

2021-09-14 COTW Agenda Package

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
COMMITTEE OF THE WHOLE



Date: Tuesday, September 14, 2021

Time: 10:00 a.m. **or immediately following PAC**

Location: Champlain Hall, 178 Haida Street, Cornwallis Park, NS

10:00 a.m. **or immediately following PAC**

1. ROLL CALL

2. APPROVAL OF THE AGENDA

3. MINUTES

A. 2021-07-13 Regular

4. BUSINESS ARISING FROM THE MINUTES

None.

5. NEW BUSINESS

- A. Adhoc Bridgetown Community Rate Review Committee – Composition and Duration (*from February 16 Council*)
- B. CAO Review Committee (*for discussion*)
- C. Proposed Interim Inter-Municipal Service Agreement (IMSA) Pilot
- D. Recommendation Reports
 - i. Road Naming Process for Snow Lake Keep Homesteading Community, Arlington West
 - ii. AM-1.3.8 Letters of Support & Acknowledgement Policy Amend
 - iii. Request for Registration – Annapolis County Ground Search and Rescue
 - iv. Physician / Nurse Practitioner Recruitment Grant
 - v. Community Grants Program Medway Community Forest Co-operative Ltd Grant Application
 - vi. Capital Projects - Basinview
- E. Information Reports
 - i. Identify Possible Bylaw Infractions on County-Owned Forest Lands
- F. Community Development Update Report
- G. 21/22 Budget Variance Report

6. COMMITTEE & ORGANIZATIONAL REPORTS

- A. Warden's Report
- B. CAO's Report
- C. Heritage Advisory Committee – Recommendations (from 2021-07-30)

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- D. Cornwallis Park and Area Asset Review Committee (from 2021-06-29)
- E. Economic Development Committee Report

7. LATE ADDITIONS

- A.
- B.
- C.

8. IN-CAMERA

In accordance with Section 22(2)(f) litigation or potential litigation of the *Municipal Government Act*

9. ADJOURNMENT

Minutes of the regular Committee of the Whole meeting held on Tuesday, July 13 2021, at 9:03 a.m., at the RCL Branch 33, 22 Jeffrey Street, Bridgetown, in accordance with the Direction of the Minister under a Declared State of Emergency (*see attached*)

Warden Parish welcomed real faces around the room, noting he was pleased to be meeting in person again.

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, N. Chisholm, A. Dunphy, D Hopkins, C. Mason, and H. Orde) and 1 member of the public.

Amendments to Agenda

The Warden requested to remove New Business item 5C Harmony Park Concept

Approval of the Agenda (Order of the Day)

It was moved by Deputy Warden Gunn seconded by Councillor Longmire, to approve the agenda as amended. Motion carried unanimously.

Minutes

Re: 2021-06-08 Regular

Deputy Warden Gunn moved, seconded by Councillor Barteaux, to approve the minutes of the regular Committee of the Whole held on June 8, 2021, as circulated. Motion carried unanimously.

Business Arising from the Minutes

There was no business arising from the minutes.

New Business

Re: Meetings in August (CAO) – This item was added for discussion. It was noted that past practice was that there was no Committee of the Whole or other committee meetings in August, but there was regular Council. In previous years, meetings deemed to be essential were held.

It was moved by Councillor Hudson, seconded by Councillor LeBlanc, to recommend to municipal council that there be no Committee of the Whole meeting in August.

Councillor Morrison moved, seconded by Councillor Longmire, to amend the motion by adding ‘and other committees’.

It was moved by Councillor Prout, seconded by Deputy Warden Gunn, to amend the amendment by adding ‘unless of a timely nature’. Motion carried unanimously.

Councillor Morrison requested to have his amendment withdrawn, with the agreement of the seconder.

The question was called on the original motion (with no amendments), motion carried unanimously.

Re: Federation des Association de Familles Acadiennes Inc. – Request Letter of Support - the Warden noted that Mr. Surette had made a submission a few months ago with background information.

Deputy Warden Gunn moved, seconded by Councillor Barteaux, to recommend that municipal council provide a letter of awareness to the Federation des Association de Familles Acadiennes Inc. for their funding application to ACOA to engage architectural and engineering consultants to develop plans and specifications for the renovation of a building at the Fort Anne National Historic Site where they hope to house a Centre for Acadian Families.

It was moved by Councillor Morrison, seconded by Councillor Barteaux, to change the word *awareness* to *support*. Motion lost.

The question was called on the original motion. Motion carried, 10 in favour, 1 against.

Re: Harmony Park Concept – This item was removed from the agenda.

Re: Recommendation Report - West Paradise Community Hall – Application for Heritage Registration

Deputy Warden Gunn moved, seconded by Councillor Hudson, to recommend that municipal council refer the West Paradise Community Hall request for Heritage Property Registration to the Heritage Advisory Committee for review and recommendation to municipal council regarding inclusion in the Annapolis County Registry of Heritage Properties. Motion carried unanimously.

Re: Recommendation Report - Bridgetown Elementary School Redevelopment – Possible Compatible Neighborhood Land Uses – The Warden noted he had discussed this with the CAO, Councillor Hudson and former municipal planner Roger Sturtevant, who is a resident of the area.

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, to recommend that municipal council take no rezoning action until such time as our real estate agent or a developer brings a proposal forward for consideration.

After discussion, the Question on the motion. Motion carried unanimously.

Re: Recommendation Report – Entertainment House Heritage Property Request to Deregister Portion

Deputy Warden Gunn moved, seconded by Councillor Sheridan, to recommend that municipal council hold a public hearing on August 17, 2021 at 11:00 a.m. to consider the deregistration of vacant lot PID #05108956. Motion carried unanimously.

Re: Recommendation Report – Grants to Organizations – all organizations were assisted by Nancy Chisholm in filling out their application. Ms. Chisholm gave a brief overview of the community grants policy as circulated in the agenda package.

Recess

A brief recess was held from 10:25 a.m. – 10:40 a.m.

Council reviewed the list of grants as circulated and were given an opportunity to ask questions.

• *Annapolis Valley Trails Coalition*

Councillor Connell moved, seconded by Councillor Barteaux, to recommend that municipal council provide a grant to the Annapolis Valley Trails Coalition grant as increased from \$5,000 to \$8,000 as requested. Motion carried unanimously

Declaration of Interest

Councillor Connell declared an interest in the following discussion. He is the Chair of the Mount Hanley District Schoolhouse Museum Committee. He left the room at 10:57 a.m. and did not participate in discussion or any consequent motion.

• *Mount Hanley District Schoolhouse Museum*

It was moved by Councillor LeBlanc, seconded by Councillor Redden, to move discussion on the Mount Hanley District Schoolhouse Museum Society to August Council so that staff can provide additional information. Motion carried unanimously.

Councillor Connell returned to the room at 11:05 a.m.

• *Clean Annapolis River Project River Guardians Project*

Councillor Redden moved, seconded by Councillor Morrison, to recommend that municipal council provide a grant to CARP River Guardians Project as increased from \$5,000 to \$6,467.25 as requested.. Motion carried, 10 in favour, 1 against.

It was moved by Councillor Morrison, seconded by Councillor Prout, to recommend that municipal council approve the allocation of grants as presented and amended in Appendix B from the 2021-22 Community Grants Program, in accordance with *AM-1.4.9 Community Grants Policy*. Motion carried unanimously.

Re: Recommendation Report - Application for Canada Community Revitalization Fund (Bridgetown Sports Hub Washroom Facility)

Deputy Warden Gunn moved, seconded by Councillor Hudson, to recommend that municipal council approve a funding application to the Canada Community Revitalization Fund for a new washroom facility and equipment storage space for the Bridgetown Regional Outdoor Sports Hub. Motion carried unanimously.

Re: Recommendation Report – Release of Funds North Queens Fire Association

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, to recommend that municipal council authorize a withdrawal of \$70,000 from the Fire Services Capital Reserve for the North Queens Fire Association in the 2021-22 fiscal year to assist in pay out of the loan for the 2018 Pumper/Tanker. Motion carried unanimously.

Departmental Reports

Re: Community Development June

It was noted that the Cornwallis Community Walk was presented with a great deal of preparation and preceded by an informative briefing by staff.

Discussion was held regarding the availability of washrooms at our various sites. Portable washrooms have not been placed at sites as staff was not able to keep up with the rigorous COVID cleaning protocols. However, with changing protocols, this service will be provided as soon as possible.

Discussion was also held regarding Raven Haven. This year, two staff were hired - to clean the washrooms and oversee the coordination of the canoes and kayaks. When staff is not on site, pit toilets are available at all times. It was not planned for the canteen to be open this year. It was suggested that staff try to find the funds to hire staff to open the canteen for the rest of the summer.

An update was given on county-wide planning – ads are running to hire two planners and staff are preparing a Request for Proposals for a consultant. Staff is preparing by conducting background research and cross-referencing files to provide a baseline for existing land uses. There is on-going plan-writing and dealing with amendments. Legislation passed in 2019 for a plan to be complete in three years. We did receive an extension of one year – 2023.

Deputy Warden Gunn moved, seconded by Councillor Longmire, to receive the report for information. Motion carried unanimously.

Re: HR & Legislative Services June

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, to receive for information. The Administrator for Dangerous or Unsound Premises answered a few questions. She also fielded some questions regarding the Noise Bylaw. Motion carried unanimously.

Re: Finance Services June

Future reports will include outstanding amounts of currently held debentures, as well as the maturing date. Deputy Warden Gunn moved, seconded by Councillor Prout, to receive for information. Motion carried unanimously.

Re: Municipal Services April – not available this month.

Re: CAO Office June

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, to receive for information. The CAO provided an update on the Granville Ferry Water issue, stating the work of all staff involved has been phenomenal and he highly respects all the work that has been done. The problem may have existed for 15 years, starting very small and gradually increasing to the recent event. The floor of the tank had to be cut and removed through a small opening. A new floor has been installed and welded in place. It needs to be filled with water to test the floor, emptied and filled again. Once we have two positive tests, we will resume the distribution of water through the system. This may be by the middle of next week. An updated Public Service Announcement will go out today, but no change to the previous wording. Regarding the Boil Order, hoping to hear from Dept. of Environment that the water can be used to wash and shower, but not drink.

Updated information on the Internet Project can be seen on the Seaside website, in the current edition of the Reader, and on our website. Our annual newsletter will soon be in mailboxes and the information is on the front page.

Motion carried unanimously.

Lunch

A lunch break was held from 12:18 p.m. – 1:17 p.m. with all returning as previously noted, except for the one member of the public.

Council, Committee, & Organizational Reports

Re: Warden's Report – Warden Parish provided a verbal report for June, highlighted as follows:

1. With his legal background he has assisted the CAO with required communications with lawyers
2. Regular communication with councillors with questions and updates
3. Daily interaction with CAO
4. July 7th, met with CAO and John Wales, who proposed a seniors college for Annapolis County, but he has reported he is not going to pursue that.
5. Met with Mayor and CAO of Annapolis Royal regarding economic development and response to the water issue
6. Visited water tank at Granville Ferry
7. Met with staff regarding Dangerous or Unsightly Premises
8. Weekly review of expenditures of county, signing cheques
9. Yesterday met with Councillor Hudson, the CAO and Mr. Sturtevant regarding the former elementary school.
10. Last few weeks has assisted staff with formalities of sale of Basinview complex.

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, to receive for information. Motion carried unanimously.

Re: Forestry Advisory Committee (Recommendations from 2021-06-29) – Deputy Warden Gunn provided a verbal report on the Forestry Advisory Committee. Warden Parish noted that future committee meetings will have staff present and staff will report to council rather than recommendations coming from the committee. If there is a staff member on committee, it will streamline the process.

- ***Identify Possible Bylaw Infractions on County-Owned Forest Lands***

In accordance with the recommendation of the Forestry Advisory Committee, Deputy Warden Gunn moved, seconded by Councillor Morrison, to request that staff provide a report regarding the appointment of bylaw enforcement personnel to locate, visually inspect, and identify possible bylaw infractions on County-owned forest lands that exceed 20 acres, and that this exercise be completed annually. After discussion, the Question was called on the motion. Motion carried unanimously.

- ***Assessment of County-Owned Woodlots Greater Than 20 Acres***

Pursuant to the recommendation of the Forestry Advisory Committee, Deputy Warden Gunn moved, seconded by Councillor Longmire, to direct the CAO to contact the Western Woodlot Forest Cooperative regarding assessing selected woodlots owned by the municipality that are over 20 acres with the goal of providing recommendations for forest management to council. Motion carried unanimously.

Re: Glyphosate Advisory Committee Adhoc (Recommendations from 2021-06-29) – Deputy Warden Gunn

- ***Solicit Information from County Residents Regarding Use of Glyphosate in Annapolis County***

In accordance with the recommendation of the Glyphosate Advisory Committee Adhoc, Deputy Warden Gunn moved seconded by Councillor Prout to refer this matter to staff to solicit information from county

residents on the use of glyphosate in Annapolis County through its website and the Bridgetown Reader, and that the text be:

The Municipality of the County of Annapolis is aware of the steps being taken by communities and countries around the world to ban the use of glyphosate. While there are hundreds of examples to study, we would like your input on this issue. Please respond to these three questions (by September 30th):

1. *How is glyphosate used in the County (residentially, agriculturally, etc.)?;*
2. *What effective alternatives are there to using glyphosate products?; and*
3. *Would you support a ban on glyphosate use in our public spaces to protect humans, animals (domestic and wild), and ecosystems from exposure?*

We greatly appreciate your thoughts and interest.

Motion carried unanimously.

Re: Kings Transit Report – it was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc to receive information. Motion carried unanimously.

Re: Trans County Transportation Society Report – Councillor Prout submitted a report. Councillor LeBlanc moved, seconded by Deputy Warden Gunn, to receive for information. Motion carried unanimously.

Re: Physician Recruitment and Retention Committee – Councillor Prout submitted a report. It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, to receive for information. Motion carried unanimously.

Recess

A brief recess was held from 2:15 p.m. to 2:32 p.m.

In-Camera

It was moved Deputy Warden Gunn, seconded by Councillor Longmire, to meet in-camera from 2:32 p.m. until 4:39 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 Connell and Longmire, the meeting adjourned at 4:31 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

Proposed Interim IMSA Pilot

Valley Region Solid Waste-Resource Management Authority
and
Kings Transit Authority

Recommended by: Inter Municipal Service Agreement (IMSA) Working Group

Presented to: Municipal Council of the Municipality of the County of Annapolis

Presented by: Erin Beaudin, CAO, Town of Wolfville
Scott Conrod, CAO, Municipality of the County of Kings

August 25, 2021

Discussion Points

- Background
- Overview
- Rationale
- Deliverables
- Contents of a Pilot Agreement
- Alternative considerations
- Value Proposition
- Proposed next steps
- Summary
- Proposed Motion

Background

- Parties to the IMSAs commenced discussions in December of 2020
- A Memorandum of Understanding forming a Working Group of elected officials and senior staff was executed in April 2021
- Parties to the Valley Waste IMSA commenced settlement discussions with Annapolis County in February 2021
- A Valley Waste related Settlement Agreement was recorded on May 18, 2021
- Materials reviewed or generated by the Working Group were forwarded to the Municipality of the County of Annapolis on May 31, 2021

Background

- Joint delivery of municipal services either by:
 - Agreement (s. 60 MGA)
 - A Body corporate (registering the Agreement per s. 60(4) MGA)
- Presentation today is focused on body corporates:
 - Valley Region Solid Waste-Resource Management Authority (Valley Waste)
 - Kings Transit Authority (KTA)

Overview

- Request: For Annapolis County to participate in a two-year pilot specific to Valley Waste and KTA
- Pilot Governance:
 - Separate corporate entities remain in place, governed/administered under a pilot agreement for a finite 24-month term
 - Two present Boards placed in abeyance for term of pilot (one Board appointed for both)

Overview

- Admin: Incremental resources added under finite service/consulting contracts (pilot does not involve appointment of permanent employees)
- The Pilot would not impact negatively present-day workforce
- Why: To plan and administer transformational change

Rationale: Proposed Shared Service Pilot

1. VW and KTA require immediate resourcing relative to financial planning and reporting
2. Resourcing a central agency (Shared Service model) may provide efficiencies, e.g. one not two contracts for financial services
3. Valley Waste and KTA would operate as Service Divisions
4. Executive Director would have same authorities and responsibilities as CAO and Board of Directors serve in policy role

Rationale: Proposed Shared Service Pilot

5. Many of their Capital Assets are cresting end of useful life
6. External influences such as government funding priorities and legislation are driving transformational change
7. These aspects will require additional organizational capacity to study and implement new paths forward

Rationale: Proposed Shared Service Pilot

8. An aged transit (carbon based) fleet
9. Significant transit-related funding
10. Extended Producer Responsibility (EPR) legislation for solid waste
11. Significant capital refresh requirements in the Kentville transfer station (similar, but on a smaller scale, in Lawrencetown)
12. Potential change in contractual arrangements and costs associated with the Kaiser Meadow Landfill

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Pilot Deliverables

Valley Waste:

- Cost accounting of the four streams
- Full cost recovery of volumes associated with commercial haulers
- Conversion to a “user pay” system of cost recovery
- Managing the regular business and transformational change, e.g. capital upgrades, contract negotiations, and EPR

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Pilot Deliverables

Management of external consulting engagements (KTA):

- Fixed transit route review
- Size and type of fixed transit fleet
- Integration with Point to Point service
- Integration with Active Transportation
- Placement and integration of rapid charging stations
- Accessibility
- Branding and Marketing
- Managing the regular business and transformational change

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Pilot Deliverables

- Strategic Plans addressing transformational change
- Full five-year Business Plans (emphasis on capital financing)
- Fulsome report (tabled six-months prior to end of pilot) on go-forward IMSA corporate structure

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Contents of a Pilot Agreement

1. Governance:

- Two-year Board of Directors comprised of the Mayors and Warden
- Existing Boards placed in abeyance

2. Administration:

- Executive Director contracted for two-year service
 - Executive Director reports to Board of Directors
 - General Managers of VW and KTA report to the Executive Director

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Contents of a Pilot Agreement

2. Administration Con't

- Director of Finance (Chartered Professional Accountant) contracted for two-year service
 - Director of Finance reports to the Executive Director
 - KTA and VW Finance personnel report to Director of Finance

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Pilot Cost Projections

Pilot Expenditures (24 months):

Staffing:

Executive Director	\$ 301,600
Accountant	232,000
	<u>533,600</u>

Transit Studies:

Consulting fees	158,750
ICIP portion	(91,250)
Net Shareable	<u>67,500</u>
Total estimate	\$ <u>601,100</u>

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Estimated Party Allocations – Valley Waste

Fiscal Year	2021/22	2022/23	2023/24	Total
Estimated cost (see table 1)	\$ 111,167	\$ 300,550	\$ 189,383	\$ 601,100
Cost allocation:				
County of Kings	\$ 60,072	\$ 162,410	\$ 102,338	\$ 324,820
Town of Kentville	12,872	34,801	21,929	69,601
Town of Wolfville	10,581	28,608	18,027	57,216
Town of Berwick	5,184	14,015	8,831	28,030
Annapolis County	16,777	45,360	28,582	90,719
Annapolis Royal	2,410	6,517	4,106	13,034
Middleton	3,270	8,840	5,570	17,680
Total	\$ 111,167	\$ 300,550	\$ 189,383	\$ 601,100

Cost sharing based on scaled present-day costs with a \$5,000 equal share / year

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Estimated Party Allocations – Valley Waste and KTA

	AC not participating In KTA Funding	With AC in KTA Funding	Difference
Total	\$ 601,100	\$ 601,100	\$ -
County of Kings	\$ 324,820	298,566	\$ (26,254)
Town of Kentville	69,601	60,850	(8,751)
Town of Wolfville	57,216	50,653	(6,564)
Town of Berwick	28,030	25,842	(2,188)
Annapolis County	90,719	134,476	43,757
Town of Annapolis Royal	13,034	13,034	-
Town of Middleton	17,680	17,680	-
Total	\$ 601,100	\$ 601,100	\$ 0

Estimated Party Allocations Options for Annapolis County Consideration

1. Participate in Valley Waste component: \$90,719
2. Participate in Valley Waste and KTA components: \$134,476

Alternatives: Managing Party

- Status quo is not an option – particularly financial management
- Alternative may be a “Managing Party” pilot
- Mayors and Warden would serve as Board of Directors
- Managing Parties would serve as Executive Directors reporting to Board of Directors
- Valley Waste and KTA General Managers would report to designated Managing Party
- Financial personnel would function as in Shared Service Pilot

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Comparison of Allocations – Valley Waste Alone

Cost allocations:	Shared Services Model (with Exec. Director)			Managing Party Model (without Exec. Director)			Shared Services Model (with Exec. Director)			Managing Party Model (without Exec. Director)		
	With Annapolis County	With Annapolis County	Variance:	Without Annapolis County	Without Annapolis County	Variance	Without Annapolis County	Without Annapolis County	Variance	Without Annapolis County	Without Annapolis County	Variance
County of Kings	\$ 324,820	\$ 146,252	\$ (178,568)	\$ 392,182	\$ 175,917	\$ (216,265)	\$ 392,182	\$ 175,917	\$ (216,265)	\$ 392,182	\$ 175,917	\$ (216,265)
Town of Kentville	69,601	38,321	(31,280)	78,908	42,716	(36,191)	78,908	42,716	(36,191)	78,908	42,716	(36,191)
Town of Wolfville	57,216	32,189	(25,027)	64,925	35,790	(29,135)	64,925	35,790	(29,135)	64,925	35,790	(29,135)
Town of Berwick	28,030	18,260	(9,770)	31,264	19,738	(11,526)	31,264	19,738	(11,526)	31,264	19,738	(11,526)
Annapolis County	90,719	40,437	(50,282)	-	-	-	-	-	-	-	-	-
Town of Annapolis Royal	13,034	11,144	(1,890)	13,913	11,511	(2,402)	13,913	11,511	(2,402)	13,913	11,511	(2,402)
Town of Middleton	17,680	12,896	(4,784)	19,907	13,827	(6,081)	19,907	13,827	(6,081)	19,907	13,827	(6,081)
	\$ 601,100	\$ 299,500	\$ (301,600)	\$ 601,100	\$ 299,500	\$ (301,600)	\$ 601,100	\$ 299,500	\$ (301,600)	\$ 601,100	\$ 299,500	\$ (301,600)

Council should consider if primary objectives can be achieved more cost-effectively through a Managing Party option.

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Value Proposition

Participation in the Pilot would allow Annapolis County to:

- Determine if scales of economy benefit the Municipality (given that both operations are volume based)
- Undertake an assessment of participating as a full party to a reorganized / re-branded KTA organization

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Value Proposition

Participation in the Pilot would allow Annapolis County to:

- Participate in reviews of transit accessibility requirements, e.g., part of your legislated Accessibility Plan obligation
- Participate in studies and analysis on cost structures associated with “user pay” approaches to cost-recovery, the impact of updated service contracts and EPR implications (thereby allowing the Municipality to determine if it wishes to continue under a sale of service arrangement or join as a party to an updated IMSA).

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Summary

- Annapolis County was asked to participate on the Working Group as soon as practically possible
- The proposed Pilot is for a finite term (24-months) to deal with transformational change
- Two Boards replaced by one Board for the term of the pilot (one Board not two or three)
- Administrative resources would be added by contract, not as permanent staff appointments

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Summary

- Financial considerations for Annapolis County:
 - Total pilot costs estimates \$601,100
 - Annapolis County share Valley Waste: \$90,719
 - Annapolis County share with KTA: \$134,476
- The IMSA Parties would welcome the participation and input from Annapolis County

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Timeline and Proposed Next Steps

Body	Task	Timeline
Working Group	Seek instruction from each Council pursuant to s.22 (3) of the <i>Municipal Government Act</i>	August (special meetings)
CAOs	Engage Solicitor in the drafting of Pilot IMSA	August
Working Group	Engage with IMSAs	August
Working Group	Review of Draft Pilot IMSA	September
Working Group	Seek ratification of Pilot IMSA from the Parties	September
CAOs	Recruit contracted positions/firms	September/October
Executive Director / Finance Director	Commence Work Plan	November
IMSA Board of Directors	Consider regular Work Plan reports from Exec. Dir. and brief Councils accordingly	Throughout the Term of the Pilot
IMSA Board of Directors	File recommendations (organizational structure post pilot) with the Parties	Prior to November 2023

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Proposed Motion

That the CAO be authorized to work with the other CAOs and the IMSA Working Group Solicitor in the preparation of a draft Pilot IMSA with Annapolis County's participation in both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority components, as described in the August 25, 2021 related presentation, subject to the draft Agreement being ratified by Municipal Council at a future date.

26



COUNTY of ANNAPOLIS
WATERFALL ROUTE

RECOMMENDATION REPORT

To: Committee of the Whole (COTW)

Prepared by: Cheryl Mackintosh, Civic Addressing Coordinator

Reviewed by: Albert Dunphy, Director of Community Development

Approved by: David Dick, Chief Administrative Officer

Date: August 30, 2021

Subject: 2021-08-30 Road Naming Process for Snow Lake Keep Homesteading Community, Arlington West

RECOMMENDATION

To recommend that Municipal Council initiate the road naming review process to name the road providing access to the Snow Lake Keep Homesteading Community in Arlington West.

LEGISLATIVE AUTHORITY

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

Annapolis County Policy 1.4.5 Road Naming and Community Adjustment

BACKGROUND

It has been noted that there are more than three addressable residences that require civic addresses. To accurately identify them for emergency response and follow the guidelines for assigning civic addresses, whereas a road with more than three addressable buildings must be named, it is necessary to name the private access road.

DISCUSSION

The reason for this report is to initiate the road naming process and ensure that policy is followed for road naming in order to generate civic addresses off this road giving a more accurate location for emergency response than the single civic address currently assigned to the property.

FINANCIAL IMPLICATIONS

Road naming is part of the regular maintenance to maintain the integrity of the civic addressing system used for emergency response and is covered under the civic addressing maintenance budget. It has been our practice to purchase the road and civic number signs as we require the civic address changes as part of our

County of Annapolis

Recommendation Report – 2021-08-30 Road Naming Process for Snow Lake Keep Homesteading Community,
Arlington West

Page 1 of 3

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

POLICY IMPLICATIONS

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

ALTERNATIVES/OPTIONS

No other alternatives are being considered at this time.

NEXT STEPS

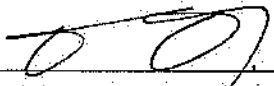
Once the road naming process is initiated by Municipal Council, the Civic Addressing Coordinator will begin the road naming review process and bring a recommendation on a new road name to Council. This is a private access road and does not require approval from the Department of Transportation & Infrastructure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

ATTACHMENTS

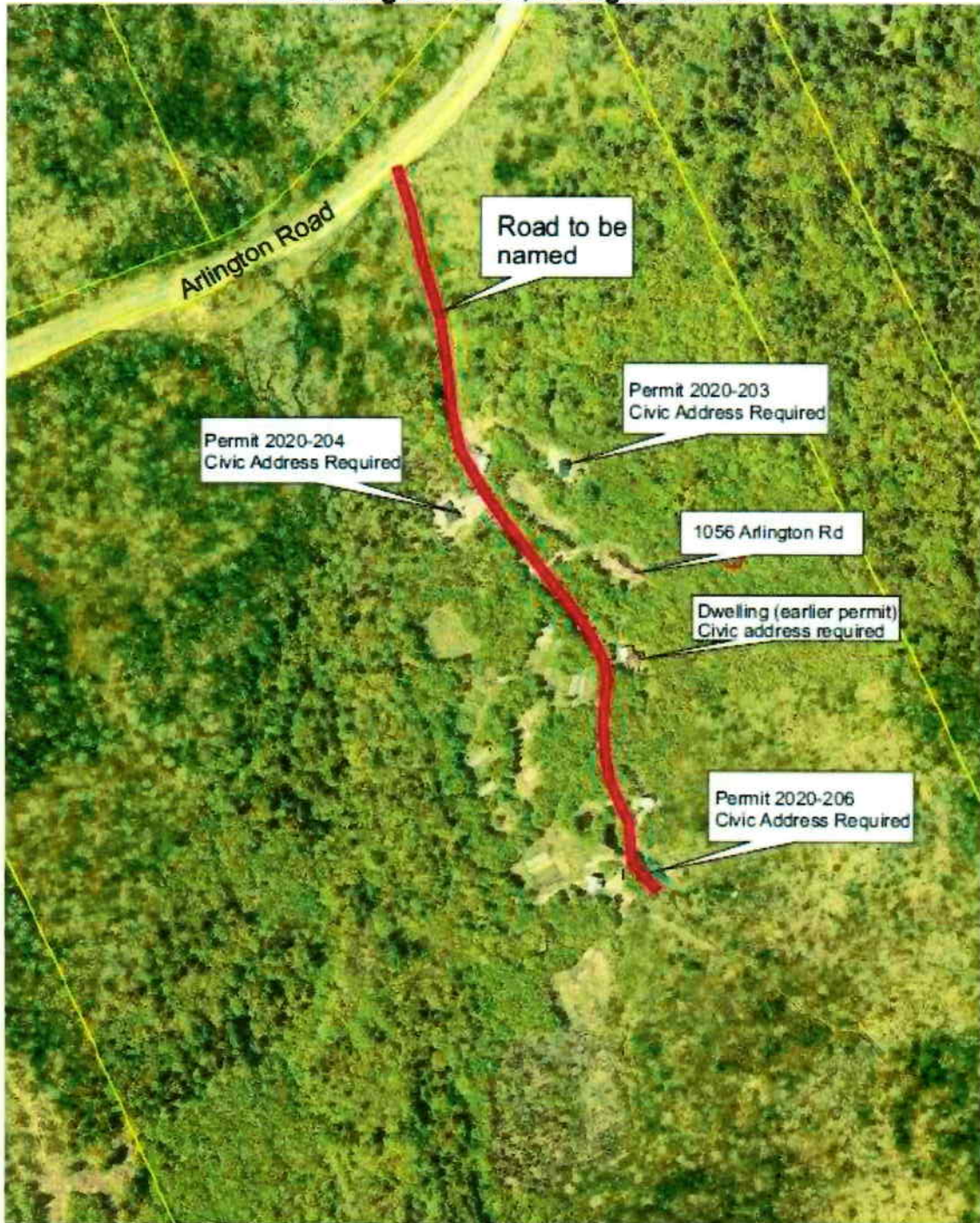
1. Map showing the location of the road to be named at the Snow Lake Keep Homesteading Community in Arlington West.

Report Prepared by: Cheryl Mackintosh, Civic Addressing Coordinator

Report Reviewed by: ALBERT DUNPHY
Albert Dunphy, MCIP LPP
Director of Community Development

Report Approved by: 
David Dick, CPA CA
Chief Administrative Officer

**Snow Lake Homesteading Community
1056 Arlington Road, Arlington West**





COUNTY of ANNAPOLIS
WATERVILLE BRIDGE

RECOMMENDATION REPORT

To: 2021-09-14 Committee of the Whole
Prepared by: Carolyn Young
Approved by: David Dick
Date: August 30, 2021
Subject: AM-1.3.8 Letters of Support & Acknowledgement Policy Amend

RECOMMENDATION

To recommend that seven-day notice be given for municipal council to amend *AM-1.3.8 Letters of Support & Acknowledgement Policy* by updating Section 3.1 and removing Section 3.2.

LEGISLATIVE AUTHORITY

This policy is enacted pursuant to Section 65(A) of the *Municipal Government Act*, as amended.

BACKGROUND

Discussion at recent meetings highlighted the inefficiencies of this policy.

DISCUSSION

This provides a better-defined process for both the applicant and council.

FINANCIAL IMPLICATIONS

This policy should have no financial implications as it is based solely on being aware of the project for which the applicant is applying for funding from other entities. This does not preclude the applicant coming before council in the future with a monetary request.

POLICY IMPLICATIONS

N/A

ALTERNATIVES/OPTIONS

- Municipal Council may choose to keep the current policy and process.
- Municipal Council may choose to get rid of the policy.


NEXT STEPS

- If approved, seven-day notice goes to council for final approval of the changes.
- If approved by council, internal and public sites will be updated with the amended policy.

ATTACHMENTS

- Suggested amendments to *AM-1.3.8 Letters of Support & Acknowledgment* policy.

Report Prepared by: Carolyn Young
Municipal Clerk

Report Approved by: 
CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS	
POLICY AND ADMINISTRATION MANUAL	AM-1.3.8
Section	Subject
Procedure & Organization of Council	Letters of Support & Acknowledgement Policy

1.0 Purpose

The purpose of this policy is to provide a clear process for Municipal Council to provide letters of

2.0 Authority

This policy is enacted pursuant to Section 65 of the *Municipal Government Act*, as amended.

3.0 General Provisions

~~3.1 Subject to review and at the discretion of~~ Municipal Council may provide letters of support or acknowledgement ~~may be provided~~ for project proposals or grant applications for which a copy of the final proposal or application has been submitted to ~~by the Chief Administrative Officer and Municipal Council~~ the Office of the Clerk to review and ~~make~~ provide a report and recommendation to council, ensuring that it does not assume an unapproved obligation or financial commitment by the County of Annapolis.

~~3.2 Municipal Council may, at its discretion, agree to provide a letter of support or acknowledgement for project proposals or grant applications contingent upon receiving a copy of the final proposal or application to ensure that it does not assume an unapproved obligation or financial commitment by the County of Annapolis.~~

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 (pending) **September 14, 2021**

Council Approval (pending) **September 21, 2021**

CAROLYN YOUNG _____
Municipal Clerk Date
At Annapolis Royal Nova Scotia

Approved March 19, 2013

Amendments:

PENDING: 2021/09/21

- **Update 3.1** to read: Municipal Council may provide letters of support or acknowledgement for project proposals or grant applications for which a copy of the final proposal or application has been submitted to the Office of the Clerk to review and provide a report and recommendation to council, ensuring that it does not assume an unapproved obligation or financial commitment by the County of Annapolis; and **Remove 3.2.**



COUNTY of ANNAPOLIS
NATURALLY INSPIRED

RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Cheryl Mason

Reviewed by: Dawn Campbell

Approved by: David Dick

Date: September 14, 2021

Subject: Request for Registration - ACGSRA

RECOMMENDATION

To recommend that municipal council accept the request from Annapolis County Ground Search & Rescue to be registered as an Emergency Services Provider for the County of Annapolis

LEGISLATIVE AUTHORITY

Municipal Government Act PART X Fire and Emergency Services Section 295 Registration as emergency services provider and County of Annapolis Policy AM-1.4.2.1 Section 5.1

BACKGROUND

The original request had been received in March 2021 however there was a need for additional documentation in order to present to Committee of the Whole for consideration. With a recent change in leadership of the organization, they are just now making the formal request.

Annapolis County Ground Search and Rescue Association is a non-profit volunteer based provider of service and has been assisting Annapolis County residents since 1976 - marking their 45th year in 2021. They are mobilized under the direction of RCMP and meet the Nova Scotia Emergency Measurers Organization's provincial standard for SAR teams. They present their report annually to Council and are now requesting to be registered with the County of Annapolis as an Emergency Services Provider.

DISCUSSION

This registration assists with leveraging funding programs both Provincial and Federal, such as the Emergency Services Provider Fund in Nova Scotia which offers financial assistance for equipment used in response to an emergency.

DISCUSSION CONTINUED

The organization has provided proof of insurance, list of trained members, Director Report outlining their activities over the past year as well as a copy of the financial statements and confirmation they are an active society with Registry of Joint Stocks of Nova Scotia.

FINANCIAL IMPLICATIONS

This registration does not obligate or purport to obligate the release of funds to the organization although they regularly receive funds under the Community Contributions Policy.

POLICY IMPLICATIONS

This request meets the intent of the Policy AM-1.4.2.1.

ALTERNATIVES/OPTIONS

None known

NEXT STEPS

Council's response will be passed on to the organization.

ATTACHMENTS

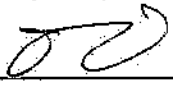
Application for Registration

Report Prepared by: Cheryl Mason, Manager of Protective Services

Report Reviewed by: Dawn Campbell

Dawn Campbell, Director of HR & Legislative Services

Report Approved by: _____


CAO David Dick, CPA CA

Rec'd July 16/21 9:04am

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.4.2.1
Section Municipal Services - Protective	Subject Fire Response Services Policy	

Schedule "A" Page -1-

Application for Registration as a Fire Department or Emergency
 Service Provider under the *Municipal Government Act*

Municipality of the County of Annapolis

1. Service Provider Name (as registered with NS Registry of Joint Stocks):

Annapolis County Ground Search + Rescue
 Association

2. Chief Name, Contact Phone Number for Department and Civic and Mailing Address:

Diane Heaton, Acting President 226-821-5740
 civic - 68 Victoria Street, Middleton
 mailing - P.O. Box 234 Bridgetown BOS 1C0
 email - president@acgsar.ca

3. NS Registry of Joint Stock Number: 1559854
 Federal Charitable Status Number (Canada Revenue Agency, if applicable):

4. Name of Insurance Provider Algoma, Intact + Clare Mutual

5. Amounts / Types of Insurance (provide copies)

Algoma - members
 Intact - vehicles
 Clare mutual - equipment } see attached

6. Communities or Area protected by the Service Provider (County Fire Districts, in the case of Fire Departments):

Annapolis County, Town of Middleton, Town of
 Annapolis Royal.

APPROVED January 22, 2014

Page 6 of 14

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.4.2.1
Section Municipal Services - Protective	Subject Fire Response Services Policy	

Schedule "A" Page -2-

Application for Registration as a Fire Department or Emergency
 Service Provider under the *Municipal Government Act*

Municipality of the County of Annapolis

Nature of Services Provided:
 (Please indicate the nature of Emergency Services provided and the level of service provided by
 circling the appropriate reference.)

Emergency Services	Level of Service Provided	Accepted for Registration (Y/N)
7. Fire and Fire Related Emergencies	<input type="checkbox"/> Structural <input type="checkbox"/> Defensive <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
8. Medical Emergencies <i>(attach copy of registration)</i>	<input type="checkbox"/> Registered 1 st Responder <input type="checkbox"/> Medical Assistance <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
9. Vehicle Rescue	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
10. Water Rescue	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
11. Ice Rescue	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
12. Structural Collapse	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
13. Excavation Collapse	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
14. High Angle Rescue	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
15. Hazardous Material	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
16. Ground Search and Rescue	<input checked="" type="checkbox"/> Technician <input checked="" type="checkbox"/> Operational <input checked="" type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
17. Confined Space Entry	<input type="checkbox"/> Provider Assistance <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
18. Confined Space Rescue	<input type="checkbox"/> Provider Assistance <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N

19. Number of Active Members 41

APPROVED January 22, 2014

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.4.2.1
Section Municipal Services - Protective	Subject Fire Response Services Policy	

Schedule "A" Page -3-

Application for Registration as a Fire Department or Emergency
Service Provider under the *Municipal Government Act*

Municipality of the County of Annapolis

Please refer to the "Evaluation of Services Provided and Level of Service" information attached,
in answering the following questions:

20. Are there any limits on the level of service that will be provided in respect to any of the
services checked above? If so, please indicate:

*For all lost person incidents or civic
emergencies, we do not self-deploy.
We are activated by the RCMP or
agency of jurisdiction.*

21. Does the Service Provider have the equipment to perform the services checked above?

yes

22. Does the Service Provider have the training and experience necessary to provide the services
checked above? Attach list of members, training provided and copies of certification:

yes

APPROVED January 22, 2014

Page 8 of 14

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.4.2.1
Section Municipal Services - Protective	Subject Fire Response Services Policy	

Schedule "A" Page -4-

**Application for Registration as a Fire Department or Emergency
Service Provider under the *Municipal Government Act***

Municipality of the County of Annapolis

- 23. Have you provided reports regarding incidents and fire-suppression / prevention activities for the previous fiscal year?** Yes No

If no, please explain: _____ _____
--

Date: <u>July 15, 2021</u>	Date:
Signature: <u><i>Diane Heaton</i></u>	Signature: _____
<u>DIANE HEATON</u>	Printed Name
Printed Name and Position of Emergency Service Provider Representative	Chief Administrative Officer, County of Annapolis

APPROVED January 22, 2014

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COUNTY of ANNAPOLIS
NATURALLY INSPIRED

RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Dawn Campbell, Director of Legislative Services

Reviewed by: Holly Orde, Director of Finance

Approved by: David Dick, Chief Administrative Officer

Date: September 8, 2021

Subject: Recommendation Report – Physician / Nurse Practitioner Relocation Grant

RECOMMENDATION

That Committee of the Whole recommend that Municipal Council adopt a short-term procedure of providing a grant of \$10,000 to physicians and nurse practitioners starting a practice in Annapolis County and purchasing a home in the County of Annapolis or the Towns of Annapolis Royal or Middleton.

LEGISLATIVE AUTHORITY

Municipal Government Act Section 65A

BACKGROUND

Suggestion by Councillor

DISCUSSION

At present the County has no practice / program supporting recruitment of medical professionals to the area. This would be a preliminary practice to be replaced at a later time with a more comprehensive initiative to be developed in consultation with the Physician Recruitment Committee as well as the Province's new minister responsible for Healthcare Professionals Recruitment.

FINANCIAL IMPLICATIONS

The Strategic Initiatives cost centre contains an allocation of \$45,000 for the current fiscal year with no expenditures to-date.

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

- Not approve the recommendation;
- Approve a specified grant amount not tied to deed transfer tax paid.

NEXT STEPS

- If approved, commence practice effective immediately

ATTACHMENTS

N/A

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



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: September 2, 2021

Subject: Recommendation Report Community Grants Program – Medway Community Forest Co-operative Ltd. grant application.

RECOMMENDATION

I move to recommend that municipal council approve a grant in the amount of \$5,000.00 to the Medway Community Forest Co-operative Ltd. from the 2021-22 Community Grants Program, in accordance with *AM-1.4.9 Community Grants Policy*.

LEGISLATIVE AUTHORITY

Municipal Government Act Section 65

BACKGROUND

DISCUSSION

1. The Medway Community Forest Co-operative is requesting funding in the amount of \$5,000.00 to assist with development of their Recreational Trails project. The funding requested is to help support an initial trail network and required public infrastructure including construction of a parking lot, an accessible outhouse, and upgrading existing road infrastructure. They have provided a detailed description of the projects and benefits to the users and area (Appendix A).
2. The Medway Community Forest Co-operative is registered under Nova Scotia Joint Stocks as a for-profit organization with a mission to support local communities through sustainable and ecologically based forest management. An excerpt from their bylaws are attached at Appendix B.
3. The total estimated cost of their recreational trail project is \$ 80,711.26 and have secured funding from their organization and in addition to this application, have applied to ACOA-Canada Community Revitalization Fund

(CCRF) for the majority of the project funding. They have also secured in-kind support for materials, labour and machinery.

FINANCIAL IMPLICATIONS

The AM 1.4.9 Grants to Community Organizations budget currently has \$76,483.75 remaining in the current fiscal year. If this recommendation is approved for the Medway Community Forest Co-operative for \$5,000.00 there will be \$71,483.75 remaining in the community grants policy for the rest of this fiscal year.

POLICY IMPLICATIONS

The requested funding is in accordance with the Community Grants Policy (AM 1.4.9).

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 1.4.9; or
2. If the request is not approved inform the group of the decision.

ATTACHMENTS

Appendix A: Detailed description of the projects and benefits to the users and area.

Appendix B: Excerpt from Medway Community Forest Co-operative Ltd. bylaws

Report Prepared by: Nancy Chisholm, Recreation and Programs Officer



Report Reviewed by:

Holly Orde, Director of Finance



Dawn Campbell, Director of Legislative Services and HR

Report Approved by:



CAO David Dick, CPA CA

Medway Community Forest Co-op Recreational Trails

The Medway Community Forest Co-op (MCFC) is a member-based crown land licensee of 15,000 ha operating under principles of ecological forestry and multi-value forest management, building resiliency by restoring Wabanaki-Acadian forests rather than managing for market forces. We aim to promote the multiple values of forests (timber, non-timber forest products, recreation, education, research, etc.) to diversify local economies and support rural communities with a core focus on resiliency. This funding ask is for the development of an initial trail network and required public infrastructure including construction of a parking lot, an accessible outhouse, and upgrading existing road infrastructure. This accessible, public trail enhances the Gateway to Kejimikujik project by promoting the area as an ecotourism destination and increases opportunities for locals to reconnect with provincial protected areas and Crown lands. This provides a new space for people to easily experience a plethora of landscape features including unique water and rock formations, encompassed within a diverse old growth Acadian forest. The site offers immense opportunities for both physical activity and public education.

The proposed site is well suited to recreation, sharing property boundaries with the Tobeatic Wilderness Area and adjacent to two lakes, Stave and Lower Stave Lake. The expansion of hiking and outdoor recreation infrastructure will complement existing facilities between Caledonia and Annapolis Royal, and the Gateway to Kejimikujik project. The development of new hiking trails and parking can act as a launching point to existing paddling routes and wilderness areas and serve as a new destination for people looking to visit Keji (15km away) and Annapolis Royal (30km away). The trails will connect locals and travellers from Trunk 8 to the Tobeatic Wilderness Area through Lake Torment.

The expected benefits of the trail infrastructure include:

- (1) Accessibility - To promote access to Crown lands & wilderness areas, as well as physical accessibility by inclusive design;
- (2) Collaborative regional ecotourism enhancement with the Gateway to Kejimikujik project in the Caledonia village and the County of Annapolis;
- (3) Research and data sharing with the Confederacy of Mainland Mi'kmaq and the Mi'kmaq Forestry Initiative (MFI), in support of multi-value forest management;
- (4) Promotion of ecological forestry education, and provide opportunities to engage public and demonstrate ecological forestry and;
- (5) Social entrepreneurship - promote inclusive ecotourism opportunities and engage more people in MCFC as a member-based co-op and multi-value forest manager

The project involves 1,500 m of accessible trail built to be suitable for wheelchairs, wagons, strollers, bikes, sight impaired, etc. to connect visitors from the woods road and parking area to Upper Stave Lake through mature mixedwood Acadian

forest. Beyond the accessible trail, an additional 3,000 m of footpath trails will take visitors through an old forest stand around Lower Stave Lake to Stave Lake, as well as to a logging road which connects to Lake Torment. In the section of the trail between Upper and Lower Stave Lake there exists lower lying wet spots which will require simple boardwalk structure to avoid ground disturbance and wet feet.

With funding support, we will open free accessible recreational trails to serve the tourism corridor and local communities between Annapolis Royal and Kejimikujik National Park, and create a launch point to the backcountry of the Tobetic Wilderness Area. The trail will host numerable outdoor educational opportunities for a diversity of user groups. Our intention is to make accessing public forest lands easy by way of removing (1) physical barriers by improving road and trail infrastructure; (2) financial barriers in providing free access to high-quality recreation amenities; and (3) mental barriers to provide a space that is safe, secure, and inviting to all people. Interpretive signage will be posted at the main trail entrance to introduce users to the area as unceded territory of the Mi'kmaq and the traditional uses of the Wabanki Acadian Forest, to explore and read about the ecosystems. MCFC will host free events for the public, and these new trails are ideally located next to a National Park to help engage new or less experienced outdoor enthusiasts. In post-pandemic life, reconnecting with the natural world at free outdoor venues is integral to provide travellers and locals a place to meet friends and loved ones.

ARTICLE 1 – MISSION & OBJECTIVES OF THE CO-OP

The mission of the Medway Community Forest Co-op is to support local communities through sustainable and ecologically based forest management.

The specific objectives to meet this mission are:

- 1.01 The forest resource is managed in such a way as to be economically viable without dependency on government subsidies in the long term.
- 1.02 The Co-op will strive to support economic stability in local communities
- 1.03 The Co-op will aim for a high level of business innovation through new product development, start-up ventures, and community investment
- 1.04 All investments and activities should strive to leverage and build local capacity
- 1.05 The land base will be managed to maximize multiple economic, social, and environmental values
- 1.06 The organizational structure and planning processes are designed to cultivate a broad level of community collaboration
- 1.07 Governance structures will have a high level of accountability and transparency to the community. Board of director positions will be democratically elected from the membership
- 1.08 The forest will be managed using ecologically based forest management to maintain, enhance, or restore healthy Acadian forest conditions 1.09! The forest will be managed in full consideration of the larger landscape, including protected areas and high conservation values.



COUNTY of ANNAPOLIS
NATURALLY BUILT

RECOMMENDATION REPORT

To: September 14, 2021 COTW

Prepared by: Nancy Comeau

Reviewed by: Holly Orde

Reviewed by: Janice Young

Approved by: David Dick

Date: September 7, 2021

Subject: Capital Projects Basinview Centre 2020/2021 & 2022

RECOMMENDATION

To recommend that Municipal Council approve the funding of four capital projects from the Operating Reserve in the amount of \$147,002.57.

LEGISLATIVE AUTHORITY

Financial Reporting and Accounting Manual – Department of Municipal Affairs (FRAM)
3(1)(a)(iv) Operating Reserve Fund

A. Requirement for an Operating Reserve Fund - There must be a separate accounting of reserve fund assets from the general operating funds and capital funds.

B. Withdrawals - A resolution of council is required before any money may be withdrawn from the operating reserve fund. The resolution of council approving a budget that includes a withdrawal from the operating reserve fund is sufficient. Sums withdrawn may be used for any purpose for which council has authority to expend money

BACKGROUND/ DISCUSSION

Council had approved a number of assessments and investigations related to facility deficiencies at the Basinview Centre. At the time of Council approval, it was expected that funds required to finance these projects would be available from Gas Tax Reserves. Staff were advised that none of these are eligible for funding because the Assessments did not lead to the actual projects.

The projects and related costs are as follows:

	<u>Cost</u>	<u>Budget</u>	
1.)	\$ 69,562.27	\$ 35,000	(\$34,562.27) Pool and building assessment
2.)	\$ 59,411.45	\$ 40,000	(\$19,411.45) Geotech Investigation of Soils
3.)	\$ 18,028.85	\$ 16,000	(\$ 2,028.85) East Wall Investigation
4.)	\$ -	\$ 58,500	\$ 58,500.00 Roof and Harness guarding -
	<u>\$147,002.57</u>	<u>\$149,500</u>	

FINANCIAL IMPLICATIONS

POLICY IMPLICATIONS

N/A

ALTERNATIVES/OPTIONS

Allocate funding for these capital projects from:

- 1. Operating Reserve (Projected March 31/22 Balance \$ 984,855)
- 2. Recreation & Culture Reserve (Projected March 31/22 Balance \$ 159,446)

NEXT STEPS

N/A

ATTACHMENTS

N/A

Report Prepared by: Nancy Comeau, Assistant Manager of Finance



Report Reviewed by:

Holly Orde
Director of Finance

Janice Young
Manager of Projects/Acting Municipal Services Manager

Report Approved by:



CAO David Dick, CPA CA



COUNTY of ANNAPOLIS
NATURAL BEAUTY

INFORMATION REPORT

To: Committee of the Whole
Submitted by: Cheryl Mason, Manager of Protective Services
Approved by: CAO David Dick, CPA, CA
Date: September 14, 2021
Subject: Identify Possible Bylaw Infractions on County-Owned Forest Lands

BACKGROUND

Request at July 13, 2021 Committee of the Whole on behalf of Forest Advisory Committee to provide report regarding bylaw enforcement staff to locate, visually inspect and identify possible bylaw infractions on County-owned forest lands that exceed 20 acres and that this exercise be completed annually.

DISCUSSION

Two Bylaw Enforcement Officers are available to inspect, investigate and provide reports on any bylaw infraction under the authority given them, in particular the S1 Waste Management Bylaw for illegal dumping, but may also provide information on any other infractions happening on County of Annapolis lands.

Staff are reviewing the properties that would fall into the category and on the accessibility to view the properties while driving past the property without having to enter into the wooded area however there are some that are not that easily accessible and may be more of a challenge. Challenges would be:

- 1 - Properties are remote and have no direct access which would allow staff to easily view the property
- 2 - Cell phone reception is minimal
- 3 - Preferred time of year – April 1 to September 1 due to insects, animal movement, winter conditions and hunting season, not to mention the busy time when staff are posting tax notices
- 4 – Evidence may not result in prosecution
- 5 – Additional kilometers travelled and staff time to be monitored in order to budget for these costs annually as some areas would not normally be within a normal route for staff.

We do have access to many forms of technology such as Google Earth, Google Maps and Bing which over time could be useful to monitor usage from year to year.

The idea of using a drone may lend to a closer look further back on the parcels of land where staff cannot easily access but caution that use of such equipment may be subject to regulations with Transport Canada. Staff are not familiar with any agency that currently provides such services locally but it appears many Bylaw/Police agencies in other countries are using them more and more.



Report Prepared by: _____
Cheryl Mason, Manager of Protective Services

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



Report Approved by: _____
CAO David Dick, CPA, CA



COUNTY of ANNAPOLIS
A SOUTHWEST VIRGINIA

To: Committee of the Whole

Submitted by: _____
Albert Dunphy, Director of Community Development

Date: September 14, 2021

Subject: Community Development Update – July 2021

PLANNING

1. **Treeline Project Management Ltd. Land Use Bylaw Amendment Application:** Bridgetown Area Advisory Committee (BAAC) met July 21, 2021 and recommended that PAC approve the application to rezone 431 Granville Street, Bridgetown from the R1 Zone to the C2 Zone.

Next step is PAC is to schedule a public meeting in order to continue processing of this application.

2. **Bear River Greenhouse:** The file is in the process of being transferred.
3. **Municipal Grants:** Staff gave a presentation to Council for the 39 submitted Community Grant applications. Processed approved grants and notified applicants of results.
4. **Habitation Area Advisory Committee:** Committee meet July 29th and are proceeding with developing their zones and zoning map. Next meeting is scheduled for September 16, 2021
5. **Minimum Mandatory Planning Background Research Update:**
Staff is continuing to compile background statistics, reports and maps that will assist the consultant in the preparation of the county wide plan. To balance growth and protect our resources and environment, it is necessary to identify the various aspects of the county relating to land cover, building uses, services, protected/environmental sensitive areas, etc. The following information identifies the current state of the mapping projects, the issues or constraints, and what additional work is required for that background piece.

Agriculture:

- Marshland Protection Areas – these are the areas that are under the Marshland Protection Act and requires approval from the marsh board before construction can occur

1

- Cleared agricultural land – from the ALIP program – approximately 5% of the land area in Annapolis County is used for farming
- An overlay of soil classes is being prepared to show where the best soils are in relation to what is being farmed
- Active Orchards
- To be added – vineyards, changes to agriculture lands – decline or increase (if available), location of active licensed farm operations, crop based vs animal based farms, trends

Ecological Land Classification (Forest Cover Map):

- Shows the types of tree cover and the location where they exist, hardwoods, mixed woods and softwoods
- To be added – trends relating to the percentage of land being cleared, replanted, managed woodlots

Municipal Serviced Areas:

- Shows areas in the county that are serviced by wastewater
- Shows areas in the county that are serviced by water
- Cornwallis Park
- Granville Ferry/Annapolis Royal/Lequille
- Bridgetown/Carleton Corner/Bridgetown North
- Lawrencetown
- Middleton
- Margaretsville

Protected Water Supply Designations under the Environment Act:

- Lake Cady Watershed – Cornwallis Park
- Lily Lake Watershed – Middleton
- Margaretsville Watershed - Margaretsville

Municipal Properties:

- This identifies all lands owned by the Municipality in the County of Annapolis by location

Major Hydrological Areas:

- Major watershed areas
- Lakes
- Rivers/Brooks
- Swamp/wetland areas
- Water course setbacks should be added based on the outcome of the planning policy

Transportation:

- Arterial Roads – Highway 101
- Collector Roads – Highways 1, 201, 8 & 10
- Local Roads
- Municipal Roads
- To be added – K Class Road, J Class Roads, non-addressed roads (NAR)

Federal, Crown Lands & Wilderness Protection Areas:

- First Nations Lands
- Federal Lands
- Crown Lands – land owned by the Province
- Wilderness Protection Areas
- Nature Reserves
- Wildlife Management Areas – example (Belleisle Marsh)
- Natural Site – Margaretsville nature site (Triassic – Jurassic)
- Ecological Sensitive Areas – (to be added)

Lake Front Cottage Areas:

- Lakes in Annapolis County have been identified that are currently experiencing extensive cottage development

Flood Prone Areas:

- 2003 Flood Areas
- 2008 Flood Areas
- Flood Zone compiled by COGS Student Project
- NS Power Flood Risk Areas
- Known Flood Damaged Areas (2003 & 2008) roads & bridges
- Wharf Damaged Areas 2000
- To be added – the new Coastal Protection Zone. The draft setback will be identified after the provincial regulations are adopted
- To be added – as per the water features above, further work is necessary on possible setbacks from water courses, etc.

Population Density:

- Population density distribution from the 2016 Census is available.
- The 2021 Census information on population and dwelling counts will not be released until February of 2022.
- To be added - 2021 Census when available will be used to show population growth or decline areas of the Municipality

Current Municipal Planning Areas:

- Mapping showing the current areas in Annapolis County and the Annapolis County Wide Plan as it relates to municipal roads and commercial wind power.

Recreation:

- Federal Parks
- Provincial Parks
- Community Halls
- Trails
- Recreation Infrastructure – (this is an inventory of all recreational facilities in the county and where they are located)

6. **New Municipal Planner Positions:** Process is underway to hire two new planners for the Municipality. We are interviewing 9 candidates for the two positions. Interviews are to be held in mid-August.

HERITAGE:

1. **Easson House:** Heritage Advisory met July 29, 2021 and recommended, due to the age of the Easson property in Lequille, that the property be given an automatic designation for inclusion in the Annapolis County Registry of Heritage Properties.
2. **West Paradise School:** Heritage Advisory met July 29, 2021 and recommended that the entire West Paradise Community Hall property be considered for registration as a municipal heritage property.
3. **Entertainment House:** The deregistration process of the Entertainment House (the vacant lot PID 05108956) is scheduled for a public hearing on August 17, 2021 at 11 am at the Bridgetown & District Memorial Arena.

RECREATION

1. **Canada Day:** A virtual Canada Day concert via Facebook live was held and had 940 views. The audience was encouraged to wear orange this year instead of the normal red for Canada Day to acknowledge the abuses at the former residential schools and to honour the memory of those deceased. Additionally, we hosted a House Decorating/Canada Proud Contest and had 5 participants.
2. **Raven Haven Beachside Family Park:** Raven Haven is a day use park open from mid-June to Labour Day. The canteen is now open. The site is staffed from 10 am to 6 pm for washroom and touch surface cleaning as per the Covid-19 protocols.
3. **Virtual Walking Challenge:** The new 6 week online "report your steps" program has begun to encourage people to be active. We have 3 participants.
4. **Bridgetown Regional Outdoor Sports Hub:** Youth soccer is ongoing nightly and adult soccer twice a week along with Annapolis County Athletics several times a week. The washroom is open along with a portable outhouse on site.
5. **Try It Paddle:** 15 people participated in an afternoon paddle at Jubilee Park and received supervision and instruction.
6. **Canoes & Kayaks:** Free use will be available at Jubilee Park and Raven Haven.
7. **Port Lorne Beachcombing & Walk:** This event was held on July 21st with only 2 participants.
8. **Karsdale Property:** Awaiting installation of rock barrier across trail head.
9. **River Pines Estates Trail Easement:** Work is complete to remove the sub-standard foot bridge.

BUILDING INSPECTION

36 building permits were issued; total value for July \$1,879,008; total value year to date \$11,510,101.00; permit fees for July \$3,804.09; total fees year to date \$17,099.40; 153 building inspections were carried out this month.

4

FIRE INSPECTION

County – 0 initial inspections, 11 re-inspections, 0 follow up, 10 completed.

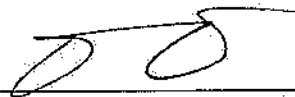
DEVELOPMENT CONTROL / SUBDIVISION APPROVALS

- 1. 11 development permits issued – 4 Upper Clements, 1 Bridgetown & 6 East End
- 2. Zoning Confirmation Letters: 26
- 3. Subdivision approvals: 5
- 4. Update: Notice of Violation Upper Clements – accessory building & deck addition in R-2 Zone, development permits application received and approval granted.
- 5. Update: Notice of Violation – Upper Clements – accessory building located in R-2 Zone – application received and approval granted.
- 6. Notice of Violation Bridgetown – 14 day letter sent for operating a business in the C-1 Zone.
- 7. Update: Notice of Violation East End – 30 day letter sent for location of accessory building in R-1 zone. Permit application received and approval granted.
- 8. Notice of Violation Cornwallis Park – 14 day letter sent for location of accessory building in R-1 Zone. Have spoken with tenant and application will be made soon.

CIVIC ADDRESS MAINTENANCE

- 1. 12 new civic addresses assigned.
- 2. Recommendation to Municipal Council in August to rename the I Class and K Class sections of the Longley Mountain Road in Upper Granville to Gesner Lane.
- 3. Recommendation to COTW in September to initiate the road naming process to in Arlington West to name the access road at the Snow Lake Keep Homesteading Community.

Report Approved by: _____



David Dick, Chief Administrative Officer



COUNTY of ANNAPOLIS
ANNO DOMINI 1650

To: Committee of the Whole

Submitted by: _____
Albert Dunphy, Director of Community Development

Date: September 14, 2021

Subject: Community Development Update – August 2021

PLANNING

1. **Treeline Project Management Ltd. Land Use Bylaw Amendment Application:** Bridgetown Area Advisory Committee (BAAC) met July 21, 2021 and recommended that PAC approve the application to rezone 431 Granville Street, Bridgetown from the R1 Zone to the C2 Zone. PAC meeting is set for 10 am September 14th at Champlain Hall, Cornwallis Park.
2. **Bear River Greenhouse:** The file is now closed. Land has been transferred.
3. **Request for Proposals – Annapolis County Municipal Planning Strategy and Land Use Bylaw Review:** We have advertised the RFP in various provincial and national websites and other forms of social media. The closing date is September 20th.

HERITAGE:

1. **Easson House:** Heritage Advisory met July 29, 2021 and recommended, due to the age of the Easson property in Lequille, that the property be given an automatic designation for inclusion in the Annapolis County Registry of Heritage Properties. It is anticipated that this will come up for review at the September COTW meeting.
2. **West Paradise School:** Heritage Advisory met July 29, 2021 and recommended that the entire West Paradise Community Hall property be considered for registration as a municipal heritage property. It is anticipated that this will come up for review at the September COTW meeting.
3. **Entertainment House:** A favourable recommendation was received at Council to deregister the vacant lot associated with the Entertainment House property (the vacant lot PID 05108956). Notice of deregistration has been submitted to solicitor for filing at the Registry of Deeds.

1

BUILDING INSPECTION

57 building permits were issued; total value for August \$3,863,865.75; total value year to date \$15,373,966.75; permit fees for August \$5,355.739; total fees year to date \$22,455.13; 140 building inspections were carried out this month.

FIRE INSPECTION

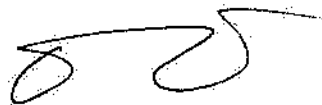
County – 0 initial inspections, 1 re-inspections, 0 follow up, 2 completed.

DEVELOPMENT CONTROL / SUBDIVISION APPROVALS

- 1. 13 development permits issued–1 Upper Clements, 2 Bridgetown & 10 East End
- 2. Zoning Confirmation Letters: 2
- 4. Subdivision approvals: 8
- 5. Update: Notice of Violation Bridgetown – 14 day letter sent for operating a business in the C-1 Zone. Application received and in progress.
- 6. Update: Notice of Violation Cornwallis Park – 14 day letter sent for location of accessory building in R-1 Zone. Application received and in progress.

CIVIC ADDRESS MAINTENANCE

- 1. 15 new civic addresses assigned, 2 revisions.
- 2. Staff is compiling the information package to send to the Department of Transportation & Infrastructure Renewal to approve the road name change of the Longley Mountain Road in Upper Granville to Gesner Lane.
- 3. Recommendation to COTW to initiate the road naming process to in Arlington West to name the access road at the Snow Lake Keep Homesteading Community.
- 4. New road name signs have been prepared for Tupper Avenue and Webster Avenue in Wilmot, staff are in the process of having the property owner pay for the signs and have them properly located.



Report Approved by: _____
David Dick, Chief Administrative Officer

5G replacement



COUNTY of ANNAPOLIS
NATURALLY ROOTED

2021-2022 BUDGET VARIANCE REPORT/PROJECT TO 3/31/22

To: Committee of the Whole

From: Holly A. Orde, Director of Finance

Date: September 3, 2021

Re: 2021-22 April 1, 2021- up to and including July 31, 2021 Variance Report

RECOMMENDATION

That Committee of the Whole accept this Variance Report for information for the period of April 1, 2021 up to and including July 31, 2021.

Please find attached as follows:

- General Operating Budget Projected to March 31,2022 - Revenue page 1 of 5
- General Operating Budget Projected to March 31, 2022 - Expenditures page 2 of 5
- Capital Budget Projected Projected to March 31, 2022 page 3 of 5
- Annapolis County Water Utility Projected to March 31, 2022 page 4 of 5
- Bridgetown Water Utility Projected to March 31, 2022 page 5 of 5

Staff have reviewed the actual financial results to the end of July 2021. These results have been projected to the end of the year based on our best estimates of our expectations for full year operating results. These expectations have been compared to Council approved budget and variances have been determined based on these differences. As Council will expect, the actual results to year end 2022 will vary based on these estimates but staff are attempting to

provide up to date financial results and mitigation strategies if needed.

The variance analysis for operations to March 2022 projects an overall surplus in operations of \$470,000 and deficit in Annapolis County water operations of \$127,830 specific analysis is as follows:

General Operating Budget

Deed Transfer Revenue is expected to generate an overall surplus (budget amount is \$1,483,542, projecting \$1,991,542 at year-end)	\$508,000
Grants in Lieu of Taxes have exceeded budget by (Nova Scotia Power Inc. – assessment increases resulting in additional Grant in Lieu of Taxes)	19,000
Assessment appeals have reduced our overall assessment revenue by (Tax refunds due to successful assessment appeals)	(22,000)
Assessment appeals have reduced area rate revenues by (Tax refunds due to successful assessment appeals)	(24,000)
Overall savings from the closing of the Basinview Centre	271,000
Basinview Revenue – includes a loss in lease revenue of \$132,000	
Basinview Expenditures – A projected savings in expenditures of \$403,000	
The projected savings are as follows:	
Electricity	\$133,000
Heat	97,000
Salaries/Benefits	56,000
Insurance	54,000
Water (Annapolis County)	21,000

Water Utility)	
Contracts	18,000
(boiler checks, cleaning, Winter maintenance, Elevator service checks)	
Sewer	14,000
Property tax/WRM/boiler/ Chemicals	10,000

TOTAL SAVINGS \$403,000

We are also expecting net proceeds after ensuring the building is “broom clean” of \$72,000 to be deposited to Capital Reserve as per the *Municipal Government Act*. (The YMCA deficit of \$182,000 and Management fee of \$50,000 remain in the Budget as projected)

Provincial Unconditional Transfers – HST offset grant came in \$8,384 over budget 8,000

It is expected that the corporation will experience a savings in overall Wages and benefits. There are savings from timing of replacement of Vacant positions, salaries related to these replaced positions, overtime, Shift differentials, acting position increases and an extra pay week in 2021/22 86,000

Protective services is projecting an overall surplus of 17,000 (RCMP will come in \$6,685 under budget and REMO savings of \$10,717 due to Covid-19 with fewer meetings and training exercises).

Environmental Health Services is projecting a savings of 317,000.

(we can expect this level of savings in the 2022/23 operating budget)

When comparing County run services vs. Valley Waste

Public Health deficit of (70,000)

(The 2021-22 budget was based on historical requirements. Recent provincial updates have indicated the expected deficit attributable to the County will exceed \$183,000. NS Housing Authority is projecting a deficit at year-end of \$183,134

tried to contact NS Housing Authority for more details, no response to emails and left a message with no response to date). Only budgeted \$112,885 (amount known at the time based on previous years).

Environmental/Community Services is projecting an overall surplus of \$306,000 less \$132,000 in Basinview lease revenue or under budget, this leave an overall surplus of \$174,000. Staff reallocations from Recreation department are showing under office of CAO and Planning department. One staff budgeted under Human Resources and now projected to year-end under Recreation department and recreation promotions is projected to come in under

budget).

Includes Basinview (revenue and expenditures) above in this report surplus totalling \$243,000

Insurance at Upper Clements Park(UCP)	(42,000)	
Short term borrowing costs (UCP)	(22,000)	
Raven Haven	(5,000)	(69,000)
Education – Annapolis Valley Regional Centre for Education(AVRCE) (projected to come in under budget as per AVRCE)		29,000
Additional legal fees		(600,000)
TOTAL OPERATIONS PROJECTED SURPLUS		<u>\$470,000</u>

2021-2022 Capital Budget funded from Reserves

BUDGET	PROJECTED 3/31/22	VARIANCE
		Over/(under)
\$21,194,000	\$20,856,412	(\$102,914)

(This is all from funding sources other than taxation)

\$102,914 underspent in capital projects at year-end due to the following:

Miscellaneous capital (funding A.C. water)	\$6,835
Granville Ferry Lift Station (funding Sewer)	2,632
Cornwallis Park Waste Water structural steel rehab (funding Sewer)	25,000
Cornwallis Water Treatment Plant lid replacement (funding A.C. water)	17,456
Mobile genset hook-ups – 7 stations/year (funding gas tax)	634
Basinview roof guarding and harness (funding gas tax)	58,500
Pick up truck replacement –Bridgetown (funding Bridgetown Capital)	2,486
2 Pick up trucks (funding A.C. water and sewer 50% each)	9,664
Utility operators truck (funding A.C. water and sewer 50% each)	<u>1,147</u>
Savings	\$124,354
Less: over budget - Basinview Geotech investigation (funding gas tax)	9,411
Less: over budget - Basinview east wall investigation	2,029

(funding gas tax)

Total Under budget

\$102,914

The above capital projects are projected to come in under budget with the exception of the investigations at Basinview of which came in over budget. Since the entire capital budget is funded from reserves the savings realized will only affect reserves and no savings will be realized in general operating.

RESERVE BALANCES

21/22 Funds available to spend as at Sept 08, 2021	GRES Gas Tax Reserve	ORES Operating Reserve	BORS B'town Operating Reserve	SRES Sewer Reserve	BSRS Sewer Reserve	WRES Water Reserve	BT
Mar 31, 2021 Funds Available	2,008,993.12	1,142,858.26	193,172.00	384,321.68	329,466.00	702,213.00	
Changes during the year	(943,136.58)	(11,000.00)	8,377.00	(45,847.46)	(6,475.00)	(318,880.00)	

Annapolis County Water Operating Budget

Projecting a deficit of \$127,830 due to water leak this summer at Granville Ferry reservoir

	BUDGET	PROJECTED 3/31/22
Surplus(Deficit)	\$150,000	(\$127,830)

A \$150,000 surplus was budgeted; however, the staff are projecting a deficit of \$127,830. This

projected deficit includes the Granville Ferry Reservoir leak that came in at a cost of \$233,319 (\$214,777 expenses plus \$18,542 salaries/wages). In addition, revenue-sales of water have been projected to come in under budget by \$38,000 due to customer conservation.

Bridgetown Water Operating Budget

No change projected budget amount at year-end – March 31, 2022

	BUDGET	PROJECTED 3/31/22
Surplus (Deficit)	\$3,838	\$3,838

(Since we are projecting a surplus of \$3,838, a water rate study will not be required for the Bridgetown Water Utility)

Unaudited

APPROVED GENERAL OPERATING BUDGET 2021-04-20

Municipality of the County of Annapolis
 Statement of Estimates
 General Operating Fund
 Budget Report 2021-22

	BUDGET 2021-2022	ACTUAL 7/31/2021	VARIANCE over/(under)	PROJECTED 3/31/2022	VARIANCE over/(under)
REVENUE					
Assessable property taxes	\$ 13,306,388	\$ 13,283,759	\$ (22,629)	\$ 13,283,838	\$ (22,550) losses on appeal
Area Rates	\$ 1,785,828	\$ 1,761,291	\$ (24,537)	\$ 1,761,337	\$ (24,491) losses on appeal
Business Property (Alliant; MSP), HST offset)	\$ 641,247	\$ 612,032	\$ (29,215)	\$ 660,058	\$ 18,811 MSP assmt inc.
Other Taxes (Deed Transfer Tax, Wind Turbine)	\$ 1,496,222	\$ 758,120	\$ (738,002)	\$ 2,004,506	\$ 508,384 Inc. in DTT
Payment In Lieu of Taxes (Federal/Provincial)	\$ 331,413	\$ -	\$ (331,413)	\$ 331,413	\$ -
Services Provided to other Governments (towns animal control, Towns transit County sewer pays Bridgetown sewer for lagoon usage Church St. and Carleton Corner)	\$ 59,000	\$ 5,160	\$ (53,840)	\$ 59,000	\$ -
Sales of Service (sewer, transit fares, water/sewer admin fees, Internet revenue)	\$ 2,214,500	\$ 1,226,524	\$ (987,976)	\$ 2,214,500	\$ -
Revenue from Own Sources (Recreation, tax certificates, planning, interest, Basinview, permits, Raven Haven, building permits, animal fines)	\$ 569,889	\$ 174,626	\$ (395,263)	\$ 438,362	\$ (131,527) Basinview closed under animal \$1,762 RH \$1,200 sales
Unconditional Transfers (Province) capacity grant, farm acreage, HST offset grant)	\$ 951,593	\$ 400,512	\$ (551,081)	\$ 959,977	\$ 8,384 HST offset inc.
Conditional Transfers (Province) (sports hub, civic numbering)	\$ 17,169	\$ 10,000	\$ (7,169)	\$ 17,169	\$ -
Conditional Transfer (Local Governments) (REMO - Towns)	\$ 11,502	\$ -	\$ (11,502)	\$ 11,502	\$ -
SURPLUS/(DEFICIT)	\$ 21,384,651	\$ 18,232,024	\$ (3,152,627)	\$ 21,741,662	\$ 357,011

Unaudited

APPROVED GENERAL OPERATING BUDGET 2021-04-20

Municipality of the County of Annapolis
 Statement of Estimates
 General Operating Fund
 Budget Report 2021-22

BUDGET	ACTUAL	VARIANCE	PROJECTED	VARIANCE
2021-2022	7/31/2021	(over)/under	3/31/2022	(over)/under

EXPENDITURES

General Government Services (Warden, Council, general/finance admin., audit, tax rebates, PVSC, legal, liability insur. HR, bylaw, IT, CAO; admin bldgs, grants)	\$ 4,174,346	\$ 1,735,202	\$ 2,439,144	\$ 4,687,306	\$ (512,960)	general legal add. \$600K \$61,894 sav. HR Legal and staff to recreation bldgs \$20K sav. BT IT \$12,987 sav. BT Bylaw add: Legal \$4,641 position add. To CAO from recreation
Protective Services (RCMP, Public Prosecution, corrections fire protection, REMO, building/fire services, animal control)	\$ 5,108,766	\$ 880,623	\$ 4,228,143	\$ 5,091,364	\$ 17,402	RCMP \$6,685 under b. REMO \$10,717 under b.
Environmental Health Services (sewage collection/treatment; solid waste)	\$ 3,056,129	\$ 1,077,873	\$ 1,978,256	\$ 2,739,259	\$ 316,870	344K solid waste under (\$204K contingency) (reallocation sal.) (\$57K materials/supp)
Public Health Services (Housing Nova Scotia)	\$ 112,885		\$ 112,885	\$ 183,134	\$ (70,249)	Housing NS projecting deficit of \$183,134
Environmental Development Services (Planning, internet, economic development, tourism, former Upper Clements Park, recreation, libraries, Sports Hub, Raven Haven Basinview Centre)	\$ 2,715,353	\$ 664,814	\$ 2,050,540	\$ 2,383,992	\$ 331,361	UCP ins. \$42K UCP - s/t bor. \$22K salaries/recreation reallocation R/H \$5,000 over b. \$375K sav. BV incl. sal.
Education - Annapolis Valley Regional Centre for Education	\$ 3,983,604	\$ 963,009	\$ 3,020,595	\$ 3,955,140	\$ 28,464	
Debtenture and term loan principal	\$ 274,925	\$ 93,850	\$ 181,075	\$ 274,925	\$ -	
Transfers to (from) own reserves	\$ 396,728		\$ 396,728	\$ 396,728	\$ -	
SURPLUS/(DEFICIT)	\$ 19,822,736	\$ 5,415,371	\$ 14,407,365	\$ 19,711,848	\$ 110,888	

Unaudited

APPROVED CAPITAL BUDGET 2021-04-20

Municipality of the County of Annapolis
Statement of Estimates
Capital Budget Report 2021-22

	BUDGET 2021-2022	ACTUAL 7/31/2021	VARIANCE	PROJECTED 3/31/2022	
General Government Services (buildings/facilities)	\$ 634,200	\$ 140,644	\$ (493,556)	\$ 597,140	BV \$15,853 inves over budget. BV \$58K roof removed
Transportation Services (Engineering, roads/streets, public transit) Church St. - Pedestrian cross-walk Transit bus	\$ 1,675,000	\$ -	\$ (1,675,000)	\$ 1,675,000	
Environmental Health Services (sewage collection/treatment, solid waste)	\$ 1,178,169	\$ 63,509.00	\$ (1,114,660)	\$ 1,149,903	CWWTP/G.FLS3
Equipment trucks, tractors, gator (sports hub)	\$ 345,000	\$ 108,424	\$ (236,576)	\$ 331,703	BT truck \$2,486 Truck \$9,664 2 trks \$1,147
Environmental Development Services Internet, former Upper Clements Park, Planning Consultant,	\$ 15,716,901	\$ 1,698,364	\$ (14,018,537)	\$ 15,716,901	
Annapolis County Water Utility	\$ 650,726	\$ 16,780	\$ (633,946)	\$ 626,435	Misc.\$6,835 CPWTP \$17,456
Bridgetown Water Utility	\$ 553,000	\$ 104,403	\$ (448,597)	\$ 553,000	
Recreation (comfort station, sportshub)	\$ 431,004	\$ 4,969	\$ (426,035)	\$ 431,004	
Village of Lawrencetown (funded from gas tax reserve)	\$ 10,000	\$ -	\$ (10,000)	\$ 10,000	
TOTAL	\$ 21,194,000	\$ 2,137,093	\$ (19,056,907)	\$ 21,091,086	

Unaudited

ANNAPOLIS COUNTY WATER OPERATING BUDGET REPORT

Municipality of the County of Annapolis

Statement of Estimates

Annapolis County Water Utility Operating Fund

Budget Report 2021-22

BUDGET
2021-2022

ACTUAL
7/31/2021

PROJECTED
3/31/2022

OPERATING REVENUE

Total \$ 1,013,793 \$ 195,996 \$ 977,212

OPERATING EXPENDITURES

Total \$ 849,349 \$ 469,493 \$ 1,246,438

Operating Profit (Loss) \$ 164,444 \$ (273,497) \$ (269,226)

NON-OPERATING REVENUE

Interest and other income \$ 2,124 \$ 747 \$ 2,124

Insurance recoveries- Cornwallis Park Treatment Plant - flood \$ 155,840

total non- operating Revenue \$ 2,124 \$ 747 \$ 157,964

NON-OPERATING EXPENDITURES

Principal - LTD from Operating Revenue \$ 13,500 \$ 13,500

Loan Interest - Operating Reserve \$ 3,068 \$ 3,068

Total non- operating Expenses \$ 16,568 \$ - \$ 16,568

Surplus (Deficit) \$ 150,000 \$ (272,750) \$ (127,830)

Unaudited
Municipality of the County of Annapolis
Statement of Estimates
Bridgetown Water Utility Operating Fund
Budget Report 2021-22

BRIDGETOWN WATER OPERATING BUDGET REPORT

	BUDGET 2021-2022	ACTUAL 7/31/2021	REMAINING	PROJECTED 3/31/2022
OPERATING REVENUE				
Total	\$ 731,652	\$ 243,884	\$ 487,768	\$ 731,652
OPERATING EXPENDITURES				
Total	\$ 616,215	\$ 205,405	\$ 410,810	\$ 616,215
Operating Profit (Loss)	\$ 115,437	\$ 38,479	\$ 76,958	\$ 115,437
NON-OPERATING REVENUE				
Interest and other income	\$ 2,700	\$ 1,211	\$ 1,489	\$ 2,700
total non-operating Revenue	\$ 2,700	\$ 1,211	\$ 1,489	\$ 2,700
NON-OPERATING EXPENDITURES				
Principal - debenture	\$ 79,388	\$ 68,241	\$ 11,147	\$ 79,388
Loan Interest - Operating Reserve	\$ 34,911	\$ 16,145	\$ 18,766	\$ 34,911
Total non-operating Expenses	\$ 114,299	\$ 84,386	\$ 29,913	\$ 114,299
Surplus (Deficit)	\$ 3,838	\$ (44,696)	\$ 48,534	\$ 3,838

Recommendations from 2021-07-30 Heritage Advisory Committee to
2021-09-14 Committee of the Whole

- ***West Paradise Community Hall***

In accordance with the recommendation of the Heritage Advisory Committee, I move that Municipal Council consider for registration as a municipal heritage property the entire West Paradise Community Hall property (identified as the deed referenced as Book 85 at Page 39 – being approximately 18,190.61 sq. ft. in area) located in the community of West Paradise.

- **Easson House:**

Pursuant to the recommendation of the Heritage Advisory Committee, I move that municipal council recognize the automatic designation of the Easson property and that the entire Easson House property (identified as Document No. 84823344 – being approximately 2.53 acres in area) located in the community of Lequille be registered as a municipal heritage property.

Report to Committee of the Whole meeting

14 September 2021

Concerning

Meeting of Cornwallis Park and Area Asset Review Committee meeting held on 29 June 2021

Submitted by Councillor Morrison, Committee Chair

*Committee agreed to function under the umbrella concept of "Building Better Communities through Positive Cooperation".

* CAO will be asked to facilitate a presentation to the committee on County land-planning procedures.

* A large-scale map of the area would be of great aid. Alex agreed to seek staff assistance.

* Alex will draft a list of current businesses and organizations. This will help in asset identification, potential expansions, and marketing. Alex will draft a list and circulate to committee members.

* Connections with neighbouring District 8 and with the town of Annapolis Royal could prove to be of significant mutual benefit.

* We must make every endeavour to explore specific needs of the elderly and of youth.

* Individual functional areas that are worthy of exploration include: artists, writers, craft visionaries, pop-up markets, recreation facilities, and existing community/area citizens groups.

Carolyn Young

From: Brad Redden
Sent: September 7, 2021 12:09 PM
To: Carolyn Young
Subject: Economic Development Committee Report

Hello Carolyn

Below is my Report of the Economic Development Committee meeting July 23rd, 2021:

The Committee met on July 23rd at 9 am:

All members were present. Councillor Redden was elected Chair, and Councillor Barteaux was then elected Vice-Chair. There was considerable discussion around current organizations which facilitate Economic Development in Annapolis County and the surrounding area. It was felt that several organizations should be invited to present to the committee on their activities in the county.

Kind Regards,

Brad Redden