

2022-04-12 Council Agenda Package

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

MUNICIPAL COUNCIL AGENDA

10:00 a.m. – Tuesday, April 19, 2022

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

- 10:00 a.m.**
- 1. ROLL CALL**
 - 2. DISCLOSURE OF INTEREST**
 - 3. APPROVAL of the AGENDA (Order of the Day)**
That municipal council approve the Order of the Day as circulated.
 - 4. ADOPTION OF MUNICIPAL COUNCIL MINUTES**
 - 4.1 2022-03-15 Regular**
THAT the minutes of the Regular Session of Council held March 15, 2022, be approved as circulated.
 - 4.2 2022-03-20 Special**
THAT the minutes of the Special Session of Council held March 20, 2022, be approved as circulated.
 - 4.3 2022-03-29 Special**
THAT the minutes of the Special Session of Council held March 29, 2022, be approved as circulated.
 - 5. BUSINESS ARISING FROM THE MINUTES**
None.
 - 6. COUNCILLOR COMMENTS**
 - 7. NEW BUSINESS**
 - 7.1 Western Woodlot Services Cooperative Ltd. Proposed Harvest Activity and Description**
 - 7.2 Set Date for Budget Meetings** (possible dates April 26th, April 28th)
 - 8. COMMITTEE & ORGANIZATIONAL REPORTS**
 - 8.1 *Special Committee of the Whole (March 29, 2022)***
Municipal Administration Building Renovations
That municipal council approve an expenditure of \$530,000 (including HST) to be funded through a Temporary Borrowing Resolution from the Municipal Finance Corporation (MFC) to renovate the Annapolis Royal Municipal Administration Building to accommodate the consolidation of municipal staff to one administration building, in accordance with the recommendation of Committee of the Whole.



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

MUNICIPAL COUNCIL AGENDA

10:00 a.m. – Tuesday, April 19, 2022

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

Committee of the Whole (April 12, 2022)

8.2 AM-1.2.0.1 Council Videoconferencing Policy NEW

That municipal council approve AM-1.2.0.1 Council Videoconferencing Policy as amended with seven day notice given at 2022-04-12 Committee of the Whole. (*See attached*)

8.3 Mandatory Municipal Boundary Review – Options for 9 and 7 Districts and Mayoralty System

That municipal council direct staff to prepare mapping to show a 9 District option and a 7 District option for review by Committee of the Whole and the issue of a mayoralty system prior to presenting these two options to the public for comment, in accordance with the recommendation of Committee of the Whole.

8.4 2022-23 Sewer Charges County

That municipal council approve a 2022/23 County Sewer charge of \$578.81 per equivalent unit, pursuant to the recommendation of Committee of the Whole.

8.5 2022-23 Sewer Charges Bridgetown

That municipal council approve the 2022/23 Bridgetown Sewer Rates as follows: Base Rate \$12.82 per Quarter, Consumption Rate \$2.08 per M3 (cubic meter), in accordance with the recommendation of Committee of the Whole.

8.6 Vendor on Municipal Property Application Tom's Cool Bus

That Municipal council authorize the Clerk to issue a Vendor on Municipal Property Permit for the 2022-23 fiscal year for the Annapolis River Causeway Park to the permit applicant Tom Marshall for Tom's Cool Bus Canteen in accordance with *S6 Commercial Activity on Municipal Property* Bylaw, pursuant to the recommendation of Committee of the Whole.

8.7 Clarence Community Hall Application for Substantial Alteration

That Municipal Council approve the Clarence Community Hall (a municipally-registered heritage property) application for substantial alteration to replace the present black asphalt shingles with a black metal roof and repair the trim boards to match the existing trim boards on the Clarence Community Hall, in accordance with the recommendation of Committee of the Whole.

9. IN-CAMERA None.

10. ADJOURNMENT

THAT Municipal Council adjourn its session until the next regular meeting scheduled for **Tuesday, May 17, 2022**

2022-03-15 Municipal Council Summary of Motions

MOTION 220315.01	Minutes 2022-02-15 Regular Session Council	1
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MOTION 220315.03	C6 Emergency Management Bylaw – Final Reading	2
MOTION 220315.04	ICIP Green Infrastructure Environmental Quality Stream Application - Potable Water Distribution System Expansion for Bear River.....	4
MOTION 220315.05	Facilities Operating Agreement Bridgetown Community Recreation Association	4
MOTION 220315.06	AM-2.1.22 Inclement Weather Unsafe Travel Conditions Policy Amend	5
MOTION 220315.07	AM-1.4.12 Tax Exemption Policy Amend	5
MOTION 220315.08	AM-2.4.1 Performance Evaluation Policy Repeal	5
MOTION 220315.09	Fire Services Capital Withdrawal Annapolis Royal Fire Department	5
MOTION 220315.10	Annapolis County and Kings County Emergency Management Mutual Aid Agreement	5
MOTION 220315.11	Community Grants Program - Port George Regional Recreation Commission, Lawrencetown and Area Seniors Association Clementsvale & District Recreation Association	5
MOTION 220315.12	Fire Services Capital Withdrawal Lawrencetown Volunteer Fire Department	6
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MOTION 220315.16	\$500 Donation to Red Cross for Ukraine.....	7

Minutes of the regular session of Municipal Council held on Tuesday, March 15, 2022 at 10:00 a.m., via Zoom Teleconference, 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, 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, present
District 9 – Wendy Sheridan, present
District 10 – Brad Redden, present
District 11 – Diane LeBlanc, present

Also Present: CAO David Dick; Municipal Clerk Carolyn Young; other staff including W. Atwell, L. Bent, and D. Campbell.

Disclosure of Interest

Councillor Hudson disclosed an interest in Item 9.1 Facilities Operation Agreement Bridgetown Community Recreation Association.

Agenda Approval

A request was made to add 8.3 under New Business to convene a Fire Services Committee meeting at the request of Annapolis County Fire Service Association.

Councillor Prout moved, seconded by Deputy Warden Gunn, that municipal council approve the Order of the Day as amended, including a presentation from Nova Scotia Federation of Municipalities following the Adoption of the Minutes. Motion carried unanimously.

Minutes

MOTION 220315.01 Minutes 2022-02-15 Regular Session Council

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that the minutes of the regular session of Municipal Council held on February 15, 2022, be approved as circulated. Motion carried unanimously.

MOTION 220315.02 Minutes 2022-03-01 Special Session Council

Deputy Warden Gunn moved, seconded by Councillor Hudson, that the minutes of the Special Session of Municipal Council held on March 1, 2022, be approved as amended on page 4, to correct the count on the Amendment Re Bridgetown Area Community Rate – Include Debt to *Motion lost, 1 in favour, 10 against*. Motion carried unanimously.

Presentation

Re: Nova Scotia Federation of Municipalities Reorganization - 2022 Plan for Organizational Changes – Executive Director Juanita Spencer and Board Member and VP of NSFM Brenda Chisholm Beaton, presented an overview of five proposed changes as supported by the Board: Guiding Principles, Recognition of Municipal Units as Members, Caucuses, Creation of Regional Electoral Boundaries, and Resolutions and Statements of Municipal Interest.

The Warden thanked them for the presentation and comments, noting he looks forward to the Conference.

Business Arising from the Minutes

Re: C6 Regional Emergency Management Bylaw – Final Reading (from 2022-02-15)

MOTION 220315.03 C6 Emergency Management Bylaw – Final Reading

Deputy Warden Gunn moved, seconded by Councillor Sheridan, that Municipal Council give final reading to approve the *C6 Regional Emergency Management Bylaw*, pursuant to first reading having been given on February 15, 2022. Motion carried unanimously.

Councillor Comments

District 1 – Councillor Prout (as submitted)

With the arrival of Daylight Saving Time combined with the pending arrival of Spring next Sunday, I believe that I speak for the majority of residents when I say that we are ready for a welcome change of the season. Goodbye, (hopefully), to winter.

Since our last Regular Council meeting I have attended the Monthly Board meeting of TCTS along with a meeting of the Wilmot and Area Neighborhood Watch group. In addition, I have answered numerous emails and spoken with a number of residents on a variety of topics of concern.

District 2 – Councillor Connell noted a busy month on the phone due to rainfall amounts. Transportation had challenges and roads are closed. People are frustrated. It was overall a good month, glad to see snow going away and spring is around the corner. He looks forward to the lifting of COVID restrictions and a better spring

District 3 – Warden Parish noted his district has been fairly quiet. It has been a long winter for most and he is looking forward to the change in seasons. Burn restrictions start today. Councillor Hudson and he met with a group in Bridgetown who hope to put in a proposal on the former Town Hall building.

District 4 – Councillor Barteaux reported the Granville Centre Hall Association thanked the municipality for grant money, enabling needed improvements to the hall. Spring – pothole season is extreme and damaging vehicles. Progression of COVID is improving, and he hopes that continues. Hopes for a better tourist season this year. He has had calls regarding internet because of delays and people are anxious to get hooked up.

District 5 – Councillor Longmire noted the presence of new spring birds singing today! Change of season – it's wet and chilly but not snow. Potholes are daunting, but we do choose to live in a northern climate! Port Wade Lower Granville Hall is hosting Cabbage Dinner Pick-Up only on March 17th, tickets for sale in Annapolis Royal. Seaside has been very busy in this district and she is on the list!

District 6 – Councillor Morrison (as submitted)

Clementsport Branch of the Royal Canadian Legion has received a most welcome grant from the Atlantic Canada Opportunities Agency to be applied to energy-saving projects.

I attended a zoom meeting of the Friends of the Annapolis Royal Library (Warden and possibly others attended as well). Levi Cliche of the Clean Annapolis River Project spoke of the history of the river, the situation with the power plant, and future considerations. I sent him an email and we discussed tourism, including boat rides. I hope some enterprising individuals will run with (row with) this matter.

Great article in Chronicle-Herald and in Annapolis Valley Register concerning the new art gallery in Cornwallis Park. The owner operator - Tripp- is making further progress and will reopen on Mother's Day.

Deep Brook/Waldeck Lions club is having a roast pork supper Saturday 26 March.

Clementsport branch of the Royal Canadian Legion is having the second in a series of afternoon socials on Friday 25 March followed by a supper.

The very popular dinner theatre will return to the Clementsport Legion on the evenings of Saturday 30 April and Sunday 1 May. The evenings will feature four short plays directed by Dr. Simon Bonnington and a wonderful dinner prepared by the Legion cooks. More details to follow.

District 7 – Councillor Hudson attended 2 meetings, with the Warden in Bridgetown with the Bridgetown Development Group, a good meeting, presented with a proposal. Had a second meeting with that group in Annapolis with CAO. Good exchange of information and an agreement to meet quarterly. St. James Anglican Annual Lenten Chowders, March 25 and April 8 – homemade fish chowder, rolls and desserts, take out only, \$12. April 17-23 is Volunteer Week, county and the County is currently soliciting nominations. Many dedicated volunteers to be recognized. Get your nominations in as early as possible. For more information contact Nadine Barteaux at the county office. Re COVID restrictions we have lived with restrictions for 2 years and need to move on and live with COVID as it is still around. An internet shows there are 50,000 cases in NS, 5% of population, which is probably much higher as all cases are not likely reported. Should continue to follow current protocols to protect ourselves and others. Continue to be careful or restrictions may return.

District 8 – Deputy Warden Gunn a slow month but has received calls from Maitland Bridge regarding the Canada Post request for proposals for a new Postmaster. Let's continue to treat each other with respect for their thoughts, opinions, and ideas.

District 9 – Councillor Sheridan gave a 'shout out' to district 6 regarding the recent news article on ABCC receiving refugees. Proud to see that article. Looks forward to meeting in person after restrictions have lifted.

District 10 – Councillor Redden reported that the Lawrencetown Pool Society meets tonight at 630 at the library. On April 3 from noon -130 there is a a seed swap and social, and on April 5 from 5 7 pm Brickton hall hosting an open house. Annapolis Valley Exhibition is planning a very busy summer – not quite back to normal, being cautious, but busy, with the RCMP Musical Ride as a feature in June. He encouraged all to participate in a number of upcoming bio-blitzes in the county this spring.

District 11 – Councillor LeBlanc also noted the ABCC news. Upcoming changes for COVID, we have to adapt to this way of living, and be vigilant on how others feel about masks, etc., we need to adapt and move forward. She reported that Auntie Dorn's is tentatively reopening mid-April! On March 5th, she had the pleasure of attending and presenting a certificate from the County to Mrs. Ethel McLean on her 100th birthday in Torbrook Mines.

Process for Referrals to Committees

The Clerk noted the process regarding referrals to committees. The Warden noted it will be addressed when it comes up on the agenda.

New Business

Re: Bear River Water – the CAO noted confirmation was only received yesterday regarding the ICIP process. He had a proposed motion which is required in the application if council wished to move forward with an application.

MOTION 220315.04 ICIP Green Infrastructure Environmental Quality Stream Application - Potable Water Distribution System Expansion for Bear River

It was moved by Deputy Warden Gunn, seconded by Councillor Morrison, that Municipal Council support and approve the completion of an application for funding through the Investing in Canada Infrastructure Program Green Infrastructure (ICIP) Environmental Quality Stream for the Potable Water project titled: Potable Water Distribution System Expansion for Bear River; and that Municipal Council supports Municipal financing of the remaining 26.67% of project costs not covered by ICIP and charge back the financing to the residential and commercial users of the water service through a Local Improvement/Betterment charge. Motion carried unanimously.

Re: Volunteer Recognition Selection Committee – Staff is looking for two councillor volunteers to participate on the Volunteer Recognition Selection Committee. Councillors Longmire and Redden volunteered and will contact staff.

Re: Fire Services Committee – Councillor Redden stated that the Fire Services Association contacted him requesting that the Fire Services Committee meet to discuss issues. He added that he will proceed according to policy.

Reports and Recommendations

Declaration of Interest?

Councillor Hudson declared an interest in the following matter; he is the Treasurer for the Bridgetown Community Recreation Association.

Councillor Hudson was placed in the waiting room at 11:26 a.m. and did not participate in any discussion or subsequent motion.

Re: Committee of the Whole (February 8, 2022)

9.1 Facilities Operating Agreement Bridgetown Community Recreation Association

MOTION 220315.05 Facilities Operating Agreement Bridgetown Community Recreation Association

Deputy Warden Gunn moved, seconded by Councillor Barteaux, that Municipal Council approve the Facilities Operating Agreement with the Bridgetown Community Recreation Association (BCRA) for the Bridgetown & District Memorial Arena, Bridgetown Centennial Pool, and the Bridgetown Memorial Ballpark. Motion carried unanimously.

Councillor Hudson returned to the meeting at 11:28 a.m.

Re: Committee of the Whole (March 8, 2022)

- AM-2.1.22 Inclement Weather Unsafe Travel Conditions Policy Amend

MOTION 220315.06 AM-2.1.22 Inclement Weather Unsafe Travel Conditions Policy Amend

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, that municipal council amend *AM-2.1.22 Inclement Weather/Unsafe Travel Conditions Policy* in accordance with seven-day notice given. Motion carried unanimously.

• *AM-1.4.12 Tax Exemption Policy Amend*

MOTION 220315.07 AM-1.4.12 Tax Exemption Policy Amend

Deputy Warden Gunn moved, seconded by Councillor Sheridan, that municipal council amend *AM-1.4.12 Tax Exemption and Reduction Policy* by moving Middleton & District Lions Club – Property #903-228-819 from District #8 to District #9; moving The Keith Lodge Property # 804-561-856 from District #9 to District #8; and adding Bear River Board of Trade, Lot 95-1CDEF, 100 Wharf Street Property #807-029-330 to District #8 pursuant to seven-day notice given. Motion carried unanimously.

• *AM-2.4.1 Performance Evaluation Policy Repeal*

MOTION 220315.08 AM-2.4.1 Performance Evaluation Policy Repeal

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, that municipal council repeal *AM-2.4.1 Performance Evaluation Policy* in accordance with seven-day notice given. Motion carried, 10 in favour, 1 against.

• *Fire Services Capital Withdrawal Annapolis Royal Volunteer Fire Department*

MOTION 220315.09 Fire Services Capital Withdrawal Annapolis Royal Fire Department

Deputy Warden Gunn moved, seconded by Councillor Barteaux, that municipal council authorize a withdrawal of \$220,000 from the Fire Services Capital Reserve to the Annapolis Royal Volunteer Fire Department to assist in the rebuild of a top mount pumper. Motion carried unanimously.

• *Annapolis County and Kings County Emergency Management Mutual Aid Agreement*

MOTION 220315.10 Annapolis County and Kings County Emergency Management Mutual Aid Agreement

It was moved by Deputy Warden Gunn, seconded by Councillor Barteaux, that municipal council approve the Mutual Aid Agreement between the County of Kings, Town of Berwick, Town of Kentville, Town of Wolfville, County of Annapolis, Town of Annapolis Royal, and Town of Middleton. Motion carried unanimously.

• *Community Grants Program Current Applications*

MOTION 220315.11 Community Grants Program - Port George Regional Recreation Commission, Lawrencetown and Area Seniors Association Clementsvale & District Recreation Association

Deputy Warden Gunn moved, seconded by Councillor Barteaux, that municipal council approve the allocation of grants from the 2021-22 Community Grants Program, in accordance with *AM-1.4.9 Community Grants Policy*, for a total of \$6,446 as follows:

\$2,400 Port George Regional Recreation Commission;

\$1,646 Lawrencetown and Area Seniors Association (LASA); and

\$2,400 Clementsvale & District Recreation Association.

Motion carried unanimously.

- *Fire Services Capital Withdrawal Lawrencetown Volunteer Fire Department*

MOTION 220315.12 Fire Services Capital Withdrawal Lawrencetown Volunteer Fire Department

It was moved by Deputy Warden Gunn, seconded by Councillor Redden, that municipal council authorize the Lawrencetown & District Volunteer Fire Department to proceed with obtaining quotes for a replacement tanker. Motion carried unanimously.

- *Fire Services Capital Withdrawal North Queens Fire Association*

Deputy Warden Gunn moved, seconded by Councillor Barteaux, that municipal council authorize the North Queens Fire Association to proceed with the acquisition of a replacement Utility/Rescue Vehicle and funds to come from the 2021/22 Fire Services Capital Reserve in the amount of \$40,000 with the option to withdraw additional funds from the Capital Reserve when funds are made available in future capital reserve funds.

It was moved by Councillor Hudson, seconded by Councillor Barteaux, to amend the motion by deleting '2021/22'.

Deputy Warden Gunn took the Chair – at 11:44 a.m.

Warden Parish commented that the amendment is that 2021/22 is the source and asked if there is a separate reserve every year or is it on ongoing? Staff replied that this is a static reserve with a running tally for each fire department. The fiscal year was included because that is what is available for them in this fiscal year. They apply based on their needs and availability of funds.

Warden Parish resumed the Chair at 11:46 a.m.

The Question was called on the amendment. Motion lost, 3 in favour, 8 against.

The Question was called on the original motion:

MOTION 220315.13 Fire Services Capital Withdrawal North Queens Fire Association

Deputy Warden Gunn moved, seconded by Councillor Barteaux, that municipal council authorize the North Queens Fire Association to proceed with the acquisition of a replacement Utility/Rescue Vehicle and funds to come from the 2021/22 Fire Services Capital Reserve in the amount of \$40,000 with the option to withdraw additional funds from the Capital Reserve when funds are made available in future capital reserve funds. Motion carried unanimously.

- *2022 Mandatory Boundary Review*

MOTION 220315.14 2022 Mandatory Boundary Review

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that municipal council authorize staff to conduct the 2022 mandatory review of the polling districts and to follow the criteria established by the Utility & Review Board (UARB), preparing information on status quo (eleven), nine, and seven districts for presentation to the public; and that municipal council determine the scope of the public participation process to allow the residents of the County of Annapolis to have input in the boundary study. Motion carried unanimously.

- *Support for Ukraine*

MOTION 220315.15 Support for Ukraine

Deputy Warden Gunn moved, seconded by Councillor Morrison, that municipal council send a letter to express to the ambassador of Ukraine to Canada, and to all Ukrainians everywhere,

its complete support as Ukraine defends its democratic independence against an unlawful invasion of its democratic homeland. Motion carried unanimously.

• *Donation to Red Cross for Ukraine*

MOTION 220315.16 \$500 Donation to Red Cross for Ukraine

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that municipal council make a donation of \$500 to the Red Cross to assist Ukrainians in this time of need with the money to come from the grant funds. Motion carried unanimously.

Annual Reports

Re: Visitor Information Centre Annapolis Royal – to receive for information in accordance with *AM-1.3.1 Presentation of Annual Reports Policy*. Deputy Warden Gunn moved, seconded by Councillor Prout, to receive for information. Motion carried unanimously.

Correspondence

None.

Adjournment

Upon motion of Councillors Leblanc and Longmire, municipal council adjourned its session at 12:02 p.m. until the next regular meeting scheduled for Tuesday, April 19, 2022.

Unapproved Draft

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

Minutes of the special **Municipal Council** meeting held on Sunday, March 20, 2022, at 3:00 p.m., via Zoom Teleconference, in accordance with the Direction of the Minister under a Declared State of Emergency (*see attached*).

Present: District 1 – Bruce Prout, present
District 2 - Brian “Fuzzy” Connell, present
District 3 – Alan Parish, Warden, present
District 4 – Clyde Barteaux, present
District 5 – Lynn Longmire, present
District 6 – Alex Morrison, absent
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; and Janice Young.

Warden Parish noted this meeting had been called in order to meet in-camera.

In-Camera

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, to meet in-camera from 3:01 p.m. until 3:28 p.m. in accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*. Motion carried unanimously.

Adjournment

Upon motion of Councillors LeBlanc and Sheridan, the meeting adjourned at 3:29 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

**Special Session of Municipal Council
Summary of Motions
March 29, 2022**

MOTION 220329.01 Sale of Internet 1

unapproved draft

Minutes of the special **Municipal Council** meeting held on Tuesday, March 29, 2022, at 2:24 p.m., in council chambers, Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS.

- Present:**
- District 1 – Bruce Prout, present
 - District 2 - Brian “Fuzzy” Connell, present
 - District 3 – Alan Parish, Warden, present
 - District 4 – Clyde Barteaux, present
 - 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, absent
 - District 11 – Diane Le Blanc, present

Also Present CAO David Dick; Municipal Clerk Carolyn Young; and Nadine Barteaux and Janice Young.

Warden Parish noted this meeting had been called in order to meet in-camera.

In-Camera

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, that municipal council meet in-camera from 2:25 p.m. until p.m. in accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*. Motion carried unanimously.

Amend the Order of the Day

Deputy Warden Gunn moved, seconded by Councillor Longmire, to amend the Order of the Day by adding Sale of Internet. Motion carried unanimously.

Re: Sale of Internet

MOTION 220329.01 Sale of Internet

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that the Warden and Clerk be authorized to enter into, execute and deliver the Asset Purchase Agreement to sell certain assets of the Municipality’s high speed internet service business to Xplornet Communications Inc., pursuant to a request for proposals for same; and that the Chief Administrative Officer execute and deliver all other documents and writings and do such other acts and things as may be necessary to fulfill the Municipality’s obligations under the said agreement. Motion carried unanimously.

Adjournment

Upon motion of Deputy Warden Gunn and Councillor Hudson, the meeting adjourned at 2:47 p.m.

Warden

Municipal Clerk

Proposed Harvest Activity Overview and Description

Landowner: Municipality of the County of Annapolis County
Graywood, Annapolis Co. NS
PID # 05091152

Prepared February 22, 2022
By Andrew Oliver, RPF
Western Woodlot Services Cooperative Ltd.

Overview

This document has been prepared to provide an overview of proposed forest management activities on the lands owned by to the Municipality of the County of Annapolis County located in Graywood, Annapolis County. A Forest Management Plan was written for these lands by the Federation of Nova Scotia Woodlot Owners in 2013. Information in the 2013 management plan, including recommended treatments, was reviewed in the preparation of this document.

Proposed harvest activities within this operating plan are located within PID 05091152. Please see Property Map in Appendix 1.

The stands identified for proposed activity are referred to as Stands 1, 7 and 8. These stands are based on areas delineated in the 2013 management plan. They comprise a total area of approximately 14 hectares (35 acres). There may be additional suitable areas, but these stands were prioritized for activity based on management plan recommendations and operational field assessments undertaken in January 2022. Please see Proposed Operations Map in Appendix 1.

The harvest activities proposed in this document, if implemented, can serve as an initial trial of forest management on the lands owned by the Municipality of the County of Annapolis. Once completed, these activities can serve as a demonstration and educational site, highlighting the benefits of proper forest management to citizens of the Municipality and the general public.

All harvesting activities recommended involve a partial harvest removal, where approximately 30% of the basal area in a stand will be removed with the aim of improving growing conditions and promoting species and structural diversity. Detailed stand and harvest activity information is provided later in this document.

Approximate stumpage values of the various wood products associated with proposed harvesting activities are summarized in Table 5 of this document.

Some access improvements to existing road infrastructure may be required to facilitate proposed activities and provide adequate space for harvested wood products to be piled roadside for pick-up by logging trucks. Existing road locations are depicted on the Property Map in Appendix 1. A summary of estimated costs associated with road improvements are summarized in Appendix 2.

Stand Inventory and Merchantable Wood Product Summary

The following tables provide forest inventory information for Stands 1, 7 and 8 of the Graywood woodlot, PID 05091152.

Table 1. Stand overview/inventory summary. Total estimated wood volumes in cords are shown.

Stand #	Area (ha)	Area (ac)	Species Composition	Avg. Dbh (cm)	Avg. Ht. (m)	Avg. Age	Crown Closure %	Avg. Basal Area m ² /ha	Merch. Wood Volume (cords/ac)			Total Merch. Volume (cords)		
									Swd	Hwd	Total	Swd	Hwd	Total
1	2.20	5.44	SP3IH3BF2WP1TH1	20	16	50	70	35	26.1	15.6	41.7	141.9	84.9	226.8
7	6.10	15.07	IH4SP3TH2WP1	20	16	Multi-aged	Variable	26	16.6	15.9	32.5	250.6	239.3	489.9
8	5.74	14.18	RS7RM1BF1WP1	22	16	60	80	43	44.2	6.9	51.2	627.6	98.5	726.1
Total	14.04	34.69										1,020	423	1,443

Table 2a. Stand Operable Areas with Approximate Removal % under proposed treatment recommendations. Recommended wood volume removal is shown in **cords**.

Stand #	Area (ac)	Operable Area %	Approximate Operable Area (ac)	Recommended Removal %	Target post Basal Area (m ² /ha)	Estimated Wood Volume (Cords)							
						SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
1	5.44	90%	4.89	30%	24	5	6	13	6	2	6	23	61
7	15.07	70%	10.55	30%	18	3	5	18	12	0	15	50	103
8	14.18	85%	12.06	30%	30	24	4	86	35	0	11	25	185
Total	34.69		27.5			33	15	118	52	2	32	98	349

Table 2b. Stand Operable Areas with Approximate Removal % under proposed treatment recommendations. Recommended wood volume removal is shown in **tonnes**.

Stand #	Area (ac)	Operable Area %	Approximate Operable Area (ac)	Recommended Removal %	Target post Basal Area (m ² /ha)	Estimated Wood Volume (Tonnes)							
						SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
1	5.44	90%	4.89	30%	24	10	13	26	12	3	11	48	123
7	15.07	70%	10.55	30%	18	6	9	36	23	0	29	105	207
8	14.18	85%	12.06	30%	30	47	7	168	68	0	22	52	364
Total	34.69		27.5			64	29	229	102	3	62	205	695

Table 4. Estimated Product Breakdown by %. Graywood Woodlot

Product	% of total	Tonnes (GMT)
SW Pulp	9%	64
BF Studs	4%	29
Sp Studs	33%	229
Sp Logs	15%	102
WP Studs	0%	3
WP Logs	9%	62
Hardwood	30%	205
Total	100%	695

Table 5. Estimated Stumpage Values, Graywood Woodlot. *Based on February 22, 2022 wood prices.

Product	Tonnes (GMT)	Stumpage Rates (\$/tonne)	Stumpage Value (\$)
SW Pulp/Biomass	64	\$0.00	\$0.00
BF Studs	29	\$28.40	\$824.34
Sp Studs	229	\$28.40	\$6,509.15
Sp Logs	102	\$31.20	\$3,190.73
WP Studs	3	\$17.20	\$54.13
WP Logs	62	\$22.40	\$1,387.78
Hardwood	205	\$10.00	\$2,050.46
Total	695		\$14,016.58

Please note: This information is intended only for the use of the individual and/or entity to which it is addressed.

**These are estimates only and are subject to change depending on market prices at time of harvest, as well as harvesting costs.*

**Softwood pulp and biomass is assigned a rate of \$0/tonne due to poor markets for product in western NS*

Graywood Woodlot, PID 05091152 - Stand Descriptions and Proposed Harvest Activities

Stand 1 – 2.2 ha (5.4 ac)

Stand Description: Mixedwood stand with variable mix of hardwood and softwood species. Shorter lived species such as balsam fir are nearing overmaturity and are starting to decline. Patches of dense intermediate stage red spruce are characterized by high crown closure and minimal natural regeneration establishing on the ground layer. Mature white spruce is also common. Mixedwood patches are also in an intermediate successional stage but are characterized by lower crown closure and the presence of more established natural regeneration. Intolerant hardwood is primarily red maple and of lower quality. Some tolerant hardwoods and large white pine scattered throughout. Hummocky topography with some small wet pockets was noted.

Note: A hemlock tree with presence of Hemlock Wolly Adelgid (HWA) was noted alongside road near this stand. Tree was marked with striped pink ribbon for identification.

Treatment Description: Commercial thinning with a 30% Basal Area removal recommended for stand. This harvest activity will aim to increase the overall growing space and availability of light and nutrients to quality, longer-lived species (such as red spruce, white pine and tolerant hardwoods) and target the removal of some of the shorter-lived, declining or lower quality trees. A particular emphasis will be placed on removing declining balsam fir, as this is a short-lived species that quickly loses economic value once it reaches an overmature state. Where possible, established natural regeneration should be protected and ground disturbance minimized.

Spp. Comp: Spruce (RS, WS) 30%, Intolerant Hardwood (RM, PO) 30%, Balsam Fir 20% White Pine 10%, Tolerant Hardwood (YB, BE, WA) 10%

FEC Soil Type (from Mgt Plan): 2 (8)

FEC Veg Type: MW2 (SH5)

Proposed Treatment: Commercial Thinning

Estimated Basal Area: 35 m2/ha

Basal Area Removal %: 30 % **Target BA Post-harvest @ 30% Removal: 24 m2/ha**

Estimated Volume/ac: 41.7 cords/acre

Estimated Volume/ac Removal @ 30%: 12-13 cords/acre

Estimated Volume Removal by Product with Recommended Activity:

Estimated Wood Volume (Cords)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
5	6	13	6	2	6	23	61

Estimated Wood Volume (Tonnes)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
10	13	26	12	3	11	48	123

Stand 7- 6.1 ha (15.1 ac)

Stand Description: Variable mixedwood with multiple age and height classes represented throughout. Some pockets of mature to overmature balsam fir showing decline were noted. Decent quality red and white spruce are found as individual trees as well as small pockets and large white pine are scattered throughout the overstory. Mixture of tolerant and intolerant hardwoods present. Most beech has been affected by beech bark disease but some unaffected individuals may be present. Natural regeneration levels are variable but is well-developed in areas where there are larger canopy gaps. Hummocky terrain with small ridges and wet pockets noted and some small wet runs were present particularly on the west side of stand.

Treatment Description: Irregular shelterwood with a 30% Basal Area removal recommended for stand. The main objective will be to continue to develop a multi age and height class structure, encourage species and structural diversity and promote quality natural regeneration.

Due to the variability of terrain, conditions and wood quality, both small patch openings and uniform thinning of individual trees to be implemented. Good quality individual trees or small patches of long-lived, intermediate to tolerant species such as red spruce, white pine and tolerant hardwoods to be retained where possible. Individual or small groups of trees of poor form or vigour, particularly balsam fir and intolerant hardwoods, should be targeted for removal to create small canopy openings. Harvest openings should not exceed 0.1 ha (30 m x 30 m) in size, as this will limit the amount of light entering through the canopy to the forest floor as the result of the intervention and will aim to encourage natural regeneration of longer-lived shade tolerant species and to prevent excessive windthrow. Where possible, established natural regeneration should be protected and ground disturbance minimized.

Sp. Comp: Intolerant Hardwood (RM, WB) 40%, Spruce (RS, WS) 30% Tolerant Hardwood (BE, WA, SM, YB, RO) 20%, White Pine 10%

FEC Soil Type(from Mgt Plan): 8

FEC Veg Type: MW2, IH6

Proposed Treatment: Irregular Shelterwood

Estimated Basal Area: 26 m2/ha

Basal Area Removal %: 30 %

Target BA Post-harvest @ 30% Removal: 18 m2/ha

Estimated Volume/ac: 32.5 cords/acre

Estimated Volume/ac Removal @ 30%: ~11 cords/acre

Estimated Volume Removal by Product with Recommended Activity:

Estimated Wood Volume (Cords)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
3	5	18	12	0	15	50	103

Estimated Wood Volume (Tonnes)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
6	9	36	23	0	29	105	207

Stand 8- 5.74 ha (14.2 ac)

Stand Description: Even-aged softwood stand nearing maturity dominated by red spruce with a small component of red maple, white birch, balsam fir and white pine. Crown closure is generally high throughout and minimal light is reaching the forest floor to encourage natural regeneration. Some small wet runs and seepages were mapped during the field inventory but drainage is moderately well to well drained throughout.

Treatment Description: Commercial thinning with a 30% Basal Area removal recommended for stand. This will aim to increase the overall growing space and availability of light and nutrients to encourage growth of quality, longer-lived species (such as red spruce and white pine) and target the removal of some of the shorter-lived, declining or lower quality trees. A particular emphasis is to be placed on removing declining balsam fir, as this is a short-lived species that quickly loses economic value once it reaches overmaturity.

Spp. Comp: Red Spruce 70% Red Maple 10% Balsam Fir 10% White Pine 10%

FEC Soil Type (from Mgt Plan): 2G (3)

FEC Veg Type: SH5

Proposed Treatment: Commercial Thinning

Estimated Basal Area: 43 m2/ha

Basal Area Removal %: 30% **Target BA Post-harvest @ 30% Removal: 30 m2/ha (*This is maximum acceptable post-harvest BA under current funding criteria in NS)**

Estimated Volume/ac: 49.6 cords/acre

Estimated Volume/ac Removal @ 30%: ~15 cords/acre

Estimated Volume Removal by Product with Recommended Activity:

Estimated Wood Volume (Cords)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
24	4	86	35	0	11	25	185

Estimated Wood Volume (Tonnes)							
SW Pulp	BF Studs	Sp Studs	Sp logs	WP studs	WP logs	Hardwood	Total
47	7	168	68	0	22	52	364

Description of Existing Access – *Approximate road locations displayed on Property Map in Appendix 1*

The main access point to the Graywood Woodlot is through a gated entrance located on the east side of Highway 8. From this entrance, a well-maintained access road moves northeast through PID 05091152 for approximately 480 metres to a T intersection. At this intersection, the well-maintained access road changes direction to the southeast for another 500 metres, ending near the southeast corner of PID 05091152. This road was used to access the area designated as a Construction Debris Site (Stand 18) in the 2013 Management Plan. *Stands 1 and 7 are directly accessed from the main access road.*

Beyond this point, the good condition road transitions to an unimproved access road, which continues in a southeast direction, ending near the northeast corner of PID 05091335. This section of road was not investigated during field planning. *No stands recommended for forest management activities at this time are directly accessed by re-building this section of road.*

At the T intersection previously mentioned, there is an unimproved road that branches off to the northwest from the well maintained road. This section of road was not thoroughly investigated during field planning but it would require moderate to heavy brushing of woody vegetation on road surface and ditches as well as some re-surfacing and improvement of road bed to be functional again. Available imagery indicates that this road moves to the northwest corner of PID 05091152, where another access point enters the Graywood woodlot, located along the northern boundary of a private lot. *No stands recommended for forest management activities at this time are directly accessed by re-building this section of road.*

There is another section of unimproved road located approximately 185 metres to the northeast of the entrance off of Highway 8. It branches off of the main access road to the southeast and passes through a small portion of Stand 1 as well as through the middle of Stand 8 in PID 05091152. It continues to move south into the northwest portion of PID 05091335. The road may have been used to access the area designated as an Incinerator Site (Stand 19) in the 2013 Management Plan. This road is heavily grown in with woody vegetation and would need moderate to heavy brushing as well as re-surfacing and improvement of road bed to be functional again. *Stand 8 is directly accessed by re-building the portion of road.*

Potential Infrastructure Improvements Associated with Recommended Activities

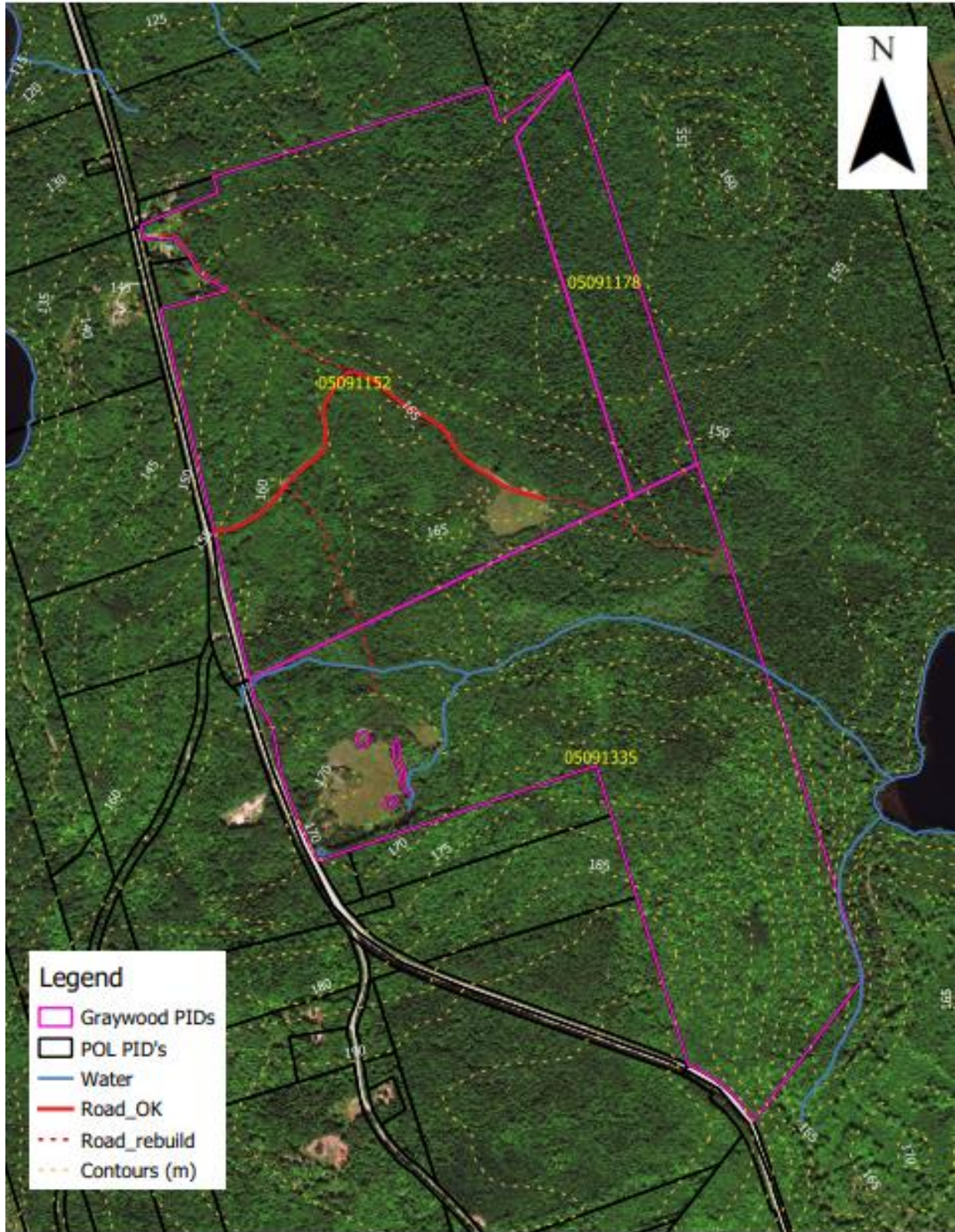
Stand 1 and 7 are located directly alongside the main access road to the Graywood woodlot, which was assessed to be well maintained and requiring minimal road improvement work. No additional road work identified for main access road but further assessment will be required if operations proceed.

Stand 8 is directly accessed off of the unimproved road that accesses the Incinerator Site. A rebuild of approximately 350 metres of the unimproved road and the construction of a truck turnaround on the east side of the road is an option to facilitate operations in Stand 8. Alternatively, the wood products harvested in Stand 8 could be extracted by establishing forwarding trails from Stand 8 to the main access road. If operations are to proceed, the potential rebuild will be discussed with harvesting contractor to discuss pros and cons of proceeding with road rebuild. Rebuild location is displayed on the Proposed Operations Map in Appendix 1.

It was estimated that the cost of rebuilding 350 metres of this road would be **\$5,850.00**. A summary of estimated costs associated with road improvements are summarized in Appendix 2.

Appendix 1: Woodlot Maps

- Property Map
- Proposed Operations Map




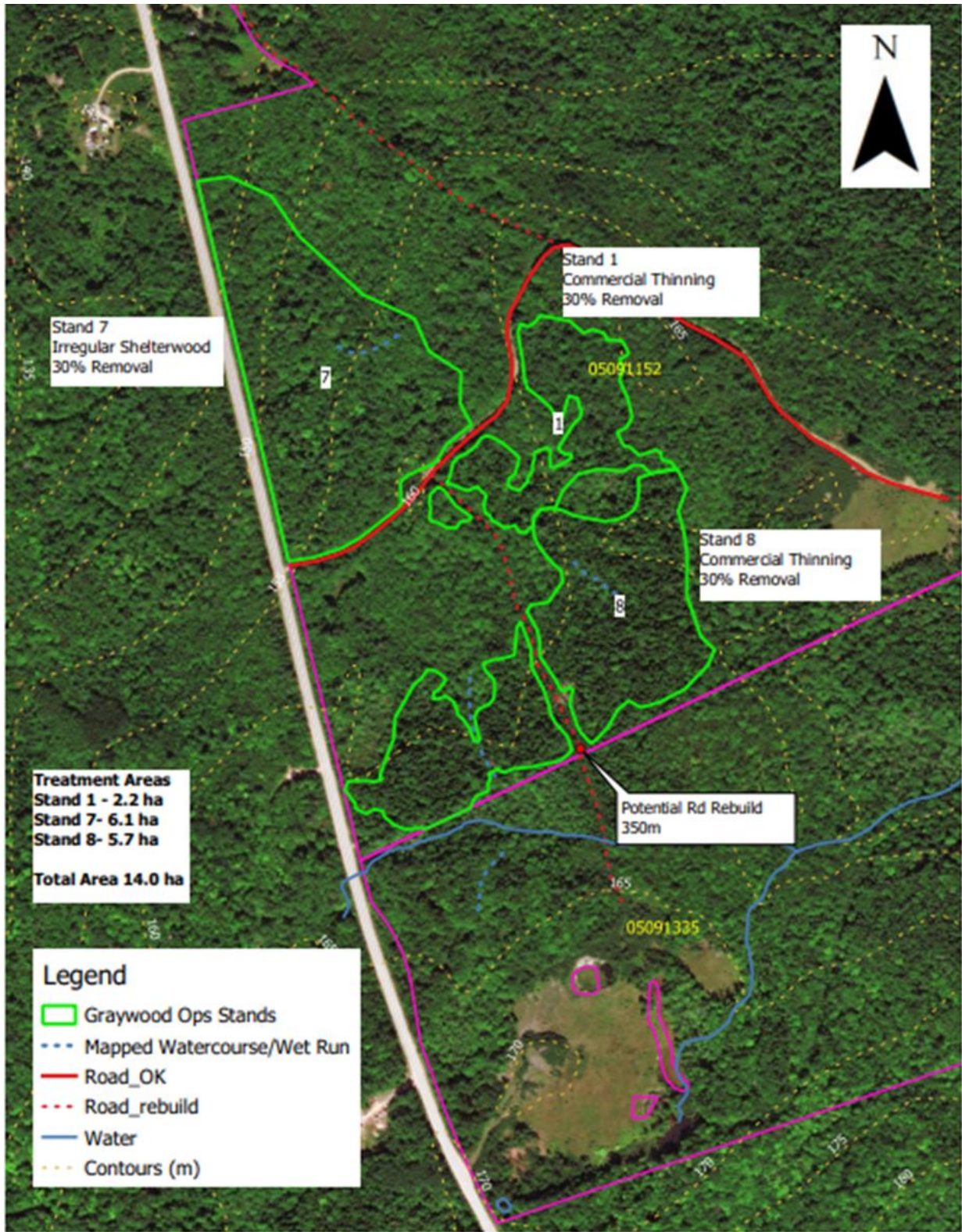
Legend

- Graywood PIDs
- POL PID's
- Water
- Road_OK
- Road_rebuild
- Contours (m)

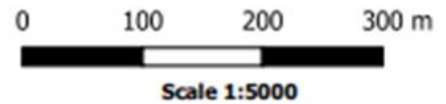


Municipality of the County of Annapolis
 Property Map
 PID 05091152, 05091178, 05091335
 Graywood, Annapolis Co.

0 100 200 300 m

 Scale 1:10000



Municipality of the County of Annapolis
Proposed Operations Map
PID 05091152
Graywood, Annapolis Co.



Appendix 2: Road Cost Estimates

Road Cost Estimates (Munc. Of Annapolis Co, Graywood, Anna. Co.)						
	Cost (\$/hr)	Cost (\$/m)	Est. Time Req	Road Length	Total Cost	
Float Excavator			8		\$ 800.00	~\$400 float cost each way
Re-build Road w Excavator		13		350	\$ 4,550.00	~330m @ \$13/metre
Miscellaneous (Culverts, Fill, etc)					\$ 500.00	
				Est. Road Cost	\$5,850.00	

Appendix 3: Tree Species Acronyms & Silvics of Common NS Trees

Softwood (SW) species		Hardwood (HW) species	
RS	Red Spruce	RM	Red Maple
WS	White Spruce	SM	Sugar Maple
BS	Black Spruce	NM	Norway Maple (non-native)
NS	Norway Spruce	YB	Yellow Birch
WP	White Pine	WB	White Birch
RP	Red Pine	WA	White Ash
JP	Jack Pine	AS	Ash (White and Black)
EH	Eastern Hemlock	RO	Red Oak
BF	Balsam Fir	EO	English Oak (non-native)
TL	Eastern Larch (Tamarack)	BE	American Beech
EC	Eastern White Cedar	PO	Poplar (mix of Balsam Poplar, Trembling/Largetooth aspen)
SP	Mix of spruce species	TA	Trembling aspen
OS	Other softwood	LA	Large-tooth aspen
US	Unclassified Softwood	BP	Balsam Poplar
		BC	Black Cherry
		UH	Unclassified hardwood
		OH	Other hardwood
		IH	Shade intolerant hardwoods (mix of white birch, aspen, red maple)
		TH	Shade tolerant hardwoods (mix of sugar maple, yellow birch, red oak, beech, white ash)

Species Composition Example
RM5WB3TA1BF1 = Red Maple 50% White Birch 30% Trembling Aspen 10% Balsam Fir 10% (as a percentage of total basal area of stand)
Forest Cover Type Overview
Softwood >=75% softwood species by basal area
Hardwood less than 25% softwood species by basal area
Mixedwood Between 26 and 74% softwood species by basal area
Non-forest Stand does not currently support forest cover development
Wetland Permanent wetland feature that does not support forest cover development

Silvics of Common Nova Scotia Trees

Species	Full Seed-bearing Age (years)	Maximum Longevity (years)	Wind-firmness	Shade Tolerance	Rooting Depth
Softwoods					
Red Spruce	45	335	M	T	Shallow
Eastern Hemlock	50	382	P	T	Shallow
White Pine	50	288	G	IM	Deep
White Spruce (OF, CO, HL)	40	70	M	IM	Shallow
White Spruce (Other FG)	60	150	M	IM	Shallow
Black Spruce/Coastal	30	277/150	P	IM-T	Shallow
Balsam Fir	30	160	P	T	Shallow
Red Pine	50	300	M-G	I	Deep
Jack Pine	40	200	G	I	Deep
Eastern Larch	40	150	M	I	Shallow
Hardwoods					
Sugar Maple	80	276	G	T	Deep
Yellow Birch	70	370	G	IM	Deep
White Ash	50	250	G	IM-T	Deep
Red Oak	50	205	M	IM	Deep
Red Maple (TH)	40	188	M	IM-T	Shallow
Red Maple (Other FG)	40	100	M	IM-T	Shallow
White Birch	50	120	M	I	Deep
Trembling Aspen	30	100	M	I	Shallow
Large-tooth Aspen	30	100	M	I	Shallow

Windfirmness: P-Poor; M- Moderate; G-Good; **Shade-tolerance:** I-Intolerant; IM-Intermediate; IM-T- Intermediate to Tolerant; T-Tolerant

Source: Nova Scotia Silvicultural Guide for the Ecological Matrix, NS Dept. of Lands and Forestry, 2021 (page 21)
<https://novascotia.ca/ecological-forestry/docs/silvicultural-guide.pdf>

**Recommendation
from 2022-03-29 Special COTW
to 2022-04-19 Council**

8.1 Municipal Administration Building Renovations

That municipal council approve an expenditure of \$530,000 (including HST) to be funded through a Temporary Borrowing Resolution from the Municipal Finance Corporation (MFC) to renovate the Annapolis Royal Municipal Administration Building to accommodate the consolidation of municipal staff to one administration building, in accordance with the recommendation of Committee of the Whole.

**Recommendations from
2022-04-12 Committee of the Whole
To
2022-04-19 Municipal Council**

8.2 AM-1.2.0.1 Council Videoconferencing Policy NEW

That municipal council approve AM-1.2.0.1 Council Videoconferencing Policy as amended with seven day notice given at 2022-04-12 Committee of the Whole. (*See attached*)

8.3 Mandatory Municipal Boundary Review – Options for 9 and 7 Districts and Mayoralty System

That municipal council direct staff to prepare mapping to show a 9 District option and a 7 District option for review by Committee of the Whole and the issue of a mayoralty system prior to presenting these two options to the public for comment, in accordance with the recommendation of Committee of the Whole.

8.4 Report 2022-23 Sewer Charges County

That municipal council approve a 2022/23 County Sewer charge of \$578.81 per equivalent unit, pursuant to the recommendation of Committee of the Whole.

8.5 2022-23 Sewer Charges Bridgetown

That municipal council approve the 2022/23 Bridgetown Sewer Rates as follows: Base Rate \$12.82 per Quarter, Consumption Rate \$2.08 per M3 (cubic meter), in accordance with the recommendation of Committee of the Whole.

8.6 Vendor on Municipal Property Application Tom's Cool Bus

That Municipal council authorize the Clerk to issue a Vendor on Municipal Property Permit for the 2022-23 fiscal year for the Annapolis River Causeway Park to the permit applicant Tom Marshall for Tom's Cool Bus Canteen in accordance with *S6 Commercial Activity on Municipal Property* Bylaw, pursuant to the recommendation of Committee of the Whole.

8.7 Clarence Community Hall Application for Substantial Alteration

That Municipal Council approve the Clarence Community Hall (a municipally-registered heritage property) application for substantial alteration to replace the present black asphalt shingles with a black metal roof and repair the trim boards to match the existing trim boards on the Clarence Community Hall, in accordance with the recommendation of Committee of the Whole.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM – 1.2.0.1
Section Procedure and Organization of Council	Subject Council Videoconferencing Policy	

1. APPLICATION

1.1 The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in:

- (1) the *Municipal Government Act*; and
- (2) *AM-1.2.0 Committees of Council and Council Meeting - Procedures Policy (NEW)*.

2. AUTHORITY

2.1 Sub-section 19A (1), *Municipal Government Act*, as it is amended

3. DEFINITIONS

3.1 Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

- (1) “Council” means the Council of the Municipality of the County of Annapolis;
- (2) “Council members” includes the Warden and Deputy Warden;
- (3) “Meeting” means a regular or special meeting of Council, **Committee of the Whole, and committees of Council.**

4. PUBLIC NOTICE

4.1 A council meeting or council committee meeting may be conducted by videoconference if, at least **five** days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;

4.2 The notice to the public referred to in section 4 must be given by:

- (1) posting on the County’s publicly accessible Internet site.

4.3 Notwithstanding sub-section 4.2 above, where the Warden determines that there is an emergency, a meeting may be conducted by videoconference without notice or with such notice as is possible in the circumstances.

5. ALL COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE

5.1 All Council members may be required to appear at a meeting by videoconference if each Council member and the County have videoconferencing equipment available that will:

- (1) enable the public to see and hear each Council member participate in the meeting by videoconference;
- (2) enable each Council member to see and hear every other Council member participate in the meeting by videoconference.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM – 1.2.0.1
Section Procedure and Organization of Council	Subject Council Videoconferencing Policy	

6. ONE OR MORE COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE

6.1 Except as provided in sub-section 5.1 above, Council members must attend Council meetings in person or one or more Council members may appear at a council meeting by videoconference.

6.2 Subject to the other provisions of this Policy, permission may be granted to a Council member to participate in a meeting, or part of a meeting, by videoconference if:

(1) prior to the meeting, the Council member provides reasonable written notice to the Clerk indicating that the Council member wishes to attend the meeting by videoconference;

(2) the Council member has not participated in more than three meetings by videoconference in the preceding twelve months in addition to meetings in which all Council members participated by videoconference, or has received permission from council to participate in the meeting by videoconference;

(3) the Council member has videoconferencing equipment available that will:
 (a) enable the public to see and hear the Council member participate in the meeting by videoconference; and
 (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person.

(4) the County has videoconferencing equipment available that will:
 (a) enable the public to see and hear the Council member participate in the meeting by videoconference;
 (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person; and
 (c) enable every Council member who is attending the meeting by videoconference or in person to see and hear all other Council members who are attending the meeting by videoconference or in person.

6.3 Any Council member participating by videoconference in a meeting shall be deemed to be:

- (1) present at those parts of the meeting in which a Council member is permitted to participate by videoconference under this Policy; and
- (2) absent for any parts of the meeting in which a Council member is not permitted to participate by videoconference under this Policy.

~~**6.4** — Permission shall not be granted for a Council member to participate by~~

videoconference in any of the following:

(3) (1) any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot;

(4) (2) a vote held by secret ballot

7. Technological problems - failure to connect or disconnection

7.1 If technological problems prevent a Council member from participating in a meeting prior to the meeting commencing, the Council member shall be marked absent from the meeting.

7.2 If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that the Council member left the meeting at the time of the disconnection.

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	<u>PENDING April 12, 2022</u>
Council Approval	<u>PENDING April 19, 2022</u>
<p style="text-align: right;"><u>PENDING</u></p> <p>_____ Date</p> <p>At <u>Annapolis Royal</u> Nova Scotia</p>	