

Table of Contents

4.1 2024-11-12 Regular COTW Minutes	3
5.1 SR2024-83 FCM Conference	7
5.2 SR2024-84 Cost of Living Wage Adjustment	12
5.3 SR2024-85 Nominating Committee Report	14
5.4 SR2024-86 Approve Bylaw 2 Marketing Levy	16
5.5 SR2024-87 Approve Policy 105 Low Income Tax Exemption	24
5.6 IR2024-88 Municipal Election Overview	31
5.7 SR2024-89 Approve Policy 130 Occupational Health and Safety	35
5.8 SR2024-90 Approve Policy 127 Emergency Management Comfort Centres and Shelters	39
5.9 SR2024-91 Village of Lawrencetown Request	48
5.10 SR2024-92 Insurance for Heritage Properties	51
5.11 SR2024-93 Approve Policy 131 Hospitality	57
5.12 SR2024-94 Approve Policy 106 Municipal Traffic Authority	64
5.13 SR2024-95 Approve Policy 114 Council Renumeration	69
5.14 SR2024-96 Growth and Renewal for Infrastructure Development Program	74

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 10, 2024
10:00 a.m.



PAGES	1.	ROLL CALL
	2.	DISCLOSURE OF INTEREST
	3.	APPROVAL OF THE ORDER OF THE DAY
	4.	APPROVAL OF MINUTES
3-6	4.1	2024-11-12 Regular COTW
	5.	INFORMATION/STAFF REPORTS
7-11	5.1	SR2024-83 FCM Conference
12-13	5.2	SR2024-84 Cost of Living Wage Adjustment
14-15	5.3	SR2024-85 Nominating Committee Report
16-23	5.4	SR2024-86 <i>Approve Bylaw 2 Marketing Levy</i>
24-30	5.5	SR2024-87 <i>Approve Policy 105 Low Income Tax Exemption</i>
31-34	5.6	IR2024-88 Municipal Election Overview
35-38	5.7	SR2024-89 <i>Approve Policy 130 Occupational Health and Safety</i>
39-47	5.8	SR2024-90 <i>Approve Policy 127 Emergency Management Comfort Centres and Shelters</i>
48-50	5.9	SR2024-91 Village of Lawrencetown Request
51-56	5.10	SR2024-92 Insurance for Heritage Properties
57-63	5.11	SR2024-93 <i>Approve Policy 131 Hospitality</i>
64-68	5.12	SR2024-94 <i>Approve Policy 106 Municipal Traffic Authority</i>
69-73	5.13	SR2024-95 <i>Approve Policy 114 Council Remuneration</i>
74-81	5.14	SR2024-96 Growth and Renewal for Infrastructure Development Program
	6.	NEW BUSINESS
	7.	IN-CAMERA
	7.1	In accordance with Section 2(2)(e) contract negotiations of the <i>Municipal Government Act</i> .
	8.	ADJOURNMENT

Minutes of the regular Committee of the Whole meeting held on Tuesday, November 12, 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
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; Director of Finance A. Anderson; Director of Planning and Inspection Services L. Bent; Director of Corporate Services / Deputy CAO D. Campbell; Director of Community Development D. Ryan; Communications Coordinator N. McCormick; Strategic Initiatives Coordinator A. Blais; Manager of Information Technology B. Olsen and 3 members of the public

Disclosure of Interest

None

Order of the Day

Approved as circulated

Minutes

Re: 2024-10-08 Committee of the Whole

Approved, no errors or omissions

Information/Staff Reports

Re: SR2024-72 Appointment of Dana Olmstead

That Municipal Council appoint Dana Olmstead as Building Official and Fire Inspector for the Municipality of the County of Annapolis.

Moved: Councillor Longmire

Seconded: Councillor Harding

Motion carried unanimously

Re: SR2024-73 ACMHC Appointments

That Municipal Council appoint the following board members to the Annapolis County Municipal Housing Corporation:

- Paula Bilz for an additional 2 years to November 2026;
- Ann Burns for an additional 2 years to November 2026;
- Carol Ward for an additional 2 years to November 2026;
- Terry Silver for a 2 year term to November 2026

Moved: Councillor Longmire

Seconded: Deputy Warden Enslow

Motion carried unanimously

Re: SR2024-74 Approve Policy 102 - Personnel

That Municipal Council approve *Policy 102 Personnel* as circulated, seven-day notice.

Moved: Councillor Longmire

Seconded: Councillor Agombar

Motion carried (10 in favour, 1 against)

Re: SR2024-75 Repeal AM-1.2.2 Indemnification of Elected Officials Policy

That Municipal Council repeal *AM-1.2.2 Indemnification of Elected Officials Policy*, seven-day notice.

Moved: Councillor Harding

Seconded: Deputy Warden Enslow

Motion carried unanimously

Re: SR2024-76 Approve Policy 120 – Code of Conduct for Elected Officials

That Municipal Council approve *Policy 120 Code of Conduct for Elected Officials* as circulated, seven-day notice.

Moved: Deputy Warden Enslow

Seconded: Councillor Longmire

Motion carried unanimously

Re: SR2024-77 Approve Policy 112 Area Advisory Planning Committee Policy

To recommend that Municipal Council approve *Policy 112 Area Advisory Planning Committee Policy*, seven-day notice.

Moved: Councillor Agombar

Seconded: Councillor Parsons-Saltzman

Motion carried unanimously

Re: SR2024-78 Approve Policy 122 – Ad Hoc Citizen Advisory Committees

That Municipal Council approve *Policy 122 Ad Hoc Citizen Advisory Committees* as circulated, seven-day notice.

Moved: Councillor Parsons-Saltzman

Seconded: Deputy Warden Enslow

Amendment

It was moved by Councillor Cranton and seconded by Councillor Welch to amend the wording on page 57 number 5 under Provisions from “not exceeding one year” to “not exceeding two years”. Councillor Cranton withdrew his amendment.

Change in Wording

Councillor Connell mentioned that the wording on page 58 number 17 needed to be changed from “Administration Office in Annapolis Royal and the Planning Office in Lawrencetown” to “Administration Offices in Annapolis Royal and Middleton”. Councillors were unanimously in favour of changing the wording.

The vote was called on the original motion – motion carried unanimously.

Re: SR2024-79 Approve *Policy 111 Annapolis County Planning Advisory Committee*

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

Moved: Councillor Parsons-Saltzman

Seconded: Deputy Warden Enslow

It was moved by Councillor Connell and seconded by Councillor Longmire to amend page 63 number 7 under Membership to read as “membership on the committee shall consist of four members of council as well as up to three members of the of public and 1 appointee from the Village of Lawrencetown”.

Motion defeated (1 in favour; 10 opposed)

It was moved by Councillor Welch and seconded by Councillor Connell to amend the amendment to read as “membership on the committee shall consist of four members of council as well as up to four members of the public with preference for one member of the public coming from Lawrencetown”.

Motion defeated (3 in favour; 8 opposed)

The original motion was carried (1 opposed -Councillor Connell).

Re: SR2024-80 Approve *Bylaw 1 Heritage*

To recommend that Municipal Council give first reading to approve *Bylaw 1 Heritage*.

Moved: Deputy Warden Enslow

Seconded: Councillor Harding

Motion carried unanimously

Re: SR2024-81 Approve *Policy 121 Citizen Appointments to Committees*

That Municipal Council approve *Policy 121 Citizen Appointments to Committees* as circulated, seven-day notice.

Moved: Councillor Welch

Seconded: Councillor Parsons- Saltzman

Motion carried unanimously

New Business

None

Adjournment

The Warden declared the meeting adjourned at 11:54 a.m.

Warden

Recording Secretary, Administrative Clerk –
Municipal Clerk Office

Unapproved
Draft



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2024-83 FCM CONFERENCE
Subject: SELECTION OF DELEGATES FOR 2025 FCM CONFERENCE

RECOMMENDATION

That Council approve the travel and attendance costs of Councillor _____, Councillor _____, and Councillor _____, to attend the 2025 Federation of Canadian Municipalities Conference and Trade Show in Ottawa;

AND THAT Councillor _____, Councillor _____, and Councillor _____ be designated as alternates in this order.

BACKGROUND

Policy AM-1.3.0 FCM Delegate Selection, provides for the attendance of the Warden and up to three council members to attend the annual FCM Conference and Trade Show when the conference is held outside of the maritime provinces. The 2025 conference is scheduled for May 29 to June 1, 2025, in Ottawa, Ontario. The policy also notes that three alternates should also be selected in case any of the three selected council members are unable to attend after the original selections are made.

DISCUSSION

In order to secure reasonably priced flights and accommodations for the conference, staff are requesting that Council make their selections now so that bookings and registration can be handled in a timely manner. It is expected that upwards of 1000 people will attend.

LEGISLATIVE AUTHORITY

Section 65A of the *Municipal Government Act* states that

(1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality; (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
(c) the expenditure is legally required to be paid.

(5) In the event of ambiguity in whether or not the municipality has the authority under this or any other Act to spend money or to take any other action, the ambiguity may be resolved so as to include, rather than exclude, powers the municipality had on the day before this Section came into force.

BUDGET IMPACTS

It is anticipated that registration fees, flights, hotels, travel, and meals will total about \$3,000 per person, or \$12,000 for Warden and three council members to attend. This amount will need to be budgeted for in the 2025-2026 operating budget.

COMMUNICATIONS

No communication externally is required at this time, other than normal council highlight communications.

Prepared by:

Chris McNeill, Chief Administrative Officer



THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.0
Section Procedures and Organization of Council	Subject FCM Delegate Selection	

1. APPLICATION

This policy establishes procedures for the selection of delegates to attend the Federation of Canadian Municipalities Annual Conference.

2. AUTHORITY

Section 65, *Municipal Government Act*, as amended

3. BASIC POLICY

The Warden or the Warden's designate and three other members of the council shall normally attend the Federation of Canadian Municipalities Annual Conference. Conference fees and travel expenses shall be reimbursed in accordance with County policies.

4. SPECIFIC CONDITIONS AND PROCEDURES

4.1 Subject to Sub-section 4.3, three members of council shall be selected as delegates by placing the names of each eligible councillor in a box from which three names will be drawn. Three additional names will be drawn to be the alternates.

4.2 If the council endorses the candidacy of the Warden and the Warden becomes a member of the FCM National Board, the municipality shall provide reimbursement of expenses to attend national board meetings. Such endorsement and support will be subject to annual review by council.

4.3 If the council endorses the candidacy of another member of Municipal Council for a position on the FCM National Board, the municipality shall provide reimbursement of expenses for the FCM Annual Conference at which the candidacy will be put to a vote. If the candidacy is successful, the municipality shall provide reimbursement of expenses to attend national board meetings and the subsequent FCM Annual Conference. Such endorsement and support will be subject to annual review by Council. In this circumstance, the number of delegates under Subsection 4.1 will not be reduced.

4.4 In any year the FCM Annual Conference is held in the Maritime Provinces, Municipal Council may authorize that any member of council may attend and be reimbursed expenses.

4.5 During the regular four year term of Council, a councillor who has attended an FCM Annual Conference in either of the two preceding years, (excluding attendance in accordance with Subsection 4.4) is not eligible for selection.

4.6 Following a regular election, all councillors will be eligible for selection.

Municipal Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice..... **March 14, 2017**

Council Approval **March 21, 2017**

Wanda Atwell

March 24, 2017

Acting Municipal Clerk

Date

At Annapolis Royal, Nova Scotia



FÉDÉRATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS



[HOME](#) > [EVENTS & TRAINING](#) > ANNUAL CONFERENCE AND TRADE SHOW

Annual Conference and Trade Show 2025

When: **May 29 to June 1, 2025**

Where: **Rogers Centre Ottawa,
Ontario**

Join elected officials from coast
to coast to coast for FCM's 2025

Connect with us

Not a member?

Sign up for our Annual
Conference mailing list to

Annual Conference and Trade Show and Canada's largest pan-Canadian gathering of elected officials.

Through our thoughtfully chosen activities and programming, AC 2025 will help you foster connections with your peers, partners and federal representatives while providing you with the tools and insights you to address challenges and embrace new opportunities for municipal success.

More information coming soon!

stay abreast of all the event's updates.

Interested in being a Trade Show exhibitor?

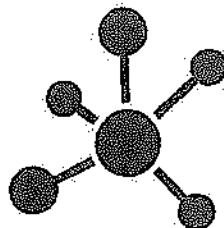
Visit our [Exhibitor webpage](#) or contact us.

Have a specific speaker or a topic idea in mind? Submit a presentation request.

For any other questions, please contact us.

Why attend?

This is one event you won't want to miss.





STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Angela Anderson, CPA, Director of Finance
Report Number: SR2024-84 Cost of Living Wage Adjustment
Subject: **Cost of Living Wage Adjustment**

RECOMMENDATION(S):

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.

BACKGROUND

In January of each calendar year the non-union rates of pay, including both hourly rates and salaries, are proposed to reflect the increased cost of living. The adjustments ensure the Municipality maintains current, competitive rates of compensation for recruitment and retention purposes.

In July of 2023 a market rate study was completed and all rates of pay adjusted accordingly. In 2023/24 Council approved an increase of 3.2% which was the equivalent to the CPI released by the Province for the preceding 12 months.

DISCUSSION

The Nova Scotia consumer price index from October 2023 to 2024 resulted in inflation of 1.5%. These statistics are released by the Province of Nova Scotia and include all items.

The rates affected include all non-union full-time staff as well as Council. Union rates of pay are addressed in the CUPE Local 4959 Collective Agreement.

FINANCIAL IMPLICATIONS

The overall financial impact of the increase is estimated to be:

Non-union staff	\$11,216
Council	<u>\$1,555</u>
Total	\$12,771

This estimate does not include adjustments for vacant positions, transitions, staff movements, or any events of this nature as these are dynamic factors. Therefore, in the principal of conservatism the estimate provided is considered at the higher end.

POLICY IMPLICATIONS

NA

Prepared by:

Angela Anderson, CPA, Director of Finance

Approved by:


Chris McNeill
Chief Administrative Officer

Approval Date:

NOVEMBER 25, 2024



COUNTY of ANNAPOLIS
WATERMILLS MARSH

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2024-85 NOMINATING COMMITTEE REPORT
Subject: RECOMMENDATION FOR PUBLIC APPOINTMENTS TO POLICE ADVISORY BOARD

RECOMMENDATION

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.

BACKGROUND

The Municipality is required by the Nova Scotia *Police Act* to establish a Police Advisory Board (PAB) with council and citizen representatives. Currently, the Board is comprised of five (5) members; however, the Town of Middleton has suggested that we combine our PAB's and create one for both municipalities, that would have nine (9) representatives. Municipal council approved this request at its meeting on September 17, 2024.

DISCUSSION

During a several week period in October 2024, advertisements were placed on the Municipality's website, in the Bridgetown Reader, in Valley Register, and on our social media platforms seeking interest from residents to consider applying to be citizen members of our Police Advisory Board. After this process was completed, the Municipality received five applications for the two public positions.

Recently, the Nominating Committee carried out personal interviews with all five applicants to determine who would be best to recommend to Council for

appointments to the PAB. After these interviews, the Nominating Committee is recommending the above two persons for two-year terms each.

In addition to the two council appointees, the Minister of Justice for the province also is required to appoint one person. The applicants who are not successful will be provided with this application information in case they wish to apply to be the provincial representative on the committee.

Prior to being formally sworn into their positions and taking the required oath of office for this committee, citizen members will first be required to submit satisfactory criminal record checks.

LEGISLATIVE AUTHORITY

Section 57(1) of the Nova Scotia *Police Act* states that 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.

Section 57(5A) of the Nova Scotia *Police Act* notes that 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.

Section 57(5B) notes that 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.

Prepared by:

Chris McNeill, Chief Administrative Officer





COUNTY of ANNAPOLIS
NATURALLY BEAUTIFUL

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Alyssa Blais, Strategic Initiatives Coordinator
Dawn Campbell, Director of Corporate Services
Debra Ryan, Director of Community Development
Report Number: SR2024-86 Approve Bylaw 2 Marketing Levy
Subject: Approve *Bylaw 2 Marketing Levy*

RECOMMENDATION

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

BACKGROUND

M8 Marketing Levy Bylaw was approved by Municipal Council on March 19, 2024, and became effective on June 1, 2024. It was established in accordance with Section 75A of the *Municipal Government Act*. The proceeds of the levy must be used to promote tourism.

DISCUSSION

The new bylaw:

- includes a definition for “platform operator”; and
- establishes that an operator is deemed to be an agent of the Municipality for the purpose of collecting the marketing levy and remitting it to the Municipality.

This follows the best practices as followed by other municipalities such as Halifax Regional Municipality.

LEGISLATIVE AUTHORITY

Sub-section 75A(2) of the *Municipal Government Act* states that a municipality may by bylaw impose a marketing levy upon a person who, for a daily charge, fee or remuneration purchases accommodation in the municipality.

Sub-section 75A(3) of the *Municipal Government Act* states the marketing levy is at such rate as may be set by the council, but may not exceed three per cent of the purchase price of the accommodation.

Sub-section 75A(1) of the *Municipal Government Act* states a platform operator shall collect the marketing levy and remit it directly to the municipality in which the accommodation is located.

BUDGET IMPACTS

The new bylaw imposes no new financial or budget impacts

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.

ATTACHMENTS

Bylaw 2 Marketing Levy (proposed new bylaw with changes marked)

HRM Bylaw 400 Respecting Marketing Levy (for reference and best practice)

Prepared by:

Bylaw – Alyssa Blais, Strategic Initiatives Coordinator

Staff Report – Dawn Campbell, Director of Corporate Services

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

DECEMBER 2, 2024
(Date)

M8-Bylaw 2 Marketing Levy Bylaw

Title

1. This Bylaw may be cited as the "Marketing Levy Bylaw".

Definitions

2. In this Bylaw:
 - (1) "accommodation" means the provision of one or more rental units or rooms as lodging in hotels and motels and in any other facility required to be registered under the *Tourist Accommodations Registration Act, S.N.S. 2022, c.29* and in a building owned or operated by a post-secondary educational institution.
 - (2) "inspector" means a person appointed by the Municipality to investigate whether this Bylaw is being complied with.
 - (3) "marketing levy" means a levy imposed pursuant to this Bylaw.
 - (4) "operator" means a person who, in the normal course of the person's business, sells, offers to sell, provides, and offers to provide accommodation in the Municipality.
 - (5) **"platform operator" means a person who facilitates or brokers reservations for the short-term rental of roofed accommodations via the Internet and who receives payment, compensation or any other financial benefit in connection with a person making or completing reservations of such short-term rentals.**
 - (6) "purchase price" means the price for which accommodation is purchased including the price in money, the value of the services rendered, and other consideration accepted by the operator in return for the accommodation provided but does not include the goods and services tax.
 - (7) "remittance" means the remittance of levies collected by an operator to the Municipality.
 - (8) "remittance period" means end of each monthly period.
 - (9) "Municipality" means Municipality of the County of Annapolis.

Notice Effective

3. A person shall be deemed to have received written notice when the written notice is hand-delivered to the person, sent to the person by email or other electronic communication at the address and/or number registered with the Municipality for electronic communication, or posted on the person's place of business. A person shall be deemed to have received written notice 5 days after the notice is sent to the person by regular mail.

Application of Levy

4. (1) A marketing levy is hereby imposed upon every person who, for a daily charge, fee or remuneration purchases accommodation in the Municipality. The marketing levy is set at the rate of 3% of the purchase price of the accommodation.
- (2) The marketing levy, whether the price is stipulated to be payable in cash, on terms, by installments or otherwise, must be collected at the time of the purchase on the total amount of the purchase price and must be remitted to the Municipality at the times and in the manner set out in this Bylaw.
- (3) **Subject to subsection (3A), an operator is deemed to be an agent of the Municipality for the purpose of collecting the marketing levy and remitting it to the Municipality and as such shall collect the levy from the purchaser and remit it to the Municipality.**
- (3A) A platform operator shall collect the marketing levy and remit it directly to the Municipality.**
- (4) **If a person collects an amount as if it were a levy imposed under this By-law, the person must remit the amount collected to the Municipality at the same time in the same manner as the levy collected under this By-law.**

Exemption From Levy

5. (1) The marketing levy shall not apply to:
- (a) a person who pays for accommodation for which the daily purchase price is no more than twenty dollars (\$20.00).
 - (b) a student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending a post-secondary educational institution.
 - (c) a person who is accommodated in a room for more than thirty consecutive days: or
 - (d) a person and the person's family accommodated while the person or a member of the person's family is receiving medical treatment at a hospital or provincial healthcare center or seeking specialist medical advice, provided the person provides to the operator a statement from a hospital or provincial healthcare center stating that:
 - (i) the person or a member of the person's family is receiving medical treatment at the hospital or center or from a physician licensed to practice medicine in the Province of Nova Scotia.

- (ii) as a result, thereof the person or member of the person's family is in need of the accommodation; and
- (iii) the duration that the accommodation will be required.

Registration of Operator

- 6. (1) Every operator must apply for and obtain a certificate of registration under this Bylaw for each place of business providing accommodations.
- (2) An operator applying for a certificate of registration must submit an application to the Municipality on a form provided by the Municipality.
- (3) **Every operator and platform operator to which this By-law applies shall register with the Province of Nova Scotia in accordance with applicable legislation, including the Tourist Accommodations Registration Act, S.N.S. 2022, c. 29, as amended.**
- (4) The registration certificate shall be displayed in a prominent place at the facility.
- (5) Where an operator changes their address, the name of their business, or the nature of the accommodation offered, they shall forthwith apply to the Municipality to amend their certificate of registration accordingly.
- (6) Where an operator ceases to carry on or sells a business in respect of which a registration certificate has been issued, the certificate shall immediately be void, and the operator shall return the certificate to the Municipality within 15 days of the date of discontinuance or sale of the business.
- (7) Where a registration certificate is lost or destroyed, the operator shall apply to the Municipality for a copy of the original.
- (8) A registration certificate granted under this Bylaw is not transferable.

Remittance of Levy

- 7. (1) All operators shall make remittances to the Municipality or its delegate within thirty days following the end of each remittance period.
- (2) Each remittance shall be accompanied by a completed remittance return in the form provided by the Municipality.
- (3) If an operator during the preceding period has collected no levy, they shall nevertheless make a report to that effect on the prescribed remittance form.
- (4) Where an operator ceases to carry on or disposes of their business, they shall make the return and remit the levy collected with 15 days of the date of discontinuance or disposal.

Records

8. (1) Every operator **and platform operator** shall keep books of account, records, and documents sufficient to furnish the Municipality with the necessary particulars of:
- (a) sales of accommodation;
 - (b) amount of levies collected; and
 - (c) payment of levies to the Municipality.
- (2) All entries concerning the levy in such books of account, records, and documents shall be separate and distinguishable from other entries made therein.
- (3) Every operator **and platform operator** shall retain any book of account, record, or other document referred to in this section for a period of five years, unless under audit.
- (4) Where a receipt, bill, invoice, or other document is issued by a person selling accommodation, the levy shall be shown as a separate item thereon.

Calculation of Levy

9. Where an operator **or platform operator** sells accommodation in combination with meals and other specialized services for an all-inclusive package price, the purchase price of the accommodations within the all-inclusive package shall be deemed to be the purchase price of the accommodations when offered for sale in the same facility without the addition of meals and other specialized services.

Refund of Levy Collected in Error

10. (1) If the Municipality is satisfied that a levy or a portion of a levy has been paid in error, the Municipality shall refund the amount of the overpayment to the person entitled, which shall not include interest.
- (2) If the Municipality is satisfied that an operator **or platform operator** has remitted to the Municipality an amount as collected levy that the operator neither collected nor was required to collect under this Bylaw, the Municipality shall refund the amount to the operator **or platform operator**, which shall not include interest.

Claim for Refund

11. (1) In order to claim a refund under this Bylaw, a person must:
- (a) submit to the Municipality an application in writing signed by the person who paid the amount claimed; and
 - (b) provide sufficient evidence to satisfy the Municipality that the person who paid the amount is entitled to the refund.

- (2) For the purposes of subsection (l)(a), if the person who paid the amount claimed is a corporation, the application must be signed by a director or authorized employee of the corporation.

Interest

12. Interest on overdue levies shall be paid at the rate of 12 % per annum.

Inspection, Audit, and Assessment

13. An inspector appointed by the Municipality may enter at any reasonable time the business premises occupied by a person, or the premises where the person's records are kept:
 - (1) to determine whether:
 - (a) the person is an operator, **or platform operator**, or the premises are accommodations are within the meaning of this Bylaw;
 - (b) this Bylaw is being and has been complied with.
 - (2) to inspect, audit, and examine books of account, records, or documents.
14. The person shall provide all reasonable assistance to the inspector to enable the inspector to confirm whether the person has been collecting and remitting the levy in accordance with this Bylaw and shall furnish the inspector with such information as the inspector may reasonably require to carry out their inspection.
15. Where the inspection, audit or examination reveals that an operator **or platform operator** has not complied with this Bylaw, a person appointed by the Municipality shall calculate the amount of levy and any interest due in such a manner and form as the Municipality deems adequate.
16. When an operator fails to provide reasonable assistance in accordance with section 14, a person appointed by the Municipality may estimate the levy amount that should have been collected and remitted to the Municipality by the operator.
17. Upon calculating or estimating that a levy amount is due, the Municipality shall provide written notice to the operator that a levy amount is payable.
18. Regardless of whether the operator submits an application under section 19 objecting to the amount payable, the operator shall remit the levy amount plus applicable interest to the Municipality within 30 days of receiving notice that the levy amount is due.
19. If an operator **or platform operator** objects to the amount payable to the Municipality, the operator must, within 15 days of receiving written notice of the amount due:
 - (a) submit to the Municipality an application in writing signed by the operator or a representative of the operator; and

- (b) provide sufficient evidence to satisfy the Municipality that the operator has complied with this Bylaw.
- 20. Upon receiving an application by the operator, or from time to time, the Municipality may assess or reassess any amounts payable under this Bylaw and may vacate or vary any assessment or reassessment and thereupon, the amount so determined shall be payable to the Municipality by the operator.

Offence

- 21. A person who contravenes any provision of the Bylaw is guilty of offence punishable by summary conviction and on conviction is liable:
 - (a) for a first conviction, to a fine of not less than \$500 and not more than \$1,000.
 - (b) for a subsequent conviction, to a fine of not less than \$1,500 and not more than \$5,000.

Administration of Bylaw

This Bylaw shall be administered on behalf of the Municipality by the Chief Administrative Officer and any persons designated by the Chief Administrative Officer.

Effective Date of Bylaw

~~The effective date of this bylaw shall be June 1, 2024.~~

Repeal

M8 Marketing Levy Bylaw, adopted by Municipal Council of the County of Annapolis on the 19th day of March 2024, is hereby repealed.

<u>Clerk's Annotation for Official Bylaw Book</u>	
Date of first reading:	PENDING
Date of advertisement of Notice of Intent to Consider:	PENDING
Date of final reading:	PENDING
Date of advertisement of Passage of Bylaw:	PENDING
I certify that this bylaw was adopted / amended by Municipal Council and published as indicated above.	
<hr/> Municipal Clerk	<u>PENDING</u> Date



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Shelly Hudson, Manager of Accounts Receivable
Dawn Campbell, Director of Corporate Services
Report Number: SR2024-87 Approve *Policy 105 Low Income Tax Exemption*
Subject: Approve *Policy 105 Low Income Tax Exemption*

RECOMMENDATION

That Municipal Council approve *Policy 105 Low Income Tax Exemption* as circulated [7-day notice].

LEGISLATIVE AUTHORITY

Sub-section 69 of the *Municipal Government Act* states:

Low income tax exemption policy

69 (1) In this Section and Section 70, “income” means a person’s total income from all sources for the calendar year preceding the fiscal year of the municipality and, if so determined by the council, includes the income of all other members of the same family residing in the same household, but does not include an allowance paid pursuant to the *War Veterans Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada).

(2) The council may, by policy,

(a) grant an exemption from taxation, in the amount or to the extent set out in the policy, for a person whose income is below the amount set out in the policy; and

(b) prescribe a scale of exemptions related to income.

BACKGROUND

The purpose of this policy is to provide partial tax relief of current taxes on primary residences for low income property owners as permitted in the *Municipal Government Act*. The policy is reviewed annually to review the exemption amount and income threshold to apply in the upcoming taxation year to help offset cost of living increases. The examination also considers current rates for other household assistance programs. The Province of Nova Scotia has a Property Tax Rebate Program that helps seniors with the cost of municipal residential property taxes. Rebates are 50% of what is paid on last year’s property taxes, up to a maximum of \$800. Qualified applicants must be eligible for the Guaranteed Income Supplement. The average residential tax bill for Annapolis County residents is \$1,645.

The following table shows the cost to the County for administering the low income property tax exemption for the past five years:

Year	Cost	Eligible Applicants	Income Threshold	Exemption
2020-21	51,691	188	26,000	300
2021-22	53,541	184	26,500	325
2022-23	58,660	186	27,000	350
2023-24	80,431	232	27,500	400
2024-25	98,054	263	30,000	400

DISCUSSION

The only proposed changes for the upcoming year are:

- to increase the income threshold from \$30,000 to \$31,000; and
- to update the wording in Sub-section 3.1 to match the *Municipal Government Act*.

In December 2023, the policy was changed to request proof of income (CRA Notice of Assessment) and the deadline to apply was extended until December 31st to allow time for the applicant to file their income tax and receive their Notice of Assessment. This has been more efficient and has eliminated the witnessing affidavit that was previously necessary. Additional information regarding income statistics is attached for review.

FINANCIAL IMPLICATIONS

The financial implications are based on an increase of twenty percent (20%) of eligible applicants from the 2024/25 fiscal year of 263 to 316. This would be an increase of \$28,346 from this year's expenditure of \$98,054 to \$126,400; however, as shown below, not all applicants are eligible for the full \$400 unless they are the only eligible owner of the property which in turn lessens the expenditure amount.

ALTERNATIVES / OPTIONS

The recommended change is based on past practices and historic trends; however, council has the discretion to modify the exemption amount and/or income threshold. It is difficult to accurately estimate the financial impacts based on assumption of number of eligible applicants, but figures can be quickly re-calculated should a modification be desired.

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 105 Low Income tax Exemption (proposed change as marked)

Low Income Property Tax Reduction Application

Income Stats for 2024-25 (Income Assistance, OAS and Supplement)

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

December 3, 2024
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS	Policy 105
Section MUNICIPAL SERVICES	Subject Low Income Tax Exemption

1.0 Purpose

The purpose of this Policy is to provide partial tax relief of current taxes on primary residences for low income property owners.

2.0 Authority

This policy is enacted pursuant to Part IV, Section 69 of the *Municipal Government Act*, as amended.

3.0 Provisions

- 3.1 An exemption in the amount of \$400.00 will be granted to every person assessed with respect to taxable property located within the Municipality of the County of Annapolis whose total income from all sources (including the income of ~~persons~~ **all other members of the same family** residing in the same household) for the calendar year preceding the fiscal year of the Municipality was less than ~~\$30,000~~ **31,000**.
- 3.2 Total income includes all sources pursuant to line 15000 of Canada Revenue Agency's (CRA) Notice of Assessment Summary.
- 3.3 The exemption shall be granted only to an applicant who is a resident of the County and for property owned and occupied by the applicant as his/her principal residence.
- 3.4 Where such property is jointly owned, only one tax exemption shall be provided per property and the sharing in such exemption shall be based on proportion of ownership in such joint property.
- 3.5 Should a person's total tax bill be less than the exemption, then the exemption will equal the full amount of the tax bill for that year.
- 3.6 Applications for tax exemptions will be accepted at the Municipal Office and no tax exemption shall be provided unless the request is made prior to December 31st.
- 3.7 Tax Exemptions will only be approved to those applicants who provide a copy of CRA Notice of Assessment for each member of the household over 18.
- 3.8 An application form must be completed and submitted in full before any exemption may be provided.
- 3.9 An application for a tax exemption shall be in such form and contain such information as may from time to time be required for the proper administration of this policy.

4.0 Repeals

- 4.1 *Policy 105 Low Income Tax Exemption*, approved on December 19, 2023, is hereby repealed.

Municipal Clerk's Annotation for Official Policy Book
I certify that this policy was adopted by Municipal Council as indicated below:
Seven (7) Day Notice **Pending**
Council Approval **Pending**

Municipal Clerk Date
At **Annapolis Royal** Nova Scotia

COUNTY of ANNAPOLIS

NATURALLY ROOTED

Low Income Property Tax Reduction Application 2025/26 Tax Year

The Council of the Municipality of the County of Annapolis has directed, by policy, that an exemption from taxation will be granted for the taxation year April 1, 2025– March 31, 2026, pursuant to Section 69 of the *Municipal Government Act* in an amount up to \$400.

TO QUALIFY:

- You must be a resident of Annapolis County in the Province of Nova Scotia; and
- Own the assessed property and occupy it as your principal residence; and
- ANNUAL income from all sources for the 2024 calendar year for yourself, spouse, common-law spouse and other persons over the age of 18, that resided in the same household, was equal to or less than \$31,000 (based on line 15000 of the income tax *Notice of Assessment*).

EXEMPTION VALUE:

- The exemptions provided will be based on the following income levels:


Annual Income	Tax Exemption
Equal to or under \$31,000	Up to \$400

- If the residential property taxes are less than the exemption value, then the exemption will equal the full amount of the tax invoice.
- Where such property is jointly owned, only one tax exemption shall be provided per property and the sharing in such exemption shall be on the basis of proportion of ownership in such joint property.

TO APPLY:

- After you have filed your personal income tax for 2024, AND received your *Notice of Assessment* from Canada Revenue Agency, complete the Low Income Property Tax Reduction Application
- Attach copies of the 2024 Canada Revenue Agency (CRA) *Notice of Assessment* for each adult residing in the home (see sample below)
- Tax exemptions will only be approved for those applicants who provide copies of their CRA Notice of Assessments for 2024*

Sample Notice of Assessment from Canada Revenue Agency (CRA)

	Canada Revenue Agency	Agence du revenu du Canada	NOTICE OF ASSESSMENT		T451-E (00)
Date	Name	Social Insurance no.	Tax year	Tax centre	
May 5, 2024	Jane Doe	123 456 789	2024		
Summary					0000000
Line					\$ Amount
15000	Total Income.....				00,000
	Deductions from total income.....				000
23600	Net Income.....				00,000
26000	Taxable Income.....				00,000

- If you do not have your CRA *Notice of Assessment*, you can call 1-800-959-8281.
- Applications must be received by the Municipality no later than December 31, 2025. Applicants must re-apply each year.

COUNTY of ANNAPOLIS

NATURALLY ROOTED

Low Income Property Tax Reduction Application 2025/26 Tax Year

Tax Account #	Assessment #
Property Owner Name(s):	
Civic Address:	
Mailing Address:	
City/Town, Province:	Postal Code:
Telephone #(home/cell):	Telephone # (work):
Email Address:	

1. Owners Income: <i>(From line 15000 on 2024 Assessment)</i>	
2. Spouses Income: <i>(From line 15000 on 2024 Assessment)</i>	
3. Other Resident(s) Income: <i>(From line 15000 on 2024 Assessment)</i>	
Total Household Income: <i>(Add lines 1, 2 & 3)</i>	

PLEASE NOTE:

Proof of income **MUST** be provided (a copy of 2024 CRA *Notice of Assessment*) for each member of the household over the age of 18.

If you have any questions or require assistance filling out your application form, please contact our office at 902-532-2331 or toll free at 902-825-2005.

I/We, residents of Annapolis County, and the owners and occupants of the above property, certify that the information on this application is true and that the household income from ALL sources during 2024 was below \$31,000.

Signature of Applicant:	Date:
Signature of Co-Applicant:	Date:

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ DISTRICT: _____ AMOUNT OF REDUCTION APPLIED: _____ EMPLOYEE INITIAL: _____

Municipality of the County of Annapolis

752 St. George Street, PO Box 100, Annapolis Royal, NS, B0S 1A0

www.annapoliscounty.ca

Phone: 902-532-2331

Fax: 902-532-2096

Income Stats 2024/25

Community Services Income Assistance Standard Household Rates

Department of Community Services have a new table for IA recipients. It is called a Standard Household Rate. They no longer use the Shelter Rate plus a Personal Rate. The table below shows the new Standard Household Rates.

Household Composition		Standard Household Rate (Monthly)	
Recipient	Dependent Child/Student Family Member	Rent/Own	Board
1	0	\$704	\$624
1	1	\$987	\$643
1	2 or more	\$1,039	\$685
2	0	\$1,376	\$1,034
2	1 or more	\$1,428	\$1,076

A person with an inability or is 55 years of age or older (but under 65 years of age), are age 16-18 years old or is fleeing an abusive situation would receive a Standard Household Rate of **\$974** per month whether they Rent/Own or Board.

Examples:

1 Adult & 2 children receiving maximum Income Assistance Program **\$12,468.00** yearly (\$1,039.00 X 12)

2 Adults & 2 children receiving maximum Income Assistance Program **\$17,136.00** yearly (\$1,428.00 X 12)

A Single Disabled Person receiving maximum Income Assistance Program **\$11,688.00** yearly (\$974.00 X 12)

Old Age Security/Guaranteed Income Supplement

1 Senior (65-74 years) receiving maximum OAS/GIS with no other income **\$21,774.60** yearly (\$727.67 OAS + \$1,086.88 GIS X 12)

1 Senior (75 + years) receiving maximum OAS/GIS with no other income **\$22,647.84** yearly (\$800.44 OAS + \$1,086.88 GIS X 12)

2 Seniors (65-74 years) receiving maximum OAS/GIS with no other income **\$33,165.60** yearly (\$727.67 OAS + \$654.23 GIS X 2 X 12)

2 Seniors (75+ years) receiving maximum OAS/GIS with no other income **\$34,912.08** yearly (\$800.44 OAS + \$654.23 GIS X 2 X 12)



COUNTY of ANNAPOLIS
NATURALLY BUILT

INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2024-88 2024 MUNICIPAL ELECTION OVERVIEW
Subject: 2024 MUNICIPAL ELECTION DATA REPORT

BACKGROUND

As required by the *Municipal Elections Act*, the Municipality carried out its required quadrennial election culminating on October 19, 2024. The election was overseen by a Returning Officer and an Assistant Returning Officer, both of whom are municipal employees.

The election was contracted to be carried out by Intelivote Systems Inc. at a cost of \$2.65 per voter plus additional costs and HST, which included all technology and organization for voting by both telephone and on-line, as well as creating and mailing all voter information sheets with individual pin numbers. The cost also included full-time access to Intelivote staff to deal with administrative or technical inquiries during the election process.

DISCUSSION

The municipality chose to use the provincial list of electors for this election, which was deemed to be the most up to date, recognizing that no list is perfect as persons move every week during the time from when the list was created to when the final list is finalized. Additionally, persons may wish to not have their name on the list of electors and therefore some names may be omitted intentionally. The only other option for establishing a list of electors would be to conduct a door-to-door enumeration. This would add an additional cost to taxpayers of about \$125,000 versus the current system which is free to municipalities.

Prior to finalizing the final list of electors, the municipality advertised for several weeks in many locations that the list was open for revisions for people to apply to be added or removed. Another municipal employee was designed as the Revising Officer and reviewed all applications for changes. During the revision period and election days, 178 names were added to the list, and 503 pins were disabled for various reasons. A total of 12,987 persons were listed on the final list of electors.

A total of 27 candidates submitted nomination papers to run in the election with one person withdrawing after the close of nominations. Two electoral districts were determined by acclamations, while contests were held in the remaining 9 electoral districts.

Voting was open from 8:00 a.m. on October 7, 2024, to 7:00 p.m. on October 19, 2024, a total of 11 full days and two partial days, compared to a normal paper ballot election of only 3 partial days.

Overall, 5,181 persons exercised their right to vote which was a 39.9% voter participation rate. Only 14 more votes would have moved the total to over 40%.

Of the 5,181 votes cast, 3,868 votes were cast through the Internet or 74.7%, with the remaining 1,313, or 25.3% cast via telephone.

The average amount of time a resident spent voting using the Internet was 34 seconds. The average amount of time a resident spent voting using the telephone was 53 seconds.

The highest voter participate rate occurred in District 4 with 712 votes cast out of a possible 1,410 electors, equalling a 50.5% voter turnout. The lowest voter turnout was in 2 with 458 votes cast from 1,552 voters or 29.5% voter participation rate. All electoral districts saw Internet voting rates between 71.1% and 78.5%. Telephone voting saw usage rates between 21.5% and 28.9%. Of the 5,181 voters accessing the voting platform, only 10 ballots were spoiled and 13 residents declined to vote for any person.

The days of voting were spread through all 13 days with the highest voting day being Day 1 with 756 votes cast or 14.6% of the total votes cast, with the second busiest voting day being the final voting day which saw 691 votes cast. Each of the 13 voting days saw total voting range from 124 to 756.

The times of voting were also well spread out over the 13 days with 10:00 a.m. to 11:00 a.m. with the highest votes at 515 people. The election saw at least one person vote every hour of the 24-hour clock during the 13-day period. One person even voting using their Play Station!

Concern was expressed many times during the election campaign that the use of only telephone and Internet voting would disenfranchise older voters. The voting suggests the exact opposite. The largest voting segments were those aged 70-80, and those aged 60-70 years of age. Of those aged 70-80 on the voters list across Annapolis County, 55.6% of them voted. Similarly, of those aged 60-70 years of age, 50.3% voted. The third highest percentage of voters were 80-90 years olds at 44.4%. The lowest age group voting was those aged 99 and over at 17.6%, with our younger voters aged 20-30 being the second lowest voter participation rate of 18.8%. The only difference for older voters in the data is that more people aged 70 and over chose to vote by phone in slightly higher percentages than the general average of about 25%.

It is clear from these numbers that there is still a long way to go to engage with our younger residents and to get them interested in municipal government in our community. This, however, clearly shows that our old voters have adopted Internet and telephone voting, and the lack of a paper ballot did not limit their interest or effort in voting. While there were some complaints about no paper ballots, there were many more comments about how easy and simple it was to vote and how much they loved electronic voting.

Voting in the past few elections have had voter participation rates of 31.6% in 2022 by-election for one council seat with both paper and electronic voting, 47% in 2020 which was carried out by electronic means only, in 2019 another special election for one seat garnered participation of 23% by paper ballots only, and results from the 2016 election which had only paper ballots was 32%.

LEGISLATIVE AUTHORITY

Section 146A (1) of the *Municipal Elections Act* states that a council may by by-law authorize voters to vote by mail, electronically or by another voting method.

The Municipality approved an electronic voting bylaw, C8 Electronic Voting Bylaw on December 19, 2023. This replaced an earlier version of the bylaw.

BUDGET IMPACTS

This is an information report only without any recommendations currently, and therefore there are no budget impacts at this time.

COMMUNICATIONS

Communications staff will prepare a summary report of this data to share with the public in the weeks ahead simply as general information.

Prepared by:

Chris McNeilly, Chief Administrative Officer





STAFF REPORT

Report To: Committee of the Whole
Prepared By: Dawn Campbell, Director of Corporate Services
Date: December 10, 2024
Report Number: SR2024-89 Approve *Policy 130 Occupational Health and Safety*
Subject: Approve *Policy 130 Occupational Health and Safety*

RECOMMENDATION

That Municipal Council approve *Policy 130 Occupational Health and Safety* as circulated (7-day notice).

LEGISLATIVE AUTHORITY

Sub-section 27(1) of the *Occupational Health and Safety Act* states:

27 (1) Where

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

Sub-section 48(3) of the *Municipal Government Act* further states:

In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

BACKGROUND

This purpose of this policy is to confirm the County's commitment to providing a safe work environment for all employees. The County has an extensive Occupational Health and Safety Plan developed in 2022 with the assistance of external consultants. The Plan identifies and assesses specific areas of risk as required by statute. It also establishes procedures to:

- minimize risks;
- report unsafe conditions; and
- report / analyze / investigate workplace incidents, accidents or near misses.

The Joint Occupational Health and Safety Committee (JOSH) has responsibility for ongoing review of the Plan to recommend updates and additions. The Committee also conducts annual inspections of all worksites.

The County's past practice has been for the Joint Occupational Health and Safety Committee to annually review and recommend changes. The policy was reviewed by the Occupational Health and Safety Committee at their October meeting and a motion was passed that no changes were necessary or recommended.

DISCUSSION

Although no changes were recommended by JOSH, it is recommended the policy be re-named / re-numbered in accordance with the new protocols. The Committee of the Whole may consider or recommend additional changes to the policy. However, in accordance with Sub-section 27 (1) of the *Occupational Health and Safety Act*, such changes should be reviewed by the Joint Occupational Health and Safety Committee (JOSH) prior to being presented to Municipal Council.

FINANCIAL IMPLICATIONS

There are no known financial implications.

ALTERNATIVES / OPTIONS

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

The Committee of the Whole could suggest or recommend further changes for review and recommendation by the Joint Occupational Health and Safety Committee.

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 130 Occupational Health and Safety

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

NOVEMBER 25, 2024
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 130
Section HUMAN RESOURCES	Subject Occupational Health and Safety

1. APPLICATION

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

2. AUTHORITY

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

3. TERMS OF POLICY

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

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

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

Our health and safety will include:

- (1) Providing mechanical and physical safeguards reasonable and appropriate to the circumstances.
- (2) Conducting an ongoing program of health and safety inspections to protect employees by identifying and eliminating unsafe working conditions and practices.
- (3) Controlling health hazards, and complying fully with the health and safety standards for every job.
- (4) Training all employees in good health and safety practices.
- (5) Providing necessary personal protective equipment (PPE's) and instructions for its use and care.
- (6) Developing and enforcing health and safety rules and requiring that employees cooperate with these rules as a condition of employment, recognizing that the responsibilities for health and safety are shared.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 130
Section HUMAN RESOURCES	Subject Occupational Health and Safety

- (7) Reporting near misses and investigating every accident and near miss, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not reoccur.
- (8) The employer accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- (9) Supervisors and those in charge of workers are responsible for developing the proper attitudes toward health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- (10) Employees are responsible for wholehearted, genuine cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practising safety while performing their duties.
- (11) The safety information in this policy does not take precedence over the *Nova Scotia Occupational Health and Safety Act* and Regulations.
- (12) The Joint Occupational Health and Safety Committee shall annually review this policy and, if deemed appropriate or necessary, provide recommendations for changes or updates.

4. REPEAL

AM-2.7.1 Occupational Health and Safety Policy, re-adopted on December 19, 2023, 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	
Municipal Clerk At <u>Annapolis Royal</u> <i>Nova Scotia</i>	<u>PENDING</u> Date



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2024-90 Approve *Policy 127*
Subject: Approve *Policy 127 Emergency Management Comfort Centres and Shelters*

RECOMMENDATION

That Municipal Council approve *Policy 127 Regional Emergency Management Comfort Centres and Shelters* 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(3) of the *Municipal Government Act* further states:

In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

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.

BACKGROUND

AM-1.4.4 Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy was approved by the County of Annapolis in January 2023 and "partner policies" were approved by the Town of Middleton (February 2023) and Town of Annapolis Royal (January 2023) to create uniform procedures for the regional emergency management partners. The policy provides guidance to emergency management personnel regarding establishment and control of comfort centres and emergency shelters

DISCUSSION

This policy is reviewed periodically to:

- Update outdated references to other policies;
- Ensure clarity;
- Ensure legislative / legal requirements are satisfied.

Summary of changes as marked in new policy attached:

- Update to current numbering protocol - change from ***AM-1.4.4 Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy*** to ***Policy 127 Emergency Management Comfort Centres and Shelters***
- In Sub-section 7.2 delete "***AM-1.4.9 Community Grants Policy (Community Halls and Centres Assistance Program)***" and replace with "**community grant programs**"

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from these changes.

ALTERNATIVES / OPTIONS

None – the recommended changes are routine and housekeeping

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 127 Emergency Management Comfort Centres and Shelters (changes as marked)

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

NOVEMBER 25, 2024
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 127
Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters	

1.0 PURPOSE

The purpose of this Policy is to provide guidance and information to Annapolis Regional Emergency Management personnel with regard to establishment and control of Comfort Centres and Emergency Shelters.

During an emergency situation there may be the need for citizens to find respite from adverse weather conditions or in severe cases temporary shelter. It is the direction of this policy to ensure that there are facilities throughout Annapolis County that are equipped for this purpose. For example, as a result of extreme weather events members of the public may find themselves without power, sometimes for extended periods, or otherwise affected by climate. While these events do not warrant the activation of a Reception Centre or Emergency Shelter, there may be a need to open a Comfort Centre whereby services provided may include shelter from the weather, nourishment, companionship or information. Major disaster situations, such as widespread floods, fires or large evacuation may require the opening of a Reception Centre or Shelter to provide a level of service above that offered at a Comfort Centre.

2.0 SCOPE

This Policy is applicable to all facilities within Annapolis County that are recognized or considering to be recognized as a Comfort Centre/Emergency Shelter. The Regional Emergency Management Coordinator (REMC) will maintain and update the database of Comfort Centres/Emergency Shelters in Annapolis County.

3.0 DEFINITIONS

"Annapolis REMO" means the municipal emergency management organization for the participating municipal units of Municipality of the County of Annapolis, Town of Annapolis Royal and Town of Middleton, created pursuant to s. 60 of the Municipal Government Act (Nova Scotia) and a Municipal Services Agreement dated April 13, 2022.

"Comfort Centre" means a building owned and operated by a community group or fire department with the appropriate infrastructure to provide local residents a short stay during a power outage to provide warmth, a warm drink, light refreshments, access to washrooms, ability to recharge small electronic devices, receive information respecting the emergency and similar services. These facilities are not overnight facilities with operation typically between the hours of 8:00 am and 8:00 pm subject to the availability of volunteers.

"Emergency" means a present or imminent event in respect of which Annapolis REMO believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of the people of Annapolis County.

"Emergency Shelter" means a facility capable of providing the needs for emergency

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 127
Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters	

accommodation, food, clothing, personal needs, reunification as well as a registration and information dissemination area. An Emergency Shelter is operated by the Canadian Red Cross ("CRC"), under the direction Nova Scotia Department of Community Services.

"Reception Centre" (also evacuation centre) is designed to receive evacuees who have been forced from their homes as the result of an emergency or disaster. Evacuees are registered by the Canadian Red Cross (CRC) and overnight accommodations and other supports are arranged through Provincial Emergency Social Services and the CRC.

4.0 POLICY

4.1 During differing types and phases of an emergency incident in Annapolis County there may be both Comfort Centres and Emergency Shelters.

4.2 **Becoming a Recognized Comfort Centre**

In order for a facility to become a recognized Comfort Centre in Annapolis County the following process must take place:

- a facility or group can express their interest to Annapolis REMO;
- Annapolis REMO, Regional Emergency Management Coordinator or designate will visit the facility to complete a facility profile (reviewed annually) identifying the following requirements are met:
 - building and grounds are barrier-free and wheelchair accessible;
 - safe drinking water;
 - heating/cooling sources;
 - washrooms;
 - kitchen and food safety considerations;
 - first aid kit(s);
 - tables, chairs and power outlets for visitors, staff/volunteers; and
 - there is a Generator on site and / or approved connection for a portable generator for alternate power.
- facility/group must provide at least three contacts and have a group of volunteers ready to operate the Comfort Centre;
- staffing/volunteer, resources, and liabilities will be the responsibility of the Comfort Centre;
- facility / group must provide proof of insurance satisfactory to Annapolis REMO. Proof of insurance shall be given by providing a Certificate of Insurance evidencing commercial general liability insurance in an amount not less than \$2,000,000, and confirmation that such insurance applies to the use of the facility as a Comfort Centre;
- if all requirements have been met, including showing proof that the group completing & signing the Comfort Centre agreement is in fact the facility owner of the Comfort Centre, a Comfort Centre agreement will be signed by the Facility Owner and

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 127
Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters	

Annapolis REMO; and

- the Comfort Centre will be entered into a database and shared on the REMO website for residents to learn where their nearest facility is located. Residents can then add the locations into their personal preparedness plan.

4.3 Comfort Centres

4.3.1 A Comfort Centre may be opened by a community group on its own OR may be activated at the request of Annapolis REMO. Community members take the lead on organizing and operating the Comfort Centre – neighbors helping neighbors. It is intended to provide a location where community members can gather for a period of time during the day time hours. A Comfort Centre is not opened with the intention of providing meals or as an overnight shelter.

4.3.2 Comfort Centres may provide different services depending on resources available. However, comfort centres are intended to provide:

- a place to get warm;
- electronic device charging capabilities;
- washroom facilities;
- check on each other, and share information; and
- updates on weather and power resumption.

Some Comfort Centres may provide:

- light refreshments and / or
- a space for community members to prepare their own food.

Note: Organizations offering food shall follow food handling practices or only offer pre-packaged food.

Comfort Centres are not overnight emergency shelters. If, during the daytime operations, the Comfort Centre volunteers identify a requirement for overnight emergency shelter, request shall be made to Annapolis REMO, at which time arrangements will be made to provide overnight emergency shelter if requirements are met.

4.3.3 Comfort Centres should not open before or during a storm, especially if agencies such as the Royal Canadian Mounted Police (RCMP) or the local transportation authority is requesting residents stay off the roads.

4.3.4 Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets and be prepared for up to 72 hours. It is further recommended that Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 127
Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters	

4.3.5 During a pandemic, facility will adhere to all public health guidance to prevent the spread of communicable diseases.

4.4 Comfort Centre Activation by Community Group

4.4.1 Comfort Centres are staffed with volunteers from within the community as prearranged by the facility owner responsible for the Comfort Centre.

4.4.2 When a Comfort Centre is opened voluntarily by a community group, any costs and liability associated with opening the Comfort Centre will be the responsibility of the group responsible for making the decision to open it.

4.4.3 Community groups should evaluate if it will be safe for residents to get to the Comfort Centre. Community groups should only open if there is a defined community need for the services and resources the Comfort Centre can provide.

4.4.4 In circumstances that a community group voluntarily opens a Comfort Centre, the decision to open or close a Comfort Centre will be made by the community group responsible for the Comfort Centre.

4.4.5 Once a decision has been made to activate or deactivate a Comfort Centre, the Comfort Centre shall contact the Annapolis REMO Regional Emergency Management Coordinator. REMO will provide information to Nova Scotia Emergency Management Office (NSEMO) and will advise the public on the County's website, social media and to media sources.

4.5 Comfort Centre Activation by Annapolis REMO

4.5.1 In situations of widespread/long-term community events or declared emergencies, an authorized representative of Annapolis REMO may contact the Comfort Centre contact person to request the activation of a Comfort Centre. During an activation the facility will be staffed and operated by community volunteers.

4.5.2 If Annapolis REMO requests that a community group activate its Comfort Centre, reimbursement will be provided to the community group by Annapolis REMO for reasonable expenses incurred during the period that the Comfort Centre is activated. These would include, but not necessarily be limited to:

- food, beverage and related supplies;
- generator fuel; and
- hygienic / cleaning supplies

4.5.3 When Annapolis REMO activates a Comfort Centre, the decision to open or close a Comfort Centre will be made by Annapolis REMO and will be provided to Nova Scotia Emergency Management Office and will advise the public on the County's website, social media and to media sources.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 127
Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters	

5.0 EMERGENCY SHELTERS (“Shelters”)

5.1 In large-scale emergencies where there is a need to evacuate a community, a decision to open, and location for, an Emergency Shelter and/or Reception Centre is made by Annapolis REMO in consultation with emergency service partners and first responders. Typically, these centres / shelters are activated when an emergency event exceeds the 10 / 25 rule (10 houses, apartment units or 25 people affected). Emergency Shelters are used as a last resort in an evacuation situation. Initially, residents are encouraged to seek shelter with friends, family, hotels or other alternate accommodations.

5.1.1 Once the decision to open is made the Nova Scotia Dept. of Community Services and CRC will be contacted by the Regional Emergency Management Coordinator or designate, to initiate their response protocols.

5.1.2 The setup and operation of the Reception Centre/Emergency Shelter will be the responsibility of the CRC. Facility space for the Emergency Shelter is designated and activated by the Annapolis REMO.

5.1.3 A Shelter may be set up to provide any combination of the following services:

- emergency food;
- emergency lodging;
- emergency clothing;
- personal services;
- family reunification; and
- reception / registration & information.

5.1.4 Shelters shall follow all provincial public health guidelines, and the CRC trains volunteers that support emergency shelters.

5.1.5 The decision to de-activate a Reception Centre/Emergency Shelter will be made by Annapolis REMO in consultation with the Red Cross and other emergency service partners and first responders.

5.2 Emergency Shelter Inventory Guidelines

5.2.1 The Annapolis REMO shall identify and maintain an Emergency Shelter inventory of potential facilities for use in an evacuation.

5.2.2 Annapolis REMO staff will identify facilities which meet the guidelines for a Shelter (as per Section 5.2.4 below) and develop signed Facility Use Agreements with the facilities.

5.2.3 Facilities shall have access to working services such as electricity, telecommunications, potable water and sewage in order to be considered for inclusion in the Shelter inventory.

Subject

Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters

5.2.4 As well, the following guidelines must be met for Annapolis REMO, CRC and Dept. of Community Services to recognize a facility as a Shelter in an emergency:

- be structurally sound and have sufficient fire safety alarms / systems and emergency exits in accordance with building codes;
- backup power supply which is maintained and tested regularly;
- adequate power backup system capacity to provide lighting, heat, and AC if in the summertime;
- full kitchen for preparing and storing food (fridges, freezers, stoves, etc.)
- washroom facilities with multiple toilets, sinks and showers;
- sufficient space to provide multiple sleeping space to position cots;
- sufficient space for reception and registration;
- if on a private well system, must meet facility requirements for well testing with Dept. of Environment and Dept. of Public Health (records kept);
- if the facility has a septic system, it must be serviced regularly (records kept);
- staff (liaison, cleaning staff and security) available to assist in operating the facility for an extended period (more than 24 hours);
- advanced first aid equipment and supplies;
- availability in shoulder seasons for hurricanes and winter storms by having supplies on hand (fuel for generator, important information, etc.);
- building and grounds accessible for all persons (wheelchair ramp, elevator if it has multiple floors);
- snow removal plan in place to ensure access to the comfort centre.
- sufficient parking readily available.

6.0 COMMUNICATIONS

Annapolis REMO will track community Comfort Centre facilities as part of situational awareness during emergency events in order to notify residents and Councillors of the situation. The Regional Emergency Management Coordinator (REMC) will maintain lists of recognized facilities for reporting purposes to NS EMO. The opening of a Comfort Centre will be disseminated by the REMC, or designee, through:

- press releases
- local news, media, commercial TV and radio
- public television/radio

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 127
Subject Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters	

- local municipal & REMO websites
- NS EMO
- NS 211
- social media (Facebook/X)
- email lists

Comfort Centres are required to report their opening and closing times and services to Annapolis REMO by contacting the REMO Coordinator.

7.0 FUNDING FOR FACILITIES

7.1 Federal and provincial government programs (such as NS Community Facilities Improvement Program) may provide opportunities for community organizations to obtain funding for facility renovations or upgrades necessary to meet the guidelines for inclusion on the Comfort Centre / Emergency Shelters inventory. Annapolis REMO shall endeavor to stay informed of such opportunities and circulate information as it becomes available.

7.2 Applications for capital funding for Comfort Centres / Emergency Shelters may be considered by the County in accordance with ~~AM-1.4.9 Community Grants Policy (Community Halls and Centres Assistance Program)~~ **community grant programs**.

8.0 REPEAL

AM-1.4.4 Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy, approved on January 17, 2023, is hereby repealed.

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



COUNTY of ANNAPOLIS
NATURALLY SURFACED

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2024-91 VILLAGE OF LAWRENCETOWN REQUEST
Subject: REQUEST FOR LETTER OF SUPPORT FOR VILLAGE OF LAWRENCETOWN GRANT APPLICATION

RECOMMENDATION

That Council of Municipality of the County of Annapolis authorize the Warden to provide a letter of support for Village of Lawrencetown's Growth and Renewal Infrastructure Development Application.

BACKGROUND

Nova Scotia Department of Municipal Affairs and Housing announced a new infrastructure grant program in October 2024, as a part of the previously negotiated Service Exchange Agreement with municipalities. The program has \$15 million in funding available on a 50% cost-sharing basis with eligible applicants being regional municipalities, rural municipalities, towns, and villages.

Applications are being accepted for projects in the areas of water, wastewater / stormwater, accessibility, and climate change adaption.

Prior to being submitted, applications must be approved for submission by municipal council, including applications from villages.

DISCUSSION

On November 20, 2024, municipal staff received a request from the Village of Lawrencetown requesting a letter of support from Municipality of the County of Annapolis for their proposed application under the Growth and Renewal Infrastructure Development program. The Village's application is for funding to help offset their costs of an engineering study to review their sewer treatment

plant and to prepare some documents for them. The letter notes that financial support from the municipality is not required for this project.

In order for the Village of Lawrencetown's application to be accepted and reviewed by Nova Scotia Department of Municipal Affairs and Housing, a letter of support is required from the municipality.

The Municipality also plans to submit an application under this program however; the Village's ask will be small compared to the Municipality's program application, so it is not expected to be in competition with our application.

LEGISLATIVE AUTHORITY

Growth and Renewal for Infrastructure Development Program grant application and program details.

Section 65A of the *Municipal Government Act* states that

(1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality; (b) the expenditure is in respect of an emergency under the Emergency Management Act; or (c) the expenditure is legally required to be paid.

(2) The municipality may expend money provided for in an operating budget or capital budget for a purpose other than that set out in the operating budget or capital budget for that fiscal year if the expenditure does not affect the total of the amounts estimated for the operating budget and the capital budget.

(3) The municipality may authorize expenditures from its operating budget or transfer money from the operating budget to its capital budget if the total amount of such expenditures and transfers for the fiscal year does not exceed the total amount of estimated revenue from all sources in excess of the amount estimated for those sources in the operating budget for that fiscal year.

(4) The municipality may authorize capital expenditures that are not provided for in its capital budget if the total of such expenditures does not exceed the greater of

- (a) the amount authorized to be transferred from the operating budget to the capital budget under subsection (3);
- (b) the borrowing limits established for the municipality under Section 86; or
- (c) the amount withdrawn from a capital reserve fund under subsection 99(4).

(5) In the event of ambiguity in whether or not the municipality has the authority under this or any other Act to spend money or to take any other action, the ambiguity may be resolved so as to include, rather than exclude, powers the municipality had on the day before this Section came into force.

Prepared by:

Chris McNeill, Chief Administrative Officer





COUNTY OF ANNAPOLIS
NATURALLY BEAUTIFUL

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2024-92 INSURANCE FOR HERITAGE PROPERTIES
Subject: Letter to Minister of Communities, Culture, and Heritage regarding Insurance for Designated Heritage Properties

RECOMMENDATION

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.

BACKGROUND

Nova Scotia has a *Heritage Property Act* which sets out the laws and regulations related to establishing Heritage Advisory Committee and the processes for registering and de-registering heritage properties across Nova Scotia.

Heritage designation can be applied for federally, provincially, or municipally as Municipality of the County of Annapolis has its own Heritage Bylaw. The standards for designation are stricter with each level of government.

Recently, council received an application to de-register a municipality-registered heritage property because of the large increase in insurance premiums noted by its owner directly attributable to its heritage property designation. Another application has since come into the municipality for the same reason, and now that this floodgate has opened, we expect these applications will continue across Annapolis County and to spread across rural Nova Scotia.

DISCUSSION

Insurance rates are within the legal jurisdiction of the private sector and provincial government and heritage laws and rules are within the purview of the provincial government in Nova Scotia. The importance of supporting heritage conservation and protection cannot be overstated and therefore, it would be appropriate for the municipality to advocate with the provincial government for legislative changes to lessen or eliminate the ability of insurance companies to increase premiums greatly simply because of a heritage designation attached to a property or building.

The need and want to protect and preserve heritage properties should not rest solely on the ability of a property owner to obtain and hold insurance at a reasonable cost, considering that the owner is already absorbing the burden of maintaining and paying for repairs and maintenance of a certain standard that may not be the most financially practical.

LEGISLATIVE AUTHORITY

Section 16 of the Heritage Property Act states that

(1) On the application of an owner of a municipal heritage property or on its own motion, the council may deregister a municipal heritage 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, after holding a public hearing to consider the proposed deregistration.

(2) Such 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.

(3) Where a municipal heritage property is deregistered, the council shall cause notice of the deregistration to be sent to the registered owner of the property and a copy thereof to be deposited in the registry of deeds for the registration district in which the property is situate.

Prepared by:

Chris McNeill, Chief Administrative Officer





Insuring Your Registered Heritage Property In Nova Scotia

In Nova Scotia, there are many historic buildings that reflect the community's heritage and cultural values, but only a few have been formally registered by the province and/or a local municipality under the [*Heritage Property Act*](#). A registered heritage property may have associations with a person, an event, or represents a specific architectural style that adds value to its community and/or to the province.

When considering insurance for a registered heritage property, as the property's owner you should be aware of the limited scope of heritage registration that has been applied to your property under the *Act*. As the property owner, you should also better understand the process to repair and replace in-kind any exterior architectural feature of your property that has value under the heritage registration, and the opportunity to deregister your property should it be damaged or destroyed.

The following information has been prepared by the provincial Heritage Property Program and the Insurance Bureau of Canada.

The Scope of Registered Heritage Property in Nova Scotia

As the property owner of a registered provincial and/or municipal heritage property in Nova Scotia, it is important to know:

- That the scope of heritage registration is applied only to the exterior appearance of your property. Only existing exterior elements identified at the time of registration, such as its window style or its exterior cladding, may be identified as character-defining elements.
- If your heritage property is damaged by any cause, these exterior character-defining elements can be repaired or replaced in-kind without the need of a formal review under the *Act*.
 - The *Act* provides that if the property's owner wanted to substantially alter a character-defining element, a formal review is required. As an example, if at the time of registration, the property's hung windows style was identified as a character defining-element and the property's owner would like to replace them with casement style windows, formal consideration for this substantial alteration would be required.
- If your property is damaged or destroyed, the property's owner can apply to have it considered for deregistration under the *Act*.

Provincial Heritage Properties – Scope of Registration

If a property has been provincially registered under Section 7 and 8 of the *Act*, only the exterior features that have provincial heritage value are protected from substantial alterations. These features are commonly known as character-defining elements. Please know that:

- If these character-defining elements are damaged and need to be repaired or replaced in-kind, this work can be carried out following a review by provincial heritage staff.
- In some cases, you may need to apply for a municipal building permit. For more information on building permits, please contact your local municipality's planning and development office.
- In all cases, the interior features of a provincially registered property are **not** protected under the *Act*.
- While the interior features of your property may have historic value, they are not within the scope of its provincial heritage registration. If these interior features are damaged or destroyed, they can be repaired or replaced as desired.

Insuring Your Registered Heritage Property In Nova Scotia

Municipal Heritage Properties – Scope of Registration

If a property has been municipally registered under Section 14 and 15 of the *Act*, only the existing exterior features that have municipal heritage value are protected from substantial alterations. These features are commonly known as character-defining elements. Please know that:

- If these character-defining elements are damaged and need to be repaired or replaced in-kind, this work can be carried out following a review by municipal heritage staff.
- In some cases, you may need to apply for a municipal building permit. For more information on building permits, please contact your local municipality's planning and development office.
- In all cases, the interior features of a municipally registered property are **not** protected under the *Act*.
 - While the interior features of the property may have historic value, they are not within the scope of its municipal heritage registration. If these interior features are damaged or destroyed, they can be repaired or replaced as desired.

Opportunities to Deregister

If a provincially registered heritage property sustains significant damage from a fire, or the building associated with the property is destroyed, consideration for its deregistration is offered under Section 11 of the *Act*. For more information, please contact the provincial Heritage Property Program at kevin.barrett@novascotia.ca.

If a municipally registered heritage property sustains significant damage from a fire, or the building associated with the property is destroyed, consideration for its deregistration is offered under Section 16 of the *Act*. For more information, please contact your local municipality's Heritage Property Program.

Municipal Heritage Conservation Districts

Section 19A of the *Act* provides a municipality the opportunity to establish a Heritage Conservation District (HCD) for a specific area of its community where the grouping of properties has unique historical and/or architectural value. While final approval is provided by the province, each HCD is developed and administered by the local municipality.

If your property is located within an approved municipal HCD, please be aware of the conservation plan and conservation bylaw developed for each district. Should your property be damaged, these documents will better describe the process for its repair and/or replacement.

For more information, please contact the Heritage Officer who administers the conservation plan and conservation bylaw for the municipality. The Heritage Office also issues certificates for development that certifies that the proposed repair and/or replacement conforms with the requirements of the HCD's conservation bylaw.

Heritage Appraisal

While the scope of heritage registration in Nova Scotia is limited to the exterior appearance of your property, it is important to ensure the costs for its repair and/or full replacement aligns with your insurance policy. These costs may include interior features that are not associated with its heritage registration, such as an interior oak staircase and/or plastered wall treatments. If you are unsure of your property's



Insuring Your Registered Heritage Property In Nova Scotia

replacement cost, please obtain a professional building appraisal and/or consider an insurance policy that provides 'all risk' coverage.

Insurance Bureau of Canada

[Insurance Bureau of Canada](#) (IBC) was established in 1964 and is the national industry association representing Canada's private home, auto and business insurers. To support owners of heritage properties across Canada, IBC created a brochure known as [Heritage Properties: Insuring the Living Past](#).

Insuring your Registered Heritage Property in Nova Scotia

It is important to provide details of the property and its heritage registration to your insurance representative. Insurance Bureau of Canada has created various resources such as [How Home Insurance Rates are Set](#). This tool will assist your insurance representative in better knowing the specific features of your property, such as its exterior cladding and window style. Additionally, compiling all this information will clarify the scope of the heritage registration for your property. While this tool will assist you to better document interior features, such as millwork or lighting fixtures, please know these features are not part of the property's heritage registration in Nova Scotia. It is also important to note that, whether part of the exterior (heritage protected) or the interior, the insurer's repair or replacement is with (modern) materials of like kind and quality.

If you have any questions regarding insurance coverage of your heritage property, please contact the IBC's Atlantic office Toll Free at 1-844-227-5422 or by email: AtlanticCIC@ibc.ca.



STAFF REPORT

Report To: Committee of the Whole
Prepared By: Dawn Campbell, Director of Corporate Services
Date: December 10, 2024
Report Number: SR2024-93 Approve *Policy 131 Hospitality*
Subject: Approve *Policy 131 Hospitality*

RECOMMENDATION

That Municipal Council approve *Policy 131 Hospitality* as circulated (7-day notice).

LEGISLATIVE AUTHORITY

Sub-sections 23(3) through (7) of the *Municipal Government Act* state:

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

...

(5) *A hospitality policy must*

- (a) *establish the expenditures, including an alcohol purchase, that may be a hospitality expense;*
- (b) *establish the approval process for authorizing hospitality expenses;*
- (c) *establish the scope and applicability of the policy; and*
- (d) *comply with the regulations.*

(6) *An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.*

(7) *By the January 31st immediately following a regular election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.*

BACKGROUND

Amendments to the *Municipal Government Act* approved in 2017 (Bill No. 10) required each municipality to adopt a hospitality policy. The purpose of the policy was reflected in the Province's policy statement as follows:

The Government of Nova Scotia recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds.

DISCUSSION

Approved on December 15, 2020, the County's policy followed a model provided by the province at the time the changes were enacted to the *Municipal Government Act*. The following changes recommended to the policy are routine in nature:

- Update numbering to new protocols;
- In Section 7 Definitions add "*or as their context applies according to a dictionary of the Canadian language*";
- In Section 8 remove redundant portions;
- Delete Sections 9-11 (unnecessary)

NOTE: Review of the county's travel and expenses policy will be placed on the Committee of the Whole agenda in January 2025.

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from the recommended 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 131 Hospitality (with changes from previous policy as marked)

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

DECEMBER 2, 2024
(Date)

Subject

Hospitality

Purpose / Policy Statement

- 1 The County of Annapolis recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.
- 2 The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council member, Chief Administrative Officer ("CAO") and employee hospitality claims.

Policy Objectives

- ~~3 To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the County's objectives.~~
- ~~4 To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.~~
- ~~5 To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.~~

Authority

- 6 This policy is enacted pursuant to Sections 23 and 65, *Municipal Government Act*, as amended.

Definitions

- 7 Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*, **or as their context applies according to a dictionary of the Canadian language.**

Hospitality and Hospitality Events

- 8 A hospitality event is a reception, ceremony, ~~conference~~, or other event that involves hosting individuals from outside the Municipality of the County of Annapolis **where alcohol is to be served free of charge**. Hospitality may be offered under the following circumstances in accordance with this policy:

- (a) Hosting foreign dignitaries;
- (b) Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders; **and**
- ~~(c) Sponsoring or hosting conferences;~~
- ~~(d) Hosting ceremonies / recognition events; and~~

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 131
Subject Hospitality	

- (c) Other official functions, as approved by the CAO, their designate or Municipal Council.

Signing Authority

- 9 ~~The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:~~

Position	Signing Authority
Member of Municipal Council	CAO or designate AND Audit Committee Chairperson or Vice-Chairperson
CAO	Warden or Deputy Warden AND Audit Committee Chairperson or Vice-Chairperson
Municipal Employees	Immediate Supervisor or designate AND CAO or designate

- 10 ~~A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.~~
- 11 ~~A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.~~

Prior Authorization

- 12 ~~Subject to this policy, all hospitality events require prior authorization.~~
- 13 ~~A request for prior authorization for hospitality events requires the following information:~~
- ~~(a) rationale/purpose of the event;~~
 - ~~(b) estimated numbers of attendees and their respective affiliations;~~
 - ~~(c) if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances;~~
 - ~~(d) estimated itemized costs including gratuities and supplementary expenses.~~
- 14 ~~Requests for hospitality events shall be reviewed by either the CAO or designate, or Municipal Council, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.~~

Subject

Hospitality

- 15 ~~In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.~~

Serving of Alcohol

- 16 While the standard for hospitality is the provision of ~~non~~-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or designate, or Municipal Council.
- 17 The Municipality, its employees and members of Municipal Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
- 18 The Municipality will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
- 19 If alcohol is provided at a hospitality event, food must be served.

Gifts

- 20 For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals ~~outside of government~~ (value not to exceed \$400.00) is sometimes appropriate. Any giving of gifts ~~under one up to two~~ hundred dollars (\$~~4200~~) requires prior approval by either the CAO or designate; and any giving of gifts over ~~one two~~ hundred dollars to a maximum of four hundred dollars (~~\$100-\$400~~) requires prior approval by Council.

Claims for Reimbursement of Hospitality Expenses

- 21 ~~Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Municipality and shall be signed by the Claimant.~~
- 22 ~~Hospitality expense claims must include the following:~~
- ~~(a) A copy of the signed prior authorization for the hospitality event for which the expense was incurred;~~
 - ~~(b) The names and positions of the guests at the hospitality event;~~
 - ~~(c) The business objective for the expense;~~
 - ~~(d) A detailed itemized receipt for the expense.~~
- 23 ~~In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 13 and an explanation of why prior approval was not possible.~~
- 24 ~~If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a~~

Subject

Hospitality

~~description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.~~

- 25 ~~Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.~~
- 26 ~~No hospitality expense claim shall be paid unless the claim is first approved for payment by two Signing Authorities who have authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:~~
- ~~(a) the claim is consistent with this policy;~~
 - ~~(b) the expenses claimed were necessarily incurred in the performance of municipal business;~~
 - ~~(c) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed;~~
 - ~~(d) the expenses claimed have appropriate justification; and~~
 - ~~(e) all requirements, as determined by the municipal audit committee, have been fulfilled.~~
- 27 ~~In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.~~
- 28 ~~The use of petty cash to pay a hospitality expense claim is prohibited.~~

Reporting Requirements

- 29 Pursuant to s. 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
- (a) Within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Municipal website that describes all of the hospitality expenses incurred by the Municipality, including purchases of alcohol, during the quarter;
 - (b) By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year, which is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

Review Requirements

- 30 The Municipality's Audit Committee shall review the hospitality annual summary report by October 31st of each year.
- 31 By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Municipal Council shall review this policy and, following a motion by Municipal Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 131
Subject Hospitality	

Repeal

32 AM-1.8.2 Hospitality Policy, approved on December 15, 2020, is hereby repealed.

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



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2024-94 Approve *Policy 106 Municipal Traffic Authority*
Subject: Approve *Policy 106 Municipal Traffic Authority*

RECOMMENDATION

That Municipal Council approve *Policy 106 Municipal Traffic Authority* as circulated [7-day notice].

LEGISLATIVE AUTHORITY

Section 86 of *Motor Vehicle Act* (Nova Scotia) requires each town or former town in Nova Scotia appoint a traffic authority to enforce certain portions of the *Motor Vehicle Act*.

Section 311 of the *Municipal Government Act* further states:

Traffic authority

- 311 (1) *In this Section, “highway” and “Provincial Traffic Authority” have the same meaning as in the Motor Vehicle Act.*
- (2) *The council may, by policy, appoint a traffic authority for all or part of the municipality.*
 - (3) *A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the Motor Vehicle Act.*
 - (4) *The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.*
 - (5) *Where there is no traffic authority appointed by a council, the Minister of Public Works may appoint a traffic authority to hold office until the council appoints a traffic authority.*

BACKGROUND

Excluding the powers for which only the Provincial Traffic Authority has authority, the Municipal Traffic Authority has the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*. This appointment for Bridgetown and other municipally-owned streets has usually been designated as the Director of Municipal Operations. Municipal Traffic Authority reviews requests each year for road closures, parades, emergency safety plans relating to transportation routes, planned detours, traffic signage, et cetera.

DISCUSSION

A new traffic authority policy was approved in December 2023 to formalize appointments and ensure clarity. This policy is reviewed periodically to update outdated references or personnel appointments and ensure legislative / legal requirements are satisfied. This update must designate a new alternate traffic authority.

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from the recommended change.

ALTERNATIVES / OPTIONS

None – the recommended change is routine updating.

COMMUNICATION

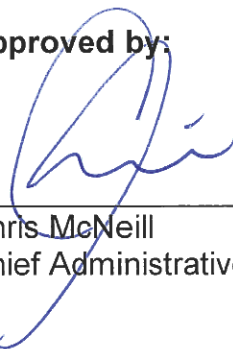
Normal statutory requirements:

- 7-day notice to approve policy (Committee of the Whole)
- Approval by Municipal Council 7 days or more after notice is provided
- Municipal Clerk must notify the Provincial Traffic Authority of the updated appointment

ATTACHMENTS

Policy 106 Municipal Traffic Authority (change as marked)

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

DECEMBER 2, 2024
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 106
Section MUNICIPAL SERVICES	Subject Municipal Traffic Authority

APPOINTMENT OF TRAFFIC AUTHORITY

BE IT ENACTED by the Council of Municipality of the County of Annapolis, under the authority of the *Municipal Government Act*, S.N.S. 1998, Chapter 18, and *Motor Vehicle Act* of Nova Scotia, as follows:

This policy shall be known as Policy Number 106 and may be cited as the “*Traffic Authority Policy*”.

POLICY PURPOSE

Municipality of the County of Annapolis, in this policy, does hereby confirm its existing practice of appointing an individual to act as Traffic Authority for the Municipality of the County of Annapolis pursuant to the applicable provisions of the *Municipal Government Act* and the *Motor Vehicle Act*.

In furtherance of the purposes of this policy, the Municipality also hereby states its intention to appoint an alternate individual to act as Traffic Authority in the absence or inability of the Traffic Authority.

AUTHORITY

Section 311 of the *Municipal Government Act* provides that:

- 1) In this Section, “highway” and “Provincial Traffic Authority” have the same meaning as in the *Motor Vehicle Act*.
- 2) The council may, by policy, appoint a traffic authority for all or part of the municipality.
- 3) A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the *Motor Vehicle Act*.
- 4) The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 106
Section MUNICIPAL SERVICES	Subject Municipal Traffic Authority

- 5) Where there is no traffic authority appointed by a council, the Minister of Public Works may appoint a traffic authority to hold office until the council appoints a traffic authority.
- 6) Where it appears to the Minister of Public Works that a traffic authority appointed by the council is not performing the duties and functions of a traffic authority, the Minister of Public Works may cancel the appointment of the traffic authority.
- 7) The Provincial Traffic Authority has, with respect to (a) highways vested in Her Majesty in right of the Province; (b) highways in areas of a municipality for which there is no traffic authority; and (c) highways in a municipality that have been designated by the Minister of Public Works as main travelled or through highways, the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*.
- 8) The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has authority, the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*.

SCOPE

This policy shall apply to all streets within Bridgetown, and any other streets owned by the Municipality of the County of Annapolis.

POLICY INTENT

PURSUANT to Section 311 of the *Municipal Government Act*, Chapter 18 of the Statutes of Nova Scotia 1998, as amended from time to time, Director of Municipal Operations, James Young, **P. Eng.**, is hereby designated as Municipality of the County of Annapolis' Traffic Authority.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 106
Section MUNICIPAL SERVICES	Subject Municipal Traffic Authority

AND FURTHER that in the absence of James Young, Municipal Engineer, ~~Mitra Baharloo-Farhan Khan~~ shall act as Traffic Authority for Municipality of the County of Annapolis.

A. ~~EFFECTIVE DATE~~

~~This policy shall take effect on December 19, 2023.~~

B. REPEAL

~~Policy AM-1.4.22—Traffic Authority Policy, adopted by the Council of Municipality of the County of Annapolis on the 15th day of November 2022, is hereby repealed. Policy 106~~
Municipal Traffic Authority, adopted by the Council of Municipality of the County of Annapolis on the 19th day of December 2023, is hereby repealed.

Municipal Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice **PENDING**

Council Approval **PENDING**

PENDING

Municipal Clerk

Date

At Annapolis Royal Nova Scotia

STAFF REPORT

Report To: Committee of the Whole
Prepared By: Dawn Campbell, Director of Corporate Services
Date: December 10, 2024
Report Number: SR2024-95 *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 April 2024. It provides clarity for how elected officials are remunerated and possible deductions for absences. The policy describes the provision of annual increases based on cost of living and facilitates budget planning. The proposed changes update remuneration amounts to January 2025.

FINANCIAL IMPLICATIONS

Budget impact of cost-of-living increases for non-union staff and councillors in January is being provided by the Director of Finance the Cost of Living Wage Adjustment Report.

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:

DECEMBER 2, 2024

(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 ~~\$71,342~~ **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 ~~\$47,319~~ **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 ~~\$35,671~~ **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 AM-1.2.1 *Remuneration for Warden, Deputy Warden and Councillors Policy*, adopted by Municipal Council of the County of Annapolis on February 21, 2023, is hereby repealed.

Policy 114 Council Remuneration, adopted by Municipal Council of the County of Annapolis on April 16, 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:

Seven (7) Day Notice

Council Approval

Municipal Clerk

Date

At Annapolis Royal Nova Scotia

PENDING

PENDING

PENDING



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: December 10, 2024
Prepared By: Amy Barr, Policy and Development Coordinator
Report Number: SR2024-96 Growth and Renewal for Infrastructure Development Program
Subject: Growth and Renewal for Infrastructure Development Program- Resolution of Support

RECOMMENDATION(S):

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.

LEGISLATIVE AUTHORITY

Municipal Government Act s. 65(A)

Wastewater Systems Effluent Regulations SOR/2012-139

BACKGROUND

The Bridgetown Wastewater Treatment Plant was constructed in the early 1970's to service the community of Bridgetown and is classified as a continuously discharging wastewater system that utilizes chlorine to disinfect the wastewater. Located south of Highway 1 on Washington Street, the facility consists of two treatment ponds totalling 13.6 acres, a chlorine disinfection system, an effluent control manhole, and berms to prevent flooding of the treatment ponds from the surrounding 62.6 acres of floodplain.

Currently, the facility uses a chlorination/dechlorination system to treat wastewater before it is discharged into the Annapolis River. Municipal staff are highly trained to ensure the effectiveness of the reagents on the chlorine residual and they test the effluent quarterly ensuring that the average total residual does not exceed a concentration of 0.02 mg/L. However, watersheds surrounding chlorinated wastewater effluent discharge locations are known to be at an increased risk for acute lethality to fish and invertebrates. In November 1999 the Government of Canada added chlorinated wastewater effluents to the list of Toxic Substances and in 2015 the *Wastewater Systems Effluent Regulations* came into effect which requires wastewater treatment plants that use chlorine in their process to either be upgraded or re-constructed by 2030. In addition, the chlorine gas contact chamber requires the regular use of dangerous inorganic chemicals and presents an occupational health and safety risk for staff. The Municipality has been planning to upgrade this facility to a UV disinfection system through the five-year capital plan. A UV system is considered a standard solution for disinfection and is capable of treating some pathogens that a chlorine system is unable to treat. There are no additional chemicals or by-products and UV systems have a low carbon footprint. The benefits to this change in disinfection system will ensure the Municipality remains compliant with federal regulations, continues to protect the environment, and protects staff from workplace hazards.

Another concern for the Wastewater Treatment Plant is the increased risk of flooding due to climate change. CBCL Engineering was previously engaged to complete a system assessment report, and this included a hydrological assessment as the site has experienced increased flooding in the recent past. As the Annapolis River is tidal, the site is at risk from both coastal and riverine flooding and hydrological studies indicate that the berms protecting the treatment ponds may be breached in future storm scenarios and berm elevation needs to be increased to prevent this from occurring. This scenario could be very serious as a breach would have environmental consequences from untreated wastewater locally, within the Annapolis River, and the communities downstream. At the present time, coastal flooding is unlikely due to the former tidal plant controlling saltwater capacity entering the river.

DISCUSSION

In November 2024 the Province issued notice of a new funding program called the Growth and Renewal for Infrastructure Development Program (GRID). GRID provides an opportunity for municipalities to obtain funding for significant water, wastewater, and stormwater infrastructure projects that have a focus on adaption to reduce the effects of climate change and flooding, capacity improvements to support housing development, and accessibility.

- GRID provides up to 50% of eligible project costs.
- Projects must be ready to proceed if the application is approved.
- Eligible costs include both construction and engineering costs.
- Application submission deadline is December 13, 2024.
- Applicants may submit 2 applications but only 1 can be approved and a priority must be identified.

As part of the application, it is required that the submission include a Council Resolution supporting the application of the project as well as a detailed cost estimate. CBCL was engaged to provide an updated estimate that has been provided as an attachment.

CBCL provided two price estimate options to review, the sole difference in scope was the additional berm height.

Option One	UV, PS, Berm Height + 0.40 m	\$2,504,532.58 *
Option Two	UV, PS, Berm Height + 0.75 m	\$2,766,916.15*

*Includes non-recoverable HST

Option One would provide a level of protection against peak storms and/or river ice jam events. Option Two would provide a level of protection that would be required for the 1:100- year flood scenario (year 2050). After reflecting on budget constraints, staff recommend that the Municipality choose option one.

The additional berm height will also benefit the treatment plant by increasing the total capacity. This will allow for an increase in housing development surrounding Bridgetown. It is expected that this project will increase capacity by approximately 18%. In the immediate future the upgrades will preserve the infrastructure of the existing customers and allow the plant to continue to operate. An additional pumping station will be added and the on-site generator will be replaced with a permanent standby generator. This will allow for more reliable service during power disruptions.

The funding opportunity would also allow the Municipality to invest in making the site entrance accessible, the facility more climate friendly, and supports the overall vision of the *Annapolis*

County Accessibility Plan, the Municipal Climate Change Action Plan and supports Priority #2 of the 2023-2027 Strategic Priorities.

FINANCIAL IMPLICATIONS

The total estimated cost for the construction phase of option one is \$2,504,532.58, including non-recoverable HST. If approved, the funding would reduce the total expense of the construction phase by 50%, or \$1,252,266.29. The Municipality would then be required to fund the remaining 50%. Applicants much demonstrate their ability to cover the remaining project costs. Staff recommend utilizing the Canada Community Building Fund (CCBF) for the remainder of the expense. This would reduce the estimated balance of the account to approximately \$1,844,139.71.

Funding from GRID may be leveraged with other cost-shared infrastructure programs, provided the other programs do not prohibit this. Although the Municipality does not currently have an additional funding opportunity secured, staff intend to apply for opportunities in the coming months to reduce the total cost of the project to the Municipality.

Following the completion of the project, there will be an expected reduction in maintenance costs for the facility. Eliminating the need for costly chemicals, staff expect annual maintenance costs to be reduced by approximately 35%. There is also greater opportunity for increased future revenue from expanding the overall capacity.

POLICY IMPLICATIONS

None known.

ALTERNATIVES / OPTIONS

- Do not apply for the Growth and Renewal for Infrastructure Development Program in 2024.
- Apply for the Growth and Renewal for Infrastructure Development Program with a revised project scope.

NEXT STEPS

If approved, staff will submit the resolution as part of the application package.

ATTACHMENTS

- CBCL Engineering- Bridgetown WWTP System Assessment Report Update November 27, 2024

Prepared by:

Amy Barr, Policy and Development Coordinator


Reviewed by:

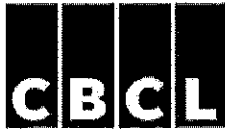
Jim Young, P.Eng, Director of Municipal Operations

Approved by:


Chris McNeill, Chief Administrative Officer
(Date)

Approval Date:


(Date)



November 27, 2024

Jim Young, P.Eng.
Director Municipal Operation
Municipality of the County of Annapolis
752 St. George Street
Annapolis Royal, NS B0S 1A0

Dear Mr. Young:

RE: *Bridgetown WWTP System Assessment Report Update*

This letter is intended to supplement the previous submission entitled *Bridgetown Wastewater Treatment Plant System Assessment Report*, Project No. 230828.00, dated December 18, 2023.

Background

The Bridgetown Wastewater Treatment Plant (WWTP), located on Washington Street (South of Highway #1), was constructed in the early 1970s to service the community and local distillery (no longer operational). The facility includes two facultative waste stabilization ponds (or lagoon cells), effluent control manhole, chlorination (chlorine gas), chlorine contact chamber, and dechlorination (sulfur dioxide). Treated effluent is discharged to the Annapolis River.

CBCL was previously engaged to complete a system assessment report of the facility to document existing conditions, current state of infrastructure, review the hydraulic/organic capacity, confirm treatment objectives, assess the treatment systems ability to satisfy objectives, identify any operational constraints, as well as any upgrade options required to satisfy objectives or adhere to best practices. The study identified that the facility could benefit from some short/long term improvements. The Municipality has elected to proceed with a series of short-term improvements to address both operational and health & safety concerns. It is understood that the Municipality would like to maximize scope to available capital budget of \$2,000,000.00 + HST. Short-term upgrades include:

- ▶ Flow metering at Washington Street pumping station.
- ▶ Replace gas chlorination/dichlorination system with UV disinfection system.
- ▶ Replace standby generator with permanent exterior arrangement.
- ▶ Address hydraulic grade line concerns.

Short-term Improvements

The primary objective of the short-term improvements is to replace the existing gas chlorination/dechlorination system. It addresses several operational and health & safety concerns. It removes the requirement to transport, store & handle gas cylinders on an ongoing basis and requires considerably less operator intervention.

With respect to hydraulic grade line concerns, provision of an effluent pumping station and/or raising the berm height were considered. Effluent pumping would allow the process building to be located on higher ground to avoid flooding concerns. Similarly, raising the berm height provides for an increase in operating depth, which allows for disinfection infrastructure to be located at a higher elevation. It also provides for a slight increase in Hydraulic Retention Time (HRT) and theoretical service population (based on areal loading rate).

The provision of flow metering at the Washington Street pumping station provides a more accurate representation of daily flows (including seasonal variations) arriving at the treatment facility, while a permanent standby generator provides a safe & reliable back-up power solution.

All of the options presented previously included a new flow meter, UV disinfection building (inc. operator amenities), effluent pumping station, and permanent standby generator. Two different berm height options were presented (raising height by 1.0 m vs. 2.2 m), but both were in excess of the available capital budget.

CBCL reviewed alternate berm height options: (1) Raising the berm height by 0.40 m, and (2) Raising the berm height by 0.75 m. Option 1 was in an effort to maximize scope, while Option 2 was presented for the 1:100-year flood with climate change (year 2050) scenario. High water elevation was derived from available flood line mapping data and should be considered an estimate based on limited information. Table 1 summarizes facultative waste stabilization pond options. Current arrangement is presented for comparison.

Table 1: Summary of Facultative Waste Stabilization Pond Options

Description	Existing Berm Height	Raise Berm Height + 0.40 m	Raise Berm Height + 0.75 m
Side Water Depth (m)	1.52	1.84	2.19
Freeboard (m)	0.91	1.00	1.00
Side Slope	4:1	4:1	4:1
Total Surface Area (m ²) [ha]	43,644 [4.36]	44,563 [4.46]	46,251 [4.63]
Total Volume (m ³)	61,173	74,102	89,993
HRT (d) @ ADF 1,250 m ³ /d	49	59	72
Theoretical Service Pop'n	1,091	1,114	1,156

Increasing the overall surface area of the ponds results in an increase in the theoretical service population (assuming 1 hectare surface area required for each 250 theoretical population), while increasing the operating depth provides for additional HRT (typical design HRT of 25 to 180 days). A minimum of 1.0 m of freeboard was assumed for both options.

Raising the berm height by 0.75 m results in a top of berm elevation just above the estimated high water elevation, while the 1.0 m option presented previously provides approximately 0.30 m above the estimated high water elevation.

Opinion of Probable Costs

This revised opinion of probable costs is presented on the basis of experience, qualifications, and best judgement. It has been prepared in accordance with acceptable principles and practices. Market trends, non-competitive bidding situations, unforeseen labour and material adjustments and the like are beyond the control of CBCL. As such we cannot warrant or guarantee that actual costs will not vary from the opinion provided.

The estimated costs include contingencies for Construction (10%) and Engineering (10%). The Construction Contingency is to allow for the cost of additional work, over and above the original construction contract price. The Engineering Contingency is to allow for technical/management support during the detailed design and construction phases on the project. The estimates exclude taxes. Table 2 summarizes the Class D construction cost estimates by short-term option.

Table 2: Summary of Opinion of Probable Costs by Short-term Option

Description	UV, PS &	UV, PS &
	Berm Ht. + 0.40 m	Berm Ht. + 0.75 m
General Requirements	\$190,200	\$210,100
Site Works	\$719,200	\$908,900
Reinforced Concrete	\$83,000	\$83,000
Masonry & Walls	\$167,400	\$167,400
Metals & Roofing	\$143,400	\$143,400
Building Finishes	\$52,000	\$52,000
Process Equipment Supply	\$220,000	\$220,000
Mechanical (Bldg./Process)	\$155,200	\$155,200
Electrical & Controls	\$271,000	\$271,000
Sub-Total Costs	\$2,001,400	\$2,211,000
Construction (10%)	\$200,100	\$221,100
Engineering (10%)	\$200,100	\$221,100
TOTAL COSTS	\$2,401,600	\$2,653,200

Note: Costs include Washington St. PS flow meter and standby generator.

Option 1 (raising berm height by 0.40 m) maximizes scope to the available capital budget of \$2,000,000.00 + HST, but the Municipality should also consider budgeting for contingencies to cover any unexpected additional costs that may arise during the course of the project. Raising the berm height provides a level of protection against flooding due to peak storms and/or river ice jam (Spring) events. These events have resulted in flooding of the low-lying areas of the WWTP in the past (chlorination/dechlorination, storage, generator, etc.). A minimum additional berm height of 1.0 m would be required for the 1:100-year flood with climate change scenario (year 2050). The year 2100 would require an additional berm height approaching 2.0m, at which point the Municipality should considered converting to an aerated lagoon.

Jim Young, P.Eng.
November 27, 2024

Recommendations

Replacement of the existing gas chlorination/dichlorination should take precedence due to operational and health & safety concerns. The Municipality should budget for contingencies when considering maximizing project scope to available budget.

Please do not hesitate to contact the undersigned with any questions.

Yours very truly,

CBCL Limited

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