

Table of Contents

2.1 Rural Communities Foundation of Nova Scotia	3
5.1 2024-12-10 Regular COTW minutes	15
6.1 SR2025-01 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw	19
6.2 SR2025-03 Municipal Boundaries	26
6.3 SR2025-04 Approve Policy 125 Climate Change Action Plan Review Committee	45
6.4 SR2025-05 Approve Policy 116 Council Procedures and Committees	53
6.5 SR2025-06 Appointment of Jherek Hallett as Development Officer	78
6.6 SR2025-07 Appointment of Jeremy Banks as Development Officer	80
6.7 SR2025-08 Approve Policy 128 Travel and Expenses	82
6.8 SR2025-09 Approve Terms of Reference - AC Joint Police Advisory Board	95
6.9 SR2025-11 Approve Terms of Reference - Glyphosate Ad Hoc Committee	106
6.10 IR2025-12 Low Income Property Tax Exemption Mailout	113
6.11 SR2025-13 Request to Deregister Property - William Letteney House	115
6.12 SR2025-15 Software Initiative	131
6.13 SR2025-16 Approve Policy 114 Council Remuneration	136

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

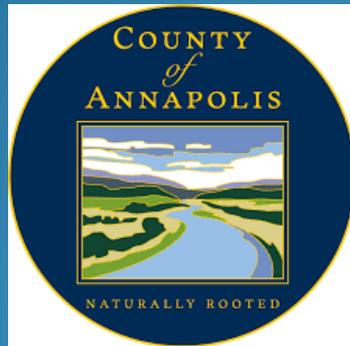
Tuesday, January 14, 2025

10:00 a.m.



PAGES	1.	ROLL CALL
	2.	PRESENTATION
3-14	2.1	Rural Communities Foundation of Nova Scotia (11:00 a.m.)
	3.	DISCLOSURE OF INTEREST
	4.	APPROVAL OF THE ORDER OF THE DAY
	5.	APPROVAL OF MINUTES
15-18	5.1	2024-12-10 Regular COTW
	6.	INFORMATION/STAFF REPORTS
19-25	6.1	SR2025-01 Repeal of <i>Bridgetown Skateboarding Bylaw</i> and <i>Bridgetown Smoking Control Bylaw</i>
26-44	6.2	SR2025-03 Municipal Boundaries
45-52	6.3	SR2025-04 Approve <i>Policy 125 Climate Change Action Plan Review Committee</i>
53-77	6.4	SR2025-05 Approve <i>Policy 116 Council Procedures and Committees</i>
78-79	6.5	SR2025-06 Appointment of Jherek Hallett as Development Officer
80-81	6.6	SR2025-07 Appointment of Jeremy Banks as Development Officer
82-94	6.7	SR2025-08 Approve <i>Policy 128 Travel and Expenses</i>
95-105	6.8	SR2025-09 Approve Terms of Reference – AC Joint Police Advisory Board
106-112	6.9	SR2025-11 Approve Terms of Reference – Glyphosate Ad Hoc Committee
113-114	6.10	IR2025-12 Low Income Property Tax Exemption Mailout
115-130	6.11	SR2025-13 Request to Deregister Property – William Letteney House
131-135	6.12	SR2025-15 Software Initiative
136-140	6.13	SR2025-16 Approve Policy 114 Council Remuneration
	7.	NEW BUSINESS
	8.	IN-CAMERA
	8.1	In accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property
	8.2	In accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property
	9.	ADJOURNMENT

Rural Communities Foundation of Nova Scotia Dave Gunning Zero Hunger



Hugh MacKay
Rural Communities Foundation
of Nova Scotia

Agenda

- Who we are
- What we do
- Dave Gunning Zero Hunger Fund
- Ask for Consideration
- Q&A



Who we are

- A community foundation supporting rural Nova Scotia, through convening, fund development and granting.
- We have a proven track record, with more than 20 years of developing and delivering grant programs.
- We are a federally registered charity, accountable to community members, donors & grantees.
- We are a member of the Community Foundations of Canada and the Nova Scotia Not-for-Profit Coalition.

What we do

- We support community-based local improvement initiatives in rural Nova Scotia.
- We convene local people to find local solutions to problems and challenges.
- We fundraise to provide grants to community organizations.
- We provide tax receipts for donations.
- We administer trust funds on behalf of individuals and organizations.

What we do

Some of our current projects:

- **Ukrainian Nova Scotia Resettlement Fund**
- **Joan Feynman Climate Change Fund**
- **Housing For Health**
- **Soaring Eagle Fine Arts Grants**
- **Community Impact Conferences**



What we do

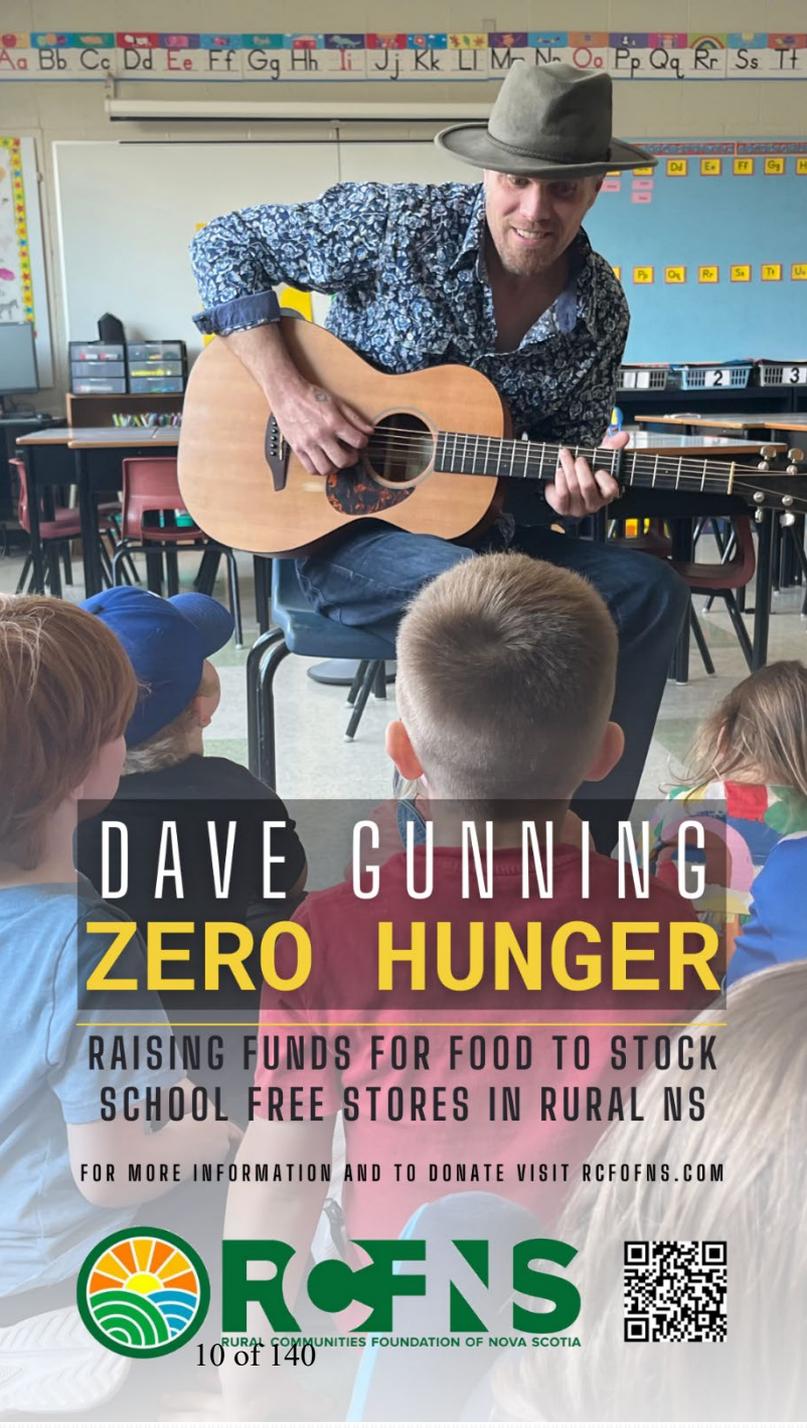
Some of our current projects:

- Ukrainian Nova Scotia Resettlement Fund
- Joan Feynman Climate Change Fund
- Housing For Health
- Soaring Eagle Fine Arts Grants
- Community Impact Conferences
- **Dave Gunning Zero Hunger Fund**



Dave Gunning Zero Hunger Fund

- Acclaimed Nova Scotia musician Dave Gunning has teamed up with RCFNS to launch the Dave Gunning Zero Hunger Fund.
- The campaign is aimed at supporting 'Free Stores' in rural Nova Scotia schools.
- Free Stores provide food for students to take home for their families who are struggling to provide adequate nutrition.



**Thank you for your
generous support of
the program in 2024.**

**DAVE GUNNING
ZERO HUNGER**

**RAISING FUNDS FOR FOOD TO STOCK
SCHOOL FREE STORES IN RURAL NS**

FOR MORE INFORMATION AND TO DONATE VISIT RCFOFNS.COM



RCFNS
RURAL COMMUNITIES FOUNDATION OF NOVA SCOTIA



Dave Gunning Zero Hunger Fund

- In December 2024 we distributed \$100,000 in grants to Free Stores in schools across Nova Scotia, including Annapolis County.
- Our 2025 goal is to raise \$200,000 to provide grants to additional schools.
- Funds raised locally will be granted to local schools.
- We have already raised 10% of the 2025 goal through public and corporate donations.

Dave Gunning Zero Hunger Fund

Our ask:

- Provide individual and corporate awareness and support for the campaign



Dave Gunning Zero Hunger Fund

Our ask:

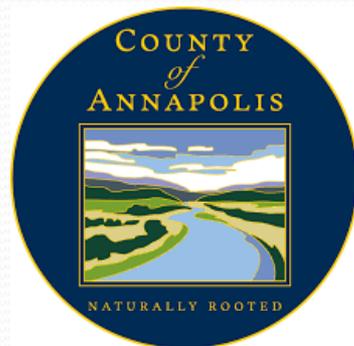
- Provide individual and corporate awareness and support for the campaign
- Support a Dave Gunning Zero Hunger fundraising concert in Annapolis County



Dave Gunning Zero Hunger Fund

**Thank you
for your time and consideration!**

QUESTIONS?



Minutes of the regular Committee of the Whole meeting held on Tuesday, December 10, 2024, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

- District 1 – Karie-Ann Parsons-Saltzman, present
- District 2 – Jesse Hare, present
- District 3 – Dustin Enslow, Deputy Warden, present
- District 4 – Charles “Chuck” Cranton, present
- District 5 – Lynn Longmire, present
- District 6 – Jon Welch, present
- District 7 – Ted Agombar, present
- District 8 – Nile Harding, present
- District 9 – Gidget Oxner, present (arrived at 10:02 a.m.)
- District 10 – Brian “Fuzzy” Connell, present
- District 11 – Diane Le Blanc, Warden, present

Also Present: CAO Chris McNeill; Administrative Clerk - Municipal Clerk Office Kelly Kempton; Strategic Initiatives Coordinator Alyssa Blais; Director of Planning and Inspection Services Linda Bent; Director of Corporate Services / Deputy CAO Dawn Campbell; Systems Network Coordinator Carter Hazel; Account Receivable Manger Shelly Hudson; Communications Coordinator Nadine McCormick; Director of Community Development Debra Ryan; Director of Municipal Operations Jim Young and 7 members of the public.

Disclosure of Interest

None

Order of the Day

To remove 5.9 SR2024-91 Village of Lawrencetown Request under Information / Staff Reports; to correct 7.1 In-Camera to read “Section 22(2)(e)contract negotiations” instead of “Section 2(2)(e) contract negotiations” and to add 7.2 In-Camera In accordance with Section 22(2)(h) public security of the *Municipal Government Act*.

- Moved: Councillor Longmire
- Seconded: Councillor Agombar
- Motion carried unanimously

Minutes

Re: 2024-11-12 Committee of the Whole
Approved, no errors or omissions

Information/Staff Reports

Re: SR2024-83 FCM Conference
That Council approve the travel and attendance cost of Councillor Longmire, Deputy Warden Enslow, and Councillor Parsons-Saltzman, to attend the 2025 Federation of Canadian Municipalities Conference and Trade Show in Ottawa;
And that Councillor Agombar and Councillor Oxner be designated as alternates in this order.

Moved: Deputy Warden Enslow
Seconded: Councillor Connell
Motion carried unanimously

Re: SR2024-84 Cost of Living Wage Adjustment

That Committee of the Whole recommend that Council approve an increase to all non-union rates of compensation in the amount of 1.5%, per the Nova Scotia consumer price index (CPI) effective January 1, 2025.

Moved: Councillor Longmire
Seconded: Councillor Welch
Motion carried unanimously

Re: SR2024-85 Nominating Committee Report

That Council of Municipality of the County of Annapolis approve the appointment of Carol Greentree and William Street to the Annapolis County Police Advisory Board effective immediately for a two-year term ending on October 31, 2026.

Moved: Councillor Harding
Seconded: Councillor Connell
Motion carried unanimously

Re: SR2024-86 Approve Bylaw 2 Marketing Levy

To recommend that Municipal Council give first reading to approve *Bylaw 2 Marketing Levy*.

Moved: Councillor Welch
Seconded: Councillor Longmire

The 7 members of the public left the meeting at 10:33 a.m.

That Municipal Council defer the first reading of *Bylaw 2 Marketing Levy* until March 2025.

Moved: Councillor Cranton
Seconded: Councillor Agombar
Motion defeated, 1 in favour, 10 opposed

The Question was called on the main motion

Motion carried, 10 in favour, 1 opposed

Re: SR2024-87 Approve Policy 105 Low Income Tax Exemption

That Municipal Council approve *Policy 105 Low Income Tax Exemption* as circulated, seven-day notice.

Moved: Councillor Agombar
Seconded: Councillor Longmire
Motion carried unanimously

Re: IR2024-88 2024 Municipal Election Overview

CAO, Chris McNeill reviewed the information report and answered questions.

Re: SR2024-89 Approve Policy 130 Occupational Health and Safety

That Municipal Council approve *Policy 130 Occupational Health and Safety* as circulated, seven-day notice.

Moved: Councillor Parsons-Saltzman
Seconded: Councillor Cranton
Motion carried unanimously

Re: SR2024-90 Approve Policy 127 Emergency Management Comfort Centres and Shelters

That Municipal Council approve *Policy 127 Regional Emergency Management Comfort Centres and Shelters* as circulated, seven-day notice.

Moved: Councillor Welch
Seconded: Councillor Parsons-Saltzman
Motion carried unanimously

Re: SR2024-92 Insurance for Heritage Properties

That Committee of the Whole recommend to Council that the Municipality of the County of Annapolis send a letter to the Nova Scotia Minister of Communities, Culture and Heritage, requesting that they immediately review and implement legislative changes to support the designation and continuation of current heritage properties across Nova Scotia and protect them from insurance increases directly related only to their heritage designation;

And that the letter be copied to Annapolis' two MLA's and President of NSFM.

Moved: Deputy Warden Enslow
Seconded: Councillor Longmire
Motion carried with Councillor Hare absent

Re: SR2024-93 Approve Policy 131 Hospitality

That Municipal Council approve *Policy 131 Hospitality* as circulated, seven-day notice.

Moved: Councillor Welch
Seconded: Councillor Parsons-Saltzman
Motion carried unanimously

Re: SR2024-94 Approve Policy 106 Municipal Traffic Authority

That Municipal Council approve *Policy 106 Municipal Traffic Authority* as circulated, seven-day notice.

Moved: Councillor Parsons-Saltzman
Seconded: Deputy Warden Enslow
Motion carried unanimously

Re: SR2024-95 Approve Policy 114 Council Remuneration

That Municipal Council approve *Policy 114 Council Remuneration* as circulated, seven-day notice.

Moved: Councillor Longmire
Seconded: Councillor Hare
Motion carried unanimously

Re: SR2024-96 Growth and Renewal for Infrastructure Development Program

That Municipal Council support the submission of an application to the Growth and Renewal for Infrastructure Development Program for upgrades and climate adaptation work on the Bridgetown Wastewater Treatment Plant in the amount of \$1,252,266.29 for 50% of the total project cost.

Moved: Deputy Warden Enslow

Seconded: Councillor Agombar
Motion carried unanimously

New Business

None

In-Camera (11:49 a.m.)

To meet in-camera in accordance with Section 22(2)(e) contract negotiations and with Section 22(2)(h) public security, of the *Municipal Government Act*.

Moved: Councillor Longmire

Seconded: Deputy Warden Enslow

Motion carried unanimously

The meeting resumed at 1:11 p.m. with all Councillors present.

Adjournment

The Warden declared the meeting adjourned at 1:11 p.m.

Warden

Recording Secretary, Administrative Clerk –
Municipal Clerk Office



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-01 Repeal of *Bridgetown Skateboarding Bylaw* and *Bridgetown Smoking Control Bylaw*
Subject: Repeal of *Bridgetown Skateboarding Bylaw* and *Bridgetown Smoking Control Bylaw*

RECOMMENDATION

To recommend that Municipal Council give first reading to *Bylaw 3 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw*.

LEGISLATIVE AUTHORITY

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

Municipal Government Act Sub-section 400(4):

When a town is dissolved, the policies and by-laws in effect continue in force in the area of the former town until repealed by the council of the municipality to which the dissolved town has been annexed.

STATUTORY REQUIREMENTS (Part VII, Sections 168 and 169 MGA)

- Bylaw must be read (approved) twice;
- Following first reading and at least 14 days before the bylaw is read for 2nd time, notice of council's intent to consider 2nd reading published in a newspaper circulating in the municipality or posted on the municipality's website. Notice must state the object of the bylaw, date and time it will be considered and how a copy of the proposed bylaw may be inspected;
- Bylaw read (approved) 2nd time;
- Notice published in a newspaper circulating in the municipality stating object of the bylaw and place where it may be read;
- Certified copy of the bylaw filed with Minister of Municipal Affairs.

BACKGROUND

These two bylaws recommended for repeal were in effect at the dissolution of the Town of Bridgetown in 2015. They were to be enforced by the RCMP. Staff have previously consulted with the RCMP and evaluated their effectiveness / enforceability. There have been no charges under these bylaws in the past nine years.

DISCUSSION

A bylaw may be repealed by enacting a bylaw to repeal it. When giving first reading to a bylaw, no discussion normally takes place other than to clarify procedural issues. When considered for second reading, debate can occur and amendments suggested. Then the bylaw may be deferred, defeated or approved.

BUDGET IMPACTS

Repeal of these bylaw will not reduce fine revenue or have budget impact

ALTERNATIVES / OPTIONS

The Committee of the Whole may recommend council approve the bylaw as circulated. The Committee of the Whole could recommend further changes to Municipal Council.

ATTACHMENTS

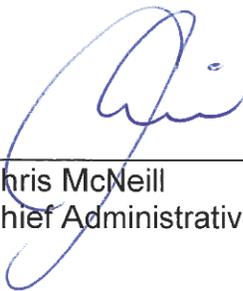
Bylaw 2 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw (proposed)

Bridgetown Skateboarding Bylaw (for repeal)

Bridgetown Smoking Control Bylaw (for repeal)

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

JANUARY 6, 2025
(Date)

BYLAW 3
***Repeal of Bridgetown Skateboarding Bylaw and
 Bridgetown Smoking Control Bylaw***

BE IT ENACTED by the Council of the Municipality of the County of Annapolis, under authority of the *Municipal Government Act*, Chapter 18 of the Acts of Nova Scotia 1998, as amended:

1. Bridgetown Skateboarding Bylaw, adopted by Council of the Town of Bridgetown on the 12th day of August, 2003, and thereafter published as being in effect on August 27, 2003, is hereby repealed.
2. Bridgetown Smoking Control Bylaw, adopted by Council of the Town of Bridgetown on the 12th day of December, 2005, and thereafter published as being in effect on January 4, 2006, is hereby repealed.

Bylaw Adoption	
First Reading:	January 21, 2025
Notice of Consideration:	January 22, 2025
Second Reading:	February 18, 2025
Final Publication and Effective Date:	February 27, 2025

SIGNATURE

Chris McNeill, Chief Administrative Officer

**Town of Bridgetown
Bylaws and Regulations**

The Council of the Town of Bridgetown, pursuant to the provisions of Section 172 (1)(a) and c), Section 309 (4)(b) of the Municipal Government Act, hereby enacts the following:

1 Definitions

In this by-law,

- (a) "Sidewalk" includes any public path, lane, walkway or other area designated for pedestrian travel or use.
- (b) "Street" means the whole and entire right-of-way of every highway, road or road allowance vested in the Province of Nova Scotia or the Town of Bridgetown.
- (c) "other public place" means an area other than a street or sidewalk that is available for the use of the public and an area that contains two or more parking spaces that provide an accommodation for clients, customers, residents or employees.

2 Offence

It is an offence to use, ride or operate a skateboard on any sidewalk, street or other public place.

3 Penalty

Every person who contravenes or fails to comply with any of the provisions of this by-law shall be liable to a penalty not less than \$10.00 and not exceeding \$50.00 for each offence.

4 Short Title

This by-law may be cited as the Skateboarding By-law.

**Town of Bridgetown
Bylaws and Regulations**

Certificate

I, William F. Hamilton, Town Clerk/Treasurer, of the Town of Bridgetown, do hereby certify that the foregoing is a true copy of a bylaw passed at the duly called meeting of the Town Council of the Town of Bridgetown held on the 12th day of August 2003.

Notice of the said Bylaw passing was in the Monitor/Examiner, a paper circulated in the said Town on the 27th day of August 2003.

GIVEN under the hand of the Town Clerk/Treasurer and the corporate seal of the Town of Bridgetown this 29th day of August 2003.


William F. Hamilton, Town Clerk/Treasurer

First Reading July 8, 2003
Second Reading August 12, 2003

SMOKING CONTROL BY-LAW

Be it enacted by the Town Council for the Town of Bridgetown as follows:

TABLE OF CONTENTS

SHORT TITLE	1
PART I - DEFINITIONS	1
PART II - SMOKING CONTROL PLAN	1
PART III - ENFORCEMENT	2
PART IV - ANNOTATION	2

SHORT TITLE

This Bylaw shall be known as Smoking Control By-law and may be cited as the "Smoking Control Bylaw."

PART I - DEFINITIONS

1. In this bylaw:
 - (a) "Clerk" means the Town Clerk for the Town or the person designated by the clerk to administer this bylaw;
 - (b) "designated area" means that area set aside by school officials as the only area on school property where students are permitted to smoke;
 - (c) "School Officials" refers to those individuals empowered to enforce the regulations as set down by the School Board;
 - (d) "School Property" means any property owned by the Town of Bridgetown but under the control of the Annapolis Valley Regional School Board;
 - (e) "Student" refers to any person who is studying at a facility run by the Annapolis Valley Regional School Board for the purpose of advancing their education;
 - (f) "smoke" or "smoking" includes the possession of a lighted cigar, cigarette, pipe or any other lighted smoking equipment;
 - (g) "town" refers to the "Town of Bridgetown";
 - (h) "smokers' square" refers to an area 20' x20' opposite the east door, between the parked cars and the property line which runs east of the line of trees running north/south;

PART II - SMOKING CONTROL PLAN

1. The Town of Bridgetown wishes to co-operate and support the Bridgetown Regional High School (BRHS) in the school's implementation and administration of the BRHS Smoking Control Plan.

- 2. Therefore, it shall be an offence for any BRHS & BRES student to smoke within line of sight of any school (Bridgetown Regional High School or Bridgetown Elementary School) in the Town except on the designated "smoker's square".
- 3. Notwithstanding Clause 4 of this by-law, it shall not be an offence where a person is smoking on private property either owned or occupied by that person.

PART III - ENFORCEMENT

- 4. The Town will request the school to take disciplinary action against any BRHS or BRES student observed to be in breach of this by-law.
- 5. The Town will request the RCMP to investigate the presence of vehicles and individuals that are reported by the schools' administration as "frequently being seen" within sight of the schools and take appropriate action.
- 6. This by-law is in force during those times that students are in attendance on the school property for the purposes of advancing their education and school activities.

Passed by Council this 12 day of December, A.D. 2005.

This is to certify that the foregoing is a true copy of a resolution duly passed at a duly called meeting of the Town Council of the Town of Bridgetown held on December 12, 2005 and published on January 4, 2006.

Date

John Langmead, CAO

SMOKING CONTROL BY-LAW

First Reading:November 23, 2005

Date of advertisement of Notice of Intent to Consider:November 30, 2005

Second Final Reading: December 12, 2005

Publication Date:January 4, 2006

Date when a certified copy is forwarded to Minister of SNSMR February 7, 2008



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2025-03 MUNICIPAL BOUNDARIES
Subject: 2024 NSUARB MUNICIPAL ELECTORAL BOUNDARY APPLICATION
DECISION DIRECTION

REQUEST FOR DIRECTION

Staff are requesting direction from Council as to how they wish staff to proceed with further public input, option or options for feedback on the number of councillors and municipal electoral district boundaries, as well as the proposed number of councillors in 2028.

BACKGROUND

Municipal Government Act requires that all municipalities apply to the Nova Scotia Utility and Review Board (NSUARB) every eight years to re-confirm their municipal electoral boundaries or to apply for changes in the number of councillors or the boundaries.

In the early summer of 2023, the Municipality applied to the NSUARB to re-confirm the number of councillors at eleven (11) and to alter the boundaries of the districts. A hearing before the NSUARB was held in the Council Chambers on September 6, 2023.

All members of Council were previously provided with the detailed copy of the Municipality's application.

DISCUSSION

During the public hearing and final decision of the NSUARB Board, it was noted that there was too strong a public response favouring a reduction in the size of Council to not seek further input before two additional council cycles have

gone by. Therefore, the Board exercised its jurisdiction and ordered and directed that the Municipality conduct a new study into its polling districts and boundaries and report back to the Board before December 31, 2025.

Public input on any issue is often difficult with such a large geographic area and varying ways in which residents seek information or choose to engage in public discussions. Some prefer social media, some prefer, print, some prefer radio, some prefer public meetings, and others prefer other ways or a combination of the aforementioned. Each option comes with costs and time requirements.

In 2023, staff carried out the consultations and prepared the report that was submitted to the Board. Each municipality in Nova Scotia is free to use its own system of public consultation and report submission with some doing it internally, and other hiring consultants. A consultant fee for Annapolis County in 2025 would be expected to be in the \$50,000 range. Depending on the complexity and wishes of council for varied public engagement, the municipality may or may not have the internal staff capacity to carry out this work effectively or timely.

LEGISLATIVE AUTHORITY

Sections 369 and 370 of the *Municipal Government Act* states that:

- (1) In the year 1999, and in the years 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.
- (2) After the study is completed, and before the end of the year in which the study was conducted, the council shall apply to the Board to confirm or to alter the number and boundaries of polling districts and the number of councillors.

370 Unless the Board otherwise orders, where boundaries of polling districts are revised, any councillor holding office at the time of the revision continues to hold office until the next regular municipal election.

Prepared by:

Chris McNeill, Chief Administrative Officer



DECISION

**2023 NSUARB 189
M10676**

NOVA SCOTIA UTILITY AND REVIEW BOARD

IN THE MATTER OF THE MUNICIPAL GOVERNMENT ACT

- and -

IN THE MATTER OF AN APPLICATION by the **MUNICIPALITY OF THE COUNTY OF ANNAPOLIS** to confirm the number of councillors and polling districts and to alter the boundaries of polling districts

BEFORE: Richard J. Melanson, LL.B., Member

APPLICANT: **MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**

HEARING DATE: September 6, 2023

DECISION DATE: **October 19, 2023**

DECISION: **The application is approved as filed, with directions on a further public consultation and a new application to be filed before December 31, 2025.**

Document: 308296

I SUMMARY

[1] The *Municipal Government Act* requires every municipal council to conduct a study and apply to the Nova Scotia Utility and Review Board to confirm or alter the number of councillors and the boundaries of the polling districts.

[2] The Municipality of the County of Annapolis applied to alter the boundaries of polling districts and to confirm the number of councillors. The Board approves the application and sets the number of councillors and polling districts at 11 and approves the proposed changes to the polling district boundaries.

[3] The Board directs the Municipality to conduct further public consultations on the issue of the number of councillors and polling district boundaries. The Municipality must apply to the Board following the public consultation, and before December 31, 2025. The size of Council and the polling district boundaries will be revisited at that time.

II BACKGROUND

[4] The *Municipal Government Act*, S.N.S. 1998, c. 18, requires every municipal council to conduct a study and apply to the Nova Scotia Utility and Review Board to confirm or alter the number of councillors and the boundaries of the polling districts. Section 369 states:

369 (1) In the year 1999, and in the years 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.

(2) After the study is completed, and before the end of the year in which the study was conducted, the council shall apply to the Board to confirm or to alter the number and boundaries of polling districts and the number of councillors.

[5] The Municipality of the County of Annapolis (Municipality) applied to the Board to confirm the present number of councillors and polling districts at 11, and further, to alter the boundaries of the polling districts.

[6] The Notice of Hearing was advertised in the Annapolis Valley Register (Newspaper) on July 27, 2023. The Notice was also posted on the Municipality's website, Facebook page, and on Twitter (now X). The Notice invited members of the public to provide comments to the Board before the hearing, or to request to speak at the public hearing. The Board received four letters of comment objecting to the application, no letters of support, and four requests to speak. The hearing was held at Municipal Council Chambers at 752 St. George Street, Annapolis Royal, Nova Scotia, on September 6, 2023. Several municipal councillors and staff were present during the hearing.

[7] Carolyn Young, Municipal Clerk, presented the application for the Municipality. She was assisted by Warden Alex Morrison and Cheryl Mackintosh, Civic Address Coordinator/GIS Technician. There are presently 11 councillors elected from 11 polling districts. The population of the Municipality according to the 2021 Census, is 18,834, showing little difference since the 2011 Census.

[8] Table 1 sets out the number of eligible electors in each polling district in the last municipal election held in October 2020:

DISTRICT	NUMBER OF ELECTORS	% OF TOTAL ELECTORS	VARIATION FROM THE AVERAGE NUMBER OF VOTERS	
			#	%
1	1345	9%	-38	-3%
2	1326	9%	-57	-4%
3	1482	10%	99	7%
4	1370	9%	13	-1%
5	1212	8%	-171	-12%
6	1304	8.5%	-79	-6%
7	1409	9%	26	2%
8	1293	8.5%	-90	-7%
9	1516	10%	+133	+10%
10	1481	10%	+98	+7%
11	1474	9%	+91	+7%

Total Number of Electors: 15,212
 Total Number of Councillors: 11
 Average Number of Electors per Councillor: 1383

[Exhibit A-4, p.13]

[9] Table 2 gives some of the statistical and analytical information which was included in the application. This Table sets out the estimated number of eligible electors in each polling district, based on the 11 polling districts proposed in the application:

DISTRICT	NUMBER OF ELECTORS	VARIATION FROM THE AVERAGE NUMBER OF VOTERS	
		#	%
District 1 – No change, meets the (±10%) variance from the average			
1	1345	38	-3%
District 2 – Add electors to District 2 to bring District 10 down so that electors from District 9 can move to District 10			
2	1468	85	6%
District 3 – No change, meets the (±10%) variance from the average			
3	1482	99	7%
District 4 – No change, meets the (±10%) variance from the average			
4	1370	13	-1%
District 5 – No change, the average is below the (+/-10% average) at -12%, this is a large geographic district in an area that has geographical features, such as the Bay of Fundy and the Annapolis Basin, which limits expanding the area and would have compromised the community of interests for Granville Ferry and Hampton. It was decided that it would be better to keep the community of interest intact rather than trying to bring the elector numbers up closer to the variance.			
5	1212	-171	-12%
District 6 – No change, meets the (±10%) variance from the average			
6	1304	-79	-6%
District 7 – No change, meets the (±10%) variance from the average			
7	1409	26	2%
District 8 – No change, meets the (±10%) variance from the average			
8	1293	90	-7%

District 9 – Variance is 10%, changes are necessary to bring the variance down and allow for growth.			
9	1454	71	5%
District 10 – Changes to District 10 were necessary in order to lower District 9 electors and allow for growth.			
10	1448	98	5%
District 11 – While the current variance for District 11 is at 7%, slight adjustments were made to allow more room for growth in this historically growth area.			
11	1427	44	3%

[Exhibit A-4, pp.14-15]

2023 NSUAR 189 (CanLI)

[10] The reasons given at the hearing for maintaining the same number of councillors and altering the boundaries of the polling districts were:

- Maintaining communities of interest such as schools, shopping patterns, and banking;
- Keeping within the suggested Board variances;
- Geography related to the 12% variance for District 12;
- Potential future growth in Districts 2, 9, 10 and 11.

[11] The Municipality undertook a consultation process to seek public input regarding the size and style of municipal government as well as the boundaries of polling districts. Initially, Council asked staff to prepare information on 11, 9 and 7 polling districts. All scenarios assumed no change from the current system of government. Subsequently, Council directed staff to also seek public input on whether a system of government with a mayor elected at large should be introduced, instead of a warden elected by sitting Councillors.

[12] Ultimately, staff prepared six scenarios. These were the initial three scenarios, as well as scenarios with a mayor and 10, 8 and 6 Councillors. These scenarios were presented to Council's Committee of the Whole for review. On June 14, 2022, Committee of the Whole approved the mapping prepared by staff for presentation to the public to obtain input. On June 21, 2022, Council directed staff to proceed with public engagement on both the system of government and the boundary review, based

on the six scenarios shown in the mapping. Council set out the parameters of public engagement.

[13] Public engagement consisted of the following:

- An online survey, with background information and the six scenarios mapping, which was open for response on the Municipality’s website from July to November 2022;
- Notice was provided in the Annapolis Valley Register and Bridgetown Reader, which also had a telephone number residents could call if they wished to complete the survey this way; the same information was included in a September 2022 mailout to every Municipal address;
- In-person meetings were held in each of the 11 polling districts from October 24th to November 9th, 2022, where large maps for the six options could be viewed.

[14] Ms. Young presented the results of the survey to Council in an information report reviewed at Council’s December 13, 2022, meeting:

2022 Boundary Review and Governance Survey Summary

- There were 400 responses to the on-line survey which ran from the end of July until the middle of November
- As expected, there were 1, 2, or 3 responses from a single IP address – it is assumed that different family members completed the survey
- One IP address submitted 19 varying responses, other single IP addresses submitted 12, 9, 8, 6, 5. It is not known if these were acts of dishonesty (purposely submitting more than one response) or if it was a public computer used by many people, at a library, for example
- 1 respondent was not Canadian
- 1 respondent was not 18
- 1 respondent was not a resident of Annapolis County
- 6 respondents voted on the Governance question, but not the District question

55 votes Warden 11 districts

59 votes Warden 9 districts

56 votes Warden 7 districts

42 votes Mayor 10 districts

67 votes Mayor 8 districts

114 votes Mayor 6 districts

[Exhibit A-4, p. 82/186]

[15] At its Council meeting on January 17, 2023, Council determined that the warden system should be maintained. Council also determined the number of polling districts and councillors should be maintained at 11, with some modifications to the polling district boundaries.

[16] Individual councillors provided several rationales for maintaining the *status quo* with minor boundary changes, which were summarized in the application:

Additional Supporting Comments from Councillors for Keeping 11 Districts

- A councillor must know their District, increasing the size works against this
- The population of Annapolis County has been on the increase recently due to both the number of Canadians who have moved to our area during the pandemic, as well as the number of immigrants who have chosen to re-locate here.
- The role of councillor will continue to expand as their district continues to grow.
- Annapolis County is an area of diversity as well as one of connectivity. While there are a number of similarities among many of our communities, we also have communities in some of our more rural areas that are currently not as connected with other parts of the county, mainly due to geography. Councillors are expected to serve everyone and that is as it should be.
- On-going growth and development in all of the current districts within the County, as well as the need to continue with the status quo of 11 districts within the municipality.
- The current status of 11 districts will allow councillors to continue to connect and to interact with the residents of their district as well as those of the entire county. This will help to ensure that communication between constituents and their municipal government will continue to be a two-way street.
- The survey did not show any real preference for a reduction in the number of councillors
- West Hants and East Hants have similar populations with 11 councillors; Annapolis has a smaller population density.
- The survey that was circulated was not a helpful tool. The results were only from approximately 1% of the population. Because it was not a plebiscite the results were not a clear representation of the thoughts of the constituents of the County of Annapolis
- Residents of my district were not in favor of change at this time. "If it's not broke don't fix it".
- No comment (ie completing the survey) generally means acceptance of the status quo. Approximately half of 1% of the population on the survey indicated they would like change. That leaves approximately 99% that by lack of response may indicate no strong concerns or desire to make a change at this time.
- A change to reduce the number of districts the remaining Councillors would have a larger work load and expect more compensation.
- The current number has generally worked well. The diversity of points of view and general open mindedness has fostered a healthy discussion and decision making process.
- The number on council has to be looked at by taking into account both the density of population and the expanse of the geographic areas when looking after the constituents needs.
- Our Strategic Plan for the County has indicated the desperate need for housing which is evidence of the growth in our county. The plan also indicates the expansion of infrastructure to meet the growing requirements of the County to accommodate new residents. Increased population results in a rise in tax dollars and allows the County to prosper.
- Continuing with the current boundaries and 11 councillors would allow more concise decision making based on the population each individual councillor represents and the needs of County residents.

- The Premier wishes to increase the population by 1 million. This will certainly increase the move to rural areas. Immigration will also increase population especially now that travel has opened up to the world.
- The districts are large now, some are larger than others because of resident numbers. Larger districts would increase travel time, which is not better for anyone and larger is not better.
- A decrease in the number of councillors would mean an increase in pay so it would not be saving money.
- We are in the communities 24/7. A great deal of time is already needed to service the number of constituents we have.
- Some districts are already spread out over great areas.
- Don't make the job so big we can't support our communities.
- In 2015 Bridgetown was absorbed into Annapolis County. This reduced the number of councillors from 16 (Bridgetown (5) and Annapolis County (11)) to 11. Thus, the number of citizens represented by the "new 11" increased. This arrangement has worked well and Council believes it should be continued.

[Exhibit A-4, pp. 185-186]

2023 NSUAR 189 (CanLI)

III FINDINGS

[17] Section 368(4) of the *Municipal Government Act* sets out the criteria for the Board:

368 (4) In determining the number and boundaries of polling districts the Board shall consider number of electors, relative parity of voting power, population density, community of interest and geographic size.

[18] In 2004, the Board determined that the target variance for relative parity of voting power shall be $\pm 10\%$ from the average number of electors per polling district. Any variance more than $\pm 10\%$ must be justified in writing. The larger the proposed variance, the greater the burden on the municipal unit to justify the higher variance from the average number of electors.

[19] While the Board will permit variances up to $\pm 25\%$, the outer limits of this range should only apply in exceptional cases, where the affected municipality provides detailed written reasons showing that population density, community of interest, geographic size, or other factors, clearly justify the necessity of an increased variance within a polling district. In most cases, however, the Board expects municipalities to meet a target variance of the number of electors in each polling district which is within a $\pm 10\%$ range of the average.

Document: 308296

[20] The Board received four letters of comment opposing the application. One letter of comment addressed exclusively the issue of whether the Municipality should change to a mayoral system, expressing disappointment at Council's decision, given the survey results. One letter of comment dealt almost exclusively with concerns about the process followed by Council to engage the public. Another letter of comment criticized the rationale of Councillors who dismissed the survey when deciding not to follow its results. This writer favoured both a mayoral system and a reduced Council size. Finally, one writer was encouraged by the process used by Council to solicit public opinion about this review. The person was, however, very disappointed that the results of the survey did not lead to any significant change. He suggested this only increased public cynicism.

[21] There were four public speakers who presented before the Board during the hearing. Steve Raftery, Heather Spurr and Maria Hagen all spoke against the application. They were all concerned about Council's failure to follow the results of the opinion survey. Ms. Spurr's comments focussed on the cost savings available through a reduction in the size of Council. Both Ms. Hagen and Mr. Raftery, while addressing costs, also discussed past governance issues which might be addressed by reducing the size of Council. Concerns about the notice of public consultation were reiterated by Ms. Hagen. Mr. Raftery was concerned about the impact of not following through on the public's views. No one accepted some Councillors' rationales about some responses coming from the same IP address, or that such a low response rate indicated satisfaction with the current size of Council. Comparisons about councillor to elector ratios, and the comparative cost of Council, were made with other municipalities, including the neighbouring Municipality of the County of Kings.

[22] Councillor Brian “Fuzzy” Connell spoke in favour of the application. He spoke about his background in the community and on Council. He elaborated on the role of a municipal councillor, and the time and travel commitments involved. He said reducing the size of Council would make it difficult to fulfill this role. While indicating that given these commitments councillors were not pursuing public office for financial gain, he also said that if the workload was increased, it would be difficult to attract candidates at the current remuneration. Mr. Connell was one of the Councillors who was concerned about multiple survey response from the same IP address and felt the low response rate was an indication of public satisfaction with the *status quo*.

[23] The Board will first address an issue it raised at the outset of the hearing. A review under s.369 of the *Municipal Government Act* does not give the Board the authority to decide whether the Municipality should implement a mayoral system of government. Its role is limited to determining the appropriate number of councillors and polling districts, as well as approving polling district boundaries.

[24] The impact of reducing the size of Council on the operating costs of the Municipality was raised in the letters of comment and the public submissions. In response to a request from the Board, the Municipality provided the total direct budgeted costs related to Councillors for the 2023/24 fiscal year. The total cost for the entire council was \$550,700. These costs include remuneration, benefits, training and education, professional membership fees and dues, meeting expenses, hospitality expenses (budgeted at 0) and telecommunications services.

[25] The \$3000 membership fees and dues relate to the Nova Scotia Federation of Municipalities and the Federation of Canadian Municipalities. They are based on

population and not the size of Council. As well, included in the total are the higher salary of the Warden and Deputy Warden. It is unlikely this would change if the size of Council was reduced. They total \$45,842 plus associated benefits.

[26] The Municipality also provided its 2023/24 operating budget which totals \$24,104,956. The total cost of Council is therefore approximately 2.28% of the operating budget. The direct cost savings of reducing the size of Council by five councillors would be less than 50% of this amount. The calculation of savings assumes that additional remuneration, or more outside assistance, would not be required to maintain the efficiency of Council's work. That would not necessarily be the case. Therefore, while financial considerations are always important in municipal government, potential savings alone might not warrant a drastic change in the size of Council in this case.

[27] The issue of public consultation is more nuanced. While there can always be disagreement about where and how to provide notice of a survey or other form of consultation, the Board is satisfied that the Municipality provided sufficient notice and a sufficient opportunity to respond. This finding is supported by the fact that, while turnout at public meetings was relatively low, the staff report for the December 13, 2022, Committee of the Whole meeting indicated that "...the nearly 400 responses to the on-line survey is the greatest public input we've had!"

[28] The main concern the Board has with this application is how Council interpreted and applied the survey results in their reasoning for maintaining the *status quo*. The Board will address some of these issues. Councillor Connell compared the lack of elector identification and fraud protection in a survey process compared with voter identification requirements if a plebiscite is held. The Board realizes that this was not a

plebiscite. Council could theoretically choose to hold a plebiscite on the issue. It did not. Therefore, the results of the survey should not be dismissed because the same rigours about identification used for plebiscites do not apply to surveys.

[29] There are reasonable explanations why several responses came from the same IP addresses. No evidence was presented that any fraudulent conduct was involved. Possible explanations include the use of public facilities such as the library. As well, Mr. Raferty indicated several responses likely came from his IP address, as he held a meeting on the subject at his home and allowed people to use his computer to respond to the survey.

[30] The Board rejects the premise that approximately 400 responses to a survey should be afforded little weight because it represents a small proportion of the electorate. The opinions of engaged electors should not be discounted because others are less engaged.

[31] The Board discussed a similar argument in *Re Municipality of the District of Clare*, 2016 NSUARB 37, at para. [16]:

[16] To be clear, the Board does not accept the Municipality's submission, as noted in its applications, that there was a "lack of public opposition to the scenarios presented" or that there was a "low level of public participation in the consultative process". A total of 61 different residents attended three separate public meetings held in the second round of consultations held by the Municipality, as directed by the Board. Several letters of comment were filed with the Board. About 30-35 persons attended each of the Board's public hearings into the Municipality's first and second application. In the Board's experience in conducting similar hearing proceedings in municipalities and towns across the Province, the level of participation in Clare was significant compared to typical levels in other regions.

[32] In this case, while participation in the Board's hearing process was low, the Municipality's survey had a record number of respondents. Given the results of the survey, absent some timing issues, further consultation would have been warranted to discover the underlying rationales for the results that were obtained.

[33] The Board acknowledges that while the number of survey respondents is impressive, the results are not entirely clear. This is primarily because there were three scenarios involving a mayor elected at large and councillors elected by polling district, and three scenarios involving a system with a warden. This meant there were 6 different polling district options embedded in the survey.

[34] The three scenarios involving a mayor obtained 223 votes. Council ultimately decided to maintain the warden system of government. There was a clear preference for a smaller Council size in these responses (81%) and a majority favoured a mayor and 6 districts. That said, none of these scenarios can be authorised by the Board when establishing polling districts in this review.

[35] Of the 170 responses favouring a system with a warden, the number of votes were similar for each option. There was no majority support for any of the options, although the Board recognizes approximately 68% of respondents who favoured a system with a warden also supported a reduction in the size of Council in some form.

[36] The foregoing analysis does not provide a clear consensus or a compelling basis for establishing new polling districts. It highlights why the Board recommends a two-step process of first consulting about, and then determining, the system of government and the number of councillors, before proceeding to obtain public input on polling boundaries. In this case, where the entire process is combined, while the Board has information that the engaged public favours a smaller Council, it does not have sufficient evidence to establish polling districts based on this preference, and indeed, if that preference would hold if only scenarios involving a warden were put to the public.

[37] This situation would ordinarily lead the Board to direct the Municipality to conduct further public consultation to determine what scenarios the electorate would favour if only a warden system is proposed. It would be helpful if the survey questions delved into why particular options are preferred. However, because there are aspects of the upcoming municipal elections that must be in place by March 2024, it is now too late to conduct additional meaningful consultation in time to complete that process. This process would require sufficient time to develop the survey questions and provide time for public input on the results. Council would need time to determine a course of action based on that consultation. The Board would need to hold a new hearing to consider the results.

[38] The Board is, therefore, prepared to confirm the existing number of councillors and the polling districts presented in this application. It does so on the basis that there is no clearly acceptable alternative before it. As well, some of Council's rationales have some merit. These include:

- there would be relatively minor savings associated with a reduction in the size of Council;
- there are some relatively large geographic areas;
- there are extensive responsibilities associated with being a municipal councillor;
- there were significant changes when the Town of Bridgetown dissolve, resulting in an overall reduction in the number of elected municipal councillors for the combined municipality in 2015;

- the size of council is not disproportionate to some nearby and similar municipalities such as Municipality of East Hants and West Hants Regional Municipality.

[39] All proposed polling districts fall within the $\pm 10\%$ guideline applied by the Board, except for District 5. This is a relatively minor variance from the guideline. The Board accepts the community of interest and geographic reasons advanced by the Municipality in the context of this approval.

[40] The Board would simply caution that while the foregoing does provide some support for maintaining the size of Council in the context of this application, the public may make it known, during the consultation exercise, that none of the foregoing overrides a preference for a smaller Council. That will be determined another day.

[41] Given its findings on the requirement for more public consultation, and the results of the public survey, the Board does not believe the consultation should wait until the next required review of municipal boundaries under s. 369 of the *Act*. There was too strong a public response favouring a reduction in the size of Council to not seek further input before two election cycles have gone by. There is a precedent in the *Clare* decision for requiring an earlier review in somewhat similar circumstances.

[42] The Board will therefore exercise its jurisdiction in this application under s. 368(3) to "... grant such further or other relief as the Board considers proper." The Board orders and directs the Municipality to conduct a new study into its polling districts and boundaries. The Municipality is to apply to the Board before December 31, 2025, outlining the results of the public consultation and whether the Municipality proposes to alter or confirm the number and boundaries of the polling districts.

[43] The Board does not wish to criticize the good faith efforts of Municipal Staff. Council debated how to proceed and consultation on a mayoral system was added later in the day. This led to delays in the application process. An impressive survey participation level was achieved. It may well be that if input on the mayoral system of government had not been added late in the process, there would have been a clearer result from the survey. Despite the work done by Municipal Staff, the Municipality should give serious consideration to engaging external consultants. It might help alleviate some of the potential cynicism raised by Mr. Raftery and increase public confidence.

[44] At a minimum, if the Municipality revisits the issue of a mayoral system or warden system of government, that issue should be determined before more public consultation takes place on the number of councillors and the boundaries of polling districts. As well, any survey questions should seek more information on why electors favour a particular option. There is always a balance between having a survey which is so long it discourages public participation, and one which provides sufficient information to allow for an analysis of the results. The Board is confident the Municipality will rise to the challenge and provide the Board with public consultation results which are meaningful and well-analyzed.

[45] The Board approves the application, with directions to Council to conduct a new boundary review study. The number of polling districts is set at 11, each electing one councillor. The Board also approves the proposed changes to the polling district boundaries.

[46] The Municipality has filed PDF versions of digital maps of the proposed polling district boundaries. In recent years, some municipalities and towns have

requested to provide the descriptions of its polling districts or wards using digital GIS technology. While the Board is mindful of the benefits of digital mapping over text descriptions, both in terms of cost and efficiency, the important factor to be considered is the subsequent use of any polling district or ward descriptions during the conduct of municipal elections. Regardless of the format adopted by a municipality or town, the description must be able to address any inquiry made by electors or municipal election staff during the conduct of municipal elections. Accordingly, it is necessary that the scale of any digital mapping descriptions be capable of being adjusted to respond to any inquiry. In addition to filing a large hard copy map showing all polling districts, the Board also requires the separate filing of individual digital mapping for each polling district or ward. The Board approves the filing of the digital polling district maps by the Municipality. The digital maps were filed in the application in a PDF version. An order will issue upon receipt of the maps in the required digital format.

[47] An Order will issue accordingly.

DATED at Halifax, Nova Scotia, this 19th day of October, 2023.

Richard J. Melanson



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-04 Approve *Policy 125 Climate Change Action Plan Review Committee*
Subject: Approve *Policy 125 Climate Change Action Plan Review Committee*

RECOMMENDATIONS

That Municipal Council approve *Policy 125 Climate Change Action Plan Review Committee* as circulated [7-day notice].

LEGISLATIVE AUTHORITY

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

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

Sub-section 23(1)(c) states:
The council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds.

BACKGROUND

The following motions were passed by Municipal Council on January 17, 2023:

That Municipal Council create a new committee called "Annapolis County Environmental Impact and Climate Change Committee" to address related issues as referred to it by council; to be made up of 3 councillors, and 2 citizen members who preferably own land abutting the river.

That Municipal Council refer the new Annapolis County Environmental Impact and Climate Change Committee to staff to develop a terms of reference and other associated administrative matters.

A policy was approved in June 2023 establishing committee with a mandate to "review, consider and make recommendations to Municipal Council through the Committee of the Whole regarding updates to the Annapolis County Climate Change Action Plan."

In June 2024 the policy was reviewed and changed to the new numbering protocol.

DISCUSSION

The new policy is more concise and similar in format and style to recent changes to other policies relating to committees.

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from changes to this policy.

POLICY IMPLICATIONS

This report follows up on previous “housekeeping” changes brought to council commencing in June 2024.

ALTERNATIVES / OPTIONS

The Committee of the Whole may recommend council approve the policy as circulated. The Committee of the Whole could recommend further changes to Municipal Council.

COMMUNICATION

Normal statutory requirements:

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

ATTACHMENTS

Policy 125 Climate Change Action Plan Review Committee (proposed for approval)

Policy 125 Climate Change Action Plan Review Committee (proposed for repeal)

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

JANUARY 6, 2025

 (Date)

Subject
Climate Change Action Plan Review Committee

1. GENERAL

This policy is entitled "*Climate Change Action Plan Review Advisory Committee Policy*."

2. AUTHORITY FOR POLICY

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

3. DEFINITIONS

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

4. TERMS AND CONDITIONS

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

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

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

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

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

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

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

5. QUORUM

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

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	125
Subject Climate Change Action Plan Review Committee	

6. MEETINGS

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

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

7. MEMBERSHIP

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

8. PURPOSE AND ROLE

Climate Change Action Plan Review Committee shall carry out the following functions and no others unless specifically requested by municipal council to do so:

- (a) review, consider and make recommendations to Municipal Council through the Committee of the Whole regarding updates to the Annapolis County Climate Change Action Plan.

9. REPEAL

Policy 125 Climate Change Action Plan Review Committee, adopted by Municipal Council of the County of Annapolis on July 16, 2024, is hereby repealed.

<p>Municipal Clerk’s Annotation for Official Policy Book</p> <p>I certify that this policy was adopted by Municipal Council as indicated below:</p> <p><i>Seven (7) Day Notice</i>..... PENDING</p> <p><i>Council Approval</i> PENDING</p> <p style="text-align: right;"><u>PENDING</u></p> <p style="text-align: center;">_____ Chief Administrative Officer <i>At Annapolis Royal Nova Scotia</i></p> <p style="text-align: right;">Date</p>	
--	--

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		125
Section Procedure & Organization of Council	Subject Climate Change Action Plan Review Committee	

GENERAL

Proposed for repeal

1. This policy is entitled "***Climate Change Action Plan Review Advisory Committee Policy.***"

AUTHORITY FOR POLICY

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

DEFINITIONS

3. Terms used in this policy shall have the same meanings as in the *Municipal Government Act*.

TERM OF APPOINTMENT

4. Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, committee members shall be appointed for two (2) years with the term commencing in November following each municipal general election or bi-annual election anniversary.

PROVISIONS

5. Except as otherwise determined by statute, bylaw or policy, every person shall be eligible to be appointed as a citizen member who meets the qualifications in *Policy 121 Citizen Appointments to Committees*.
6. Municipal council may replace at any time committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
7. Except to the extent that the chair is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chair of the committee.
8. If municipal council does not appoint a chair, the committee shall elect a chair from one of its members.
9. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the same powers and responsibilities at committee meetings that are conferred upon the chair at municipal council meetings pursuant to *Policy 116 Committees of Council and Council Meeting Procedures*, with any necessary modifications for context.
10. Except to the extent that the secretary is otherwise determined by bylaw or policy, the Chief Administrative Officer or their designate may appoint an employee of the county to serve as secretary.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		125
Section Procedure & Organization of Council	Subject Climate Change Action Plan Review Committee	

Proposed for repeal

11. If the Chief Administrative Officer or their designate does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.
12. The secretary shall keep minutes of the committee meetings and ensure that the Municipal Clerk is provided with a signed copy.
13. All meeting minutes shall be available upon request to the public.
14. The committee shall meet at such time and place:
 - (1) agreed upon at a preceding meeting; or
 - (2) municipal council may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance; or
 - (3) the committee's secretary may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance.
15. Notice shall be provided to the public by posting the time, date and place on the bulletin board at the Administration Office and on the county's website.
16. Subject to any resolution of municipal council, the resources which may be utilized by the committee include:
 - (1) the county's meeting spaces and supplies for meetings;
 - (2) such other resources as may reasonably be required by arrangement through the CAO.
17. In accordance with Section 22 (2) of the *Municipal Government Act*, the committee may meet in closed session (in camera) to discuss matters relating to:
 - acquisition, sale, lease and security of municipal property;
 - setting a minimum price to be accepted by the municipality at a tax sale;
 - personnel matters;
 - labour relations;
 - contract negotiations;
 - litigation or potential litigation;
 - legal advice eligible for solicitor-client privilege; and
 - public security.
18. No decision shall be made in closed session except a decision concerning procedural matters.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		125
Section Procedure & Organization of Council	Subject Climate Change Action Plan Review Committee	

Proposed for repeal

19. A quorum of the committee shall be a majority (more than half) of the members currently appointed by municipal council.
20. A committee member who, without leave of the committee, is absent from three consecutive regular meetings, ceases to be qualified to serve as a member (Subsection 25(1), MGA).
21. The chair shall ensure that the Municipal Clerk is apprised immediately of any circumstances which create a vacancy on the committee.
22. A committee may make recommendations to municipal council regarding the allocation or expenditure of funds. (Sub-section 23 (c) MGA).
23. The rules of procedure, conduct and debate in *Policy 116 Committees of Council and Council Meeting Procedures* apply at committee meetings with any necessary modifications for context.
24. In the event the committee fails to provide a report or recommendation within any set deadline established by the council, municipal council may proceed with a decision regarding a matter within the committee's mandate without awaiting the committee report or recommendation.

TERMS OF REFERENCE

25. The Climate Change Action Plan Review Committee is established pursuant to Section 24 of the Municipal Government Act.
26. The committee shall exist as an advisory committee and may be reorganized or dissolved as municipal council deems appropriate.
27. The committee shall review, consider and make recommendations to Municipal Council through the Committee of the Whole regarding updates to the Annapolis County Climate Change Action Plan.
28. The committee shall be comprised of council and citizen members as follows:
 - (1) not more than three (3) council members and not more than three (3) citizen members.
 - (2) citizen members shall be persons who presently reside or own property in the County of Annapolis.
 - (3) A citizen member who ceases to reside in, or own property in, the County of Annapolis ceases to be qualified to serve as a citizen member of the Advisory Committee.
29. *AM-1.3.6.18 Climate Change Action Plan Review Committee Policy*, approved on June 20, 2023, is hereby repealed.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-05 Approve *Policy 116 Council Procedures and Committees*
Subject: Approve *Policy 116 Council Procedures and Committees*

RECOMMENDATIONS

That Municipal Council approve *Policy 116 Council Procedures and Committees* as circulated [7-day notice].

LEGISLATIVE AUTHORITY

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

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

Sub-section 23(1) states:
The council may make policies
(a) *respecting the date, hour and place of the meetings of the council and the notice to be given for them;*
(b) *regulating its own proceedings and preserving order at meetings of the council;*
(c) *providing for committees and conferring powers and duties upon them, except the power to expend funds;*

BACKGROUND

The first Council Meetings and Procedures Policy was enacted in 2010. It has had several reviews, updates and amendments since that time. Most recently, it was updated to the new numbering protocol in September 2024.

DISCUSSION

The new policy is more concise and similar in format and style to recent changes to other policies. It combines and replaces *AM-1.2.0.1 Council Videoconferencing Policy* and the previous *Policy 116 Committees of Council and Council Meetings – Procedures*. It is intended to be the primary policy for guidance on:

- rules of procedure;
- meeting schedules;
- notices for meetings;
- virtual meetings;
- committees of council;
- committee membership / provisions;
- joint / regional committees.

Most information “pulled from” other documents such as *Municipal Government Act* and Roberts Rules of Order have been removed. This policy references the authoritative original documents and prevents the policy becoming outdated or contradictory if the cited documents change. Overall, it should also be easier to understand and remember.

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from changes to this policy.

POLICY IMPLICATIONS

This report follows up on previous “housekeeping” changes brought to council commencing in June 2024.

ALTERNATIVES / OPTIONS

The Committee of the Whole may recommend council approve the policy as circulated.
 The Committee of the Whole could recommend further changes to Municipal Council.

COMMUNICATION

Normal statutory requirements:

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

ATTACHMENTS

- Policy 116 Council Procedures and Committees* (proposed for approval)
- Policy 116 Committees of Council and Council Meetings – Procedures* (proposed for repeal)
- AM-1.2.0.1 Council Videoconferencing Policy* (proposed for repeal)

Approved by:



Chris McNeill
 Chief Administrative Officer

Approval Date:

JANUARY 6, 2025

(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 116
Subject Council Procedures and Committees	

GENERAL

1. This policy is referred to as "*Council Procedures and Committees Policy*."

AUTHORITY FOR POLICY

2. Sections 19-24, *Municipal Government Act*, as amended

DEFINITIONS

3. Except as defined below, terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.
 - a) "member" means any person appointed to a committee.

RULES OF PROCEDURE

4. This policy shall apply for all council and committee meetings.
5. The rules contained in the current edition of Robert's Rules of Order Newly Revised, 12th Edition, shall apply in all circumstances except when not inconsistent with provincial legislation or the bylaws, policies or procedures of the municipality.

MEETINGS

6. **COMMITTEE OF THE WHOLE** – regular meetings shall be held on the second Tuesday of each month commencing at 10:00 a.m. in the council chamber of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, N.S.
7. **MUNICIPAL COUNCIL** – regular meetings shall be held on the third Tuesday of each month commencing at 10:00 AM in the council chamber of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, N.S.
8. **COMMITTEES OF COUNCIL** - may meet on an agreed upon regular schedule (posted on the county's website) or at such time and place as agreed upon by a majority of committee members.
9. Notice is not required for regular council and committee meetings held on the normal date and at the normal time / place.
10. Notice is required for special meetings or regular meetings held on a different date or at a different place / time by providing notice to members and posting three or more days in advance at the municipal office(s) and on the county website.
11. No regular council or committee meetings shall be scheduled during the month of August.
12. All meetings shall be open to the public and no person shall be excluded except for improper conduct at the discretion of the chair.
13. Council and committees may meet in closed session (in camera) to discuss confidential matters as permitted by the *Municipal Government Act* and regulations.

Subject

Council Procedures and Committees**VIRTUAL MEETINGS**

14. Council and committee meetings may be conducted by electronic means as permitted by the *Municipal Government Act* and regulations. At least two days prior to the meeting, notice must be given to the public respecting the way in which the meeting is to be conducted in accordance with the requirements of the *Municipal Government Act* and regulations.
15. A councillor or committee member may participate in a meeting by electronic means as permitted by the *Municipal Government Act* and regulations. The member shall be deemed to be present and shall be counted for quorum.
16. If unanticipated technological problems prevent a councillor or committee member from participating in a meeting in its entirety, they shall be considered absent from the meeting and shown as absent with permission.
17. If a member becomes disconnected from the meeting due to technical problems, the minutes shall reflect they left the meeting at the time of the disconnection.

COMMITTEES OF COUNCIL

18. Municipal Council may establish committees to perform the duties conferred on them by the *Municipal Government Act*, other provincial statutes, and bylaws or policies of the municipality.
19. **Standing committees** work on a continuous basis and members are appointed for two years commencing in November following each municipal general election or bi-annual election anniversary. These committees include:
 - a) Annapolis County Source Water Protection Advisory Committee - membership and mandate by policy
 - b) Audit Committee – membership and mandate by policy
 - c) Climate Change Action Plan Committee – membership and mandate by policy
 - d) Committee of the Whole – Acts in an advisory capacity to council, and receives reports or recommendations from staff, boards and committees. The chair of the Committee of the Whole is the deputy warden, and the secretary is the clerk (or designate). Committee of the Whole takes action on such matters as are delegated to it including but not restricted to:
 - 1) periodic review of bylaws and policies and such consideration shall be deemed as fulfilling the requirement for seven days' notice to municipal council; and
 - 2) exercising authority pursuant to Part XV-Dangerous or Unsightly Premises of the *Municipal Government Act* that is not delegated to the administrator, as set out in relevant policy.
 - e) Fences Arbitration Committee – Mandate and membership is pursuant to Section 4 of the *Fences and Detention of Stray Livestock Act*. Annual honorarium for the Nova Scotia

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 116
Subject Council Procedures and Committees	

Federation of Agriculture appointees shall be \$50 per meeting attended. If committee does not meet during the calendar year, appointees shall receive an honorarium of \$50.

- f) Fire Services Committee - Mandate is to advise and make recommendations concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality. Membership consists of two councillors and two or more invited representatives of the Annapolis County Fire Services Executive.
- g) Physician Recruitment & Retention Committee – Mandate includes supporting community recruitment and retention activities for medical personnel: physicians and nurse practitioners. Membership consists of four councillors.
- h) Police Advisory Board - membership and mandate by policy and pursuant to the *Police Act*
- i) Planning Advisory Committee - membership and mandate by policy
- j) Nominating Committee - Mandate of the committee is to recommend appointments of councillor or citizen members to committees, working groups and boards. Four members form the inaugural Nominating Committee, including the Warden. This committee shall be chaired by the Warden.

20. Ad Hoc Committees of Council - may be established by council as deemed necessary and advisable to provide input on matters of timely consideration. Such committees shall be for a limited time period, not exceeding one year, and cease to exist as soon as council receives and accepts a final report.

PROVISIONS FOR COMMITTEES OF COUNCIL

21. The following provisions shall apply to all Committees of Council, except where a policy specifically provides otherwise:

- a) Members appointed to committees serve at the pleasure of council.
- b) Council may, through a recommendation from the Nominating Committee, appoint replacement members should a member resign or become no longer eligible for appointment during the term of their appointment.
- c) Except as otherwise determined by statute, bylaw or policy, every person shall be qualified for appointment as a citizen member who meets the qualifications of the *Citizen Appointments to Committees Policy*.
- d) Unless otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chairperson of a committee, upon recommendation of the Nominating Committee.
- e) If municipal council does not appoint a chairperson, the committee shall elect a chairperson from one of its members.
- f) A quorum for the committee shall consist of a majority of the members appointed to the committee by municipal council at the time of each meeting.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 116
Subject Council Procedures and Committees	

JOINT AND REGIONAL COMMITTEES

22. Municipal Council shall appoint councillors to serve as members on the following joint or regional committees / working groups:
- Inter-municipal Working Group for Valley Waste and Kings Transit (1 council member / 1 alternate council member)
 - Annapolis County Inter-municipal Working Group (2 council members)
 - Regional Emergency Management Organization Advisory Committee (2 council members including Warden or designate)

REPEALS

- *AM-1.2.0.1 Council Videoconferencing Policy*, adopted by Municipal Council of the County of Annapolis on April 19, 2022, is hereby repealed.
- *Policy 116 Committees of Council and Council Meetings-Procedures*, adopted by Municipal Council of the County of Annapolis on Sept. 17, 2024, is hereby repealed.

<p>Annotation for Official Policy Book</p> <p>I certify that this policy was adopted by Municipal Council as indicated below:</p> <p><i>Seven (7) Day Notice</i>..... PENDING</p> <p><i>Council Approval</i> PENDING</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center; width: 60%;"> <p>_____</p> <p>Chief Administrative Officer</p> <p><i>At Annapolis Royal, Nova Scotia</i></p> </div> <div style="text-align: center; width: 30%;"> <p><u>PENDING</u></p> <p>Date</p> </div> </div>	
---	--

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

GENERAL

Proposed for repeal

The procedural requirements in the Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.

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

- b) "business day(s)" means a day when the administrative offices of the Municipality of the County of Annapolis are open for business;
- c) "CAO" means Chief Administrative Officer of the Municipality of the County of Annapolis;
- d) "Chair" means the presiding officer;
- e) "Clerk" means the Clerk of the Municipality of the County of Annapolis;
- f) "Council" means the Municipal Council of the Municipality of the County of Annapolis;
- g) "Councillor(s)" include(s) the Warden and Deputy Warden;
- h) "majority" means more than one half of those present;

Although the *Municipal Government Act* does not provide a definition for *Member*, it is defined in this policy as follows:

- i) "member" means any person appointed to a committee

This policy shall be applicable for Committees of Council and Council meetings of Municipal Council, and include periods of adjournment to "in camera". The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all cases to which they are applicable and in which they are not inconsistent with provincial legislation or the bylaws, policies or procedures of the municipality.

MEETINGS

Committees of Council and Council meetings shall be held in person in the Council chambers of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS or an alternative location. Council and Special Council meetings can be conducted by video conference as outlined by policy.

All meetings of Committees of Council and Council, regular or special, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.

- 1) REGULAR MEETINGS OF COMMITTEE OF THE WHOLE - meetings of the Committee of the Whole shall be held on the **second Tuesday of each month at 10:00 a.m.** with Notice of Meeting to the public at least five business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.

There shall be no regular meeting during the month of August.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

- 2) **REGULAR MEETINGS OF COUNCIL** - meetings of Council shall be held on the **third Tuesday of each month at 10:00 AM** with Notice of Meeting to the public at least five business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.
There shall be no regular meeting during the month of August.

- 3) **SPECIAL MEETINGS OF COMMITTEE OF THE WHOLE OR COUNCIL**
A special meeting may be convened by resolution or consensus at a previous meeting three or more days in advance of the special meeting, or by the CAO or Clerk in consultation with the Warden.

- 4) **COMMITTEES OF COUNCIL MEETINGS**
Committee(s) shall meet at such time and place which it sets at a preceding meeting or at such other time and place as municipal council, the committee’s Chair, or a quorum of committee members may set by providing notice of meeting to all committee members at least five business days in advance. There shall be no regular meetings during the month of August.

- 5) **IN-CAMERA**
Such meetings may be closed to the public when the subject matter under consideration involves the following matters under Section 22(2) of the *Municipal Government Act*:
 - a) acquisition, sale, lease and security of municipal property;
 - b) setting a minimum price to be accepted by the municipality at a tax sale;
 - c) personnel matters;
 - d) labour relations;
 - e) contract negotiations;
 - f) litigation or potential litigation;
 - g) legal advice eligible for solicitor-client privilege; and
 - h) public security.

When In-Camera matters are listed on the Committee of the Whole agenda, they will be the last order of business.

When In-Camera matters are listed on the Council agenda, they will be the last order of business. Direction may be given to staff In-Camera; however, any motions forthcoming from In-Camera discussions must be added to the agenda under New Business and adopted during the open portion of the meeting.

Minutes of a closed meeting will be recorded, circulated physically by the Clerk, and approved at the next meeting. Approved minutes are signed by the Warden and Clerk and kept in the Clerk’s office. Councillors may peruse the physical minutes at any time.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

6) WARDEN'S ABSENCE

In the case of the absence of the Warden from the Municipality, the Deputy Warden shall act in the place and stead of the Warden, and shall have all the rights, powers, and authority of the Warden, while so acting.

7) CALLING THE MEETING TO ORDER AND QUORUM

As soon after the hour fixed for the holding of the meeting, and quorum is present, the Warden shall take the Chair and call the meeting to order.

8) QUORUM

A quorum for Council and Committee of the Whole shall be the majority of councillors elected.

A quorum for other committees of council shall be a majority of the appointed members.

9) NO QUORUM

If no Quorum is present 15 minutes after the time appointed for a meeting, the Clerk or recording secretary shall record the names of the councillors/members present and the meeting shall stand adjourned until the date of the next regular meeting; or until otherwise scheduled.

10) THE CONDUCT OF PROCEEDINGS AT A MEETING

It shall be the duty of the Warden or other presiding officer:

- a) to open the meeting by taking the Chair and calling the councillors or members to order;
- b) to announce the business before the meeting in the order in which it is to be acted upon;
- c) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- d) to decline to put to vote motions which infringe the rules of procedure;
- e) to restrain the councillors or members, within the rules of order, when engaged in debate;
- f) to call by name any councillor or member persisting in breach of the rules of order of Municipal Council, thereby ordering them to vacate the Council chambers;
- g) to inform the Council, when necessary or when referred to, on a point of order;
- h) to permit the CAO or Clerk to speak on any point upon request;
- i) to permit proper questions to be asked through the Chair of any official or employee of the County, or any member of the public in attendance, to provide information to assist in debate;
- j) to authenticate by their signature when necessary, the minutes of Committee of the Whole and Council; and
- k) to adjourn the meeting when business is concluded.

The presiding officer may state their position on any matter before the meeting without leaving the Chair, but only after all other councillor/member comments have been heard. It shall not be permissible for the presiding officer to debate the question without first leaving the Chair and after having appointed the Vice Chair to preside in their place during their remarks.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

11) AGENDA

- a) any councillor, no later than six business days prior to a council meeting, may file in writing, an item for inclusion in the agenda under New Business. Items are to include background information and proposed motion.
- b) the business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the councillors, and the Order of the Day amended.
- c) an item of business not listed on the Committee of the Whole agenda cannot be introduced at a meeting without the approval of the councillors **by majority vote.**
- d) the Clerk shall have prepared and provided electronically and in hard copy for the use of the councillors at the meetings of Committee of the Whole and Council an agenda under the following headings:

**AGENDA
for the Municipality of the County of Annapolis
Committee of the Whole Meeting**

to be held on Tuesday, _____, 20 __, 10:00 AM

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

Roll Call

Presentations

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

Correspondence

Staff Reports

Recommendations and Reports from Boards and Committees

Business Arising from the Minutes

New Business

In-Camera

5:00 Stated Adjournment

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

e) The Clerk shall have prepared and provided electronically and in hard copy for the use of the councillors at the regular meetings of Council an agenda under the following headings:

**AGENDA
for the Municipality of the County of Annapolis
Council Meeting**

to be held on Tuesday, _____, 20 __, 10:00 AM

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

Roll Call

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

COTW Recommendations

Business Arising from the Minutes

New Business

Councillor's Comments

In-camera

Adjournment

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

Definitions / Processes of Agenda Items (in alphabetical order):

Adjournment – the Warden or Chair shall declare the meeting adjourned.

Approval of the Agenda – the agenda, once approved by motion, confirms the Order of the Day.

Approval of the Minutes – Minutes shall record:

- a) the place, date and time of meeting;
- b) attendance of councillors, present or absent; and
- c) all other proceedings of the meeting without note or comment.

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special meetings held more than five days prior to a regular meeting, together with the agenda are provided electronically to each councillor not less than 48 hours before the hour appointed for the holding of such regular meeting.

Business Arising from the Minutes – the items listed in the order of the topics set out in the agenda of prior Committee of the Whole / Council meetings which have not been disposed of and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of, unless removed from the agenda by motion.

Committee of the Whole Recommendations – all recommendations discussed and debated at Committee of the Whole will be brought to Council as individual recommendations for decision by Council.

Correspondence

All correspondence addressed to the county shall be distributed to the councillors and where in the opinion of the Clerk/CAO or a councillor it should be dealt with at a Committee of the Whole meeting, it shall be placed on the agenda of the next Committee of the Whole meeting.

Councillor’s Comments – comments of councillors will relate to special items of interest in the districts they represent, or in the municipality as a whole.

Disclosure of Interest – any councillor shall disclose any conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which the councillor was absent. Every councillor who is present when a question is put, shall vote thereon unless personally interested in a pecuniary sense, and shall leave the room before the matter is discussed.

New Business – items of new business, in writing and including background information and a proposed motion, received by the Clerk six business days prior to the Committee of the Whole meeting will be included in the agenda.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

Presentations – will take place at Committee of the Whole, following Roll Call. Presenters must register with the Clerk six business days prior to the Committee of the Whole meeting they wish to address.

Presenters will be allowed a maximum of 10 minutes to address Committee of the Whole, unless extended by the Chair.

Council will not make a decision(s) at that time.

Recommendations and Reports from Boards and Committees – includes:

- **recommendations** from ad hoc and standing committees of Council;
- **recommendations** from Advisory Boards and Committees; and
- **reports** from Joint, Regional and Community Organizations.

Recommendations and reports will be submitted to the Clerk by 4:30 PM six business days prior to the Committee of the Whole meeting and will be included with the agenda and circulated to councillors.

Roll Call – the Warden or presiding officer shall call the roll of councillors to verify attendance and to provide an opportunity to excuse, by motion, meeting attendance requirements of those councillors who wish to be excused. It is the duty of each councillor to advise the Chair of their absence and whether they wish to be excused in advance of the meeting.

Staff Reports – staff reports will be numbered by the Clerk, starting with the number “1” as the first report in each calendar year, with the prefix designating the year of the Committee of the Whole meeting, [i.e. SR2022-1 NAME OF REPORT]. Report numbers will re-start annually.

Reports will be submitted to the Clerk by 4:30 PM eight business days prior to the Committee of the Whole meeting.

Reports will be prepared pursuant to directions and a template as determined from time to time.

Urgent Business – a matter deemed to be urgent by the Warden or CAO may be considered without notice at any time by a simple majority vote of Council.

MOTIONS

12) WITHDRAWAL

- a) after a motion is moved and seconded it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time by the mover before decision or amendment.

Proposed for repeal**13) AMENDMENTS** – a motion to amend

- a) shall receive disposition of Council before a previous amendment or the question,
- b) shall not be further amended more than once, and
- c) shall be put in the reverse order to that in which it is moved.

14) PRIVILEGE

- a) privileged motions take precedence over any or all of the motions listed before it. These motions include, in descending order of rank: Fix the Time to Which to Adjourn (highest ranking); Adjourn; Recess; Question of Privilege (noise, ventilation, introduction of a controversial subject in the presence of guests); Call for the Orders of the Day. When settled, the question so interrupted shall be resumed from the point where it was suspended.

15) LAY ON THE TABLE OR "TABLE"

- a) is the highest ranking of subsidiary motions. It is used to temporarily set aside an issue to take up something more urgent. This motion has no time reference; requires a mover and seconder; requires a majority vote; cannot be amended; and is not debatable.
- b) A question that has been "tabled" can be lifted from the table during the same session or until the end of the next regular business session if same is held before a quarterly time interval has elapsed. If not lifted within these time limits, the question dies, although it can be reintroduced later as a new question.

16) POSTPONE TO A DEFINITE TIME OR "DEFER"

- a) a subsidiary motion. It is used to set aside an issue to a specific date and time; requires a mover and seconder; requires a majority vote; may be amended and debated but only as to the time; cannot be interrupted.

17) COMMIT OR "REFER"

- a) a subsidiary motion. It is used to refer an issue to a committee or staff; requires a mover and seconder; requires a majority vote; may be debated.

18) POSTPONE INDEFINITELY

- a) the lowest ranking of subsidiary motions. It is used when Council declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids direct vote on the question.

19) RECONSIDER

- a) if a motion has been either adopted or defeated during a meeting, and announced from the Chair, a notice of an intention to move reconsideration can be made only on the same day on which the vote sought to be reconsidered was taken. If the motion was adopted, the motion to *Reconsider* can be made only by a councillor who voted in favour of the motion, or if the motion was defeated, then only by a councillor who voted against it. This motion can be seconded by any councillor no matter how they voted, and requires a majority vote.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

20) RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED

- a) if it is too late to move to reconsider a motion, councillors can make either a motion to rescind or amend something previously adopted regardless of how they voted on the original motion. There is no time limit on making these motions. If previous notice is given, a majority vote is all that is required for adoption. However, if previous notice is not given of an intent to make one of these motions, so that councillors are not alerted ahead of time to the fact that the motion will be made, adoption of the motion requires either a two-thirds vote, or the vote of the a majority of the entire Council.

Voting on Motions

21) Questions Stated

- a) immediately preceding the taking of the vote, the Chair or Clerk may state the question in the form introduced and shall do so if required by a councillor. The Chair or Clerk shall state the question in the precise form in which it will be recorded in the minutes.

22) No Interruption After Question

- a) after a question is finally put by the Chair, no councillor shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

23) Voting

The usual form of voting on any question shall be by the Chairman calling for “yes” and “no”, but any Council Member, before or after a voice vote can call for, and obtain through the Chairman, a show of hands, and any two Council Members can call for, and obtain through the Chairman, a recorded vote with each Council Member’s vote entered into the minutes. A Councillor may request that their vote is recorded.

Rules of Debate

24) Every councillor, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more councillors raise their hands to speak, the Chair shall designate the councillor who, in the opinion of the Chair, first raised a hand.

25) When a councillor is speaking no other councillor shall interrupt him/her except to raise a Point of Order.

26) Any councillor may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a councillor while speaking.

27) No councillor shall speak more than twice to the same question, without the leave of Council, except to explain a misconception of their remarks, but the mover of the motion shall have the right to reply and sum up in closing debate.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

- 28) When a councillor has been recognized as the next speaker, then immediately before speaking such councillor may ask a question of the Chair or an official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the councillor shall speak.
- 29) The following motions may be introduced without written notice and without leave:
- a) a point of order or personal privilege;
 - b) to lay on the table (Table);
 - c) to postpone to a definite time (Defer);
 - d) to commit (Refer);
 - e) to postpone indefinitely;
 - f) to call the question;
 - g) to adjourn; and
 - h) to amend.

POINTS OF ORDER AND PRIVILEGE

- 30) The Chair shall preserve order and decide questions of order.
- 31) It shall be the duty of the Chair, and the privilege of any councillor, to call any councillor to order, who violates any established rule of order. A point of order must be decided before the subject under consideration is proceeded with.
- 32) When a councillor is called to order, the councillor shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 33) A point of order is not debateable amongst other councillors and is decided by the Chair, who may invite discussion in an effort to assist in making a ruling. Where the Chair permits discussion on a point of order, no councillor shall speak more than twice.
- 34) Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council chambers pursuant to Subsections 39 and 40 are not debateable but are appealable to Council by any councillor. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 35) If a councillor resists the rules of Council, wilfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the councillor may be ordered by the Chair to leave their seat provided that a majority vote of Council shall be required to sustain the expulsion.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

- 36) If the councillor refuses to leave their seat, the Chair may order the councillor to be expelled and excluded from the Council chambers.
- 37) Such councillor may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council chambers and to resume participation in Council’s business with or without conditions.
- 38) Persons who are not councillors or employees of the County of Annapolis shall observe silence and order in the Council chambers, unless given permission to speak by motion. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
- 39) Such member of the public may, by vote of Council later in the meeting or at a subsequent meeting, be permitted to re-enter Council chambers with or without conditions.
- 40) An order of the Chair to expel a person from the Council chambers pursuant to Subsections 40 and 42 of this policy constitutes a direction from the County of Annapolis to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.

CONDUCT OF COUNCILLORS

- 41) No councillor shall:
 - a) use offensive or unparliamentary language in or against the Council, any councillor, or any staff;
 - b) speak on any subject other than the subject in debate;
 - c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
 - d) disobey the rules of the Council or a decision of the Chair or the Council on questions of order or practice or upon the interpretation of the rules of the Council
- 42) When the Chair is putting the question, no councillor shall leave or make a disturbance.

COMMITTEES OF COUNCIL

- 43) **TERM OF APPOINTMENT** – except to the extent that the term of appointment is otherwise determined by statute, bylaw, or policy, councillors shall be appointed for two years, or the balance thereof, with the term commencing in December following each municipal general election or bi-annual election anniversary. Except as otherwise provided, no appointment shall cease until such time as a successor is appointed.
- 44) **PROVISIONS** – the following provisions shall apply to all Committees of Council, except where the policy specifically provides otherwise:

Proposed for repeal

- g) municipal council may replace at any time councillors who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
- h) if not appointed to a committee, the Warden shall be an *ex officio* councillor of the committee, with a voice but no vote. When attending as *ex officio* the Warden shall not be counted to establish quorum.
- i) a councillor is not entitled to additional remuneration for serving on the committee but may be reimbursed for reasonable expenses for attending committee meetings, and mileage / kilometrage shall be paid at such rate as may be prescribed by municipal council by policy.
- j) except to the extent that the Chair is otherwise determined by statute, bylaw, or policy, municipal council may appoint a person to serve as Chair of the committee, after seeking the advice of the Nominating Committee; but if municipal council does not appoint a Chair, the committee shall elect a Chair from one of its councillors.
- k) an *ex-officio* councillor of a committee shall not be eligible for election as Chair.
- l) the Chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the Chair shall have the same powers and responsibilities at committee meetings that are conferred upon the Chair at Council meetings.
- m) votes shall be recorded by a show of hands.
- n) the Clerk (or designate) shall call the first meeting of any committee after its appointment, upon the request of municipal council or a majority of the councillors of the committee. The CAO or Clerk or their designate shall Chair the meeting until a Chair has been chosen.
- o) the committee shall choose a scribe from one of its councillors, in which event the scribe shall be a full voting councillor of the committee. The scribe shall keep notes of the committee's meetings and ensure that the Clerk is provided with a copy of all approved minutes, which have been signed by the Chair.
- p) no order or authority to do any matter or thing shall be recognized as emanating from any committee, and all committee recommendations shall be referred to the Clerk in writing to be included with the Committee of the Whole agenda under Reports from Boards and Committees.

45) **AD HOC COMMITTEES OF COUNCIL** - may be established by Council as deemed necessary and advisable to provide input on matters of timely consideration. Such a committee shall be for a limited time period as per its mandate determined by Council, and ceases to exist as soon as Council, through Committee of the Whole, receives and accepts a final report. Committees include:

- a) **Physician Recruitment & Retention Committee** – established “with a mandate of physician recruitment and retention” (*MOTION 191119.09*); adopted descriptive mandate: To assist, as appropriate, in all aspects of recruiting and retention of medical personnel: physicians, physician assistants, nurse practitioners, and like medical professionals” (*MOTION 200218.07*).

Proposed for repeal

46) **STANDING COMMITTEES OF COUNCIL** – may be established pursuant to Section 24 of the *Municipal Government Act*, or as otherwise determined by statute, bylaw or policy. Standing committees work on a continuous basis, and consist of councillors appointed by the Council. The committees include:

k) **Committee of the Whole** – acts in an advisory capacity to Council, and meets to receive reports/recommendations from staff, and boards and committees.

It shall be the duty of Committee of the Whole to take action on such matters as are lawfully delegated to it by the County's bylaws and policies, or by Council resolution, including but not restricted to:

- 3) ensuring regular, periodic and comprehensive review of all bylaws and policies of the County and such consideration shall be deemed as fulfilling the requirement for seven days' notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the *Municipal Government Act*; and
- 4) exercising any authority pursuant to Part XV-Dangerous or Unsightly Premises of the *Municipal Government Act* that is not delegated to the Administrator, as set out in relevant policy.

The Chair of the Committee of the Whole is the Warden, and the Secretary is the Clerk (or designate).

b) **Nominating Committee**

- 1) at the Inaugural meeting, Council shall appoint three councillors to serve as members. The procedure for selecting councillors shall be the same as that used for selection of a Warden.
- 2) the Warden shall automatically be a regular, voting councillor of the committee.
- 3) the mandate of the committee is to discuss, consider, advise and make recommendations to Council through Committee of the Whole concerning the nomination of persons to various committees, boards, and commissions, except where municipal council determines that consideration by the Nominating committee is not necessary or advisable.
- 4) Council may, by resolution, accept, reject, or vary a report of the Nominating committee in whole or in part.
- 5) it shall, at least annually, review the status of councillor appointments to ensure equity of workloads among councillors.
- 6) All committees should meet within thirty days of being struck to determine a Chair and Vice Chair.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Proposed for repeal

- c) **Economic Development Committee**
 - 1) consists of three councillors and the Warden.
 - 2) the mandate of the committee is to advise and make recommendations to Council through Committee of the Whole concerning the drafting, implementation, amendment, and facilitation of an Annapolis County Economic Development Strategy.

- d) **Fire Services Committee**
 - 1) consists of two councillors as well as two or more invited representatives of the Annapolis County Fire Services Executive as appropriate.
 - 2) the mandate of the committee is to advise and make recommendations through Committee of the Whole to Council concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality.
 - 3) meetings shall be held at the discretion of the Chair.

- e) **Fences Arbitration Committee** – committee continues pursuant to Section 4 of *the Fences and Detention of Stray Livestock Act*.
 - 1) consists of one member from the municipality appointed by the Nova Scotia Federation of Agriculture and one member appointed by the council of the municipality
 - 2) the member appointed by the council of a municipality pursuant to subsection (1) may be an employee of the municipality and shall be the chair of the committee
 - 3) the Nova Scotia Federation of Agriculture and the council of the municipality shall each appoint an alternate member to serve on the committee when requested to do so by the member appointed by the council of the municipality or the Nova Scotia Federation of Agriculture, as the case may be
 - 4) the members of a committee hold office for a term of not more than four years
 - 5) Two members of the committee constitute a quorum
 - 6) the annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If the Fences Arbitration Committee does not meet during the calendar year, the appointees shall receive an honorarium of \$50.
 - 7) Members of the committee and alternate members of the committee appointed pursuant to this Section shall be residents of the municipality for which the committee is established. 2

- f) **Forestry Advisory Committee** – shall exist as an advisory committee of Council.
 - 1) consists of not more than four councillors.
 - 2) its purpose is to consider and make recommendations regarding forestry matters.

47) REPEAL

AM-1.2.0 Committees of Council and Council Meetings Procedures Policy, adopted by Municipal Council of the County of Annapolis on September 19, 2023, is hereby repealed.

PENDING Sept. 17, 2024:

- On first page of policy under MEETINGS deleted "as outlined in the *Council Videoconferencing Policy, AM-1.2.0.1*" and replaced with "by policy"
- On Page 7 of the policy under **Recommendations and Reports from Boards and Committees** deleted "*listed in Sections 45 and 46 of this policy*" and "*(Policies AM-1.3.6.1; AM-1.3.6.10; AM-1.3.6.17 and AM-1.3.6.18)*" and "*(Policy AM-1.3.7)*"
- Sub-section 44 c) deleted "in *Travel and Expenses Policy AM-1.8.1*" and replaced with "by policy"

Deleted the following:

- Sub-section 45(a) Cornwallis Park and Area Asset Review Committee
Cornwallis Park & Area Asset Review Committee – established to consider and make recommendations to Council pertaining to potential possibilities for current and future assets of Cornwallis Park and area (*MOTION 180717.28*); ~~[dissolved by motion of Municipal Council on December 20, 2022]~~
- Sub-section 45(b) Glyphosate Advisory Committee
Glyphosate Advisory Committee – established to "... invite stakeholders to present to the committee in order to bring a recommendation to June 2021 Committee of the Whole ..." (*MOTION 201020.04*); and ~~[submitted a final report and completed its mandate in October 2021]~~
- Sub-section 46(c) CAO Review Committee
CAO Review Committee – shall oversee the performance review process for the CAO after consultation with Council.
 - 1) consists of the Warden, Deputy Warden, and two other councillors.
 - 2) the Warden shall be the Chair of the committee.
 - 3) to the extent practicable, selection of the remaining committee councillors (in addition to the Warden and Deputy Warden) should reflect the gender diversity of Council's composition. Accordingly, the remaining committee councillors shall be selected by placing the names of councillors confirming an interest in a box and having two names drawn by a person chosen by the Warden.
 - 4) in accordance with sub-section 21(2)(c) of the *Municipal Government Act*, the CAO Review Committee may meet in closed session. The CAO will be requested not to attend the CAO Review Committee and council meetings where their performance is discussed; no other staff persons shall attend.
 - 5) the CAO shall be evaluated at least once a year, with a mid-year review if desired by the CAO, the CAO Review Committee or Council. ~~[dissolved by motion of Municipal Council on February 21, 2023]~~

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

1. APPLICATION

Proposed for repeal

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

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

2. AUTHORITY

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

3. DEFINITIONS

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

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

4. PUBLIC NOTICE

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

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

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

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

5. ALL COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE

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

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

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

6. ONE OR MORE COUNCIL MEMBERS ATTEND BY VIDEOCONFERENCE Proposed for repeal

- 6.1** Except as provided in sub-section 5.1 above, Council members must attend Council meetings in person or one or more Council members may appear at a council meeting by videoconference.
- 6.2** Subject to the other provisions of this Policy, permission may be granted to a Council member to participate in a meeting, or part of a meeting, by videoconference if:
- (1) prior to the meeting, the Council member provides reasonable written notice to the Clerk indicating that the Council member wishes to attend the meeting by videoconference;
 - (2) the Council member has not participated in more than three meetings by videoconference in the preceding twelve months in addition to meetings in which all Council members participated by videoconference, or has received permission from council to participate in the meeting by videoconference;
 - (3) the Council member has videoconferencing equipment available that will:
 - (a) enable the public to see and hear the Council member participate in the meeting by videoconference; and
 - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person.
 - (4) the County has videoconferencing equipment available that will:
 - (a) enable the public to see and hear the Council member participate in the meeting by videoconference;
 - (b) enable the Council member to see and hear each of the Council members who are attending the Council Meeting by videoconference or in person; and
 - (c) enable every Council member who is attending the meeting by videoconference or in person to see and hear all other Council members who are attending the meeting by videoconference or in person.
- 6.3** Any Council member participating by videoconference in a meeting shall be deemed to be:
- (1) present at those parts of the meeting in which a Council member is permitted to participate by videoconference under this Policy; and
 - (2) absent for any parts of the meeting in which a Council member is not permitted to participate by videoconference under this Policy.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Linda Bent, Director of Planning & Inspection Services
Report Number: SR2025-06 Appointment of Jherek Hallett as Development Officer
Subject: Appointment of Jherek Hallett as Development Officer, Municipality of the County of Annapolis

RECOMMENDATION(S)

That Municipal Council appoint Jherek Hallett as Development Officer for the Municipality of the County of Annapolis to administer the Municipality’s Land Use Bylaws and Subdivision Bylaw.

LEGISLATIVE AUTHORITY

MGA Section 243 (1)

BACKGROUND

Under the *Municipal Government Act (MGA)* Council must appoint Development Officers to administer their Land Use Bylaws and Subdivision Bylaw. Only an appointed Development Officer can review, grant, refuse or discharge a development permit, variance, site-plan, tentative or final plan of subdivision or concept plan. It is the opinion of staff that with the completion of the County Wide MPS and LUB review and updates to the secondary planning documents this has resulted in a significant increase in the amount of development permits the municipality receives.

As set out in Section 245 of the *MGA* a municipality must assess a development permit for completeness and give notification of incompleteness within fourteen (14) days and approved within thirty (30) days or they are deemed rejected. If a development permit is deemed rejected due to a failure of the municipality to meet the deadlines set out within the *MGA*, the applicant can appeal the rejection through the Utility and Review Board. An appeal process will require the municipality to file a complete appeal record with the Board, and any other person as the Board may require, within fourteen (14) business days of the municipality being notified by the Board of the appeal, followed by a hearing (Section 247 (3): Appeals to the Board).

It is the opinion of staff that to ensure the municipality can process the increase in development permits and prevent any financial and time costs due to avoidable hearings with the Utility and Review Board, Council should appoint Jherek Hallett as Development Officer for the Municipality.

DISCUSSION

By appointing Jherek Hallett as a Development Officer for the Municipality of the County of Annapolis, Council grants him the ability to administer the Municipality’s Land Use Bylaws and Subdivision Bylaw. This full-time position appointment will increase the number of appointed Development Officers and will allow the Municipality to review, grant, refuse or discharge a larger

number of development permits, variances, site-plans, tentative or final plans of subdivision or concept plans more quickly.

FINANCIAL IMPLICATIONS

None Known.

POLICY IMPLICATIONS

None Known

ALTERNATIVES / OPTIONS

The options available to Municipal Council are to appoint or not appoint Jherek Hallett as Development Officer for the Municipality to assist in administration the County-Wide Municipal Planning Strategy and Land Use Bylaw and accompanying secondary plans.

Another option available to Council is the continued reliance on the current Development Officers to administer the Land Use Bylaws and Subdivision Bylaw. The number of development permit applications have increased due to the adoption of the County Wide Planning Documents and relying on staff who have other responsibilities could result in development permits failing to be approved within the time limits set out within the *Municipal Government Act*.

NEXT STEPS

Once appointed by Council, a Development Officer can begin the process of reviewing, granting, refusing or discharging a development permit, variance, and site-plan, tentative or final plan of subdivision or concept plan received by the municipality.

ATTACHMENTS

N/A

Prepared by:

Linda Bent, Director of Planning & Inspection Services

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:



(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Linda Bent, Director of Planning & Inspection Services
Report Number: SR2025-07 Appointment of Jeremy Banks as Development Officer
Subject: Appointment of Jeremy Banks as Development Officer, Municipality of the County of Annapolis

RECOMMENDATION(S)

That Municipal Council appoint Jeremy Banks as Development Officer for the Municipality of the County of Annapolis to administer the Municipality’s Land Use Bylaws and Subdivision Bylaw.

LEGISLATIVE AUTHORITY

MGA Section 243 (1)

BACKGROUND

Under the *Municipal Government Act (MGA)* Council must appoint Development Officers to administer their Land Use Bylaws and Subdivision Bylaw. Only an appointed Development Officer can review, grant, refuse or discharge a development permit, variance, site-plan, tentative or final plan of subdivision or concept plan. It is the opinion of staff that with the completion of the County Wide MPS and LUB review and updates to the secondary planning documents has resulted in a significant increase in the amount of development permits the municipality receives.

As set out in Section 245 of the *MGA* a municipality must assess a development permit for completeness and give notification of incompleteness within fourteen (14) days and approved within thirty (30) days or they are deemed rejected. If a development permit is deemed rejected due to a failure of the municipality to meet the deadlines set out within the *MGA*, the applicant can appeal the rejection through the Utility and Review Board. An appeal process will require the municipality to file a complete appeal record with the Board, and any other person as the Board may require, within fourteen (14) business days of the municipality being notified by the Board of the appeal, followed by a hearing (Section 247 (3): Appeals to the Board).

It is the opinion of staff that to ensure the municipality can process the increase in development permits and prevent any financial and time costs due to avoidable hearings with the Utility and Review Board, Council should appoint Jeremy Banks as Development Officer for the Municipality.

DISCUSSION

By appointing Jeremy Banks as a Development Officer for the Municipality of the County of Annapolis, Council grants him the ability to administer the Municipality’s Land Use Bylaws and Subdivision Bylaw. This full-time position appointment will increase the number of appointed Development Officers and will allow the Municipality to review, grant, refuse or discharge a larger number of development permits, variances, site-plans, tentative or final plans of subdivision or

concept plans more quickly. It is common for the municipal planner be appointed as development officer in most municipal units.

FINANCIAL IMPLICATIONS

None Known.

POLICY IMPLICATIONS

None Known

ALTERNATIVES / OPTIONS

The options available to Municipal Council are to appoint or not appoint Jeremy Banks as Development Officer for the Municipality to assist in administration the County-Wide Municipal Planning Strategy and Land Use Bylaw and accompanying secondary plans.

Another option available to Council is the continued reliance on the current Development Officers to administer the Land Use Bylaws and Subdivision Bylaw. The number of development permit applications have increased due to the adoption of the County Wide Planning Documents and relying on staff who have other responsibilities could result in development permits failing to be approved within the time limits set out within the *Municipal Government Act*.

NEXT STEPS

Once appointed by Council, a Development Officer can begin the process of reviewing, granting, refusing or discharging a development permit, variance, and site-plan, tentative or final plan of subdivision or concept plan received by the municipality.

ATTACHMENTS

N/A

Prepared by:

Linda Bent, Director of Planning & Inspection Services

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

JANUARY 6, 2025

(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-08 Approve *Policy 128 Travel and Expenses*
Subject: Approve *Policy 128 Travel and Expenses*

RECOMMENDATION

That Municipal Council approve *Policy 128 Travel and Expenses* as circulated [7-day notice].

LEGISLATIVE AUTHORITY

Sub-section 47(1) of the *Municipal Government Act* states:

The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

Sub-section 48(1) of the *Municipal Government Act*:

Before a policy is passed, amended or repealed the council shall give at least seven days' notice to all council members.

Sub-sections 23(3) and (4) of the *Municipal Government Act* state:

(3) Each municipality shall adopt an expense policy and a hospitality policy.

(4) An expense policy must

- (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;*
- (b) identify the persons who have signing authority to authorize the reimbursement of an expense;*
- (c) where applicable, set out rules respecting the use of corporate credit cards;*
- (d) apply to every reportable individual in the municipality; and*
- (e) comply with the regulations.*

BACKGROUND

The first Travel and Expenses Policy was enacted in 1997 and it has been subsequently had more than 20 reviews, updates and amendments since that time. Most recently, it was updated to the new numbering protocol in September 2024. It is required that this policy be reviewed by January 31st immediately following a regular election.

DISCUSSION

The new policy is more concise and straightforward, eliminating conflict and duplication with other policies. It proposes that the kilometric rate match that of the Province of Nova Scotia (currently 58.38 ¢/km). This would be a decrease from the county’s current rate of 61 ¢/km.

FINANCIAL IMPLICATIONS

There would be a budget reduction commensurate with the new rate.

POLICY IMPLICATIONS

This report follows up on previous “housekeeping” changes brought to council commencing in June 2024.

ALTERNATIVES / OPTIONS

The Committee of the Whole may recommend council approve the policy as circulated. The Committee of the Whole could recommend further changes to Municipal Council.

COMMUNICATION

Normal statutory requirements:

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

ATTACHMENTS

- Policy 128 Travel and Expenses* (proposed for approval)
- Policy 128 Travel and Expenses Sept 2024* (proposed for repeal)

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

JANUARY 6, 2025
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 128
<p style="text-align: center;">Subject Travel and Expenses</p>	

PURPOSE

1. To establish guidelines to reimburse councillors, appointees and county employees for reasonable expenses incurred while conducting municipal business.

AUTHORITY

2. Section 23 of the Municipal Government Act, as amended

DEFINITIONS

3. Except as defined below, terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the English language.
 - (a) "councillors" includes warden and deputy warden; and
 - (b) "appointees" means citizens appointed by municipal council to serve as a committee member.

ELIGIBILITY FOR REIMBURSEMENT

4. The municipality will reimburse or pay directly the cost of registration, accommodations, meals (not covered by event registration), and transportation / kilometrage in accordance with current policies, approved budgets and Standard Operating Procedures.
5. Councillors are eligible for reimbursement of travel expenses for attending:
 - council and committee of the whole meetings;
 - meetings of any committee or other organization to which they have been appointed by municipal council;
 - two conferences per year (April 1 – March 31), apart from FCM which is by policy;
 - meetings with other government agencies or representatives (including MLA or MP) scheduled by council, warden, deputy warden or CAO;
 - meetings related to land-use planning including public information meetings, public participation meetings, public hearings and advisory committee meetings;
 - training or orientation meetings;
 - meetings with the CAO;
 - social functions when designated to attend representing the county;
 - remembrance day and Canada day ceremonies; and
 - any other travel specifically authorized by municipal council.
6. Councillors shall not be reimbursed for expenses to meet with individual residents or attend community events in their own electoral district as these expenses are deemed to be incidental to the discharge of their duties.

Subject
Travel and Expenses

7. Councillors shall not be reimbursed for costs related to election or re-election activities.
8. Appointees are eligible for reimbursement of travel expenses for attending:
 - conferences;
 - training / orientation; and
 - meetings of a committee / organization to which they have been appointed.
9. If approved by their service group manager or director, employees are eligible for reimbursement of travel expenses for attending:
 - meetings;
 - conferences;
 - training;
 - social functions (when designated to attend on behalf of the county); and
 - any other travel specifically authorized.
10. When a councillor, an appointee or an employee is chosen by municipal council or the CAO as a representative to any organization, they are entitled to reimbursement of travel expenses by either the organization or by the municipality but not both.
11. The Municipality shall not reimburse any individual for any alcohol or cannabis purchases except in accordance with the county's hospitality policy.
12. The Municipality shall not reimburse any councillor, appointee or employee for:
 - loss of personal property;
 - medical or hospital treatment;
 - purchase of video rentals, luggage, clothing or personal effects; or
 - personal services such as shoe shines, valet services, dry-cleaning, laundry, or haircuts.
13. The municipality does not accept liability for claims arising from the use of privately-owned or leased / rented vehicles for municipal travel. Owners / users must ensure the vehicle is properly insured for business use and complies with all relevant statutory / legal requirements.

EXPENSE CLAIMS

14. For expenses not billed directly to and paid by the municipality, councillors and employees shall be reimbursed upon submission and approval of a travel claim on the prescribed form.
15. Travel claims for councillors (except the warden) are subject to approval by the warden.
16. Travel claims for the warden, appointees and employees are subject to approval by the CAO or designate.
17. Appointees shall be reimbursed a kilometric rate for attending meetings without submission of a travel claim. Committee chairpersons are required to submit meeting attendance sheets confirming their attendance.

Subject
Travel and Expenses

18. For expenses not billed directly to and paid by the municipality, appointees shall be reimbursed upon submission and approval of a travel claim on the prescribed form for any expenses other than described above.
19. All expenses must be submitted by the claimant.
20. Reimbursement for meals shall follow the below per diems:
 - Breakfast \$20
 - Lunch 20
 - Dinner 35
21. Use of personal vehicles shall be reimbursed at the kilometric rate approved by the Province and in effect at the time the travel occurred.
22. If financially advantageous for the municipality, the CAO or designate may approve a short-term rental of a vehicle for persons travelling on municipal business (daily rental, insurance, gasoline, and kilometric charges invoiced by the rental agency).
23. If a councillor, appointee or employee chooses to take their personal vehicle in lieu of airplane travel, reimbursement will be the lesser of the lowest airfare rate which would have been available or the kilometric rate.
24. When a councillor, an appointee or an employee does not attend a booked conference or event, the municipality may recover from them any non-refundable expenses incurred except if attendance was not possible for the following reasons:
 - illness (personal or immediate family);
 - weather conditions;
 - travel emergencies;
 - municipal emergencies / urgencies;
 - other reasons as approved by municipal council.

TRAVEL ADVANCES

25. Subject to approval by the CAO, the municipality may provide a travel advance if submitted at least 14 days in advance.
26. When a councillor, an appointee or an employee does not attend a booked conference or event for which they received a travel advance, an amount equivalent to the advance shall be reimbursed to the municipality.
27. Within 30 days of returning from travel, paid invoices or receipts must be submitted to substantiate expenses other than meals or kilometric allowances.

SUBMISSION OF CLAIMS

28. Employees are expected to submit claims on a regular basis, not less than once every 2 months.

29. Councillors must submit travel claims for review and approval by the 15th of the month following each quarter:
- January to March claims – due by April 15th
 - April to June claims – due by July 15th
 - July to September claims – due by October 15th
 - October to December claims – due by January 15th
30. Claims shall not be paid for expenditures occurring more than 6 months in the past.

GENERAL POLICY STATEMENTS

31. Travel should be by the most direct route and using the most economical means of transportation, taking into consideration the travel time involved.
32. An employee’s normal place of work shall be considered the starting and return point of any trip, unless the employee leaves from or returns directly home.
33. A councillor’s / appointee’s residence shall be considered the starting and return point of any trip, unless they leave directly from another location.
34. When two or more councillors / appointees / employees are attending the same seminar, convention or meeting, carpooling shall be practised whenever possible.
35. Arrangements to attend out-of-town conferences / events shall be the responsible of the attendee. Assistance may be provided by employees in the Office of the Municipal Clerk.
36. All expenditures and expense claims are subject to review and internal / external audit verification.

REVIEW OF POLICY

37. By the 31st of January immediately following a regular election, Municipal Council shall review this policy as part of the orientation process and, by motion, the Council, shall either re-adopt or replace the policy.

REPEAL

38. *Policy 128 Travel and Expenses*, approved on September 17, 2024, is hereby repealed.

Annotation for Official Policy Book

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

Seven (7) Day Notice **PENDING Jan. 14, 2025**

Council Approval **PENDING Jan. 21, 2025**

Chris McNeill **PENDING Jan. 21, 2025**

Chief Administrative Officer Date

At Annapolis Royal, Nova Scotia

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

1. APPLICATION

It shall be the policy of the Municipality of the County of Annapolis to compensate elected officials (including warden, deputy warden, and municipal councillors), non-councillor designates (including citizen appointees and other committee designates / representatives) and municipal employees for reasonable expenses incurred when participating in activities related to council / municipal business provided that appropriate prior authority is obtained in accordance with this policy. This policy applies for all travel and expenses except as provided under other municipal policies.

2. AUTHORITY

Section 23 of the *Municipal Government Act*, as amended

3. TERMS OF POLICY

- 3.1 Any person authorized to travel for the benefit of the municipality and for the purposes of municipal business is expected to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved.
- 3.2 If an elected official, designate or employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official or employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.
- 3.3 An employee's place of work shall be considered the starting point and point of return of any trip, unless the employee leaves from and/or returns directly home and the distance travelled is less.
- 3.4 An elected official's / designate's residence shall be considered the starting point and point of return of any trip, unless he / she leaves directly from another location and the distance travelled is less.
- 3.5 When two or more elected officials and / or designates and / or employees are attending the same seminar, convention or meeting, carpooling shall be practised whenever possible.

4. SPECIFIC REQUIREMENTS

- 4.1 Councillors may participate in two events per year (April 1 – March 31), apart from FCM which is by policy, and NSFM (which is different when local).
- 4.2 Where an elected official, designate or employee is chosen by municipal council or the CAO as a representative of the municipality to any organization, he / she is entitled to either reimbursement of expenses by the organization or by the municipality; however, if the he / she chooses to be reimbursed by the municipality, any reimbursement to which that designated representative is entitled from the organization shall be paid to the municipality. In no circumstance shall the chosen representative receive reimbursement by both the organization and the municipality.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council		Subject Travel and Expenses

- 4.3 The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-county conferences and municipally-related activities subject to prior approval by CAO / Director / Manager / Supervisor in accordance with approved budgets and Standard Operating Procedures.
- 4.4 The County shall not reimburse expense claims for alcohol purchases by an individual.
- 4.4 Employees authorized to travel may submit a claim for reimbursement of travel expenses for actual travel while engaged in the performance of duties or on the municipality's behalf, in accordance with the guidelines and schedules herein.
- 4.5 Travel advances for elected officials, designates or employees are subject to the approval of the CAO or in his / her absence, the Director of Corporate Services. Approved travel advance claims shall be submitted to the Accounts Payable Clerk at least five working days prior to the departure date. Within thirty (30) days of the completion of a business trip for which a travel advance was made, the elected official / appointee / employee must account for the advance by submitting a travel expense claim for allowable expenses and by remitting any balance in excess of the expenses actually incurred and claimed. If the advance has not been accounted for within the prescribed time limit the Accounts Payable Clerk will deduct the balance owing to the municipality from any sum of money that may be due and payable to that elected official / designate / employee.
- All travel claims must be signed by the person making the claim and approved for payment by the employee's supervisor, by the employee's service group manager or by the CAO. With respect to elected officials / designates, all travel claims must be approved by the warden. All claims made later than 45 days after the completion of a business trip require the approval of the CAO.
- 4.6 An elected official, designate or employee who plans to attend out-of-town conferences / municipally related activities shall be solely responsible to co-ordinate all registrations, bookings, schedulings, cancellations and other arrangements to be paid for by the municipality. Assistance may be provided by the Municipal Clerk. This will provide the municipality with a preferred level of service at competitive rates. However, the final responsibility for all matters related to out-of-town municipal activities shall be the responsibility of the individual.
- 4.7 Members of Municipal Council and the CAO may be accompanied by their spouse or a guest while attending the Nova Scotia Federation of Municipalities (NSFM) annual conference and be reimbursed for additional conference registration fees and additional accommodation costs, if any. This also applies to the two members of municipal council selected to attend the Federation of Canadian Municipalities (FCM) Annual Conference, except that no reimbursement will be provided for the cost of airfare for the spouse or guest. This also applies to the CAO with respect to attendance at the annual conference of the Association of Municipal Administrators of Nova Scotia (AMANS), the Canadian Association of Municipal Administrators (CAMA) or International City/County Management Association (ICMA).

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

4.8 The spouse or one guest may accompany a municipal employee receiving an award, certificate or diploma at the annual conference of a municipal association and the employee will be reimbursed for additional conference registration fees, meal allowances and additional accommodation costs, if any. Similarly, the spouse may accompany an employee authorized to attend an employer sponsored pre-retirement seminar (1 occasion only). The employee will be reimbursed for additional seminar fees, meal allowances and additional accommodation costs, if any.

4.9 Elected officials, designates or employees who register for conferences, courses, seminars or municipally related activities that result in fees / costs and do not attend shall be responsible for any and all costs incurred by the municipality except if attendance was not possible / practical for the following reasons:

- illness (personal or immediate family)
- weather conditions
- travel emergencies;
- municipal emergencies / urgencies;
- other reasons as approved by municipal council.

From time to time, there may be instances where there are conflicting opinions as to the acceptability of specified expenses between the claimant and authorizing personnel. These matters shall be referred to Chief Administrative Officer for direction.

4.10 For expenses not billed directly to the municipality, all lodging, meals, parking fees and other incidental expenses will be reimbursed upon submittal to the Accounts Payable Clerk on the proper "Expense Claim" form along with receipts.

4.11 Claims for per diem meal allowance or personal vehicle kilometric allowance shall be submitted to the Accounts Payable Clerk on the proper "Expense Claim" form but do not require receipts. Such claims shall be paid in accordance with rates as set forth in *Appendix A and Appendix B*, as may be amended by resolution of municipal council from time to time. All claims must be approved by an employee's supervisor or in the case of an elected official or designate by the warden.

No additional allowances are payable for carrying passengers and two or more persons travelling during the same time period to the same destination should car pool to the greatest extent appropriate or practical in the circumstances.

4.12 The municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles. Person(s) using privately owned automobile(s) for municipal business travel are responsible for ensuring: the automobile(s) is properly insured for such use; compliance with all relevant statutory requirements; and payment of insurance premiums.

Section
Procedure & Organization of Council

Subject
Travel and Expenses

- 4.13 Where possible and financially advantageous for the municipality, the CAO or designate may approve a short-term rental of an automobile for a person or persons travelling on municipal business. The municipality will pay the daily rental, insurance, gasoline, and kilometric charges invoiced by the rental agency, as applicable.
- 4.14 Reporting requirements may include some items as taxable income or taxable benefits.
- 4.15 All expenditures and/or expense claims are subject to review and internal and external audit verification.
- 4.16 By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Municipal Council shall review this policy as part of the orientation process and, by motion, the Council shall either re-adopt or amend the policy.
- 4.17 ~~AM-1.8.1 Travel and Expenses Policy, approved on June 21, 2022, is hereby repealed.~~

Annotation for Official Policy Book

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

Seven (7) Day Notice..... **Sept. 10, 2024**
Council Approval **Sept. 17, 2024**

Chris McNeill **Sept. 17, 2024**
 Chief Administrative Officer Date
 At Annapolis Royal, Nova Scotia

Effective 97/06/17, Amended 99/01/19, 00/04/18, 01/05/15, 02/08/20, 04/05/18, 05/04/19; 06/04/18; 10/03/16; 10/12/21; Amended 11/04/19;

2013/04/16 Added "This policy applies for all travel and expenses except as provided under other municipal policies; i.e., AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy." in Section 1.

2013/05/21 Added "Councillors may participate in two events per year (April 1 – March 31), apart from FCM which is by policy, and UNSM (which is different when local)." in Subsection 4.1.

2013/12/17 Added to Appendix A:
Effective April 1, 2014:

- **51¢ per kilometre for the first 5,000 kilometres driven; and**
- **48¢ per kilometre driven after that.**

2014/12/16 Amended Appendix B:
Effective January 1, 2015:

- **breakfast (between 12:00 a.m. and 12:00 noon) \$15.00**
 - **lunch (between 12:00 noon and 5:00 p.m.) \$20.00**
 - **dinner (between 5:00 p.m. and 12:00 midnight) \$30.00**
- \$65.00**

2015/05/19 Amended by:

- removing "/ employees" in Sub-section 4.1;
- deleting and replacing Sub-section 4.3 as follows:
 The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-town conferences and municipally-related activities subject to prior approval by CAO/Director/Supervisor and in accordance with approved budgets.

The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-county conferences and municipally-related activities subject to prior approval by CAO / Director / Manager / Supervisor in accordance with approved budgets and Standard Operating Procedures.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

2017/12/19 Amended by adding:
 Sub-section 4.4 *The County shall not reimburse expense claims for alcohol purchases by an individual (and re-numbering subsequent sections as appropriate);*

AND
 Sub-section 4.16 *By the January 31st immediately following a regular election held under the Municipal Elections Act, Municipal Council shall review this policy and, by motion, the Council, shall either re-adopt or amend the policy.*

2020/12/20
 Policy was reviewed and re-adopted without changes.

2021/04/20 Amended by:
 - removing "The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration, and direct travel expenses for elected officials / designates / in accordance with current policies for attendance at meetings, conferences and municipally-related activities subject to approved budgets and prior approval of Municipal Council." in Sub-section 4.1.

2022/06/22
 Amended Appendix A:
 Effective July 1, 2022:

- **61¢ per kilometre for the first 5,000 kilometres driven; and**
- **55¢ per kilometre driven after that.**

Amended Appendix B:
 Effective July 1, 2022:

- **breakfast (between 12:00 a.m. and 12:00 noon) \$20.00**
- **lunch (between 12:00 noon and 5:00 p.m.) \$20.00**
- **dinner (between 5:00 p.m. and 12:00 midnight) \$35.00**
- **\$75.00**

2024/09/17 Changed name to Policy 128 Travel and Expenses (repealing AM-1.8.1 Travel and Expense Policy)

- Deleted in Section 1 ~~"i.e., AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy."~~
- In Sub-section 4.7 changed "**Union of Nova Scotia Municipalities (UNSM)**" to "**Nova Scotia Federation of Municipalities (NSFM)**"
- Added Sub-section 4.17 ~~"AM-1.8.1 Travel and Expenses Policy, approved on June 21, 2022, is hereby repealed."~~

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

APPENDIX A

KILOMETRIC ALLOWANCE

Effective April 1, 2014:

- 51¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

Effective June 21, 2022:

- 61¢ per kilometre for the first 5,000 kilometres driven; and
- 55¢ per kilometre driven after that.

FOR REVIEW

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

APPENDIX B

MEAL ALLOWANCES

Effective January 1, 2015:

- *breakfast (between 12:00 a.m. and 12:00 noon)* **\$15.00**
- *lunch (between 12:00 noon and 5:00 p.m.)* **\$20.00**
- *dinner (between 5:00 p.m. and 12:00 midnight)* **\$30.00**
- \$65.00**

Effective July 1, 2022:

- *breakfast (between 12:00 a.m. and 12:00 noon)* **\$20.00**
- *lunch (between 12:00 noon and 5:00 p.m.)* **\$20.00**
- *dinner (between 5:00 p.m. and 12:00 midnight)* **\$35.00**
- \$75.00**



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Chris McNeill, Chief Administrative Officer
Dawn Campbell, Director of Corporate Services
Report Number: SR2025-09 Approve Terms of Reference – AC Joint Police Advisory Board
Subject: Approve Terms of Reference – AC Joint Police Advisory Board

RECOMMENDATION

That Municipal Council approve the Terms of Reference for the Annapolis County Joint Police Advisory Board.

LEGISLATIVE AUTHORITY

Subsection 57(1) of the Police Act states:

A municipality receiving policing services in whole or in part from the Royal Canadian Mounted Police or the Provincial Police shall establish a police advisory board.

Subsection 57(5A) states:

Notwithstanding subsection (1), where two or more municipalities have common issues respecting policing in their municipalities and are policed by the Royal Canadian Mounted Police, they may, with the Minister's approval, establish a joint advisory board by entering into an agreement to do so.

Subsection 57(5B) of the Police Act states:

A joint advisory board established pursuant to subsection (5A) consists of

- (a) two members from each council appointed by resolution of that council;*
- (b) two members from each municipality appointed by resolution of the council, who are neither members of council nor employees of the municipality; and*
- (c) one member appointed by the Minister.*

BACKGROUND

The proposed Terms of Reference follow-up on a motion unanimously passed by Municipal Council on Oct. 15, 2024:

To endorse the concept of a joint police advisory board structure with Town of Middleton and that a proposed committee terms of reference be brought forward to council for final review and potential adoption.

DISCUSSION

The proposed draft was prepared by Town of Middleton CAO Ashley Crocker. It is scheduled to be recommended for approval by Middleton Town Council at their January meeting.

FINANCIAL IMPLICATIONS

There should be no significant budget impact from this change.

POLICY IMPLICATIONS

If the terms of reference are approved, *Policy 123 Police Advisory Board* will be brought to council for repeal.

ALTERNATIVES / OPTIONS

The Committee of the Whole may recommend council approve the terms of reference as circulated.

The Committee of the Whole could recommend changes to the terms of reference.

COMMUNICATION

When approved by Town of Middleton and County of Annapolis councils, the Terms of Reference will need to be submitted to the Minister of Justice for formal approval before coming into effect.

ATTACHMENTS

Terms of Reference – AC Joint Police Advisory Board (proposed for approval)

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

JANUARY 6, 2025
(Date)

Annapolis County Joint Police Advisory Board Terms of Reference

BACKGROUND & AUTHORITY

- 1.1 Pursuant to the Police Act, SNS 2004, c 31, as amended, (hereinafter referred to as the "Act"), municipal units receiving policing services in whole or in part from the Royal Canadian Mounted Police, (hereinafter referred to as the "RCMP"), must establish a police advisory board.
- 1.2 The Municipality of the County of Annapolis, and the Town of Middleton receive policing services from the Annapolis District RCMP by way of a cost-sharing arrangement.
- 1.3 Accordingly, the Municipality of the County of Annapolis, and the Town of Middleton have established a joint police advisory board, pursuant to section 57 of the Act, (hereinafter referred to as the "Board").
- 1.4 This document governs the Board.

RESPONSIBILITIES

- 2.1 The function of the Board is to provide advice to the Councils of the Municipality of the County of Annapolis, and the Town of Middleton in relation to the enforcement of law, the maintenance of law and order, and the prevention of crime in their respective municipal units.
- 2.2 The Board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the RCMP.
- 2.3 Without limiting the generality of Section 2.1 hereof, the Board shall, subject to the policing agreement:
 - a) determine, in consultation with the District Commander of the RCMP Annapolis District (hereinafter referred to as the "District Commander"), or the District Commander's designate, priorities, objectives and goals respecting police services in the Municipality of the County of Annapolis, and the Town of Middleton;
 - b) ensure the District Commander establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
 - c) ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
 - d) ensure that police services are delivered in a manner consistent with

community values, needs and expectations;

- e) act as a conduit between the community and the police department;
- f) recommend policies, administrative and organizational direction for the effective management of the police department; and
- g) review with the District Commander or the District Commander's designate information provided by the District Commander respecting complaints and internal discipline.

BOARD COMPOSITION

3.1 The Board shall consist of:

- a) Two (2) Councillors from the Municipality of the County of Annapolis, appointed by resolution of that Council;
- b) Two (2) persons residing in the Municipality of the County of Annapolis, appointed by resolution of that Council, who are neither Councillors nor employees of the Municipality of the County of Annapolis;
- c) Two (2) Councillors from the Town of Middleton, appointed by resolution of that Council;
- d) Two (2) persons residing in the Town of Middleton, appointed by resolution of that Council, who are neither Councillors nor employees of the Town of Middleton; and
- e) One (1) person appointed by the Minister of Justice.

3.2 Each member of the Board shall have one (1) vote.

TERM

4.1 The term of the member of the Board appointed by the Minister of Justice shall be for such term as determined by the Minister of Justice.

4.2 The term of each other member of the Board shall be two (2) years.

4.3 Each member is eligible for re-appointed to a maximum of two (2) consecutive terms.

CHAIR AND VICE CHAIR

- 5.1 At the first meeting of the Board in each year, the members of the Board shall select a Chair and a Vice-Chair by resolution of the Board.
- 5.2 No person shall serve as Chair or Vice-Chair of the Board for more than two (2) consecutive years.
- 5.3 The role of Chair of the Board includes the following responsibilities:
 - a) to preside over the Board and to manage, organize, set agendas for and attend meetings, ensuring that all policies developed by the Board are appropriately implemented;
 - b) to ensure that Board members are informed of matters within the Board's jurisdiction;
 - c) to act as the sole spokesperson for the Board; and
- 5.4 The Vice-Chair shall perform the role of Chair during an absence by the Chair.

OATH OF OFFICE

- 6.1 Before assuming their duties as a member of the Board, each member must take an oath of office or affirmation in the form prescribed by the regulations of the Act.

CODE OF CONDUCT

- 7.1 Each member of the Board must abide by the following Code of Conduct:
 - a) uphold the letter and spirit of the code of conduct set out in this Section and discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the Board;
 - b) unless they have a reasonable excuse, attend every Board meeting;
 - c) not interfere with the police department's operational decisions and responsibilities or with the day-to-day operation of the police department, including the recruitment and promotion of officers;
 - d) keep confidential any information disclosed or discussed at a Board meeting;
 - e) not claim to speak on behalf of the Board unless authorized by the Chair of the Board to do so;
 - f) if publicly disagreeing with a decision of the Board, make it clear that they are expressing a personal opinion;

- g) discharge their duties loyally, faithfully, impartially and according to the Act, any other act and any regulation, rule or by-law;
- h) discharge their duties in a manner that respects the dignity of individuals and is in accordance with the Human Rights Act and the Charter of Rights and Freedoms;
- i) not use their position inappropriately to advance their interests or the interests of any person or organization with whom or with which they are associated;
- j) immediately resign from the Board if applying for employment with a police department, including employment on contract or on fee for service;
- k) refrain from engaging in professional or personal conduct that could discredit or compromise the integrity of the Board or the police department; and
- l) if their conduct or performance is the subject of investigation or inquiry, temporarily withdraw from all Board activities and duties as a member of the Board until the completion of the investigation or inquiry.

7.2 The Chair of the Board must provide each Board member with:

- a) a copy of the Code of Conduct upon his/her appointment to the Board. Each member of the Board must review the Code of Conduct and provide the Chair with a signed copy of the Code of Conduct, to be maintained on file; and
- b) a copy of the Act and its regulations upon his/her appointment to the Board.

7.3 If the Chair or the majority of the Board determines that a Board member has breached the Code of Conduct, the Board must record that determination in its minutes.

7.4 On determining that a Board member has breached the Code of Conduct, the Board may take one or more of the following actions:

- a) issue a reprimand to the Board member;
- b) order a period of suspension for the Board member;
- c) recommend to the Minister of Justice or the appropriate Council that the Board member be dismissed under subsection 57(7) of the Act.

TRAINING

- 8.1 A Board member shall undergo any training that may be provided for members of the Board, required by the Minister of Justice, or required by regulation.

MEETINGS

Timing of Meetings

- 9.1 The Board must hold a meeting at least every three (3) months. The Chair may convene additional meetings as necessary.
- 9.2 At each meeting of the Board, the Board shall designate the date and time of the next Board meeting.
- 9.3 Meetings of the Board will be scheduled for two (2) hours in length.

Location of Meetings

- 9.4 Each participating municipal unit shall be responsible for hosting a meeting of the Board on a rotating basis. Meetings of the Board may also be held at other locations as determined in advance by the Board.

Quorum

- 9.5 A majority of the members of the Board constitutes a quorum.

Notice

- 9.6 The Chair must circulate to all Board members, notice of an upcoming meeting of the Board at least two (2) weeks in advance of a Board meeting.
- 9.7 The following persons must be notified of all meetings of the Board, and are entitled to attend all meetings of the Board but not to vote:
- a) The District Commander (or an officer acting as the District Commander);
 - b) The Chief Administrative Officer of the Municipality of the County of Annapolis, or his/her designate;
 - c) The Chief Administrative Officer of the Town of Middleton, or his/her designate.

Agenda

- 9.8 The Chair shall prepare an agenda for each meeting of the Board and shall circulate the agenda to all Board members no later than one (1) week prior to the meeting of the Board.
- 9.9 Agenda items for a meeting of the Board must be provided to the Chair no later than two (2) weeks prior to the meeting of the Board.

Minutes

- 9.10 The Board must keep full minutes of every meeting of the Board.
- 9.11 The Board shall select a person to take and prepare minutes at each meeting of the Board, and that person need not be a member of the Board.

Public and Private Meetings

- 9.12 Meetings of the Board are open to the public, unless authorized by legislation to meeting in closed session and the Board agrees to such.

FILLING VACANCIES

- 10.1 Where a member of the Board is unable to carry out the duties as a member of the Board by reason of illness, absence or any other reason, the Council or the body that made the initial appointment may appoint some other person to act as or be a member of the Board in the place or stead of the absent member.

Appointment by Municipality of the County of Annapolis

- 10.2 Where the Council of the Municipality of the County of Annapolis must appoint a member (who is not a Councillor) to the Board, the Council of the Municipality of the County of Annapolis must:
- a) advertise the vacancy;
 - b) solicit applications for the vacancy;
 - c) require each applicant to go through a screening process, including an interview conducted by a panel established by the Council of the Municipality of the County of Annapolis;
 - d) consider each applicant's education and work experience; and
 - e) notify each applicant of the outcome of the selection process.

Appointment by Town of Middleton

- 10.3 Where the Council of the Town of Middleton must appoint a member (who is not a Councillor) to the Board, the Council of the Town of Middleton must:
- a) advertise the vacancy; and
 - b) solicit applications for the vacancy;
 - c) require each applicant to go through a screening process, including an interview conducted by a panel established by the Council of the Town of Middleton;
 - d) consider each applicant's education and work experience; and
 - e) notify each applicant of the outcome of the selection process.

Qualifications

- 10.4 To be a candidate for appointment as a member of the Board (who is not a Councillor and who is not appointed by the Minister of Justice), a person must:
- a) demonstrate all of the following qualifications to the satisfaction of the respective Council:
 - i. residence in the respective municipality/town or considerable interest in serving on the Board;
 - ii. considerable knowledge of community issues and an understanding of policing values and governance;
 - iii. a good character; and
 - iv. willingness to make the commitment of time and effort required to carry out responsibilities of the Board; and
 - b) consent to criminal and background checks.
- 10.5 A person must not be appointed as a member of the Board if criminal and background checks show that the person has been convicted of any criminal offence or has been or is the subject of a disciplinary proceeding in any jurisdiction that, in the opinion of the respective Council, would reasonably be expected to have a negative impact on their acting as a member of the Board or on the Board generally.

DISMISSAL OF A MEMBER

- 11.1 A member of the Board may be dismissed by:
- a) The Minister of Justice, if the Minister of Justice appointed the member;
 - b) Resolution of the Council of the Municipality of the County of Annapolis, if that Council appointed the member; or
 - c) Resolution of the Council of the Town of Middleton, if that Council appointed the member.

REPORT TO COUNCIL

- 12.1 Following each Board meeting, a member (or members) of the Board must provide a report of the meeting to the Councils of the Municipality of the County of Annapolis, and the Town of Middleton.
- 12.2 Approved motions of the Board shall constitute recommendations of the Board to the Councils of the Municipality of the County of Annapolis, and the Town of Middleton.

CONFLICT OF INTEREST

- 13.1 Board members shall declare possible conflicts of interest before agenda items are presented and leave the Board meeting or part of the meeting during which the matter is under consideration, including during any motion related to the matter.

ADVICE TO DISTRICT COMMANDER

- 14.1 On behalf of the Board, the Chair of the Board or the Chair's delegate may, in accordance with an agreement made pursuant to clause 36(1)(b) of the Act, give advice in writing to the District Commander, but not to other members of the police department and, for greater certainty, no other member of the Board shall give advice or direction to a member of the police department.

APPROVAL

- 15.1 This Terms of Reference must be approved by Council resolution of each participating municipal unit.
- 15.2 This Terms of Reference shall come into effect on the date when it has been approved by Council resolution of all participating municipal units.

AMENDMENTS AND REVIEW

County of Annapolis
Staff Report – Approve Terms of Reference – AC Joint Police Advisory Board

Page 10 of 11

- 16.1 This Terms of Reference must be reviewed every four (4) years by the Board. This review may take place sooner as required.
- 16.2 Any amendment(s) to this Terms of Reference must be approved by Council resolution of each participating municipal unit.
- 16.3 Any amendment(s) to this Terms of Reference shall come into effect on the date the amendment(s) have been approved by Council resolution of all participating municipal units.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Chris McNeill, Chief Administrative Officer
Tina Halliday, Administrative Clerk Corp. Services
Dawn Campbell, Director of Corporate Services
Report Number: SR2025-11 Approve Terms of Reference – Glyphosate Ad Hoc Committee
Subject: Approve Terms of Reference – Glyphosate Ad Hoc Committee

RECOMMENDATION

That Municipal Council approve the Terms of Reference for the Glyphosate Ad Hoc Committee.

LEGISLATIVE AUTHORITY

Sub-section 23(1)(c) states:

The council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds.

Section 24 further states:

- (1) *The council may establish standing, special and advisory committees.*
- (2) *Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.*
- (3) *The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.*
- (4) *A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.*

BACKGROUND

The proposed Terms of Reference follow-up on a motion unanimously passed by Municipal Council on Sept. 17, 2024:

That staff prepare a new terms of reference for council's review to establish a Glyphosate Ad Hoc Committee.

DISCUSSION

Given that *Policy 122 Ad Hoc Citizen Advisory Committees* already provides for the establishment of ad hoc committees, it is sufficient for the responsibilities, membership and procedures to be defined in a terms of reference.

FINANCIAL IMPLICATION

There should be no significant budget impact from establishing this committee.

POLICY IMPLICATIONS

There are no policy implications.

ALTERNATIVES / OPTIONS

The Committee of the Whole may recommend council approve the terms of reference as circulated.

The Committee of the Whole could recommend changes to the terms of reference.

The Committee of the Whole can choose to not establish this ad hoc committee as it is outside of the municipality’s mandate and legislative authority.

COMMUNICATION

When approved by council, the Terms of Reference will be made available on our website and social media as part of the citizen member recruitment process.

ATTACHMENTS

Terms of Reference – Glyphosate Ad Hoc Committee (proposed for approval)

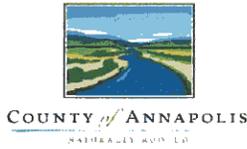
Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

JANUARY 6, 2025
(Date)



GLYPHOSATE AD HOC COMMITTEE Terms of Reference

Purpose

The purpose of the Annapolis County Glyphosate Ad Hoc Committee is to review the current use of glyphosate within Annapolis County and make recommendations for its future safe use or discontinuation of use within the legal jurisdiction of the municipality to act.

Authority

Annapolis County Glyphosate Ad Hoc Committee has been granted its legal authority to assist municipal council with a review of glyphosate usage within Annapolis County through permission from Council of Municipality of the County of Annapolis on January 21, 2025. Council's authority for this committee is established through Sections 9A and 24 of the *Municipal Government Act*.

Scope

The scope of the Annapolis County Glyphosate Ad Hoc Committee shall be limited to the following:

- a. Research and document the current uses of glyphosate within Annapolis County including users, amounts, locations and the reasons for such use; and
- b. Review current legislation federally, and if applicable provincially, related to the storage, handling, and use of glyphosate; and
- c. Consider presentations from various persons and professional organizations with technical and scientific knowledge in the use of glyphosate within Nova Scotia; and
- d. Make recommendations to municipal council concerning the future use of glyphosate within Annapolis County within the legal parameters of the municipality's authority to act.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Ad Hoc Committee to Council, including the provision for adoption of work plans, policy directions, development of strategies, performing scientific and financial analysis, as well as all other items incidental to the effective ad hoc committee's work.

Role of Vice Chairperson

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

Role of Chief Administrative Officer

Chief Administrative Officer shall ensure that the Ad Hoc Committee focuses on its approved mandate and completes its analysis and work within its approved timeline, including considering the use of municipal staff to organize meetings.

Membership

Membership on the Annapolis County Glyphosate Ad Hoc Committee shall consist of up to seven persons and include the following duly appointed pursuant to Section 24 of the *Municipal Government Act*:

- a. two elected representatives from Municipality of the County of Annapolis; and
- b. one representative from Nova Scotia Federation of Agriculture; and
- c. one representative from Nova Scotia Power; and
- d. one representative from an Annapolis County forestry business; and
- e. one representative whose current educational and work background is directly related to the scientific study and use of chemicals on lands, food, or water; and
- f. one representative of a not-for-profit organization who mandate it is relates to the protection and preservation of the environment.

Members of the Ad Hoc Committee must have strong community knowledge, a solid understanding of municipal, provincial, and federal government operations, governance and practices, as well as knowledge and ability to understand and comprehend complex scientific reports, analyses, and data calculations.

Reporting Relationship

Annapolis County Glyphosate Ad Hoc Committee shall report directly to the Council of Municipality of the County of Annapolis and to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Annapolis County Glyphosate Ad Hoc Committee shall be from January 21, 2025, to January 20, 2026.

Frequency of Meetings

Meetings of the Annapolis County Glyphosate Ad Hoc Committee shall be held on such day as the Ad Hoc Committee decides at the first meeting of the Ad Hoc Committee, with such meetings taking place at the time agreed to by the Ad Hoc Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Ad Hoc Committee and prior notification is provided to Ad Hoc Committee members.

Quorum Requirements

No decisions may be made at any Annapolis County Glyphosate Ad Hoc Committee meeting unless at least one elected representative from Municipality of the County of Annapolis is present, and no less than six members in total are present and vote at such meetings.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Annapolis County Glyphosate Ad Hoc Committee shall be provided to each member of the Working Group within a reasonable time after the conclusion of such meeting. The Chairperson or their designate shall be responsible for preparing and submitting meeting minutes to the Municipal Clerk within 7 days after the conclusion of each meeting. An agenda and meeting package shall also be prepared by the Chairperson and provided to each member of the Ad Hoc Committee at least five days prior to every meeting.

Conflict of Interest

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

Resources

Annapolis County Glyphosate Ad Hoc Committee shall operate independently and carry out their own research, minute taking, and report writing in order to undertake the

required research it needs in order to make the most appropriate decisions and recommendations in a timely manner. Requests for any funding required shall be made by the Chairperson directly to Council with the specific details of the request. No specific funding is being allocated to this committee.

Decision Making Process

All decisions of the Annapolis County Glyphosate Ad Hoc Committee shall be made by consensus vote of Ad Hoc Committee members. Where a consensus is not forthcoming, the decision shall be determined in the negative. The Ad Hoc Committee has authority to oversee and facilitate the research and data collection process by researching glyphosate information amongst committee members or other government sources.

Confidentiality

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

Communications

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

Reporting

At least quarterly, the Chairperson shall provide a written report to municipal council concerning the Ad Hoc Committee's work plan progress to date, focus, strategies, and priorities. Should Council request an oral presentation, this request will be made to the Chairperson.

Responsibilities

Annapolis County Glyphosate Ad Hoc Committee shall be responsible for creating and applying municipal success factors considering the current political climate in Annapolis County for residents, businesses, and communities, and the challenges and risks associated with them by reviewing legislation, requesting and analyzing information brought before it by subject matter experts, and making timely decisions and recommendations to Council that are in the best interests of Annapolis County as a whole.

Approved by Municipal Council: January 21, 2025



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Angela Anderson, Director of Finance
Shelly Hudson, Manager of Accounts Receivable
Report Number: IR2025-12 Low Income Property Tax Exemption Mailout
Subject: **Low Income Property Tax Exemption Mailout**

ORIGIN

This report was prepared to advise Council of the cost of including a low-income property tax exemption application with annual tax bills.

LEGISLATIVE AUTHORITY

NA

BACKGROUND

At the December 10, 2024, Committee of the Whole Meeting it was requested that staff report back regarding the cost of including the low-income property tax exemption application with all tax bills.

The Municipality issues approximately 20,000 tax bills once annually at a cost of roughly \$26,000. Bills are sent to residents locally, across Canada, US, and internationally.

Currently staff keep a running list of the residents who qualified the prior year and already prepare and mail out a package annually. Through the collections process, to assist those struggling with their bills, residents are made aware of this exemption and applications are mailed out if/when requested. Other advertising and access include:

- Newspaper ad reminding residents of the existence of the policy and advising applications can be picked up at the Municipal office
- Staff mail out packages in the event residents request one
- Council members have requested and delivered various applications to residents
- Staff will host information sessions at various Community Halls throughout the County, per the Strategic Plan

DISCUSSION

In 2023/24 there were 232 applications received, which was an increase resulting from the removal of the deadline. Currently 2024/25 has seen 263 applications to date which has increased the cost from the \$50,000 range to \$98,000.

Tax Bill Insert

This would be a 1-page, double-sided insert with the tax bills. The cost is approximately \$4,000 and would send the full application to all property owners.

FINANCIAL IMPLICATIONS

The cost for mailouts is estimated to be \$4,000. This would result in an increase to the 25/26 operating budget for consideration.

It is anticipated that resulting from all property owners receiving the low-income tax exemption application, staff will receive a large number of applicants that do not qualify. A significant increase in customer service phone calls is anticipated during a time in which staff struggle to keep up with the current demand following issuance of tax bills.

Often the voicemail is full, with the front-line staff working continuously returning phone calls, emails, and serving the public that come to the administration building. Staff take the time during collections processes and other points of contact with the public to promote this program. In the past members of Council have also supported and promoted the program with their constituents.

POLICY IMPLICATIONS

NA

ATTACHMENTS

NA

Prepared by:

Angela Anderson, CPA, Director of Finance
Shelly Hudson, Manager of Accounts Receivable

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

JANUARY 6, 2025
(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Linda Bent, Director of Planning & Inspection Services
Report Number: SR2025-13 Request to Deregister Property – William Letteney House
Subject: William Letteney House - Request to Deregister Property

RECOMMENDATION(S)

That Municipal Council hold a public hearing at 11:00 am on March 18, 2025, to consider the deregistration of the William Letteney House, a municipal registered heritage property located at 5365 Granville Road, Granville Ferry.

LEGISLATIVE AUTHORITY

Heritage Property Act Section 16

BACKGROUND

A request to deregister an existing registered municipal heritage property was received from the current owners of the William Letteney House dated December 6, 2024. The property specifics are as follows:

- a. Civic Number: 5365 Granville Road, Granville Ferry
- b. Present Use: Residential Single-Family Dwelling
- c. Municipal Heritage Registration Date: June 1991

DISCUSSION

The current property owners, Michael Lewin & Allison Griffin, have had their home on the market since September 2024 and have had much interest. Unfortunately, they have made a request to deregister the property due to great difficulty selling their family home because it is a municipally registered heritage home and when potential purchasers have investigated the cost of home insurance, they have discovered it would be more than they are willing to pay.

Section 16(1) of the *Heritage Property Act* states "on the application of an owner of a municipal heritage property or on its own motion, the council may deregister a municipal property where

- (a) *The property has been destroyed or damaged by any cause; or*
- (b) *The continued registration of the property appears to the council to be inappropriate as a result of the loss of the property's heritage value, as identified in the property's heritage file or notice of recommendation, unless the loss of the heritage value was caused by neglect, abandonment or **other action or inaction of the owner,**"*

The property originally scored well in 1991 by staff for being of 'Modified Vernacular' architecture with 'Italianate' influence. The building was built in 1830 and has been used as a residential/commercial mixed-use property for many years.

Due to unforeseen circumstances, the current owners must sell their home and return to Ontario. They were well aware that the property was a municipal heritage property when they purchased it and found a company that would take on their account at a reasonable rate. Unfortunately, when they put their house for sale they found out that the rate was an error, and their rate increased 300% more than the original quote. Mr. Lewin and Ms. Griffin have called several companies and found the rates just as expensive as their current provider. The heritage designation under the current conditions has proven financially burdensome for the current owner and potential buyers. The inability to secure adequate insurance has made it difficult for prospective owners to assume responsibility for the property's upkeep. This situation also places the property at risk of prolonged neglect, which could undermine the heritage value.

FINANCIAL IMPLICATIONS

The property is in the land registration system and the Notice of Deregistration would be required to be filed by our municipal lawyer. This would be covered in the operating budget.

POLICY IMPLICATIONS

None known

ALTERNATIVES / OPTIONS

The option available to Municipal Council is to not consider deregistration of the William Letteney House.

NEXT STEPS

Should Municipal Council decide to consider the deregistration, a public hearing must be held. A public hearing shall be held not less than thirty days after a notice of the hearing is served on the registered owner of the municipal heritage property and published in a newspaper circulating in the area.

Where a municipal heritage property is deregistered, council shall send notice of the deregistration to the registered owner of the property and a copy is to be deposited in the Registry of Deeds.

ATTACHMENTS

Letter from Owner
Municipal Heritage Registration dated June 1991
Heritage Inventory Site Form
Staff Report dated January 1991
Site Map of Property Location

Prepared by:

Linda Bent, Director of Planning & Inspection Services

Approved by:


Chris McNeill
Chief Administrative Officer

Approval Date:


(Date)

Personal petition:

I am writing and also semi imploring you to help in de registering this beautiful house as a heritage / plaque home.

Obviously, I and many others have had an affinity with this lovely abode, but due to the insurance side of things. Circumstances have had the business side of insurance to recognize the financial side of this house consequentially, rather than human appreciation unfortunately.

If fact we never would have purchased this place if there was not an insurance error rendering a fair rate. As historic as this wonderful home is, I believe that it's true value is exactly that. A home for a family, retired couple or anyone who needs the intimate shelter this place provides. It is entirely set up, renovated and designed for semi-modern living with 0 pretense.

Currently my son and wife got sick around the same time. My wife was toiling with her treatments (9 hour days- aka bus rides to Kentville) and son has been misdiagnosed and received wrong medications with no functioning support aside from us. It was only until I paid out of pocket and drove to Halifax to receive proper assessment.

Naturally they moved back to Ontario for appropriate care and are doing better immediately. I am stuck here to deal with that sale of the house and arrange for all our belongings to return alone. I have had to quit my job to do this as well.

During the sale of the house, we have received keen interest, one in particular was eager to buy. The only thing that deterred her was the unsustainable insurance which was quoted at \$5000.00 annually!! They backed out of the sale. We were so close to selling the house. I could've returned to my family. I was frustrated and disheartened.

Apparently, I am not alone, I have heard of a few sales of homes failing due to unsustainable insurance costs attached to the heritage phenomena.

I and my real estate agent believe that this registration will further cripple the sale my house and cause more distress on me and my family. Please help remove it, it is meant to be lived in, it is not a museum. Its historic status is already appreciated by anyone (including myself) interested in occupying it.

I really liked Flora (a lot) and know that she had good intentions. She was a good friend and neighbor to us, but I truly believe that if she could foresee the tangible consequences by registering the home down

the line would have. I severely doubt that she would go through with the romantic notion of registering it.

Yours Truly

Michael Lewin and family

Insurance side. Primary reason for application:

When we were interested in buying, we were told by Paul Weir real estate agent that it was a heritage property and in our innocence, did not know what that would entail insurance wise. I called around and nobody would insure us. I called my old broker 1st from AVIVA and was turned down due to the heritage/historic status. I googled every insurance place near Annapolis Valley and King's County. It was quite frustrating at 1st as we were turned down with every phone call. Only from calling one company in Greenwood did they refer us to Huestis right by the house we were purchasing. We did not know the area yet so that was a nice bonus if they agreed.

I spoke with Annette the primary broker there and she said that she could insure us but could only go with Intact as they are the only ones who would insure heritage home

We followed all her instructions based on the assessment. We spent \$5000 on a new oil tank and upgraded the roof also expensive - \$3000. Upgraded the electrical and plumbing averaging out \$1500.

In the end we found the rate reasonable. Around \$1200 annually.

It was only when we were selling this house, that the reasonable rate was a false number because there was a clerical error and our rate is actually 300% more than what we were paying. We cannot afford this house insurance. We cannot sell this house at the rates presented, as buyers cannot also afford this rate.

When we had 2 prospective buyers who asked us who the insurance company was. We gave them her contact, before the reveal of the exorbitant insurance cost.

Annette quoted one buyer \$5000 annually and that one backed out immediately.

Summary:

No one will work with us to insure this house excluding Intact and at an unsustainable rate that does not reflect the value of the house, which is assessed at 2022 \$224,500. We tried to shop around and so did the buyers. We did get TD to quote us \$3000.00, for the buyer that backed out. But again, this is too high for the average home owner and too late for the buyer. TD was the only other source that would consider it. When we found out the receptive potential of TD we immediately told the other buyers who also could not commit but they were turned down for some reason.

Companies we called all insurance companies including:

- Sonnet online
- Caldwell Roach
- AA Munroe (was actually quoted "good luck")
- Aviva
- TD
- Bauld

Reference contact for our current insurance:

HUESTIS INSURANCE GROUP (ANNAPOLIS)

284 ST GEORGE ST

ANNAPOLIS MD 20701

Phone No: (902) 532-7788

#2143

492

NOTICE OF REGISTRATION

MUNICIPAL HERITAGE PROPERTY

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

Pursuant to Section 14 of the Heritage Property Act, R.S.N.S. 1989, c. 199, the MUNICIPALITY OF THE COUNTY OF ANNAPOLIS hereby gives notice that the property of Bradley Clifton Hall and Flora Marie Hall, comprising .065 acre land and building located in Granville Ferry on the north side of Granville Road and east of the intersection of Letteney's Lane, Fieldcard Number 10486000, described in Schedule "A" hereto annexed, and in a deed recorded in Book 444 at Page 699-701 in the Registry of Deeds for the County of Annapolis, has been registered in the registry of heritage property for the Municipality of the County of Annapolis.

The Heritage Property Act provides that where a property is registered is a municipal heritage property:

- 1) The property shall not be substantially altered in exterior appearance or be demolished without the approval of the Municipality;
- 2) An application for permission to substantially alter the exterior appearance or to demolish the property may be made to the Municipality;
- 3) The Heritage Advisory Committee shall be given an opportunity to comment on any application;
- 4) The Municipality may grant or refuse permission or attach conditions;
- 5) If the application is not approved the alteration or demolition may take place at least one year but not more than two years after the date of the application;
- 6) Penalties for violation of the Act are a maximum fine of \$10,000.00 for individuals and \$100,000.00 for corporations, with the further right for the Municipality to apply for an order directing the restoration of the property.

For further information refer to the Heritage Property Act.

A copy of this notice has been recorded at the Registry of Deeds for the County of Annapolis pursuant to s. 15(3) of the Act.

493

DATED at Annapolis Royal, Nova Scotia, this 20th day of June, 1991.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

Per: Ronced Y. Brown
Municipal Clerk



SCHEDULE "A"

BEGINNING on the northern side of the Main Post Road, commencing on the said Road at the corner of Letteney's Lane so-called;

THENCE running northerly along the eastern side of said Lane seventy (70') feet more or less until it comes to the western corner of land formerly owned by the late Jeremiah Gilliatt;

THENCE running easterly along said Gilliatt's South line forty (40') feet more or less until it strikes the western line of said Gilliatt's property;

THENCE southerly along the western line of said Gilliatt's property seventy (70') feet more or less to the Main Post Road aforesaid;

THENCE westerly along said road forty (40') feet more or less to the place of beginning.



Annapolis County Built Heritage Inventory

PID: 05110010
Provincial ID: OIBNS00289
AAN: 01933388
MFN: 43-02-00120
Civic Address: 5365 Granville Road
Community: Granville Ferry
Postal Code: B0S 1K0
Location: Northeast corner of Granville Ferry main street and Letteney Lane
Municipality: Municipality of the County of Annapolis
County: Annapolis



Municipally Registered?

When?: 19-Apr-91

Year Built: 1830 to 1841 **Builder:** William Letteney (1)
Original Use: Residential **Current Use:** Residential
Current Ownership: Private

Architectural Comment: Modified Vernacular style. Steeply pitched end gable roof with return eaves. One and one half storey wood construction with façade extending downwards utilizing the basement as a garage and shop. Five bay façade with central and off-center entrances in the basement level. Quarter inset chimneys. Pilasters. Italianate influence in the bracketed cornices and bracketed pent roof at the floorline in the façade. Flat hoods over the windows are also bracketed.

Historical Comment: This house was built by William Letteney (1). His grandson, Edward Neville, believed that his grandfather tore down a house he had built on the hill behind this house and used the material in this house. (1) He deeded the house to his son, Israel who later sold it to Robert Mills who ran a store in the building. Dr. Frederick F. Smith purchased the building in 1907 and had his office on the lower floor for many years.

Contextual Comment: This house is located very close to the street. On the corner of the main street through the village and Letteney Lane.

Owners

<u>Last Name</u>	<u>First Name</u>	<u>From</u>	<u>To</u>	<u>Occupation</u>	<u>Book/Page</u>
Letteney, Jr.	William	1812	1841	Trader(2)	14/494
Letteney	Israel	1841	1881	Ship owner & Merchant(3)	34/312 & 38/74

ProvincialID: OIBNS00289

Page 61 of 202



Annapolis County Built Heritage Inventory

Mills	Robert	1881	1902	Ship owner and merchant	99/152
Bank of Nova Scotia		1902	1907		119/580
Smith	Frederick F.	1907	1950	Medical doctor	135/338
Fox	John S. H.	1950	1951		212/394
Hatfield	Blair D.	1951	1984		212/396
Hatfield	Elsie G.	1984	1987		365/22
Hall	Bradley and Flora				
Hopper	Christine R.	1987	1989		414/165
Hall	Flora Marie and Bradley Clifton	1989	1991		444/699
Vanderweit	Christine J. Robart-Vanderweit and John R.	1991	1996		478/13
Marcus	Leslie Bennett	1996			547/914

Historical Associations: Israel was the son of William Letteney.
Elsie G. was the wife of Blair Hatfield (4)

Sources:
(1) Annapolis Spectator - February 3 1927
(2) 1838 Census, Granville Ferry
(3) 1864 Hutchinson's Directory
(4) Registry of Deeds

Site Form Created By:	Wendy MacDonald	Data Entered By:	Connie Jones
Site Form Date:	05-Nov-87	Entered Date:	18-May-07



File # 2020-30-150

REPORT TO: Municipality of Annapolis County
 Town of Annapolis Royal
 Town of Bridgetown
 Town of Middleton

FAC
 HAC
 COUNCIL
 OTHER _____

DATE: January 28, 1990

FROM: Peter C. Davies, B.Arch. M.C.D. Senior Planner

SUBJECT: Request for Designation of Granville Ferry property
 Flora and Brad Hall

BACKGROUND:

At its meeting in November, 1990, the Heritage Advisory Committee authorized DPC staff to staff a number of property owners seeking expressions of interest for heritage property designation. The property owners so identified have been contacted and supplied with background information packages. One response has been received so far, that being Flora and Brad Hall, respecting the Market Gallery in Granville Ferry.

DISCUSSION:

Attached is a copy of their letter of application

Since the Committee had indicated its interest in pursuing possible designation with this property, a review of the property has been undertaken and a photographic reconnaissance completed. Attached is a copy of the review and evaluation of the property of Flora and Brad Hall in Granville Ferry.

The essence of the review is that it is a relatively early building in the context of Granville Ferry, and on this basis it is reasonable to consider it for registration. It is in reasonably good condition and has not had much in the way of modifications

take place to it, with exception the changes to the lower ground floor and the front facade.

The house was built between 1830 and 1841 by William Letteney, Jr., and is a good example of the local Vernacular style, in that it shows an Italianate influence in the bracketed cornices, eaves and roof projections on the gable walls. The corners and each side of the window openings on the lower front facade are pilastered.

The building has a five bay window arrangement across the front facade with two chimneys inset at the quarter points. The building is essentially a storey and a half house form structure, but by virtue of the severe grade change from front to back, advantage has been taken to provide a full two-storey front facade. It is all wood construction and finished with painted shingles.

CONCLUSION:

Because of the age, condition and architectural detailing, this building warrants designation under the Heritage Property Act.

RECOMMENDATIONS:

That the property owned by Flora and Brad Hall of Granville Ferry, Nova Scotia, known as the Market Gallery, field card #10486000 and property assessment account #01933388, be registered by the Municipality of Annapolis County as a heritage property, pursuant to the Heritage Property Act, 1980.

ATTACHMENTS:

- Appendix 1 - Request
- Appendix 2 - Photo of house
- Appendix 3 - Inventory Site form
- Appendix 4 - Heritage Property Evaluation Form

hac-hall.191
01/28/91/1

William Letteney House- 13

JAN 2 1991 12:27

The Municipality of Annapolis County
P. O. Box 100
Annapolis Royal, N.S.
B0S 1A0

The Warden and Members of Council:

I/We... John and Bred Hallbeing
the owners of the property located in Marville, Ferry on the
Marville Road and known as the William Letteney House
do hereby request that the property be Registered by the
Municipality of Annapolis County as a heritage property, pursuant
to the Heritage Property Act, 1980.

Signed [Signature] Date Jan 21/91
and [Signature]

Mailing: Box 100
Address Marville Ferry
B0S 1A0

Phone Number: Business 5327881 (copy to def.)
Home 5322272

William Letteney House- 14

ANNAPOLIS COUNTY

HERITAGE PROPERTY EVALUATION FORM

Owner's Name Flora and Bradley Hall
 Mailing Address Granville Ferry, N.S. BOS 160
 General Location of Property Granville Ferry
 Present Use of Property Commercial
 Assessment Property I.D. # 01933388
 Owner's Telephone # _____
 Assessed By Peter C. Davies Date 22 January, 1991

BASIC CRITERIA
EVALUATION DECISIONS

REASONS FOR GRADES

SCORING

I. Development Era, Age

E VG G F/P

A. Era

(Maximum 25)

35

Nomads (pre-1604)
 Acadians (1605-1755)
 Planters (1755-1800)
 General Growth (1800-1840)
 Industrial Growth (1840-1890)
 Decentralization (1890-1930)

"Automatic Designation"
 "Automatic Designation"
 25 (15) 8 2

B. Age

Pre-1812
 1812-1840
 1840-1890
 1890-1914

"Automatic Designation"
 (20) 10 3

II. Architectural

(Maximum 35)

26

C. Construction consistent with current practices 10 6 (3) 0
 D. Design Vernacular with Italianate influences, good use of site and grade change 10 (6) 3 0
 E. Site occupies original site, close to street 10 (5) 2 0

BASIC CRITERIA
EVALUATION DIVISIONS REASONS FOR GRADES SCORING

Annapolis County Heritage Property Evaluation Form (Page 2)

F. Alterations <u>minor changes to front, dormer added at rear</u>	5	(3)	2	0
G. Condition <u>generally good, but some detailing needs replacement</u>	5	(3)	2	0
H. Style <u>consistent with vernacular of period</u>	10	(6)	3	0

II. <u>Historical Association</u>				(Maximum 40)	15
I. Individual <u>an early store owner</u>	25	(10)	5	0	
J. Event _____	25	10	5	0	
K. Landmark _____	20	10	5	0	
L. Environment <u>significant contribution to ambience of village</u>	10	(5)	2	0	

TOTAL SCORE 76

Total Score Category: (1) 2 3

Recommendations by Assessor: Recommend designation

Reviewed by: Peter C. Davies

Comments: This building shows how a vernacular/italianate, one and one-half storey design, can be successfully adapted to a steeply sloping site. The result is a building having a generous facade to the street. Its early use as a commercial building marks it as having some importance in the evolution of Granville Ferry. The building has a five bay facade, tall vertically proportioned windows, Italianate bracketing to the cornice, eaves, gables and rainhoods. Two chimneys are inset at the 1/4 points.



1:1,000





STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Angela Anderson, CPA, Director of Finance
Report Number: SR2025-15 Software Initiative
Subject: **Municipal Software Initiative**

RECOMMENDATION(S):

That Committee of the Whole recommend that Council authorize staff to proceed with a Request for Proposal (RFP) for the procurement of municipal software services.

BACKGROUND

The Municipality currently uses SAP software for financial services and includes the following functions:

- General Ledger (GL)
- Cash Receipting
- Accounts Payable
- Accounts Receivable

This software was procured under a promise from the Province to streamline software for all provincial and municipal entities. In 1999, the system was designed and setup, which has predated numerous accounting standard changes and changes in the operation of municipalities as well as functional changes in the reporting structure.

The original database was setup as a copy from Cape Breton Regional Municipality (CBRM), which operates differently than a non-regional municipality. Many updates and changes were not performed over the years due to available resources both human and financial.

The most recent inquiries with SAP were to setup purchase orders, and bank reconciliation modules. Due to the newest updates and design of the new Provincial SAP platform, staff were told this would not be possible at this time.

The municipality is looking for additional functionalities and cannot receive these from SAP. These include:

- Work order software that integrates with the GL
- Purchase Orders that integrate with Accounts Payable
- Cash receipting that links all accounts together as one customer account – this would significantly enhance the customer experience at the front counter
- E-commerce functions such as streamlined complaints linked to our asset database, customer accounts online (saves staff time re-printing bills and inquiries), e-billing options to save on postage, etc.

- Permitting functionality that integrates with property tax accounts – this speeds up permitting, especially for builders or investors, and coordinates the building and tax departments to increase efficiency and accuracy
- Tangible capital asset database – currently the Municipality manages it’s \$42M of assets in an excel spreadsheet which does not support asset management planning processes
- Customized reporting will increase the efficiency and accuracy – currently everything is manual
- Online payment options integrated with the software and bank; and
- Inventory management integrated with capital asset management and the GL modules.

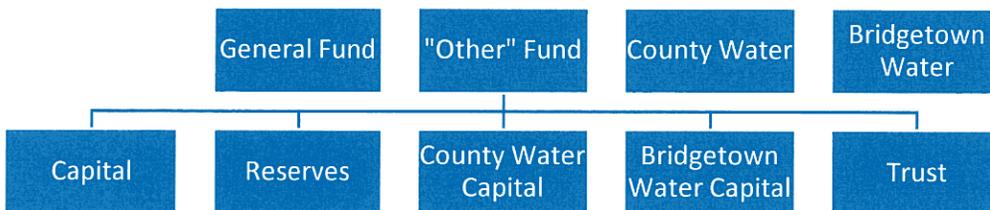
A large challenge was the dissolution of Bridgetown in which an additional fund was added and setup very differently than the other funds.

DISCUSSION

There has been a significant amount of time invested speaking with SAP and its representatives regarding a restructuring of our software. Municipalities use fund accounting and the Financial Accounting and Reporting Manual (FRAM) dictates that the structure for Municipal funds must be as follows:



The Municipality’s current fund structure, which is critical for budgeting, financial analysis, and reporting is as follows:



The “other” fund is a fund consisting of approximately 20 individual funds, which means there is no way for the software to “close the accounts” automatically. Annually, staff have to reconcile and prepare a journal entry to close the books. A structural mapping to get from the current structure to the optimal structure has been completed and discussed with SAP. The result is that there cannot be a “restructure,” but new cost areas and funds can be created. It is important to note that each of these headings includes numerous cost centres as well.

Upon re-classifying our chart of accounts and structure, there is no way to bring the historical data and map it forward to the new areas.

In addition to these inefficiencies, we are unable to increase functionality for staff and the public. There is no ability to increase the online presence, understanding that this is for a portion of the public that is unable to get to the office or in touch with the office during business hours.

Annually SAP requires staff time sporadically for about two months in order to perform the necessary updates. This requires that staff come in on weekends to test before the update, and after the update, sign off that everything is OK. The level of responsibility and time commitment takes more than one staff away from their regular duties. The update process for most software providers is done quarterly and pushed out automatically, with no responsibility of staff, no additional cost, and no additional staff time.

Staff are proposing that due to the cost-prohibitive nature of restructuring and rebuilding SAP that Council consider proceeding with a municipal software initiative to have organization-wide integration to increase efficiencies, flow of information, increase customer service for our residents and increase the ability, accuracy and timeliness of financial reporting.

SAP is a very robust software that is built for complex businesses and offers a wide range of capabilities, and the setup in Annapolis is the issue, not the software itself which works seamlessly for other levels of government. Those levels of government are much larger than the Municipality and pay a substantial fee for the software. In the interest of a municipality serving just under 20,000 residents at this time, there are options available that will not only increase internal efficiencies but result in either financial savings (for the same current functionality) or increase services for residents for a comparable fee to what we currently pay for SAP.

Methods and timelines for implementation:

Implementation Method	Description	Timeline	Advantages/Disadvantages
Direct cutover	Fiscal year (April 1) cutover to the new software, no parallel (testing before live date)	6-8 months	This will require looking up history in a different system but will clean up the data and customer database going forward. Reduces implementation costs substantially and lead time to have the system ready to go live.
Parallel Implementation	Run both systems parallel for a couple of months	12 months +	SAP is too robust for a direct mapping; chart of accounts will substantially change making this method VERY challenging.
Phased Implementation	Go live on different components at different times	12 months +	The structure change is critical and will result in this not being successful. It would be phased in the sense that the financial component is first, and we add modules after.

In summary it would be most cost effective and timely, due to the magnitude of changes required to the structure, to undertake a direct cutover implementation strategy. This would entail leaving the historical data in the old software for viewing purposes and a clean start in new software. This will optimize the ability to integrate other functions that will support the organization, not just the finance department.

Municipal software is critical in the sustained success of the Municipality going forward. The software houses all the transactional data that is used for reporting, legislative compliance, strategic financial planning, forecasting, decision making, and more. Currently, the Municipality is losing efficiency everyday, and staff are struggling to meet deadlines due to inability to extract the data needed effectively and efficiently. The manual nature of the software has staff working for it, instead of our software working for the Municipality. Manual transactions often result in human error, missed transactions or allocations, and when behind, outdated information. It is critical that processes be automated with built in checks and balances to ensure quality information in results in quality information out.

FINANCIAL IMPLICATIONS

The current cost of SAP consists of the following:

Licensing	\$40,000
Support Package (# of hours)	\$12,500
Total Annual Cost	\$52,500

An RFP will result in detailed proposals with timelines and costing that includes the following:

- Software Purchase (one-time fee)
- Implementation (one-time fee)
- Annual licensing
- Annual Support costs (if applicable, most are included in the licensing cost)

Features and benefits that can be purchased from new software:

- Increase efficiency and ability to meet reporting requirements
- Increased customer service for residents including self-service to support those unable to come to the office or call the office during office hours. We will still provide traditional support enhanced by better information available at the front counter
- Work order system streamlined and integrated organization wide
- Purchase order system (as above)
- Electronic permitting to speed up the permitting process and increase accessibility for out of area investors/builders as well as increase flow of information related to properties
- Ability to undertake asset management strategies to optimize the life cycle cost of our assets
- Online payment options
- Inventory management

POLICY IMPLICATIONS

NA

Prepared by:

Angela Anderson, CPA, Director of Finance

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

JANUARY 6, 2025



STAFF REPORT

Report To: Committee of the Whole
Prepared By: Dawn Campbell, Director of Corporate Services
Date: January 14, 2025
Report Number: SR2025-16 Approve *Policy 114 Council Remuneration*
Subject: Approve *Policy 114 Council Remuneration*

RECOMMENDATION

That Municipal Council approve *Policy 114 Council Remuneration* as circulated (7-day notice).

LEGISLATIVE AUTHORITY

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

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

BACKGROUND

The County of Annapolis has maintained a council remuneration policy since 1999. It provides transparency and public disclosure of remuneration for elected officials.

DISCUSSION

The current policy was approved in December 2024. However, it was suggested at that time that future increases coincide with the fiscal year rather than the calendar year. The proposed change will permit discretion for council to consider increases according to their preference. The specific change recommended will change Subsection 4(d) as follows:

~~On January 1, 2025, and on every January 1st anniversary date thereafter, The Warden, Deputy Warden, and Councillor remuneration amounts will increase by the same percentage increase provided to all non-union staff on the same day.~~

FINANCIAL IMPLICATIONS

The change will permit consideration of annual increases as part of annual budgets.

POLICY IMPLICATIONS

No change shall be required to *Policy 102 Personnel* as Subsection 55 states only:
The municipality shall annually consider an increase to all non-union employee salary scales in consideration of cost of living changes.

ALTERNATIVES / OPTIONS

The Committee of the Whole may recommend council approve the policy as circulated.
The Committee of the Whole could recommend further changes to Municipal Council.

COMMUNICATION

Normal statutory requirements:

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

ATTACHMENTS

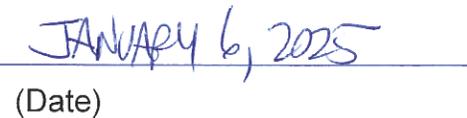
Policy 114 Council Remuneration (with changes from previous policy as marked)

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:



(Date)

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

1. GENERAL

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

2. AUTHORITY FOR POLICY

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

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

3. DEFINITIONS

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

4. REMUNERATION

(a) Warden

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

(b) Deputy Warden

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

(c) Councillor

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

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

(d) Annual Increases

~~On January 1, 2025, and on every January 1st anniversary date thereafter,~~ The Warden, Deputy Warden, and Councillor remuneration amounts will increase by the same percentage increase provided to all non-union staff on the same day. 

(e) Pension Equivalent

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

(f) Health Care Benefits

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

5. ABSENCES

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

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

6. MILEAGE

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

7. REPEAL

Policy 114 Council Remuneration, adopted by Municipal Council of the County of Annapolis on December 17, 2024, is hereby repealed.



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