Tuesday, May 10, 2022

9:00 a.m.

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



- 6.4 Recommendation Report Regional Emergency Management Plan**
That Municipal Council approve the Regional Emergency Management Plan (draft dated March 2022), pursuant to the recommendation of the Regional Emergency Management Advisory Committee on March 28, 2022.
- 6.5 Recommendation Report AM-1.2.5 Declaration of Proclamations Policy Amend**
That Municipal Council approve the addition of National Accessibility Week and International Day of Persons With Disabilities to the *AM-1.2.5 Declaration of Proclamations Policy*, seven-day notice.
- 6.6 Recommendation Report Road Naming Process for Shared Access Road off Church Street, Bridgetown North**
THAT Municipal Council initiate the road naming review process to name the shared driveway that provides access to residences off Church Street in Bridgetown North.
- 6.7 Recommendation Report Road Naming Process for Shared Access Road at Long Lake, Hampton**
THAT Municipal Council initiate the road naming review process to name the shared access road at Long Lake in Hampton.
- 6.8 Information Report (via PowerPoint) – Mayor vs Warden System of Governance**
- 6.9 AM-2.7.8 COVID-19 Vaccination Policy, AM-2.7.9 COVID-19 Response Policy – for discussion**
- 6.10 Special COTW June 1, 2022 – for discussion**

7. COMMITTEE & ORGANIZATIONAL REPORTS

- 7.1 CAO Report – Monthly Report (April)**
- 7.2 Warden’s Report – verbal**
- 7.3 Trans County Transportation Society Report**
- 7.4 Kings Transit Authority Report**
- 7.5 Annapolis Valley Regional Library Report**

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

Tuesday, May 10, 2022

9:00 a.m.

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



8.

IN-CAMERA

8.1

THAT Committee of the Whole meet in-camera in accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property, of the *Municipal Government Act*.

9.

ADJOURNMENT

THAT the Committee of the Whole adjourn its meeting until the next regularly-scheduled meeting on Tuesday, June 14, 2022.

Carolyn Young

Subject:

FW: ACMHC Yearly Update to the municipality April COTW

Good Afternoon Carolyn

Please indicate that CEO Joyce d'Entremont will share the Strategic Directions, Our Vision, Mission & Values, 2020/21 Financial Highlights as well as our committees and resident activities as the summary. Our Board Chair, Nancy McGrath will be attending with Joyce.



Pat McClafferty

Executive Assistant, Family Liaison/Billing

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Minutes of the regular Committee of the Whole meeting held on Tuesday, April 12, 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
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 (via zoom) W. Atwell, N. Barteaux, L Bent (via zoom), D. Campbell, N. Comeau, D. Hopkins, S. Hudson, C. Mason (via zoom), D. Ryan, and J Young.

Disclosure of Interest

None.

Approval of the Agenda (Order of the Day)

A request was made to add to **in-camera** (f) litigation or potential litigation.

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that the Order of the Day be approved as amended to add under 8.1 **In-Camera** (f) litigation or potential litigation, and including two presentations at 11:00 a.m. Motion carried unanimously.

Adoption of Minutes

Re: 2022-03-08 Regular

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

Re: 2022-03-29 Special

Deputy Warden Gunn moved, seconded by Councillor Longmire, that the minutes of the special meeting of Committee of the Whole held March 29, 2022, be approved as circulated. Motion carried unanimously.

Business Arising from the Minutes

None.

New Business

Re: Economic Development Project – Municipal Solar Energy

It was moved by Councillor Barteaux, seconded by Councillor Longmire, that municipal council request staff to do expanded research on a Solar Farming Initiative as outlined in the attached preliminary information.

Councillor LeBlanc moved, seconded by Deputy Warden Gunn, to amend the motion to refer to the economic development committee, not staff. Motion carried unanimously.

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

It was moved by Councillor Barteaux, seconded by Councillor Longmire, to recommend that municipal council refer the matter to the Economic Development Committee to do expanded research on a Solar Farming Initiative as outlined in the attached preliminary information. Motion carried unanimously.

Re: Recommendation Report AM-1.2.0.1 Council Videoconferencing Policy – NEW

Deputy Warden Gunn moved, seconded by Councillor Longmire, that municipal council approve *AM-1.2.0.1 Council Videoconferencing Policy* as circulated, (seven day notice).

It was moved by Councillor Hudson, seconded by Councillor Longmire to amend Section 3.1 definitions, (3) to include COTW and all committees of council. Motion carried unanimously.

Councillor Redden moved, seconded by Councillor Longmire to amend the policy by striking 6.2 (1) and 6.2 (2) and Section 6.4.

Point of Privilege

Councillor Longmire called a Point of Privilege to speak to the impact on feeling safe in her workplace – during COVID or otherwise, and referenced Policies 2.7.8 and 2.7.9, which she felt were not being followed.

Deputy Warden Gunn took the Chair at 10:25 a.m.

Warden Parish left the Chair in order to add his comments.

Warden Parish resumed the Chair at 10:30 a.m.

The Question was called on the motion. Motion carried, 6 in favour, 5 against.

Deputy Warden Gunn moved, seconded by Councillor Redden, to amend Section 4.1 to change ‘two’ to ‘five’. Motion carried, 7 in favour, 4 against.

It was moved by Councillor Hudson, seconded by Councillor Connell, to amend the Policy by adding article 6.2(1) to read ‘*prior to the meeting, the Council member provides 48 hours written notice to the Clerk indicating that the council member wishes to attend the meeting by videoconference*’.

Councillor Barteaux moved, seconded by Councillor Longmire to amend the amendment to remove ‘48 hours’ and replace it with ‘reasonable written notice’. Motion carried unanimously.

Recess

Warden declared a recess from 11:11 a.m. – 11:20 a.m.

PRESENTATIONS

Re: CARP – Executive Director Levi Cliche was not present.

Re: Atalanta Hospice Society – President David Cvet brought an update from the Society noting their purpose is to establish Fundy Hospice, a residential and hospice facility to serve County of Annapolis, Municipality of Digby and surrounding area. *They are requesting \$200,000, \$50,000 annually in 2022, 23, 24 and 25.*

Warden Parish thanked Mr. Cvet for his presentation.

New Business (cont'd)

Re: Recommendation Report AM-1.2.0.1 Council Videoconferencing Policy – NEW (cont'd)

Discussion continued on the amended amendment as follows:

It was moved by Councillor Hudson, seconded by Councillor Connell, to add article 6.2(1) to read '*prior to the meeting, the Council member provides reasonable written notice to the Clerk indicating that the council member wishes to attend the meeting by videoconference*'. Motion carried, 7 in favour, 4 against.

Deputy Warden Gunn took the Chair at 11:42 a.m. allowing the Warden to participate in the discussion.

Warden Parish moved, seconded by Councillor Longmire, to amend the policy by adding article 6.2(2) *the council member has not participated in more than three meetings by video conference in the preceding 12 months in addition to meetings in which all council members participated by videoconference, or has received permission from council to participate in the meeting by videoconference.* Motion carried unanimously.

Warden Parish resumed the Chair at 11:56 a.m.

The mover and seconder of the original motion agreed that the motion would read as *amended*, not as circulated.

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that municipal council approve *AM-1.2.0.1 Council Videoconferencing Policy* as amended, (seven day notice). Motion carried unanimously.

LUNCH

The Warden declared a lunch break from 12:03 p.m. until 1:24 p.m., with all returning as previously noted except for the CAO who had to leave at noon. Deputy CAO Dawn Campbell sat in his place.

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

Deputy Warden Gunn moved, seconded by Councillor Sheridan, 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).

It was moved by Councillor Connell, seconded by Councillor Longmire, to defer to COTW in May.

Deputy Warden Gunn took the Chair at 1:30 p.m. so that the Warden could comment.
Warden Parish resumed the Chair at 1:32 p.m.

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

Re: Recommendation Report Mandatory Municipal Boundary Review – Options for 9 and 7 Districts

Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council direct staff to prepare mapping to show a 9 District option and a 7 District option for review by Committee of the Whole prior to presenting these two options to the public for comment.

Deputy Warden Gunn took the Chair at 1:36

It was moved by Warden Parish, seconded by Councillor Hudson to amend the motion by adding after Committee of the Whole ‘*and the issue of a mayoralty system*’. Motion carried 7 in favour, 4 against.

Chair to warden at 1:57

Question on the motion as amended to read:

Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council direct staff to prepare mapping to show a 9 District option and a 7 District option for review by Committee of the Whole and the issue of a mayoralty system prior to presenting these two options to the public for comment. Motion carried, 10 in favour, 1 against.

Presentation

N. Comeau provided background information on each of the billing processes, prior to council making the following motions.

Re: Recommendation Report 2022-23 Sewer Charges County

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that municipal council approve a 2022/23 County Sewer charge of \$578.81 per equivalent unit. Motion carried unanimously.

Re: Recommendation Report 2022-23 Sewer Charges Bridgetown

Deputy Warden Gunn moved, seconded by Councillor Sheridan, that municipal council approve the 2022/23 Bridgetown Sewer Rates as follows:

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

Motion carried unanimously.

Re: Recommendation Report Vendor on Municipal Property Application Tom’s Cool Bus –

It was moved by Deputy Warden Gunn, seconded by Councillor Morrison, that Municipal council authorize the Clerk to issue a Vendor on Municipal Property Permit for the 2022-23 fiscal year for the Annapolis River Causeway Park to the permit applicant Tom Marshall for Tom’s Cool Bus Canteen in accordance with *S6 Commercial Activity on Municipal Property Bylaw*. Motion carried unanimously.

Community and Organizational Reports

Re: CAO Report – the CAO circulated a report for the month of March.

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

Re: Accessibility Advisory Committee – Recommendation

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council amend *AM-1.2.5 Declaration of Proclamation Policy* to include National Accessibility Week at the end of May and the International Day of Persons With Disabilities on December 3.

It was moved by Councillor Longmire, seconded by Councillor LeBlanc to refer to staff to bring a recommendation report to May COTW. Motion carried unanimously.

Re: Heritage Advisory Committee – Recommendation

It was moved by Deputy Warden Gunn, seconded by Councillor Redden, that Municipal Council approve the Clarence Community Hall (a municipally-registered heritage property) application for substantial alteration to replace the present black asphalt shingles with a black metal roof and repair the trim boards to match the existing trim boards on the Clarence Community Hall. Motion carried unanimously.

Re: Trans County Transportation Society

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

Re: Kings Transit Authority

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that Committee of the Whole receive the Kings Transit Authority report for information as circulated. She added that the General Manager is willing to come do a presentation on the budget. Staff was requested to invite him to May COTW. Motion carried unanimously.

Recess

The Warden declared a brief recess from 3:09 p.m. – 3:23 p.m.

In-Camera

It was moved by Councillor Prout, seconded by Deputy Warden Gunn, to meet in-camera from 3:23 p.m. until 4:51 p.m. in accordance with Section 22(2)(c) personnel, (e) contract negotiations and (f) litigation or potential litigation of the *Municipal Government Act*. Motion carried unanimously.

Councillor Longmire left at 4:45 p.m. during the in-camera portion.

Adjournment

Upon motion of Deputy Warden Gunn and Councillor LeBlanc, the meeting adjourned at 4:52 p.m.

Warden

Municipal Clerk

Minutes of the special **Committee of the Whole** meeting held on Tuesday, April 26, 2022, at 9:30 a.m. via Zoom Teleconference.

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

Also Present: CAO David Dick; Municipal Clerk Carolyn Young; other staff A. Anderson, W. Atwell, N. Barteaux, L. Bent, D. Campbell, M. Coles, N. Comeau, H. Fox-Perry, D. Hopkins, S. Hudson, C. Mason, D. Ryan, Janice. Young, and Jim Young.

Declaration of Interest

None.

Approval of Agenda (Order of the Day)

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

New Business

Re: 2022-23 Proposed Budget – CAO Dick thanked staff for putting this together, noting the numbers recorded as ‘actual’ are now outdated. The presentation is a year-over-year comparisons to enable council to move forward with total operating expenditures of \$21,316,764 in 2021/22 compared to a projected \$21,064,056 in 2022/23.

He gave a PowerPoint presentation to provide an overview of the draft budget document circulated in the agenda package.

Councillors were free to ask questions throughout the presentation.

Councillor Morrison left the meeting at 10:15 a.m.

It was moved by Councillor Hudson, seconded by Councillor Barteaux, that staff remove the \$50,000 for the Hospice from the 2022/23 proposed budget.

Councillor LeBlanc called the question. The Warden noted it requires a 2/3 vote to call the question. Motion lost, 6 in favour, 4 against.

The Warden called the Question on the original motion. Motion lost, 4 in favour, 6 against.

CAO – potential of having council, in person on Thursday.

After discussion, it was the consensus that councillors wishing to attend the Special COTW on Thursday, April 28th in person could do so.

Adjournment

Upon motion of Councillors Hudson and Longmire, the special meeting of Committee of the Whole adjourned at 12:37 p.m.

Unapproved draft

Warden

Municipal Clerk

Minutes of the special **Committee of the Whole** meeting held on Tuesday, April 28, 2022, at 9:30 a.m. via Zoom Teleconference, with some councillors attending in person at 752 St. George Street, Annapolis Royal, NS.

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

Also Present: CAO David Dick; Municipal Clerk Carolyn Young (zoom); other staff A. Anderson, W. Atwell (zoom), N. Barteaux, L. Bent (zoom), D. Campbell, N. Comeau, H. Fox-Perry, V. Hamilton, D. Hopkins, S. Hudson, K. Ingles, B. Lamb, C. Mason, Janice Young, and Jim Young.

Disclosure of Interest

None.

Approval of Agenda (Order of the Day)

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

In-Camera

Deputy Warden Gunn moved, seconded by Councillor Connell, to meet in-camera from 9:33 a.m. until 10:40 a.m. in accordance with Section 22(2)(c) personnel of the *Municipal Government Act*. Motion carried unanimously.

New Business

Re: 2022-23 Budget

It was moved by Councillor Sheridan seconded by Councillor Connell to maintain the current tax rate in order build up reserves. Motion carried, 8 in favour 3 against.

Deputy Warden Gunn moved, seconded by Councillor Connell, that municipal council approve the 2022-2023 operating budget as presented on April 26th, and amended today to maintain the current tax rate. Motion carried unanimously.

Re: Set Date Special Council to Set Tax Rate – it was the consensus to set Tuesday, May 3, 2022 at 1:00 p.m. for a special Council to approve the tax rate and review the capital budget. The meeting will be in person or by zoom, as long as a majority are present in the room. Councillors are to let the Clerk know if they wish to attend by Zoom so that a decision can be made.

Re: County-Wide Planning – Public Engagement – CAO Dick sent an email to councillors on April 27th. He will send the updated meeting schedule as well.

Adjournment

Upon motion of Deputy Warden Gunn and Councillor LeBlanc, the special meeting of Committee of the Whole adjourned at 11:53 a.m.

unapproved draft

Warden

Municipal Clerk



COUNTY OF ANNAPOLIS

INFORMATION REPORT

To: Committee of the Whole
Submitted by: Cheryl Mason, Administrator under Dangerous & Unsightly Premises
Date: May 10, 2022
Subject: Dangerous and Unsightly Premises – 2021-22 Year End Report

1– **Dangerous and Unsightly Premises:** Complaint files still open at year end, March 31, 2022.

File No.	DIST	Property location	Dangerous	Unsightly	Diary	Comments /Status
2019/20						
2019/20-015	9	9413 Highway 10, Nictaux		x	Diary May 15, 2022	Demo Permit issued; to begin end of April
2019/20-049	3	96 Jeffrey Street, Bridgetown		x	text April 11/22 - Diary May 15/22	some new fencing on site - work to start by end of April
2020/21						
2020/21-007	3	645 Leonard Road, Central Clarence	x	x	Diary May 27, 2022	Ongoing – owner been working on demo of back part but winter stopped the work
2020/21-015	9	7114 Highway 201, South Williamston		x	Diary tax sale??	Spoke with Finance - 2 yrs in arrears
2020/21-016	10	1429 Inglisville Rd., Inglisville	x	x	Diary May 1, 2022	Owner deceased; family plans to tear down barn - looking for excavator; property for sale;
2020/21-024	10	5843 Hwy #10, New Albany	x		Diary May 11, 2022	Roof repairs required - 30 day Order sent April 11/22
2020/21-025	6	138 Atlantic Avenue, Cornwallis Park		x	Diary May 11, 2022	Wall repairs required - 30 day Order sent
2020/21-031	4	215 Highway 201, Lequille	x	x	Diary May 1, 2022	Demo Permit issued - to start in Spring 2022

2021/22

2021/22-013	6	1099 Hwy #1, Cornwallis	x	x	Diary May 15, 2022	Property tax sale redeemed and property under sale
2021/22-014	3	91 Jeffery Street Bridgetown	x	x	Diary May 11, 2022	New owner working on property
2021/22-016	3	St. Croix Cove Rd., St. Croix Cove	x	x	Diary June 5, 2022	Demo Permit issued ; work has begun
2021/22-018	4	5067 Hwy #1 Granville Centre		x	Diary April 15, 2022	To revisit in Spring – (14 day Order issued in April)
2021/22-026	2	Haddock Alley Margaretsville		x	Diary April 30, 2022	To revisit end of April
2021/22-028*	6	639 Highway #1 Deep Brook		x	COMPLETE April 11, 2022	
2021/22--030	4	362 Fraser Rd., Granville Centre	x	x	Diary May 15, 2022	2nd 30 day letter sent
2021/22-033	7	4688 West Dalhousie Road, West Dalhousie	x	x	Diary May 14, 2022	1st 30 day Order sent
2021/22-034	6	121 Tribal Street, Cornwallis Park		x	Diary April 15, 2022	1st 30 day sent
2021/22-035	10	987 Inglisville Road, West Inglisville			Diary May 1, 2022	1st 30 day sent
2021/22-036*	10	12077 Highway #1 Brickton			COMPLETE April 25, 2022	

Report Prepared by: Cheryl Mason

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

Report Approved by: 

David Dick, Chief Administrative Officer



COUNTY of ANNAPOLIS
NATURALLY UNITED

RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Cheryl Mason, Manager of Protective Services/Administrator for Dangerous & Unsightly Premises

Date: May 10, 2022

Subject: 2022-05-10 - Derelict Vehicle Collection Program Extension

RECOMMENDATION

To recommend that Municipal Council authorize an extension of two (2) years to the multi-year contract option by Brown's Auto Salvage Limited as approved June 18, 2019 to be signed by the Warden and Municipal Clerk.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 31(2)(d)(i)

BACKGROUND

For over 15 years, the County of Annapolis had facilitated arrangements for a derelict vehicle collection program originally created through Resource Recovery Fund Board and shared through Valley Waste Resource Management in past years, to ensure residents had somewhere to dispose of their derelict vehicles that met salvage yard requirements complying with all laws, bylaws and regulations. Through this program, approximately **1,000** vehicles throughout the Municipality have been removed.

The alternative for homeowners has always been to make contact with any salvage hauler at their own expense to have "*derelict vehicles, vessels, items of equipment or machinery*" removed from their property. Note this is a section under the *Municipal Government Act* definition of dangerous or unsightly.

The three years is up on the current contract and the question for Council is whether they wish to continue with this process and extend or not. This past year was slow with only 25 vehicles picked up however there is no way of telling whether COVID-19 played a role in the ability to provide service.

DISCUSSION

Brown's Auto Salvage confirmed they would accept an extension for 2 (two) years on the current contract as per the following Motion.

Motion 19618.18 Selection of Hauler for 2019/20 to 2021/22 Derelict Vehicle Program

- *Deputy Warden Roberts moved, seconded by Councillor LeBlanc, pursuant to the recommendation of Committee of the Whole, that municipal council accept Brown's Auto Salvage Ltd. as the Hauler for the 2019/20 to 2021/22 Derelict Vehicle Program in the County of Annapolis and the Towns of Annapolis Royal and Middleton, with consideration to extend up to an additional two years. Motion carried unanimously.*

FINANCIAL IMPLICATIONS

None – As presented in budget for 2022/2023 for advertising only.

POLICY IMPLICATIONS

None

ALTERNATIVES/OPTIONS

- 1 – Recommend extension for two years as intended in the original contract
- 2 – Not recommend extension and re-advertise for a hauler
- 3 – Not recommend extension and cancel program

NEXT STEPS

Proceed with notification of decision to past hauler.

ATTACHMENT


None

Report Prepared by: Cheryl Mason

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

Report Reviewed by: Dawn Campbell

Dawn Campbell, Director of Legislative Services

Report Approved by:  _____

CAO David Dick, CPA CA



COUNTY of ANNAPOLIS
ANNE ARUNDEL COUNTY

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Brian Orde, Reg. Emergency Management & Recreation Coordinator
Date: May 10, 2022
Subject: Raven Haven Beachside Family Park - Future Plan

RECOMMENDATION

That Municipal Council approve the attached Raven Haven Beachside Family Park – 1-5 year plan.

LEGISLATIVE AUTHORITY

Section 65 of the *Municipal Government Act*, as amended

BACKGROUND

Re: Special Committee of the Whole (2022-01-25)

- Future Operation of Raven Haven Beachside Family Park

MOTION 220215.06 Future Operation of Raven Haven Beachside Family Park

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

DISCUSSION

The size and layout of the site provides great potential for creating new spaces or retrofitting current spaces to provide new recreational amenities. Eliminating some of the current structures like the cabins and some of the out buildings and replacing them with sheltered picnic structures, group use structures, perimeter (accessible) walking trail, and activity areas.

With the 2022 summer season soon upon us the first step is to address the plans for this summer. For this season it is important to look at the facility safety and liability issues such as demolitions, maintenance or repairs. Plans for staffing, equipment and programming also need to be made as outlined below.

Facility demolition / maintenance / repairs:

Recreation and Municipal Operations will work together to address facility liability and safety concerns. Items that will need to be addressed this year:

- General maintenance/repairs:
 - Painting/staining
 - Tree/limb removal
- Capital Work:
 - Electrical and lighting

- Minor renovations/repairs
 - Demolition of cabins 2 & 3, some out buildings, old garbage storage
- (Note: if funds allow the hope is to put in a playground unit or a floating dock)

Staffing:

- Two Park Attendants for light maintenance and cleaning
- Two Canteen Workers for canteen operations, equipment loans/rentals

Equipment:

- New doubles kayak
- Paddle Boards
- New activity games

Programs:

- Try It Days and / or Lessons – Canoeing, Kayaking, Paddle Boards, etc.
- Day camp

FINANCIAL IMPLICATIONS

Funds allocated in the 2022-23 budget to cover anticipated costs for operations and capital work to make the site safe for the 2022 season.

POLICY IMPLICATIONS

None known

NEXT STEPS

ATTACHMENTS

Appendix A – Raven Haven Beachside Family Park – 1-5 year plan

Report Prepared by: Brian Orde, Recreation Coordinator

Report Reviewed by: *Dawn Campbell*

Dawn Campbell, Director of Legislative Services and HR

Report Approved by:

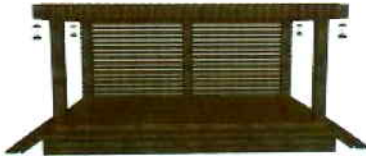



CAO David Dick, CPA CA


Appendix A – Raven Haven Beachside Family Park – 1-5 year plan

Year 1-2 (2022-23)

BUILDINGS/STRUCTURES		
Area	Outside	Inside
Canteen/Washroom Building	Staining/painting decks, stairs, ramps.	Removal of asbestos tiles in freezer/storage room
Priority - Address current safety concerns with buildings.	Replace canteen door and door casing	Electrical upgrades/additions as in Municipal Ops report: <ul style="list-style-type: none"> - Lighting - Electrical outlets - Wiring on hot water tank
New Pop/Water Cooler – replacement one was saved from Upper Clements Park		Electrical Room – Canoe/Kayak equipment to be moved to Mini Cabins that will be stored into a Canoe/Kayak and equipment storage building.
Mini Cabins/Hostel		
	Replace doors – one or both and add a sliding garage door on end for storage of canoes/kayaks and equipment	Electrical upgrades/additions as in Municipal Ops report: <ul style="list-style-type: none"> - Inside Lighting - Electrical outlets - Outside lighting - Move Electrical panel to new location that meets code
	Resurfacing of roof	Remove walls and make one large space for storage
	Replace windows (some)	Remove built in beds, mattresses, hostel items
		New shelving units for proper storage
		Storage racks for PFDs
Large Maintenance Building		
	Fix foundation support/footings	
	Resurfacing roof	
Baby Barn Storage Buildings		
Decide if we will still need all 3 for storage		
Fenced off compound		
	Fix fence or replace with smaller fence	
Flag Pole	REMOVE	
Garbage Hut/Containers	REMOVE & REPLACE (with smaller unit)	
Outhouses		
		electrical rewiring
RENTAL CABINS (2)		
Options available	Sell and have removed at owners expense	Keep boarded up for now to avoid vandalism

	Have demolished and debris removed Removing these structures will allow for future development in year 3-5	
MANAGERS CABIN		
Leave for now	Many options for the future. Like: <ul style="list-style-type: none"> - Main office - Comfort Centre - Staff housing/special guests - Day camp indoor space 	
Wood Storage Area		
Is it necessary? Will there be camp fires here anymore?		
Would this make a great area for another unique feature like a pavilion that could be used as a stage at times when there might be an event with entertainment NOTE: this part likely to come in years 2-5. If not a pavilion/stage here then perhaps on the raised area where stage used to be set up.		 When not being used as a stage can be used as another picnic platform.



<u>Site/Open Space Areas</u>
Trees and overhanging branches removal
Identify trees and limbs to removed
Have tree removal company come in to complete work
Septic system
Pumped out







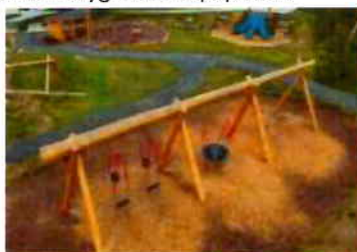

<u>Park Amenities/Attractions</u>
Boats
Purchase new doubles kayak and single kayak
Pedal Boats
Purchases 1-4 paddle boards

Games



Years 3-5 (2024-2027)

(Note all photos are examples only)

<u>Site/Open Space Areas</u>	
Perimeter walking trail	
Accessible for all abilities	
Extension to property across the road	
	
Floating Dock/Boat Launch	
Accessible for all abilities	
Fishing	
Launching boats, canoes, kayaks, pedal boats.	
	
Parking lot	
Fix up – extend?	
<u>Park Amenities/Attractions</u>	
Kiosk	
Community Bulletin board, for notices, posters, important info.	

			
Games			
Some options: Washer toss, corn hole, chess/checkers, Disc Golf board, Shuffleboard court, B-ball court			
			
Picnic Pavilions			
Large one for large group gatherings			
			
Smaller ones for family picnic and gatherings			
			
Playground Areas			
Commercial Playground Equipment			
			

Natural Playground	
	
Sand Diggers/Hammocks	
	
Boats	
Purchase new doubles kayak	
Purchases paddle boards	
Cycle repair station	
	



COUNTY of ANNAPOLIS
WATERBURY ADOPTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Brian Orde, Reg. Emergency Management & Recreation Coordinator
Date: May 10, 2022
Subject: Regional Emergency Management Plan

RECOMMENDATION

That Municipal Council approve the Regional Emergency Management Plan (draft dated March 2022), pursuant to the recommendation of the Regional Emergency Management Advisory Committee on March 28, 2022.

LEGISLATIVE AUTHORITY

Section 10 of the *Emergency Management Act (NS)*

BACKGROUND

Sub-section 10 (1) the *Emergency Management Act* provides powers and duties of municipalities as follows:

"Within one year after the coming into force of this Act, each municipality shall

- (a) subject to the approval of the Minister, establish and maintain a municipal emergency by-law;*
- (b) establish and maintain a municipal emergency management organization;*
- (c) appoint a co-ordinator of the municipal emergency management organization and prescribe the duties of the co-ordinator which shall include the preparation and co-ordination of emergency management plans for the municipality;*
- (d) appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans; and*
- (e) **prepare and approve emergency management plans.**"*

Recent municipal emergency management program evaluations have indicated that the current Regional Emergency Management Plan requires updating or replacement to improve preparedness for all hazards in the Annapolis County region.

The draft plan attached has been updated using the template provided by the NS Emergency Management Organization, as well as drawing upon other NS regional emergency management organization plans that were recently updated. It is much

more comprehensive than the 2015 version. It includes information specific to Annapolis County and has supplemented the following components:

- Description of the regional emergency management organization
- Objectives of emergency management
- Activation levels for designated emergency management staff
- Description of the Emergency Coordination Centre
- Hazard identification and risk analysis
- Procedures for Evacuations
- Processes for Emergency Recovery / Mitigation
- Description of Training and Exercises
- Templates, forms, response plan guides, flow charts, hazard analysis matrix

The goal of the plan is to protect all residents within Annapolis County, their property and the environment by taking an "all-hazard" approach to emergency management. It is not designed to replace existing procedures for managing normal day-to-day incidents in Annapolis County. Normal day-to-day incidents are common occurrences that are managed effectively on a routine basis by emergency services or municipal departments.

DISCUSSION

The draft plan was reviewed by the Regional Emergency Management Planning Committee on February 22, 2022 and recommended for submission to the Regional Emergency Management Advisory Committee.

At the Regional Advisory Committee Meeting held on March 28, 2022, the plan was approved for presentation to respective councils for their approval.

FINANCIAL IMPLICATIONS

None known

POLICY IMPLICATIONS

None known

NEXT STEPS

The Regional Emergency Management Plan will be reviewed annually by the Regional Emergency Planning Committee. Any revisions which are recommended will be prepared for consideration by the Regional Emergency Advisory Committee, and subsequently by respective municipal / town councils.

ATTACHMENTS

Regional Emergency Management Plan (Draft March 2022)

Report Reviewed by: *Dawn Campbell*

Dawn Campbell, Director of Legislative Services and HR

Report Approved by:


CAO David Dick, CPA CA



COUNTY OF ANNAPOLIS

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Municipal Clerk Carolyn Young
Date: May 10, 2022
Subject: *AM-1.2.5 Declaration of Proclamations Policy - Amend*

RECOMMENDATION

That Municipal Council approve the addition of National Accessibility Week and International Day of Persons With Disabilities to the *AM-1.2.5 Declaration of Proclamations Policy*, seven-day notice.

LEGISLATIVE AUTHORITY

Sections 2 and 47(1) & (2), *Municipal Government Act*

BACKGROUND

The additions have been recommended by the Accessibility Advisory Committee:

- National Accessibility Week (Last week of May)
- International Day of Persons With Disabilities (December 3rd)

FINANCIAL IMPLICATIONS:

None

POLICY IMPLICATIONS

None.

ALTERNATIVES/OPTIONS

None considered.

NEXT STEPS

Update policy internally on Sharepoint and externally on our website.

Recommendation Report

2022-05-10


AM-1.2.5 Declaration of Proclamations Policy – Amend

ATTACHMENTS

AM-1.2.5 Declaration of Proclamations showing amendments

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

Report Approved by: _____


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

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		AM-1.2.5
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Declaration of Proclamations	

APPLICATION

This policy applies within the Municipality of the County of Annapolis.

AUTHORITY

Sections 2 and 47(1) & (2), *Municipal Government Act*

POLICY INTENT

To officially declare proclamations either initiated by the Municipality or are copasetic with activities sponsored by the Municipality.

PURPOSE

Whereas the Municipality promotes activities for celebrating various cultures, encouraging active living and health, condemning violence, acknowledging volunteers and seniors, and recommending protection of the environment; the declaration of proclamations relating to such promotions would be appropriate. The listing of proclamations specified in Proclamations by Month can be amended by resolution of Council.

PROCLAMATIONS BY MONTH

January:

- Take the Roof Off Winter

February:

- African Heritage Month
- National Flag Day (February 15th)
- Nova Scotia Heritage Day (Third Monday)

March:

- International Day to End Racism (March 21st)
- Epilepsy Awareness Month / Purple Day

April:

- Volunteer Week
- World Autism Awareness Day (April 2nd)
- Earth Day (April 22nd)

May:

- Lyme Disease Awareness Month
- Emergency Preparedness Week (first week)
- National Accessibility Week at the end of May

June:

- Recreation Month

As amended	Date of Approval	Page 1 of 2
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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		AM-1.2.5
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Declaration of Proclamations	

- Environment Week
- Black Mi'kmaq Day (June 16th)

July:

None

August:

None

September:

- Right to Know Week

October:

- Mi'kmaq History Month
- Waste Reduction Week

November:

None

December:

None

- International Day of Persons With Disabilities (December 3)

Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice

anticipated May 10, 2022

Council Approval

anticipated May 17, 2022

anticipated May 2022

Clerk

Date

At Annapolis Royal, Nova Scotia

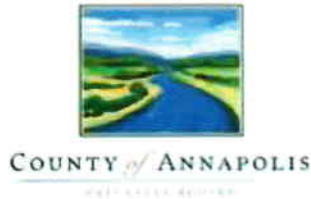
AMENDMENTS:

Effective 2007-01-16 Amended Jan 20-09; Oct 20-09; June 21, 2016; Sept. 20, 2016; Feb. 20, 2018; April

21/20

May 2022 – Amended to add National Accessibility Week and International Day of Persons With Disabilities

As amended	Date of Approval	Page 2 of 2
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RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Cheryl Mackintosh, Civic Addressing Coordinator
Date: May 10, 2022
Subject: Road Naming Process for Shared Access Road off Church Street, Bridgetown North

RECOMMENDATION

THAT Municipal Council initiate the road naming review process to name the shared driveway that provides access to residences off Church Street in Bridgetown North.

LEGISLATIVE AUTHORITY

The Municipal Government Act, 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

The property off Church Street in Bridgetown North identified by PID 05141981, currently has two civic addresses on it and there are plans to build more residences. In discussing future plans for development, the property owners have indicated that they would like to move forward with naming this shared access road to establish the name of the road and be able to have civic addresses assigned off the new named road rather than getting a temporary address and then having to go through the process of changing the addresses. The road naming process can take several months and the property owners would like to get started with choosing a road name that meets the criteria.

DISCUSSION

As per the policy for road naming and the civic addressing guidelines, when more than 3 addressable buildings require a civic address, the road needs to be named. The reason for this report is to initiate the road naming process and ensure that policy is followed for road naming in order to generate civic addresses.

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. 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. This

will ensure that the change over from the old civic address to new civic addresses is done in a timely manner. It will be the responsibility of the property owners to properly post the road name sign and the civic number signs.

POLICY IMPLICATIONS

The road naming review process will follow policy 1.4.5 Road Naming and Community Adjustment.

ALTERNATIVES/OPTIONS

No other alternatives are being considered at this time.

NEXT STEPS

Once the road naming process is initiated by Municipal Council, the Civic Addressing Coordinator will begin the road naming review process and bring a recommendation on a new road name to Council. This is a private access road and does not require approval from the Department of Transportation & Infrastructure Renewal.

ATTACHMENTS

1. Map showing the location of the shared access road to be named off Church Street, 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

Shared Access Road off Church Street in Bridgetown North





COUNTY OF ANNAPOLIS

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Cheryl Mackintosh, Civic Addressing Coordinator
Date: May 10, 2022
Subject: Road Naming Process for Shared Access Road at Long Lake, Hampton

RECOMMENDATION

To recommend that Municipal Council initiate the road naming review process to name the shared access road at Long Lake in Hampton.

LEGISLATIVE AUTHORITY

The Municipal Government Act, 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 is a shared access road on the property of Valerie Poole at Long Lake in Hampton identified by PID 05169594. It provides access to two residential structures, a cottage rental business and a travel trailer. The request for a civic address last summer for the travel trailer, resulted in this being the fourth civic address off the shared access road. The travel trailer was assigned a temporary civic address (1272) off the Hampton Mountain Road until such time as the road could be named. To accurately identify the location for these uses for emergency response and to follow the guidelines for civic addressing, this road must be named.

DISCUSSION

As per the policy for road naming and the civic addressing guidelines, when more than 3 addressable buildings require a civic address, the road needs to be named. The reason for this report is to initiate the road naming process and ensure that policy is followed for road naming in order to generate civic addresses.

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. 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. This will ensure that the change over from the old civic address to new civic addresses is

done in a timely manner. It will be the responsibility of the property owners to properly post the road name sign and the civic number signs.

POLICY IMPLICATIONS

The road naming review process will follow policy 1.4.5 Road Naming and Community Adjustment.

ALTERNATIVES/OPTIONS

No other alternatives are being considered at this time.

NEXT STEPS

Once the road naming process is initiated by Municipal Council, the Civic Addressing Coordinator will begin the road naming review process and bring a recommendation on a new road name to Council. This is a private access road and does not require approval from the Department of Transportation & Infrastructure Renewal.

ATTACHMENTS

1. Map showing the location of the road to be named at Long Lake in Hampton

Report Prepared by: Cheryl Mackintosh, Civic Addressing Coordinator

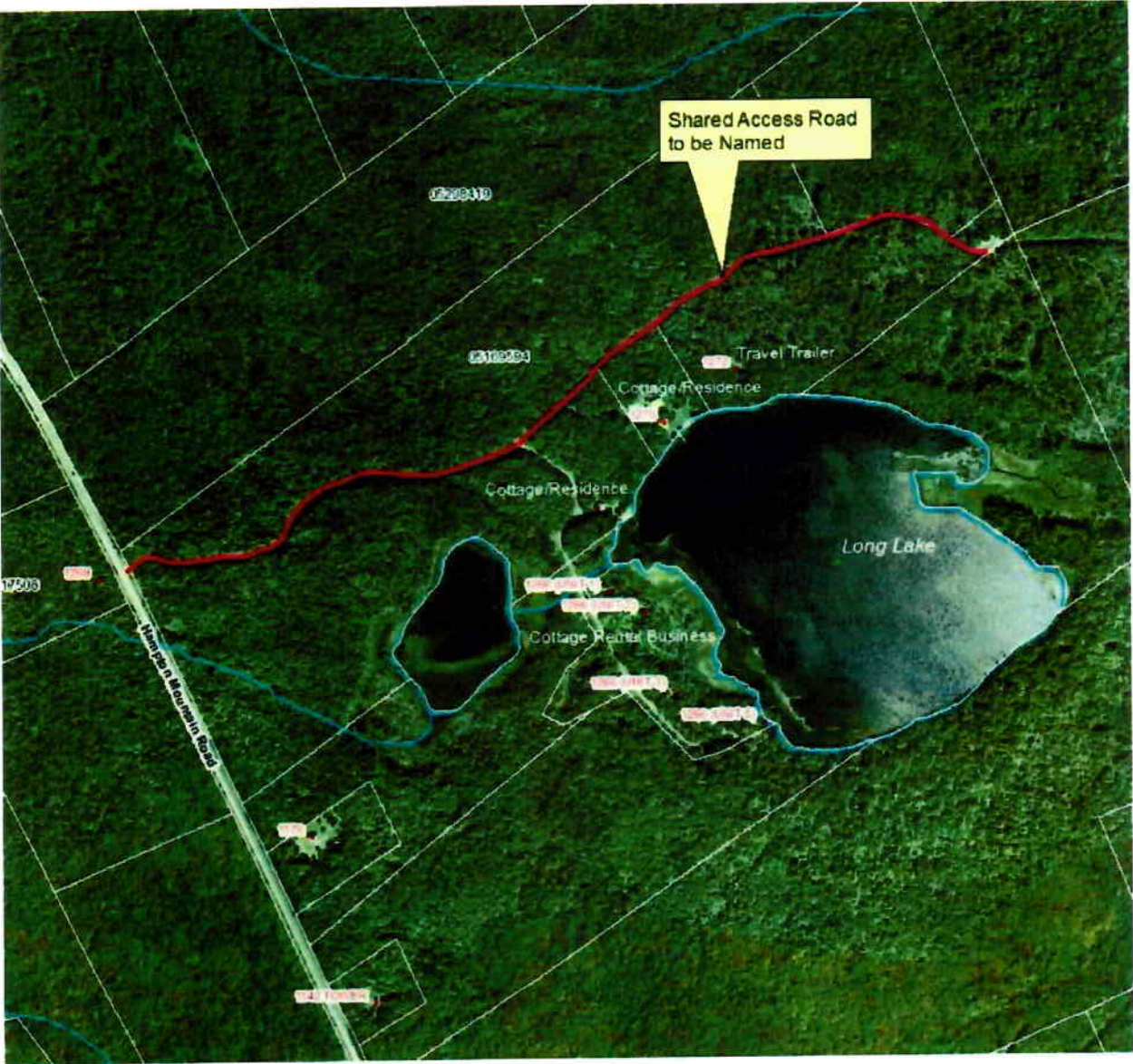
Report Reviewed by: Linda Bent, Manager of Inspection Services

Report Approved by:



David Dick, CPA CA
Chief Administrative Officer

Shared Access Road at Long Lake, Hampton



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

PRESENTATION REGARDING MAYORAL VERSUS WARDEN SYSTEM

BACKGROUND

At the April meeting of Municipal Council, the following motion was passed:

It was moved by Councillor LeBlanc, seconded by Councillor Hudson, to direct staff to prepare information for review by May Committee of the Whole on the pros and cons of a mayoral system of governance Motion carried unanimously.

WARDEN

Council member chosen by the council of a county or district municipality to be the chair of the council

[Reference - Section 12 MGA]

- Has a term of office that expires when the term of office for council ends, or a shorter term of office if adopted previously by council through bylaw or policy (AM-1.2.3 Warden and Deputy Warden Policy - County of Annapolis has adopted a 2-year term for the warden)
- Is selected by fellow councillors at the first meeting of council following an election or following the end of their term
- May be removed from office by council by a two-thirds vote after 20 days notice in writing has been provided
- Continues to be the councillor for the district which elected them even if they cease to be warden

WARDEN

Ceases to qualify to be warden if they cease to qualify to be a councillor

- councillor who ceases to be ordinarily resident in the municipality ceases to be qualified
[Sub-section 17 (3) MGA]
- councillor who, without leave of the council, is absent from three consecutive regular meetings of the council ceases to be qualified *[Sub-section 17 (4) MGA]*
- A member of council may be disqualified by a judge from being a member of council if determined they have contravened the *Municipal Conflict of Interest Act* *[Sub-section 10 (3) Municipal Conflict Interest Act]*

MAYOR

Council member elected at large to be the chair of the council

[Reference – Sections 11 & 12 MGA]

- Has a term of office that expires when the term of office for council ends
- Is elected directly by eligible voters
- Cannot be removed from office by a vote of council
- Is elected “at large” (does not represent a district)

MAYOR

- mayor who ceases to be ordinarily resident in the municipality ceases to be qualified *[Sub-section 17 (3) MGA]*
- mayor who, without leave of the council, is absent from three consecutive regular meetings of the council ceases to be qualified *[Sub-section 17 (4) MGA]*
- A member of council may be disqualified by a judge from being a member of council if determined they have contravened the *Municipal Conflict of Interest Act* *[Sub-section 10 (3) Municipal Conflict Interest Act]*

A DECISION TO CHANGE FROM A WARDEN TO MAYOR

[SUB-SECTION 12 (8) MGA]

- Must be made no less than 9 months prior to a regular municipal election
- May not be reversed after February 15th in the year in which the first mayor is to be elected, or subsequently (next municipal election is October 19, 2024)
- total number of council members is increased by one unless the municipality has applied to the UARB and the UARB has determined otherwise

Once the change is made to mayor, there can NEVER be a return to warden
Review of municipal polling districts must be filed with UARB by the end of 2022

The Districts of Guysborough and East Hants are also considering a change to mayor as part of their polling district review. A report prepared by the East Hants Planning & Development Department provided the following comparison in a recent report:

Warden System	Mayoral System
Commonly cited benefits of the warden system include a potentially more harmonious relationship with Council; however, the opposite can also be said when more than one councillor or faction vies for warden, and conflict is created	Commonly cited benefits of the mayoral system include the mayor being the only elected official who is responsible to all the electors of the municipality, rather than to one district and is more directly democratic means of selecting A potential drawback is the mayor and council being oppositional due to conflicting priorities

COMPARATIVE SCAN

Municipality	# Districts / Councillors	Council Leadership	Switch to Mayor occurred since 2014 polling district review?
District of East Hants	11	Warden	
County of Kings	9	Mayor	Yes
Region of West Hants	11	Mayor	Yes
County of Colchester	11	Mayor	
District of Lunenburg	10	Mayor	
County of Cumberland	8	Mayor	Yes
County of Annapolis	11	Warden	
Region of Queens	7	Mayor	
County of Pictou	12	Warden	
County of Antigonish	11	Warden	
District of Argyle	9	Warden	
District of Yarmouth	7	Warden	

Possible Options:

OPTION 1:

COUNCIL DECIDES NOT TO SEEK PUBLIC INPUT AND MAKES THE DECISION TO MOVE TO A MAYORAL SYSTEM IN 2024

OPTION 2:

COUNCIL DECIDES NOT TO SEEK PUBLIC INPUT AND MAKES THE DECISION TO KEEP THE WARDEN SYSTEM

OPTION 3:

COUNCIL DECIDES TO SEEK PUBLIC INPUT REGARDING THE MOVE TO A MAYORAL SYSTEM IN CONJUNCTION WITH THE 2022 POLLING DISTRICT REVIEW PUBLIC CONSULTATIONS (SUBMIT REQUEST FOR EXTENSION TO UARB)

OPTION 4:

COUNCIL DECIDES TO SEEK PUBLIC INPUT REGARDING THE MOVE TO A MAYORAL SYSTEM IN CONJUNCTION WITH THE NEXT POLLING DISTRICT REVIEW PUBLIC CONSULTATIONS (2030)

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 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 employees to be fully vaccinated (have both injections of one of the recognized vaccines) against COVID-19.

5.2 Employees 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 The Employer will provide employees with self-administered rapid test kits. Any 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.

5.5 Vaccinations will be only one part of the Employer’s steps to maintain a safe workplace. The County of Annapolis may continue to implement other measures,

Approved Oct. 19, 2021

Page 1 of 2

such as wearing a mask and physical distancing even if the Province discontinues those steps.

- 5.6** 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, 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.

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.....**September 21, 2021**
Council Approval**October 19, 2021**

Carolyn Young

October 19, 2021

Municipal Clerk Date

At **Annapolis Royal** Nova Scotia

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.7.9
Section Health and Safety	Subject COVID-19 Response Policy	

1. APPLICATION

1.1 This policy governs the COVID-19 procedure for all employees of the Municipality of the County of Annapolis (“the Municipality”).

2. AUTHORITY

2.1 The *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.

3.2 **Crisis** refers to a public health crisis or emergency as defined by public health and government authorities.

4. COMMUNITY RESPONSE & POLICY COMPLIANCE

4.1 Provincial and federal health authorities have stressed that we all have a role in containing the outbreak of COVID-19.

4.2 As an employer, the Municipality considers the following legal obligations in making decisions regarding COVID-19:

- a. The obligation to provide a safe work environment for all employees and others in the workplace;
- b. The obligation not to discriminate based on any protected grounds under human rights legislation and to address discrimination by others in the workplace; and
- c. Other legal and contractual obligations, such as those obligations pursuant to applicable employment contracts and collective agreements.

4.3 Employees are expected to review and comply with this Policy.

5. RISK MANAGEMENT MEASURES

5.1 **Hygiene** – In light of the recent COVID-19 outbreak, the Municipality is prioritizing a high level of hygiene to keep the chance of transmission to an absolute minimum. Based on recommendations from federal and provincial health authorities, we are asking employees, councillors and visitors at municipal worksites to please ensure that:

- a. You wash your hands frequently with soap and water or alcohol-based hand sanitizer (both of which will be provided by the Municipality);
- b. Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze and throw the tissue away immediately;
- c. Avoid touching your eye, nose and mouth; and
- d. Keep at least two (2) metres (approximately six (6) feet) away from anyone coughing and sneezing where possible.

5.2 **Travel** – The Canadian government has issued travel advisories to countries that are particularly affected by COVID-19. In light of the evolving nature of these travel advisories, the Municipality strongly urges employees and councillors to reconsider all non-essential travel.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.7.9
Section Health and Safety	Subject COVID-19 Response Policy	

In addition, during the COVID-19 outbreak, employees may be asked to:

- a. Avoid certain travel destinations in accordance with recommendations and restrictions set by federal and provincial health authorities;
- b. Advise the Employer of their travel plans and itineraries; and
- c. If it is reasonable based on the travel and/or development of Covid-19 outbreak, employees may be asked not to attend work for a period of 14 days and / or to monitor for symptoms.

- 5.3 Ongoing Occupational Health & Safety Monitoring** – The Municipality will continue to monitor the situation and may update these risk management procedures as needed.

The Municipality will endeavour to support employees who come into contact with or test positive for COVID-19 and encourages all employees to follow the advice of health care providers and public health authorities.

6. ABSENCES & IMPACT ON PAY

- 6.1 Mandatory Absences** – In the event that an employee is unable to attend work due to following COVID-19 containment procedures set out by public health authorities, including voluntary self-isolation in appropriate circumstances, employees should contact the Chief Administrative Officer or designate right away. An employee may also be required to not attend at work if the Municipality is concerned that they may have been exposed to the virus, even if not displaying symptoms. Where possible, the Municipality will arrange for the employee to work from home. If working from home is not possible, and subject to subsection 6.2, employees will be permitted to use sick leave. For employees without sufficient banked sick leave, the Municipality will assist with applying for sick EI and any other applicable benefits announced by the federal government.

- 6.2 Precautionary Absences Due to Personal Travel** – The Municipality strongly encourages all employees to minimize non-essential travel during the COVID-19 outbreak. Employees who choose to travel for personal reasons in light of the evolving situation may not be permitted to return to the workplace for an isolation period. Employees travel at their own personal and financial risk. The Municipality will consider requests for leave pay on a case-by-case basis.

7. STANDARD OPERATING PROCEDURES / PROTOCOLS

- 7.1** During the COVID-19 pandemic, the Chief Administrative Officer shall ensure that adequate and appropriate Standard Operating Procedures (SOP's) are developed and implemented. The process for development of SOP's shall include:
- a. conducting hazard assessments at the workplace (in consultation with the with the Occupational Health and Safety Committee) to ensure appropriate physical distancing, hygiene and other needs are adequately met;

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.7.9
Section Health and Safety	Subject COVID-19 Response Policy	

- b. discussing special needs with employees to assess challenges such as those with underlying conditions, childcare difficulties, family challenges to assess who best can return to work sites, and who may need to continue to work off-site for the time being (all such information regarding personal or health circumstances of any employee or they family shall be kept strictly confidential);
- c. considering / supporting the ability for employees to work from home as practical to assist with physical distance planning;
- d. evaluating other considerations that provide a consistent and efficient level of service across departments while allowing for some site /department / service group specific needs; and
- e. any other necessary steps in compliance with the requirements set by the provincial Chief Medical Officer of Health and any other relevant federal or provincial government bodies and / or health authorities

7.2 During the COVID-19 pandemic, the Chief Administrative Officer shall ensure that adequate and appropriate guidelines and protocols are developed, communicated and adhered to in regard to access to municipal sites. Guidelines / protocols shall take into account:

- a. Working from home and return to work procedures;
- b. Personal Protective Equipment (PPE's) for employees and visitors that is appropriate and in accordance with Nova Scotia Public Health orders and directives;
- c. Spacing requirements for work stations, common areas, washrooms and meeting rooms to ensure sufficient space to meet physical distancing requirements for employees, councillors and the public;
- d. Visual and digital reminders for visitors, councillors and staff to follow social distancing guidelines and proper hand hygiene techniques;
- e. Routes of entry and exit which maximize distancing and minimize points of touch or contact with others (e.g., those entering and exiting do not pass or intersect);
- f. Maintenance of sanitation and hygiene supplies in sufficient quantities at all times at all worksites and in all vehicles;
- g. Precautions necessary for higher risk activities and which require special precautions or protective equipment such as sewage treatment and solid waste handling;
- h. Ensuring mandatory training requirements are met in a safe and adequate manner which is also in keeping with both Nova Scotia Public Health and Occupational Health and Safety guidelines;
- i. Cleaning of all work areas and vehicles in accordance with Nova Scotia Public Health orders and directives;
- j. Ventilation of all work areas and vehicles that is in accordance with recommendations Nova Scotia Public Health guidelines; and

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- k. Any other necessary steps to maintain compliance with the requirements set by the provincial Chief Medical Officer of Health and any other relevant federal or provincial government bodies and / or health authorities

Municipal Clerk's Annotation for Official Policy Book I certify that this policy was adopted by Municipal Council as indicated below: <i>Seven (7) Day Notice</i> <u>September 21, 2021</u> <i>Council Approval</i> <u>October 19, 2021</u>	
<u>Carolyn Young</u> Municipal Clerk At <u>Annapolis Royal</u> Nova Scotia	<u>October 19, 2021</u> Date

Oct. 19, 2021:

Amended by adding in 7.1 b “(all such information regarding personal or health circumstances of any employee or they family shall be kept strictly confidential)”

CAO Report

May 5th, 2022

Budget

Meeting with Executive committee

Budget

Meeting with Management Committee

Budget

Meetings and discussions with elected officials

Budget

Discussions with county ratepayers

Budget

Various discussions with Ministry Officials

Budget

Meetings with staff

Making pancakes and sausages for staff breakfast

Carolyn Young

From: Bruce Prout
Sent: May 1, 2022 5:02 PM
To: Carolyn Young
Subject: TCTS Report

The monthly Board Meeting of TCTS took place on April 22nd at 3:30 in the TCTS Boardroom in Bridgetown.

The following items comprise highlights of the meeting:

1. The minutes of the March 16th meeting were approved.
2. Under Business Arising, it was noted that TCTS would now be advertising in the Bridgetown Reader.
3. Correspondence from the Department of Public Works was discussed.
4. Highlights of the General Managers report were as follows:
 - a) TCTS has received its annual funding for the Fare Assistance Program which is being used to help two seniors attend dialysis, as well as others for a variety of other appointments.
 - b) The RTSF, (Rural Transit Solution Fund), application has been submitted to the federal government.
 - c) Recently, ridership has increased by about 120 riders. In addition, April has been very busy. TCTS is now transporting clients to the airport again. The numbers are very encouraging.
5. Two separate 2022-23 Budgets were approved, based on separate levels of proposed funding.
6. The Fare Assistance Program Policy was discussed.
7. The next monthly Board Meeting was scheduled for Wednesday, May 18th at 3:30 in the TCTS Boardroom.

Respectfully Submitted,

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



Kings Transit Authority

General Manager's Report (Fiscal End Report)

For the Final Month of the 2021-22 Fiscal Year, March 2022

As presented at the April 27th, 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

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Section 1.0 – Garage and Fuel Prices

Buses

In the Month of March we had **Twenty (20)** work orders for repairs on our vehicles.

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

The Four (4) buses KTA had donated from Halifax Transit are still in the process of having body work and repairs completed to be able to place into service. Three (3) "donor" buses have been completed at the body shop, having all panels replaced and fully painted in white. The last is now functioning at a point where it can be floated to Truro for the body and paint Work. We are expecting to have One (1) on the road by May and hopefully a Second one by the end of May and the remaining Two (2) buses on the road in June.

Garage

There are drainage issues which have been present at the garage, outside of the wash bay. We are, approximately every 3-months, having to pump out the drainage system. This costs approximately \$1000 each time, but more so it shows there is a lack of proper drainage system in an area where it needs to be. An engineer has assessed for us free of charge. In following up with this I will be putting together an RFP to have contractors come to our site and provide recommendations on what the fixes for this issue could be. I have included a "ball park" figure of \$80,000 into the capital budget for the repairs to be completed by end of the 2022-23 fiscal year.

Fuel

Fuel prices remain higher than budgeted. At the end of the 2021-22 Fiscal year, **March 31st, 2022** Kings Transit is reporting **\$90,415.96** overage of the budget in fuel costs. In breaking it down further, the **Core is \$31,306.26** over budget, **Annapolis is \$40,680.49** over budget and **Digby sits at \$18,159.21** over budget. This reason for this is fuel was budgeted at \$0.73/L, when in actuality we are being charged **\$1.32/L** at the time of this report. This high range is what was used as a source for fuel budgeting in 2022-23.

Section 2.0 – Ridership and Revenue

Ridership

When looking at Ridership from 2021 we have seen an **increase** of **35.36%**. This is up from **130,829** riders in the 2020-21 Fiscal year all across our system to **202,409** up the end 2021-22 Fiscal year.

March 2021 KTA had ridership of **15,532**. March of 2022 we have ridership of **21,279** a total of 5747 more rides than 2021. This in itself is an **increase** of **27.01%** when comparing March 2021 to 2022.

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As expected our ridership has yet to recover to our 2020 levels, sitting at **57.99%** of our ridership in 2020, which was **349,024** riders. Comparatively to **202,409** riders in 2022.

Revenue

Revenue for March has **increased** from **\$38,165** in 2021 to **\$48,637** in 2022, meaning an **increase** of **\$10,472**, equating to **21.53%** increase.

When looking at Year to Date, 2021 landed at **\$336,259**. In 2022 we have exceeded that with a significant increase totaling of **\$556,348**. When comparing this to our 2020 levels, which was finalized at **\$798,181**. After it is all said and done that leaves us being **69.07%** of where we were at in 2020.

Service Suspensions

In March there were no service suspensions for any reasons.

Section 3.0 – Monthly Financial Reporting

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

Section 4.0 – Monthly Financial Summary

Core	YTD Actual	YTD Budget	Variance
Revenue	\$ 1,885,986.33	\$1,851,400.00	\$ 34,586.33
Expenses	\$ 1,877,590.55	\$ 1,851,400.00	\$ -26,790.61
Surplus/Deficit	\$ 8,395.78	\$ 0	\$ 7,795.72

Annapolis	YTD Actual	YTD Budget	Variance
Revenue	\$ 597,624.36	\$ 579,900.00	\$ 17,724.36
Expenses	\$ 679,540.49	\$ 579,900.00	\$ -98,510.76
Surplus/Deficit	\$ -81,916.13	\$ 0	\$ -80,786.40

Digby	YTD Actual	YTD Budget	Variance
Revenue	\$ 343,540.35	\$ 335,900.00	\$ 7,640.35
Expenses	\$ 316,440.47	\$ 335,900.00	\$ 19,459.53
Surplus/Deficit	\$ 27,099.88	\$ 0	\$ 27,099.88

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Section 5.0 – Ridership Initiatives

We have brought on Revolve marketing to develop a ridership campaign in print media, as well as radio and social media. This campaign is focusing on those who do not use transit, targeting more of our market..

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

I have applied for the Rural Transit Solutions Fund (RTSF) to support the purchase and installing of 50 traditional bus shelters, 5 heated shelters to be placed at connection pints and 50 benches to be distributed at strategic locations throughout the KTA system.

Section 6.0 – Human Resources

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

We have hired 5 new spare operators and their training is in the process now.

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

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

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

Section 7.0 – Monthly Activities

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

1. Started organization of a New Policy Manual;
2. Presented the proposed 2022-23 budget to The Municipality of the County of Digby;
3. Rapid test program discontinued for the time being;
4. Participated in Valley Regional Enterprise Network (VREN) meetings and discussing employment gaps and training required for specialized industries; including the job fair in the 3rd week of April;
5. Reviewing Website with MCSA and putting in place procedures and policies in regards to updating social media, the website and how our Board Meetings are presented to the public;
6. Year-end Audit with BDO on-going. BDO in attendance for final year end inventory count on March 31st, 2022;

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7. New ICIP application submitted to our Provincial partners who are reviewing it now and should have feedback to move forward with the studies;
8. Attended meeting with NSCC/COGS student and educational supervisor to develop a sustainable transit analysis in preparation for KTA studies;
9. Attended the Aging Well Association meetings;
10. Attended the Berwick Accessibility Committee meeting virtually;
11. Submitted Rural Transit Solutions Fund application;
12. Finalized hiring of 2-additional Part-Time Bus Operators.

Section 8.0 – Planned Activities

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

1. Continue developing policies in order to provide relevance to procedures and future training materials;
 2. Submit Policy Manual for Legal review;
 3. Attending Accessibility Committee at the Town of Kentville;
 4. Attending the Aging Well Committee meeting;
 5. Continue working with Revolve ridership marketing campaign, should be seeing the bus on the road within about a month and other advertising and marketing avenues such as social media;
 6. Organizing a Non-Ridership Survey with the VRPTA, in order to assess why people do not ride transit;
 7. Continue with planning meetings for ICIP with provincial partners;
 8. Finish application process to newest government grant program, Rural Transit Solutions Fund;
 9. Present budget proposals to remaining councils.
-

Kindest Regards,



Michael Getchell
General Manager
Kings Transit Authority

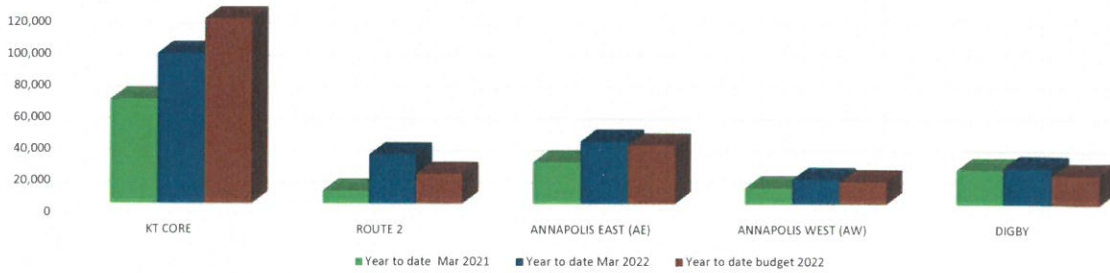
**KINGS TRANSIT AUTHORITY
RIDERSHIP REPORT
March 2022**

AREA OF SERVICE	Mar 2021	Mar 2022	Previous vs current year	Percentage previous vs current year	Year to date Mar 2021	Year to date Mar 2022	Year to date budget 2022	Increase/decrease budget vs actual	% Increase/decrease budget vs actual
KT CORE	7411	9948	2537	34.23%	65,372	94,280	116,280	-22000	-18.9%
ROUTE 2	1775	3652	1877	105.75%	7,875	30,827	18,604	12223	65.7%
ANNAPOLIS EAST (AE)	3406	4132	726	21.32%	26,028	39,160	36,780	2380	6.5%
ANNAPOLIS WEST (AW)	1199	1456	257	21.43%	10,056	15,398	14,100	1298	9.2%
DIGBY	1741	2091	350	20.10%	21,498	22,744	18,660	4084	21.9%
TOTAL	15,532	21,279	5,747	37.00%	130,829	202,409	204,424	-2,015	-0.99%

**Month of March
2021 vs. 2022**



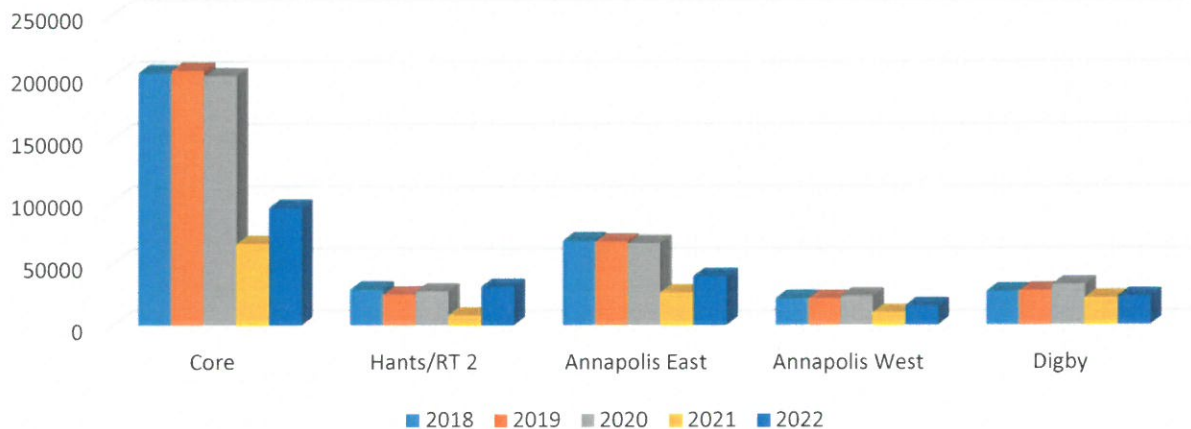
March 2022 Year to Date Comparisons



KINGS TRANSIT AUTHORITY
5 year Ridership History to Date March 2022

	Core	Hants/RT 2	Annapolis East	Annapolis West	Digby
2018	202493	28655	67854	21299	26998
2019	204595	24567	67062	21271	27543
2020	200334	27146	65784	23355	32405
2021	65372	7875	26028	10056	21498
2022	94280	30827	39160	15398	22744

5 year Ridership History to Date
March 2022

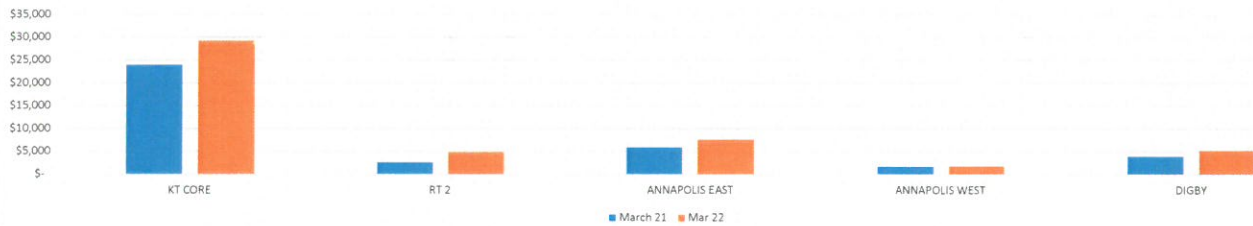


REVENUE REPORT

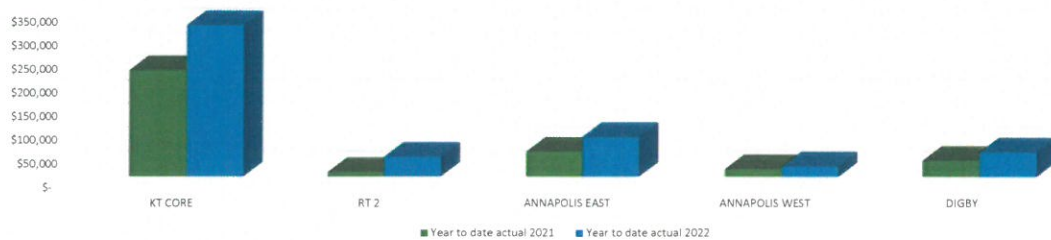
March 2022

AREA OF SERVICE	Previous vs current				Year to date actual		Year to date budget		% Increase	
	March 21	Mar 22	year	vs current year	2021	2022	2022	vs actual	(decrease) budget	(decrease) budget
KT CORE	\$ 23,993	\$ 29,203	\$ 5,210	21.7%	\$ 224,103	\$ 318,821	\$322,790	\$ (3,969)	-1.2%	
RT 2	\$ 2,631	\$ 4,803	\$ 2,172	0.0%	\$ 9,647	\$ 41,471	\$15,210	\$ 26,261	172.7%	
ANNAPOLIS EAST	\$ 5,908	\$ 7,613	\$ 1,705	28.9%	\$ 52,405	\$ 83,533	\$66,000	\$ 17,533	26.6%	
ANNAPOLIS WEST	\$ 1,730	\$ 1,760	\$ 30	1.7%	\$ 16,156	\$ 21,742	\$22,000	\$ (258)	-1.2%	
DIGBY	\$ 3,903	\$ 5,259	\$ 1,356	34.8%	\$ 33,846	\$ 51,726	\$41,000	\$ 10,726	26.2%	
TOTALS	\$ 38,165	\$ 48,637	\$ 10,472	27.4%	\$336,157	\$517,292	\$ 467,000	\$ 50,292	10.8%	

Month of March
2021 vs 2022

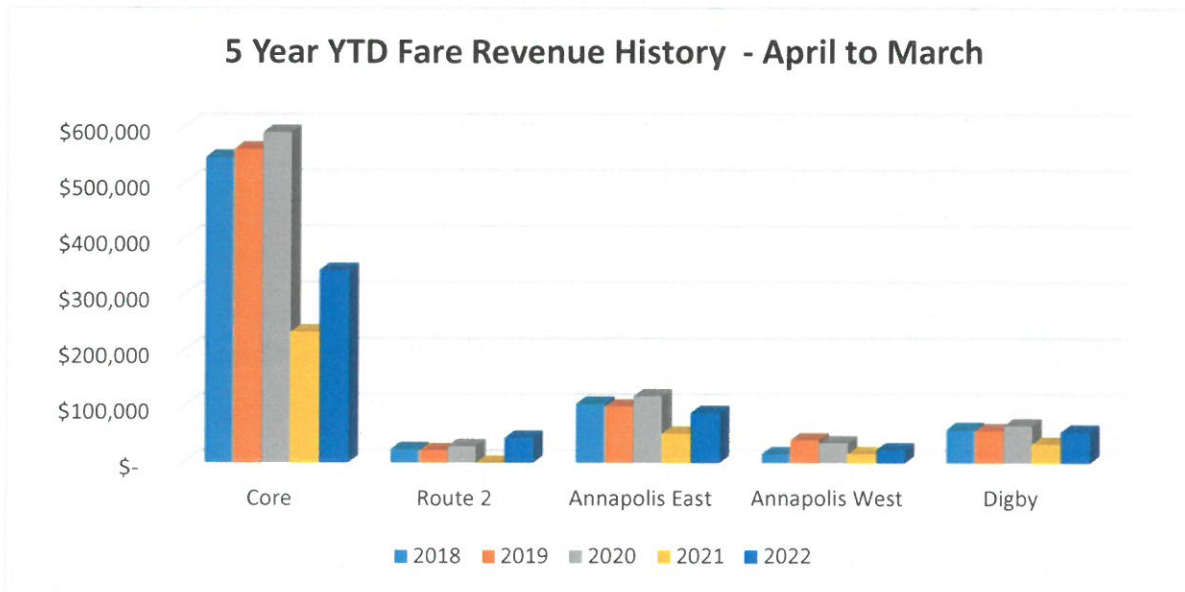


March 2022 Year to Date Comparisons



5 Year YTD Fare Revenue History - April to March

	Core	Route 2	Annapolis East	Annapolis West	Digby
2018	\$ 545,485	\$ 24,175	\$ 105,422	\$ 15,684	\$ 59,916
2019	\$ 560,188	\$ 22,189	\$ 100,861	\$ 40,852	\$ 57,908
2020	\$ 590,207	\$ 29,840	\$ 119,462	\$ 35,520	\$ 66,618
2021	\$ 233,846	\$ -	\$ 52,410	\$ 16,156	\$ 33,847
2022	\$ 343,740	\$ 44,103	\$ 89,441	\$ 23,471	\$ 55,593



Carolyn Young

From: Alex Morrison
Sent: May 2, 2022 9:47 AM
To: Carolyn Young
Cc: sandym@mail.com
Subject: for cow

Update on Annapolis Valley Regional Library activities to 10 May 2022 Committee of the Whole
by Councillor Alex Morrison, Annapolis County representative on Annapolis Valley Regional Library Board of Trustees

Most recent board and committee meetings have been by Zoom. We have now progressed to a "blended" method so an individual can choose to attend meetings in person or join by Zoom.

The Board has adopted its accessibility plan.

Ann-Marie Mathieu, current and most-efficient CEO is retiring the end of May. An interim CEO has been appointed to serve until end December. Angela Reynolds is a long-time senior AVRL staff member and will be a good CEO for the next seven months. A selection committee charged with conducting the new CEO selection process has been chosen and I am a member.

All NS libraries, with the exception, for non-computer compatibility reasons, of HRM, have now adopted the "one-page" system. There is a standard library card. Please call in at your library to obtain the new card. This system improves searching, procurement of books, and the reminder system works very well.

I am the Board of Trustees representative on the board of the Library Boards Association of NS (LBANS). A few years ago, that Board chose me to be LBANS president. My term is up in October. However, past-president has specific duties and responsibilities so I will continue to be very involved.

LBANS has recently adopted a revised strategic mission and five goals with accompanying objectives and actions.

As LBANS president, I attended a recent meeting of the Council of Regional Librarians (CURL) to inform of LBANS activities and seek advice.

If you are not a member of your local library, please consider joining.