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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 12, 2026
10:00 a.m.



PAGES	1.	ROLL CALL
	2.	PRESENTATION (11:00 a.m.)
3-12	2.1	Valley Waste Resource Management
	3.	DISCLOSURE OF INTEREST
	4.	APPROVAL OF AGENDA
	5.	APPROVAL OF MINUTES
13-19	5.1	2026-04-14 Regular COTW
	6.	CORRESPONDENCE
20-26	6.1	Nova Scotia Federation of Municipalities Information Update
	7.	INFORMATION/STAFF REPORTS
27-34	7.1	SR2026-53 Approve <i>Policy 111 Annapolis County Planning Advisory Committee - Amend</i>
35-37	7.2	SR2026-54 2026 BRCS School Trust Award Payouts
38-39	7.3	SR2026-55 Miscellaneous Receivable Department of Natural Resources Write-off
40-42	7.4	SR2026-56 Guarantees for Valley Region Solid Waste-Resource Management Authority
43-49	7.5	IR2026-57 2025-2026 Variance Report Q4
50-51	7.6	SR2026-58 Annapolis County Ground Search and Rescue Funding Request
52-54	7.7	SR2026-59 Approve <i>Policy 139 Proclamations</i>
55-66	7.8	SR2026-60 Proposed Changes to the Inclusion, Diversity, Equity, and Accessibility Committee
67-70	7.9	IR2026-61 Community Grants, Recommendations to CAO
71-77	7.10	SR2026-62 Community Grants
78-82	7.11	SR2026-63 Corporate Climate Action Plan
83-101	7.12	SR2026-64 Max Young Fund Request
102-103	7.13	IR2026-65 Brand Expansion Project
	8.	NEW BUSINESS
	9.	IN-CAMERA
	9.1	In accordance with Section 22(2)(a) of the <i>Municipal Government Act</i> (acquisition, sale, lease and security of municipal property)
	10.	ADJOURNMENT

Committee of the Whole Presentation



May 12, 2026



2026-05-12 COTW Agenda Package

Overview of Organization

Services provided by Valley Waste

- Operate of two Management Centres
- Process Construction & demolition
- Handle Household Hazardous Waste
- Other services*
 - Education and enforcement
 - Administration
 - Stewardship services

* *Contracts with Divert NS & several Producer Responsibility Organizations.*

Contracted Services

- Curbside collection of garbage, organics and recycling
- Landfill disposal
- Organics processing
- Recycling processing (commercial recycling only)
- Transportation services (landfill, recycling, wood)
- Hazardous waste processing



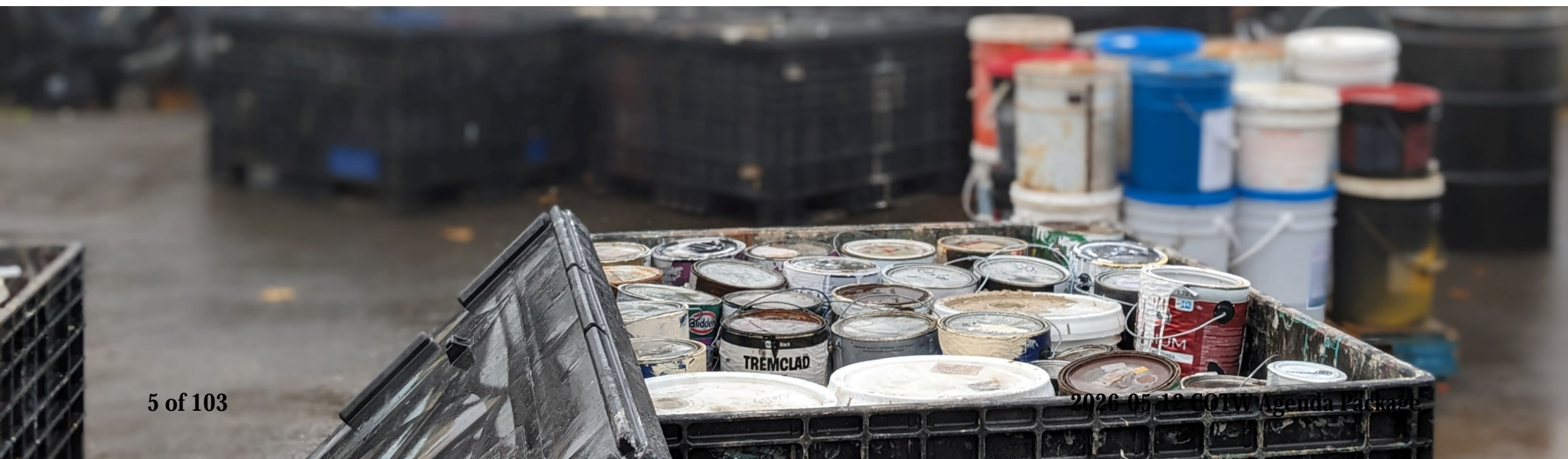
Key Initiatives

***New** Extended Producer Responsibility(EPR) Regulations for Residential Recycling

***New** Construction & Demolition Debris Regulations & Management

Bi-Weekly Bulky Waste Collection

Modernization of Facilities



Changes to Recycling Program

Extended Producer Responsibility (EPR) – Recycling

- Started Dec 2025: costs & management shift to producers
- Valley Waste contracted with Circular Materials Atlantic
- Collection unchanged; costs offset by Circular Materials
- Facilities compensated for residential recycling
- Processing/marketing managed by Circular Materials
- **Savings: >\$2.5M by FY2027**



Change in Collection System

- Two-truck system was proposed as an alternative collection method by our contractor during procurement of collection contract.

Benefits:

- Lower cost for the collection of garbage and organics = lower cost to municipalities.
- Recycling collected in separate truck.
- Fewer trips to transfer station, reduced time at transfer facility.
- Allows for bi-weekly collection of bulky waste.

Challenges:

- Route adjustments create different collection times that residents are not used to.
- Some very large bulky items do not fit the trucks i.e. King size mattresses, large patio tables.
- Higher cost for collection of recycling – costs borne by Circular Materials.



Construction & Demolition Debris

2025 Provincial regulations require:

- Restrictions to the size of and distance between stock-piles.
- Ground material allows for larger quantity permitted on-site.
- Pressure treated and creosote wood now requires second generation landfill disposal.
- Ground water monitoring required for storage facilities.



Construction & Demolition Debris

Management Centres received 8,650 metric tonnes of debris in F2026

- 8,200 at Kentville facility
- 450 at Lawrencetown facility

Wood grinder purchased in 2025

- ~3000 tonnes of wood is ground annually.
- Markets largely offset cost of grinding and reducing overall cost.



Facility Upgrades

Emergency Preparedness

- Wood grinder and excavator can be mobilized to respond to natural disasters.
- Industrial generator and hookups at Management Centres have been purchased to ensure facilities can operate during extended power outages.



Facility Upgrades

Western Management Centre – Lawrencetown

- Hazardous waste receiving area upgrades – **in progress**
- New compaction equipment – **completed**
- Groundwater testing wells - **completed**
- Expansion of tipping floor – **in F2026-2027 budget**
- Warehouse – **in F2026-2027 budget**
- Water retention pond – **in F2026-2027 budget**



Facility Upgrades

Eastern Management Centre – Kentville

- Expansion of construction and demolition debris pad – completed
- Hazardous waste receiving area upgrades – completed
- Groundwater monitoring wells – completed
- Expansion of transfer station – in progress



Minutes of the regular Committee of the Whole meeting held on Tuesday, April 14, 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; Fire Services Coordinator Jennifer Daniels; Deputy CAO Sarah Kucharski; Bylaw Enforcement Officer Amanda Lewis; Public Relations Officer Nadine McCormick; Manger of Information Technology Ben Olsen; Director of Community Development Debra Ryan; Director of Finance Paul Wills and 6 members of the public.

Disclosure of Interest

None

Order of the Day

To add item 8.2 Lawrencetown Swimming Pool under New Business.

Moved: Councillor Connell

Seconded: Deputy Warden Enslow

Motion carried

To approve the order of the day as amended.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Welch

Motion carried

Minutes

Re: 2026-03-10 Regular Committee of the Whole

Approved, no errors or omissions

Correspondence

Re: 2026-03-11 Correspondence from T. Pretzlaw

Council received a letter from T. Pretzlaw regarding the proposed forest harvesting on Crown land adjacent to Mickey Hill Provincial Park and the Lambs Lake Nature Preserve.

To send a letter to DNR, the Minister and MLAs requesting more information on their timeline. Also, asking for a pause in the areas adjacent to the park and the nature preserve.

Moved: Councillor Harding

Seconded: Councillor Oxner

Councillor Harding withdrew the motion with the agreement of seconder Councillor Oxner.

To write a letter to invite DNR, the Minister of Natural Resources and local MLAs to meet with Council and senior staff to provide information on the proposed harvest at Mickey Hill as well as timelines.

Moved: Councillor Harding

Seconded: Councillor Hare

To amend the motion to meet with the Warden, Deputy Warden, CAO and senior staff instead of Council and senior staff.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Harding

Motion carried

Vote was called on the amended motion:

To write a letter to invite DNR, the Minister of Natural Resources and local MLAs to meet with the Warden, Deputy Warden, CAO and senior staff to provide information on the proposed harvest at Mickey Hill, as well as timelines.

Motion carried

Council directed staff to organize a presentation to Council regarding the proposed forest harvesting on Crown land adjacent to Mickey Hill Provincial Park and the Lambs Lake Nature Preserve.

Presentation

Re: Tidal Transit

Meg Hodges, General Manager presented Council with an update from Tidal Transit Authority.

Correspondence

Re: Letter from Annapolis County Ground Search and Rescue

Council received a letter from Annapolis County Ground Search and Rescue highlighting their 2025 accomplishments.

Re: 2026-03-04 Correspondence from M. Kaplan

Council received correspondence from M. Kaplan regarding concerns with the expansion of the finfish farm in Port Wade.

To write a letter to invite the Minister of Fisheries and Agriculture and local MLAs to meet with the Warden, Deputy Warden, CAO and senior staff to provide information on the proposed expansion of the finfish farm and license expiry, as well as timelines.

Moved: Deputy Warden Enslow

Seconded: Councillor Longmire

Motion carried

Recess

A recess was called at 12:22 p.m. for a lunch break.

The meeting resumed at 1:31 p.m. with all councillors present as prior to the recess.

Information/Staff Reports

Re:IR2026-38 Fire Services Annual Update

Fire Services Coordinator Jennifer Daniels presented Council with an annual update regarding the activities and responsibilities of the Fire Services Coordinator.

Re: IR2026-39 Dangerous and Unsightly Premises Report

Bylaw Enforcement Officer Amanda Lewis presented Council with an update on current outstanding Dangerous and Unsightly Premises.

Re: IR2026-40 Community Conversations: Council & Community

Public Relations Officer Nadine McCormick informed Council of the upcoming Community Conversations: Council & Community initiative. She noted that these sessions will follow an interactive approach that encourages dialogue, small-group discussions, and direct engagement with both Council and staff.

Re: SR2026-41 Review of Strategic Plan

That Council direct the CAO perform a review of the Strategic Plan in the manner as described in the April 14, 2026, staff report to the Committee of the Whole.

Moved: Deputy Warden Enslow

Seconded: Councillor Welch

Motion carried

Re: SR2026-42 Bridgetown Community Recreation Association

That Council direct the CAO to enter into the one year agreement with the Bridgetown Community Recreation Association as attached.

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2026-43 Letter to Province regarding Fire Modernization

That Council direct the CAO to send the attached letter regarding Fire modernization to the Minister of Emergency Management and the Minister of Municipal Affairs.

Moved: Councillor Cranton

Seconded: Councillor Parsons-Saltzman

Motion carried

Re: SR2026-44 Bear River Board of Trade – Comfort Centre Agreement

That Council direct the CAO to enter into an agreement with the Bear River Board of Trade related to the operation of the comfort centre, as attached to the April 14, 2026, COTW report.

Moved: Councillor Harding

Seconded: Councillor Oxner

To amend the motion to change the wording comfort centre to public facility.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Harding

Motion carried

Vote was called on the amended motion:

That Council direct the CAO to enter into an agreement with the Bear River Board of Trade related to the operation of the public facility, as attached to the April 14, 2026, COTW report

Motion carried

Re: SR2026-45 Plan for Future Use of Municipal Lands

That Council direct the CAO to further review the property list attached, and provide a detailed report of recommendations at a future meeting.

Moved: Deputy Warden Enslow

Seconded: Councillor Longmire

Motion carried

Re: SR2026-46 Property Tax Write-off

That Committee of the Whole recommend that Council approve writing off an uncollectible tax account totaling \$1,376.05.

Moved: Councillor Cranton

Seconded: Councillor Harding

Motion carried

Re: SR2026-47 Capital Budget Increases

That Committee of the Whole recommend that Council increase the funding for the Bridgetown Sewage Lagoon Upgrades Phase 3 in the 2026-2027 CIP by \$300,000 to \$1,000,000 with the full amount to be funded by long term debt as originally approved in the 2026-2027 Capital Investment Plan.

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2026-47 Capital Budget Increases

That Committee of the Whole recommend that Council increase the Recreation Infrastructure Upgrades in the 2026-2027 CIP from \$200,000 to \$300,000 with the additional funding to come from the Capital Reserve Fund.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Welch

To amend the motion to change the wording additional funding to come from the Capital Reserve Fund with the \$200,000 to come from Capital Reserve Fund and \$100,000 to come from the community.

Moved: Councillor Cranton

Seconded: Deputy Warden Enslow

Motion carried

Vote was called on the amended motion:

That Committee of the Whole recommend that Council increase the Recreation Infrastructure Upgrades in the 2026-2027 CIP from \$200,000 to \$300,000 with the \$200,000 to come from Capital Reserve Fund and \$100,000 to come from the community.

Motion carried

Re: SR2026-47 Capital Budget Increases

That Committee of the Whole recommend that Council increase the IT Systems Replacement in the 2026-2027 CIP from \$40,000 to \$65,000 with the additional funding to come from the Capital Reserve Fund.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Harding

Motion carried

Re: SR2026-47 Capital Budget Increases

That Committee of the Whole recommend that Council change the \$35,000 funding for Alden R. Hubley Water Connection in the 2026-2027 CIP from the County Water Reserve to the Operating Reserve.

Moved: Councillor Cranton

Seconded: Councillor Welch

Motion carried

Re: SR2026-48 Municipal Wildfire Prevention Grant

That Committee of the Whole recommend that Council move the Municipal Wildfire Prevention Grant of \$22,500 from the 2025-2026 Operating Budget to the Operating Reserve to be used in 2026-2027 to advance FireSmart initiatives in collaboration with Parks and Recreation.

Moved: Deputy Warden Enslow

Seconded: Councillor Welch

Motion carried

Re: SR2026-49 Disbursement of Crouse and Willet Trust Interest

That Committee of the Whole recommend that Council authorize payment from the Willet Trust to the Mountain and Meadows Care Group in the amount of \$673.86.

Moved: Deputy Warden Enslow

Seconded: Councillor Oxner

Motion carried

Re: SR2026-49 Disbursement of Crouse and Willet Trust Interest

That Committee of the Whole recommend that Council authorize payment from the Crouse Trust to the Mountain and Meadows Care Group in the amount of \$2,157.42.

Moved: Councillor Agombar

Seconded: Councillor Parsons-Saltzman

Motion carried

New Business

Re: June Dates for COTW and Municipal Council Discussion

Council agreed to push both meeting dates by one week to allow staff to attend the Federation of Canadian Municipalities conference. June COTW will be held June 16, 2026, and Municipal Council will be held June 23, 2026

Re: Lawrencetown Swimming Pool

Council Connell informed Council that the Lawrencetown Swimming Pool had been broken into and vandalized. He gave notice that he will be bringing a motion to Municipal Council next week to give them \$1,000 to help with repairs.

In-Camera (3:51p.m.)

To meet in in-camera in accordance with Section 22(2)(b) setting a minimum price to be accepted by the municipality at a tax sale and Section 22(2)(a) acquisition, sale, lease and security of municipal property of the *Municipal Government Act*.

Moved: Councillor Longmire

Seconded: Councillor Agombar

Motion carried

Recess

The In-Camera session began at 4:03p.m. following a brief recess.

The meeting resumed at 5:02 p.m. with all councillors present as prior to the in-camera session.

Re: SR2026-45 Plan for Future Use of Municipal Lands

That Council direct the CAO to re-issue a modified request for proposals for the Upper Clements Park property, as per the staff report of April 14, 2026.

Moved: Councillor Parsons-Saltzman

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2026-50 Unsold Properties from March 5, 2026, Tax Sale

That Committee of the Whole recommend that Council call tender for property ANN 00-176-869 with a minimum bid of \$1,883.87

Moved: Councillor Welch

Seconded: Councillor Oxner

Motion carried

Re: SR2026-50 Unsold Properties from March 5, 2026, Tax Sale

That Committee of the Whole recommend that Council call tender for property ANN 09-153-144 with a minimum bid of \$1.00.

Moved: Councillor Harding

Seconded: Councillor Connell

Motion carried

Re: SR2026-50 Unsold Properties from March 5, 2026, Tax Sale

That Committee of the Whole recommend that Council call tender for property ANN 02-099-349 with a minimum bid of \$4,456.02.

Moved: Councillor Agombar

Seconded: Councillor Parsons-Saltzman

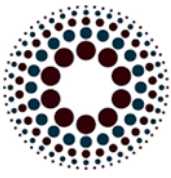
Motion carried

Adjournment

The Warden declared the meeting adjourned at 5:05 p.m.

Warden

Recording Secretary, Deputy Clerk



Spring 2026 Legislative Sitting Summary

The 2026 Spring legislative sitting adjourned on Thursday, April 9, 2026. NSFM would like to raise awareness among members of the significant pieces of legislation that were announced in the provincial legislature during this sitting. Members are invited to send any questions or concerns that they have to their Regional Representative on the Board of Directors or NSFM staff.

Of the 10 Government Bills and 2 Private and Local Bills that became law, this update will cover the following pieces of legislation:

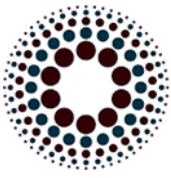
- ***Bill 186: Support for Fire Protection Services Act*** - Carried and given Royal Assent
- ***Bill 193: Powering the Economy Act*** – Carried and given Royal Assent
- ***Bill 198: Financial Measures Act*** – Carried and given Royal Assent
- ***Bill 212: An Act Respecting Administrative Measures for Housing*** – Carried and given Royal Assent

Bill 186: Support for Fire Protection Services Act

- The Minister of Emergency Management now has oversight for municipal fire services and establishing provincewide standards for fire services, firefighter training and certification, personal protective equipment, transition support for fire services that want to transition to a municipal model, and resources for fire protection service planning, delivery and reporting.
- Bill 186 enables the creation of the Office of the Fire Commissioner. This office will provide provincial oversight, coordination, and support to municipalities and fire service providers.
- All regulated fire protection service training programs will have to be accredited.
- Bill 186 requires municipalities to, at times and in the manner required by regulations:
 - Conduct a fire protection service review to determine its fire protection service level;
 - Ensure that local firefighter competencies, training, and personal protective equipment meet the service standard required by the fire protection service review; and,
 - Participate in a common records management system.

Bill 193: Powering the Economy Act

- Bill 193 creates the new *Offshore Renewable Energy Revenue Act*, which will provide a revenue framework for offshore wind projects.
- The legislation includes a requirement for offshore wind developers to pay the Province \$7,000 per megawatt of their turbines' capacity each year for the first 10 years of operation. An additional levy and bid fees will be established through regulations.



- The *Petroleum Resources Act* will be repealed and replaced with new legislation that addresses emerging natural resource opportunities, including onshore oil and gas, geothermal, natural hydrogen, helium, and carbon storage projects.
- The Independent Energy System Operator (IESO Nova Scotia) is now responsible for procuring clean energy for the grid, and they are able to set new renewable energy targets.

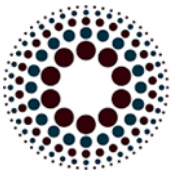
Bill 198: Financial Measures Act

- The Property Valuation Services Corporation is now allowed to deliver property notices electronically (if the owner agrees), and municipal clerks are no longer notified about hearings for assessment appeals under s.70 of the *Assessment Act*.
- Amendments to the *Forests Act* require the owners of forest properties that are being used in a commercial carbon sequestration to file a report with the Minister of Natural Resources. The Minister of Natural Resources may share this report with the municipality or municipalities in which the forest property is located.
- In an effort to expedite the construction of a new casino in Dartmouth, Nova Scotia, the *Gaming Control Act* is amended to clarify that the Nova Scotia Gaming Corporation is exempt from both property tax and municipal deed transfer tax.
 - The amendments includes a new term "municipal instrument" ("a municipal planning strategy, a land-use by-law, a development agreement, a policy, a subdivision by-law or any other regulation, by-law or ordinance made by a municipality relating to the development, establishment, siting or construction of a casino or a proposed casino"), and exempts casinos from such instruments in addition to exemptions from Part VIII and IX (Subdivisions) of the *Municipal Government Act* and *Halifax Regional Municipality Charter*.
 - The amendments clarify that where a person has entered into an agreement with the Corporation to develop, undertake, construct or operate a casino or a proposed casino, the lands on which the casino is to be situated may be subdivided without the approval of a municipality.
- Proposed amendments to the *Community Easements Act* and the *Conservation Easements Act* which would have created a pathway for landowners to overturn easements via an application to the Supreme Court of Nova Scotia were removed from Bill 198.

Bill 212: An Act Respecting Administrative Measures for Housing

Additional Council and Chief Administrative Officer Relationship Clarity

- Bill 212 provides councils with the following abilities with respect to Chief Administrative Officer (CAO) oversight:
 - The ability to delegate oversight and performance management of a municipality's Chief Administrative Officer (CAO) to a council committee;
 - The ability to exclude or limit participation of their CAO in discussions and training sessions related to their performance;
 - The ability to manage CAO participation on external boards and committees in an effort to align CAO priorities with council expectations; and,



- The ability to intervene in the CAO's delegation of authority if the CAO is absent for more than 30 days.

Mandatory Orientation Training for Newly Elected Councillors

- Bill 212 introduces a requirement for municipalities to provide orientation training (in accordance with incoming regulations) to "newly elected councillors", which is defined in Bill 212 as "a councillor who has been elected to a council and was not a member of that council immediately before that election.
- The Minister of Municipal Affairs has the authority to make regulations respecting the content, format, and timing of the training, as well as prescribing who will be responsible for delivering the training.
- Please note that these amendments will come into force on such a day Governor of Council orders and declares by proclamation.

Ministerial Authority: Improved Infrastructure Coordination in HRM

- Bill 212 will provide the Minister of Housing with the ability to order HRM, or a utility owned by HRM, to:
 - Build, change, reconfigure, or remove water, wastewater, stormwater, or other municipal infrastructure within HRM for the purpose of accelerating and increasing the supply of housing;
 - Apply for infrastructure funding from federal or other available sources for the purpose of accelerating and increasing the supply of housing; and,
 - Do anything necessary or desirable in the interest of safe, efficient, and affordable development of housing-enabling infrastructure.
- The Minister may require HRM or a utility to comply with an order made under this Section within a reasonable time specified in the order.
- The cost of any work undertaken shall be apportioned between HRM or a utility and the Crown in right of the Province in the manner agreed upon by them.
 - If no agreement is reached within a reasonable amount of time, the Minister may determine the apportionment of the cost of any work.
- Where the Minister orders work under this authority, and HRM or a utility does not comply within the time specified in the order, the Minister, or any person acting by or under the Minister's authority, may build, change, reconfigure or remove the infrastructure in such manner as the Minister deems expedient.
 - The cost of any work completed is a debt owed by HRM or a utility to the Crown in right of the Province and may be recovered in any court of competent jurisdiction at the discretion of the Minister.
 - However, HRM or a utility does not incur any costs or debt for any work undertaken under this order within the first 12 months of this section of the Act coming into force.
- Please note that these amendments will come into force on such a day Governor of Council orders and declares by proclamation.

Ministerial Authority: HRM's Urban Service Area Boundary



- Bill 212 will provide the Minister of Municipal Affairs with the ability to, by order, amend HRM's planning documents to extend or alter the urban service area for the purpose of extending growth-enabling infrastructure.
- The Minister may also request any information from HRM, or from any utility owned by HRM, that the Minister considers relevant to growth-enabling infrastructure.
- This ministerial authority will expire on a date prescribed by regulations, or, where no date is prescribed, on November 25, 2028.

Extension of the Executive Panel on Housing

- The Executive Panel on Housing in the Halifax Regional Municipality will be expanded by two years (2028).



2026/2027 Provincial Budget Update

General Overview

- The Government of Nova Scotia is forecasting a deficit of \$1.24 Billion (after contingency) for the 2026/27 fiscal year.
- The 2026/27 Budget includes projected revenues of \$17.3 Billion (an increase of approximately 4.5% from 2025/26) and expenses of \$18.9 Billion (an increase of approximately 7.7% compared to 2025/26).
- In response to global economic uncertainty and other domestic factors, such as slowing population growth, the Government of Nova Scotia is projecting four years of budget deficits that are expected to decline annually.
 - The Government of Nova Scotia projects that the budgetary deficit will be \$759.5 Million by the 2029/30 fiscal year.
- The Government of Nova Scotia plans to reduce the civil service by 5% in 2026/27, with additional annual cuts of 3% over the next four years to diminish government spending.
 - The nature of these cuts will target staff involved in management and administration rather than front-line services (i.e. teachers, healthcare workers, etc.).

Analysis from Departmental Estimates

Cyber Security and Digital Solutions

- Investments of \$263M for Cyber Security and Technology (specifically \$17.3M for Cyber Security and Enterprise Risk) will help support municipalities modernize operations and improve preparedness for cyber-attacks.

Communities, Culture, Tourism, and Heritage

- A new funding formula for libraries that includes increased funds has not been put forward for a second budget since the Library Funding Review Committee completed their work.
- Cuts to tourism staff may impact municipalities that rely on tourism for their local economies.

Education and Early Childhood Development

- An increased level on investment for the School Food program has been identified (up to \$100.4M in 26/27, compared to \$64.5M last year).

Energy

- Significant cuts have been made to Clean Energy (\$8.1M in 26/27, down from \$36.9M last year), though it is possible that efforts will be made with the Powering the Economy Act to make up for budget cuts to Clean Energy.

Environment and Climate Change

- Significant cuts have been made to Environment and Climate Change, particularly in the areas of Sustainability and Applied Science, Climate Change Fund, and Grants and Contributions.

Emergency Management

- Emergency Management maintains a similar budget to last year.
- \$3M has been announced to improve fire services.



- \$33.4M has been announced to expand the province's trunked mobile radio network and for year 3 of the Cellular for Nova Scotia program, a multi-year commitment to expand access to cellular service across Nova Scotia.
- Disaster Recovery Assistance has been budgeted at \$0.62 in 26/27, down from \$2.3M last year. Investment in Regional Emergency Operation Centres (REOCs) has also declined slightly.

Fisheries

- The Department announced increased levels of investment in marketing (\$3.2M in 26/27, up from \$0.9M last year).

Growth and Development

- Significant investment in housing development continues, with a focus on Affordable and Community housing (\$84.3M in 26/27, up from \$47.4M last year).

Justice

- This year's Justice budget increases the budget for provincial functions (Administration, Research and Planning, Enforcement and Compliance, Provincial Police Service), while investment in municipal policing remains flat or is declining.
- Community Safety is budgeted at \$0.91M in 26/27, down from \$2.5M last year.
- \$2.6M has been announced to increase public safety and enhance provincial policing with a single records system for all police.

Labour, Skills, and Immigration

- This department will assume the administration of the Nova Scotia Community College as part of their portfolio.

Municipal Affairs

- As revealed in our communications earlier, the Flood Risk Infrastructure Investment Program (FRIIP), Provincial Capital Assistance Program (PCAP), Municipal Innovation Program (MIP), and Growth & Renewal for Infrastructure Development (GRID) will end in 26/27.
- Roughly \$0.8M in discretionary funding for special projects will also be removed in 26/27.

Restoration of Grant and Program Funding

- On March 10, 2026, Premier Tim Houston announced that \$53.6M in grants and funding to support people with disabilities, seniors, and education initiatives have been reinstated.
- \$33M in fund reductions impacting programming for seniors have been restored for 2026/27, which includes:
 - \$16M for the Meal Delivery Program.
 - \$10M for operating grants for long-term care and disability support facilities, as well as home care agencies.
 - \$133,000 for the Age Friendly Community Program, resulting in a total program budget of \$266,000 in 2026/27.
- \$16.4M in programming to support youth and people with disabilities have been restored for 2026/27, which includes:
 - \$3.5M for the Youth Day Program Pilot.
 - \$3.3M in operating grants for disability support facilities.
 - \$2.9M for community inclusion and day programming.



- \$1.6M to cover dental costs and bus passes for individuals with disabilities.
 - \$1.4M for the delivery of disability-based grants.
- \$2.2M in funding to support African Nova Scotia and Indigenous scholarships and student programs have been restored for 2026/27.
- \$370,000 in resources for the African Nova Scotian community have been restored for 2026/27.
- \$1.24M in fund reductions impacting community transportation programming have been restored for 2026/27, which includes.
 - \$827,000 for the Community Transportation Assistance Program, resulting in a total program budget of \$1.65M in 2026/27.
 - \$190,000 for the Public Transit Assistance Program, resulting in a total program budget of \$380,000 in 2026/27.



Staff Report

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Linda Bent, Director of Planning & Inspection Services
Report Number: SR2026-53 Approve *Policy 111 Annapolis County Planning Advisory Committee - Amend*
Subject: Approve *Policy 111 Annapolis County Planning Advisory Committee - Amend*

RECOMMENDATION

To recommend that Municipal Council approve *Policy 111 Annapolis County Planning Advisory Committee Policy*, seven-day notice.

BACKGROUND

Policy 111 Annapolis County Planning Advisory Committee was created April 16, 2024, as a stand-alone policy to replace *AM-1.3.6 Advisory Committees and Boards Policy*. Its purpose was to provide transparency and clarity to support the process of the Planning Advisory Committee that would be less confusing. In November of 2024 *Policy 111* was amended to address length of term and membership along with inclusion of the powers and duties of the Heritage Advisory Committee as set out in the Heritage Property Act.

DISCUSSION

The suggested change to the existing policy is to alter the membership of the Planning Advisory Committee from four members of Council to five members of Council. Membership of four citizen members remains at four. This change will take effect in November of 2026.

The change to Council representation improves alignment, accountability, and efficiency, while continuing to value and include citizen perspectives.

LEGISLATIVE AUTHORITY

Section 200(1) of the *Municipal Government Act* states that a municipality may, by policy, establish a planning advisory committee and may establish different planning advisory committees for different parts of the municipality.

Section 201(1) of the *Municipal Government Act* states that a municipality may establish, by policy, one or more area planning advisory committees to advise the planning advisory committee or joint planning advisory committee on planning matters affecting a specific area.

BUDGET IMPACTS

The new policy imposes no new financial or budget impacts

COMMUNICATIONS

This approval will be posted on our social media sites, as well as our website.

ATTACHMENTS

Policy 111 – Existing

Policy 111 - New

Prepared by: Linda Bent, Director of Planning & Inspection Services

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer

May 4, 2026
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	POLICY 111
PLANNING AND DEVELOPMENT	Annapolis County Planning Advisory Committee

1. GENERAL

This policy is referred to as the “**Planning Advisory Committee Policy**”.

2. AUTHORITY FOR POLICY

Section 200(1) of the *Municipal Government Act* states that a municipality may, by policy, establish a planning advisory committee and may establish different planning advisory committees for different parts of the municipality.

Section 201(1) of the *Municipal Government Act* states that a municipality may establish, by policy, one or more area planning advisory committees to advise the planning advisory committee or joint planning advisory committee on planning matters affecting a specific area.

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. TERMS AND CONDITIONS

Persons appointed to this Committee shall normally be appointed for a two (2) year term beginning on November 1st immediately following each municipal election, and then two years thereafter.

Council may, through a recommendation from the Nominating Committee, appoint replacement members should a member resign or become no longer eligible for appointment during the term of their appointment.

No person may be appointed for more than two consecutive terms.

Except as otherwise determined by statute, bylaw or policy, every person shall be eligible to be appointed as a citizen member who meets the qualifications in *Policy 121 Citizen Appointments to Committees*.

Except to the extent that the chairperson is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chairperson of the committee, upon recommendation of the Nominating Committee.

If municipal council does not appoint a chairperson, the committee shall elect a chairperson from one of its members.

Persons appointed to the Committee serve at the pleasure of Council.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	POLICY 111
PLANNING AND DEVELOPMENT	Annapolis County Planning Advisory Committee

5. QUORUM

A quorum for the committee shall consist of a majority of the members appointed to the committee by municipal council at the time of each meeting.

6. MEETINGS

The committee shall meet at such time and place as directed by the chairperson, or committee at a preceding meeting, by providing notice of all such meetings to all committee members at least five (5) business days in advance of the meeting. This five-day notice provision does not apply to re-scheduled meetings due to weather, lack of a quorum at a meeting, or another deemed emergency need for a meeting by the chairperson.

All approved meeting minutes, and records of the committee shall be open to the public except as expressly prohibited by law, or not yet approved by the committee.

7. MEMBERSHIP

Membership on the committee shall consist of four members of council as well as up to four members of the public.

8. PURPOSE AND ROLE

Planning Advisory Committee shall carry out the following functions and no others unless specifically requested by municipal council to do so:

- a. Review applications for development agreements, amendments to development agreements, re-zonings, text and bylaw amendments, and other planning matters that are required by law, and make recommendations to municipal council for amendments and / or adoption.
- b. Review draft Municipal Planning Strategies and Land Use Bylaws forwarded to the Committee by Area Advisory Committees or municipal staff and make recommendations to municipal council for amendment and / or adoption.
- c. Attends all meetings of the Planning Advisory Committee, completely reading all meeting materials prior to meetings, providing feedback and advice on reports, planning strategy and land use bylaw proposed changes, development agreements, and site plan applications where required.
- d. Attends all public information meetings and public hearings related to matters before the Planning Advisory Committee to ensure a full understanding of public input before discussing and voting on such matters before the Committee.
- e. Always acting in the best interest of the municipality, its communities and residents, and not advocating for any changes, amendments, or adoption of documents, plans, or strategies that are personally beneficial where such changes are not in the best interest of the wider community.

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- c. Attends all meetings of the Planning Advisory Committee, completely reading all meeting materials prior to meetings, providing feedback and advice on reports, planning strategy and land use bylaw proposed changes, development agreements, and site plan applications where required.
- d. Attends all public information meetings and public hearings related to matters before the Planning Advisory Committee to ensure a full understanding of public input before discussing and voting on such matters before the Committee.
- e. Always acting in the best interest of the municipality, its communities and residents, and not advocating for any changes, amendments, or adoption of documents, plans, or strategies that are personally beneficial where such changes are not in the best interest of the wider community.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	POLICY 111
PLANNING AND DEVELOPMENT	Annapolis County Planning Advisory Committee

- f. The Committee shall have the powers and duties of a Heritage Advisory Committee pursuant to the *Heritage Property Act* and make recommendations to council regarding registrations, de-registrations, substantial alterations and demolitions.

9. RECOMMENDATIONS

In the event the Planning Advisory Committee fails to provide a report or recommendation to municipal council within any set deadline established by council; municipal council may proceed with a decision regarding a matter within the Committee’s mandate without awaiting the committee report or recommendation.

10. REPEAL

Policy 111 Annapolis County Planning Advisory Committee Policy, adopted by Municipal Council of the County of Annapolis on November 19, 2024, is hereby repealed.

<p>Municipal Clerk’s Annotation for Official Policy Book</p> <p>I certify that this policy was adopted by Municipal Council as indicated below:</p> <p><i>Seven (7) Day Notice</i> May 12, 2026</p> <p><i>Council Approval</i> May 19, 2026</p>	
<p><u>Rob Frost</u></p> <p>Chief Administrative Officer</p> <p><i>At Annapolis Royal Nova Scotia</i></p>	<p>_____</p> <p>Date</p>



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Nancy Comeau, Finance Coordinator
Report Number: SR2026-54 2026 BRCS School Trust Award Payouts
Subject: 2026 BRCS School Trust Award Payouts

RECOMMENDATION(S):

That Committee of the Whole recommend that Council authorize payments from the School Trust bank account in the total amount of \$9,625, as per the May 12, 2026 staff report Distribution List.

LEGISLATIVE AUTHORITY

Section 65A(1)(c) of the Municipal Government Act

Authorized municipal expenditures:

- 65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if
 - (c) the expenditure is legally required to be paid

BACKGROUND

The School Trust bank account was created through a number of donations to the school boards many years ago. The principal is held, and the interest that accumulates each year is used to provide scholarship funds to students in Bridgetown.

Staff at the School determine who the awards/prizes should be paid to and submit a list to us for pay-out. The County issues a cheque to the school for student prize payouts on Graduation night, and cheques to the educational facility as requested.

The Trust balance is approximately \$568,847, made up of \$269,583 in the bank account and \$298,264 invested in RBC Shares. (Note that funds previously held in GIC's are now in the Trust bank account as RBC staff advised that the interest rate in the bank account was better than GIC rates.)

In June 2025, there were twenty-four students who met the criteria of the 42 award/prizes, with payments ranging from \$50 - \$1,292.

The trust funds provide the Bridgetown Regional Community School for disbursement of student prizes on Graduation Night of \$5,325, and \$1,500 for school programs as per fund directives (total \$6,825), and, \$2,800 to be available to disburse to educational institutions upon request of scholarship/award recipients for a total 2026 pay-out of \$9,625.

DISCUSSION

This is an annual distribution.

FINANCIAL IMPLICATIONS

There is no financial impact to the operations funds. The original contributions to set up this Trust are currently in a bank account or RBC Bank Shares, and the interest income from these investments are used for these awards.

A Scholarship/Award will be carried over for one year if the student does not attend school immediately following graduation; if after the second year they have not entered secondary education, the funds go back into the investments.

POLICY IMPLICATIONS

These distributions are according to the directive of the donor(s).

ALTERNATIVES / OPTIONS

n/a

NEXT STEPS

n/a

ATTACHMENTS

2026 Distribution of School Trust Funds

Prepared by: Nancy Comeau, Finance Coordinator

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

2026 Distribution of School Trust Funds

Payment to be issued to BRCS for disbursement to the Recipients on Graduation Night:

• BRHS Staff Prize	1 @ \$200	\$ 200
• Beeler English Prize	1 @ \$300	300
• Fraser English Prize	1 @ \$200	200
• French Oral Prize	1 @ \$200	200
• French Written Prize	1 @ \$200	200
• McIssac Memorial Bursary	1 @ \$100	100
• Highest Standing NUP Prize	1 @ \$200	200
• Lantz Allen Prize	1 @ \$ 75	75
• J.T. Archibald Prize	1 @ \$ 50	50
• Iris MacDonald Arts & Letter Award	1@ \$1,500	1,500
• General Prize Fund (BRCS Awards)	23 @ \$100	<u>2,300</u>
<i>Total issued to BRCS for payout at graduation</i>		\$5,325
• Iris MacDonald contribution to BRCS		<u>1,500</u>

Total Payment to be Issued to BRCS

\$6,825

Payments to be issued to Educational Institution on request by Recipient:

• Minnie Beatrice Bent Scholarships	3 @ \$400	\$1,200
• Max Young Scholarships	3 @ \$200	600
• Mary Alice Willett Scholarships	2 @ \$250	500
• R.J. Messenger Award	1 @ \$500	<u>500</u>

Total Available to be Issued to Educational Institutions

2,800

Total School Trust Funds to be Disbursed

\$9,625

The Recipient List will be available after the Graduation Service in June 2026.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Paul Wills, CPA, CMA Director of Finance
Report Number: SR2026-55 Miscellaneous Receivable Department of Natural Resources Write-off
Subject: Miscellaneous Receivable Department of Natural Resources Write-off

RECOMMENDATION(S):

That Committee of the Whole recommend that Council approve writing off an uncollectible miscellaneous receivable for the Department of Natural Resources totaling \$47,364.10.

LEGISLATIVE AUTHORITY

Section 38 of the *Municipal Government Act* – Duty of treasurer to advise council

(38) The treasurer shall promptly advise the council of

(a) all moneys due to the municipality that the treasurer considers cannot reasonably be collected after pursuing all reasonable avenues of collection; and

(b) the reasons for the belief that such moneys cannot be collected,

and the council may write off the amounts determined to be uncollectible.

BACKGROUND

Typically, the treasurer brings forward all uncollectible receivables for Council's review and authorization. This has not happened for a few years as the finance team has been catching up on financial reporting and audits.

Methods of collection that have or cannot be exhausted:

- Phone calls
- Emails
- Statements of account
- Arrears notices

This type of receivable is not a lienable charge and as such can not be put up for tax sale.

DISCUSSION

On December 12, 2024, the finance staff was advised by the former Municipal Operations Director to bill the Department of Natural Resources for the Deep Brook Force main repairs that occurred in 2024 advising DNR should be paying any costs associated with this incident.

After discussions with DNR staff in February 2025, and reviewing the Easement Agreement that was in place at that time with respect to Crown land between Deep Brook and Cornwallis Park, Annapolis County, Section 5 clearly states:

5. The Grantee shall at all times indemnify and save harmless the Grantor, Her officers, employees or agents from and against any claims, demands, losses, costs, debts, damages, including personal injury or death, actions or other proceedings attributable in any way to the construction, installation, use, maintenance, repair and replacement of the underground sewage pipeline and pumping station by the Grantee or its servants, agents, guests and the general public whose presence is authorized or not.

Based on this clause, the County is responsible for this repair, and this amount should be written off.

FINANCIAL IMPLICATIONS

There would be no financial implications as these properties are covered within our Allowance for Doubtful Accounts that we analysis at each year end to ensure we have enough set up to cover situations like this.

POLICY IMPLICATIONS

NA

ATTACHMENTS

NA

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

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer



(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Paul Wills, CPA, CMA Director of Finance
Report Number: SR2026-56 Guarantees for Valley Region Solid Waste-Resource Management Authority
Subject: Guarantees for Valley Region Solid Waste-Resource Management Authority capital spending – for Capital Budget 2026-2027

RECOMMENDATION(S):

That Committee of the Whole recommend that Council approve the Valley Region Solid Waste-Resource Management Authority Guarantee Resolution in the amount of \$506,736 for budgeted capital projects to be completed in 2026-2027.

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 is requesting guarantees for their 2026-2027 capital projects based on their capital budget.

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

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 the Annapolis**

Guarantee Share Amount: \$ 506,736 Purpose: Capital Projects - capital budget 2026-2027

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 five hundred six thousand seven hundred thirty six Dollars (\$ 506,736) for purpose of Capital Projects - capital budget 2026-2027 ;

WHEREAS the Authority has requested the Council of the Municipality of the County of Annapolis, 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 the County of Annapolis does hereby approve the borrowing of the aggregate principal amount of five hundred six thousand seven hundred thirty six Dollars (\$ 506,736) 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 five hundred six thousand seven hundred thirty six Dollars (\$ 506,736) 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 the County of Annapolis 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



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Emma Waterman, Financial Analyst
Report Number: IR2026-57 2025-2026 Variance Report Q4
Subject: 2025-2026 Variance Report Q4

ORIGIN

This report is prepared as a financial update on the 2025-2026 operating budgets for information purposes.

LEGISLATIVE AUTHORITY

There is no specific legislative authority that governs variance reporting.

BACKGROUND

Responsible governance includes reviewing performance data as it relates to the annual budget. As financial information and reporting is caught up, staff are committing to both internal and external reporting going forward, and this is the fourth quarter report as it relates to the 2025/2026 fiscal year. Please note, these figures remain estimates and are not final until they've been certified audited.

The Audit Committee policy includes this information as part of its meetings and met on April 28th, 2026.

DISCUSSION

All data provided is as of March 31st, 2026 to allow for financial analysis and meeting internal deadlines for Agenda preparation. This report covers the full fiscal year 25/26, however, as noted below, several transactions remain to be made due to year-end calculations required.

Revenues represent the amounts billed for property taxation and sewer bills but does not reflect the amount collected. Annually the Municipality's collection rates are over 95%, but funds are received throughout the year as part of the collections process.

Any surplus remaining at the end of the fiscal year is transferred to the operating reserve, per the Section 3(1)(a)(iv)(D) of *Financial Reporting and Accounting Manual (FRAM)*.

Typically, each quarter it would be expected that approximately 25% of the budget is expended. This logic must be adjusted for items that are paid/received in lump sums, and other timing differences (ex. Insurance).

Revenue Analysis:

Total budgeted revenues	\$27,304,576
Revenues billed/collected	\$27,708,104
Variance	\$ 403,528

Revenues are above budgeted expectations with a positive variance of \$403,528.

This variance is primarily due to the deed transfer tax coming in higher than at the same period last year and the Town’s Foundation Grant not being included in the Unconditional Grants budget for the Municipal Financial Capacity Grant.

Budget Item	Analysis
Deed Transfer Tax	The full years budget is \$1,500,000, actuals are \$1,992,251. Compared to 2024 this year’s deed transfer tax has been higher over the summer months comparatively to last year figures.
Municipal Financial Capacity Grant	Town Foundation Grant was not included in budget documents.

Outstanding Revenues to be documented:

Two revenue items have not been captured yet: The receivable from the province for the wildfire reimbursement and the Q3&Q4 Municipal Operating Grant. These items total \$544,502.83. The claim for the wildfire will be sent once documentation requirements are completed; it is estimated to be \$164,502.83. The Municipal Operating Grant revenue has been withheld due to the delay in submitting the Municipalities previous years FIR, it is estimated to be \$380,000.

Expense Analysis:

Total budgeted expenses	\$27,304,576
Expenses Incurred	\$24,040,871
Variance	\$ 3,263,705

All major Q4 invoices, such as RCMP, AVRCE and library invoices have been received and paid. Expenditures have fallen below budgeted expectations, however there are some outstanding items.

New salary allocations have been completed for the public works department for fiscal year 26/27. Unfortunately, as mentioned in the Q3 report, due to the complexity and granular data needs to re-allocate salaries, fiscal year 25/26 has several relatively large variances. Attached is a breakdown comparison between actual, budgeted and overtime costs between various public works sections to demonstrate overall variances, with a final positive variance of \$28,375.

Outstanding Expenditures to be documented:

Unbudgeted Item	Analysis
Adjustment to the Allowance for Doubtful Account	There were several documented receivables that were deemed likely to not be collected. These include a claim to DNR, property taxes that will likely not be recuperated and other miscellaneous items. These totalled \$84,895.62.
Wildfire Expenses	Total wildfire expenses recorded are projected to be \$310,147.37. Of this amount, it is estimated that \$164,502.83 will be likely covered by the Disaster Financial Assistance Program.
Provision for Xplore.net	There is a possibility that the county has some unsettled invoices with Xplore.net. The estimated remaining cost is \$1,045,472.21; however, confirmation of this amount is being sought prior to payment. As per accounting standards, a provision will be made for fiscal year 25/26 as it is a known estimated expenditure with a likely future payment.
Reserve and Hydrant Transfers	Hydrant rate costs have not been calculated and posted yet; they are estimated to be \$462,151. Various reserve transfers have also not been completed worth an estimated \$1,715,849. These will be resolved in the upcoming weeks.

Overall Analysis:

We are on budget and should be on track to finish the fiscal year with a slight overbudget position for revenues and slight underbudget position for expenses, resulting in a surplus financial position of \$593,220.47.

FINANCIAL IMPLICATIONS

There are no adverse financial impacts to report at this time, details can be found in the attached file "Variance Report Quarter 4".

POLICY IMPLICATIONS

There are no policy impacts resulting from this report.

ATTACHMENTS

Variance Report Quarter 4
PW Salary Variance Calculation

Prepared by: Emma Waterman, Financial Analyst

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

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

**Municipality of the County of Annapolis
Quarter 4 Report**

Revenues	25/26 Budget	25/26 Actuals	Variance	Variance Percentage	Explanation
Property Taxation	24,040,013	24,528,863	488,849	2.0%	Deed Transfer Tax higher than expected, continued into Q4 with an additional 70k increase in variance
Grants in Lieu	1,207,989	1,196,374	- 11,616	-1.0%	
Conditional Grants	110,980	94,088	- 16,892	-15.2%	Grants unbudgeted 9k (Summer Student Grant, Canada Day Grant), 23.5k overbudgeted (Transit 7.5k, building/Fire inspection Middleton 16k)
Unconditional Grants	958,842	631,877	- 326,965	-34.1%	Town Foundation Grant not budgeted for 50k, overbudget. Q3 & Q4 Municipal Financial Capacity Grant not received, estimated at 380k, underbudget.
Collections for Other Governments	431,213	417,909	- 13,304	-3.1%	
User Fees	26,800	24,226	- 2,574	-9.6%	
Other Own Source Revenues	528,738	814,767	286,029	54.1%	Building permits overbudget by 4k, Return on Investment overbudget by 177k, Tax interest overbudget by 85k, Marketing Levy overbudget by 27k, Other revenue overbudget by 10k
Total Revenues	27,304,576	27,708,104	403,528	1.5%	
Expenditures	25/26 Budget	25/26 Actuals	Variance	Variance Percentage	Explanation
General Government Services					
Council	1,225,780	1,162,135	- 63,645	-5.2%	40k of grants unused (25k for Generator Program, 10k for Physician recruit. 5k for community grants), Stipend related 10k underbudget, Promotions underbudget 10k
Boards & Committees	20,500	6,668	- 13,832	-67.5%	7k underbudget for stipends, 1k under for travel expenses, 3k under for advertising, 2k for facility rental CAO vacancy and new PIO position, Salary variance of 24k overbudget (corrected in 26/27 budget). Travel and education underbudget 12k, meeting related expenses
CAO	257,973	256,171	- 1,803	-0.7%	underbudget 14.5k
Clerk	296,326	192,449	- 103,877	-35.1%	Salary variance due to empty Clerk position 100k. Education/Training Unused 4.7k Salary variance 45k overbudget, addition of staff + director, 5k overbudget staff expense (Interim director costs), 76k underbudget for cost recovery of shared
Finance	1,737,187	1,545,852	- 191,335	-11.0%	internal services (new calculation for financial staff allocation to water and sewer), software costs 10k underbudget, professional services underbudget 15k, Tax exemptions underbudget 41k, banking charges under 9k
IT	425,504	402,063	- 23,441	-5.5%	18k overbudget for unbudgeted summer student position, Telecoms underbudget 25k, professional contracts underbudget 5k, Missing 15k transfer to reserves
HR	140,056	92,725	- 47,331	-33.8%	Salary variance 20k underbudget (staff vacancy), training underbudget 16k, 3k membership underbudget, 3k promotion over budget, professional services unused underbudget 1.5k
Corporate Services (previous Legal)	825,016	794,881	- 30,135	-3.7%	Salary overbudget 72.3k, 23k related to extra hire, remaining A/CAO salary. Transfer to reverse not completed 110k underbudget
Administration Building	156,500	84,570	- 71,930	-46.0%	Heating and Electrical variance 11k underbudget. 9.5k underbudget for operational materials/supplies. Facility maintenance overbudget 3k. Debt and Interest payable for renovation budgeted but payment not made yet.
Middleton Satellite Office	25,710	25,091	- 619	-2.4%	
AVRCE	5,394,247	5,370,912	- 23,335	-0.4%	Actual figures came in lower than budgeted
Transfers to Other Governments	418,277	428,413	10,136	2.4%	PILT charge of 10k above budget
	10,923,077	10,361,929	- 561,148	-5.1%	

Protective Services

Fire	2,565,010	1,108,187	-	1,456,823	-56.8%	Salary variance of 31.5k underbudget (fire services coordinator was only filled in late August). Year end entry not yet completed for Hydrant Rates (Estimated at 460k) and Reserve Transfer (Estimated at 950k)
Police	4,391,648	4,145,317	-	246,331	-5.6%	RCMP Contract underbudget by 250k (original budget figure was estimated) - Public Prosecution and DNA overbudget 7k (Q4 Public Prosecution not invoiced yet, estimated at 2.5k)
Building & Fire Inspection	462,544	388,880	-	73,664	-15.9%	Salary variance of 66k position vacancies. Underspent items around 10k (uniforms, meetings expense, travel, etc)
Animal Control	113,016	134,884		21,868	19.3%	Salary variance 17k overbudget, due to new allocation between By-law, Fire and Animal
Bylaw	180,705	134,560	-	46,145	-25.5%	Salary variance 14k underbudget. 26k unused for professional services, 15k unused for Contracts/Agreements
REMO	119,244	139,378		20,134	16.9%	Intern position not budgeted - 15k overspent on salary
	7,832,167	6,051,205	-	1,780,962	-22.7%	

Transportation Services

Roads & Traffic Control	365,425	450,448		85,023	23.3%	Salary variance overbudget by 108k (reallocation from PWADMIN), Op Material 6.5 overbudget, Contracts and Agreements overbudget 25k, Contracts for road maintenance underbudget 65k. 10k loan repayment from 24/25 captured in 25/26, 10k overbudget
Transit	824,927	755,599	-	69,328	-8.4%	New agreement reduced contract by 69k, actual variance is \$300 and due to a reduction in expenses from Tidal Transit
Streetlights	214,335	160,011	-	54,324	-25.3%	60k year end entry not yet completed
Admin	816,744	1,090,829		274,085	33.6%	Salary variance overbudget 260k, allocations have been fixed for FY26/27. 7k overbudget due to unbudgeted line items costs (Bridgetown Water and Electrical), uniform clothing overbudget of 6k, travel overbudget by 2.6k, Training/education underbudget by 6k
Public Works Facilities	180,180	179,468	-	712	-0.4%	Heat underbudget 4.2k, Electrical underbudget 2.7k, water bill not yet received 1.2k, facility maintenance 2.7k. Likely will balance by end of winter (increased costs with colder months)
Fleet	277,000	288,979		11,979	4.3%	23k overbudget for repairs, 3.5k underbudget for insurance, 5.5k underbudget for fuel
	2,678,611	2,925,334		246,723	9.2%	

Environmental Health Services

County Sewer Admin	630,972	17,432	-	613,540	-97.2%	Salary variance of 74k underbudget, year end reserve transfer not yet completed 545k
County Sewer Treatment	449,431	640,326		190,895	42.5%	Salary variance of 126k overbudget. Heat and Electrical costs over budget 14k, Water and Chemicals overbudget 30k (cost and use of chemicals increased compared to previous years). Contracts and agreements overbudget 15k (snow removal and sewer agreement costs)
County Sewer Collection	173,693	172,015	-	1,678	-1.0%	Salary variance of 10k underbudget. Electrical overbudget 5k, Op supplies underbudget 8.5k. Contracts/Telecom overbudget 10k.
BT Sewer Admin	123,060	831	-	122,229	-99.3%	Salary variance 74k underbudget. Year end reserve transfer of 43k not yet completed
BT Sewer Treatment	64,589	67,595		3,007	4.7%	Salary variance of 10.6k underbudget. Chemicals and Op Supplies net to 13k overbudget
BT Sewer Collection	199,028	20,247	-	178,782	-89.8%	Salary variance of 170k underbudget, Op Materials underbudget 13k, electricity overbudget 4k
Solid Waste	1,988,748	1,986,117	-	2,631	-0.1%	
	3,629,520	2,904,562	-	724,958	-20.0%	

Environmental Development Services

Planning and Development	728,692	621,622	-	107,070	-14.7%	7k unspent for Software costs, 6k for operational materials and supplies. Contract agreement underbudget by 93.5k (allocate for costs related to East end and BT planning & flood map planning)
Recreation & Cultural Services						
Community Development	922,828	701,858	-	220,970	-23.9%	Salary variance 50k underbudget (Public Info Officer removed from here), 29.5k community events underspent, 85k unused for Contracts/Agreements (allocated for WREN), 55k in year end transfers not yet completed
Raven Haven	57,484	52,425	-	5,059	-8.8%	Salary variance 6.8k underbudget
Sports Hub	66,500	65,680	-	820	-1.2%	
Bridgetown Arena	63,014	133,875	-	70,861	112.5%	Salary variance 12.6k overspent, 52k spent on arena repairs and maintenance (compressor and pump 35k, 6k reimbursed by Max Young Trust, Yearly service maintenance 8k, several other repairs)
Bridgetown Pool	8,000	-	-	8,000	-100.0%	Captured in Arena expenses, no way to discern between items (new cost center created for 26/27)
Parks & Trails	240,157	76,019	-	164,138	-68.3%	Salary variance 130k underbudget. Operational tools/materials overbudget 19.4k, strategic initiatives unspent 50k
Library Services	154,526	146,362	-	8,164	-5.3%	Library contribution remained at same cost as last year - therefore 9.8k underbudget
	1,512,509	1,176,218	-	336,291	-22.2%	
Total Expenditures	27,304,576	24,040,871	-	3,263,705	-12.0%	
Estimated Surplus		3,667,233				

Outstanding Items

	<u>25/26 Budget</u>	<u>25/26 Actuals</u>	<u>Variance</u>	<u>Type</u>	<u>Notes</u>
Allowance for Doubtful Accounts	3,000.00	84,895.62	- 81,895.62	Expense	Includes taxes, misc revenue items and appeals
Wildfire Expenses		310,147.37		Expense	Total expenses captured for the wildfire
Provision for Xplornet		1,045,472.21		Expense	More research is being conducted on this - we were under the impression we had finished our payments
Various Reserve / Hydrant Transfer		2,178,000.00		Expense	Transfers not yet completed for year end
Estimated Receivable from Province: Re-wildfire	-	164,502.83		Revenue	Total estimated we'll receive from the province as wildfire reimbursement
Q3&Q4 Municipal Operating Grant Receivable	-	380,000.00		Revenue	Receivable needs to be set up
Estimated surplus after outstanding items		593,220.47			

PW Salary & Benefits Variance Calculation

<u>Section</u>	<u>GL</u>	<u>Budget 25/26</u>	<u>Actual 25/26</u>	<u>Variance</u>
Roads and Traffic Control	Regular		72,584.00	- 72,584.00
	Overtime		35,305.95	- 35,305.95
Public Works Admin	Regular	792,494.00	1,045,429.00	- 252,935.00
	Overtime		7,061.00	- 7,061.00
County Sewer Admin	Regular	74,255.00	-	74,255.00
	Overtime			-
County Sewer Treatment	Regular	72,681.00	178,959.00	- 106,278.00
	Overtime		20036	- 20,036.00
County Sewer Collection	Regular	78,693	66,429	12,264.00
	Overtime		2441	- 2,441.00
BT Sewer Admin	Regular	74,255		74,255.00
	Overtime			-
BT Sewer Treatment	Regular	14,789	3,283	11,506.00
	Overtime		871	- 871.00
BT Sewer Collection	Regular	170,028	415	169,613.00
	Overtime		92	- 92.00
Arena/Pool	Regular	38,514	51,068	- 12,554.00
	Overtime		92	- 92.00
Parks	Regular	167,657	36,824	130,833.00
	Overtime			-
Totals		1,483,366.00	1,520,889.95	- 37,523.95
Total Overtime				65,898.95
Actual Salary Variance (excluding overtime)				28,375.00 Slightly Positive Variance

*Please note - slightly skewed as the benefits related to overtime were not tracked seperately and are therefore included in the regular salary



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Jennifer Daniels, Fire Services Coordinator
Report Number: SR2026-58 Annapolis County Ground Search and Rescue Funding Request
Subject: Annapolis County Ground Search and Rescue (GSAR) Funding Request

RECOMMENDATION(S):

That Municipal Council approve a contribution of \$3,000 from Council 8150 Grants/Subsidies to Organizations for the 2026-27 fiscal year. The funds would be released once registration to the Annapolis County Ground Search and Rescue Emergency Service application has been received and approved by the CAO.

That Municipal Council direct the CAO to work with Annapolis County Ground Search and Rescue to create a funding agreement.

LEGISLATIVE AUTHORITY

Section 61(1), Part X Section 295(6)

BACKGROUND

The Annapolis County Ground Search and Rescue (Annapolis County GSAR) is one of 23 not-for-profit volunteer-based teams across Nova Scotia. They provide support by delivering effective search and rescue responses when individuals become lost or missing, evidence searches, and civilian emergency response.

Annapolis County GSAR collaborates with key partners, including the Royal Canadian Mounted Police, Municipal Police, the Province of Nova Scotia, and the Department of Emergency Management Office, to support coordinated search and rescue operations throughout the province.

Annapolis County GSAR is registered with the Municipality of the County of Annapolis through the Fire and Emergency Services Registration.

DISCUSSION

Annapolis County GSAR currently applies annually to the Municipality for grant funding to assist with maintaining operational readiness, training, and essential equipment necessary to respond to search and rescue incidents within the County. This has been the established process for several years.

Annapolis County GSAR has demonstrated its value to the Municipality during emergency events, including the West Dalhousie wildfire, where members assisted with evacuations and distributed water to residents returning home following the evacuation. These actions highlight the important role Annapolis County GSAR plays in supporting public safety and complementing other municipal emergency response services.

As Annapolis County GSAR is registered through the same Fire and Emergency Services registration process as Annapolis County volunteer fire services, we see a need to provide a consistent approach to funding for both operational and capital needs. Currently, Annapolis County GSAR requests grant funding each year, which has been approved by past CAOs without policy.

Staff recommend that meetings are held with Annapolis County GSAR representatives to establish a more sustainable funding model. Developing an agreement will provide predictable funding for Annapolis County GSAR and improved budget planning for the Municipality.

FINANCIAL IMPLICATIONS

Funding is available in the COUNCIL 8150 Grants/Community Contributions budget for the 2026–2027 fiscal year. Funding for subsequent years would be subject to an agreement with Council’s approval.

POLICY IMPLICATIONS

None

ALTERNATIVES / OPTIONS

Council could elect to require Annapolis County GSAR apply annually for funding through a motion of Council or through application to Community Development’s COUNCIL 8153 Grants/Community Contributions fund.

NEXT STEPS

The Annapolis County GSAR would be advised of the decision.

ATTACHMENTS

None

Prepared by: Jennifer Daniels-Fire Services Coordinator

Reviewed by: Sean Amos, Manager of Protective Services

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)



REQUEST FOR DECISION

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Sarah Kucharski, Deputy CAO
Report Number: SR2026-59 Approve *Policy 139 Proclamations*
Subject: Approve *Policy 139 Proclamations*

RECOMMENDATION

That Committee of the Whole recommend Municipal Council provide seven days' notice to approve Policy 139 Proclamations.

LEGISLATIVE AUTHORITY

Sub-section 47(1) of the Municipal Government Act states: The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

Sub-section 48(1) of the Municipal Government Act states: Before a policy is passed, amended, or repealed the council shall give at least seven days' notice to all council members.

BACKGROUND

In 2025, Council repealed the AM-1.2.5 Declaration of Proclamations Policy, which had identified specific proclamations permitted by Council and required non-listed proclamation requests to come to Council for approval.

During Council's deliberation, it was understood that Council wished for the Warden to sign proclamation requests at the Warden's discretion. However, the absence of a formal policy creates procedural uncertainty and potential liability, as the Warden is currently exercising discretion that has not been legally delegated through a resolution of Council as required by the Municipal Government Act.

DISCUSSION

Staff reviewed proclamation policies for 21 municipalities in Nova Scotia. Approximately half do not accept proclamations of any kind. Generally, these policies state that:

Due to the large number of requests to deliver Proclamations as well as the additional work created, it shall be the policy of the municipality not to entertain any requests for Proclamations. Requests will therefore not be brought forward to Council. The Chief Administrative Officer's office will respond in writing to requesters advising of this policy. This policy in no way is to be interpreted as lack of respect for the efforts of any organization making such request.

The other half of the municipalities generally have a variation on the following statement:

It shall be the policy of the municipality not to endorse any proclamations. This is in no way to be interpreted as lack of respect for the excellent efforts of any organization that may request the municipality to endorse a proclamation. Proclamation requests from local non-profit community organizations or affiliations will be added to an agenda of either a Committee of the Whole Council

Meeting or the most appropriate meeting, as information only. Placing proclamations on the Council Agenda “as information only” makes no claim of support and enables citizens the freedom to choose whether to personally support or not support each cause.

Of those municipalities that accept proclamations, a small number of them maintain a list of annual proclamations, and staff add them to agendas as a matter of course, without requiring an annual request. One municipality does not make proclamations but explicitly states in their policy that they share information about special days or causes solely on their social media accounts.

Reviewing proclamations with the Warden and adding them to the website and social media channel are an administrative burden, without proper administrative oversight. Proclamations often come to the municipality through outreach efforts by large, national organizations without local connection. Staff recommend a shift from symbolic recognition of proclamations to active participation through the IDEA Committee, ensuring municipal resources are used for tangible community development rather than administrative processing of templates. Staff will still be able to share information about special recognitions, but there would not be a formal proclamation.

ALTERNATIVES

- Council could direct staff to create a Proclamations Policy that allows proclamation requests to be added to a Council agenda as an information item, without requiring Council approval.
- Council could direct staff to create a Proclamations Policy whereby each request would come to Council for decision.

FINANCIAL IMPLICATIONS

Managing requests involves staff time for vetting, coordinating with the Warden, and digital publishing. While the direct costs are minimal, the cumulative opportunity cost redirects staff time away from Council’s strategic priorities and other operational needs.

POLICY IMPLICATIONS

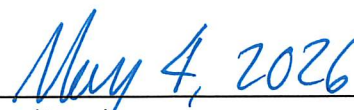
Prepared by: Sarah Kucharski, Deputy CAO

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer



(Date)



REQUEST FOR DECISION

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Sarah Kucharski, Deputy CAO
Report #: SR2026-60 Proposed Changes to the Inclusion, Diversity, Equity, and Accessibility Committee
Subject: Proposed Changes to the Inclusion, Diversity, Equity, and Accessibility Committee

RECOMMENDATION

That Council approve splitting the joint Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee into a Joint Accessibility Advisory Committee and a Joint Equity, Diversity, and Inclusion Advisory Committee.

LEGISLATIVE AUTHORITY

Nova Scotia Accessibility Act Bill 59, 2017 and Nova Scotia Dismantling Racism and Hate Act (Chapter 3 of the Acts of 2022).

BACKGROUND

In 2021, the Municipality created an Accessibility Advisory Committee in response to provincial accessibility legislation. In the summer of 2024, again in response to provincial legislation, the Municipality agreed to partner with the Towns of Middleton and Annapolis Royal and the Village of Lawrencetown to create one county-wide joint inclusion, diversity, equity, and accessibility committee, to be referred to as IDEA.

In January 2025, the four public sector bodies within the County of Annapolis approved the IDEA Terms of Reference and Strategy which would guide the development of IDEA work.

In early 2026, the **Annapolis County Joint Accessibility Plan 2026-2028** and the **Equity, Diversity, and Inclusion Plan 2026-2029** were approved by the Inclusion, Diversity, Equity, and Accessibility Committee, the IDEA Governance Committee, and all partnering municipalities.

DISCUSSION

As staff move forward with the development of implementation plans, staff are recommending separating the group into two separate Committees and adding Council member representatives to the Committees.

The Accessibility Act requires that at least 50% of committee members be persons with disabilities or representatives of organizations that serve persons with disabilities. When combined with the addition of Council members to the committee, this creates a situation where the majority of public member positions would need to meet the disability requirement. This significantly limits the ability to include individuals from other equity-seeking groups and reduces the overall diversity of perspectives at the table.

By separating the committees, we can:

- Ensure compliance with legislative requirements for accessibility

- Create space for broader representation of equity-seeking groups within a dedicated DEI-focused committee
- Allow each committee to focus more effectively on its specific mandate

This approach supports both strong accessibility planning and meaningful inclusion across a wider range of community voices.

The attached revisions to the Terms of Reference (TOR) reflect best practices in committee governance. There are language changes in the TORs that strengthen alignment with Council priorities and reinforce the advisory role of the committees within the municipal governance framework.

One of the significant changes is the addition of Council representatives to the Committee, as well as selecting the Chairperson from Council representatives. Staff feel this is in line with other committees of Council and will allow for better agenda management. As a result, the IDEA Governance Committee will fold, as Council and Commission members will report to their Councils as they do for other Committees.

Another significant change proposed is to provide honorariums for Committee members. Annapolis County's **Policy 121 Citizen Appointments to Committee Board or Committee** states that "members shall receive an honorarium based upon \$50 per meeting attended." To date, public members of the IDEA Committee have not been receiving honorariums for their committee service, as our intermunicipal partners do not offer honorariums to their committee members. They recently confirmed that they are unable to contribute to honorariums.

Staff recommend that Annapolis County independently fund the honorariums for all Committee members for both the Joint Accessibility Advisory Committee and the Joint Equity, Diversity, and Inclusion Committee. This approach recognizes the value of volunteer time and expertise and ensures equitable treatment of committee members, regardless of municipal boundaries, which should not be a determining factor in how contributions to equity work are valued.

FINANCIAL IMPLICATIONS

There will be annual implications to operating and capital budgets to implement items within the plans approved by Council that will be incorporated as part of Council's annual budget planning.

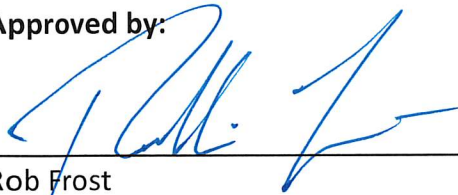
Should Annapolis County solely fund honorariums for all 12 public Committee members, this would cost up to \$2,400.

POLICY IMPLICATIONS

No direct policy implications at this time.

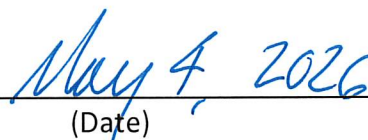
Prepared by: Sarah Kucharski, Deputy CAO

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

Terms of Reference

Joint Annapolis County Accessibility Advisory Committee

Purpose

The Joint Annapolis County Accessibility Advisory Committee (“the Committee”) provides advice to the Town of Annapolis Royal Council, Village of Lawrencetown Commission, Town of Middleton Council, and Municipality of the County of Annapolis Council (“the Councils and Commission”) on fulfilling its responsibilities relating to identifying, preventing and eliminating barriers to people with disabilities.

The Committee plays a pivotal role in helping the Councils and Commission become more inclusive service providers in accordance with Nova Scotia Accessibility Act Bill 59, 2017.

Scope and Role

The Committee provides advice and recommendations to the Councils and Commission on matters related to accessibility as they relate to municipal services, policies, and community impacts. The Committee is advisory in nature and does not have decision-making or operational authority.

The Committee’s role is to:

- Provide advice and recommendations on the implementation of the Annapolis County Joint Accessibility Plan 2026-2028.
- Monitor progress on the plans and provide input into annual progress reporting.
- Review and provide input on municipal policies, programs, projects, and services through an accessibility lens, as requested by an ex officio
- Support community awareness by receiving input from residents, community organizations, and subject-matter experts, and sharing relevant perspectives with the Councils and Commission.
- Advise the Councils and Commission on emerging accessibility issues, trends, or legislative considerations that may affect the municipalities.
- Provide advice to the Councils and Commission on opportunities to support community-based accessibility initiatives, where resources allow.
- Review the Annapolis County Joint Accessibility Plan every three years in accordance with the Nova Scotia Accessibility Directorate.
- Assist in monitoring compliance with provincial government directives from the Nova Scotia Accessibility Directorate and other relevant agencies.
- Consult with the community on accessibility within the County.

Reporting Relationship

After each meeting, the Council and Commission representatives shall report to their respective Councils or Commission. Annually, the Chairperson shall work with the ex officio members to provide a written report to the Councils and Commission concerning the Committee’s work.

Should any Council or the Commission request an oral presentation directly, this request would be fulfilled by the individual Council or Commission's representatives.

Membership

The Accessibility Act requires that at least 50% of committee members be persons with disabilities or representatives of organizations that serve persons with disabilities.

Voting Members (10):

(6) Community representatives from across Annapolis County, duly appointed by the Councils and Commission pursuant to the *Municipal Government Act*.

(Up to 4 Elected Officials) Each of the Councils and Commission may appoint 1 representative and an alternate. When the Council or Commission does not appoint a representative, another unit may have their alternate participate so that the elected officials total four.

Elected Official representation will be revisited each November, and all units will be asked to have representation on a rotating basis, at a minimum (i.e. always have a representative on the EDI or the Accessibility committee).

Non-voting members:

- Staff Support persons, designated by the County of Annapolis CAO ("ex officio members").
- County of Annapolis Administrative Support person
- CAOs and Village Clerk may attend as ex-officio at their discretion.

Community representatives appointed to the Committee should have first-hand lived experiences as a person with a disability or work directly in a volunteer or employment role with persons with a disability. The Committee shall endeavor to include representation from different geographical areas across the participating municipalities. Appointees should possess strong community knowledge, a solid understanding of Accessibility policies, practices, and terminology, as well as knowledge and ability to understand and respond to overt discriminatory and ableist actions while remaining comfortable having difficult conversations about such issues.

Community Members will be recommended by the CAOs and Clerk and approved by the Council for the County of Annapolis.

All members must adhere to and abide by the NS Code of Ethics Policy.

The Ex officio members, designated by the CAOs will:

- Be the lead staff contacts for the Committee.
- Provide administrative and research support to the Committee.
- Engage the Committee to support actions in the Plans, when required.

Role of Chairperson and Vice Chairperson

The Chairperson shall be appointed from one of the Elected Officials and is ultimately responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee to staff. This includes the provision for adoption of work plans, policy directions, development of strategies, performing accessibility reviews of individual local governments or jointly, and discussing opportunities for enhancing accessibility in each of the local governments, as well as all other items incidental to the effective inter-municipal operations of the four local governments respecting accessibility.

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of staff members

Staff members shall act as staff resources to the Committee to ensure the Committee has the best available information upon which to make decisions or recommendations to the Councils and Commission.

Terms and Length of Service

Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, citizen members shall be appointed for one two-year term, with the term commencing in November following each municipal general election or bi-annual election anniversary.

Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment may re-apply for one additional two-year term. When applying for reappointment, incumbents must complete an application form as provided by the Office of the Municipal Clerk.

Frequency of Meetings

Meetings of the Committee shall be held quarterly on such day as the Committee decides every two-year term of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Committee members.

Quorum Requirements

No decisions may be made at any Committee meeting unless a majority of the voting members of the Committee duly appointed are present. Quorum is six (6) voting members, which must include at least one elected official.

Attendance

A member appointed by Municipal Council who fails to attend three consecutive meetings of a board or committee without having been excused by resolution of the board or committee shall be deemed to have resigned from the board or committee. Under those conditions, the

position may be declared vacant, and the board or committee shall immediately notify the Office of the Municipal Clerk. Depending on the circumstances, the vacancy may or may not be filled.

Decision-Making Process

All decisions of the Committee shall be made by consensus vote of Committee members. Where a consensus is not forthcoming, the decision shall be determined by majority vote.

Agenda, Minutes and Resolutions

The Committee will receive administrative support from the Annapolis County Community Development Department, including meeting and agenda preparation, the recording of minutes, and communicating Committee recommendations to the staff representatives of the Councils and Commission.

Draft minutes and recommendations of the Committee shall be provided to each member of the Advisory Committee within 10 business days after the conclusion of such meeting.

Conflict of Interest

It is expected that all members of the Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Advisory Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask the appropriate Council or Commission to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to the appropriate CAO by the Vice Chairperson.

Resources

The Committee may access the support of the three Chief Administrative Officers, Clerk/Treasurer, and other appropriate municipal and village staff, as authorized, to carry out research and develop timely and informed recommendations.

The Committee may also seek external funding for studies or staff support through a participating municipality, provincial, federal, or NGO partners, subject to existing budgets.

Confidentiality

All meetings of the Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Committee’s work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of individual members from speaking freely with the media, but in all such cases the individual Committee member should be clear that it is their personal opinion and not that of the Committee.

Approved:

Mayor Amery Boyer
Town of Annapolis Royal

Date

Chairman Brian Reid
Village of Lawrencetown

Date

Mayor Gail Smith
Town of Middleton

Date

Warden Diane LeBlanc
Municipality of the County of Annapolis

Date

Terms of Reference

Annapolis County Equity, Diversity, and Inclusion Advisory Committee

Purpose

The Annapolis County Equity, Diversity, and Inclusion (EDI) Advisory Committee (“the Committee”) provides advice to the Town of Annapolis Royal Council, Village of Lawrencetown Commission, Town of Middleton Council, and Municipality of the County of Annapolis Council (“the Councils and Commission”) on identifying, preventing, and eliminating discrimination (based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation) in Municipal services.

The Committee plays a pivotal role in helping the Councils and Commission become more inclusive service providers in accordance with Nova Scotia’s Dismantling Racism & Hate Act (Bill 96, 2022).

Scope and Role

The Committee provides advice and recommendations to the Councils and Commission on matters related to EDI as they relate to municipal services, policies, and community impacts. The Committee is advisory in nature and does not have decision-making or operational authority.

The Committee’s role is to:

- Provide advice and recommendations on the implementation of the Equity, Diversity, and Inclusion Plan 2026-2029 (“EDI Plan”).
- Monitor progress on the plans and provide input into annual progress reporting.
- Review and provide input on municipal policies, programs, projects, and services through an EDI lens, as requested by an ex officio.
- Support community awareness by receiving input from residents, community organizations, and subject-matter experts, and sharing relevant perspectives with the Councils and Commission.
- Advise the Councils and Commission on emerging EDI issues, trends, or legislative considerations that may affect the municipalities.
- Act as the voice and advocate for all residents and businesses in Annapolis County, promoting inclusion for all, speaking out against and educating those in need when hate, racism, or discriminatory words or actions are promulgated in our community.
- Provide advice to the Councils and Commission on opportunities to support community-based DEI initiatives, where resources allow.

Reporting Relationship

After each meeting, the ex officio member shall distribute the draft meeting minutes to the Clerks of all four participating units within 10 business days. Annually, the Chairperson shall work with the ex officio members to provide a written report to the Councils and Commission

concerning the Committee's work. Should any Council or the Commission request an oral presentation directly, this request would be fulfilled by the individual Council or Commission's representatives.

Membership

The Committee aims to have the greatest possible representation from a diverse array of voices and equity-deserving groups, including community members with lived experience of discrimination based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation.

Voting Members (up to 10):

(6) Community representatives from across Annapolis County, duly appointed by the Councils and Commission pursuant to the *Municipal Government Act*.

(Up to 4 Elected Officials) Each of the Councils and Commission may appoint 1 representative and an alternate. When the Council or Commission does not appoint a representative, another unit may have their alternate participate so that the elected officials total four.

Elected Official representation will be revisited each November, and all units will be asked to have representation on a rotating basis, at a minimum (i.e. always have a representative on the EDI or the Accessibility committee).

Non-voting members:

- Staff Support person, designated by the County of Annapolis CAO ("ex officio member").
- County of Annapolis Administrative Support person
- CAOs and Village Clerk may attend as ex-officio at their discretion.

Community representatives appointed to the Committee should have first-hand lived experiences as a person from an underrepresented or underserved community or work directly in a volunteer or employment role with such community members. The Committee shall endeavor to include representation from different geographical areas across the participating municipalities. Appointees should possess strong community knowledge, a solid understanding of EDI policies, practices, and terminology, as well as knowledge and ability to understand and respond to overt discriminatory, ableist, and racist actions while remaining comfortable having difficult conversations about such issues.

Community Members will be recommended by the CAOs and Clerk and approved by the Council for the County of Annapolis.

All members must adhere to and abide by the NS Code of Ethics Policy.

The Ex officio member, designated by the CAOs will:

- Be the lead staff contact for the Committee.

- Provide administrative and research support to the Committee.
- Engage the Committee to support actions in the Plans, when required.

Role of Chairperson and Vice Chairperson

The Chairperson shall be appointed from one of the Elected Officials and is ultimately responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee to staff. This includes the provision for adoption of work plans, policy directions, development of strategies, performing EDI reviews of individual local governments or jointly, and discussing opportunities for enhancing EDI in each of the local governments, as well as all other items incidental to the effective inter-municipal operations of the four local governments respecting EDI.

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of staff members

Staff members shall act as staff resources to the Committee to ensure the Committee has the best available information upon which to make decisions or recommendations to the Councils and Commission.

Terms and Length of Service

Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, citizen members shall be appointed for one two-year term, with the term commencing in November following each municipal general election or bi-annual election anniversary.

Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment may re-apply for one additional two-year term. When applying for reappointment, incumbents must complete an application form as provided by the Office of the Municipal Clerk.

Frequency of Meetings

Meetings of the Committee shall be held quarterly on such day as the Committee decides every two-year term of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Committee members.

Quorum Requirements

No decisions may be made at any Committee meeting unless a majority of the voting members of the Committee duly appointed are present. Quorum is six (6) voting members, which must include at least one elected official.

Attendance

A member appointed by Municipal Council who fails to attend three consecutive meetings of a board or committee without having been excused by resolution of the board or committee shall be deemed to have resigned from the board or committee. Under those conditions, the position may be declared vacant, and the board or committee shall immediately notify the Office of the Municipal Clerk. Depending on the circumstances, the vacancy may or may not be filled.

Decision-Making Process

All decisions of the Committee shall be made by consensus vote of Committee members. Where a consensus is not forthcoming, the decision shall be determined by majority vote.

Agenda, Minutes and Resolutions

The Committee will receive administrative support from the Annapolis County Community Development Department, including meeting and agenda preparation, the recording of minutes, and communicating Committee recommendations to the staff representatives of the Councils and Commission.

Minutes and recommendations of the Committee shall be provided to each member of the Advisory Committee within a reasonable time after the conclusion of such meeting.

Conflict of Interest

It is expected that all members of the Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Advisory Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask the appropriate Council or Commission to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to the appropriate CAO by the Vice Chairperson.

Resources

The Committee may access the support of the three Chief Administrative Officers, Clerk/Treasurer, and other appropriate municipal and village staff, as authorized, to carry out research and develop timely and informed recommendations.

The Committee may also seek external funding for studies or staff support through a participating municipality, provincial, federal, or NGO partners, subject to existing budgets.

Confidentiality

All meetings of the Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Committee’s work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of individual members from speaking freely with the media, but in all such cases the individual Committee member should be clear that it is their personal opinion and not that of the Committee.

Approved:

Mayor Amery Boyer
Town of Annapolis Royal

Date

Chairman Brian Reid
Village of Lawrencetown

Date

Mayor Gail Smith
Town of Middleton

Date

Warden Diane LeBlanc
Municipality of the County of Annapolis

Date



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Alyssa Blais, Strategic Initiatives Coordinator
Report Number: IR2026-61 Community Grants, Recommendations to CAO
Subject: Community Grants, Recommendations to CAO

LEGISLATIVE AUTHORITY

Section 65A, *Municipal Government Act* and *Policy 101 Community Grants*.

BACKGROUND

The *Community Grants Policy* allows registered not-for-profit/charitable organizations to apply for funding to support their facilities, programs, and initiatives. There are two categories under which they can apply, and each outlines the criteria for the application.

Applications listed below follow policy requirements and have been approved by the Chief Administrative Officer.

DISCUSSION

Grant Applications listed by category.

Community Facilities – Projects that support enhancement and development of public use for new or existing facilities in Annapolis County. The facility must be used for activities of a recreational, educational, environmental, cultural, community, or social nature and be accessible for use by the general public. Operational costs are not supported under this category (i.e., oil, power, insurance, etc.). Maximum grants shall not exceed \$20,000. Applicants must be able to demonstrate a minimum 1/3 contribution to the total project cost.				
Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Wilmot Community Centre Society	\$2,500.00	\$4,978.75	\$2,000.00	Refinishing of hardwood floor in the main room.
Cornwallis Community Park Association	\$430.00	\$643.87	\$250.00	Purchase of a photocopier machine to ensure smooth operation of the community centre.
Grow to Gather Garden Association	\$1,540.00	\$1,540.00	\$500.00	Signage.

Hampton Lighthouse Historical Society	\$1,000.00	\$1,500.00	\$1,000.00	Porta Potty maintenance.
Inglisville Community Hall	\$2,217.17	\$2,211.17	\$2,000.00	Insulation upgrade in walls and attic.
Village of Lawrencetown Community Hall Association	\$600.00	\$600.00	\$600.00	Electrical upgrade.

Community Projects – Assistance to initiate or continue to develop events and/or structured programs to support the enhancement of community well-being and quality of life for Annapolis County residents and visitors.
Maximum grants shall be up to 50% of the program cost to a maximum of \$5,000. Grant applicants must be able to demonstrate active fundraising efforts to support the continuation of the program, if applicable.

Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Annapolis Basin Community Band	\$1,000.00	\$10,625.00	\$500.00	2026 Annapolis Community Band Fest. Hosting conductor.
Annapolis County Farm & Rural Women	\$500.00	\$4,350.00	\$500.00	Annapolis County Farm Rural Women's Day.
Annapolis County Seniors Safety Program Association	\$2,500.00	\$5,000.00	\$2,000.00	Promoting the safety of seniors in Annapolis County.
Western Woodlot Services Co-operative Ltd.	\$1,000.00	\$2,000.00	\$500.00	Expand the knowledge of woodlot owners and the general public on the benefits of forest management.
Bridgetown Youth Soccer Club	\$1,232.00	\$8,695.00	\$1,232.00	Promotion of the Final Whistle Tournament.
Family Matters	\$1,500.00	\$6,500.00	\$1,500.00	Supporting the Back to Basics: Canning Program

Lawrencetown and Area Seniors Association (LASA)	\$2,000.00	\$10,072.15	\$1,000.00	Supporting fitness programs for seniors.
Royal Canadian Legion Br. 33	\$1,200.00	\$2,480.00	\$500.00	Supporting free Line Dancing program.
Save Our Old Forests	\$2,500.00	\$31,353.00	\$1,250.00	Supporting the annual SOOFSTOCK festival.
Southwest Nova Biosphere Reserve / Association	\$2,000.00	\$0	\$0	Amazing Places initiative.
Special Olympics Annapolis	\$1,500.00	\$7,100.00	\$1,500.00	Travel to Special Olympics game in Antigonish, NS.
Valley Doulas and the Kings County Family Resource Centre	\$2,500.00	\$37,900.00	\$500.00	Community Prenatal Education & Postpartum Support.

Community Grants Policy - Summary

<i>Total Requested/Recommended</i>	\$27,713.17		\$17,332.00	
<i>Total cost of projects/programs impacting Annapolis Co.</i>		\$139,854.53		
<i>Budgeted</i>				\$300,000.00
<i>Remaining funding for fiscal year based on recommendations above</i>				\$282,668.00

FINANCIAL IMPLICATIONS

\$300,000.00 has been budgeted to implement Policy 101 Community Grants program. \$17,332.00 has been approved by the CAO as identified in the above tables (of amounts \$2,500 or less). There is \$282,668.00 remaining for the current of the fiscal year.

POLICY IMPLICATIONS

Recommended funding is in accordance with current policies.

ATTACHMENTS

None

Prepared by: Alyssa Blais, Strategic Initiatives Coordinator

Reviewed by: Debra Ryan, Director of Community Development

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Alyssa Blais, Strategic Initiatives Coordinator
Report Number: SR2026-62 Community Grants
Subject: Community Grants

RECOMMENDATION(S):

Community Facilities Recommended Motions:

That Municipal Council approve the allocation of \$256,089.00 for Community Facility Grant projects, as recommended on May 12, 2026, in accordance with Policy 101 Community Grants.

Community Projects Recommended Motions:

That Municipal Council approve the allocation of \$26,579.00 for Community Project Grant applications, as recommended on May 12, 2026, in accordance with Policy 101 Community Grants.

LEGISLATIVE AUTHORITY

Section 65A, *Municipal Government Act* and *Policy 101 Community Grants*.

BACKGROUND

The *Community Grants Policy* allows registered not for profit/charitable organizations to apply for funding to support their facilities, programs, and initiatives. There are two categories under which they can apply, and each outlines the criteria for the application.

Applications listed below follow policy requirements and are eligible for approval by Municipal Council. Other applications are:

- still in progress.
- not recommended for approval; or
- previously approved by the CAO for amounts of \$2,500 or less.

DISCUSSION

Grant Applications listed by category.

Community Facilities – Projects that support enhancement and development of public use for new or existing facilities in Annapolis County. The facility must be used for activities of a recreational, educational, environmental, cultural, community, or social nature and be accessible for use by the general public. Operational costs are not supported under this category (i.e., oil, power, insurance, etc.).
 Maximum grants shall not exceed \$20,000. Applicants must be able to demonstrate a minimum 1/3 contribution to the total project cost.

Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Albany Community Church	\$13,500.00	\$13,543.00	\$0	Build a ramp and installation of an asphalt surface.
Annapolis County Trails Society	\$10,000.00	\$38,500.00	\$8,000.00	Construct way-finding kiosk signs and place along the Harvest Moon Trailway.
Annapolis East Archery Club	\$5,000.00	\$11,550.75	\$500.00	Purchase targets for their 2026 Outdoor 3D & 720 Atlantics event.
Annapolis Royal Football Club	\$5,000.00	\$20,150.00	\$3,000.00	Club development project to increase youth participation in soccer programs.
Annapolis Royal Historic Gardens Society	\$10,000.00	\$25,000.00	\$2,500.00	Construct a thatched roof on La Maison Acadienne (Acadian Cottage).
Annapolis Valley Exhibition Society	\$20,000.00	\$53,633.00	\$10,000.00	Construct an accessible ramp in the dining hall, upgrade to the electrical system serving the dining hall and upgrades to the railings, fencing, gates, lighting and signage across the property.
Annapolis Valley Speed Skating Club	\$5,000.00	\$9,950.00	\$0	Purchase ten 8-inch mats and six mat covers to replace existing equipment.
Bear River Economic Development Society	\$15,684.00	\$23,826.00	\$0	To restore and stabilize the historic Trading Post building with new wooden stilts, sills and cross braces.
Brickton Community Hall	\$20,000.00	\$29,868.00	\$17,000.00	Upgrade the existing windows and exterior doors.
Bridgetown Historical Society - James House Museum	\$2,532.00	\$3,798.00	\$0	Floor refinishing.
Bridgetown Tennis Club	\$11,534.40	\$18,734.40	\$0	Upgrade to the V Jafferay Rice the Sports hub Tennis

				& Pickleball Courts (wind screens and lights).
Centrelea Community Centre	\$12,000.00	\$19,000.00	\$10,200.00	Drill a new well to transform the community hall into a comfort centre.
Clarence United Baptist Church (North Mountain Meeting House)	\$20,000.00	\$36,522.50	\$0	Conservation and restoration of the original stained-glass windows at the North Mountain Meeting House.
Clements Garden Club - Nova Scotia Association of Garden Clubs	\$3,933.00	\$5,900.00	\$2,000.00	To revitalize the Veteran's Memorial Park in Cornwallis Park.
Cottage Cove and District Wharf Society	\$20,000.00	\$40,016.00	\$4,000.00	Upgrade and repair the community wharf with stone.
Deep Brook/Waldec Lions Community Centre	\$3,148.12	\$4,722.15	\$3,148.12	Replace exterior lighting.
Full Gospel Tabernacle	\$28,000.00	\$28,000.00	\$0	New access ramp.
Fundy Community and Recreation Club	\$2,533.00	\$3,800.00	\$1,773.10	Sign repair, exterior lighting upgrade and improvements to exterior of the hall.
Fundy Folk Association (Evergreen Theatre)	\$7,500.00	\$11,250.00	\$5,000.00	Upgrade/add more lights to cover all shows professionally – phase two.
Granville Center Community Hall Association	\$9,582.65	\$22,332.60	\$8,145.25	Roof replacement from asphalt shingle roof to a steel roof.
Granville Ferry Community Association	\$3,829.00	\$5,744.00	\$2,680.30	Repair ceiling on second floor.
King's Theatre Society	\$20,000.00	\$749,496.00	\$10,000.00	Construct an accessible backstage addition.

Lawrencetown & District Swimming Pool Society	\$4,777.00	\$7,177.00	\$4,777.00	Upgrade to plumbing infrastructure and two new toilets.
Lawrencetown Youth Arena	\$19,750.00	\$29,713.20	\$15,000.00	Floor resurfacing, upgrade to benches and timekeeper's booth, and reseating the roof.
Lower Granville Community Association	\$11,153.00	\$16,730.00	\$9,480.05	Update two washrooms to improve accessibility.
Margaretsville Shore Society	\$9,500.00	\$14,420.00	\$8,500.00	Replace damaged screen doors, install a barrier at the ocean-facing toe of the wharf, bring in portable toilets and repair boardwalk.
Margaretville Community Hall Society	\$13,743.00	\$20,615.30	\$11,681.55	Paint the exterior of the building.
Masonic Lodge #73	\$20,000.00	\$33,535.00	\$0	Replace the asphalt roof to a metal roof.
Middleton & District Rink Commission	\$20,000.00	\$295,146.00	\$10,000.00	Install a new metal roof with an added layer of insulation.
Middleton Railway Museum	\$20,000.00	\$30,130.00	\$0	Construct a railway-styled heritage bandstand.
Milford & Area Community Hall	\$5,181.21	\$7,771.82	\$4,404.03	Upgrade the attic/crawlspace with insulation.
Moschelle Community Hall Society	\$7,744.00	\$35,094.07	\$6,582.40	Replace existing steel roof with a new steel roof.
Paradise Community Hall	\$20,000.00	\$47,805.28	\$17,000.00	Install a ducted heat pump system.
Paradise Historical Society	\$9,600.00	\$14,546.40	\$4,000.00	Convert an oil-fired system to electrical.
Port George Hall	\$8,697.57	\$14,010.87	\$7,392.00	Upgrade the audio equipment and event infrastructure.

Port Lorne Community Centre Association	\$10,000.00	\$15,287.13	\$8,500.00	Enlarge the parking area to allow space for an additional 20-30 vehicles.
Port Royal Legion Branch 21	\$9,416.40	\$13,452.00	\$3,000.00	Install two heat pumps.
Port Wade Hall (Habitation)	\$5,000.00	\$7,200.00	\$4,250.00	Remove carpet in the music room and hallway.
Round Hill Hall	\$14,367.57	\$21,551.35	\$12,212.43	Replace windows, install new exit door and insulate the walls.
South Shore Annapolis Valley Recreational Trail Association	\$10,000.00	\$75,210.00	\$8,000.00	Trail maintenance of Clarence North Spur line (3km) with ditching, surface repairs, stump removal and leveling of new materials.
Three Rivers Community Centre	\$19,789.42	\$29,684.12	\$16,821.01	Install two heat pumps.
Tupperville School Museum	\$3,334.50	\$6,669.00	\$1,500.00	Paint the exterior surface of the museum.
West Dalhousie Community Hall Association	\$20,000.00	\$150,000.00	\$15,041.00	Installation of an inclusive playground.

Community Projects – Assistance to initiate or continue to develop events and/or structured programs to support the enhancement of community well-being and quality of life for Annapolis County residents and visitors.

Maximum grants shall be up to 50% of the program cost to a maximum of \$5,000. Grant applicants must be able to demonstrate active fundraising efforts to support the continuation of the program, if applicable.

Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Annapolis Royal Pride	\$4,000.00	\$12,694.00	\$1,500.00	Support Annapolis Royal Pride -Shining through the Storm- festival.
Bear River Board of Trade	\$5,000.00	\$19,900.00	\$1,500.00	Support Creatures of the Night parade and lantern festival.
Bridgetown Area Chamber of Society	\$3,300.00	\$6,600.00	\$1,000.00	Support the Visitor Information Center at Jubilee Park.
Bridgetown Curling Club	\$2,750.00	\$3,700.00	\$1,000.00	Purchase program equipment and adaptive aids, volunteer training and supplies to support inclusive, accessible curling programming.
Clean Annapolis River Project (CARP)	\$5,000.00	\$51,400.00	\$4,000.00	Support Annapolis River Festival.
Friends of Annapolis Pool Society	\$5,000.00	\$19,592.00	\$1,000.00	Support of the free swim program.
Mapannapolis (Age Advantage Association)	\$5,000.00	\$52,500.00	\$3,500.00	Support Mapannapolis.
Share the Wind	\$5,000.00	\$29,673.60	\$0	Support for Share the Wind, motorcycle runs and rides across the Valley.
Squad Martial Arts Collective	\$4,000.00	\$9,000.00	\$3,000.00	Support kids boxing program during the summer months.
Thalia Barn Cat Rescue	\$10,000.00	\$89,100.00	\$4,079.00	Support for their spay/neuter program.

Upper Clements Community Hall	\$5,000.00	\$10,000.00	\$3,500.00	Support for Upper Clements summer arts festival.
Valley Regional Hospital Foundation	\$5,000.00	\$110,000.00	\$2,500.00	Support for the Patient Supports funding program that provides patients with grocery and gas cards.

Community Grants Policy - Summary

<i>Total Amount Requested/Recommended</i>	\$569,880.00		\$282,668.00	
<i>Total cost of projects/programs impacting Annapolis Co.</i>		\$2,475,245.40		
<i>Available remaining in budget</i>				\$282,668.00
<i>Budget remaining for fiscal year based on recommendations above</i>				<u>\$0</u>

FINANCIAL IMPLICATIONS

There is \$282,668.00 remaining in the budget to implement Policy 101 Community Grants program. In addition, \$17,332.00 has been approved by the CAO (of amounts \$2,500 or less), leaving the remaining budget of \$282,668.00. If the above recommendations are approved, \$0 will remain for the remainder of the fiscal year.

POLICY IMPLICATIONS

Recommended funding is in accordance with current policies.

ALTERNATIVES / OPTIONS

Council can approve the recommendation(s).
 Council could decide a different amount(s); or
 Council could decide not to approve the applications.

NEXT STEPS

Issue grants as approved and inform applicants of Council’s decisions regarding their applications.

ATTACHMENTS

Community Grants Information Report May 2026

Prepared by: Alyssa Blais, Strategic Initiatives Coordinator

Reviewed by: Debra Ryan, Director of Community Development

Approved by:

Approval Date:




Rob Frost
 Chief Administrative Officer



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Paula Bromley, Director of Municipal Operations
Report Number: SR2026-63 Corporate Climate Action Plan
Subject: Corporate Climate Action Plan

RECOMMENDATION

That Municipal Council approve the Municipality of the County of Annapolis Corporate Climate Action Plan 2026 as presented.

LEGISLATIVE AUTHORITY

Municipal Policy 125 – Climate Change Action Plan Review Committee

BACKGROUND

In 2012 a Climate Change Action Plan was developed to outline how climate change will impact daily management and operations of the Municipality. The document requires ongoing updates and in 2023 a Climate Change Action Plan Review Committee was formed with a mandate to update the plan.

It was decided to divide the existing plan into two components: a Corporate Climate Action Plan and a Community Climate Action Plan. The latter will be a joint plan involving the Clean Foundation and the Towns of Annapolis Royal and Middleton and will focus on community mitigation and adaptation measures. The community plan is expected to be completed later this year and will allow for a community-wide approach to important measures that work best with a unified municipal approach.

DISCUSSION

The Corporate Climate Action Plan has been developed, reviewed, and approved by the Climate Change Action Plan Review Committee. The goal of this document is to focus on municipally owned assets and internal mitigation and adaptation measures.

Approval of the Corporate Climate Action Plan demonstrates Council’s commitment to building climate resiliency, conserving energy, and reducing emissions that are directly related to Municipal service delivery.

The plan outlines mitigation focused and adaptation focused actions to continue to align Municipal emission reduction goals with the Province of Nova Scotia Targets and promotes ongoing accountability.

FINANCIAL IMPLICATIONS

There are no immediate financial implications. Financial resources will be included in future budgets as the Action Plan is implemented.

POLICY IMPLICATIONS

Minor amendments to the Asset Management Policy and Personnel Policy will be required by the end of 2026.

ATTACHMENTS

Corporate Climate Action Plan 2026

Prepared by:

Paula Bromley, P. Eng
Director of Municipal Operations

Approved by:



Rob Frost, Chief Administrative Officer

Approval Date:



Municipality of the County of Annapolis- Draft Corporate Climate Action Plan

Purpose

The Municipality of the County of Annapolis' Corporate Climate Action Plan establishes a framework for building climate resiliency, conserving energy, and reducing emissions related to municipally owned facilities, vehicles and equipment, and corporate service delivery. Buildings and fleet represent a large amount of corporate energy consumption and emissions which is why mitigation-related actions within the plan are focused on proactively identifying and implementing projects that will reduce the municipality's corporate emissions. Adaptation-related actions are focused on long-term planning and increasing overall resiliency.

The municipality strives to align emission reduction goals with the Province of Nova Scotia's targets and aims to reduce corporate emissions by implementing the outlined actions. For the purpose of this plan, emissions will be estimated by known averages rather than individually measured.

The Municipality of the County of Annapolis is committed to:

- a. Mitigating Climate Change: Taking proactive measures to reduce municipal greenhouse gas emissions, transition to a low-carbon economy, and promote sustainable energy practices.
- b. Adapting to Climate Change: Enhancing community resilience, protecting critical infrastructure, and implementing strategies to adapt to changing climate conditions.
- c. Sustainable Development: Promoting sustainable and thoughtful land use, green building practices, water and resource conservation, waste reduction, and the protection of natural areas.

Definitions

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

Mitigation-focused Actions

The objective of mitigation-focused actions is to reduce emissions created by municipal buildings, facilities, and fleet which will be achieved by taking on projects that are focused on converting to renewable energy sources, reducing energy consumption and fossil fuel reliance, or creating a source of renewable energy.

- a. General:
 - 1) Develop a comprehensive emissions inventory of major corporate emissions to determine a feasible plan to reduce energy consumption and transition to electrification with identified targets and funding pathways by March 31, 2028.
- b. Municipal Facilities:
 - 2) Commit to achieving net-zero performance in newly built municipal facilities by 2050 in alignment with provincial and federal net-zero targets.

Municipality of the County of Annapolis- Draft Corporate Climate Action Plan

- 3) All proposals for new municipal buildings and major retrofits submitted after the adoption of this plan in May 2026 shall incorporate high-performance energy efficiency and low-carbon design principles during planning and construction. New municipal buildings shall be designed to align with net-zero ready or net-zero performance targets informed by evolving standards and available funding.

Note: Projects that are already budgeted for and have been approved by Council as of the adoption of this plan are exempt.

- 4) When lighting and electrical systems are being updated in municipal facilities, energy conservation measures including LED lighting and lighting controls (occupancy motion sensors) will be used beginning in 2026.
- 5) Amend the municipal *Asset Management Policy* to include a clause that requires regular check ins with facilities that have generators to ensure they are working properly, promoting service resilience in the event of power outages by end of 2026.

c. Corporate Fleet:

- 6) Complete a corporate fleet emissions baseline and develop a fleet electrification transition strategy for qualified assets including phased replacement targets, charging infrastructure, employee training, and funding opportunities by March 31, 2028.
- 7) Identify necessary locations for electric vehicle charging stations at municipal facilities, determine appropriate installation targets based on replacement targets, site constraints, and allocate appropriate budget by 2027.
- 8) Review and identify opportunities to replace equipment and tools powered by spark-ignition internal combustion engines with electric or lower-emission alternatives where operationally feasible by 2028.

d. Active Transportation:

- 9) Amend the municipal *Personnel Policy* with a clause encouraging staff to choose active transportation, car-pool, remote work or flex hours when appropriate to reduce corporate emissions caused by commuting by end of 2026.
- 10) Review and identify types of active transportation projects that could be incorporated into ongoing capital projects by November 30, 2026.
- 11) Identify a minimum of one project that incorporates active transportation in each annual capital budget beginning in fiscal 2027-28.

Municipality of the County of Annapolis- Draft Corporate Climate Action Plan

Adaptation-focused Actions

The objective of adaptation-focused actions is to promote corporate climate resilience through projects that reduce negative climate change impacts on municipal infrastructure, services, and the community.

a. General:

- 1) Review and identify municipal sites, including parks, where stormwater management measures can be implemented to reduce the amount of runoff entering municipal systems and natural waterways by 2029.

Examples: vegetated drainage swales, waterway buffers, protecting wetlands and floodplains, reducing impervious surfaces that lead to increased runoff, more landscaping with native plantings, and other applicable solutions.

- 2) Identify an annual tree planting budget to be used on appropriate municipal sites by end of 2027.
- 3) Undertake a municipal Water Security Study and Plan by the end of 2030. Following the completion of the study, implement ongoing budget allocations to improve municipal water security.
- 4) Complete a comprehensive county-wide Climate Risk Assessment by the end of 2026.

Accountability

- a. Integration and Reporting: Integrate objectives and actions found in the Corporate Climate Action Plan into all relevant municipal policies, plans, and decision-making processes.

Specifically:

- 1) Incorporate emission impacts into staff reports related to municipal facilities and fleet.
- 2) Include lifecycle costing and emissions analysis within the capital budget. This will include both initial construction and long-term operation.
- 3) Provide annual progress report presentations to Council summarizing work completed to date as well as updates to the plan's actions.

- b. Resource Allocation: Ensure financial resources are budgeted and managed appropriately based on the outlined actions to ensure effective implementation of the Corporate Climate Action Plan.

- c. Plan Review: Review and update the Corporate Climate Action Plan following the identification and adoption of climate targets and goals (greenhouse gas emission reduction, fleet conversion, etc.). Following this, the Corporate Climate Action Plan shall be updated every four calendar years to reflect emerging priorities, scientific advancements, and operational requirements.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Paula Bromley, Director of Municipal Operations
Report Number: SR2026-64 Max Young Fund Request
Subject: Max Young Fund Request – Maintenance of Refrigeration System

RECOMMENDATION

That Municipal Council authorize the withdrawal of up to \$68,500 from the Max Young Fund for maintenance of the refrigeration system.

LEGISLATIVE AUTHORITY

Municipal Government Act – Section 65 A(4)

BACKGROUND

The Max Young Fund is a trust fund controlled by the Municipality. It was established in 1974 by a Bridgetown local who donated the remainder of his estate to be used for maintenance of the Bridgetown Arena. The fund has supported both operations as well as major upgrades and capital purchases at the arena since that time.

DISCUSSION

Quotes for maintenance of the refrigeration system to be completed in the off-ice season have been obtained for:

- Compressor #1 Overhaul
- Condenser Plate Regasket
- Chiller Plate Regasket

This is preventative maintenance to help ensure the reliability and efficiency of the system during ice operating season.

FINANCIAL IMPLICATIONS

1. Compressor #1 Overhaul: \$15986.98
2. Condenser Plate Regasket: \$20955.11
3. Chiller Plate Regasket: \$22968.19

Total funds required (including 10% contingency and applicable taxes): \$68443.98

Staff recommend the expense is withdrawn from the Max Young Trust Fund.

Max Young Trust Fund Total value as of April 30, 2026:

Bank Balance:	\$144,312 (minus up to \$190,000 committed for ice resurfacers)
Stocks:	\$1,176,845
Total:	\$1,321,157

POLICY IMPLICATIONS

None known.

ALTERNATIVES / OPTIONS

- Do not authorize the withdrawal from the Max Young Fund in support of the equipment repair.
- Authorize the withdrawal from another capital reserve account.

ATTACHMENTS

- Quote – CIMCO – Compressor Overhaul
- Quote – CIMCO – Condenser Plate Regasket
- Quote – CIMCO – Chiller Plate Regasket

Prepared by:

Paula Bromley, Director of Municipal Operations

Approved by:

Approval Date:



Rob Frost, Chief Administrative Officer
(Date)

INNOVATIVE THERMAL SOLUTIONS
BUILT FOR YOU

Proposal for BRIDGETOWN ARENA

Compressor Overhaul N6WA ser# 6144417

March 2 ,2026

Created by:

Buddy Kerr,
gkerr@toromont.com
Account Manager,
CIMCO Refrigeration

Prepared for:

STEVE CLAYTON,
sclayton1@ns.sympatico.ca
Manager,
BRIDGETOWN ARENA

CIMCO Refrigeration, a division of Toromont Industries Ltd. ("CIMCO Refrigeration" or "CIMCO"), is pleased to provide pricing for a Compressor Overhaul N6WA ser# 6144417 at the BRIDGETOWN ARENA.

Scope of Work

- Parts and Labour to Overhaul #1 Compressor on Site
- Model N6WA serial # 614427
- Full Gasket and O ring Kit
- 6 sets of Piston Rings
- 6 sets of Suction Valves and Discharge Valves and Springs
- 6 Connecting Rod Bearings, Bushings and Wrist Pins
- 1 Mechanical Seal
- 1- Main Bearing
- 1- Thrust Bearing
- Fresh oil Charge of CIMCO "C" OIL
- Service Mechanics will follow all appropriate site-specific safety requirements

Budget Pricing

CIMCO Price: \$15986.98 CAD (All Taxes Extra)

Prices are valid for 30 days from the date of quotation.

Taxes not included.

Standard Terms & Conditions apply.

Based on current Bank of Canada exchange rate at time of proposal March 2 ,2026.

Exclusions

- All work required outside of CIMCO regular working hours requested or required by owner.
- Cutting/patching/sealing within building to allow for the passage of piping and conduit.
- Modification or installation of any required bases, pads, stands, seismic or other required supports for equipment
- All costs associated with opening, modifying, and repairing the building to allow for the placement and final operation of the CIMCO supplied equipment or piping.
- Additional refrigerant charge, top up of oil, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.
- Any programming or integration with new or existing control system unless otherwise stated.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.
- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.

Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries Ltd. and the client BRIDGETOWN ARENA.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: _____ Date: _____

Name & Title: _____

Purchase Order: _____

Vendor: CIMCO Refrigeration, a division of Toromont Industries Ltd.

Signature of Vendor: _____ Date: _____

Name & Title: _____

TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION, A DIVISION OF TOROMONT INDUSTRIES LTD. (THE "VENDOR"), THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN TEN DAYS OF THE DATE OF QUOTATION.

1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold here under (the "goods") shall remain with the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorizes the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs here under, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labor rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

3. TARIFFS

The Vendor and Purchaser acknowledge that at the time of execution of this Agreement, it is unknown whether prior estimates for performance of the work will be impacted by the enactment of additional tariffs, which materially differ from those existing at the time the original estimates were received.

Both Parties acknowledge that:

i. The Contract Price quoted is based on conditions prevailing at the date of execution of the agreement

ii. Vendor has not estimated any additional tariffs

iii. Vendor will use their best efforts to source equivalent or similar products from local suppliers or alternative sources where such goods are not subject to applicable tariffs, if such alternatives are available

iv. The Purchaser and Vendor agree to use their best efforts to mitigate any cost or schedule impacts arising out of the tariffs, and

v. Vendor will pass tariffs to the Purchaser should they become enacted and are unavoidable

Subject to these acknowledgements, if any tariffs are enacted subsequent to the date of execution of the Agreement and increase the Vendor's costs, any such cost increase will be absorbed by the Purchaser unless a prior written amendment to the Agreement is executed to address such costs. Purchaser shall indemnify and hold Vendor harmless from any liability and expense by reason of Purchaser's failure to pay such tariffs.

4. LIABILITY

The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

5. DELIVERY AND INSTALLATION

Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labor dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 9 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

6. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

7. COST ESCALATION

Purchaser and Vendor acknowledge and agree that at the time of execution of this project agreement, it is unknown whether prior estimates for performance of the Work will be impacted by further development of the design, changed market conditions, availability of labor, equipment and/or materials or other conditions which materially differ from those existing at the time prior estimates were received. Vendor agrees to make diligent and best efforts to mitigate any cost or schedule impacts arising out of these changed conditions. However, subject to such mitigation obligations of the Vendor, Purchaser agrees that Vendor shall be entitled to an equitable adjustment of the Contract Sum and/or, if applicable, the Contract Time due to the following non exhaustive list of possible events or circumstances: (1) a subcontractor will not honor its prior estimate, (2) commodity price escalation and/or commodity delivery date impacts due to the length of time between a subcontractor providing its estimate and subcontract award, (3) general conditions cost impacts due to anticipated completion dates at the time of subcontractor's estimate differing from completion dates anticipated at time subcontract award,

(4) commodity price escalation and/or delivery date impacts due to subcontractor inability to obtain firm pricing or delivery date commitments from any supplier at or near time of subcontract award; (5) cost of on-site or off-site material storage capacity to enable early receipt of certain materials when early procurement of such materials can be achieved for avoidance of price escalation or to secure availability so that the project schedule can be maintained.

8. TERMS OF PAYMENT

(a) Unless otherwise specified in this Quotation/Contract and not including municipalities as specific payment terms will be negotiated with municipalities, payment shall be made by the Purchaser to the Vendor in respect of the Contract Price as follows:

(i) Goods sold without installation: 50% upon acceptance of this quotation by the Purchaser; an amount representing the value of each shipment, payable upon delivery; and the unpaid balance upon final shipment.

(ii) Goods sold with installation: 35% upon acceptance of this quotation by the Purchaser; an additional 25% upon written notification by the Vendor to the Purchaser that the goods are ready for shipment; an additional 30% immediately after installation but prior to the commencement of operation of the goods or related systems; and a final payment of 10% upon completion.

(b) Timely payment according to the terms of this Quotation/Contract is of the essence of the contract.

(c) Payment shall be made in the specified currency.

9. WARRANTY

UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HERE UNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP BY EITHER A PERIOD OF EIGHTEEN MONTHS (18) AFTER THE DELIVERY OF EQUIPMENT OR TWELVE (12) MONTHS FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THE LENGTH OF WARRANTY WILL BE DETERMINED BY EQUIPMENT DELIVERY OR COMPLETION OF WORKMANSHIP BY WHICHEVER AGREEMENT EXPIRES FIRST. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

(a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.

(b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the job site and charges for labor performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.

(c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.

(d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.

(e) As a condition precedent to any liability by the Vendor here under, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.

(f) the foregoing constitutes the purchaser's exclusive remedy and the vendor's sole liability arising out of the design, manufacture, sale, installation, or use of the goods.

(g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

10. CHANGE IN SCOPE OF WORK

If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorized officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when in consistent therewith, shall be subject to all its provisions.

11. COMPLETION AND ACCEPTANCE OF WORK

(a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.

(b) In respect of goods sold with installation, and unless otherwise defined in this

Quotation/Contract, "Completion" shall be deemed to occur when any one of the following events takes place:

i. The Purchaser signs an acceptance certificate;

ii. The Vendor has installed and, where applicable, successfully tested the installation;

iii. The Purchaser commences regular use of the goods correlated systems;

iv. An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.

(c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honor the warranty provisions contained herein.

(d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

12. BONDS

Performance bonds and material and labor payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

13. MISCELLANEOUS

(a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the place of the Contract Work without regard to the rules governing conflicts of law.

(b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.

(c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights here under or collecting or attempting to collect all amounts due the Vendor here under following default by the Purchaser in the payment or performance of its obligations here under, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.

(d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.

(e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.

(f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.

INNOVATIVE THERMAL SOLUTIONS
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Proposal for BRIDGETOWN ARENA

Condenser Plate Regasket

March 2 , 2026

Created by:

Buddy Kerr,
gkerr@toromont.com
Account Manager,
CIMCO Refrigeration

Prepared for:

STEVE CLAYTON,
sclayton1@ns.sympatico.ca
Manager,
BRIDGETOWN ARENA

CIMCO Refrigeration, a division of Toromont Industries Ltd. ("CIMCO Refrigeration" or "CIMCO") is pleased to provide pricing for a Condenser Plate Regasket at the BRIDGETOWN ARENA.

Scope of Work

- Job to re-gasket M10-BWFD S/N 30104-76261
- Isolate Plate from system
- Disassemble HX and clean plates
- Reassemble with new gaskets
- Torque to factory specs
- Parts , labour , travel expenses included
- Service Mechanics will follow all appropriate site-specific safety requirements

Pricing

CIMCO Price: \$20955.11 CAD (All Taxes Extra)

Prices are valid for 30 days from the date of quotation.

Taxes not included.

Standard Terms & Conditions apply.

Exchange Rate Variance

This proposal/quotation includes equipment, materials and services valued in US currency. This equipment has been included at a cost based upon the Bank of Canada quoted exchange rate at time of proposal (March 2 , 2026). If at the time that a signed contract is presented for CIMCO's acceptance, or that an irrevocable notice to proceed is received by CIMCO, and the Bank of Canada closing exchange rate of the day varies by more than 0.02 dollars, the additional currency costs incurred or currency cost savings to be realized shall be then charged or credited to the Client prior to contract acceptance.

There is also the option to deduct the Canadian equivalent for the cost of purchase set out in this proposal and remit the equipment amount in USD.

Exclusions

- All work required outside of CIMCO regular working hours requested or required by owner.
- Cutting/patching/sealing within building to allow for the passage of piping and conduit.
- Modification or installation of any required bases, pads, stands, seismic or other required supports for equipment
- All costs associated with opening, modifying, and repairing the building to allow for the placement and final operation of the CIMCO supplied equipment or piping.
- Additional refrigerant charge, top up of oil, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.
- Any programming or integration with new or existing control system unless otherwise stated.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.
- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.

- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.

Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries Ltd. and the client BRIDGETOWN ARENA.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: _____ Date: _____

Name & Title: _____

Purchase Order: _____

Vendor: CIMCO Refrigeration, a division of Toromont Industries Ltd.

Signature of Vendor: _____ Date: _____

Name & Title: _____

TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION, A DIVISION OF TOROMONT INDUSTRIES LTD. (THE "VENDOR"), THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN TEN DAYS OF THE DATE OF QUOTATION.

1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold here under (the "goods") shall remain with the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorizes the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs here under, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labor rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

3. TARIFFS

The Vendor and Purchaser acknowledge that at the time of execution of this Agreement, it is unknown whether prior estimates for performance of the work will be impacted by the enactment of additional tariffs, which materially differ from those existing at the time the original estimates were received.

Both Parties acknowledge that:

i. The Contract Price quoted is based on conditions prevailing at the date of execution of the agreement

ii. Vendor has not estimated any additional tariffs

iii. Vendor will use their best efforts to source equivalent or similar products from local suppliers or alternative sources where such goods are not subject to applicable tariffs, if such alternatives are available

iv. The Purchaser and Vendor agree to use their best efforts to mitigate any cost or schedule impacts arising out of the tariffs, and

v. Vendor will pass tariffs to the Purchaser should they become enacted and are unavoidable

Subject to these acknowledgements, if any tariffs are enacted subsequent to the date of execution of the Agreement and increase the Vendor's costs, any such cost increase will be absorbed by the Purchaser unless a prior written amendment to the Agreement is executed to address such costs. Purchaser shall indemnify and hold Vendor harmless from any liability and expense by reason of Purchaser's failure to pay such tariffs.

4. LIABILITY

The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

5. DELIVERY AND INSTALLATION

Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labor dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 9 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

6. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

7. COST ESCALATION

Purchaser and Vendor acknowledge and agree that at the time of execution of this project agreement, it is unknown whether prior estimates for performance of the Work will be impacted by further development of the design, changed market conditions, availability of labor, equipment and/or materials or other conditions which materially differ from those existing at the time prior estimates were received. Vendor agrees to make diligent and best efforts to mitigate any cost or schedule impacts arising out of these changed conditions. However, subject to such mitigation obligations of the Vendor, Purchaser agrees that Vendor shall be entitled to an equitable adjustment of the Contract Sum and/or, if applicable, the Contract Time due to the following non exhaustive list of possible events or circumstances: (1) a subcontractor will not honor its prior estimate, (2) commodity price escalation and/or commodity delivery date impacts due to the length of time between a subcontractor providing its estimate and subcontract award, (3) general conditions cost impacts due to anticipated completion dates at the time of subcontractor's estimate differing from completion dates anticipated at time subcontract award,

(4) commodity price escalation and/or delivery date impacts due to subcontractor inability to obtain firm pricing or delivery date commitments from any supplier at or near time of subcontract award; (5) cost of on-site or off-site material storage capacity to enable early receipt of certain materials when early procurement of such materials can be achieved for avoidance of price escalation or to secure availability so that the project schedule can be maintained.

8. TERMS OF PAYMENT

(a) Unless otherwise specified in this Quotation/Contract and not including municipalities as specific payment terms will be negotiated with municipalities, payment shall be made by the Purchaser to the Vendor in respect of the Contract Price as follows:

(i) Goods sold without installation: 50% upon acceptance of this quotation by the Purchaser; an amount representing the value of each shipment, payable upon delivery; and the unpaid balance upon final shipment.

(ii) Goods sold with installation: 35% upon acceptance of this quotation by the Purchaser; an additional 25% upon written notification by the Vendor to the Purchaser that the goods are ready for shipment; an additional 30% immediately after installation but prior to the commencement of operation of the goods or related systems; and a final payment of 10% upon completion.

(b) Timely payment according to the terms of this Quotation/Contract is of the essence of the contract.

(c) Payment shall be made in the specified currency.

9. WARRANTY

UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HERE UNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP BY EITHER A PERIOD OF EIGHTEEN MONTHS (18) AFTER THE DELIVERY OF EQUIPMENT OR TWELVE (12) MONTHS FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THE LENGTH OF WARRANTY WILL BE DETERMINED BY EQUIPMENT DELIVERY OR COMPLETION OF WORKMANSHIP BY WHICHEVER AGREEMENT EXPIRES FIRST. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

(a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.

(b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the job site and charges for labor performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.

(c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.

(d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.

(e) As a condition precedent to any liability by the Vendor here under, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.

(f) The foregoing constitutes the purchaser's exclusive remedy and the vendor's sole liability arising out of the design, manufacture, sale, installation, or use of the goods.

(g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

10. CHANGE IN SCOPE OF WORK

If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorized officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when in consistent therewith, shall be subject to all its provisions.

11. COMPLETION AND ACCEPTANCE OF WORK

(a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.

(b) In respect of goods sold with installation, and unless otherwise defined in this

Quotation/Contract, "Completion" shall be deemed to occur when any one of the following events takes place:

i. The Purchaser signs an acceptance certificate;

ii. The Vendor has installed and, where applicable, successfully tested the installation;

iii. The Purchaser commences regular use of the goods correlated systems;

iv. An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.

(c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honor the warranty provisions contained herein.

(d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

12. BONDS

Performance bonds and material and labor payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

13. MISCELLANEOUS

(a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the place of the Contract Work without regard to the rules governing conflicts of law.

(b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.

(c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights here under or collecting or attempting to collect all amounts due the Vendor here under following default by the Purchaser in the payment or performance of its obligations here under, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.

(d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.

(e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.

(f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.

INNOVATIVE THERMAL SOLUTIONS
BUILT FOR YOU

Proposal for BRIDGETOWN ARENA

Chiller Plate Regasket

March 2, 2026

Created by:

Buddy Kerr,
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Account Manager,
CIMCO Refrigeration

Prepared for:

STEVE CLAYTON,
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Manager,
BRIDGETOWN ARENA

CIMCO Refrigeration, a division of Toromont Industries Ltd. ("CIMCO Refrigeration" or "CIMCO") is pleased to provide pricing for a Chiller Plate Regasket at the BRIDGETOWN ARENA.

Scope of Work

- Job to re-gasket M10-BWFG S/N 30103-04830
- Isolate Plate from system
- Dis-assemble and clean plates
- Re-assemble with all new gaskets
- Torque to factory specs
- Parts , labour , travel expenses included
- Service Mechanics will follow all appropriate site-specific safety requirements

Pricing

CIMCO Price: \$22968.19 CAD (All Taxes Extra)

Prices are valid for 30 days from the date of quotation.
 Taxes not included.
 Standard Terms & Conditions apply.

Exchange Rate Variance

This proposal/quotation includes equipment, materials and services valued in US currency. This equipment has been included at a cost based upon the Bank of Canada quoted exchange rate at time of proposal (March 2,2026). If at the time that a signed contract is presented for CIMCO's acceptance, or that an irrevocable notice to proceed is received by CIMCO, and the Bank of Canada closing exchange rate of the day varies by more than 0.02 dollars, the additional currency costs incurred or currency cost savings to be realized shall be then charged or credited to the Client prior to contract acceptance.

There is also the option to deduct the Canadian equivalent for the cost of purchase set out in this proposal and remit the equipment amount in USD.

Exclusions

- All work required outside of CIMCO regular working hours requested or required by owner.
- Cutting/patching/sealing within building to allow for the passage of piping and conduit.
- Modification or installation of any required bases, pads, stands, seismic or other required supports for equipment
- All costs associated with opening, modifying, and repairing the building to allow for the placement and final operation of the CIMCO supplied equipment or piping.
- Additional refrigerant charge, top up of oil, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.
- Any programming or integration with new or existing control system unless otherwise stated.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.

- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.

Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries Ltd. and the client BRIDGETOWN ARENA.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: _____ Date: _____

Name & Title: _____

Purchase Order: _____

Vendor: CIMCO Refrigeration, a division of Toromont Industries Ltd.

Signature of Vendor: _____ Date: _____

Name & Title: _____

TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION, A DIVISION OF TOROMONT INDUSTRIES LTD. (THE "VENDOR"), THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN TEN DAYS OF THE DATE OF QUOTATION.

1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold here under (the "goods") shall remain with the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorizes the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs here under, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labor rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

3. TARIFFS

The Vendor and Purchaser acknowledge that at the time of execution of this Agreement, it is unknown whether prior estimates for performance of the work will be impacted by the enactment of additional tariffs, which materially differ from those existing at the time the original estimates were received.

Both Parties acknowledge that:

i. The Contract Price quoted is based on conditions prevailing at the date of execution of the agreement

ii. Vendor has not estimated any additional tariffs

iii. Vendor will use their best efforts to source equivalent or similar products from local suppliers or alternative sources where such goods are not subject to applicable tariffs, if such alternatives are available

iv. The Purchaser and Vendor agree to use their best efforts to mitigate any cost or schedule impacts arising out of the tariffs, and

v. Vendor will pass tariffs to the Purchaser should they become enacted and are unavoidable

Subject to these acknowledgements, if any tariffs are enacted subsequent to the date of execution of the Agreement and increase the Vendor's costs, any such cost increase will be absorbed by the Purchaser unless a prior written amendment to the Agreement is executed to address such costs. Purchaser shall indemnify and hold Vendor harmless from any liability and expense by reason of Purchaser's failure to pay such tariffs.

4. LIABILITY

The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

5. DELIVERY AND INSTALLATION

Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labor dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 9 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

6. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

7. COST ESCALATION

Purchaser and Vendor acknowledge and agree that at the time of execution of this project agreement, it is unknown whether prior estimates for performance of the Work will be impacted by further development of the design, changed market conditions, availability of labor, equipment and/or materials or other conditions which materially differ from those existing at the time prior estimates were received. Vendor agrees to make diligent and best efforts to mitigate any cost or schedule impacts arising out of these changed conditions. However, subject to such mitigation obligations of the Vendor, Purchaser agrees that Vendor shall be entitled to an equitable adjustment of the Contract Sum and/or, if applicable, the Contract Time due to the following non exhaustive list of possible events or circumstances: (1) a subcontractor will not honor its prior estimate, (2) commodity price escalation and/or commodity delivery date impacts due to the length of time between a subcontractor providing its estimate and subcontract award, (3) general conditions cost impacts due to anticipated completion dates at the time of subcontractor's estimate differing from completion dates anticipated at time subcontract award.

(4) commodity price escalation and/or delivery date impacts due to subcontractor inability to obtain firm pricing or delivery date commitments from any supplier at or near time of subcontract award; (5) cost of on-site or off-site material storage capacity to enable early receipt of certain materials when early procurement of such materials can be achieved for avoidance of price escalation or to secure availability so that the project schedule can be maintained.

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(i) Goods sold without installation: 50% upon acceptance of this quotation by the Purchaser; an amount representing the value of each shipment, payable upon delivery; and the unpaid balance upon final shipment.

(ii) Goods sold with installation: 35% upon acceptance of this quotation by the Purchaser; an additional 25% upon written notification by the Vendor to the Purchaser that the goods are ready for shipment; an additional 30% immediately after installation but prior to the commencement of operation of the goods or related systems; and a final payment of 10% upon completion.

(b) Timely payment according to the terms of this Quotation/Contract is of the essence of the contract.

(c) Payment shall be made in the specified currency.

9. WARRANTY

UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HERE UNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP BY EITHER A PERIOD OF EIGHTEEN MONTHS (18) AFTER THE DELIVERY OF EQUIPMENT OR TWELVE (12) MONTHS FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THE LENGTH OF WARRANTY WILL BE DETERMINED BY EQUIPMENT DELIVERY OR COMPLETION OF WORKMANSHIP BY WHICHEVER AGREEMENT EXPIRES FIRST. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

(a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.

(b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the job site and charges for labor performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.

(c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.

(d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.

(e) As a condition precedent to any liability by the Vendor here under, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.

(f) The foregoing constitutes the purchaser's exclusive remedy and the vendor's sole liability arising out of the design, manufacture, sale, installation, or use of the goods.

(g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

10. CHANGE IN SCOPE OF WORK

If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorized officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when in consistent therewith, shall be subject to all its provisions.

11. COMPLETION AND ACCEPTANCE OF WORK

(a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.

(b) In respect of goods sold with installation, and unless otherwise defined in this

Quotation/Contract, "Completion" shall be deemed to occur when any one of the following events takes place:

i. The Purchaser signs an acceptance certificate;

ii. The Vendor has installed and, where applicable, successfully tested the installation;

iii. The Purchaser commences regular use of the goods correlated systems;

iv. An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.

(c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honor the warranty provisions contained herein.

(d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

12. BONDS

Performance bonds and material and labor payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

13. MISCELLANEOUS

(a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the place of the Contract Work without regard to the rules governing conflicts of law.

(b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.

(c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights here under or collecting or attempting to collect all amounts due the Vendor here under following default by the Purchaser in the payment or performance of its obligations here under, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.

(d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.

(e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.

(f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: May 12, 2026
Prepared By: Nadine I. McCormick, Public Relations Officer
Report Number: IR2026-65 Brand Expansion Project
Subject: Brand Expansion Project

ORIGIN

To inform Council of brand expansion project.

LEGISLATIVE AUTHORITY

N/A

BACKGROUND

The Municipality's current logo, developed by Sperry Design approximately 16 years ago, has provided a strong and recognizable visual identity. However, it was created at a time when accessibility and digital usability were not primary considerations. As communication needs have evolved, it became clear that there was a need for a simplified, more accessible visual option that could be used effectively across a wide range of formats and platforms. Rather than altering or replacing the existing logo, the Municipality undertook a brand expansion approach by introducing a complementary logo into its communications toolkit.

DISCUSSION

The Municipality will adopt a dual-logo approach to better align visual communications with purpose and audience. The existing logo will continue to serve as the primary identifier for the municipal government, representing the organization in official, administrative, and corporate communications. In contrast, the newly developed secondary and icon logos will be used to support tourism, recreation, and promotional initiatives that highlight the broader Annapolis County region.

To ensure consistency and a strong visual relationship between all elements of the brand, the Municipality engaged Sperry Design, creators of the original logo, to develop the new marks. This approach ensured the secondary and icon logos are directly derived from, and visually aligned with, the existing logo, allowing all elements to work together seamlessly as one cohesive brand.

Designed as a simplified and accessible extension of the current identity, the new icon logo is particularly well-suited for digital platforms such as social media, where clarity and visual impact are essential, as well as for use on promotional materials and merchandise where reproduction quality and scalability are key considerations. Its cleaner, less complex design allows for greater flexibility while maintaining a clear visual connection to the primary logo.

This approach ensures that the Municipality can maintain the integrity and authority of its established corporate identity, while also embracing a more adaptable and engaging visual tool for community-facing and visitor-oriented communications. To support consistency and proper application, a comprehensive set of brand guidelines will be developed, outlining when and how each logo should be used across various platforms and materials.

FINANCIAL IMPLICATIONS

Funding for the brand expansion project, including the development of the secondary and icon logos, was allocated and paid for within the 2025–2026 fiscal year.

POLICY IMPLICATIONS

N/A

ATTACHMENTS

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Approval Date:



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