

Table of Contents

4.1 2026-02-10 Regular COTW Minutes	3
4.2 2026-02-19 Special COTW Minutes	7
5.1 SR2026-24 Road Naming Process - Deep Brook	10
5.2 SR2026-25 Road Naming Process - Albany New	12
5.3 SR2026-26 Approve Policy 105 Low Income and Tax Exemption	14
5.4 IR2026-27 Policy 109 Tax Exemption and Reduction	21
5.5 SR2026-28 Guarantees for Valley Regional Solid Waste	23
5.6 SR2026-29 Administration Building Renovations Pre-Approval Form	33
5.7 SR2026-30 Bridgetown Water Utility Refinancing Pre-Approval	36
5.8 SR2026-31 Policy 114 Council Remuneration	39
5.9 SR2026-32 Funding for Lawrencetown Medical Clinic	44
5.10 IR2026-33 West Paradise Public Works Facility Update	47
5.11 SR2026-34 Trunks and Routes Paving Program	50

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, March 10, 2026
10:00 a.m.



PAGES	1.	ROLL CALL
	2.	DISCLOSURE OF INTEREST
	3.	APPROVAL OF AGENDA
	4.	APPROVAL OF MINUTES
3-6	4.1	2026-02-10 Regular COTW
7-9	4.2	2026-02-19 Special COTW
	5.	INFORMATION/STAFF REPORTS
10-11	5.1	SR2026-24 Road Naming Process – Deep Brook
12-13	5.2	SR2026-25 Road Naming Process – Albany New
14-20	5.3	SR2026-26 Approve <i>Policy 105 Low Income Tax Exemption</i>
21-22	5.4	IR2026-27 <i>Policy 109 Tax Exemption and Reduction</i>
23-32	5.5	SR2026-28 Guarantees for Valley Region Solid Waste
33-35	5.6	SR2026-29 Administration Building Renovations Pre-Approval Form
36-38	5.7	SR2026-30 Bridgetown Water Utility Refinancing Pre-Approval
39-43	5.8	SR2026-31 Policy 114 Council Remuneration
44-46	5.9	SR2026-32 Funding for Lawrencetown Medical Clinic
47-49	5.10	IR2026-33 West Paradise Public Works Facility Update
50-54	5.11	SR2026-34 Trunks and Routes Paving Program
	6.	NEW BUSINESS
	6.1	FCM Delegate Selection – verbal update
	6.2	Municipal Art Bank Program Discussion
	7.	IN-CAMERA
	7.1	In accordance with Section 22(2)(a) of the <i>Municipal Government Act</i> (acquisition, sale, lease and security of municipal property)
	7.2	In accordance with Section 22(2)(g) of the <i>Municipal Government Act</i> (legal advice eligible for solicitor-client privilege)
	8.	ADJOURNMENT

Minutes of the regular Committee of the Whole meeting held on Tuesday, February 10, 2026, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

- District 1 – Karie-Ann Parsons-Saltzman, present
- District 2 – Jesse Hare, present
- District 3 – Dustin Enslow, Deputy Warden, present
- District 4 – Charles “Chuck” Cranton, present
- District 5 – Lynn Longmire, present
- District 6 – Jon Welch, present
- District 7 – Ted Agombar, present
- District 8 – Nile Harding, present
- District 9 – Gidget Oxner, present
- District 10 – Brian “Fuzzy” Connell, present
- District 11 – Diane Le Blanc, Warden, present

Also Present: CAO Rob Frost; Deputy Clerk Kelly Kempton; Director of Planning and Inspection Services Linda Bent; Director of Municipal Operations Paula Bromley; Administrative Clerk – Corporate Services Tina Halliday; Deputy CAO Sarah Kucharski; Public Relations Officer Nadine McCormick; Manger of Information Technology Ben Olsen; Director of Community Development Debra Ryan; Financial Analyst Emma Waterman; and Director of Finance Paul Wills.

Disclosure of Interest

None

Order of the Day

By unanimous consent it was agreed to move item 7.8 SR2026-20 Funding for Annapolis Valley Regional Library (AVRL) under Information/Staff Reports until after the In-Camera Section.

Minutes

Re: 2026-01-13 Committee of the Whole
Approved, no errors or omissions

Correspondence

Re: 2026-01-22 Letter from Town of Annapolis Royal to Minister Kim Masland
The Municipality of the County of Annapolis received a copy of a letter the Town of Annapolis Royal sent to Minister Kim Masland regarding high production forest activities around Mickey Hill Provincial Park and Lambs Lake Nature Preserve.

Information/Staff Reports

Re: SR2026-13 Appointment of David Wright
That Municipal Council appoint David Wright as Building Official and Fire Inspector for the Municipality of the County of Annapolis.
Moved: Councillor Parsons-Saltzman
Seconded: Councillor Harding
Motion carried

Re: SR2026-14 Amend Policy 135 Fees

That Municipal Council amend *Policy 135 Fees* as circulated, seven-day notice.

Moved: Councillor Welch

Seconded: Councillor Cranton

Motion carried

Re: SR2026-15 Temporary Borrowing Refinancing Resolution

That Municipal Council authorize the submission of a temporary borrowing refinancing resolution (TBR) to the Minister in the amount of up to \$325,000 for water capital refinancing.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Longmire

Motion carried

Re: IR2026-16 2025-2026 Variance Report Q3

Financial Analyst Emma Waterman presented a financial update on the 2025-2026 operating budgets and answered questions from Council.

Re: SR2026-17 MOA-Annapolis REMO & Kings Transit

That Municipal Council approve the Memorandum of Agreement between Kings Transit Authority AND the Annapolis Regional Emergency Management Organization (Annapolis REMO), as recommended by the Annapolis REMO Advisory Committee.

Moved: Councillor Longmire

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2026-18 Funding for Tidal Transit Authority

That Municipal Council direct the Warden to support the Tidal Transit Authority budget at the upcoming Intermunicipal Services Board meeting.

Moved: Councillor Agombar

Seconded: Councillor Welch

Motion carried

Recess

A recess was called at 11:04 a.m. to prepare for a previous scheduled presentation.

The meeting resumed at 11:10 a.m. with all councillors present as prior to the recess.

Presentation

Re: Nova Scotia Invasive Species Council

Project Leads Sheri MacNeil and Hughstin Grimshaw-Surette gave a presentation to Council on reducing spread and increasing awareness of invasive species.

Re: SR2026-19 Funding for Valley Waste Authority

That Municipal Council receive the Valley Waste Budget approval as information.

Moved: Councillor Welch

Seconded: Councillor Harding

Motion carried

Re: SR2026-22 Revised Munro Lake Land Acquisition

That Municipal Council rescind this motion made at the December 16, 2025, Council meeting *“That Municipal Council approve the donation of property located at Munroe Lake, Annapolis County as a future public park and access to the lake; contingent on the ability to create two approved lots located north and south of the donated property.”*

Moved: Deputy Warden Enslow

Seconded: Councillor Longmire

Motion carried

That Municipal Council approve the donation of property located at Munroe Lake, Annapolis County as a future public park and access to the lake as described within this request for decision.

Moved: Deputy Warden Enslow

Seconded: Councillor Harding

Motion carried

New Business

In-Camera (12:01p.m.)

To meet in in-camera in accordance with Section 22(2)(e) contract negotiations, Section 22(2)(g) legal advice eligible for solicitor-client privilege, and Section 22(2)(c) personnel matters of the *Municipal Government Act*.

Moved: Councillor Longmire

Seconded: Councillor Parsons-Saltzman

Motion carried

The meeting resumed at 1:24 p.m. with all councillors present as prior to the in-camera session.

Re: SR2026-20 Funding for Annapolis Valley Regional Library (AVRL)

That Municipal Council provide a one-time bridge payment of \$16,991 for the Annapolis Valley Regional Library for the 2026/2027 fiscal year to the total amount of \$147,691.

Moved: Deputy Warden Enslow

Seconded: Councillor Parsons-Saltzman

Motion carried

Re: SR2026-21 Shared Economic Development Position

That Municipal Council approve the development of an inter-municipal service agreement with the Towns of Annapolis Royal and Middleton, for the provision of a shared Economic Development Officer, as presented, pending budget approval.

Moved: Deputy Warden Enslow

Seconded: Councillor Longmire

Motion carried

Adjournment

The Warden declared the meeting adjourned at 1:25 p.m.

Warden

Recording Secretary, Deputy Clerk

Minutes of the Special Committee of the Whole meeting held on Thursday, February 19, 2026, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

- District 1 – Karie-Ann Parsons-Saltzman, present
- District 2 – Jesse Hare, present
- District 3 – Dustin Enslow, Deputy Warden, present
- District 4 – Charles “Chuck” Cranton, present
- District 5 – Lynn Longmire, present
- District 6 – Jon Welch, present
- District 7 – Ted Agombar, present
- District 8 – Nile Harding, present
- District 9 – Gidget Oxner, present
- District 10 – Brian “Fuzzy” Connell, present
- District 11 – Diane Le Blanc, Warden, present

Also Present: CAO Rob Frost; Director of Planning and Inspection Services Linda Bent; Director of Municipal Operations Paula Bromley; Administrative Clerk – Corporate Services Tina Halliday (Recording Secretary); Systems Network Coordinator Carter Hazel; Deputy CAO Sarah Kucharski; Public Relations Officer Nadine McCormick; Director of Community Development Debra Ryan; and Director of Finance Paul Wills.

Disclosure of Interest

None

Order of the Day

Approved as circulated

New Business

Re: 2026-2027 Draft Operating Budget

Director Paul Wills highlighted for Council the items that have changed significantly year over year for the draft 2026-2027 Operating Budget. He noted that the draft operating budget is rounded to the nearest hundredth dollar and not to the nearest dollar. On a \$29 million budget, budgeting to the nearest dollar is immaterial.

- **Property Tax Revenues** are up \$1.6 million mainly due to an increase in the residential assessment, removal of the cap on properties sold, and a projected increase in the Deed Transfer Tax.
- **General Government Services Expenses** are up mainly due to the reallocation of personnel from Recreation & Cultural Services to General Government Services to better align their function with the proper cost centre, a \$400k transfer to operating reserves, and a request for an additional FT for Economic Development Officer and Education contributions are calculated to increase by almost \$300k.
- **Protective Services Expenses** are up mainly due to an increase in RCMP costs for one additional officer from the 2025-2026 budget year.
- **Transportation Services Expenses** are down due to an increase to road contracts appearing to be low for the current year which are offset by reductions in Transit costs, and final debt payments occurring in 2025-2026.

- **Environmental Health Services** expenses are up due to a reallocation of Public Works salaries and benefits to properly reflect where time is spent, an increase to the sewer reserves which are offset by a reduction in solid waste costs due to the implementation of the EPR regulations.
- **Environmental Development Services** are mainly reduced due to contracts budgeted to be done by outside consultants are now being done in house.
- **Recreation & Cultural Services Expenses** are up mainly due to a reallocation of Public Works salaries and benefits to properly reflect where time is spent.

To make a recommendation to Council to give direction to the CAO to perform an area rates study in a timely manner so if Council wishes to take action for the 2027-2028 tax year they can.

Moved: Councillor Hare

Seconded: Councillor Oxner

Recess

A recess was called at 11:40 a.m.

The meeting resumed at 11:50 a.m. with all councillors present as prior to the recess.

Councillor Hare withdrew the motion. Councillor Oxner agreed to the withdrawal.

To recommend to Council to give direction to the CAO that during the 2026-2027 fiscal year that a study be performed that would review all current and potential area rates within Annapolis County and provide potential options for consideration.

Moved: Councillor Hare

Seconded: Councillor Oxner

Motion carried

Recess

A recess was called at 12:15 p.m. for a lunch break.

The meeting resumed at 12:50 p.m. with all councillors present as prior to the recess.

Re: 2026-2027 Draft Capital Budget

Director Paul Wills highlighted for Council the items that have changed significantly in the draft 2026-2027 Capital Budget. He noted that in preparation of the upcoming Capital Budget Session Capital Investment Plan (CIP), it's important to note a few things:

- Although the CIP is required by the Province for the next five years, the focus should be on the 2026-2027 portion of the plan. Future years will likely change every year as the CIP is updated.
- It is anticipated that there may be less capital grant opportunities this year, due to Provincial cost saving measures, to help offset some of the CIP costs.
- It should also be noted that if we were to implement the CIP as submitted, by the end of year 5 (2031) most of our reserves would be depleted.

Recess

A recess was called at 2:50 p.m.

The meeting resumed at 3:06 p.m. with all councillors present as prior to the recess.

To amend the capital budget for the Administrative Building Assessment project of the 2026-2027 budget to be funded by the operating reserve.

Moved: Councillor Cranton

Seconded: Councillor Agombar

Motion carried

To amend the Munro Lake amount in the capital budget to \$20,000.

Moved: Councillor Connell

Seconded: Councillor Parsons-Saltzman

Motion carried

To add an addition to the 2026-2027 capital budget for an upgrade to Shannon River Park in the amount of \$15,000 coming from the recreation reserve.

Moved: Councillor Connell

Seconded: Councillor Longmire

Motion carried

Adjournment

The Warden declared the meeting adjourned at 4:26 p.m.

Warden

Tina Halliday, Recording Secretary



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: Tuesday, March 10, 2026
Prepared By: Charlotte Thomas, Civic Addressing Technician
Report Number: SR2026-24 Road Naming Process – Deep Brook
Subject: Road Naming Process for Primary Shared Access Road in Deep Brook

RECOMMENDATION(S):

That Municipal Council approve the road name “Cliffside Way” for the shared access road in Deep Brook, on PID 05321302.

LEGISLATIVE AUTHORITY

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

Annapolis County Policy 126 *Road Naming*.

BACKGROUND

A primary shared access road in Deep Brook, located on a property owned by Annapolis County Condominium Corporation No. 4 (PID 05321302) will provide access to three or more addressed structures. To accurately identify the location of these residences for emergency response, and to follow the guidelines of civic addressing, this access road must be named.

DISCUSSION

The property owner is developing new residential units that will share a primary access road. This prompted the submission of three names by the owner for consideration: Buxton, Lighthouse View, and Cliffside. All names were reviewed against the criteria as outlined in the Annapolis County Policy 126 *Road Naming*. “Buxton” was ineligible due to policy against the use of personal names without substantial historical significance. “Lighthouse View” was also ineligible due to a pre-existing near duplicate within Annapolis County (Lighthouse Rd, Margaretsville). There were no direct conflicts with “Cliffside”.

“Cliffside” was then sent to first responders (local Fire, EHS, and RCMP), who were asked to comment on the name. No issues or concerns were brought to attention. Additionally, comments were sought from the NS Department of Public Works, the area councillor, and Digby County. None of these respondents issued any concerns about the name, nor did a review of existing road names in Annapolis County find any duplication. The property owner was informed that this name would be moving forward.

“Way” is typically defined as a “Private street and/or narrow streets usually for the purpose of service to the near of properties”. This was deemed appropriate given the waterfront nature of the serviced properties. This suffix was chosen in consideration that “Cliffside Drive” is a pre-

existing name in Medford, Kings County. Road naming is in accordance with the guidelines specified in the Nova Scotia Civic Address File (NSCAF), which requires roads to be named when three or more addressable structures along the route require civic addresses.

FINANCIAL IMPLICATIONS

It will be the responsibility of the property owner(s) to purchase and properly post the road name sign and the civic number signs.

POLICY IMPLICATIONS

The road naming process follows Policy 126 *Road Naming*.

ALTERNATIVES / OPTIONS

The alternative would be to not approve the road naming.

NEXT STEPS

Once the road name is approved, staff will advise the property owner of the new approved road name, and issue the civic addresses as needed.



Prepared by: Charlotte Thomas, Civic Addressing Technician

Reviewed by: Linda Bent, Director of Planning and Inspection Services

Approved by:

Rob Frost
Chief Administrative Officer

Approval Date:



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: Tuesday, March 10, 2026
Prepared By: Charlotte Thomas, Civic Addressing Technician
Report Number: SR2026-25 Road Naming Process – Albany New
Subject: Road Naming Process for Primary Shared Access Road in Albany New

RECOMMENDATION(S):

That Municipal Council approve the road name “Trappers Lane” for the shared access road in Albany New, on PID 05310818.

LEGISLATIVE AUTHORITY

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

Annapolis County Policy 126 *Road Naming*.

BACKGROUND

A primary shared access road in Albany New, located on property owned by Vincent, Ryan, and Danielle Boutilier (PID 05310818) will provide access to three or more addressed structures. To accurately identify the location of these residences for emergency response, and to follow the guidelines of civic addressing, this access road must be named.

DISCUSSION

The property owner currently operates a private road (Mersey Road), used by local residents to access their properties. One shared access drive off Mersey Road now serves three addressed properties, initiating the road naming process. This prompted the County to request the submission of three names by the owners for consideration. After consultation with the local residents, the owner submitted the following names: Trappers, Hunters Retreat, and Medway River View. All names were reviewed against the criteria as outlined in the Annapolis County Policy 126 *Road Naming*. There were no perceived conflicts with the owners first choice, “Trappers” which then proceeded to next steps.

“Trappers” was then sent to first responders (local Fire, EHS, and RCMP), who were asked to comment on the name and provide feedback. No issues or concerns were brought to attention. Additionally, comments were sought from the NS Department of Public Works, the area councillor, and the neighbouring Queens County. None of these respondents issued any concerns about the name, nor did a review of existing road names in Annapolis County find any duplication. The property owner was informed that this name would be moving forward.

“Lane” is typically defined as a minor dead-end or private street, typically less than 300m in length. In this case, using “Lane” as a road suffix suggests a private local access road, typically

within a residential area. Road naming is in accordance with the guidelines specified in the Nova Scotia Civic Address File (NSCAF), which required roads to be named when three or more addressable structures require civic addresses.

FINANCIAL IMPLICATIONS

It will be the responsibility of the property owner(s) to purchase and properly post the road name sign and the civic number signs.

POLICY IMPLICATIONS

The road naming process follows Policy 126 *Road Naming*.

ALTERNATIVES / OPTIONS

The alternative would be to not approve the road naming.

NEXT STEPS

Once the road name is approved, staff will advise the property owner of the new approved road name, and issue the civic addresses as needed.



Prepared by: Charlotte Thomas, Civic Addressing Technician

Reviewed by: Linda Bent, Director of Planning and Inspection Services

Approved by:

[Handwritten signature]
Rob Frost
Chief Administrative Officer

Approval Date:

[Handwritten signature]
March 2, 2026



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 10, 2026
Prepared By: Shelly Hudson, Manager of Accounts Receivable
Paul Wills, Director of Finance
Report Number: SR2026-26 Approve *Policy 105 Low Income Tax Exemption*
Subject: Approve *Policy 105 Low Income Tax Exemption*

RECOMMENDATION

That Municipal Council approve *Policy 105 Low Income Tax Exemption* as circulated [7-day notice].

LEGISLATIVE AUTHORITY

Sub-section 69 of the *Municipal Government Act* states:

Low income tax exemption policy

- 69 (1) In this Section and Section 70, “income” means a person’s total income from all sources for the calendar year preceding the fiscal year of the municipality and, if so determined by the council, includes the income of all other members of the same family residing in the same household, but does not include an allowance paid pursuant to the *War Veterans Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada).
- (2) The council may, by policy,
- (a) grant an exemption from taxation, in the amount or to the extent set out in the policy, for a person whose income is below the amount set out in the policy; and
 - (b) prescribe a scale of exemptions related to income.

BACKGROUND

The purpose of this policy is to provide partial tax relief of current taxes on primary residences for low income property owners as permitted in the *Municipal Government Act*. The policy is reviewed annually to review the exemption amount and income threshold to apply in the upcoming taxation year to help offset cost of living increases. The examination also considers current rates for other household assistance programs. The Province of Nova Scotia has a Property Tax Rebate Program that helps seniors with the cost of municipal residential property taxes. Rebates are 50% of what is paid on last year’s property taxes, up to a maximum of \$800. Qualified applicants must be eligible for the Guaranteed Income Supplement. Based on PVSC’s

average residential taxable assessed value of \$172,107 the residential taxes would be \$1,764 (not including any applicable area rates).

The following table shows the cost to the County for administering the low income property tax exemption for the past five years:

Year	Cost	Eligible Applicants	Income Threshold	Exemption
2021-22	53,541	184	26,500	325
2022-23	58,660	186	27,000	350
2023-24	80,431	232	27,500	400
2024-25	98,054	263	30,000	400
2025-26	101,512	253	31,000	400

DISCUSSION

The only proposed changes for the upcoming year are:

- to increase the income threshold from \$31,000 to \$32,000
- to increase the exemption amount from \$400 to \$425

In December 2023, the policy was changed to request proof of income (CRA Notice of Assessment) and the deadline to apply was extended until December 31st to allow time for the applicant to file their income tax and receive their Notice of Assessment. This has been more efficient and has eliminated the witnessing affidavit that was previously necessary. Additional information regarding income statistics is attached for review.

FINANCIAL IMPLICATIONS

The financial implications are based on an increase of ten percent (10%) of eligible applicants from the 2025/26 fiscal year of 253 to 278. This would be an increase of \$10,625 from this year's expenditure of \$101,512 to \$112,137; however, as shown below, not all applicants are eligible for the full \$425 unless they are the only eligible owner of the property which in turn lessens the expenditure amount.

ALTERNATIVES / OPTIONS

The recommended change is based on past practices and historic trends; however, council has the discretion to modify the exemption amount and/or income threshold. It is difficult to accurately estimate the financial impacts based on assumption of number of eligible applicants.

COMMUNICATION

Normal statutory requirements:

- 7-day notice to approve policy (Committee of the Whole)
- Approval by Municipal Council 7 days or more after notice is provided

ATTACHMENTS

Policy 105 Low Income tax Exemption (proposed change as marked)

Low Income Property Tax Reduction Application


Income Stats for 2026-27 (Income Assistance, OAS and Supplement)

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

COUNTY of ANNAPOLIS

NATURALLY ROOTED

Low Income Property Tax Reduction Application 2026/27 Tax Year

The Council of the Municipality of the County of Annapolis has directed, by policy, that an exemption from taxation will be granted for the taxation year April 1, 2026 – March 31, 2027, pursuant to Section 69 of the *Municipal Government Act* in an amount up to \$425.

TO QUALIFY:

- You must be a resident of Annapolis County in the Province of Nova Scotia; and
- Own the assessed property and occupy it as your principal residence; and
- ANNUAL income from all sources for the 2025 calendar year for yourself, spouse, common-law spouse and other persons over the age of 18, that resided in the same household, was equal to or less than \$32,000 (based on line 15000 of the income tax *Notice of Assessment*).

EXEMPTION VALUE:

- The exemptions provided will be based on the following income levels:

Annual Income	Tax Exemption
Equal to or under \$32,000	Up to \$425

- If the residential property taxes are less than the exemption value, then the exemption will equal the full amount of the tax invoice.
- Where such property is jointly owned, only one tax exemption shall be provided per property and the sharing in such exemption shall be on the basis of proportion of ownership in such joint property.

TO APPLY:

- After you have filed your personal income tax for 2025, AND received your *Notice of Assessment* from Canada Revenue Agency, complete the Low Income Property Tax Reduction Application
- Attach copies of the 2025 Canada Revenue Agency (CRA) *Notice of Assessment* for each adult residing in the home (see sample below)
- *Tax exemptions will only be approved for those applicants who provide copies of their CRA Notice of Assessments for 2025*

Sample Notice of Assessment from Canada Revenue Agency (CRA)

	Canada Revenue Agency	Agence du revenu du Canada	NOTICE OF ASSESSMENT		T451 E (R)
Date	Name	Social Insurance no.	Tax year	Tax centre	
May 5, 2025	Jane Doe	123 456 789	2025		
Summary					000000
Line				\$ Amount	
15000	Total Income.....			00,000	
23600	Deductions from total income.....			000	
26000	Net Income.....			00,000	
260	Taxable Income.....			00,000	

- If you do not have your CRA *Notice of Assessment*, you can call 1-800-959-8281.
- Applications must be received by the Municipality no later than December 31, 2026. Applicants must re-apply each year.

COUNTY of ANNAPOLIS

NATURALLY ROOTED

Low Income Property Tax Reduction Application 2026/27 Tax Year

Tax Account #	Assessment #
Property Owner Name(s):	
Civic Address:	
Mailing Address:	
City/Town, Province:	Postal Code:
Telephone #(home/cell):	Telephone # (work):
Email Address:	

1. Owners Income: <i>(From line 15000 on 2025 Assessment)</i>	_____
2. Spouses Income: <i>(From line 15000 on 2025 Assessment)</i>	_____
3. Other Resident(s) Income: <i>(From line 15000 on 2025 Assessment)</i>	_____
Total Household Income: <i>(Add lines 1, 2 & 3)</i>	_____

PLEASE NOTE:
Proof of income **MUST** be provided (a copy of 2025 CRA *Notice of Assessment*) for each member of the household over the age of 18.

If you have any questions or require assistance filling out your application form, please contact our office at 902-532-2331 or toll free at 902-825-2005.

I/We, residents of Annapolis County, and the owners and occupants of the above property, certify that the information on this application is true and that the household income from ALL sources during 2025 was below \$32,000.

Signature of Applicant:	Date:
Signature of Co-Applicant:	Date:

<u>FOR OFFICE USE ONLY:</u>			
DATE RECEIVED: _____	DISTRICT: _____	AMOUNT OF REDUCTION APPLIED: _____	EMPLOYEE INITIAL: _____

Municipality of the County of Annapolis
752 St. George Street, PO Box 100, Annapolis Royal, NS, B0S 1A0
www.annapoliscounty.ca
Phone: 902-532-2331 Fax: 902-532-2096

Income Stats 2026-27

Community Services Income Assistance Standard Household Rates

If you board, rent a place to live, or own a home, you will get the Standard Household Rate – Rent/Own or Board as shown in the below table.

Household Composition		Standard Household Rate (Monthly)	
Recipient	Dependent Child/Student Family Member	Rent/Own	Board
1	0	\$738	\$655
1	1	\$1,035	\$674
1	2 or more	\$1,090	\$719
2	0	\$1,442	\$1,085
2	1 or more	\$1,497	\$1,128

A person with an inability or is 55 years of age or older (but under 65 years of age), are age 16-18 years old or is fleeing an abusive

situation would receive a Standard Household Rate of **\$1,022.** per month whether they Rent/Own or Board.

Examples:

1 Adult & 2 children receiving maximum Income Assistance Program **\$13,080** yearly (\$1,090 X 12)

2 Adults & 2 children receiving maximum Income Assistance Program **\$17,964** yearly (\$1,497 X 12)

A Single Disabled Person receiving maximum Income Assistance Program **\$12,264** yearly (\$1,022 X 12)

Old Age Security/Guaranteed Income Supplement

1 Senior (65-74 years) receiving maximum OAS/GIS with no other income **\$22,212.60** yearly (\$742.31 OAS + \$1,108.74 GIS X 12)

1 Senior (75 + years) receiving maximum OAS/GIS with no other income **\$23,103.36** yearly (\$816.54 OAS + \$1,108.74 GIS X 12)

2 Seniors (65-74 years) receiving maximum OAS/GIS with no other income **\$33,833.28** yearly (\$742.31 OAS + \$667.41 GIS X 2 X 12)

2 Seniors (75+ years) receiving maximum OAS/GIS with no other income **\$35,614.80** yearly (\$816.54 OAS + \$667.41 GIS X 2 X 12)

Canada Pension Plan

CPP (Retirement Pension at 65) Average amount for new beneficiaries \$803.76, maximum \$1,507.65

Post-retirement benefit (at age 65) Average amount for new beneficiaries \$8.57, maximum \$54.69

Canada Pension Plan Disability Benefit - Average amount for new beneficiaries \$1,191.72 maximum \$1,741.20

Post Retirement Disability Benefit - Average amount for new beneficiaries \$598.49, maximum \$610.46

CPP Survivors Benefits (younger than 65)- Average amount for new beneficiaries \$533.55, maximum \$803.54

CPP Survivors Benefits (older than 65) - Average amount for new beneficiaries \$320.39, maximum \$904.59

CPP Children of disabled CPP contributors - Average amount to new beneficiaries \$307.77, maximum \$307.81

CPP Children of deceased CPP contributor - Average amount to new beneficiaries \$150.89, maximum \$153.91



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: March 10, 2026
Prepared By: Shelly Hudson, Manager of Accounts Receivable
Paul Wills, Director of Finance
Report Number: IR2026-27 *Policy 109 Tax Exemption and Reduction*
Subject: *Tax Exemption and Reduction Policy*

RECOMMENDATION(S):

No recommendations

LEGISLATIVE AUTHORITY

Part IV, Sections 69A and 71, *Municipal Government Act*

BACKGROUND

This policy is reviewed as necessary to delete exemptions for properties which are no longer owned by the organizations to which the exemption was granted and provide approval for any new applications received.

A new application, for 2026-27 fiscal year, has been received from Bear River Economic Development Society. Policy 109 Section 3 defines a qualifying non-profit organizations as a registered Canadian charity [Can. Revenue Agency] (if the property being exempted is used directly and solely for a charitable purpose); OR a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization (if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council).

Staff would like to review Policy 109 to bring back recommendations prior to any additions or deletions, as well as verifying the status of the organizations.

FINANCIAL IMPLICATIONS

The total value of tax exemptions for Charitable and Non-profit organizations currently listed in Policy 109 for 2025-26 was \$133,743.43.

POLICY IMPLICATIONS

There are no policy impacts resulting from this report.

ALTERNATIVES / OPTIONS

N/A

ATTACHMENTS

No attachments

Prepared by: Shelly Hudson, Manager of Accounts Receivable

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer



(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 10, 2026
Prepared By: Paul Wills, CPA, CMA Director of Finance
Report Number: SR2026-28 Guarantees for Valley Region Solid Waste
Subject: Guarantees for Valley Region Solid Waste-Resource Management Authority capital spending – for expired guarantee

RECOMMENDATION(S):

That Municipal Council approve the Valley Region Solid Waste-Resource Management Authority Guarantee Resolution in the amount of \$89,961 to replace the guarantee for capital projects completed in 2025-2026 from the prior years budget that expired.

LEGISLATIVE AUTHORITY

Section 60(4)(b) of the of the *Municipal Government Act*:

“60(4) Where an agreement made by a municipality or village pursuant to subsection (1) creates a body corporate
(b) the participating municipalities and villages may guarantee its borrowings.”

BACKGROUND

Valley Region Solid Waste Resource Management Authority completed three capital projects in the 2025-2026 fiscal year that were approved capital projects to be financed by debentures. However, the TBR’s has expired on these projects and requires a renewal to participate in the Spring Debenture Issue. The guarantees are tied to the TBR and once the TBR expires or is used, guarantees are void.

DISCUSSION

To be eligible to participate in the Spring Debenture Issue for the above-mentioned projects, the following steps need to be completed:

1. Approval by the Valley Regional Services Board of Directors
2. Approval by all 7 owner’s councils to guarantee their portion of the debentures
3. Approval by the Nova Scotia Department & Treasury Board

As one of the owner councils, we are required to approve our portion of the borrowing through the guarantee.

FINANCIAL IMPLICATIONS

There are no financial implications unless the Valley Region Solid Waste-Resource Management Authority defaults on its obligation of debt repayment. In the event of a default, the guarantee would be called resulting in the County being responsible for its portion of the Authority.

POLICY IMPLICATIONS

NA

ATTACHMENTS

- Valley Region Solid Waste-Resource Management Authority Guarantee Resolution
- Valley Region Solid Waste-Resource Management Authority Request for Decision
- Valley Region Solid Waste-Resource Management Authority TBR

Prepared by: Paul Wills, CPA, CMA Director of Finance

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
MUNICIPAL PARTNER GUARANTEE RESOLUTION
COUNCIL OF
Municipality of Annapolis County**

Guarantee Share Amount: \$ 89,961 Purpose: Replacement guarantee for capital projects completed in 25-26 from prior year budgets that expired

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority has determined to borrow the aggregate principal amount of eighty nine thousand nine hundred sixty one Dollars (\$ 89,961) for purpose of Replacement guarantee for capital projects ;

WHEREAS the Authority has requested the Council of the Municipality of Annapolis County, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Council of the Municipality of Annapolis County does hereby approve the borrowing of the aggregate principal amount of eighty nine thousand nine hundred sixty one Dollars (\$ 89,961) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Council unconditionally guarantee repayment of eighty nine thousand nine hundred sixty one Dollars (\$ 89,961) for the purpose set out above; and

THAT upon the issue of the debentures, the Mayor/Warden and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Municipality of Annapolis County held on the ____ day of _____, 2026.

GIVEN under the hands of the Clerk and under the seal of the Municipality this ____ day of _____, 2026.

Clerk



Valley Regional Services Board of Directors Request for Decision

Agenda Item No. 5.3

Report to: Valley Regional Services Agreement Board
Meeting Date: February 18, 2026
Subject: Request for Decision: Temporary Borrowing Resolution
Prepared by: Dan L'Abbe

Current Situation: Three capital projects have been completed in the 2025-2026 fiscal year that were approved capital projects to be financed by debentures from prior fiscal years' budgets. The Nova Scotia Department & Treasury Board's one year financing approval has expired on these projects and requires renewal to participate in the Spring 2026 round of financing.

Background: To be eligible to participate in the Spring 2026 round of serial debenture financing for the above-mentioned projects, the following steps need to be completed:

1. Approval by the board by a board motion
2. Approval by all 7 owner's councils to guarantee their portion of the debentures
3. Approval by the Nova Scotia Department & Treasury Board

Discussion: Details of the completed capital projects

EMC / WMC C&D Hydrological Wells – approved budget 55,000 in 23-24 / cost expectations reset to 146,846 / completed project cost 91,688

HHW Container & Pre Fab Steel Structure – approved budget 350,000 in 24-25 / completed project cost 276,790

2x Tri-Pak TB6030 – approved budget 110,000 in 24-25 / completed project cost 60,357

Budget/Financial Implications: This request for the approval and certification of the attached Temporary Borrowing Resolution is in keeping with the approved 2025-2026 capital forecast as part of the 2026-2027 budget. Additional financial implications will become applicable when the actual Debenture for the funds is requested.

Alignment with Strategic/Business/Operational Plans: These projects were included in the operational plan presented as part of the 2026-2027 budget.

Alignment with Policy: The execution of the Temporary Borrowing Resolution is in keeping with Section 88 of the Municipal Government Act.

Intermunicipal Service Agreement Authority/Alignment: This RFD is not subject to the special resolution process requiring the individual approval of the Parties to the Intermunicipal Services Agreement.

Section 9(7) of the Amended and Restated Valley Waste Agreement dated June 30, 2025 grants the Valley Region Solid Waste-Resource Management Authority the power to borrow money from the Nova Scotia Department of Finance and Treasury Board.

Legal Authority/Implications: The approval of the attached Temporary Borrowing Resolution is in keeping with the requirements of the Department of Municipal Affairs to secure Ministerial Approval for the planned borrowing.

Contractual Implications: n/a

Options:

1. Accept the staff recommendation and authorize the Chair and General Manager to execute/certify the Temporary Borrowing Resolution.
2. Direct staff to provide additional information before making a final decision.
3. Do not accept the staff recommendation and advise staff as to how best to proceed.

Recommendation: Option 1

Motion(s): That the Valley Regional Services Board formally authorizes the Chair and General Manager, serving as Secretary to the Valley Region Solid Waste-Resource Management Authority, to execute the Temporary Borrowing Resolution in the amount of \$428,835 and further to submit the fully executed resolution to the Department of Municipal Affairs.

Communications: the Municipal Partner Guarantee Resolutions will be forwarded for Party Council for approval and certification.

Attachments: Temporary Borrowing Resolution in the amount of \$428,835

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$428,835 _____

Capital Projects: Detailed in Schedule "B"

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, the Municipality of the County of Annapolis, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the specific amounts and descriptions of which are contained in Schedule "B";

WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister of Municipal Affairs has the approved the proposed guarantees;

BE IT THEREFORE RESOLVED

THAT under the authority of the intermunicipal services agreement entered into under Section 60 of the *Municipal Government Act*, and subject to the approval of the Minister of Municipal Affairs, the Authority borrow a sum or sums not to exceed
four hundred twenty eight thousand eight hundred thirty five _____ Dollars
(\$428,835 _____) for the purpose set out above;

THAT the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

THAT pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed
four hundred twenty eight thousand eight hundred thirty five _____ Dollars
(\$428,835 _____) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

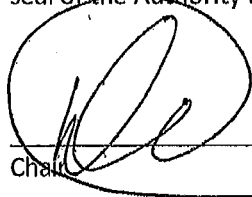
THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and,

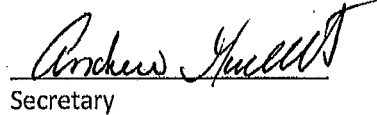
THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 18 day of February, 2026.

GIVEN under the hands of the Chair and the Secretary and under the seal of the Authority this 18 day of February, 2026.



Chair



Secretary

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$428,835 _____

Capital Projects: Detailed in Schedule "B"

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	58.28%	249,905
Municipality of the County of Annapolis	20.98%	89,961
Town of Kentville	8.10%	34,717
Town of Wolfville	7.19%	30,842
Town of Berwick	2.71%	11,632
Town of Middleton	1.90%	8,164
Town of Annapolis Royal	.84%	3,614
Total Capital Requirements for Borrowing Resolution	100	428,835.00

Budget Year	Item Description	Finance Term	Funding Source Projection & Budget	Carry Forward from Prior Years	Approved Budget	Unsettled Costs in Due to/from
23-24	EMC / WMC C&D Hydrological Wells	10	Debenture	146,846	55,000	91,688
24-25	HHW Container & Pre Fab Steel Structure	10	Debenture		350,000	276,790
24-25	2xTri-Pak TB6030	10	Debenture		110,000	60,357
						<u>428,835</u>

As per Budget 2026 with AC as an owner		
Municipality of Kings	58.28%	249,905
Town of Kentville	8.10%	34,717
Town of Wolfville	7.19%	30,842
Town of Berwick	2.71%	11,632
Town of Middleton	1.90%	8,164
Town of Annapolis Royal	0.84%	3,614
Municipality of Annapolis	20.98%	89,961
		<u>428,835</u>



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 10, 2026
Prepared By: Paul Wills, CPA, CMA Director of Finance
Report Number: SR2026-29 Administration Building Renovations Pre-Approval Form
Subject: Administration Building Renovations Pre-Approval Form

RECOMMENDATION(S):

That Municipal Council authorize the required pre-approval form for the administration building renovations to participate in the Finance and Treasury Board's upcoming Spring Debenture offering.

LEGISLATIVE AUTHORITY

Approved borrowing requirements

91 (1) Where a municipality is authorized to borrow money, subject to the approval of the Minister

(a) the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council; and

(b) the council shall determine

(i) the amount and term of, and the rate of interest on, each debenture,

(ii) when the interest on a debenture is to be paid, and

(iii) where the principal and interest on a debenture are to be paid

BACKGROUND

At the June 17th, 2025 Council meeting, Council approved a TBR for \$1.5 million for the 2025-2026 Capital projects expected to be completed. Of the \$1.5 million TBR, \$410,000 represented the portion for the Administration Building renovations. The actual cost incurred was \$316,912. As these renovations are complete, it is planned to finance these costs in the upcoming spring Debenture Issue.

Financing through the Finance and Treasury Board enables a pool of municipal projects to be financed assuming economies of scale resulting in optimal interest rates.

DISCUSSION

Since the Administration Building renovations are complete, going out to debenture in the spring will allow the County to recoup the funds spent on this project.

FINANCIAL IMPLICATIONS

The financial implications because of this report will be a principal payment along with two interest payments each year for the next ten years. The principal payment will be \$31,700. Based on the last debenture issue interest rates, the financial implications for the interest would be \$59,000 over the ten-year term if rates remain stable.

POLICY IMPLICATIONS

NA

ATTACHMENTS

- Pre-Approval Form Admin Renos

Prepared by: Paul Wills, CPA, CMA Director of Finance

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND **WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND **WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on June 17, 2025 .
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Municipality of the County of Annapolis
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$317,000.00 , for a period not to exceed 10 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Municipality of the County of Annapolis
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 7.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:
TBR #: _____
Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
Municipality of the County of Annapolis

(Name of Unit)

held on the 17th day of March 20 26

GIVEN under the hands of the Mayor/Warden and the Clerk of the
Municipality of the County of Annapolis

(Name of Unit)

this day of 20

Mayor/Warden

Clerk



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 10, 2026
Prepared By: Paul Wills, CPA, CMA Director of Finance
Report Number: SR2026-30 Bridgetown Water Utility Refinancing Pre-Approval
Subject: Bridgetown Water Utility Refinancing Pre-Approval of Debenture MFC 31-A-1

RECOMMENDATION(S):

That Municipal Council authorize the required pre-approval form for debenture MFC 31-A-1 for refinancing the upcoming balloon payment for the Bridgetown Water Utility to participate in the Finance and Treasury Board's upcoming Spring Debenture offering.

LEGISLATIVE AUTHORITY

Approved borrowing requirements

91 (1) Where a municipality is authorized to borrow money, subject to the approval of the Minister

(a) the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council; and

(b) the council shall determine

(i) the amount and term of, and the rate of interest on, each debenture,

(ii) when the interest on a debenture is to be paid, and

(iii) where the principal and interest on a debenture are to be paid

BACKGROUND

At the February 17th, 2026 Council meeting, Council approved a TBR for \$325,000 the refinancing of the Bridgetown Water Utility upcoming balloon payment this spring.

Financing through the Finance and Treasury Board enables a pool of municipal projects to be financed assuming economies of scale resulting in optimal interest rates.

DISCUSSION

This project was completed in 2011 and the Bridgetown Water Utility borrowed \$1.3 million from the former Municipal Finance Corporation. At that time, the borrowing term was for a twenty-year repayment term, but the Corporation was only able to lend to a maximum term of 15-years requiring a balloon payment in May 2026.

FINANCIAL IMPLICATIONS

There are no substantial financial implications because of this report. The Bridgetown Water Utility currently budgets for the principal payment of \$65,000. Based on the last debenture issue interest rates, the financial implications for the interest would be \$27,740 over the remaining five years if rates remain stable.

POLICY IMPLICATIONS

NA

ATTACHMENTS

- Pre-Approval Form BT Water Refinance

Prepared by: Paul Wills, CPA, CMA Director of Finance

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 17, 2026 .
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Municipality of the County of Annapolis
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$325,000.00 , for a period not to exceed 5 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Municipality of the County of Annapolis
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 7.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:
TBR #: _____
Minister
signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
Municipality of the County of Annapolis

(Name of Unit)

held on the 17th day of March 20 26

GIVEN under the hands of the Mayor/Warden and the Clerk of the
Municipality of the County of Annapolis

(Name of Unit)

this day of 20

Mayor/Warden

Clerk



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 10, 2026
Prepared By: Rob Frost, Chief Administrative Officer
Report Number: SR2026-31 Policy 114 Council Remuneration
Subject: Council Remuneration Policy

RECOMMENDATION(S):

That Municipal Council provide seven days notice of the amendments to the Council Remuneration Policy (114) as presented in at the March 10, 2026, Committee of the Whole, and provided in the attached staff report.

LEGISLATIVE AUTHORITY

Section 23(1)(d) of the *Municipal Government Act* states that the council may make policies providing for and fixing:

- (i) the annual remuneration to be paid to the mayor or warden,
- (ii) the annual remuneration to be paid to the deputy mayor or deputy warden,
- (iii) the annual remuneration to be paid to councillors,
- (iv) that part of the salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers of the municipality,
- (v) the deduction to be made from the remuneration of such persons, other than persons on parental accommodation, for missing more than three council or committee meetings in a year, and
- (vi) the rate per kilometre as a travelling allowance for such persons for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee.

BACKGROUND

As per policy, Council remuneration is adjusted each year for cost of living, which is the main update to this policy in order to ensure it is up to date and accurate. Additionally, the practice of providing additional funding to those that are ineligible to join the Provincial Pension Plan needs to be reviewed as per this staff report.

DISCUSSION

The cost-of-living increase for this past year was determined to be 2.6%, meaning that the new remuneration for Warden, Deputy, and Councillors is \$74,295, \$49,278, and \$37,148 respectively. These rates will come into effect on April 1, 2026.

Wording on CPI has been clarified.

Regarding the contribution to the Public Sector Superannuation Pension Plan (PSSP), there are a number of points to consider. As mentioned above, the MGA provides direction on setting the

annual remuneration for all Council positions. The guidance in the MGA is that an annual amount be set for each of the positions on Council. It does not provide the ability to pay some Councillors a different amount, although that is what our policy allows.

The PSSP provides the guidelines as to who is or is not eligible to join the plan. This is very standard for all pension plans, with the point being that once you are able you can begin to withdraw from the plan. Council is a very different function in this manner, as the relationship is different than an employment situation, however it is important to consider the ramifications related to staff. If we have an employee that reaches the age of 71 they would no longer be eligible and there would not be additional funds provided. This may be unlikely, but there are a couple of staff now that are very close.

Lastly there needs to be consideration as to what happens should a member of Council choose to not participate in the PSSP. Should someone be elected at the age of 68, it is their first term on Council, and they choose to not join the PSSP they would receive the regular Council rate of pay and not have deductions for pension. When they reach the month of November in the year they turn 71, they will now be eligible for an additional 8.4%, as per the current policy, as they are now ineligible for the PSSP. The wording of this clause would also suggest that anyone that was eligible to participate and joined, would not receive the 8.4% when they reached the age of 71 as they were eligible to join when they started.

It is recommended to remove the clause that states, "Should a council member be ineligible for entry into the Plan for any reason, the council member shall be compensated with an additional 8.4% of taxable salary."

FINANCIAL IMPLICATIONS

Annual CPI increase for all of Council equals \$14,724 in remuneration costs.

POLICY IMPLICATIONS

Amendments to Policy 114, Council Remuneration as presented.

ALTERNATIVES / OPTIONS

Alternative 1 – Council could outright reject the increase.

Alternative 2 – Council could defer and request additional information on items.

NEXT STEPS

Seven-day notice will be provided.

Policy amendments would be implemented.

ATTACHMENTS

Policy 114, Council Remuneration with amendments.

Prepared by: Rob Frost, Chief Administrative Officer

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	POLICY 114
ADMINISTRATION	Council Remuneration

1. GENERAL

This policy is referred to as the “Council Remuneration Policy.”

2. AUTHORITY FOR POLICY

Section 23(1)(d) of the *Municipal Government Act* states that the council may make policies providing for and fixing:

- (i) *the annual remuneration to be paid to the mayor or warden,*
- (ii) *the annual remuneration to be paid to the deputy mayor or deputy warden,*
- (iii) *the annual remuneration to be paid to councillors,*
- (iv) *that part of the salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers of the municipality,*
- (v) *the deduction to be made from the remuneration of such persons, other than persons on parental accommodation, for missing more than three council or committee meetings in a year, and*
- (vi) *the rate per kilometre as a travelling allowance for such persons for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee.*

3. DEFINITIONS

Terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

4. REMUNERATION

(a) Warden

Effective ~~January 1, 2025~~ April 1, 2026, the position of Warden shall be compensated at a rate of ~~\$72,412.13~~ \$74,295 per annum or part thereof, payable in bi-weekly installments.

(b) Deputy Warden

Effective ~~January 1, 2025~~ April 1, 2026, the position of Deputy Warden shall be compensated at a rate of ~~\$48,029.36~~ \$49,278 per annum or part thereof, payable in bi-weekly installments.

(c) Councillor

Effective ~~January 1, 2025~~ April 1, 2026, the position of Councillor shall be compensated at a rate of ~~\$36,206.60~~ \$37,148 per annum or part thereof, payable in bi-weekly installments.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	POLICY 114
ADMINISTRATION	Council Remuneration

(d) Annual Increases

The Warden, Deputy Warden, and Councillor remuneration amounts will increase by ~~the same percentage increase provided to all non-union staff on the same day. the Consumer Price Index (CPI) for Nova Scotia, all goods in, from October to October.~~

(e) Pension Equivalent

Upon election of a new council every four years, each member of council may elect to immediately enter the Municipality’s Public Sector Superannuation Pension Plan through the Province of Nova Scotia by making equal contributions according to the terms and conditions of the Plan. ~~Should a council member be ineligible for entry into the Plan for any reason, the council member shall be compensated with an additional 8.4% of taxable salary.~~

(f) Health Care Benefits

Upon election of a new council every four years, each member of council may elect to immediately enter the Municipality’s medical, and dental insurance program according to the terms and conditions of the program.

5. ABSENCES

- (a) Members of council who are absent from more than three Council, Committee of the Whole, or other meetings of committees in any one year to which they have been appointed by council, shall have their remuneration reduced by \$75.00 for each such absence over three absences, with the dates running from November 1st in any year to October 31st in the following year.
- (b) A member of council who is not provided at least five (5) business days’ notice of a meeting date shall not be deemed to be absent and shall not accrue any missed meeting time.
- (c) Absence from multiple meetings on the same day shall only be deemed to be one absence.
- (d) Where a member of council is required to attend an event or function at the request of council at the same time as a formal council or committee meeting, the council member shall not be considered absent and shall not accrue any missed meeting time.

6. MILEAGE

Members of council shall be reimbursed for mileage expenses in order to attend Council and Committee meetings at the rate contained within the Municipality’s Travel and Expenses Policy.

7. REPEAL

Policy 114 Council Remuneration, adopted by Municipal Council of the County of Annapolis on February 19, 2025, is hereby repealed.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	POLICY 114
ADMINISTRATION	Council Remuneration

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 **March 10, 2026**
Council Approval **March 17, 2026**

March 17, 2026
Date

_____ Municipal Clerk
At Annapolis Royal Nova Scotia



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 10, 2026
Prepared By: Rob Frost, Chief Administrative Officer
Report Number: SR2026-32 Funding for Lawrencetown Medical Clinic
Subject: Funding for Lawrencetown Medical Clinic

RECOMMENDATION(S):

That Municipal Council provide funding in the amount of \$4972 (+non-recoverable HST) to the Village of Lawrencetown for medical equipment to be used at the Lawrencetown Community Health Centre, to be funded from GL 8153 - Physician Recruitment.

LEGISLATIVE AUTHORITY

Municipal Government Act

Authorized municipal expenditures

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if

- (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

(2) The municipality may expend money provided for in an operating budget or capital budget for a purpose other than that set out in the operating budget or capital budget for that fiscal year if the expenditure does not affect the total of the amounts estimated for the operating budget and the capital budget.

BACKGROUND

A request for funding of medical equipment was received in early February from the Village of Lawrencetown for the Lawrencetown Community Health Centre as attached as Appendix A.

DISCUSSION

The Village of Lawrencetown is looking for financial support to purchase additional medical equipment for the health clinic. The Village has been responsible for expanding the facility, providing fixtures, as well as technology aspects for the clinic and admin staff.

The Municipality had budgeted \$30,000 for Physician Recruitment this year, and as this line has not been used, it would be appropriate to provide the funding requested from these unspent funds.

FINANCIAL IMPLICATIONS

\$4972 + non-recoverable HST to be provided as a one time support to the Village of Lawrencetown from GL 8153 - Physician Recruitment.

POLICY IMPLICATIONS

No direct policy implications at this time.

ALTERNATIVES / OPTIONS

Alternative 1 – Council could not fund the request.

NEXT STEPS

The Village of Lawrencetown would be informed of the decision and if approved a cheque would be provided.

ATTACHMENTS

Request Letter from the Village of Lawrencetown

Prepared by: Rob Frost, Chief Administrative Officer

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer

(Date)

Lawrencetown-in-the-Valley; at exit 19 on Route 101

Village of Lawrencetown

P.O. Box 38, Lawrencetown,
Nova Scotia B0S 1M0

villagelclerk@lawrencetownnovascotia.ca

Lawrencetown-in-the-Valley; at exit 19 on Route 101

Municipality of the County of Annapolis
PO Box 100
Annapolis Royal, NS B0S 1A0

February 2, 2026

To the attention of CAO Rob Frost,

I am writing on behalf of the Village of Lawrencetown to request funding for medical equipment for our Lawrencetown Community Health Centre. The Village is looking to purchase wall transformers, an infant scale, a pap light, fetal doppler and ear irrigation system. The total cost of the equipment listed is \$4,971.92 + HST, the breakdown of this is as follows:

2-TRANSFORMER WALL GS 777 INTd GREEN SERIES 117 MV w/ BP ST-\$3795.40 + HST

1-INFANT SCALE-\$475.00 + HST

1-PAP LIGHT-\$412.77 +HST

1-FETAL DOPPLER-\$225.00 + HST

1-EAR IRRIGATION SYSTEM (2 COMPONENTS)-\$63.75 +HST

The Village has expanded the facility and provided telephones, computers, office desks, chairs and all the exam room tables through donations from other partners and volunteers. The Village is also providing the software, security, telephone and broadband service to the clinic and the admin staffing.

We understand there may be a grant for medical equipment and as we now have a new practicing physician at our health centre we are looking for support from the County of Annapolis to assist us with some remaining items to ensure a fully functioning facility. Those items are listed above.

If you require further information please feel free to contact us at any time.

We look forward to your response to our request.

Sincerely,



Brian K. Reid Chair
Village of Lawrencetown 902 584-3082

CC: Brian Connell



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: March 10, 2026
Prepared By: Paula Bromley, Director of Municipal Operations
Report Number: IR2026-33 West Paradise Public Works Facility Update
Subject: West Paradise Public Works Facility Update

ORIGIN

This report is prepared as an update on status of the West Paradise Public Works Facility 2025-2026 Capital Project.

LEGISLATIVE AUTHORITY

N/A

BACKGROUND

The West Paradise site was originally acquired and developed to be used as a waste transfer facility. One building at the site is currently used for storage of equipment and materials, the other building is not being utilized. The worksites located in Bridgetown and Granville Ferry have not been substantially upgraded in many years and will require upgrades and replacement to continue to be operational in the future.

In March 2024, Council was presented with three options for a future public works facility and at that time the preferred option was to repurpose the facility in West Paradise and centralize all water, wastewater, and public works staff out of the same worksite. The estimated cost to complete the project was \$400,000. Granville Ferry and Bridgetown sites would be deemed surplus and assessed for sale.

In August 2025, a tender was issued for renovations at the facility. Tender prices were in excess of \$540,000

DISCUSSION

The August 2025 tender package included for renovations to the existing building. These renovations included:

- Replacement of all roofing and cladding to the building envelope
- Construction of employee lunch room and facility to accommodate 10 – 12 employees
- Uninsulated and unheated truck bay with storage

The tender package did not include:

- Upgrades to the existing water and sewer systems to accommodate the increased demand (well needs to be assessed, new pump required, septic system needs to be assessed as there is no information on these systems)
- Heated equipment storage
- Heated workshop space
- Sand/salt storage

- Cost associated with moving fuel tanks from Bridgetown or installing new tanks
- Impacts and cost of moving the SCADA hub from Bridgetown to the new facility
- Cost associated with removing other structures from the site (house and associated buildings)

Although there may be some benefits to having all employees and materials in one central location, there are other impacts on operations that need to be considered:

- Site access: the site is approximately 750m from the intersection with Route 201, up a steep incline. During periods of heavy snowfall, significant delays in snow plowing could be experienced if crews can not access the site to gain access to snow clearing equipment.
- Additional travel time to the West end of the County:
 - o West Paradise to Bear River: total travel 52 km – additional 22 km or 20 minutes each direction
 - o West Paradise to Cornwallis Park: total travel 42 km – additional 24 km or 22 minutes each direction. This would have an impact on the water and sewer plant operators in Cornwallis Park as their working time in the plants would be reduced by an additional 45 minutes each day. For a workday of 8 hours, a minimum of 1 hour and 20 minutes would be used just to commute.
 - o These increased travel distances would also impact snow clearing operations with the additional travel time and fuel cost.
- Impacts to Bridgetown operations:
 - o Snow clearing operations – Relocating operations outside the community would require the slow-moving equipment (tractor, loader, backhoe) to travel along Route 201 during active snowfall events. This would increase safety risks due to reduced visibility and hazardous road conditions, while also resulting in longer travel times and higher fuel consumption. Additionally, equipment would need to return to the site to reload salt and sand, further impacting efficiency and response times.
 - o Day to day operations – Operating from an external location would lead to increased travel time and fuel costs on a routine basis. It may also be necessary to acquire additional fleet vehicles resulting in added capital and operating expenses.

Other Considerations:

Although not directly related to Municipal Operations day to day task, some other key points that need consideration include:

- Bridgetown Fire Department: currently the Bridgetown Fire Department fuels their trucks at Bridgetown public works, moving the fuel tanks to West Paradise would have a direct impact on their operation.
- Tidal Transit: Bridgetown public works is currently used by Tidal Transit as a bus storage location and refueling site.
- The current Bridgetown and Granville Ferry public works sites have been operated as industrial sites for many years. There may be environmental impacts that need to be addressed during the decommissioning of the sites.

To make an informed decision on the best option to serve the needs of the public and the employees, a more in-depth cost analysis is required. This cost analysis would compare the total cost of constructing a fully functioning public works facility at West Paradise to the cost of completing the required upgrades at the existing public works sites, as well as any additional cost to operations due to increased travel distances and time.

Staff are actively working and will complete the cost analysis by May 2026; this will allow time to commence construction on the preferred option in the 2026 construction season.

FINANCIAL IMPLICATIONS

A cost analysis to determine the financial implications of this project is in progress.

POLICY IMPLICATIONS

There are no policy implications resulting from this report.

Prepared by:

Paula Bromley, P.Eng
Director of Municipal Operations

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 10, 2026
Prepared By: Paula Bromley, Director of Municipal Operations
Report Number: SR2026-34 Trunks and Routes Paving Program
Subject: Trunks and Routes Paving Program

RECOMMENDATION

That Council of Municipality of the County of Annapolis submit municipal paving priorities containing a 0.6 km portion of Church Street and a 0.9 km portion of Granville Street for re-paving under the 5-year trunks and routes provincial re-paving program at an estimated cost of \$1,500,000

LEGISLATIVE AUTHORITY

Section 65A (1) of the Municipal Government Act states:

Authorized municipal expenditures

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if

- (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality.

BACKGROUND

In May 2024, the Department of Public Works (DPW) initiated a new cost shared 5-year repaving program for municipally owned Trunks and Routes as part of our ongoing effort to enhance the safety and sustainability of our transportation network. We are entering the third year of the paving program, 26/27 fiscal year, and the Province has earmarked \$6.1 million for the program with municipalities matching the provincial funding.

Nova Scotia Public Works (NSPW) is asking municipalities across the province to submit their municipal paving priorities under the Trunks and Routes Paving Program. Each road re-paving project costs the Municipality 50% of the re-pave cost, with the province paying the remaining 50%. Eligible costs include surface repaving, shoulder gravel, replacing existing curbs, line painting for initial re-surfacing only, driveway tie-ins, new paved shoulders if on a blue route, replacing existing paved shoulders, and minor drainage systems. Ironworks like lifting manhole covers and catch basins where they exist, or new ones that are required by the Municipality are required to be fully paid by the Municipality at 100% of its cost.

DISCUSSION

Eligibility is limited to only municipality owned roads and streets and they must be on a provincial trunk and route. We will ask that Church Street be considered for eligibility for this program as it ties into Hampton Mountain Road and has experienced a significant deterioration since construction commenced on the Mountain Lea Lodge. If approved, funds would be used from 2026-2027 Capital – Roads Rehabilitation for the municipal contribution to the project with remaining funds from the capital project to be used in other areas throughout the County. Estimated cost to complete this section is approximately \$600,000.

Granville Street will be submitted as a priority for the 2027-2028 fiscal year. This section aligns with Phase 1 of the Granville Street upgrades. In anticipation of proceeding with this project next year, this program presents an opportunity for funding of the surface asphalt. Phase 1 of this project encompasses the area from the West limits of the community of Bridgetown to Jubilee Park. Estimated cost of asphalt to complete this section is approximately \$900,000.

The deadline for submission is March 20, 2026.

Attached to this report is the letter of request from Nova Scotia Public Works.

FINANCIAL IMPLICATIONS

Preliminary Estimates for the work are as follows:

Church Street: \$600,000

Granville Street: \$900,000

If approved, the municipal contribution would be 50%. Church Street would be funded through the 2026-2027 Capital Project – Road Rehabilitation. Granville Street would be budgeted in 2027-2027 fiscal year.

POLICY IMPLICATIONS

There are no policy impacts resulting from this report.

ALTERNATIVES / OPTIONS

- Do not submit paving priorities list under the Trunks and Routes Paving Program.

ATTACHMENTS

Letter of request from Nova Scotia Public Works

Prepared by:

Paula Bromley, P. Eng
Director of Municipal Operations

Approved by:



Rob Frost, Chief Administrative Officer

Approval Date:



(Date)

February 17, 2026

SENT BY EMAIL (rfrost@annapoliscounty.ca)

Rob Frost, Chief Administrative Officer
Annapolis County
752 St. George Street, PO Box 100
Annapolis Royal, NS B0S 1A0

Dear Rob Frost:

Subject: Submission of 5-Year Priorities for Repaving of Municipally-Owned Trucks and Routes

The Province of Nova Scotia is committed to supporting municipalities in maintaining and improving the infrastructure of municipally owned Trunks and Routes.

In May 2024, the Department of Public Works (DPW) initiated a new cost shared 5-year repaving program for municipally owned Trunks and Routes as part of our ongoing effort to enhance the safety and sustainability of our transportation network. We are entering the third year of the paving program, 26/27 fiscal year, and the Province has earmarked \$6.1 million for the program with municipalities matching the provincial funding.

Please submit your municipal paving priorities under the Trunks and Routes Paving Program. The paving program requires municipalities submit eligible road candidates in a prioritized manner for the program, with the attached Municipal Submission Nomination Form.

The following guidelines are provided for your municipality's submission:

1. **Project Eligibility:** Only municipally owned Trunks and Routes that meet provincial standards for eligibility will be considered for cost-sharing. Please ensure your submission aligns with these standards.
2. **Priority Listing:** Include the roads in order of priority for repaving. The prioritization will be based upon three aspects: road condition, traffic volume, and how it supports the provincial road network.
3. **Detailed Information:** For each section of road, please include the length, condition assessment, and any relevant safety or traffic data.
4. **Project Timeline:** Provide a projected timeline for when you expect to complete each project over the next five years. No municipality will be approved for more than one project in any one year unless there are insufficient submissions to spend on the total yearly allocation.
5. **Budget Estimate:** An estimated cost for each project will help us understand the financial needs and allow for accurate planning of cost-sharing arrangements.
6. **Additional Information:** Climate change is putting some roads at greater risk of flooding. The Province and municipalities are working to reduce flood risks. If your municipality has

an eligible road under this paving program that is also at risk of coastal flooding ([Coastal Hazard Map](#)), please make note of that in your submission.

Eligible aspects under the program will include the following: surface repaving; shoulder gravel; replacing existing curb; line painting (for initial surface paving only); driveway tie-ins; upgrade shoulder from gravel to paved (If identified in the Blue Route Program); replacing existing paved shoulder; and minor drainage systems. Minor drainage systems would consist of curbs, gutters, driveway culverts, cross culvert pipes (maximum of 900mm diameter), and open roadside ditches.

The deadline for submission is **March 20, 2026**.

Municipalities are requested to submit their list of road priorities, along with the year when the municipality will be financially able to conduct the work, to the Department. Submissions can be sent electronically to MunicipalTrunksAndRoutes@novascotia.ca

We look forward to receiving your priorities and working together to strengthen the road infrastructure in our municipalities. Should you have any questions or require additional information, please do not hesitate to contact DPW.

Thank you for your continued partnership in maintaining Nova Scotia's transportation network.

Best regards,



Mark Peachey, P. Eng.
Chief Engineer, Highway Programs
Department of Public Works

- c. Don Maillet, Executive Director, Highway Construction
- Troy Webb, Executive Director, Maintenance and Operations
- Buffy White, Director, Highway Engineering and Capital Programs
- Mitchell Conrad, District Director, Western District
- Tony Harvey, Area Manager, Digby/Annapolis