

2021-11-09 Committee of the Whole

4.1 Minutes 2021-10-12 Regular	6
5.1 - 5.3 BAFM REMO Bylaw IMSA and Letter	13
6.1 NB OCTOBER version RR AM-1.4.9.1 Medical Assistance Recruitment Program Policy New	30
6.2 NB RR AM-1.4.9.1 Medical Assistance Recruitment Program Policy New	32
6.3 NB RR AM-7.2.1 Information Technology Policy Amend	35
6.4 NB RR AM-1.3.5 Committees of Council Policy Amend	39
6.5 NB RR Margaretsville & District Volunteer FD Release of Funds	48
6.6 NB RR Snow Lake Keep Lane	52
6.7 NB RR RR AM-1.4.9 Community Grants Policy Amend	55
6.8 NB RR AM-2.7.1 Occupational Health and Safety Policy Readopt	61
6.9 NB RR 2021 Upper Clements Area MPS and LUB Review	65
6.10 NB IR October 2021 Community Development Update	67
6.11 NB IR Outstanding Actions	71
6.12 6.13 NB Housing Crisis in Annapolis County	73
6.14 NB Motion 211019.16 IMSA Two Year Pilot Project Valley Waste and Kings Transit	75
6.15 NB RR NS DPW Paving Contract Queen Street Additional Funds	76
6.16 NB RR Hbr Authorities and Societies Capital Assistance Program Application Cottage Cove Dist Wharf Society	80
7.2 COR Trans County Transportation Society Report	85
7.3 COR Kings Transit Authority Report	86
7.4 COR FCM Sustainable Communities Conference Report	96
7.5 COR Southwest Nova Biosphere Region Association Report	99

COMMITTEE OF THE WHOLE

AGENDA

9:00 AM – Tuesday, November 9, 2021

Council Chambers, Municipal Administration Building, 752 St. George Street, Annapolis Royal



1. **ROLL CALL**
2. **DISCLOSURE OF INTEREST**
3. **APPROVAL of the AGENDA (Order of the Day)**
4. **ADOPTION OF COTW MINUTES**
 - 4.1 THAT the minutes of the regular Committee of the Whole meeting held October 12, 2021 be approved as circulated.
5. **BUSINESS ARISING FROM THE MINUTES**

From October 12, 2021:

 - 5.1 **Recommendation Report Regional Emergency Management Bylaw**

THAT, pursuant to the recommendation of the Regional Emergency Management Advisory Committee, municipal council give first reading to approve the *C6 Regional Emergency Management Bylaw* as circulated.
 - 5.2 **Regional Emergency Management Inter-Municipal Agreement**

THAT, pursuant to the recommendation of the Regional Emergency Management Advisory Committee, municipal council approve the Inter-Municipal Emergency Services Agreement as circulated.
 - 5.3 **Regional Emergency Management Bylaw Letter to the Minister**

THAT, pursuant to the recommendation of the Regional Emergency Management Advisory Committee, municipal council approve forwarding the letter of request to the Minister Responsible for Emergency Management (Hon. John Lohr).
6. **NEW BUSINESS**
 - 6.1 **From 2021-10-19 Motion adjourned from October Council to November Committee of the Whole**

AM-1.4.9.1 Medical Assistance Recruitment Program Policy (New) to November COTW

It was moved by Councillor Prout, seconded by Councillor Morrison, to adjourn AM-1.4.9.1 Medical Assistance Recruitment Program Policy (New) to November Committee of the Whole. After discussion, the Question was called on the motion. Motion carried, 6 in favour, 5 against.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

9:00 AM – Tuesday, November 9, 2021

Council Chambers, Municipal Administration Building, 752 St. George Street, Annapolis Royal



- 6.2 Recommendation Report AM-1.4.9.1 Medical Assistance Recruitment Program Policy NEW**
THAT seven-day notice be given for municipal council to approve AM-1.4.9.1 Medical Assistance Recruitment Program Policy New as revised and recommended by the Physician Recruitment and Retention Committee.
- 6.3 Recommendation Report AM-7.2.1 Information Technology Policy Amend**
THAT seven-day notice be given for municipal council to amend AM-7.2.1 Information Technology Policy as circulated.
- 6.4 Recommendation Report AM-1.3.5 Committees of Council Policy Amend**
THAT seven-day notice be given for municipal council to amend AM-1.3.5 Committees of Council Policy by adding provisions for the CAO Review Committee.
- 6.5 Recommendation Report Margaretsville & District Volunteer Fire Department Release of Funds**
THAT municipal council authorize the withdrawal of \$25,000 from the Capital Fire Services Reserve Fund to the Margaretsville & District Volunteer Fire Department in the 2021-22 fiscal year.
- 6.6 Recommendation Report Snow Lake Keep Lane**
THAT municipal council approve the road name “Snow Lake Keep Lane” for the private access road at the Snow Lake Keep Homesteading Community in Arlington West.
- 6.7 Recommendation Report AM-1.4.9 Community Grants Policy Amend**
THAT municipal council give seven-day notice to amend AM-1.4.9 Community Grants Policy as circulated.
- 6.8 Recommendation Report AM-2.7.1 Occupational Health and Safety Policy**
THAT in accordance with the recommendation of the Occupational Health and Safety Committee, seven-day notice be given for municipal council to re-adopt AM-2.7.1 Occupational Health and Safety Policy as circulated.
- 6.9 Recommendation Report 2021 Upper Clements Area MPS and LUB Review**
THAT municipal council commence a review of the Upper Clements Area Municipal Planning Strategy and Land Use Bylaw and adopt a public participation program that would refer the review applications to the Upper Clements Area Advisory Committee and the Annapolis County Planning Advisory Committee for their review and recommendation along with applicable public meetings and advertisements.
- 6.10 Information Report October 2021 Community Development Update**
Circulated for information only.

COMMITTEE OF THE WHOLE

AGENDA

9:00 AM – Tuesday, November 9, 2021

Council Chambers, Municipal Administration Building, 752 St. George Street, Annapolis Royal



6.11 Information Report Outstanding Actions

Circulated for information only.

6.12 Housing Crisis in the County – Letter to Minister of Mun Affairs and Housing

THAT municipal council send a letter to the Minister of Municipal Affairs and Housing regarding the housing crisis in our municipality.

6.13 Housing Crisis in the County – Letter to All NS Municipalities

THAT municipal council send letters to all Nova Scotia municipalities to encourage them to also send letters to the Province regarding the housing crisis in their municipalities.

6.14 Motion 211019.16 IMSA – Two-Year Pilot Project (Valley Waste and Kings Transit

6.15 Recommendation Report NS DPW Paving Contract Queen Street Additional Funds

That municipal council approve the additional funding request and authorize the Warden and Clerk to sign the subsequent construction agreement from NS Department of public Works in the amount of \$28,000 to pave Queen Street from the bridge to Brickyard Road (approximately .21 km), with the funding to be allocated from the Gas Tax Reserve.

7. COMMITTEE & ORGANIZATIONAL REPORTS

7.1 Warden’s Report – verbal

7.2 Trans County Transportation Society (TCTS) Report

THAT Committee of the Whole receive the Trans County Transportation Society October 20, 2021 report for information as circulated.

7.3 Kings Transit Authority Report

THAT Committee of the Whole receive the Kings Transit Authority Report (October) for information as circulated.

7.4 Federation of Canadian Municipalities (FCM) Sustainable Communities Conference Report

THAT Committee of the Whole receive the FCM Sustainable Communities Conference Report for information as circulated.

7.5 Southwest Nova Biosphere Region Association Report

THAT Committee of the Whole receive the Southwest Nova Biosphere Regional Association Report for information as circulated.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

9:00 AM – Tuesday, November 9, 2021

Council Chambers, Municipal Administration Building, 752 St. George Street, Annapolis Royal



8. **IN-CAMERA**
THAT Committee of the Whole meet in-camera in accordance with Section 22(2)(f) litigation or potential litigation of the *Municipal Government Act*.

9. **ADJOURNMENT**
THAT the Committee of the Whole adjourn its meeting until the next regular meeting scheduled for December 14, 2021.

Minutes of the regular Committee of the Whole meeting held on Tuesday, October 12, 2021, at 10:00 a.m., via zoom, in accordance with the Direction of the Minister under a Declared State of Emergency (*see attached*)

ROLL CALL

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

Also Present: CAO David Dick; Municipal Clerk Carolyn Young; other staff W. Atwell, D. Campbell, Brendan Lamb, C. Mason, H. Orde, and J Young. Two members of the public joined the zoom meeting.

Warden’s Comment

The Warden noted that the Province is now requiring proof of vaccination for public attending the Legislature. The Municipality is seeking clarification from the Province and Dr. Strang for clarity for municipalities regarding proof of vaccination before our meeting next week.

ORDER OF THE DAY

The Warden requested to remove from New Business item 5.5 AM-1.3.5 Committees of Council Policy and 5.13 Royal Canadian Legion Branch 122 County Land Purchase Request.

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

DISCLOSURE OF INTEREST

Warden declared an interest in Item 6.5 Glyphosate Advisory Committee (Adhoc) Recommendations because he owns a farm with agricultural land; the farmers who use his land use RoundUp.

ADOPTION OF COTW MINUTES

Deputy Warden Gunn moved, seconded by Councillor Redden, that the minutes of the regular Committee of the Whole meeting held September 14, 2021 be approved as amended to include a bulleted item in the CAO’s Report - Discussion re RFP. Motion carried unanimously.

BUSINESS ARISING FROM THE MINUTES

None.

NEW BUSINESS

Re: Bridgetown Area Community Rate – CAO Dick noted that a presentation had been circulated in the agenda package, inviting questions from councillors. He added that this is for information only, no

decision is to be made today. The focus for this presentation is to provide information to think about before a workshop can be devoted to this topic.

After much discussion on the four options presented, it was the consensus of those present, to hold a special COTW for discussion on just this item in the next month.

Staff will seek a location and date (pending COVID restrictions) and will advise

Re: September 2021 Community Development Update

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that Committee of the Whole receive the September 2021 Community Development Update Report for information as circulated. Motion carried unanimously.

Re: Information Report – Dangerous & Unsightly Premises 6-Month Status Report

Deputy Warden Gunn moved, seconded by Councillor Prout, that Committee of the Whole receive for information the October 12, 2021 Dangerous & Unsightly Premises 6-Month Status Report as circulated. Motion carried unanimously.

Re: AM-1.4.9.1 Medical Assistance Recruitment Program Policy (New)

After discussion, it was moved by Deputy Warden Gunn, seconded by Councillor Prout, that Committee of the Whole give seven-day notice for municipal council to approve AM-1.4.9.1 Medical Assistance Recruitment Program Policy as circulated. Motion carried unanimously.

Re: AM-1.3.5 Committees of Council Policy Amend – This item was removed from the agenda.

Re: AM-7.3.1 Publication Policy Amend

Following discussion, Deputy Warden Gunn moved, seconded by Councillor Hudson, that Committee of the Whole give seven-day notice for municipal council to amend AM-7.3.1 Publication Policy by changing the name of the policy to AM-7.3.1 Publication / Signage Policy and adding provisions relating to signage on County properties. Motion carried, 10 in favour, 1 against.

Recess

A brief recess was held from 10: 40 a.m. – 10:50 a.m.

Re: Annapolis County Municipal Housing Corporation – Reappoint H Huntley and M Booth for Additional Two-Year Term - The Clerk provided a brief background on why Municipal Council is involved in this process.

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that Committee of the Whole recommend that municipal council appoint Helen Huntley and Marilyn Booth to the Annapolis County Municipal Housing Corporation Board for an additional two-year term ending November 30, 2023. Motion carried unanimously.

Re: Identify Possible Bylaw Infractions on County-Owned Forest Lands

After discussion, Deputy Warden Gunn moved, seconded by Councillor Longmire, that Committee of the Whole recommend that municipal council authorize staff to annually monitor County-owned forest lands greater than 20 acres through regularly scheduled travel and based on time of year, to locate, visually inspect, and identify possible bylaw infractions to provide a report back to Committee of the Whole.

It was moved by Councillor Barteaux, seconded by Councillor Longmire, to amend the motion to remove 'forest' and 'greater than 20 acres'.

After discussion on the amendment, the amendment was withdrawn.

After discussion, the question was called on the original motion. Motion carried, 8 in favour, 3 against.

Re: NS Dept Public Works Construction Agreement 2021-008 Authorize Warden and Clerk Signatures

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that Committee of the Whole recommend that municipal council authorize the Warden and Clerk to sign NS Department of Public Works Construction Agreement 2021-008 for the repaving of Queen Street from Brickyard Road to Bridgetown Bridge. Motion carried unanimously.

Re: NS Transportation and Public Works May 6, 1999 Maintenance Agreement No. 34-Q Bridgetown Bridge Repair Cost Share Request

Deputy Warden Gunn moved, seconded by Councillor Hudson, that Committee of the Whole recommend that municipal council approve the cost of \$15,000.00 (50% cost share with the Province of Nova Scotia) to repair the Bridgetown Bridge, located on Queen Street, with funds to be allocated from Letter of Intent Reserve. Motion carried unanimously.

Re: Regional Emergency Management Bylaw, Inter-Municipal Agreement and Letter to the Minister – attachments to the recommendation report had been omitted in the agenda package. This item will be moved to November Committee of the Whole.

Re: County-Wide Municipal Planning Strategy and Land Use Bylaw Consultant Proposal Review Scoring Report

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, that, in accordance with the recommendation of the Review Panel, Committee of the Whole recommend that Municipal Council enter into a contract with Stantec Consulting Ltd. to conduct the review of the Annapolis County Municipal Planning Strategy and Land Use Bylaw. Motion carried unanimously.

Re: Royal Canadian Legion Branch 122 County Land Purchase Request – this item was removed from the agenda.

Re: 2021-10-04 Cornwallis Waste Water Treatment Plant UV Upgrade

Deputy Warden Gunn moved, seconded by Councillor Morrison, that municipal council approve additional capital funding of \$25,047.47 plus HST to be funded from the Sewer Reserve (SRES) to enable the installation of the Ultra Violet system at the Cornwallis Waste Water Treatment Facility. Motion carried unanimously.

Lunch

A lunch break was held from 12:11 p.m. – 12:47 p.m. with all returning as previously noted.

NEW BUSINESS (cont'd)

Re: IMSA Pilot Project – no materials were circulated for this item.

The Warden held up a flow chart showing how it will work, the VWRM and KTA boards will disappear, those managers will report to an Executive Director who will in turn report to the new Board, made up of the Mayors/Warden of participating municipalities.

The Warden explained that the County is not a member of Valley Waste-Resource Management Authority (VW) or Kings Transit Authority (KTA). We purchase those services. We are not on the boards. The other municipal units want to undertake a pilot project to revamp VW and KTA, and they want us to be part of the two year pilot project. The Warden would become a member of the new Board. We pay our share, about \$60,000 a year, to join the two-year pilot. In the current draft agreement for the pilot, our warden does not get a vote, because we are not currently part of VW and KTA. The Warden does not want to be on a board where he can only vote part of the time. No question that the units want Annapolis County to join and be part of the project. We believe in regional opportunities, for waste and transit, but there is no point if there is no consistent vote. He suggested a motion that would require an amendment to the current agreement.

It was moved by Councillor Hudson, seconded by Councillor Connell, to recommend to municipal council that the Municipality of the County of Annapolis will join and partake in the two-year pilot project involving Valley Waste and Kings Transit but only if its warden is able to vote on all matters which come before the new pilot project board, other than a vote which incurs long-term debt with respect to a particular project. Motion carried, 9 in favour, 2 against.

COMMITTEE & ORGANIZATIONAL REPORTS

Re: Warden's Report

The Warden reported he has spent the past weeks working on IMSA, as discussed above.

Re: Soldiers Memorial Hospital Foundation Report

Deputy Warden Gunn moved, seconded by Councillor Longmire, that Committee of the Whole receive the Soldiers Memorial Hospital Foundation Report for information as circulated. Motion carried unanimously.

Re: Trans County Transportation Society (TCTS) Reports

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, that Committee of the Whole receive the Trans County Transportation Society September 15, 2021 Monthly Board Meeting and the September 15, 2021 Annual General Meeting Reports for information as circulated. Motion carried unanimously.

Re: Kings Transit Authority Report

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that Committee of the Whole receive the Kings Transit Authority Report for information as circulated. Motion carried unanimously.

Declaration of Interest

Warden Parish declared an interest in the following item because he owns a farm with agricultural land, and the farmers who use his land use RoundUp (a form of Glyphosate). He left the room at 1:43 and did not participate in any discussion or subsequent motion.

Deputy Warden Gunn took the Chair.

Re: Glyphosate Advisory Committee (Adhoc) Recommendations

It was moved by Councillor LeBlanc, seconded by Councillor Hudson, that, in accordance with the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend to municipal council that the Municipality of the County of Annapolis not use Glyphosate-related products on county-owned land/spaces. Motion carried unanimously.

Councillor LeBlanc moved, seconded by Councillor Connell, that, pursuant to the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend to municipal council that staff conduct an education campaign about household alternatives to Glyphosate usage. Motion carried, 6 in favour, 4 against.

It was moved by Councillor LeBlanc, seconded by Councillor Prout, that, in accordance with the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend that municipal council send a letter to the Minister of Natural Resources and the Minister of Environment requesting a cessation of aerial Glyphosate-related spraying in Annapolis County. Motion carried unanimously.

Councillor LeBlanc moved, seconded by Councillor Sheridan, that, pursuant to the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend that municipal council send a letter to the Minister of Natural Resources and the Minister of Environment requesting that neighbouring concession/access roads to recently sprayed (within a year) regions have Notice of Aerial Spraying signs posted to inform public using the roads/woods. Motion carried unanimously.

It was moved by Councillor LeBlanc, seconded by Councillor Hudson, that, in accordance with the recommendation of the Glyphosate Advisory Committee, Committee of the Whole recommend that municipal council contact the Nova Scotia Federation of Municipalities to find out how other municipalities are dealing with Glyphosate. Motion carried unanimously.

Warden Parish returned at 2:12 p.m. and resumed the Chair.

Re: Outstanding Actions (for information only)

Re: Date of November Municipal Council

Warden requested this change because court proceedings on the validity of meetings is taking place on November 15 and 16.

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that Committee of the Whole recommend to municipal council that the regular session of Municipal Council in November be changed from Tuesday, November 16, 2021 to Wednesday, November 17, 2021. Motion carried unanimously.

IN-CAMERA

It was moved by Councillor Sheridan, seconded by Deputy Warden Gunn, that Committee of the Whole meet in-camera from 2:15 p.m. until 3:11 p.m. in accordance with Section 22(2)(f) litigation or potential litigation of the *Municipal Government Act*. Motion carried unanimously.

ADJOURNMENT

Upon motion of Councillors Prout and Hudson, the meeting adjourned at 3:13 p.m.

Warden

Municipal Clerk

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

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

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

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

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

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

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

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

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

Dated July 29, 2020.

Original signed by

Hon. Chuck Porter
Minister of Municipal Affairs and Housing



COUNTY OF ANNAPOLIS

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Approved by: David Dick, Chief Administrative Officer
Date: September 30, 2021
Subject: Approve *Regional Emergency Management Bylaw, Inter-municipal Agreement and Letter to the Minister*

RECOMMENDATIONS

1. THAT, pursuant to the recommendation of the Regional Emergency Management Advisory Committee, Municipal Council give first reading to approve the *C6 Regional Emergency Management Bylaw* as circulated.
2. THAT, in accordance with the recommendation of the Regional Emergency Management Advisory Committee, Municipal Council approve the Inter-municipal Emergency Services Agreement as circulated.
3. THAT, pursuant to the recommendation of the Regional Emergency Management Advisory Committee, Municipal Council approve forwarding the letter of request to the Minister Responsible for Emergency Management (Honourable John Lohr).

LEGISLATIVE AUTHORITY

Emergency Management Act, S.N.S 1990, c.8; Section 60 of the *Municipal Government Act*, as amended.

BACKGROUND

For many years the Annapolis Regional Emergency Management Organization has sought to update their respective Regional Emergency Management Bylaws and Intermunicipal Emergency Services Agreement. Confusion as to the meaning the Minister's designation in 2009 of the towns of Annapolis Royal, Bridgetown and Middleton and the Municipality of the County of Annapolis as one municipality for the purposes of emergency management has made this a complicated process. Recent advice and guidance from the Emergency Management Preparedness Officer for Region 4 has facilitated a solution. Submission of the new bylaw and intermunicipal agreement, along with a letter to the Minister requesting formal designation as outlined in the new bylaws and agreement, should alleviate any confusion for all parties going forward.

FINANCIAL IMPLICATIONS

A revised base amount is included in the funding formula of the Intermunicipal Agreement. It is proposed to commence in the next fiscal year.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

- Continue to use current bylaws (2007)
- Continue to follow intermunicipal agreement ratified on September 20, 2005

NEXT STEPS

Letter to Minister – once approved by all member municipalities can be signed for inclusion in package to the Minister

Intermunicipal Agreement – once approved by all member municipalities can be signed for inclusion in package to the Minister

Bylaw – each member municipality must approve its own, separate bylaw. Each bylaw must be approved in accordance with statutory requirements – two readings / two publications. Unlike most other municipal bylaws, emergency management bylaws additionally require ministerial approval prior to coming into effect.

ATTACHMENTS

C6 Reg Emergency Management Bylaw (per Advisory Committee on Sept. 27/21)

Inter-municipal Emergency Services Agreement (per Advisory Committee on Sept. 27/21)

Letter to Minister Responsible for Emergency Management (per Advisory Committee on Sept. 27/21)

Report Prepared by: *Dawn Campbell*

Dawn Campbell, Director of Legislative Services and HR

Report Approved by: _____



CAO David Dick, CPA, CA

PROPOSED WITH REVISIONS – SEPT 2021

C6 Regional Emergency Management Bylaw

The Council of the Municipality of the County of Annapolis pursuant to section 10(1)(a) *Emergency Management Act*, S.N.S.1990, c.8, enacts as follows:

SHORT TITLE

1. This bylaw shall be known as the “*C6 Regional Emergency Management Bylaw*.”

DEFINITIONS

2. In this Bylaw words and phrases have the same meaning as in the *Emergency Management Act* or as provided below:
 - (a) “Act” means the *Emergency Management Act*, S.N.S 1990, c.8;
 - (b) “Agent” means a person(s), company or any other organization employed to act on behalf of the **Municipality of the County of Annapolis**;
 - (c) “Agreement” means an inter-municipal agreement entered into pursuant to section 10(1)(c) of the *Act*, and section 60 of the *Municipal Government Act* between the Municipality of the County of Annapolis and the Towns of Annapolis Royal and Middleton;
 - (d) “CAO” means Chief Administrative Officer of the **Municipality of the County of Annapolis** in accordance with the *MGA*;
 - (e) “Council” means the **Municipal Council of the Municipality of the County of Annapolis**;
 - (f) “Councillor” means a member of the **County of Annapolis Municipal Council**;
 - (g) “Emergency” has the same meaning as in the *Emergency Management Act*;
 - (h) “Regional Emergency Management Advisory Committee” means the Advisory Committee established pursuant to s. 10(1)(d) of the *Act*;
 - (i) “Regional Emergency Management Coordinator” means the employee or contractor of the Host Unit responsible to coordinate plans and responses related to an emergency;
 - (j) “Regional Emergency Management Organization” means the organization required pursuant to s. 10(1)(b) of the *Act*;
 - (k) “Regional Emergency Management Plans” has the same meaning as in the *Emergency Management Act*;
 - (l) “Regional Emergency Management Planning Committee” means a committee comprising public sector staff and not-for-profit personnel with a mandate to provide advice to the Regional Emergency Management Coordinator and the Regional Emergency Management Advisory Committee;
 - (m) “MGA” means the *Municipal Government Act*, S.N.S., 1998 c.18, as amended;
 - (n) “Municipality” means the **Municipality of the County of Annapolis**;
 - (o) “State of Local Emergency” means a state of local emergency declared by the Municipality of the County of Annapolis pursuant to the *Act* and enabling regulations, and this Bylaw.
 - (p) “Warden” means the Warden of the Municipality of the County of Annapolis.

DECLARING A STATE OF LOCAL EMERGENCY

3. In accordance with the *Act*, Council may declare a State of Local Emergency when satisfied that an emergency exists or may exist in all or any area of the Municipality.
4. In accordance with the *Act*, if Council is unable to act promptly the **Warden** may declare a State of Local Emergency.

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

5. In accordance with Section 10 of the *Act* and with this Bylaw, the Municipality of the County of Annapolis may enter into an Agreement with the Towns of Annapolis Royal and Middleton to form a Regional Emergency Management Organization (REMO). With an Agreement in effect, a Regional Emergency Advisory Committee shall act in the stead of the Municipality's Emergency Advisory Committee. Similarly, a Regional Emergency Management Planning Committee and a Regional Emergency Management Coordinator will act in place of a Municipal Committee and Coordinator.
6. An Emergency may be declared a State of Local Emergency by the Council or by the Warden in accordance with the *Act* regardless of whether the State of Local Emergency is exclusive to the Municipality.
7. The Chief Administrative Officer shall appoint a staff member to serve as a liaison to the Regional Emergency Management Planning Committee.
8. Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two or more of the parties to an agreement, the Warden shall authorize the Advisory Committee to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the *Act*.
9. When there is an agreement in effect, and when the declared State of Local Emergency is exclusive to the Municipality, the Warden shall authorize the Advisory Committee to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the *Act*.
10. Cost-recoveries shall be in accordance with an approved inter-municipal agreement.

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

11. The Council hereby authorizes the establishment of a REMO pursuant to an agreement per section 10 of the *Act*.
12. Without limitation, an inter-municipal agreement shall contain provisions respecting:
 - (a) the composition and role of a Regional Emergency Advisory Committee;
 - (b) the terms of engagement and responsibilities of a Regional Emergency Management Coordinator; and
 - (c) the composition and role of a Regional Emergency Management Planning Committee.

DUTIES DURING AN EMERGENCY

13. Following the activation of any emergency plan or a declaration of a State of Local Emergency:
 - (a) Every Councillor shall advise the Warden as to their location and how they may be contacted;
 - (b) Every employee and agent of the Municipality who has a role in such emergencies as assigned in the Regional Emergency Management Plans, shall:
 - i. advise the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be, of their location and how they may be contacted; and
 - ii. fulfill such duties as may be prescribed by the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be.

REPEAL AND REPLACE

14. Previous and all other versions of this Bylaw are repealed and replaced by this new version.

Certification

I hereby certify that this bylaw was adopted at a regular meeting of the County of Annapolis Municipal Council on _____, 2021 and received Ministerial Approval on _____, 2021.

Carolyn Young, Municipal Clerk

Bylaw Adoption	
First Reading:	PENDING
Advertisement - Notice of Consideration:	PENDING
Second Reading:	PENDING
Advertisement - Council Approval:	PENDING
Ministerial Approval:	PENDING
Final Publication & Effective Date:	PENDING

PROPOSED REVISED INTERMUNICIPAL AGREEMENT 2021

AN INTERMUNICIPAL EMERGENCY SERVICES AGREEMENT

THIS INTERMUNICIPAL SERVICE AGREEMENT is made in triplicate and sets forth a framework for a Regional Emergency Management Organization on this ____ day of _____, 2021.

BETWEEN:

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS (hereinafter “the County”), a municipal body corporate pursuant to section 7 of the *Municipal Government Act*, S.N.S., 1998 c.;

-and-

TOWN OF ANNAPOLIS ROYAL (hereafter “Annapolis Royal”), a municipal body corporate pursuant to section 8 of the *Municipal Government Act*, S.N.S., 1998 c.;

-and-

TOWN OF MIDDLETON (hereafter “Middleton”), a municipal body corporate pursuant to section 8 of the *Municipal Government Act*, S.N.S., 1998 c.;

(collectively the “parties hereto”).

WHEREAS section 60 of the *Municipal Government Act (MGA)* provides for the delivery of municipal services on such terms and conditions as agreed by the Participating Municipal Units (PMU), and for the delegation of service delivery to a party to an agreement;

WHEREAS the parties hereto previously executed an inter-municipal agreement on March 2, 2017, to provide for a coordinated joint municipal response to an emergency occurring within any PMU;

WHEREAS a cooperative partnership has been established operating under the name Annapolis Regional Emergency Management Organization (REMO) with a purpose to provide comprehensive emergency services to the region, to render mutual aid with respect to personnel and equipment during an emergency, and for joint provision of service and facilities by the parties hereto in accordance with Section 60 of the *Municipal Government Act* and Section 10 of the *Emergency Management Act*;

WHEREAS the parties hereto desire to develop a regional emergency response plan that includes complementary regional emergency management bylaws, a common risk assessment plan and Memoranda of Understanding with other interested parties;

WHEREAS the parties hereto agree to appoint and purchase the services from the County as the Host Unit to provide management of the service, to ensure operational efficiency and accountability to the participating municipalities;

WHEREAS the parties hereto agree that this regional initiative will include having a Regional Emergency Management Coordinator (an employee or contractor of the Host Unit); a Regional Emergency Management Advisory Committee (comprised of elected officials of each participating municipality); and a Regional Emergency Management Planning Committee (comprised of public sector staff and regional not-for-profit personnel);

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT, for and in consideration of the joint and several mutual covenants herein contained, and other valuable consideration, the receipt and sufficiency of which is acknowledged by all participating municipalities, the parties hereto mutually covenant and agree with each other as follows:

DEFINITIONS

1. In this Agreement words and phrases have the same meaning as in the *Emergency Management Act* or as provided below:
 - (a) **CAO** means Chief Administrative Officer, and has the same meaning as in the *Municipal Government Act* or successor legislation as may be enacted from time to time;
 - (b) **"Councils"** means the Councils of the participating municipalities;
 - (c) ***Emergency Management Act (Act)*** means *Emergency Management Act, S.N.S., 1990, c. 8*, as amended;
 - (d) **Fiscal Year** means the 12-month period beginning April 1 and ending March 31 of the following calendar year;
 - (e) **Host Unit** means the participating municipality authorized by the parties hereto to provide general management and administration of regional emergency services including but not limited to accounting, legal, human resource and administrative oversight in accordance with this Agreement;
 - (f) ***MGA*** means *Municipal Government Act, S.N.S., 1998, c. 18*, as amended;
 - (g) **Participating Municipalities** means, collectively, the parties hereto;
 - (h) **Regional Emergency Management Advisory Committee (Advisory Committee)** means the Warden / Mayors (or their designate) and one member of Council of each participating municipality;
 - (i) **Regional Emergency Management Coordinator (Coordinator)** means the employee or contractor of the Host Unit responsible to coordinate plans and responses related to an emergency;
 - (j) **Regional Emergency Management Organization (REMO)** means the Advisory Committee, the Coordinator and the Planning Committee, and collectively is the municipal emergency management organization for the participating municipalities;
 - (k) **Regional Emergency Management Planning Committee (Planning Committee)** means the committee comprising of public sector staff and not-for-profit personnel detailed in "Schedule B"; and
 - (l) **Special Resolution** means a motion introduced at a duly convened meeting that is passed by a majority of the participating municipalities including the County.

EFFECT

2. The parties hereto agree that this Agreement is effective as at the date first above written and replaces the Inter-municipal Services Agreement signed on September 20, 2005.

3. The participating municipalities hereby agree that the provision of services governed by this Agreement shall be managed and delivered by REMO which shall, effective as at the date of execution of this Agreement, commence operations in accordance with the provisions herein.

DECLARING A STATE OF LOCAL EMERGENCY

4. In accordance with the *Emergency Management Act*, a Council or Councils of the parties hereto may, when satisfied that an Emergency exists or may exist in all or any area of their Municipality, declare a State of Local Emergency.
5. If a Council(s) is unable to act promptly, in accordance with Section 12 of the *Act*, the Warden or Mayor of those municipalities may declare a State of Local Emergency.
6. Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two or more of the parties to this Agreement, the Warden and Mayors of the participating municipalities shall authorize [pursuant to Section 15(1)(b) of the *Act*] the Regional Advisory Committee to act in their stead during the declared State of Local Emergency.
7. When the declared State of Local Emergency is exclusive to one of the parties hereto, the Warden or Mayor for the party declaring the emergency shall authorize [pursuant to Section 15(1)(b) of the *Act*] the Regional Advisory Committee to act in their stead under the declared State of Local Emergency.
8. When the declared State of Local Emergency is exclusive to one of the parties hereto, the incremental costs incurred by REMO associated with that specific declaration shall be borne exclusively by the party to which the emergency relates. Where the participating municipality objects to the assignment of costs, the Advisory Committee shall consider an alternate cost-sharing formula, and if not agreed by all parties hereto, the dispute provisions of the Agreement shall govern.

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

9. An Emergency may be declared a State of Local Emergency by the Council or the Warden / Mayor of the parties hereto in accordance with the *Emergency Management Act* regardless of whether the State of Local Emergency is wholly or in part specific to their municipality.
10. In accordance with Section 10 of the *Emergency Management Act*, the parties hereto agree to appoint and maintain an Advisory Committee comprised of elected officials to advise on the development of regional emergency management plans.
11. In accordance with Section 24 of the *MGA*, the Advisory Committee shall serve as an advisory committee to the councils of the participating municipalities and shall make joint recommendations to the respective councils.
12. The Advisory Committee shall operate in accordance with the terms of reference appended to this Agreement as "Schedule A."
13. The Advisory Committee shall have the authority to approve budget reallocations if the total budget is not exceeded and an allocation does not involve the acquisition of a tangible capital asset or long-term debt.
14. The Regional Emergency Management Advisory Committee shall be considered as acting in the stead of an Emergency Management Advisory Committee for each participating municipality, thereby meeting the requirements of Section 10(1)(d) of the *Emergency Management Act*.

15. The Regional Emergency Management Planning Committee shall be considered as acting in the stead of an Emergency Management Planning Committee for each participating municipality.
16. The Regional Emergency Management Coordinator shall be considered as acting in the stead of an Emergency Advisory Coordinator for each participating municipality, thereby meeting the requirements of Section 10(1)(c) of the *Emergency Management Act*.
17. With the exception of the Host Unit, each of the other parties hereto shall appoint a municipal staff member to serve as a liaison between their respective municipality and the Regional Emergency Management Coordinator.

REMO GOVERNANCE

18. The parties hereto agree that enactment of REMO-related policies and bylaws shall be designed to be, to the extent possible, complementary policies and bylaws which require adoption of by each participating municipality pursuant to the *MGA*.
19. The Chief Administrative Officer (or designate) of the Host Unit shall be responsible for the duties assigned to the Host Unit under this Agreement including:
 - a) general management and administration of regional emergency services;
 - b) supervision and management of the Regional Emergency Management Coordinator;
 - c) administration of the REMO budget; and
 - d) financial reporting.
20. The CAO's (or designates) of the participating municipalities shall jointly develop and approve the job description for the Regional Emergency Management Coordinator. The job description shall be reviewed annually in March.
21. The participating municipalities agree that the Municipality of the County of Annapolis is the Host Unit pursuant to this Agreement. Any subsequent change to the Host Unit appointment must be made by Special Resolution passed by a majority of the participating municipalities including the County.
22. The Host Unit shall:
 - a) procure goods and services, in accordance with the procurement requirements *Public Procurement Act*, 2011, c. 12;
 - b) maintain accounts for the financial administration and record keeping of the REMO and provide budget / expenditure updates to the Advisory Committee and CAO's of participating municipalities on a semi-annual basis;
 - c) convene a minimum of two meetings per year of the CAO's (or designates) of participating municipalities to review work plans, progress reports and expenditure reports prepared by the Host Unit with such meetings to be held in advance of the applicable Advisory Committee meetings; and
 - d) execute contracts including equipment, facilities, personnel and funding agreements with other orders of government, pursuant to an approved work plan.

REGIONAL EMERGENCY MANAGEMENT COORDINATOR

23. The Host Unit shall employ or contract for the services of a Regional Emergency Management Coordinator on a part-time basis in accordance with this Agreement.

24. The Regional Emergency Management Coordinator is an employee or contractor of the Host Unit for payroll, accounting, employment rights and budget administration purposes.
25. The Regional Emergency Management Coordinator shall report to the CAO (or designate) of the Host Unit.
26. The Host Unit will provide office space for the Regional Emergency Management Coordinator on a cost-recovery basis while theremaining participating municipalities will provide as-needed office space *gratis*.
27. Should the position of the Regional Emergency Management Coordinator become vacant it will be the responsibility of the CAO of the Host Municipality to fill the vacancy in accordance with the hiring policies of the Host Municipality. The selection committee shall consist of the CAO's of the participating municipalities.

REGIONAL EMERGENCY PLANNING COMMITTEE

28. The parties hereto agree that REMO shall form and maintain a Regional Emergency Management Planning Committee in accordance with the terms of reference appended hereto as "Schedule B."

TERM AND TERMINATION

29. The term shall commence on the date of execution of this Agreement and continue year over year subject to annual reviews for contract adjustments that will be considered by councils of participating units no later than December 31st each year.
30. The parties hereto may elect to terminate this Agreement for any reason at any time on agreement of all parties hereto in writing, without liability, with sixty (60) days' written notice.
31. Upon termination of this Agreement, the current assets and liabilities of the REMO are vested in the participating municipalities to the Agreement at the time of termination in proportion to their contributions to the REMO budget.

WITHDRAWAL

32. A participating municipality may withdraw from this Agreement at the beginning of any fiscal year by providing written notice to the other participating municipalities a minimum of twelve (12) months in advance of the commencement of the fiscal year in which they intend to withdraw.
33. Any party withdrawing from this Agreement remains responsible for their proportionate share of any liabilities of the REMO incurred up to the date of the withdrawal as well as any severance, penalty or other costs necessarily incurred by the REMO as a result of the withdrawal.
34. The remaining participating municipalities shall not be financially responsible for costs incurred by a withdrawing municipality as a result of the withdrawal.

REMO ACTIVATION

35. REMO shall be activated by the Host Unit at the request of any participating municipality.
36. REMO shall be activated by the Host Municipality at the request of an Incident Commander should an incident occur where the size, potential hazard or seriousness appears beyond the capacity of the first-response agencies.

37. The Regional Emergency Management Coordinator shall initiate the response through the Emergency Coordination Centre (ECC) at the level appropriate to the emergency.
38. The regional Emergency Coordination Centre shall be located within the Municipality of the County of Annapolis Administration Building located at 752 St. George Street, Annapolis Royal.
39. An alternate Emergency Coordination Centre shall be located within the Town of Middleton Administration Building located at 131 Commercial Street, Middleton.
40. The Regional Emergency Management Coordinator is responsible for ensuring that Nova Scotia Emergency Management Organization (NSEMO) is informed of any activation of REMO.

REMO OPERATION

41. Under the direction of the ECC Manager (CAO), the Regional Emergency Management Coordinator is responsible for resource coordination for emergency response operations in accordance with the approved Regional Emergency Management Plan.

FINANCIAL OPERATIONS

42. The fiscal year of the REMO shall be from April 1 to March 31 of the following year.
43. The parties shall share the cost of the operations of the REMO based on a contribution of \$5,500 annually from each Town and the County, and the remainder of the annual budget divided proportionally based upon current uniform assessments and population (*See sample per "Schedule C."*)
44. The actual dollar contribution of the Municipalities shall be based on the annual expenditures of the REMO. The Host Unit shall annually invoice the other participating municipalities for their share of the annual expenses following the end of the fiscal year.
45. The REMO budget shall be submitted for review by the Advisory Committee prior to February 28 of the fiscal year prior to the fiscal year of the recommended budget. The Advisory Committee shall make a recommendation to municipal councils regarding the proposed budget.
46. If REMO requires additional money for any purpose, such increase is subject to prior approval by all parties.
47. Any participating municipality may request resources from the other parties as required, to be provided at cost to the requesting municipality.
48. Where an emergency event does not involve all participating municipalities and any participating municipality objects to the application of the operating cost-sharing formula, the Advisory Committee shall consider and recommend an alternate cost-sharing formula; and if not agreed by all parties hereto, the dispute provisions of this Agreement shall prevail.

DISPUTE RESOLUTION

49. Notwithstanding any other provision in this Agreement, any dispute that cannot be resolved shall be referred to mediation. Where a dispute remains unresolved by mediation, then any participating municipality may refer such dispute to arbitration by provision of written notice to all parties hereto. In the event of arbitration, the arbitrator appointed shall be agreed by

the parties within 30 days of submission to arbitration; in default of agreement, the parties will refer the choice of arbitrator to the Supreme Court in accordance with Section 12 of the *Commercial Arbitration Act* (Nova Scotia). The arbitrator shall agree to conduct the arbitration in accordance with the terms of this Agreement. The appointed arbitrator shall have all the powers given by the *Commercial Arbitration Act*. The award and determination of the arbitrator shall be final and binding and each party hereto agrees not to appeal from such award or determination. The costs of any such arbitration shall be borne equally by the parties unless otherwise ordered by the arbitrator.

NOTICE

50. Any notice under this Agreement, unless otherwise provided, may be given if delivered or mailed, postage prepaid, or by facsimile transmission or electronic transmission to:

Chief Administrative Officer,
Municipality of the County of Annapolis
PO Box 100, 752 St. George Street, Annapolis Royal, NS B0S 1A0

Chief Administrative Officer,
Town of Annapolis Royal
PO Box 310, 285 St. George Street, Annapolis Royal, NS B0S 1A0

Chief Administrative Officer,
Town of Middleton
PO Box 340, 131 Commercial Street, Middleton, NS B0S 1P0

APPLICABLE LAW

51. The laws governing this Agreement and any action, matter or proceeding based upon or relating to this Agreement shall be the laws of the Province of Nova Scotia, which shall have exclusive jurisdiction over any action or proceeding based upon or relating to this Agreement.

SEVERABILITY

52. The parties covenant and agree that the invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision, and any invalid provision will be severable, or will be deemed to be severable.

WAIVERS AND AMENDMENTS

53. No action by any party to this Agreement shall be construed as a waiver saving express written provision of such waiver, and this Agreement shall not be amended except by express written provision of such amendment by all parties hereto.

FURTHER ASSURANCES

54. The parties hereto agree to execute and deliver any further documents or assurances or to furnish any further information or perform any other act reasonably necessary to give full effect to the terms herein.

TIME

55. Time shall in all respects be of the essence in this Agreement.

THIS AGREEMENT shall ensure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, estates and assigns.

IN WITNESS WHEREOF the parties have executed this Agreement by their respective officials, duly authorized on that behalf, on the day and year first above written.

SIGNED AND SEALED
in the presence of:

) **TOWN OF ANNAPOLIS ROYAL**

)

) Per: _____, Mayor

)

)

) Per: _____, Clerk

)

) **TOWN OF MIDDLETON**

)

) Per: _____, Mayor

)

)

) Per: _____, Clerk

)

) **MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**

)

) Per: _____, Warden

)

)

) Per: _____, Clerk

)

SCHEDULE A

Terms of Reference – Regional Emergency Management Advisory Committee

Background	<p>Under s. 10(1)(d) of the <i>Nova Scotia Emergency Management Act</i>, municipalities are required to “appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans”.</p>
Mandate	<p>Advise on the development of the Regional Emergency Management Plan(s) and brief / advise Council(s)</p>
Duties / Responsibilities	<ul style="list-style-type: none">• Exercise all powers necessary as delegated to the Committee once a declaration has been made [Sections 6 and 7 <i>IMSA</i>] and as conferred by the <i>Emergency Management Act</i>• Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two or more of the parties to an agreement, the Warden shall authorize the Advisory Committee to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the <i>Act</i>.• If required, renew the State of Local Emergency declaration every seven (7) days• During a State of Local Emergency, advise and continually update Municipal Councils on the current emergency situation• To consider and recommend to Councils any plan amendments proposed by the Regional Emergency Management Coordinator or the Regional Emergency Management Planning Committee• Support and approve regional emergency management plans
Chair	<p>The Chairperson of the Annapolis Regional Emergency Management Advisory Committee shall be determined by the Committee at the first meeting of each calendar year</p>
Composition / Term	<p>The Regional Emergency Management Advisory Committee shall be comprised of the Warden / Mayors (or their designate) and one member of Council of each participating municipality [<i>per Inter-municipal Services Agreement</i>]</p> <p>The Municipal Council representatives on the Advisory Committee shall be appointed for two-year terms of office which align with the dates of general municipal elections</p> <p>The Regional Emergency Management Coordinator (and Alternate Regional Emergency Management Coordinator) shall attend Advisory Committee meetings in the capacity of staff support person(s); and pursuant to Section 31(2)(a) of the <i>Municipal Government Act</i>, CAO's from participating municipalities may attend and make observations and suggestions.</p>
Meeting Quorum	<p>The committee shall meet at such time and place which it sets at a preceding meeting <u>or</u> at such other time and place as the committee's chairperson or a quorum of committee members may set by providing notice of meeting to all committee members at least 5 business days in advance.</p> <p>A quorum of the committee shall be a majority (more than half) of the members appointed by Municipal Council at the time the meeting occurred and including at least one representative from each participating municipality.</p>
Agenda / Minutes	<p>A recording secretary shall be provided by the host municipality.</p> <p>All agenda items must be forwarded to the chairperson and recording secretary at least ten (10) working days prior to the next scheduled meeting. The agenda and related documents will be provided to meeting participants at least three (3) working days prior to a scheduled meeting.</p>

SCHEDULE B

Terms of Reference – Regional Emergency Management Planning Committee

Background

The purpose of a Regional Emergency Management Organization is to plan for emergencies and coordinate emergency response. The effective exchange of emergency information with the community, and more importantly, those impacted directly by an emergency event is critical to a successful response. Planning for this exchange of emergency information between internal and external stakeholders, the community (both residents and businesses) and the media greatly increases the chances of an effective response and organized recovery from the emergency.

Annapolis REMO has been formed pursuant to Sections 9(b) and 10(1)(b) of the *Nova Scotia Emergency Management Act*, and through an Inter-municipal Services Agreement enabled under s. 60 *Municipal Government Act*. Through these authorities, the participating municipal units have determined that a Regional Emergency Management Planning Committee should be formed to provide advice and guidance relative to emergency planning.

Mandate

The role of the Regional Emergency Management Planning Committee is to:

- provide interactive and effective communication between municipal staff / officials and emergency response stakeholders on matters of Emergency Management;
- promote education and training for emergency preparedness; and
- offer advice to the Regional Emergency Management Coordinator and the Regional Emergency Management Advisory Committee.

Duties / Responsibilities

The Regional Emergency Management Planning Committee shall be responsible for recommending procedures for maintaining a reasonable state of preparedness for emergencies and assisting the Regional Emergency Management Coordinator in the preparation and coordination of regional emergency management plans. Specifically, the Committee will:

- contribute to the identification of risks arising from emergencies;
- provide information and expertise relating to the occurrence and mitigation of potential emergencies;
- participate in the continuous improvement of the Regional Emergency Management Plan through monitoring, review and development (as coordinated by the Regional Emergency Management Coordinator);
- test components of the Regional Emergency Management Plan through the development and participation in emergency exercises; and
- advise the Regional Emergency Management Advisory Committee on development and amendment of Regional Emergency Management Plan(s).

Chair

The Regional Emergency Management Coordinator shall be the chair of the Regional Emergency Management Planning Committee.

Schedule of Meetings

- Four meetings per fiscal year with additional meetings to be scheduled if deemed necessary by the Committee;
- After a major emergency or incident that required the use of the Regional Emergency Management Plan;
- When significant amendments have been made to the Regional Emergency Management Plan; and
- Upon identification of a new risk or hazard.

Committee Membership

The Regional Emergency Management Planning Committee shall consist of municipal staff and representatives of emergency services and other agencies which may have direct operational responsibilities in an emergency (*See further - Regional Emergency Management Plan*).

SCHEDULE C

Emergency management (REMO)	BUDGET 2022-2x
6000 Salaries	36,000
6005 Wages/salaries (part time/term)	7,920
6010 Benefits	3,000
6020 Training/education	1,000
6031 Kilometric allowances	250
6033 Meal allowances	350
6035 Hotel accommodations	200
6040 Professional membership dues/fees	100
6050 Office supplies	1,000
6060 Office equipment	120
6070 Photocopying supplies	300
6080 Advertising	1,400
6110 Telephone/fax	300
6120 Publications	250
6150 Meeting expenses	250
6170 Promotion	1,000
7500 Equipment maintenance	2,000
8010 Operational materials/supplies	5,000
8110 Contracts / Agreements (includes Exercises / Emergency Events)	250
8130 Licenses/Permits	60,690
Actual expenses at end of fiscal year	16,500
Less: Base Contributions Per Inter-municipal Agreement	(Each municipality \$5,500)
	\$44,190

Remaining Allocations Based on 50% UA / 50% Population	UA	Percentage	Population	Percentage	Averaged Percentage	\$
County of Annapolis	1,216,106,430	87	20,590	90	88.4	39,071
Town of Middleton	111,501,434	8	1,832	8	8.0	3,529
Town of Annapolis Royal	70,660,149	5	491	2	3.6	1,590
	\$1,398,268,013	100	22,913	100	100	\$44,190

TOTAL MUNICIPAL CONTRIBUTIONS	
County	\$44,571
Middleton	\$9,029
Annapolis Royal	\$7,090
	\$60,690

DATE

Honourable John Lohr
Department of Municipal Affairs & Housing /
Minister Responsible for the Office of Emergency Management
14th Floor North, Maritime Centre
1505 Barrington Street
P.O. Box 216 Halifax, NS B3J 2M4

Dear Minister Lohr:

The three municipalities in Annapolis County, comprised of the Municipality of the County of Annapolis, and the Towns of Middleton and Annapolis Royal (participating municipalities), have been working together as a Regional Emergency Management Organization (REMO) since 2005. It is the intent of these participating municipalities to continue the implementation of a Regional Emergency Management Organization in Annapolis County.

The Regional Emergency Management Advisory Organization has been providing coordination of emergency management planning and response on behalf of municipalities in Annapolis County since April 2009. Accordingly, pursuant to Section 9(b) of the *Emergency Management Act*, the participating municipalities request to be designated as one municipality for the purposes of the *Act*.

In accordance with Section 9(b) of the *Emergency Management Act*, we would respectfully request your authorization for the formal designation and support for respective responsibilities outlined in the attached emergency management bylaws and new inter-municipal agreement.

Sincerely,

Amery Boyer,
Mayor, Town of Annapolis Royal

Sylvester Atkinson,
Mayor, Town of Middleton

Alan Parish,
Warden, Municipality of the County of Annapolis

cc: Annapolis County CAO's
Andrew Mitton, NS EMO Preparedness Officer – Western Region



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Approved by: David Dick, Chief Administrative Officer
Date: October 1, 2021
Subject: AM – 1.4.9.1 Medical Assistance Recruitment Program Policy (NEW)

RECOMMENDATION

To give seven day notice to recommend that Municipal Council approve the *AM - 1.4.9.1 Medical Assistance Recruitment Program Policy* as circulated.

LEGISLATIVE AUTHORITY

Sections 65A, 65B and 65C *Municipal Government Act*, as amended

BACKGROUND

Suggestion by Councillor – Advice from solicitor has confirmed that the County may establish such a policy

FINANCIAL IMPLICATIONS

The Strategic Initiatives cost centre contains an allocation of \$45,000 for the current fiscal year with no expenditures to-date. Municipal Council could allocate all or a portion of this budget allocation for this purpose.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

Not approve the recommendation

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed.

ATTACHMENTS

AM - 1.4.9.1 Medical Assistance Recruitment Program Policy (as proposed)

Report Prepared by:


Dawn Campbell
Director of Legislative Services and HR

Report Reviewed by:


Holly Orde, Director of Finance

Report Approved by:


CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
Section Municipal Services	Subject Medical Assistance Recruitment Program Policy	

AUTHORITY FOR POLICY

1. Sections 65A, 65B and 65C *Municipal Government Act*, as amended

CRITERIA

2. Program shall be applicable to recruitment of both doctors and nurse practitioners at Soldiers Memorial Hospital (Middleton) and Annapolis Community Health Centre (Annapolis Royal).
3. Maximum funding available in 2021/2022 will be \$45,000. Maximums shall be established in subsequent years in during budget approval process.
4. Program shall only apply to doctors or nurse practitioners that qualify for the Provincial recruitment incentive program.
5. The funding under the Medical Recruitment Assistance Program for the two hospitals shall be equal to the funding provided under the Nova Scotia Health Authority Recruitment Incentive Program to a maximum of \$10,000 per qualified applicant.
6. Program funding shall be provided to Annapolis West Health Foundation or Soldiers Memorial Health Foundation (as appropriate) upon request.
7. Doctors or nurse practitioners receiving recruitment assistance from must sign a minimum of 2-year contract with the Nova Scotia Health Authority. If the term is not completed, the recipient would be required to repay to the respective health foundation any incentive funding received.
8. This Program shall be in addition to any and all Provincial incentive programs.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	<i>PENDING October 12, 2021</i>
<i>Council Approval</i>	<i>PENDING October 19, 2021</i>
<u>Carolyn Young</u>	<u>PENDING October 19, 2021</u>
Municipal Clerk	Date
<i>At Annapolis Royal Nova Scotia</i>	



RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Approved by: David Dick, Chief Administrative Officer
Date: November 3, 2021
Subject: AM – 1.4.9.1 Medical Assistance Recruitment Program Policy (NEW)

RECOMMENDATION

That Municipal Council approve *AM - 1.4.9.1 Medical Assistance Recruitment Program Policy* (new policy) as revised and recommended by the Physician Recruitment and Retention Committee.

LEGISLATIVE AUTHORITY

Sections 65A, 65B and 65C Municipal Government Act, as amended

BACKGROUND

Originally suggested by a councillor. Advice was sought from our solicitor who has confirmed that the County may establish such a policy. The Physician Recruitment and Retention Committee reviewed the policy and endorsed revisions as per the attached revised draft policy.

FINANCIAL IMPLICATIONS

The Strategic Initiatives cost centre contains an allocation of \$45,000 for the current fiscal year with no expenditures to-date. Municipal Council could re-allocate all or a portion of these monies for the purpose of physician recruitment with consideration for a further allocation for physician recruitment in the 2022-23 budget. Additionally, any unused portion of the 2021-22 funds might be identified and carried forward.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

Not approve the policy or make further revisions

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed.

ATTACHMENTS

AM - 1.4.9.1 Medical Assistance Recruitment Program Policy (revised draft as proposed)

Report Prepared by: *Dawn Campbell*
Director of Legislative Services and HR

Report Reviewed by: *Holly Orde*
Holly Orde, Director of Finance

Report Approved by: 
CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.4.9.1
Section Municipal Services	Subject Medical Assistance Recruitment Program Policy	

AUTHORITY FOR POLICY

1. Sections 65A, 65B and 65C *Municipal Government Act*, as amended

CRITERIA

2. Program shall be applicable to recruitment of both doctors and nurse practitioners at Soldiers Memorial Hospital (Middleton) and Annapolis Community Health Centre (Annapolis Royal).
3. Maximum funding available in 2021/2022 will be \$45,000. Maximums shall be established in subsequent years in during budget approval process.
4. Program shall only apply to doctors or nurse practitioners that qualify for the Provincial recruitment incentive program.
5. Program funding shall be provided to either the Annapolis West Health Foundation or the Soldiers Memorial Health Foundation, as appropriate. Once it is learned that a doctor or nurse practitioner who meets the criteria is intending to so locate, that information shall be provided to the Physician Recruitment and Retention Committee. That committee, in consultation with staff, will then prepare a recommendation as to what assistance, if any, is to be offered to the doctor or nurse practitioner. That recommendation will then be presented to the County of Annapolis Committee of the Whole for further recommendation to County Council.
6. Doctors or nurse practitioners receiving recruitment assistance from must sign a minimum of 2-year contract with the Nova Scotia Health Authority. If the term is not completed, the recipient would be required to repay to the respective health foundation any incentive funding received.
7. This Program shall be in addition to any and all Provincial incentive programs.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice	<i>PENDING November 9, 2021</i>
Council Approval	<i>PENDING November 17, 2021</i>
<u>Carolyn Young</u>	<u><i>PENDING November 17, 2021</i></u>
Municipal Clerk	Date
<i>At Annapolis Royal Nova Scotia.</i>	



COUNTY of ANNAPOLIS
WATERVILLE BUILT 1650

RECOMMENDATION REPORT

To: COTW

Prepared by: David Hopkins, Assistant Manager of IT

Reviewed by: Dawn Campbell, Director of Legislative Services

Approved by: CAO David Dick

Date: 20-Oct-21

Subject: Information Technology Policy Revision

RECOMMENDATION

That Municipal Council amend *AM-7.2.1 Information Technology Policy* as circulated

LEGISLATIVE AUTHORITY

Subsection 48(3) of the *Municipal Government Act*, as amended

BACKGROUND

As part of the County policy review, the Information Technology Policy has been revised and submitted for consideration.

DISCUSSION

The Information Technology Policy has been revised to reflect up-to-date technological terminology and better accuracy.

FINANCIAL IMPLICATIONS

There are no financial or budget implications and no impact to residents.

POLICY IMPLICATIONS

N/A

ALTERNATIVES/OPTIONS

- Continue to use current policy without amendments (2014)
- Amend as recommended

NEXT STEPS


In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed. If notice is provided at November Committee of the Whole, the amendments will be brought back for final approval at November Council Session.

ATTACHMENTS

AM – 7.2.1 Information Technology Policy (with amendments as proposed)

Report Prepared by: David Hopkins,
Assistant Manager of Information Technology

Report Reviewed by: Dawn Campbell,
Director of Legislative Services

Report Approved by: 
CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 7.2.1
Section Information Systems Management	Subject Information Technology Policy

1.0 Purpose and Application

- 1.1 This policy applies to all users of the County's network or systems. The intent of this policy is to provide guidelines for the proper use, protection and security of all information technology resources under the ownership or control of the Municipality of the County of Annapolis.

2.0 Authority

- 2.1 This policy is enacted pursuant to the Subsection 48(3) of the *Municipal Government Act*, as amended.

3.0 Definitions

In this policy:

- 3.1 "network" – means a collection of systems interconnected by communication channels that allow sharing of resources and information, including connectivity to the internet ~~where applicable~~;
- 3.2 "Network ~~System~~ Administrator" - means the Chief Administrative Officer or designate;
- 3.3 "software" - means the entire set of programs, procedures, and related documentation associated with a system, ~~any County owned or licensed internet sites~~;
- 3.4 "system" means ~~landline telephones, as well as~~, a communication device and software designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations. Such devices include ~~computers computing devices such as, but not limited to e.g., desktop, laptop, tablets, mobile devices, e.g., cell phones, smart phones and landline telephones~~;
- 3.5 "user" means the Warden, the Deputy Warden, a Councillor or an employee of the Municipality of the County of Annapolis or another individual who is authorized to use the County's network or systems.

4.0 General Provisions

- 4.1 Users are permitted to use the County's network and systems for reasonable personal use provided such activity does not contravene other provisions of this policy.
- 4.2 Users shall not access the following categories of websites while using the network or systems of the Municipality of the County of Annapolis:
- (a) piracy sites;
 - (b) sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation;
 - (c) sexual content and sites that link to sexual content;
 - (d) sites that are illegal or promote illegal activity contrary to the laws of Canada or Province of Nova Scotia;
 - (e) any other material that reasonably be considered offensive or is inconsistent with the employment relationship.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 7.2.1
Section Information Systems Management	Subject Information Technology Policy

- 4.3. Modifying settings or configurations, sharing passwords, and downloading, installing, or uninstalling software without the permission of the Network System Administrator is prohibited.
- 4.4. A user who accidentally connects to a website described in the previous section must immediately disconnect from the site and notify IT personnel of the incident. Additionally, a person who reasonably believes that the County's security has been put at risk should report the matter to the Network System Administrator immediately.
- 4.5. Users shall not make changes to or disable software which has been installed on the Municipality's system and network ~~for the purpose of; protection of the user and the County's privacy and security; or protection of the network and system of the Municipality against viruses and malicious software.~~
- 4.6. A user shall not share or divulge any username or password issued to the user by the Municipality for the purpose of providing access to the network resources of the County.
- 4.7. A user of the County's network and system shall identify themselves honestly, accurately, and completely when participating in all forms of electronic communication (e.g., email, text, instant messaging) and when participating in other interactive internet-based activities (e.g., social media and blogs).
- 4.8. Any contravention of this Policy may result in discipline by the including, but not limited to confiscation of equipment of the Municipality, and for employees disciplinary action up to and including termination of employment.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	<i>November 9, 2021</i>
<i>Council Approval</i>	<i>November 17, 2021</i>
 <u><i>Carolyn Young</i></u>	 <u><i>November 17, 2021</i></u>
Municipal Clerk	Date
At <u><i>Annapolis Royal</i></u> <i>Nova Scotia</i>	

Revisions:

AM-7.2.1 Information Technology Acceptable Use Policy – Approved March 18, 2008;

Amended December 16, 2008;

Repealed and replaced with AM-7.2.1 Information Technology Policy September 16, 2014



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Approved by: David Dick, Chief Administrative Officer
Date: October 26, 2021
Subject: Amend AM – 1.3.5 Committees of Council Policy

RECOMMENDATION

That seven-day notice be given for Municipal Council amend AM – 1.3.5 Committees of Council Policy by adding provisions for the CAO Review Committee.

LEGISLATIVE AUTHORITY

Sections 22, 23, 24, 25, 26, 44, 200 and 345 *Municipal Government Act*, as amended

BACKGROUND

This amendment provides for a standing committee to oversee the performance review process for the Chief Administrative Officer.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

A performance review process is required in accordance with the employment agreement of the Chief Administrative Officer

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed. If notice is provided at October Committee of the Whole, the amendments will be brought back for final approval at October Council Session.

ATTACHMENTS

AM - 1.3.5 Committees of Council Policy (with proposed amendments indicated)

Report Prepared by:


Director of Legislative Services and HR

Report Approved by:

CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
Section Procedure & Organization of Council	Subject Committees of Council Policy	

GENERAL

1. This policy is entitled “Committees of Council Policy” and applies to committees in respect of which all of the voting members are council members.

AUTHORITY FOR POLICY

2. Sections 22, 23, 24, 25, 26, 44, 200 and 345 *Municipal Government Act*, as amended

DEFINITIONS

3. Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.
 - (a) **Term of Appointment** – Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, committee members shall be appointed for two (2) years with the term commencing in December following each municipal general election or bi-annual election anniversary. Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.

PROVISIONS

4. The following provisions shall apply to all committees established by this policy, except where the policy specifically provides otherwise:
 - (a) Municipal Council may replace at any time committee members who resign or who, in Council’s opinion, are unable or unwilling to discharge their duties.
 - (b) The Warden shall be an *ex officio* member of any committee of council to which he / she is not appointed, with a voice but no vote. When attending as *ex officio* the warden shall not be counted to establish quorum.
 - (c) A councillor is not entitled to additional remuneration for serving on the committee but may be reimbursed for reasonable expenses for attending committee meetings, and mileage / kilometrage shall be paid at such rate as may be prescribed by municipal council in *AM-1.8.1 Travel and Expenses Policy*.
 - (d) Except to the extent that the chair is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chair of the committee, after seeking the advice of the Nominating Committee; but if Municipal Council does not appoint a chair, the committee shall elect a chair from one of its members.
 - (e) The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the same powers and responsibilities at committee meetings that are conferred upon the chair at municipal council meetings pursuant to *AM-1.2.0 Council Meetings and Proceedings Policy*, with any necessary modifications for context.
 - (f) An *ex-officio* member of a committee shall not be eligible for election as chair.

Section
Procedure & Organization of Council

Subject
Committees of Council Policy

- (g) The Municipal Clerk (or designate) shall call the first meeting of any committee after its appointment, upon the request of Municipal Council or a majority of the members of the committee. The Chief Administrative Officer or Municipal Clerk or their designates shall chair the meeting until a chair has been chosen.
- (h) Except to the extent that the secretary is otherwise determined by bylaw or policy, the Chief Administrative Officer or his/her designate may appoint an employee of the County to serve as Secretary, with a voice but no vote. If the Chief Administrative Officer or his/her designate does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the Secretary shall be a full voting member of the committee. The secretary shall keep minutes of the committee meetings and ensure that the Municipal Clerk is provided with a copy of all approved minutes which are signed by the chairperson and recording secretary.
- (i) The committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as the Municipal Council, the Committee's Secretary, the Committee's Chair or a quorum of committee members may set by providing notice of meeting to all committee members at least 5 business days in advance. The Secretary shall provide notice of meetings to the public by posting a "Notice of Committee Meeting" containing the time, date and place at the Administration Office in Annapolis Royal, the Administration Building in Bridgetown, and the Planning Office in Lawrencetown.
- (j) Subject to any resolution of municipal council, the resources which may be utilized by the committee include:
 - (1) advice and support of the Chief Administrative Officer OR the Municipal Clerk or his or her designate;
 - (2) use of the county's facilities and supplies for meetings, arranged through the Secretary or the Municipal Clerk;
 - (3) such other resources as may reasonably be required, by arrangement through the CAO.
- (k) All meetings, minutes, and records of the committee shall be open to the public except as expressly authorized by law.
- (l) Any committee may meet in closed session to discuss matters relating to:
 - acquisition, sale, lease and security of municipal property;
 - setting a minimum price to be accepted by the municipality at a tax sale;
 - personnel matters;
 - labour relations;
 - contract negotiations;
 - litigation or potential litigation;
 - legal advice eligible for solicitor-client privilege; and
 - public security.

However, no decision shall be made in closed session except a decision concerning procedural matters.

**Section
Procedure & Organization of Council**

**Subject
Committees of Council Policy**

- (m) A quorum of the committee shall be the same as that which applies to municipal council pursuant to provincial legislation, with any necessary changes for context. The Warden, when attending as an ex officio member of any committee to which he / she is not appointed, shall not be counted to establish quorum.
- (n) A councillor appointed as a member of a committee pursuant to this policy or any other Act of the Legislature who, without leave of the committee, is absent from three consecutive regular meetings, ceases to be a member (Subsection 25(1), MGA). The secretary shall ensure that the Municipal Clerk is apprised immediately of any such circumstances which create a vacancy on any committee.
- (o) A committee may make recommendations to Municipal Council regarding the allocation or expenditure of funds but no committee shall have the power to expend funds (Sub-section 23 (c) MGA).
- (p) Subject to the other provisions of this policy, the rules of procedure, conduct and debate pursuant to AM-1.2.0 Council Meetings and Proceedings Policy apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.
- (q) In the event the committee fails to provide a report or recommendation to municipal council within any set deadline established by the council, Municipal Council may proceed with a decision regarding a matter within the committee's mandate without awaiting the committee report or recommendation.
- (r) *AM-1.2.2 Standing, Special & Advisory Committees Policy* is hereby repealed.

Provisions Regarding the Committee of the Whole

- 5. Council hereby establishes the Committee of the Whole as a standing committee of Municipal Council.
- 6. The Committee of the Whole consists of all council members, and membership on the committee automatically extends to council members, without the necessity of formal appointment by Municipal Council, and automatically terminates upon the termination of a person's status as a council member.
- 7. Regular meetings of the Committee of the Whole shall be held
 - (a) at the Council Chambers in the Municipal Administration Building, 752 St. George Street, Annapolis Royal;
 - (b) on the second Tuesday of every month;
 - (c) commencing at 9:00 a.m. and adjourning by 5:00 p.m.
except that there shall be no regular meeting during the month of August.
- 8. Regular meetings of the Committee of the Whole may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to council members and the public as applies to meetings of municipal council, with any necessary changes for the context.

**Section
Procedure & Organization of Council**

**Subject
Committees of Council Policy**

9. It will be the mandate of the committee of the whole to discuss, consider, advise and make recommendations to council concerning the affairs that may come before the municipal council, and in advance of Municipal Council making decisions or taking action on such matters.
10. In particular, the Committee of the Whole shall act in an advisory capacity to Municipal Council in regard to:
 - (a) review and revision of council priorities and the municipality's strategic plan, including conducting an annual workshop to consider these matters;
 - (b) evaluation of the provision of regional and community economic development services;
 - (c) preparation of specific community development strategies and action plans, giving appropriate consideration to regional development strategies which will also further the development of communities within the municipality;
 - (d) undertakings regarding community planning in its broadest form to identify and analyze community development opportunities and needs, identify specific strategies and actions plans to balance competing community needs and ensure the efficient and effective provision of municipal services and essential infrastructure;
 - (e) review and make recommendations regarding proposed bylaws and policies and amendments or repeals thereto prior to submission to the municipal council for approval; such consideration shall be deemed as fulfilling the requirement for seven days' notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the *Municipal Government Act*;
 - (f) consideration of Requests for Decision / Direction (RFD's) submitted by or through the Chief Administrative Officer prior to submission to municipal council;
 - (g) analysis and recommendations relating to capital budgets and the annual operating plans to identify priorities for the municipality prior to submission to the Municipal Council, including the assessment of all new initiatives and project proposals;
 - (h) evaluation of the provision of solid waste-resource management services by agency bodies; and
 - (i) review of budget reports and supplementary estimates or budget adjustments for recommendation to Council.
11. It shall be the duty of the Committee of the Whole to take action on such matters as are lawfully delegated to it by the County's bylaws and policies, or by council resolution, including but not restricted to:
 - (a) ensuring regular, periodic and comprehensive review of all bylaws and policies of the County;
 - (b) reviewing and accepting monthly reports of municipal operations and services which are submitted through the Chief Administrative Officer;
 - (c) exercising any authority pursuant to Part XV - Dangerous or Unightly Premises of the *Municipal Government Act* that is not delegated to the Administrator;

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
Section Procedure & Organization of Council	Subject Committees of Council Policy	

- (d) acting as a steering committee in the review or preparation of environmental studies, major tree removal programs, recreation studies / development plans, land ownership and municipal infrastructure rehabilitation / development plans;
 - (e) acting as a steering committee during the budget process by approving the budget schedule, identifying budget goals and targets, and reviewing proposed service levels and new initiatives;
 - (f) examining and approving the work plan, monitor progress, and conduct the annual performance appraisal of the chief administrative officer; and
 - (g) making recommendations to Municipal Council for the revision of the municipality's communications strategy and plan.
12. The Chair of the Committee of the Whole is the Warden and the Secretary is the Municipal Clerk (or designate).

Provisions Regarding the Nominating Committee

- 13. Council hereby establishes the Nominating Committee as a standing committee of municipal council.
- 14. At the first meeting of municipal council following a municipal general election, municipal council shall appoint three (3) councillors to serve as members of the Nominating Committee. The membership of the committee may be reviewed by at any time, but, except to the extent of any changes made by municipal council or by resignation, membership shall normally continue for two (2) years. The procedure for selecting members of the committee shall be the same as that used for selection of a warden.
- 15. The Warden shall automatically be a regular, voting member of the committee.
- 16. The mandate of the Nominating Committee is to discuss, consider, advise and make recommendations to municipal council concerning the nomination of persons to various committees, boards, and commissions, except where municipal council determines that consideration by the committee is unnecessary or inadvisable. Council may, by resolution accept, reject, or vary a report of the nominating committee in whole or in part.
- 17. The Nominating Committee shall meet as often as necessary to nominate persons for appointment to new committees or to fill vacancies as they arise.
- 18. The Nominating Committee shall, at least annually, review the status of councillor appointments to ensure equity of workloads among councillors.

Provisions Regarding the Fences Arbitration Committee

- 19. The fences arbitration committee continues pursuant to Section 4 of the *Fences and Detention of Stray Livestock Act*.
- 20. The committee shall be comprised of one member for the municipality appointed by the Nova Scotia Federation of Agriculture and one member appointed by the council of the municipality.
- 21. The member appointed by the council of the municipality may be an employee of the municipality and shall be the chair of the committee.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
Section Procedure & Organization of Council	Subject Committees of Council Policy	

22. The Nova Scotia Federation of Agriculture and the council of the municipality shall each appoint an alternate member to serve on the committee when requested to do so by the member appointed by the council of the municipality or the Nova Scotia Federation of Agriculture, as the case may be.
23. Two members of the committee constitute a quorum.
24. The members of the committee hold office for a term of not more than four years.
25. The annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If the Fences Arbitration Committee does not meet during the calendar year, the appointees shall receive an honorarium of \$50.
26. All committee members and alternate committee members shall be residents of the municipality.
27. Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.

Provision for Ad Hoc Committees

28. From time to time Municipal Council may establish an ad hoc committee of council as deemed necessary and advisable to provide input on matters of timely consideration.

Provisions Regarding the Economic Development Committee

29. Council hereby establishes the Economic Development Committee as a standing committee of Municipal Council.
30. The Economic Development Committee consists of three council members and the Warden.
31. The Economic Development Committee shall consider such matters as are referred to the Committee by Municipal Council.
32. It will be the mandate of the Economic Development Committee to advise and make recommendations to Municipal Council concerning the drafting, implementation, amendment and facilitation of an Annapolis County economic development strategy.

Provisions Regarding the Fire Services Committee

33. Council hereby establishes the Fire Services Committee as a standing committee of Municipal Council.
34. The Fire Services Committee consists of two council members as well as two or more invited representatives of the Annapolis County Fire Services Executive as appropriate.
35. Meetings of the Fire Services Committee shall be held at the discretion of the chairperson.
36. The Fire Services Committee shall consider such matters as are referred to the Committee by Municipal Council.
37. It will be the mandate of the Fire Services Committee to advise and make recommendations to Municipal Council concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.5
Section Procedure & Organization of Council	Subject Committees of Council Policy	

Provisions Regarding the Forestry Advisory Committee

- 38. The Forestry Advisory Committee is established pursuant to the Section 24 of the *Municipal Government Act*.
- 39. The committee shall exist as an advisory committee of Municipal Council.
- 40. The committee shall exist for the purpose of considering and making recommendations regarding forestry matters as referred to the Committee by Municipal Council.
- 41. The committee shall be comprised of not more than four (4) councillors.

Provisions Regarding the CAO Review Committee

- 42. Council hereby establishes the CAO Review Committee as a standing committee of Municipal Council.
- 43. The CAO Review Committee shall oversee the performance review process for the Chief Administrative Officer after consultation with Municipal Council.
- 44. The CAO Review Committee consists of the Warden, the Deputy Warden and one other council member.
- 45. The Warden shall be the chairperson of the CAO Review Committee.
- 46. To the extent practicable selection of the third committee member should reflect the gender diversity of Council’s composition. Accordingly, the third committee member shall be selected by placing the names of councillors confirming an interest in a box and having one name being drawn by a person chosen by the Warden.
- 47. In accordance with Sub-section 21(2)(c) of the *Municipal Government Act*, the CAO Review Committee may meet in closed session. The CAO will be requested not to attend CAO Review Committee and Municipal Council Meetings where their performance is discussed; no other staff persons shall attend.
- 48. The CAO shall be evaluated at least once a year, with a mid-year review if desired by the CAO, the CAO Review Committee or Municipal Council.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice	<i>PENDING November 9, 2021</i>
Council Approval	<i>PENDING November 17, 2021</i>
_____ Carolyn Young _____	<i>PENDING November 17, 2021</i>
Municipal Clerk	Date
At <i>Annapolis Royal</i> Nova Scotia	

Amendments

PENDING Amendment November 2021	Page 7 of 8
--	--------------------

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
POLICY AND ADMINISTRATION MANUAL**

AM - 1.3.5

**Section
Procedure & Organization of Council**

**Subject
Committees of Council Policy**

Approved Dec. 21, 2010

Amended Apr. 19, 2011 – Add the word “attended” as follows:

The annual honorarium for the citizen members or designated representatives of advisory committees shall be \$200 (up to 4 meetings attended per annum), \$300 (up to 6 meetings attended per annum), \$400 (up to 8 meetings attended per annum); \$500 (up to 10 meetings attended per annum) or \$600 (11 or more meetings attended per year. A non-council member chair or secretary may be paid an additional honorarium of \$200 (up to 5 meetings attended per annum), \$400 (up to 10 meetings attended per annum), or \$500 (11 or more meetings attended per annum).

Amended Feb. 21, 2012 - Changed policy to:

- clarify limitations on terms of committee membership.
- create “fairness” for honorariums
- clarify that appointments do not expire until successors are appointed

Amended Feb. 19, 2013

- Reduce minimum honorarium amounts to \$50 per year
- Establish a Priorities and Plans Committee
- Provide for Ad Hoc Committees of Council

Amended May 19, 2013

- substituted the word “citizen” in place of “committee” in Sub-section 3 (g); and
- deleted the sentence “Ad hoc committees shall be reimbursed for travel expenses in accordance with AM-1.8.1 Travel and Expenses Policy.” in Section 33.

Amended June 18, 2013

- added mandate for Economic Development Committee

Amended July 16, 2013

- Added “The Nominating Committee shall, at least annually, review the status of councillor appointments to ensure equity of workloads among councillors.”

Amended June 17, 2014

- Reduced number of councillors on Economic Development Committee from four to three

Amended September 16, 2014

- Deleted Priorities and Plans Committee

Amended December 16, 2014

- Added Fire Services Committee

Amended October 18, 2016

- Removed all references to Audit Committee (new policy AM-1.3.5.1 Audit Committee Policy)
- Added definition section
- In Sub-section 4 (g) deleted “citizen” and replaced with “committee”
- In Sub-section 4 (k) added “the Administration Building in Bridgetown”

Amended October 18, 2016

- In Section 19 replaced “each” with “the”
- In Section 20 replaced “a” with “the”

Amended September 15, 2020:

- Added “Term of Appointment” and Forestry Advisory Committee; removed all provisions and references related to citizen members on committees.

Amended November 2020:

- Added CAO Review Committee



RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Cheryl Mason, Manager of Protective Services/Fire Services Coordinator

Reviewed by: Dawn Campbell, Director of Legislative Services

Approved by: CAO David Dick, CPA, CA

Date: October 26, 2021

Subject: Margaretsville & District Volunteer Fire Department

RECOMMENDATION

To recommend that Municipal Council authorize the withdrawal of \$25,000 from the Capital Fire Services Reserve Fund to the Margaretsville & District Volunteer Fire Department in the 2021-2022 fiscal year.

LEGISLATIVE AUTHORITY

Section 65 of the *Municipal Government Act*

BACKGROUND

The Margaretsville & District Volunteer Fire Department requested funds in 2019 to upgrade their existing 1980 utility truck with a new chassis and again in April 2020 for a new generator and radios. It was confirmed in September 2021 that the department was seeking payment for \$25,000 for their loan payment in October.

DISCUSSION

Last request was only for the previous year's request but there are still 2 years outstanding on the loan.

FINANCIAL IMPLICATIONS

Finance Department confirmed that funds are available and after the payment of \$25,000 the balance is \$105,179 in the Capital Fire Services Reserve fund for Margaretsville.

POLICY IMPLICATIONS

None

ALTERNATIVES/OPTIONS

None

NEXT STEPS

None

ATTACHMENTS

- 1 – Confirmation from Margaretsville and District Fire Department requesting funds/Adjustment to be \$25,000 not \$30,000
- 2 – Motion of Fire Department from March 04, 2020 regarding loan agreement.

Report Prepared by: Cheryl Mason

Cheryl Mason, Manager of Protective Services/Fire Services
Coordinator

Report Reviewed by: Dawn Campbell

Dawn Campbell, Director of Legislative

Holly Orde

Holly Orde, Director Finance

Report Approved by: 

CAO David Dick, CPA CA

Recommendation Report – 2021-11-9 Protective Services – Margaretsville & District Volunteer Fire Department



Margaretsville and District Fire Department

Module 1 Box 1
RR 1 Margaretsville, N.S.
B0S 1N0

March 05, 2020

Annapolis County Council

Dear Sir/Ma'am,

The Margaretsville and District Fire Department is formerly requesting county council to release our Capital funding of \$30,000.00 for the next 3 years.

These funds are to help off set the cost of the refurbishment of our rescue unit and up grand the generator.

Yours Sincerely,

Margaretsville Chief

Eric McLaughlin

A handwritten signature in blue ink that reads "Eric McLaughlin".



Tue 9/7/2021 12:38 PM

W.McLaughlin <wemclaughlin@eastlink.ca>

RE: Loan Payment

To Cheryl Mason

You replied to this message on 9/7/2021 12:38 PM.

[Bing Maps](#)

Afternoon Cheryl, Eric said that the payment is \$25,000.00 not \$30,000.00 but thank you.

Sent from [Mail](#) for Windows 10

From: Cheryl Mason

Sent: September 7, 2021 9:29 AM

To: [wemclaughlin](#)

Subject: Loan Payment

Importance: High

Recommendation Report – 2021-11-9 Protective Services – Margarettsville & District Volunteer Fire Department

MARGARETSVILLE & DISTRICT VOLUNTEER FIRE DEPT.

March 04th, 2020

EXECUTIVE MEETING:

Members present; Eric McLaughlin, Alan Durling, Kevin Chute, Ron Baker, Larry Finley, Harold Baker, Bradley Jamieson and Chris Spidel .

President Harold Baker called the meeting to order at 8:15

Eric presented the quote from LRB Fabricators to switch the body onto the new chassis. It is \$55,448.29.

The cost of the new generator is \$9315.00 and the new radios \$6005.56.

There are to be some extra costs also so there was a motion by Larry Finley, 2nd by Alan Durling to borrow \$75,000.00 from Valley Credit Union for a three year term. M/C.



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Cheryl Mackintosh, Civic Addressing Coordinator
Reviewed by: Albert Dunphy, Director of Community Development
Approved by: David Dick, Chief Administrative Officer

Date: 2021-11-09

Subject: 2021-11-09 – Recommendation to Approve Snow Lake Keep Lane

RECOMMENDATION

To recommend that Municipal Council approve the road name “Snow Lake Keep Lane” for the private access road at the Snow Lake Keep Homesteading Community in Arlington West.

LEGISLATIVE AUTHORITY

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

Annapolis County Policy 1.4.5 Road Naming and Community Adjustment

BACKGROUND

There are 5 existing residential structures that require civic addressing for emergency response, currently there is only one civic address for the property. This is a single parcel of land with several property owners sharing communally. Staff has been in contact with the group and they submitted Snow Lake Keep Lane.

DISCUSSION

Snow Lake Keep Lane was checked against road names currently in the Nova Scotia Civic Address File (NSCAF) database and no other name like this exists anywhere in Nova Scotia. No shorter or similar versions exist in Annapolis County. As per policy, the proposed road name was sent to emergency responders, (RCMP, EHS & Port Lorne and Bridgetown Fire Departments). Also asked to comment was, the area councillor (Warden A Parish – District 3) and Department of Transportation & Infrastructure Renewal (TIR). No concerns were noted for Snow Lake Keep Lane proposed road name. Snow Lake is a water feature on the property and is an identifying feature for this location.

The use of the word Lane is by definition a reduced right-of-way or curving street, less than 300 metres, branching from courts and ending in a cul-de-sac or dead

end. Using lane as the road type fits this type of road. Council should be aware that a private access road does not have a defined with and dead ends.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

None known.

ALTERNATIVES/OPTIONS

No other road name alternatives were considered, only one name was submitted for consideration.

NEXT STEPS

Upon approval of the new road name Snow Lake Keep Lane by Municipal Council, staff will inform the property owners and order new signage. A transition and effective date for the new civic addresses will be coordinated with the residents at the Snow Lake Keep Homesteading Community. The Nova Scotia Civic Address File (NSCAF) will be updated and emergency responders will be notified.

ATTACHMENTS

1. Map showing the location of the Snow Lake Keep Lane in Arlington West.

Report Prepared by: Cheryl Mackintosh, Civic Addressing Coordinator

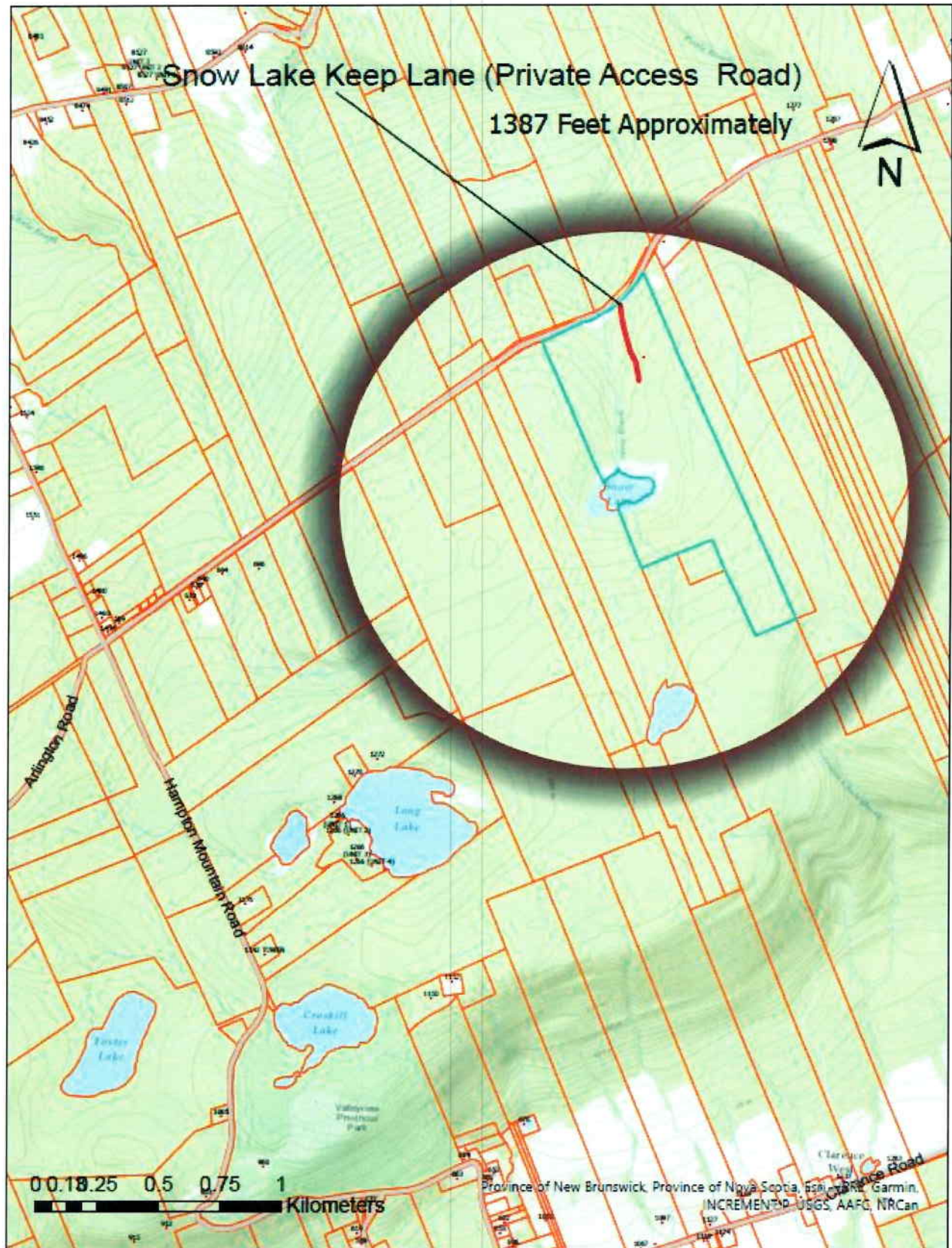
Report Reviewed by: _____


Albert Dunphy, MCIP, LPP
Director of Community Development

Report Approved by: _____


David Dick, CPA CA
Chief Administrative Officer

Map showing the location of the Snow Lake Keep Lane (Private) in Arlington West





RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Nancy Chisholm, Recreation Coordinator
Approved by: David Dick, Chief Administrative Officer
Date: October 27, 2021
Subject: AM – 1.4.9 Community Grants Policy – Amend

RECOMMENDATION

To give seven day notice to recommend that Municipal Council amend AM – 1.4.9 Community Grants Policy as circulated.

LEGISLATIVE AUTHORITY

Sections 65A, 65B and 65C Municipal Government Act, as amended

BACKGROUND

The AM 1.4.9 Community Grants Policy governs grants to not for profit and charitable organizations that support services, programs and projects for Annapolis County communities and residents.

The policy has several recommended changes that will improve the process for groups and organizations applying. The recommended changes are also reflective of the updated Section 65 of the NS Municipal Government Act.

FINANCIAL IMPLICATIONS

It is proposed to remove the funding category 5 e) Trails Assistance Program. This category had consistently supported the three main established trails organizations that develop and support trail systems in Annapolis County. When the Community Contributions Policy is considered for amendment at an upcoming meeting, it will be recommended that an annual contribution be provided to these three trails groups. Accordingly, there will be a reduction in funding in the grants policy and a higher allocation in community contributions.

POLICY IMPLICATIONS

Update AM – 1.4.11 Community Contributions Policy

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed. If notice is provided at November Committee of the Whole, the amendments will be brought back for final approval at November Council Session.

ATTACHMENTS

- A. Recommended Draft Policy Changes AM 1.4.9 Community Grants Policy (additions in bold / underlined; deletions crossed through).

Report Prepared by: Nancy Chisholm, Recreation Coordinator

Report Reviewed by: Dawn Campbell, Director of Legislative Services and HR

Report Approved by: 
CAO David Dick, CPA, CA

1. This program governs grants to **not for profit** community organizations and charities. **The objective of the community grants policy is to provide financial assistance for these organizations and associations that are providing meaningful support services to the residents within the county of Annapolis.**
2. Enacted pursuant to Section 65, *Municipal Government Act*, as amended.
3. Subject to annual review and at the discretion of Municipal Council, the general operating budget shall annually provide for grants to community organizations and charities. Total funding shall be determined by Council on an annual basis. ~~and shall not normally exceed 1.66 percent of the taxes for general municipal purposes levied by the municipality for that year.~~

4. ELIGIBILITY

- a) Any charitable, or not for profit organization within the Province is eligible to submit an application.
- b) Only one application per organization can be submitted under this policy in each funding year.
- c) Applications are evaluated on the proposed project or service, not the sponsoring organization.
- d) ~~No project / initiative shall be considered for funding beyond three consecutive years.~~
- e) The County reserves the right to deny any application. **Applications should demonstrate and support the strategic priorities of municipal council and support meaningful programs, infrastructure, services, and events that enhance the well-being of our communities and residents.**
- f) ~~The deadline for grant applications is March 1st. Applications received after this date will be evaluated subject to available funds remaining in the program. Deadlines and allocations are outlined in section 7.~~
- g) The County of Annapolis will not **normally** consider requests for which there are general (mass) appeals or marketing campaigns.
- h) An application for a grant shall be in such form and contain such information as may from time to time be required for the proper administration of this policy.

5. FUNDING CATEGORIES

Applications shall be considered for funding under the following categories:

- a) **Community Programs Assistance Fund** – to provide funds to non-profit community organizations to initiate **or continue to** develop programs which support the ~~delivery of municipal services or provide services to enhance~~ **enhancement of** community well-being and the quality of life (cultural, recreational and physical activity opportunities, etc.).

~~Grant awards are normally in the \$500 to \$1,000 range.~~ Maximum assistance shall be up to 50% of the annual program cost to a maximum of ~~\$2,000~~ 2,500. Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of the program. ~~No organization may receive funding for more than one program within any fiscal year. [MGA § 65 (au)].~~

- b) **Marketing and Promotion Partnership Programs** – to provide funds to non-profit societies **and associations** to advertise or promote festivals, events and business, industrial and tourism opportunities in the county. Priority shall be given for initiatives which:
- are in keeping with the strategic goals of the municipality;
 - provide a substantial regional benefit; and
 - promote and support meaningful partnerships and linkages within the community.

Maximum grants shall not ~~normally~~ exceed \$5,000. ~~[MGA § 65 (l) and (ah)]~~

- c) **Community Heritage Grants for Lighthouses and Museums** – to provide funds to non-profit or charitable organizations to:
- preserve, protect or rehabilitate lighthouses in the County of Annapolis;
 - protect or promote the heritage and culture of the County of Annapolis; or
 - leverage senior government funding for heritage and cultural initiatives.

Maximum grants shall not ~~normally~~ exceed \$500. 2,500. ~~[MGA § 65 (au)]~~

- d) **Community Halls and Centres Assistance Program** – to provide funding to non-profit / charitable organizations or to trustees for property held for public use, to assist with:
- capital maintenance or repairs;
 - facility upgrade or development;
 - installation or replacement of fixtures, appliances or equipment;
 - leverage of senior government funding.

The facility must be used for activities of a recreational, educational, environmental, cultural, community, or social nature and accessible for use by the general public. Religious sanctuaries, schools or facilities that are not available to the general public are not eligible to apply. Maximum grants shall not ~~normally~~ exceed \$1,200. ~~At the discretion of Municipal Council, a facility may be eligible for a grant of up to \$2,400 if it exceeds 2,000 square feet in size. [MGA § 65 (ah)]~~ Applicants must provide a detailed budget demonstrating a contribution (cash and/or “in kind”) towards the project.

- ~~e) **Trails Assistance Program** – to provide funding to established trails organizations to develop and operate public trails to serve the needs of all residents within the County of Annapolis. Eligible funding projects shall include capital projects relating to development, operation or maintenance of trails. Although no specific project may be funded in excess of three (3) years, Trails organizations are encouraged to develop a long term strategic plan relating to capital projects for which specific phases may be considered for annual funding. Maximum grants shall not normally exceed \$5,000 per year. [MGA § 65 (ag)]~~

- f) **Capital Projects Assistance Program** – Requests shall be considered for the following categories:
- **Small Project Matching Grants** - Eligible applications include initiatives that demonstrate significant benefit to the county residents region or a high degree of creativity, innovation, unique appeal or benefit, ~~as determined by the council and support the strategic priorities of municipal council.~~ Awards are ~~one-time~~ Grants shall not normally exceed \$5,000 and approval shall require proof of matching funds in cash and/or "in kind" contribution by the applicant. ~~[MGA Section 65-various]~~
 - **Large Capital Pledge Grants** - Applications shall only be considered for capital projects for facilities, trails, programs and/or services the municipality would or might otherwise provide. Eligible capital expenditures shall be consistent with the accounting principles and requirements applicable to municipalities. Awards are ~~one-time~~ capital grants and shall not normally exceed \$25,000. The municipality may pay capital pledge grants over two or more fiscal years, subject to the availability of funds as determined by the council's approved fiscal year budget. ~~The grants are considered a contribution to non-owned assets which are made from operations and may be funded by a transfer from the operating reserve. [MGA Section 65-various]~~
- g) Other Funding Resources. – Requests shall be considered in support of leveraging other funding sources for services, programs and projects. Included with the application the applicant must identify the source of funding, and provide any applicable documentation as it pertains to the outside source.
- h) ~~Organizational Restructuring & Planning Grants~~ – Requests for funding shall only be considered for organizational restructuring and planning for non-profit organizations who are structured through a Board of Directors, employ staff and utilize volunteers. ~~Awards are one-time organizational restructuring and planning grants and shall not exceed \$20,000. Categories available for funding under this application include:~~

~~The grants are considered a contribution to the organizational restructuring and planning to help build capacity and create efficiencies within the internal structure of the organization and may be funded by a transfer from the operating reserve.~~

6. EVALUATION

- a) ~~Each application received shall be reviewed by appropriate staff (generally the Manager of Recreation Services and / or the Economic Development Officer) to evaluate and make recommendations for presentation to the Committee of the Whole or Municipal Council. All eligible applications will be administered by the CAO (or designated staff) and will be measured against the policy guidelines and available approved funding to make recommendations for presentation to the Committee of the Whole or Municipal Council.~~

- b) Applications relating to Community Heritage Grants ~~for Lighthouses and Museums~~ shall demonstrate that all applicable heritage regulations and guidelines are adhered to. ~~also be referred to the Heritage Advisory Committee to evaluate and make recommendations for presentation to the Committee of the Whole or Municipal Council.~~
- c) ~~The Financial documentation related to the application shall be included for review by the Committee of the Whole and / or Municipal Council when considering a grant application. Grants are not awarded to individuals, commerce, business, industry or sole proprietorships. (MGA section 57 (2)).~~
- d) The following criteria will serve as a guide for Municipal Council to consider grant applications:
- i) **Program/Service Obligation** – supports a service delivered by the Municipality.
 - ii) **Public Need/Benefit** - service or program is broad based and all residents will derive a benefit versus special interest group needs and benefit to specific residents.
 - iii) **Financial Need** - application demonstrates financial need and identifies all other grants, other funding sources and fundraising activities. ~~Copies of most recent Financial Statements and the current year's budget should accompany the request.~~
 - iv) **Quality of Life** - service or program enhances the quality of life of residents.
 - v) **Stability / Sustainability** – demonstrated ability to deliver project or program, as well a strategy for future sustainability.

7. GRANT APPROVAL / ALLOCATION SCHEDULE

- ~~60% – normally approved and allocated as part of the annual budget consideration in May of each year~~
- ~~30% – approved and allocated on an “as needed or requested” basis~~
- ~~10% – reserved as a contingency for unanticipated requests~~
- remainder allocated on an “as needed or requested” basis during the remainder of the fiscal year.
-

8. Disclosure

The Municipality shall publish annually ~~(in May)~~ by May 31st a list of the organizations and amounts of grants made in the previous fiscal year on the County website and in a newspaper circulating in the Municipality (MGA section 65C).



COUNTY of ANNAPOLIS
NATURALLY INSPIRED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Cheryl Mason, Manager of Protective Services /
Co-chair OHS Committee
Approved by: David Dick, Chief Administrative Officer
Date: October 28, 2021
Subject: AM – 2.7.1 Occupational Health and Safety Policy

RECOMMENDATION

That, in accordance with the recommendation of the Occupational Health and Safety Committee, seven day notice be given for Municipal Council to re-adopt AM – 2.7.1 *Occupational Health and Safety Policy* as circulated

LEGISLATIVE AUTHORITY

Section 27 of the *Occupational Health and Safety Act*

BACKGROUND

Section 27 of the *Occupational Health and Safety Act* for the employer (with 5 or more employees) to prepare and annually review a written occupational health and safety policy:

27 (1) *Where*

- a. *five or more employees are regularly employed by an employer other than a constructor or contractor;*
- b. *five or more employees are regularly employed directly by a constructor or contractor, not including employees for whose services the constructor or contractor has contracted;*
- c. *the regulations require an occupational health and safety policy; or*
- d. *an officer so orders, the employer shall prepare and review, at least annually, a written occupational health and safety policy, in consultation with the committee or representative, if any.*

In accordance with Sub-section 27(1)(d) above, the Occupational Health and Safety Committee reviewed our current policy at their meeting held on October 28, 2021. They recommended that no changes were necessary.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS


No other options, statutory requirement

NEXT STEPS


In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed.

ATTACHMENTS

AM – 2.7.1 Occupational Health and Safety Policy

Report Prepared by: 
Cheryl Mason, Manager of Protective Services /
Co-chair OHS Committee

Report Reviewed by: 
Dawn Campbell, Director of HR

Report Approved by: 
CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS	AM – 2.7.1
POLICY AND ADMINISTRATION MANUAL	
Section Health and Safety	Subject Occupational Health and Safety

1. APPLICATION

This policy will apply to all employees of the Municipality of the County of Annapolis.

2. AUTHORITY

Section 27 of the *Occupational Health and Safety Act*, as amended
 Subsection 48 (3) of the *Municipal Government Act*, as amended

3. TERMS OF POLICY

The personal health and safety of each employee of the Municipality of the County of Annapolis is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary. To the greatest degree possible, management will provide all the mechanical and physical facilities required for personal safety and health in keeping with appropriate standards.

The County will maintain a health and safety program conforming to the acceptable practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all health and safety matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program be established and preserved in the best interest of all concerned.

Our objective is a health and safety program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our health and safety will include:

- (1) Providing mechanical and physical safeguards reasonable and appropriate to the circumstances.
- (2) Conducting an ongoing program of health and safety inspections to protect employees by identifying and eliminating unsafe working conditions and practices.
- (3) Controlling health hazards, and complying fully with the health and safety standards for every job.
- (4) Training all employees in good health and safety practices.
- (5) Providing necessary personal protective equipment (PPE's) and instructions for its use and care.
- (6) Developing and enforcing health and safety rules and requiring that employees cooperate with these rules as a condition of employment, recognizing that the responsibilities for health and safety are shared.
- (7) Reporting near misses and investigating every accident, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not reoccur.
- (8) The employer accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- (9) Supervisors and those in charge of workers are responsible for developing the proper attitudes toward health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- (10) Employees are responsible for wholehearted, genuine cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practising safety while performing their duties.
- (11) The safety information in this policy does not take precedence over the *Nova Scotia Occupational Health and Safety Act* and Regulations.
- (12) The Joint Occupational Health and Safety Committee shall annually review this policy and, if deemed appropriate or necessary, provide recommendations for changes or updates.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS	AM – 2.7.1
POLICY AND ADMINISTRATION MANUAL	
Section Health and Safety	Subject Occupational Health and Safety

Municipal Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice **November 14, 2017**

Council Approval **November 21, 2017**

Reviewed - no changes **October 24, 2019**

Re-adopted - no changes **December 15, 2020**

Re-adopted - no changes **November 17, 2021**

_____ **November 16, 2021**

Municipal Clerk Date

At Annapolis Royal Nova Scotia

Amendments; Nov. 21, 2017 – In Sub-section 3 (12) added the word "Joint"



COUNTY of ANNAPOLIS
NATURALLY BOUND

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Victoria Hamilton, Planner
Reviewed by: Albert Dunphy, Director of Community Development
Approved by: David Dick, Chief Administrative Officer
Date: October, 28th 2021
Subject: Upper Clements Area, Municipal Planning Strategy and Land Use By-Law review, File Number 66560-40 Upper Clements MPS Review 2021 and 66520-50 Upper Clements LUB Review 2021

RECOMMENDATION

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

ORIGIN/BACKGROUND

The effective date of the current Upper Clements Area Municipal Planning Strategy and Land Use By-law was November 25th, 1998. Under the current *Municipal Government Act*, via the provincial *Minimum Planning Requirements Regulations* section 3(2) (c) states that a municipal planning strategy and its implementing land use by-law must be reviewed no later than 10 years after its effective date.

LEGISLATIVE AUTHORITY FOR THE REVIEW PROCESS

MGA Section 3 (2) (c): The *Minimum Planning Requirements Regulations*
MGA Section 204: Public participation Program,
MGA Section 205: Requirements for adoption of planning documents,
MGA Section 206: Public hearing
MGA Section 212: Municipal planning strategy
MGA Section 219: Adoption of a land-use by-law or amendment

OPTIONS FOR CONSIDERATION

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

FINANCIAL IMPLICATIONS:

Costs associated with the review of the Upper Clements Area Municipal Planning Strategy and Land Use By-law include advertising costs, travel expenses, meeting fees and reproduction costs. Costs for the review have been included in the 2021-2022 Planning Operations Budget.

Report Prepared by: *Victoria Hamilton*

Victoria Hamilton
Planner

Report Reviewed by: *Albert Dunphy*

Albert Dunphy MCP, LPP
Director of Community Development

Report Approved by:



David Dick, CPA CA
Chief Administrative Officer



COUNTY of ANNAPOLIS
ESTABLISHED 1650

INFORMATION REPORT

To: Committee of the Whole

Submitted by: Linda Bent, Acting Manager of Inspection Services

Approved by: Albert Dunphy, Director of Community Development

Date: November 9, 2021

Subject: Community Development Update – October 2021

PLANNING

- Treeline Project Management Ltd. Land Use Bylaw Amendment Application:** Public Hearing was held on October 19, 2021 and Council's decision was to amend the Land Use Bylaw to rezone a vacant lot know as 431 Granville Street, Bridgetown from the Residential (R1) Zone to the Commercial (C2) Zone and the Notice of Appeal ad appeared the October 28th edition of the Annapolis Valley Register. This sets out the 14 day appeal period and the period is up on November 10th. As a reminder, due to the nature of this rezoning and the subservient relationship of the proposed use to the main use, the applicant must consolidate the two lots before a permit can be granted.
- Annapolis County Municipal Planning Strategy & Land Use Bylaw Review:** Council approved entering into a contract with Stantec Consulting Ltd to conduct the review and update of the Municipal Planning Strategy and Land Use Bylaw. The next step in the process is the formal contract agreement then the process of the amendment can start with Planning Advisory Committee.
- Habitation Community Area Advisory Committee:** HCAAC met October 25, 2021. The Committee continues to work on the Municipal Planning Strategy and Land Use Bylaw. The Committee has far advanced in their process and the next meeting is set for November 23, 2021.
- Upper Clements Area Municipal Planning Strategy & Land Use Bylaw:** Staff is submitting a recommendation report to COTW for Council to consider the review of the Upper Clements MPS & LUB.

HERITAGE:

- Easson House:** Public Hearing was held with the applicant on October 19, 2021 and Notice of Registration has been filed at the Registry of Deeds. The

next step in the process is to order the plaque which will be unveiled in an unveiling ceremony next spring or summer.

2. **West Paradise School:** Public Hearing was held with the applicant on October 19, 2021 and Notice of Registration has been filed at the Registry of Deeds. The next step in the process is to order the plaque which will be unveiled in an unveiling ceremony next spring or summer.

BUILDING INSPECTION

31 building permits were issued; total value for October 2021 \$1,871,122.10 compared to October 2020 \$2,759,785; total value year to date \$19,458,547.32 compared to October 2020 \$10,430,974.24.

FIRE INSPECTION

County – 0 initial inspections, 9 re-inspections, 4 completed.

DEVELOPMENT CONTROL / SUBDIVISION APPROVALS

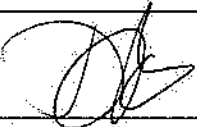
1. 11 development permits issued—3 Upper Clements, 8 East End
2. Zoning Confirmation Letters: 0
3. Subdivision approvals: 5

CIVIC ADDRESS MAINTENANCE

1. 10 new civic addresses assigned.
2. The Department of Transportation & Infrastructure Renewal (TIR) approved Gesner Lane. Emergency responders, resident, area Councillor and Canada Post have been notified. TIR has ordered new road signs and will locate when ready.
3. Snow Lake Keep Lane road name recommendation for approval coming to COTW in November.
4. Staff has been working with the contractor hired by the Geomatics Centre to assist municipalities with quality control checks to ensure the civic addressing databases for the county and the emergency 911 database are consistent.

Prepared by: Linda Bent

Reviewed by: Albert Dunphy

Report Approved by: 
David Dick, Chief Administrative Officer

MUNICIPALITY OF ANNAPOLIS COUNTY

DEVELOPMENT & BUILDING PERMIT REPORT

October 2021

Total Est. Value for Oct 2021: \$ 1,871,122.10 Total Permits for Oct 2021: 35 Total Est. Value YTD 2021/22: \$ 19,458,547.32 Total Permits YTD 2021/22: 306 Total Permit Fees Rec'd Oct 2021: \$ 2,606.51
 Total Est. Value for Oct 2020: \$ 2,759,785.00 Total Permits for Oct 2020: 38 Total Est. Value YTD 2020/21: \$ 10,430,974.24 Total Permits YTD 2020/21: 219 Total Permit Fees Rec'd Oct 2020: \$ 3,512.70
 Total Permit Fees Rec'd YTD 2021/22: \$ 27,947.76

Month:	#Permits New SEU	Estimated Value	#Permits New MFU	Estimated Value	#Permits New Cottages	Estimated Value	#Permits Add/Alt Res.	Estimated Value	#Permits Res. Access	Estimated Value	Other	Estimated Value
Year to date 21/22:	47	\$ 430,043.60	1	\$ 300,000.00	4	\$ 195,000.00	13	\$ 320,078.50	6	\$ 89,000.00	4	\$ 5,500.00
Year to date 20/21:	32	\$ 9,077,643.80	4	\$ 1,190,000.00	22	\$ 1,714,000.00	103	\$ 3,422,856.72	66	\$ 1,596,447.00	25	\$ 84,600.00
		\$ 6,179,500.00	2	\$ 595,000.00	10	\$ 248,500.00	66	\$ 1,604,810.24	60	\$ 1,323,300.00	15	\$ 70,104.00

Month:	#Permit Commercial	Estimated Value	#Permits Institution	Estimated Value	#Permits Industrial	Estimated Value	#Permits Demos	Estimated Value	No Value	#Permits Agriculture	Homes (Incl. SFU)	Mobile/Mini
Year to date 21/22:	9	\$ 510,000.00	0	\$ 0.00	1	\$ 6,500.00	1	\$ 6,500.00	1	0	2	2
Year to date 20/21:	8	\$ 1,780,000.00	1	\$ 2,000.00	1	\$ 6,500.00	14	\$ 44,000.00	15	15	5	5
		\$ 145,760.00	0	\$ 0.00	7	\$ 198,000.00	13	\$ 3,000.00	6	6	6	6

File	Name	Location	Construction	Date Permit Issued	Permit Fee Rec'd	Estimated Value
District 4:						
LB 2021-367	Matley Lundrigan & Matthew Ettinger	468 Vault Road, Melvern Square	Development Permit	October 01, 2021	\$10.00	\$0.00
District 2:						
RM 2021-357	Nicholas McLaughlin	1538 Stronach Min Rd, Forest Glade	Add/Accessory	October 12, 2021	\$46.60	\$5,000.00
LB/RM 2021-384	Colin & Pearl Drolet	Victoria Road, Wilmot	Rel/Accessory	October 18, 2021	\$60.00	\$20,000.00
DW 2021-393	Stephen Cole	283 Delusion Road, Moshers Corner	New/Accessory	October 28, 2021	\$85.20	\$40,000.00
LB/DW 2021-400	Spurr Brothers Farms	14145 Highway 1, Wilmot	New/Commercial	October 28, 2021	\$334.40	\$500,000.00
District 3:						
RM 2021-390	Stan Janikowski	7859 Shore Road West, Hampton	AI/VSFU	October 18, 2021	\$55.00	\$30,000.00
RM 2021-391	Laura Osborne	1880 Clarence Road, Clarence	AI/VSFU	October 21, 2021	\$85.00	\$60,000.00
RM 2021-395	Allen & Dorothy Hannam	780 Clarence Road, Beaconsfield	Add/Accessory	October 21, 2021	\$38.50	\$3,000.00
District 4:						
RM 2021-377	Michael Marshall	695 Highway 201, Moschelle	Add/SFU(deck)	October 13, 2021	\$60.04	\$8,000.00
DW 2021-360	June Chills-Weare	5547 Granville Road, Granville Ferry	New/Accessory	October 15, 2021	\$50.00	\$15,000.00
DW 2021-383	Michael & Sylvia Murphy	546 Highway 201, Moschelle	New/Accessory	October 21, 2021	\$44.44	\$6,000.00
District 5:						
DW 2021-382	Wayne & Katherine Balcom	4956 Shore Road W, Parkers Cove	Mini Home (& deck)	October 19, 2021	\$57.20	\$195,043.60
District 6:						
RM 2021-334	Jane & Gerald Girouard	14 Deep Brook Lane, Deep Brook	AI/VSFU (solar panels)	October 6, 2021	\$51.61	\$26,611.00
LB 2021-357	Donald Coyne	1972 Highway 1, Clementsport	Development Permit	October 22, 2021	\$10.00	\$5,000.00
LB/RM 2021-360	Peter Tumilty	2386 Highway 1, Upper Clements	Demolition (accessory)	October 1, 2021	\$35.00	\$15,000.00
RM 2021-364	Francis Boutin & Brent Goertzen	183 Dugway Road, Allains Creek	AI/VSFU (solar panels)	October 6, 2021	\$52.13	\$17,132.50
RM 2021-369	Brandon Appleton	222 Guinea Road, Guinea	AI/VSFU	October 4, 2021	\$26.00	\$1,000.00
LB 2021-402	County of Annapolis	2895 Highway 1, Upper Clements	Sign Permit	October 28, 2021	\$10.00	\$500.00
District 7:						
RM 2021-348	Falicia & Nathan Kaulbach	2119 Thorne Road, West Dalhousie	New/Cottage	October 1, 2021	\$114.00	\$50,000.00
RM 2021-370	Hamilton's Eel Fishery	35 Devaney Marsh ROW, Centrelea	Add/Industrial	October 18, 2021	\$34.60	\$6,500.00

DEVELOPMENT & BUILDING PERMIT REPORT continued

October 2021

File	Name	Location	Construction	Date Permit Issued	Permit Fee Rec'd	Estimated Value
District 8:						
RM 2021-336	Christine McCorniston	128 Lakeview Drive, Lake LaRose	Add/Cottage	October 12, 2021	\$71.50	\$65,000.00
RM 2021-373	John & Maureen Bobbitt	58 North Road, Virginia East	Change Use/Cottage	October 13, 2021	\$75.00	\$25,000.00
YEAR TO DATE: 31						
District 9:						
*LB/DW2021-289	Rodney & Juanita Annis	9202 Highway 10, Nictaux	Add/SFU	October 26, 2021	\$61.40	\$42,000.00
RM 2021-353	Mitchell & Susan Gough	225 Varner Min Road, Nictaux South	New/SFU	October 15, 2021	\$302.76	\$220,000.00
*LB/DW2021-365	KB Cabinetry & Finish Work Ltd.	100/102 Fairview Drive, Nictaux	New/MFU	October 6, 2021	\$294.20	\$300,000.00
*LB/DW2021-394	Kelley Joyce & Randolph Wright	9387 Highway 10, Nictaux	Alt/SFU (solar panels)	October 26, 2021	\$54.22	\$19,224.00
YEAR TO DATE: 23						
District 10:						
DW 2021-315	Reginald & Ciara Stevens	1238 Trout Lake Road, New Albany	New/Cottage	October 18, 2021	\$118.60	\$100,000.00
RM 2021-332	Jennifer & Terry Poirier	671 Waterloo Avenue, Waterloo Lake	New/Camp	October 14, 2021	\$43.00	\$20,000.00
DW 2021-352	Richard Bell	71 Station Road, Lawrence town	Alt/SFU	October 15, 2021	\$29.50	\$4,500.00
DW 2021-363	Michael & Nancy Pugh	29 DeBoer Drive, Lawrence town	Mobile Home	October 19, 2021	\$50.00	\$15,000.00
DW 2021-374	Michael & Nancy Pugh	29 DeBoer Drive, Lawrence town	New/Commercial	October 19, 2021	\$91.00	\$10,000.00
RM 2021-381	Eric Finck	4863 Highway 10, New Albany	Alt/SFU (solar panels)	October 26, 2021	\$51.61	\$26,611.00
DW 2021-404	Cole O'Neil	1263 Ingallsville Road	Add/SFU	October 28, 2021	\$43.00	\$5,000.00
YEAR TO DATE: 40						
District 11:						
LB/DW2021-399	Demot Monaghan	101 Meadowvale Road, Meadowvale	Alt/SFU	October 26, 2021	\$50.00	\$15,000.00
LB 2021-403	Mary King	Highway 201, Meadowvale	Development Permit	October 28, 2021	\$10.00	\$0.00
YEAR TO DATE: 18						

* Permits issued in Water/Sewer Serviced Areas

Motion Reference #	Direction/Action	Ownership	Date Complete	Date Report or Completion Expected
210921.05	that municipal council approve the expenditure of \$89,398 plus HST from the General Operating Fund to repair the original section and replacement of the 1980's section of the Annapolis Administration Building roof	Mun Operations	Contract signed Sept 30/21	work expected to be completed by November 30th, 2021
210921.06	that municipal council approve the expenditure of 2,758.70 HST included to be funded from the Max Young Reserve Fund to reimburse the Bridgetown community Recreation association the cost to replace the clock controller located at the Bridgetown & District Memorial Arena	Mun Operations	Invoice requested from BCRA on September 23/21.	Waiting for invoice to complete
211019.05	that following the full consideration of the related goals, objectives and policies of the Bridgetown Municipal Planning Strategy, and upon receiving favourable recommendations from the Annapolis County Planning Advisory Committee and the Bridgetown Area Advisory Committee, and after holding a public hearing thereon, Municipal Council give 2nd and final reading of Council's intention to adopt an amendment to the Bridgetown Land Use By-law (LUB) Zoning Map to rezone a vacant lot known as 431 Granville Street in the community of Bridgetown, from the Residential Light Density (R-1) Zone to the Highway Commercial (C2) Zone to permit the development of a construction equipment and trailer rental facility.	Dir Comm Development		Notice of Appeal expires Nov 10, 2021

211019.11	<p>that municipal council direct the CAO to annually monitor County-owned forest lands greater than 20 acres through regular travel and based on time of year, to locate, visually inspect, and identify possible bylaw infractions to provide a report back to Committee of the Whole, in accordance with the recommendation of Committee of the Whole</p>	CAO		Fall 2022
211019.16	<p>that the Municipality of the County of Annapolis join and partake in the two-year pilot project involving Valley Waste and Kings Transit but only if the Warden is able to vote on all matters which come before the new pilot project board, other than a vote which incurs long-term debt with respect to a particular project, pursuant to the recommendation of Committee of the Whole</p>	CAO		Awaiting response from the group.

Housing Crisis in Annapolis County

Last Friday I received a phone call regarding a residence in our county with many camper trailers on it and they were not sure why. I did a drive by and there were approximately 7 camper trailers that I could see but could not tell if there were more behind the home. I then spoke with some residents to find out why all the camper trailers were there, I was told that people are living in these year round. I have also been told that on Facebook there is an invitation to bring your camper to this residence if you have no place else to go.

I truly appreciate the compassion this home owner has in trying to help, however I am very concerned about the safety of the residents. I contacted staff to see if there were any violations to bylaws, because this part of the County is not zoned there are no bylaws and have no way to prevent this from happening. A dangerous and unsightly complaint could be filed, however this would not address the whole situation. This is something we will have to keep in mind when we do our County wide plan and land use bylaws.

Since finding all of this out I have been doing some research to see if this was an isolated situation. I got more than I bargained for, I found out that there are some people living in tents in our County and are hoping to find a place to call home before winter. Some residents are couch surfing and living out of their cars until they can find something. Some young people have no choice but to live with their parents, seniors downsizing cannot find suitable rental units. There are many more camper trailers in different parts of our County being used year round. People are renting cottages hoping to find a long term rental.

Being a landlord myself I realized from the amount of calls I receive that we have a shortage of available rental units. I spoke to several other landlords in both Kings County and Annapolis County and list below some of the reasons for the shortage of rentals.

----Air B & B's are very popular and when possible some landlords are converting long term rentals to short term rentals. There is an Air B & B motel being constructed in Kings County by someone who usually builds long term rentals.

----The 2% cap of rental increase per year the provincial government has imposed is discouraging landlords and some are selling off their rental properties because of this. The majority of the landlords I spoke with are not opposed to a cap if it kept up with inflation, however some rent includes heat, lights, water, sewer, snow removal and lawn care and the 2% cap is not keeping up with their increased costs. Their taxes and insurance are also increasing. Most say they would be ok if the cap was 10% instead of the 2%. Landlords have also said the 2% cap should be on all costs to run a rental business to make it fair. It was also mentioned that because of the high cost of building supplies the 2% cap will not allow them to do major repairs that should be completed. This is concerning, when the cap is lifted the landlords will have no choice but to do a huge increase to cover their expenses. Smaller increases each year is less of a rate shock.

----The hot housing market made it an easy decision for landlords to sell their properties and tenants are being evicted. Several landlords have sold single family rental homes to new home buyers. Multi-unit properties are also being sold and transformed into a single family homes.

----Since Covid hit more people are moving back to Nova Scotia which is increasing the population.

Tenants are afraid that their buildings will be sold and they will be evicted with no place to go. There are a few new rental properties being built but not enough to replace what we are losing. New units being built using provincial programs will be capped, however other new builds will not.

I feel we should try to help by informing the province of our situation and encouraging other municipalities to do the same. We need to work together to achieve a solution that will improve our housing crisis across the province.

Respectfully Submitted

Wendy Sheridan

Re: Motion 211019.16 IMSA – Two-Year Pilot Project (Valley Waste and Kings Transit)

At the last council meeting council passed a motion indicating that the County of Annapolis would join the other municipalities in the Annapolis Valley in the two-year pilot project only if the Warden could vote on all matters that came before the board of the pilot project, other than those creating long-term debt.

Mayor Peter Muttart has responded on behalf of the other municipalities. He provided the County of Annapolis with a chart of those matters when the Warden of Annapolis County would have a vote and those when he would not. That chart is below.

The County of Annapolis Warden would vote on the matters on the right side of the chart. He would not vote on the matters on the left side of the chart.

Policy Consideration/Decisions Relative to Valley Waste and KTA Operational Matters:	Role of Governance Related to the Twenty-Four Month Pilot:
1. Consideration of annual budgets	1. Approval of terms of engagement of an Executive Director and Director of Finance
2. Programming changes (if any and only those of monetary consequence)	2. Engagement of the term Executive Director and term Director of Finance
3. Consideration/approval of service contracts (those outside of the General Managers' procurement limits)	3. Consideration and approval of study terms of references for KTA: a. Fixed transit route review; b. Detailing of fixed transit fleet size and type; c. Integration with Point-to-Point service; d. Integration with Active Transportation; e. Integration with rapid charging stations; f. Accessibility Plan development; and g. Branding and marketing
4. Consideration/adoption of audited financial statements	4. The award of KTA consulting contracts
	5. Consideration of KTA related consulting reports and formulation of recommendations
	6. Consideration of Valley Waste financial reports pertaining to: a. Cost accounting of the four waste streams; b. Full cost recovery analysis of volumes associated with commercial haulers; and c. Conversion to a "user pay" system of cost recovery;
	7. Examination of a staff generated report associated with the implications of an Extended Producer Responsibility system of waste management
	8. Consideration of a staff report and formulating recommendations for decision by all of the municipal units on a post-pilot governance model.

Because the response was received only a few days ago, the Warden and the CAO have not yet formulated their recommendation to Committee of the Whole. The other municipalities are anxious to receive the response from the County of Annapolis so this matter will be on the COTW agenda upcoming (November) so that COTW can provide a recommendation to municipal council.



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Submitted by: Janice Young, Municipal Operations
Approved by: CAO David Dick, CPA, CA
Date: November 9, 2021
Subject: **NS Department of Public Works** - Paving contract award - Queen Street - Additional funds request

RECOMMENDATION

That municipal council approve the additional funding request and authorize the Warden and the Clerk to sign the subsequent construction agreement from NS Department of Public Works of \$28,000 to pave Queen Street from the bridge to Brickyard Road (approximately .21 km), with the funding to be allocated from Gas Tax Reserve.

LEGISLATIVE AUTHORITY

Minister of Public Works

BACKGROUND

The original request was received by Council in June, approving an expenditure of \$60,000 from the Gas Tax Reserve to complete the paving from the bridge to Brickyard Road on Queen Street (approximately .21 km). The contract awarded and received came in higher than estimated; as a result, the NS Department of Public Works has received bids to pave Queen Street and South Street, prior to awarding the contract, the County is required to approve the additional funds for the paving of Queen Street. The awarded contract has paving to be complete by November 30th, 2021.

DISCUSSION

None.

FINANCIAL IMPLICATIONS

Balance of Gas Tax Reserve remaining after the additional \$28,000.00 is committed = \$1,009,555.14

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

None known

NEXT STEPS

Upon a favourable motion from Municipal Council, NS Department of Public Works will award the con

ATTACHMENTS

Email from Craig Smith dated November 3, 2021

Report Prepared by: Janice Young, Municipal Operations

Report Reviewed by: Holly Orde, Director of Finance

Report Approved by: _____



CAO David Dick, CPA, CA

Janice Young

From: Smith, Craig <Craig.Smith@novascotia.ca>
Sent: November 3, 2021 4:26 PM
To: Janice Young
Cc: Crowell, Ken
Subject: Re: Queen Street

Should be pretty quick because the completion date is the end of November but we need written approval of the overages before we can award the contract and work can start.

Craig

Sent from my iPhone

On Nov 3, 2021, at 4:06 PM, Janice Young <JYoung@annapoliscounty.ca> wrote:

**** EXTERNAL EMAIL / COURRIEL EXTERNE ****

Exercise caution when opening attachments or clicking on links / Faites preuve de prudence si vous ouvrez une pièce jointe ou cliquez sur un lien

Hi Craig, I will need to take to Council for approval.

How quickly will the turn around be do you think for paving?

Janice L. Young
Manager of Projects/Acting Municipal Services
Manager
Telephone: (902) 532-0232
Fax: (902) 532-2096
Email: jyoung@annapoliscounty.ca
Website: AnnapolisCounty.ca

<image001.jpg>

Municipality of the County
PO Box 100
752 St. George Street
Annapolis Royal, B0S 1A0

<image002.png>

<image003.png>

From: Smith, Craig [mailto:Craig.Smith@novascotia.ca]
Sent: November 3, 2021 2:19 PM
To: Janice Young <JYoung@annapoliscounty.ca>
Subject: Queen Street

Hi Janice,

The paving of Queen street came in at \$88,000 vs the estimated \$60,000. Most likely because of the time of year. Does the County approve this overage?

Thanks

Craig

Disclaimer: This electronic transmission and any documents or other writings sent with it constitute confidential information that is intended for the named recipient(s) only and which may be legally privileged. If you have received this communication in error, do not read it. Please reply to the sender by return e-mail and delete this message immediately. Any disclosure, duplication, distribution, or the taking of any action as a result of this communication or any of its attachment(s) by anyone other than the named recipient(s) is strictly prohibited.



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Municipal Council

Prepared by: Nancy Chisholm, Recreation and Programs Officer

Reviewed by: Holly Orde, Director of Finance /
Dawn Campbell, Director of Legislative Services and HR

Approved by: David Dick, Chief Administrative Officer

Date: November 9, 2021

Subject: Recommendation Report Harbour Authorities & Societies Capital Assistance Program – Application: Cottage Cove District Wharf Society.

RECOMMENDATION

That Municipal Council approve a grant in the amount of \$10,000.00 to the Cottage Cove District Wharf Society from the 2021-22 Small Project Matching Grants Program, in accordance with AM-1.4.3 Harbour Authorities & Societies Capital Assistance Program.

LEGISLATIVE AUTHORITY

Municipal Government Act Section 65

BACKGROUND

DISCUSSION

1. The Cottage Cove District Wharf Society is requesting funding in the amount of \$10,000.00 to assist with repairs to the Northeast and East side of the Wharf. Under the Small Project Matching Grants Program societies "may, at their option, apply for multi-year allocations equivalent to \$2,500 per year up to a maximum of \$10,000."
2. The Wharf Society has provided a description of the project and has indicated that they have several phases to accomplish required work to the wharf. The total estimated cost of this phase is \$39,800 and the society has indicated that the remaining costs will be provided through their Cottage Cove Wharf Society Investment Capital fund.

FINANCIAL IMPLICATIONS

The AM 1.4.3 Harbour Authorities & Societies Capital Assistance Program budget currently has \$20,000 remaining in the current fiscal year. If this recommendation is approved for \$10,000 there will be \$10,000 remaining in the budget for the rest of this fiscal year.

POLICY IMPLICATIONS

The requested funding is in accordance with the Harbour Authorities & Societies Capital Assistance Program Policy (AM 1.4.3).

ALTERNATIVES/OPTIONS

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

NEXT STEPS

1. If approved, Continue on with issuance of the Grant Funding in accordance with policy AM 1.4.3; or
2. If the request is not approved inform the applicant of the decision.

ATTACHMENTS

Appendix A: Description of projects, component costs, and total. Sources of funding.

Appendix B: Background and Outline of the Need.

Appendix C: Confirmation by the Chair that the Society has approved the project.

Report Prepared by: Nancy Chisholm, Recreation and Programs Officer

Report Reviewed by:

Holly Orde

Holly Orde, Director of Finance

Dawn Campbell

Dawn Campbell, Director of Legislative Services and HR

Report Approved by:

CAO David Dick, CPA CA.

Appendix A – Description of projects, component costs, and total. Sources of funding.

Program/Project Budget

<u>Cottage Cove Wharf Society</u> <u>Annapolis County, NS</u> <u>#3084648</u>	Aug. 26,2021
---	--------------

Expenses

Item	Cost
Northeast Filter and Core Repair Materials (1200 tonnes)	\$25,000
Northeast Filter and Core Machine Time (30 tonne excavator)	\$10,000
East Side Fender Repair Materials	\$800.00
East Side Fender Repair Machine Time (Donated)	\$2,000
East Side Fender Repair Labour (Donated)	\$2,000
Total	\$39,800

Revenues

Source	Amount
Cottage Cove Wharf Society Investment Capital	\$25,000
Grant Application (Small Project Matching Grant (County of Annapolis)	\$10,000

Appendix B – Background and Outline of the Need

The Society took ownership of the Cottage Cove Wharf and surrounding real property on March 16, 2011. Our objective, at the time, was to have a wharf that is accessible, safe and able to withstand the high tides of the Bay of Fundy for years to come. Today, our objective remains the same. We, the Society, feel that we have done well in maintaining our wharf, however, the time has come to make the necessary repairs, caused by the ever rising tides and harsh elements. Therefore, we are looking for assistance from the Municipality as we consider the wharf not only to belong to the Society but to the people...those who travel distances to enjoy the accessibility; those who take advantage of our boat ramp; a parking lot for several vehicles/boat trailers as numerous Valley residents and tourists from afar park to watch the sunsets, perhaps even the sunrise, and the high tides of the Bay. The boat ramp gives accessibility to any boats which may need to land or enter for emergency purposes as well as a potential Emergency Muster Area. The wharf is adjacent to the Provincial Park, and enhances the tourism aspect of Annapolis County, in general.

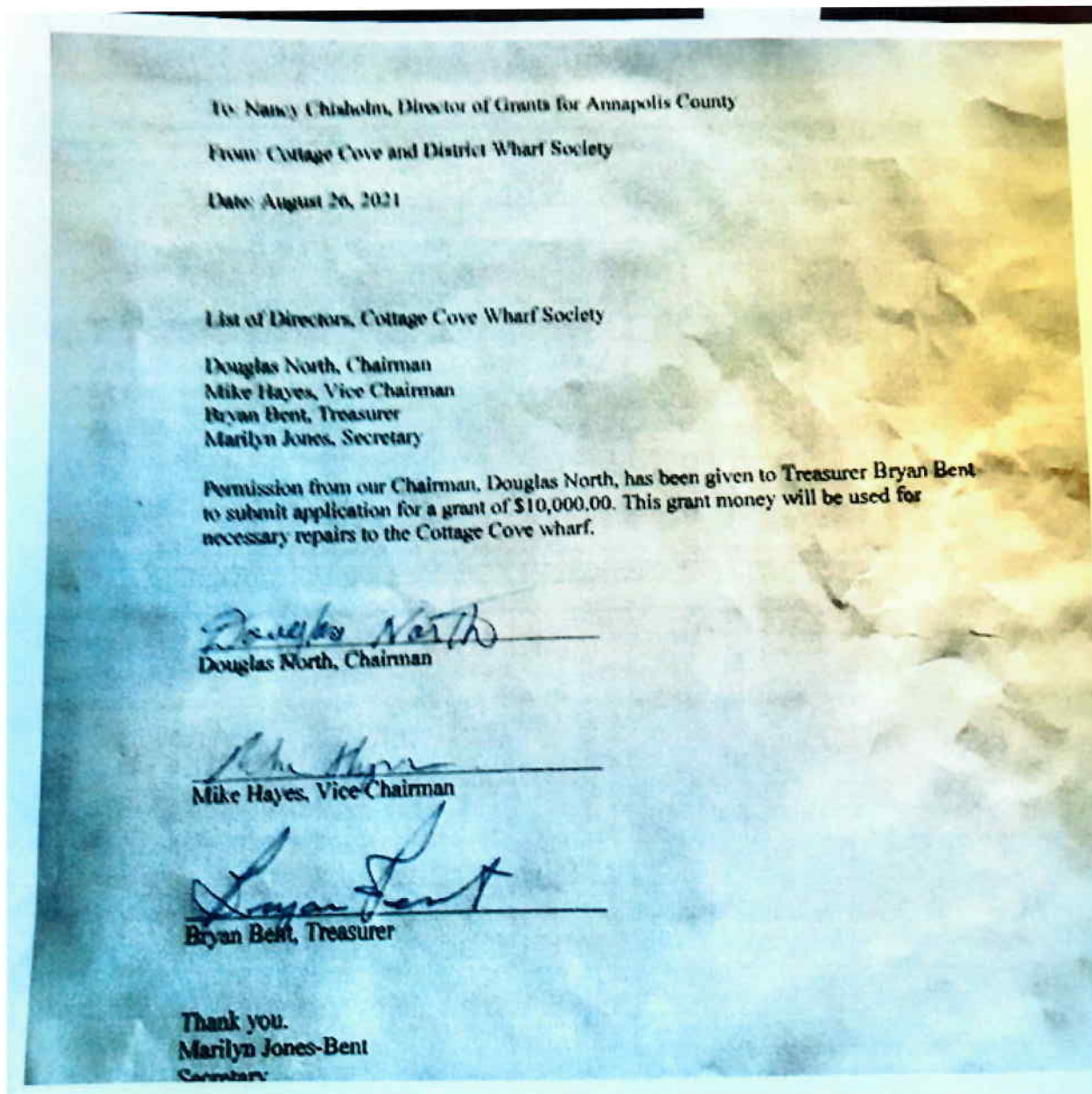
The wharf activities have continued to provide the approach to the Bay of Fundy for pleasure craft, a place for the community, tourist and local people to access the beach, allow emergency craft to assist in the unfortunate event of rescuing watercraft that may be in distress (as per the tragic event experienced with the scallop dragger last Christmas) and recently used by the Bell Aliant diving contractors to assist the ship installing the fiber optic cable to their facility on the Delusion Road. The wharf is also close to the Port George Recreation Hall which could be used for an emergency refuse centre.

The work/repairs that need to be done to the wharf are as follows: (1) reassemble the existing armour stone at the north east end of the wharf, as the high tides, winds, and deterioration of the existing core gravels have relocated many rocks making the wharf structure vulnerable; (2) repair the core and replace the armour stone with existing and potential new stones; (3) replace and repair some fender timbers on the east side of the wharf; (4) beef up or reinstate the west side of "wharf to land link" with existing or required construction machinery as well as tonnage prices for armour stone, filter stone, and core stone from a local supplier.

Byran Bent, Cottage Cove Wharf Society Treasurer.

*The work will be divided into manageable stages/phases.

Appendix C- Confirmation by the Chair that the Society has approved the project.



Subject: FW: TCTS Report

The Monthly Board Meeting of TCTS took place on Wednesday, October 20th in Bridgetown in their Boardroom at 3:30 pm.

The following items comprise highlights of the meeting:

- 1). The minutes of the September 15th meeting were approved.
- 2). Under the new COVID 19 update all TCTS staff will be double vaccinated and wearing masks.
- 3). TCTS was very pleased to receive their cheque for the grant which was approved by the Municipality of the County of Annapolis. They wish to express their appreciation to the county.
- 4). Highlights of the General Managers report were as follows:
 - a) one driver has been hired recently to bring the total number of drivers to eight.
 - b) a new dispatcher has been hired and will be starting on October 25th.
 - c) the new COVID 19 policy is now in place.
 - d) overall, TCTS is "in good shape"
- 5.) Under New Business, an amendment was made to policy 5.5, Unacceptable Behaviour to read " This policy applies to anyone using TCTS services".
- 6). The next Monthly Board Meeting will be held on Wednesday November 17th at 3:30 in the TCTS Boardroom.

Respectfully Submitted

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

Carolyn Young

From: Diane LeBlanc
Sent: October 29, 2021 4:26 PM
To: Carolyn Young
Subject: Kings Transit Report

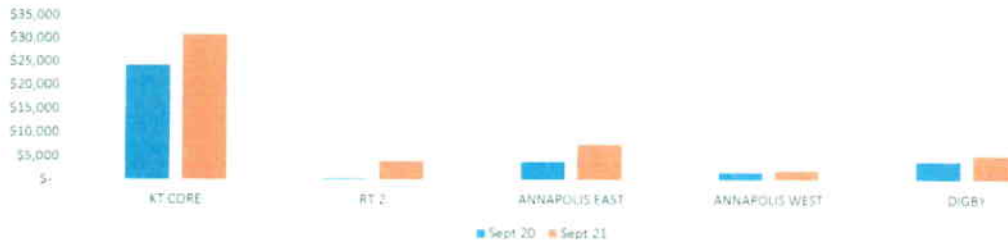
Kings Transit
October 27th, 2021
Kings Transit Boardroom
Councillor D. Le Blanc

- Introduction of New General Manager - Michael Getchell
Originally from St. Stephen New Brunswick
Comes from the Toronto Transit Commission (TTC), where he has worked for the past nine years.
His last position was Duty Manager in the Transit Control Center. He was responsible for subway and surface operations. This role included the monitoring of the service, guiding the Control Center Team in responding to operating issues and emergencies, managing personnel and communicating with key stakeholders.
- Gas Prices are high.
Cost is now at .93/l.
These high prices is causing Annapolis County to be over budget by \$22,294.94 .
- M Getchell will be working on a Covid 19 policy.
Covid precautions and PPEs are in place and will continue as directed by NS Public Health.
- Applied for the Rapid Testing program and KT was accepted in the program.
Working on a Rapid Testing Policy.
- Next meeting November 24th, 2021

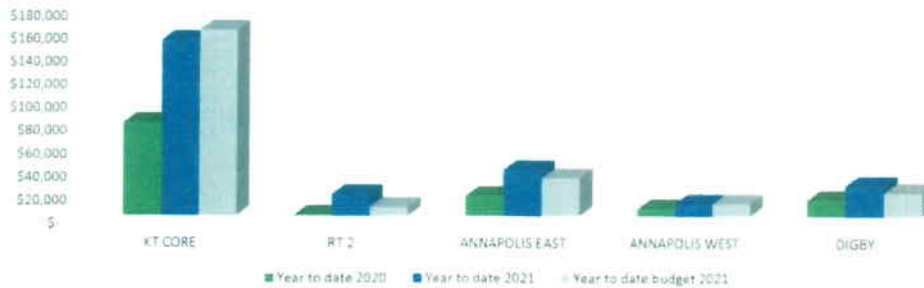
REVENUE REPORT September 2021

AREA OF SERVICE	Month of September		Previous vs current year	Percentage previous vs current year	Year to date		Year to date budget 2021	Increase (decrease) Budget vs actual	% Increase (decrease) budget vs actual
	Sept 20	Sept 21			2020	2021			
KT CORE	\$ 24,289	\$ 30,861	\$ 6,572	27.1%	\$ 80,335	\$ 151,979	\$161,395	\$ (9,416)	-5.8%
RT 2	\$ 420	\$ 4,031	\$ 3,611	859.0%	\$ 420	\$ 18,411	\$7,605	\$ 10,806	142.1%
ANNAPOLIS EAST	\$ 3,872	\$ 7,595	\$ 3,723	96.2%	\$ 17,212	\$ 39,849	\$33,000	\$ 6,849	20.8%
ANNAPOLIS WEST	\$ 1,727	\$ 2,112	\$ 385	22.3%	\$ 5,986	\$ 10,724	\$11,000	\$ (276)	-2.5%
DIGBY	\$ 3,963	\$ 5,214	\$ 1,251	31.6%	\$ 14,047	\$ 26,401	\$20,500	\$ 5,901	28.8%
TOTALS	\$ 34,271	\$ 49,813	\$ 15,542	45.4%	\$118,000	\$247,363	\$ 233,500	\$ 13,863	5.9%

Month of September
2019 vs 2020



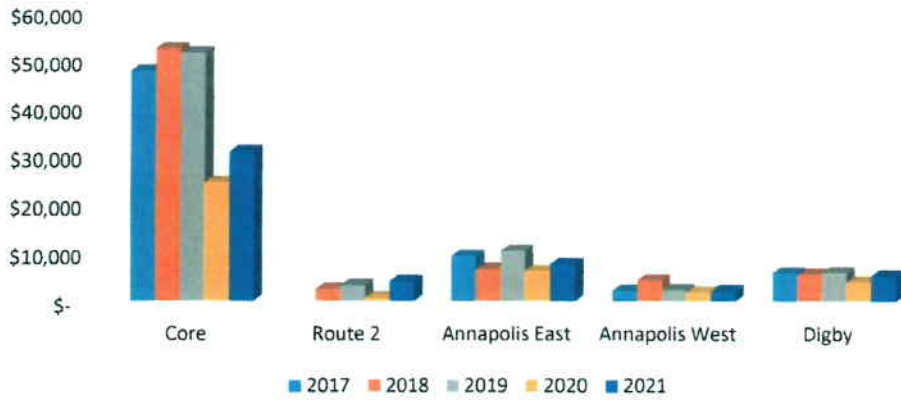
September 2020 Year to Date Comparisons



5 Year Fare Revenue History for the month of September

	Core	Route 2	Annapolis East	Annapolis West	Digby
2017	\$ 47,702		\$ 9,244	\$ 2,197	\$ 5,819
2018	\$ 52,337	\$ 2,464	\$ 6,601	\$ 4,233	\$ 5,527
2019	\$ 51,485	\$ 3,270	\$ 10,364	\$ 2,375	\$ 5,914
2020	\$ 24,509	\$ 699	\$ 6,129	\$ 1,854	\$ 3,963
2021	\$ 30,861	\$ 4,031	\$ 7,595	\$ 2,112	\$ 5,214

5 Year Fare Revenue History for the month of September

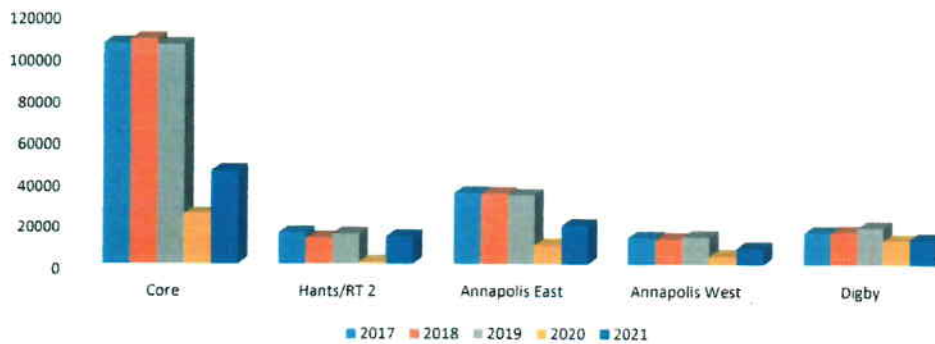


KINGS TRANSIT AUTHORITY

5 year Ridership History to Date Sept 2021

	Core	Hants/RT 2	Annapolis East	Annapolis West	Digby
2017	105800	14898	34705	12550	15098
2018	107881	12342	34368	11900	15316
2019	105232	14375	33594	12934	17594
2020	24328	812	8943	3781	11240
2021	45269	13016	18304	7584	11720

5 year Ridership History to Date
September 2021





King's Transit Authority

General Manager's Report

For the Month of September 2021

As presented at the October 27th, 2021 Board Meeting

Section 1.0

Garage and Fuel prices

Section 2.0

Ridership and Revenue

Section 3.0

Monthly Financial Reporting

Section 4.0

Monthly Financial Summary

Section 5.0

Ridership Initiatives

Section 6.0

Human Resources

Section 7.0

Monthly Activities

Section 8.0

Planned Activities

Prepared by: General Manager – Michael Getchell

Section 1.0 – Garage and Fuel prices

In the Month of September we had Twenty-Two (22) work orders for repairs on our vehicles.

The Four (4) buses KTA purchased from Halifax Transit are still in the process of having body work and repairs completed to be able to place into service. The body work repairs on the Four (4) buses are more extensive than previously thought. The buses were rated 3/5 for body condition by HRT. KTA's staff have rated them lower after a full inspection. Major body work must be completed on XX of the buses, which requires KTA to purchase new panels for the buses, and then paint those panels, change seals, etc. etc. . The quotes provided just for the body panel replacement have come in different for each bus, as the repairs also differ, but all range from approximately \$6400 to \$7900.

Fuel prices remain steady, but still more than what was budgeted. As of September 30th, 2021 we are \$36,947.83 over budget. In breaking it down further, King's County is \$2,854.31 over budget, Annapolis is \$22,294.94 over budget and Digby County sits at \$11,798.58 over budget. This reason for this appears to be fuel was budgeted at \$0.73/L, when in actuality we are hovering around \$0.90/L.

Section 2.0 – Ridership & Revenue

Both the Ridership and the Revenue have **increased** from the previous month approximately **3.9%**. We have also observed an increase when comparing Ridership and Revenue to 2020 numbers.

When looking at Ridership from 2020 we have seen an **increase** of 95%, from a total of 49,104 riders in 2020 across our system to 95,893. As expected our ridership has yet to recover to our 2017 levels, sitting at 52% of our ridership in 2017, which was 183,051 riders accessed KTA's service compared to 95,983 riders in 2021.

Revenue for September has **increased** from \$37,154 in 2020 to \$49,813 in 2021, meaning an **increase** of 33%. In 2017 revenue was \$64,962, meaning we are at 52% of 2017 numbers. Which is in line with our Ridership numbers.

We currently have approximately \$10,000 for advertising Grant Funds remaining, and we are putting together ridership campaigns in print media, as well as radio and social media. In these campaigns we will be promoting our cleaning processes and why passengers can feel safe returning to transit.

Section 3.0 – Monthly Financial Reporting

Please see the attached financial documents.

Prepared by: General Manager – Michael Getchell

Section 4.0 – Monthly Financial Summary

Core	YTD Actual	YTD Budget	Variance
Revenue	\$ 935,798.76	\$ 924,190.00	\$ 11,608.76
Expenses	\$ 851,000.04	\$ 922,864.00	-\$ 71,863.96
Surplus/Deficit	\$ 84,798.72	\$ 1,326.00	\$ 83,472.72

Annapolis	YTD Actual	YTD Budget	Variance
Revenue	\$ 298,473.31	\$ 289,648.02	\$ 8,825.29
Expenses	\$ 337,579.23	\$ 290,011.00	\$ 47,568.23
Surplus/Deficit	-\$ 39,105.92	-\$ 362.98	-\$ 38,742.94

Digby	YTD Actual	YTD Budget	Variance
Revenue	\$ 172,400.94	\$ 167,747.98	\$ 4,652.96
Expenses	\$ 150,821.20	\$ 167,704.00	-\$ 16,882.80
Surplus/Deficit	\$ 21,579.74	\$ 43.98	\$ 21,535.76

Section 5.0 – Ridership Initiatives

We currently have approximately \$10,000 for advertising funds remaining, and we are putting together ridership campaigns in print media, as well as radio and social media. In these campaigns we will be promoting our cleaning processes and why passengers can feel safe returning to transit.

We will be in the next few months publishing revised Policies and Procedures to our Operating staff to ensure customer satisfaction and ridership safety.

DoubleMap continues to provide our operational staff with issues, as well as our riders, not being able to track buses through the app. DoubleMap continues to prove unreliable and this issue has gotten worse since August, from what I have been advised of. I began taking this responsibility from the Day shift supervisor. I have made some progress, by speaking with upper management at DoubleMap. I will be attempting to look at a GPS provider study in the 2022-23 budget year and possibly changing service providers.

Section 6.0 – Human Resources

Currently KTA struggles with workforce issues. At the moment here is an *Operations Supervisor* position posted at multiple locations and a *Marketing-Customer Service Administrator* job posting that are active. These are posted in multiple locations, electronic and otherwise.

This week we held 3 interviews for Bus Operators, and given we are having difficulty finding the right people for the job, I have opened it up to people who do not meet the license qualifications. I have spoken to staff we believe we can assist in getting the right person their license and air brake

Prepared by: General Manager – Michael Getchell

endorsements. For now, we are hiring those who can drive for us immediately after being hired, however training individuals without their license opens up an entirely new group of individuals that may be interested in applying.

In regards to the *Operations Supervisor* position, the current rate is \$24.14 per hour. Operators make just shy of that, which does not equate to the vital role this position plays in the organization. I am working with the accountant to look at a more enticing pay structure for those professionals who are interested.

I have observed some concerning behaviour from a few of our Operating employees, 1 full time employee and a Spare Operator. These employees' actions are seen as not coinciding with the inclusive, welcoming environment in which KTA strives for. I will be addressing those issues, and both employees could be terminated. I will be consulting with an appropriate resource before any termination takes place.

Section 7.0 – Monthly Activities

As I am in this role for 17 days, as of the date of the meeting, I have had limited monthly activities. Those actions were as follows:

1. Familiarization with the KTA family and System;
2. Reviewed all major policies and have approached colleagues from other organizations to view those policies to ensure KTA is matching best practices;
3. Confidentiality expectations have been provided to the employees;
4. New Bus '66" is now in service on the Bridgetown route after Transmission issues from the factory;
5. Bus 62 (40') will be moved to the Cornwallis route to improve on the vehicle in which is operated on that route;
6. Body Work on the 4 "Donor" buses are underway;
7. Contacted our Provincial and Regional partners to begin nurturing those relationships;
8. Revised the Job Description for the Operations Supervisor position and posted that recruitment on multiple social media sites;
9. Contacted DoubleMap senior management in an attempt to rectify the service issues our customers and our service has suffered from;
10. Participated in 2 webinars in regards to electrification, and I have began communicating with agencies across the country. ie: Medicine Hat Transit re: DoubleMap GPS issues and what actions they have taken to rectify;
11. Began working on the 2022-23 Draft Budget to be presented 90 days prior to the end of the Fiscal Year;
12. Reached out to multiple complainants who provided Customer Service Communications (CSC's) over social media platforms which would have a negative impact on KTA;
13. Met with Scott Conrod and Erin Beadeau in regards to the Shared Services Initiative.
14. Set a meeting with Halifax Transit Executive Director and Senior Staff to discuss procurement options and speak about electrification and their experiences.

Prepared by: General Manager – Michael Getchell

Section 8.0 – Planned Activities

1. Review and Publish revised Policies and Procedures to staff;
2. Review progress with 4 donor buses assess if we are maintaining the budget expectations;
3. Meetings with the above noted municipal and provincial entities;
4. Scheduled a Mandatory full staff meeting for November 28th, 2021;
5. Organizing a customer marketing campaign to use remaining allotted advertising funds;
6. Reaching out to Community Transit Organizations and Business Organizations for input and feedback.
7. Providing Free of charge advertising to Valley Regional Hospital Association for the Fund Raising initiative.

Kindest Regards,



Michael Getchell

General Manager
King's Transit Authority

Prepared by: General Manager – Michael Getchell

Kings Transit Authority
Forecast at September 30, 2021

Acct #	Account Description	Actual to												BUDGET	% of BUDGET	\$ VARIANCE
		Sept 30, 2021	Oct	Nov	Dec	Jan	Feb	Mar	Mar 31/2021							
REVENUE																
4031	Fares - Annapolis East (Bridgetown)	39,849.03	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	72,849.03	66,000.00	110.38%	6,849.03
4032	Fares - Annapolis East (Cornwallis)	10,724.26	1,834.00	1,834.00	1,834.00	1,834.00	1,834.00	1,834.00	1,834.00	1,834.00	1,834.00	21,726.26	22,000.00	98.76%	(273.74)	
4100	Advertising Income	3,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,450.00	3,000.00	115.00%	450.00	
4251	OpGr Grant - Mun - Annapolis East	244,450.02	40,741.67	40,741.67	40,741.67	40,741.67	40,741.67	40,741.67	40,741.67	40,741.67	40,741.67	488,900.00	488,900.00	100.00%	0.00	
	Total Revenue	298,473.31	48,074.67	48,074.67	48,075.67	48,075.67	48,075.67	48,075.67	48,075.67	48,075.67	48,075.67	586,925.29	579,900.00	101.21%	7,025.29	
EXPENSE																
5360	Miscellaneous	381.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	381.60			(381.60)	
5420	Building Repair & Maint	22.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.92			(22.92)	
5705	Drivers Salaries & Wages	98,572.17	15,762.00	15,762.00	23,590.00	15,762.00	15,762.00	15,762.00	15,762.00	15,762.00	201,372.17	201,372.17	201,000.00	100.19%	(372.17)	
5713	CPP - Ops	3,967.11	520.00	520.00	780.00	520.00	520.00	406.00	520.00	293.00	7,233.11	6,646.00			587.11	
5714	EI - Ops	2,282.40	293.00	293.00	440.00	293.00	293.00	293.00	293.00	293.00	4,187.40	3,810.00			377.40	
5715	WCB - Ops	2,781.35	518.00	518.00	518.00	518.00	518.00	518.00	518.00	518.00	5,889.35	7,116.00			(1,226.65)	
5716	Medical/Dental - Ops	2,748.37	466.00	466.00	466.00	466.00	466.00	466.00	466.00	466.00	5,544.37	5,592.00			(47.63)	
5717	Pension - Ops	2,439.17	820.00	820.00	820.00	820.00	820.00	816.00	820.00	816.00	7,355.17	9,836.00			(2,480.83)	
	Total Ops Employee Benefits	14,218.40	2,617.00	2,617.00	3,024.00	2,617.00	2,617.00	2,499.00	2,617.00	2,499.00	30,209.40	33,000.00			(2,790.60)	
5721	Health & Safety	0.00	192.00	192.00	192.00	192.00	192.00	188.00	192.00	188.00	1,148.00	2,300.00			(1,152.00)	
	Total Employee Related Expense	0.00	192.00	192.00	192.00	192.00	192.00	188.00	192.00	188.00	1,148.00	2,300.00			(1,152.00)	
5736	Management fee - Annapolis	60,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	120,000.00	120,000.00			0.00	
5760	Vehicle Fees/permits/registrations	5,593.94	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	5,793.94	7,000.00			(1,206.06)	
5775	Bus Radios, WiFi & Cellphones	0.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	2,502.00	5,000.00			(2,498.00)	
5784	Shop Supplies	868.12	53.00	53.00	53.00	53.00	84.00	84.00	84.00	84.00	1,248.12	1,000.00			(248.12)	
5803	Bus 57 R&M 50% Anna Shared	14,856.27														
5846	Bus 46A R&M Anna West	17,398.67														
5856	Bus 56 R&M Anna East	136.45														
5862	Bus 56 R&M Anna East	15,211.85														
5866	Bus 66 R&M Anna West	36.50														
	Repairs and Maintenance Total	47,619.74	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	72,219.74	90,000.00			(17,780.26)	
5878	Fuel	53,494.94	7,800.00	7,800.00	7,800.00	7,800.00	7,800.00	7,800.00	7,800.00	7,800.00	100,294.94	78,000.00			(22,294.94)	
5880	Insurance	14,235.78	2,240.00	2,240.00	2,240.00	2,240.00	2,240.00	2,240.00	2,240.00	2,240.00	27,675.78	21,000.00			(6,675.78)	
5882	Bus cleaning	40,191.71	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	52,191.71	18,000.00			(34,191.71)	
5884	Bus advertising & signage	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	80.00	400.00			(320.00)	
5888	Uniforms	1,552.01	0.00	200.00	0.00	0.00	200.00	200.00	200.00	200.00	2,152.01	2,500.00			(347.99)	
5890	Commission on sales	427.90	58.00	58.00	59.00	59.00	59.00	59.00	59.00	59.00	779.90	700.00			(79.90)	
	Total Expense	337,579.23	45,239.00	45,439.00	53,715.00	45,240.00	45,511.00	45,349.00	45,511.00	45,349.00	617,667.71	579,900.00			(37,767.71)	
	Net Income	-39,105.92									-30,742.42				(30,742.42)	

Federation of Canadian Municipalities

Sustainable Communities Conference, October 19-21, 2021

Notes contributed by Michael Gunn, Municipality of the County of Annapolis

Comments on the virtual conference platform: PHEEDLOOP

- Presenters worked virtually, even when they were a 'panel' working together
- Presenters were able to upload visuals, whether slide presentations, documents or video clips
- Participants were muted, but often were invited to provide input in the chat (and answers went to the "whiteboard"), or via "menti.com", a program designed to poll the audience ... it took seconds to login and contribute to this, very easy
- Participants were registered for different sessions and were granted access to those sessions AND to review them at a later date (note: even some of sessions I hadn't registered for were accessible to review)
- There were daily keynote speakers and "wellness check-ins" (providing focused positive steps Municipalities could do, cheap and easy)
- There were "virtual booths" at a carefully curated "industry showcase hall" where participants could make contact with/get information about relevant aspects of sustainability
- There was a "virtual lounge" for gathering to chat on common subjects, or put out questions for interested parties to answer
- There were daily "ask an expert" sustainable solutions meetings
- Following hour long seminar presentations, participants were invited to workshops to meet with presenters and problem solve situations
- Although there were technical difficulties common to virtual meetings, whenever I contacted the "help", it was dealt with immediately
- Overall, this was an exceptional ecological, interactive, virtual option to the traditional conference format

Workshop – Transforming homes across Canada through local financing programs

With Hilary Carlson (GHG Controls Specialist, Sask), Jasmine Bradet (Project Officer, Funding Services, FCM), Julie Salter-Keane (Manager, Climate Leadership Division, Kingston) and Yvonne Ritchie (Project Officer, Capacity Development, Green Municipal Fund, FCM).

Municipalities and their partners are helping drive deep greenhouse gas (GHG) reductions across Canada by offering local financing programs for home energy upgrades. These innovative programs offer financing and other services for residents to make their homes more energy efficient, comfortable and affordable. The speakers outlined how these programs work, and how FCM can support you in designing and delivering a program that works for our local context. Of interest, different municipalities presented about how they designed programs that met their community's needs and met their local climate change goals.

Further notes: a walkthrough of Foothill's ranking their facilities in terms of energy consumption, followed by the processes and actions they undertook to reduce the carbon footprint of their "high cost" buildings. Immediate "fixes" included LED lighting, T-stat with "smart occupancy" sensors, timers on exhaust fans (so they weren't running when not needed), low-flow faucets with aerators, weather stripping on all building envelope openings, DHW pipe insulation. Their most expensive building was their arena, which also received LED retrofit, "real-ice" device for cold water rink flooding, BAS installation, dehumidification retrofit, heat recovery, and the energy consuming equipment is shut down off-season (he welcomes questions anytime). Upcoming are PHEV and charging stations, and rooftop PV solar panels.

Workshop – **Pathway to Net Zero home energy retrofits**

With Lisa Dockman (Residential Energy Transition Manager, Edmonton), Mathieu Gillet (mgillet@ecohabitation.com , Ecohabitation Business Development, Mtl), Patric Langevin (patric.langevin@NRCan-RNCan.gc.ca , LEEP Local Energy Efficiency Partnerships, Natural Resources Canada), Ralph Torrie (rtorrie@torriesmith.com , Research, Corporate Knights), Robin Goldstein (Capacity Development, FCM), Sonja Winkelmann (Net Zero Energy Housing Director, Canadian Housing Builders Association).

To achieve Canada's net zero greenhouse gas (GHG) emissions target by 2050, all existing homes will need to be retrofitted to near net zero emissions in the next few decades. This requires new policies, tools and partnerships to transform the pace and performance of residential retrofits across Canada. This panel presented the top priorities on the pathway towards net zero retrofits and opportunities available for municipal leadership.

Notes: all existing homes need retrofitting to reach net zero over the next 20 years. These are called "deep home energy retrofits". Transition strategies:

- Need 50% improvement on home energy use to meet Paris agreement
- Barriers include industry capacity and expertise, quality assurance and control, lifetime cost of home ownership vs affordable financing
- Tap into residential solar rebates, home energy retrofit accelerator, clean energy improvement programs
- LEEP accelerates home builder and renovator innovation

Workshop – **Capacity to Act: what it takes to create local change for climate change**

With Brittnay Del Guidice (FCM Events Coordinator), Devin Causley (FCM Capacity Building), Julius Lindsay (Climate Change, Resilience and Sustainability Manager, Richmond Hill), Megan Meaney (ICLEI Canada Exec.Dir.), Sara Brown (NWT Association of Communities), Tonjya Leach (QUEST).

This session covered the readiness and capacity of the municipal sector to propel the implementation of Canada's emissions reduction commitments and pathways towards

Industry Showcase Hall – Virtual Booth Participants

<https://www.mitacs.ca/en>

<https://greencommunitiesguide.ca/>

<https://www.foodcyclers.com/>

<https://greencommunitiescanada.org/>

<https://cpa.ca/>

<https://www.cimcorefrigeration.com/>

<https://fcm.ca/en/programs/green-municipal-fund>

<https://earthday.ca/>

<https://www.dunsky.com/>

<https://www.csagroup.org/>

<https://www.northstarcleantech.com/>

<https://poweronenergy.ca/>

<https://rilleatechnologies.com/>

<https://treecanada.ca/>

<https://urbansystems.ca/>

Carolyn Young

Subject: FW: Southwest Nova Biosphere Region Association Report

The Southwest Nova Biosphere Region Association met in October and there is much to report, including a small name change:

EDUCATION COMPONENTS

- There were summer students who had successful sessions, and they prepared presentations about species at risk and protected habitats.
- COGS has engaged a student to further develop the Nova Scotia Science Atlas, and there are plans to develop a human ecology chapter.
- The Science Atlas's teacher guide was introduced at the October Conference for geography, history and science teachers.
- The plan to translate all documents into French are still being developed.

RESOURCE MANAGEMENT

- Environment and Climate Change NS hope to work towards protecting 20% of land by 2030, which is greater than the current plan of 13%.
- The NS Woodlot Owners' Association are only 30% of the woodlot owners in the province, but others are also interested in managing more sustainably (including our own County's Forestry Committee).

NEW INITIATIVES FOR GETTING FUNDING

- There is a plan to identify buffer zones around forested areas and apply for funding to protect wildlife and species at risk.
- There is an application underway for a few youth to be hired through the Canadian Conservation Corps, and these folks would complete descriptive inventories of trails and bike baths throughout the region. That would be in the spring of next year.

If any members of Council are interested in reading the meeting minutes, I'll be happy to share.

Michael Gunn
Deputy Warden of the County of Annapolis
Councilor for District 8
