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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 11, 2025
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 | 2025-01-14 Regular COTW |
| | 5. | INFORMATION/STAFF REPORTS |
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| 18-75 | 5.5 | IR2025-23 Ecological Forestry Initiative |
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| 130-132 | 5.11 | SR2025-29 Residential Tax Rate Policy |
| 133-139 | 5.12 | SR2025-30 Drinking Water Protection Area Signage |
| | 6. | NEW BUSINESS |
| 140 | 6.1 | Volunteer Selection Committee |
| | 7. | IN-CAMERA |
| | 7.1 | In accordance with Section 22(2)(e) contract negotiations of the Municipal Government Act |
| | 8. | ADJOURNMENT |

Minutes of the regular Committee of the Whole meeting held on Tuesday, January 14, 2025, 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; Planner Jeremy Banks; Director of Planning and Inspection Services Linda Bent; Strategic Initiatives Coordinator Aylssa Blais; Director of Finance Angela Bohaker; Director of Corporate Services / Deputy CAO Dawn Campbell; Director of Community Development Debra Ryan; Communications Coordinator Nadine McCormick; Manager of Information Technology Ben Olsen; Director of Municipal Operations Jim Young and 2 members of the public.

Disclosure of Interest

Deputy Warden Enslow disclosed an interest in item 6.8 Terms of Reference – AC Joint Police Advisory Board as he is an employee of the RCMP.

Deputy Warden Enslow disclosed an interest in item 8.2 In-Camera.

Councillor Parsons-Saltzman disclosed an interest in item 8.2 In-Camera.

Order of the Day

There was unanimous consent to move item 6.8 SR2025-09 Approve Terms of Reference – AC Joint Police Advisory Board to be the first item under Information / Staff Reports.

Minutes

Re: 2024-12-10 Committee of the Whole

Approved, no errors or omissions

Information/Staff Reports

Having previously declared an interest in this item, Deputy Warden Enslow left the meeting at 10:04 a.m. and did not participate in any discussion or subsequent decision.

Re: SR2025-09 Approve Terms of Reference – AC Joint Police Advisory Board

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

Seconded: Councillor Parsons-Saltzman
Motion carried unanimously

Deputy Warden Enslow returned to the meeting at 10:08 a.m.

Re: SR2025-01 Repeal of *Bridgetown Skateboarding Bylaw* and *Bridgetown Smoking Control Bylaw*

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

Moved: Councillor Welch

Seconded: Councillor Agombar

Motion carried unanimously

Re: SR2025-03 Municipal Boundaries

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

After much discussion it was agreed to recommend that staff handle the matter in-house. They asked that mapping be done for 9, 10 and 11 districts. It was the consensus that some sort of educational piece be given. The CAO was directed to bring back the cost of a pin coded survey vs a non-pin coded survey.

Presentation

Re: Rural Communities Foundation of Nova Scotia

Hugh MacKay presented the Rural Communities Foundation of Nova Scotia Dave Gunning Zero Hunger presentation. He asked that we provide individual and corporate awareness and support for the campaign.

Re: SR2025-04 Approve *Policy 125 Climate Change Action Plan Review Committee*

That Municipal Council approve *Policy 125 Climate Change Action Plan Review Committee* as circulated, seven-day notice.

Moved: Councillor Welch

Seconded: Councillor Cranton

Motion carried unanimously

Re: SR2025-05 Approve *Policy 116 Council Procedures and Committees*

That Municipal Council approve *Policy 116 Council Procedures and Committees* as circulated, seven-day notice.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Oxner

Director of Corporate Services Dawn Campbell explained that due to the previous motion to accept the Terms of Reference – AC Joint Police Advisory Board, there need to be a slight revisions in this policy. The Police Advisory Board will be removed from the Standing Committees section and added to the Joint and Regional Committees section. The revised copy will be prepared for inclusion in the council agenda package.

To change Section 6 by changing the meeting time from 10:00 a.m. to 7:00 p.m.

Moved: Councillor Agombar
Seconded: Councillor Longmire

Councillor Agombar withdrew his motion. The seconder agreed.

To change Section 6 by changing the meeting time from 10:00 a.m. to 6:00 p.m.
Moved: Councillor Agombar
Seconded: Councillor Cranton
Motion defeated, 2 in favour

To change Section 7 by changing the meeting time from 10:00 a.m. to 6:00 p.m.
Moved: Deputy Warden Enslow
Seconded: Councillor Longmire
Motion defeated, 4 in favour

Question was called on the original motion
Motion carried unanimously

Re: SR2025-06 Appointment of Jherek Hallett as Development Officer

That Municipal Council appoint Jherek Hallett as Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw.
Moved: Councillor Agombar
Seconded: Councillor Harding
Motion carried unanimously

Re: SR2025-07 Appointment of Jeremy Banks as Development Officer

That Municipal Council appoint Jeremy Banks as Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw.
Moved: Councillor Parsons-Saltzman
Seconded: Councillor Harding
Motion carried unanimously

Re: SR2025-08 Approve *Policy 128 Travel and Expenses*

That Municipal Council approve *Policy 128 Travel and Expenses* as circulated, seven-day notice.
Moved: Deputy Warden Enslow
Seconded: Councillor Welch

To change section 30 on page 87 to indicate claims shall not be paid for expenditures occurring more than 3 months in the past (instead of 6 months).
Moved: Deputy Warden Enslow
Seconded: Councillor Cranton
Motion defeated, 5 in favour

The question was called on the original motion.
Motion carried unanimously

Capitalization of Remembrance Day and Canada Day will be corrected in section 5 and “CAO” and “*or designate*” will be added in section 15.

Re: SR2025-11 Approve Terms of Reference – Glyphosate Ad Hoc Committee

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

Moved: Councillor Welch

Seconded: Councillor Harding

Motion carried unanimously

A recess was called at 12:20 p.m. The meeting resumed at 2:30 p.m. with all councillors present as prior to the recess except Councillor Cranton.

It was agreed by consensus to move all remaining agenda items to the 2025-01-21 Municipal Council agenda.

Adjournment

The Warden declared the meeting adjourned at 2:35 p.m.

Warden

Recording Secretary, Administrative Clerk –
Municipal Clerk Office



COUNTY of ANNAPOLIS
NATURALLY BOGOT

BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: February 11, 2025

Prepared By: Tina Halliday, Admin Clerk Corporate Services

Subject: Recommendations from 2025-01-14 Physician Recruitment & Retention Committee

RECOMMENDATION(S):

1. That Municipal Council approve a grant in the amount of \$10,000 to Dr. Yasmin Sadri Savadjani in accordance with *Policy 108 Medical Recruitment Financial Assistance Program*



COUNTY of ANNAPOLIS
NATURALLY BEGILD

Background - Physician Recruitment & Retention Committee

Discussions about this committee began in 2021 when councillors expressed interest in finding a way to work with the communities to help attract doctors to our area. The first policy establishing this program was approved in autumn 2021. The policy was updated in 2024.

To qualify for a grant (of up to \$10,000) applications must be submitted within 6 months of setting up a full or part-time practice. The applicant must have a minimum three-year return-of-service contract in place with the province. Funding is provided in two installments, one half upon approval of their application and the other one year later.

To-date in 2024-25, 6 applications have been approved. The second installment of these grants will be issued in the next fiscal year. Grants were issued to:

- a local Community Health Centre;
- two nurse practitioners;
- two family physicians; and
- a physician working in both family medicine and addictions.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: February 11, 2025
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2025-21 MUNICIPAL BOUNDARIES
Subject: 2024 NSUARB MUNICIPAL ELECTORAL BOUNDARY APPLICATION
DECISION DIRECTION

REQUEST FOR DIRECTION

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

BACKGROUND

In the early summer of 2023, the Municipality applied to the NSUARB to re-confirm the number of councillors at eleven (11) and to alter the boundaries of the districts. A hearing before the NSUARB was held in the Council Chambers on September 6, 2023, and the Municipality's application was approved with a provision that another public consultation and application take place in 2025.

At the January 14, 2025, Committee of the Whole meeting, Council discussed its requirement to consider further public consultation related to its 2028 municipal electoral boundaries. At this meeting, Council asked staff to cost out a plebiscite type vote using electronic pin voting, along with a public education program. This preliminary review has now taken place, and this report proposes to address that request.

DISCUSSION

Public input on any issue is often difficult with such a large geographic area and varying ways in which residents seek information or choose to engage in public discussions. Some prefer social media, some prefer, print, some prefer radio,

some prefer public meetings, and others prefer other ways or a combination of the aforementioned. Each option comes with costs and time requirements.

A preliminary review of potential plebiscite costs and an education program, along with communications is being proposed based on the following parameters.

Electronic pin voting for up to 15,500 voters for the service and printing and mailing the pin to each elector is estimated at \$51,500.

If in person electronic voting stations are required with an estimate of one per electoral district for two days of voting, including external staffing, training, and hall rentals; this cost is estimated at \$14,200.

One public meeting in each of the current 11 electoral districts with current staff, including rentals, travel and materials, is estimated at \$2,000.

Newspaper ads, Bridgetown Reader ads, Facebook ads, radio ads, and other public communications methods is estimated at \$8,200.

Contracted employees to oversee the phone bank to address public voting questions and voter lists for 10 straight days is estimated at \$4,000.

One-page mailout explaining the issue and public education on council duties and responsibilities, including meeting schedules and costs, along with content writing, printing and mailing is estimated at \$28,900.

The total for this full package, excluding in house staff time and expenses is estimated at \$108,800 plus HST. Council can of course choose all these options or selectively only choose some of these options and create their own advertising and education process.

The costs are based on previous electronic election costs, current advertisement and rental rates, staffing costs, postage rates, etc. The costs also exclude any external consultants to carry out this plebiscite and other than the electronic voting backend piece, this entire process would be conducted using existing municipal staff over a 3–4-month period. If external consultants are used, that cost would be in addition to these costs.

LEGISLATIVE AUTHORITY

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

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

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

Prepared by:

Chris McNeill, Chief Administrative Officer





COUNTY of ANNAPOLIS
NATURALITY BUILT

STAFF REPORT

Report To: Council
Meeting Date: February 11, 2025
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2025-22 Lawrencetown Investments Policy
Subject: **POLICY 133 - Municipal Investments in Lawrencetown**

RECOMMENDATION

That Council of Municipality of the County of Annapolis approve Policy 133 respecting Municipal Investments in Lawrencetown.

BACKGROUND

Over the past number of years, Village of Lawrencetown has come forward to request funding from the Municipality to supplement the funding they receive through their Village area rate each year. In the past, funding has been provided ad hoc for general operating expenses, capital, sidewalks, recreation, as well as funding from the Municipality's allocation of federal gas tax.

Village of Lawrencetown has three full time staff, along with several part-time or seasonal staff and own and manage a water utility, sewer and storm water system, as well as sidewalks and streetlights. They also own several parks and greenspaces including the Lawrencetown Pool which is operated by a separate community organization.

Consideration should be given to formalize this funding agreement so that longer term planning can take place for both the Municipality and the Village, especially when planning for larger capital projects.

DISCUSSION

Based on funding provided in previous years, funding areas that require financial support, and a fair allocation of gas tax funding for the Village infrastructure, Policy 133 was developed to consider the annual allocation of modest funding to support village

operations which are part of Annapolis County geographically and used by our residents, businesses, and visitors.

The proposed policy includes funding for capital improvements to Village infrastructure, funding for sidewalk repairs and upgrades, financial support or recreation facilities and programs, as well as an annual allocation from the Municipality's federal Community Capacity Building Fund (CCBF), formerly referred to as gas tax. The funding areas are similar to what has been provided for previously during different fiscal years and in similar amounts but have been adjusted to better reflect Village needs and flexibility.

The new policy also provides for an accountability process where an annual report of money spent or placed in reserve must be accounted for and a provision for Council to not provide funding in any year where the Village does not follow the policy.

This new policy is a municipal financial matter and it has been prepared to support municipal accountability, in addition to Village needs, and therefore is not simply what the Village is asking for or may desire.

LEGISLATIVE AUTHORITY

Section 31 of the *Municipal Government Act* states that:

- (1) The chief administrative officer shall
 - (a) coordinate and direct the preparation of plans and programs to be submitted to the council for the construction, rehabilitation and maintenance of all municipal property and facilities;
 - (b) ensure that the annual operating and capital budgets are prepared and submitted to the council.

Prepared by:

Chris McNeill, Chief Administrative Officer



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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | POLICY 133 |
| ADMINISTRATION | Municipal Investments in Lawrencetown |

1. GENERAL

This policy is referred to as the "Lawrencetown Investments Policy".

2. AUTHORITY FOR POLICY

Section 65 of the *Municipal Government Act* respecting Authorized Municipal Expenditures.

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. COMMUNITY CAPACITY BUILDING FUND INVESTMENT

The Municipality shall annually contribute an amount to the Village of Lawrencetown for the maintenance, repair, replacement, or addition of eligible items under the Canada / Nova Scotia Community Capacity Building Fund (CCBF) Program within the village. This funding may be held in a reserve account and expended when the required funding is in place to carry out approved capital projects in full. The Village shall ensure that they are familiar with the Program's terms and conditions and all expenditures by them under this funding are eligible costs. Any costs expended that are not eligible shall be funded 100% by the Village.

The amount allocated to the Village of Lawrencetown shall be \$32,000 annually during the term of the CCBF funding program and shall be payable upon receipt by the Municipality.

5. SIDEWALK INVESTMENT

The Municipality shall annually contribute an amount to the Village of Lawrencetown for the maintenance, repair, replacement, or addition of sidewalks within the village. This funding may be held in a reserve account and expended when the required funding is in place to carry out approved projects or maintenance. The investment amount shall be \$10,000 annually, payable prior to September 30th.

6. CAPITAL INVESTMENT

The Municipality shall annually contribute an amount to the Village of Lawrencetown for the maintenance, repair, replacement, or addition of capital assets within the village

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|---|---------------------------------------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | POLICY 133 |
| ADMINISTRATION | Municipal Investments in Lawrencetown |

as defined by Nova Scotia's Financial Reporting and Accounting Manual (FRAM) and Public Sector Accounting Standards (PSAS). This funding may be held in a reserve account and expended when the required funding is in place to carry out approved capital projects. Capital investment funding shall not be used for maintenance but may be used for design work where the capital work is fully funded and approved to begin in the current or next fiscal year. The investment amount shall be \$20,000 annually, payable by September 30th.

7. RECREATION INVESTMENT

The Municipality shall annually contribute an amount to the Village of Lawrencetown for the operation, maintenance, repair, replacement, or addition of parks, playgrounds, pools, fields, trails and other recreational facilities within the village. This funding may be held in a reserve account and expended when the required funding is in place to carry out approved projects or maintenance. The amount shall be \$10,000 annually, payable by June 30th.

8. REPORTING AND ACCOUNTABILITY

Annually, no later than June 30th of the year following funding allocations are given, the Village shall provide a report to the Municipality outlining how the funding provided under this policy was expended, or the amounts and reasons why some were not expended in that year and the balanced in the reserve, or each reserve where multiple reserve are used, and the planned future uses of the funds being held in each reserve, with known timelines.

Should the Village of Lawrencetown not adhere to the terms and conditions of this policy, the Municipality may not make any or all investments under this policy in any given year.

(a) 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 **February 11, 2025**

Council Approval

Municipal Clerk Date
At Annapolis Royal Nova Scotia

January 29, 2025

The Honourable Dave Ritcey
Minister of Communities, Culture, Tourism and Heritage
Department of Communities, Culture, Tourism and Heritage
1741 Brunswick St., 3rd Floor
P.O. Box 456, STN Central
Halifax, NS B3J 2R5

Via email: MIN_CCTH@novascotia.ca

Dear Minister Ritcey,

Congratulations on your election win and on your important appointment to the Communities, Culture, Tourism and Heritage portfolio.

We are writing to you on behalf of our respective councils to request your department's finalization and implementation of a fair and equitable funding formula to support our library system.

On December 11, 2024, elected representatives of all member units of the Annapolis Valley Regional Library (AVRL) (the units from West Hants, Kings and Annapolis counties), met and received an impactful presentation on the state of the vital services provided by AVRL.

As a collective, we were duly impressed by the:

- significant growth in usage over the last three years
- amount and diversity in services being offered
- efficiency improvements being garnered through the creation of the Same Page provincial consortium of libraries and increased access to digital collections; and
- the large number of age groups and newcomers being served

We also heard tangible examples of how the AVRL branches are front and center in our communities, offering services such as rapid testing kits for COVID virus detection, and serving as a referral agency for vulnerable populations.

Unfortunately, as a collective we also heard and are dismayed by the:

- high turnover of staff and the present disparity between the current remuneration levels and a living wage
- unsustainable occurrences of deficit budgeting; and
- the resulting impact that these and other negative factors are having on the volume and reliability of services being offered by AVRL

Mr. Minister, we know you will agree that our province and region is presently in a state of unprecedented transition. We also believe, Mr. Minister that you will agree that many of these impacts couldn't have been planned for, but that our library system is integral in addressing the challenges and benefits our communities are facing.

Many of our municipalities are stepping up with significant capital improvements with respect to physical libraries. Creating modern and accessible libraries and community spaces has been and will continue to be a growing priority.

.../2

The Honourable Dave Ritcey
January 27, 2025
Page 2

We believe that a refreshed funding formula to support a vibrant library system is an important part of the government's plan to grow the population of our province. We would be most appreciative if you would action the vital work your government has been undertaking in modernizing the financial relationship.

Respectfully,

Mayor Dave Corkum
Municipality of the County of Kings
mayor.corkum@countyofkings.ca

Mayor Andrew Zebian
Town of Kentville
azebian@kentville.ca

Mayor Mike Trinacty
Town of Berwick
mayor@berwick.ca

Mayor Jodi MacKay
Town of Wolfville
jmackay@wolfville.ca

Mayor Abraham Zebian
West Hants Regional Municipality
mayor.zebian@westhants.ca

Warden Diane LeBlanc
Municipality of the County of Annapolis
dleblanc@annapoliscounty.ca

Mayor Gail Smith
Town of Middleton
gsmith@town.middleton.ns.ca

Mayor Amery Boyer
Town of Annapolis Royal
mayorboyer@annapolisroyal.com

- c. The Honourable Tim Houston, Premier
Christopher Shore, Deputy Minister of Communities, Culture, Tourism and Heritage
Stephanie Smith, Executive Director, Archives, Libraries and Museums, Dept of
Communities, Culture, Tourism and Heritage
Lynn Somers, Director, Nova Scotia Provincial Library, Dept of Communities,
Culture, Tourism and Heritage



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: February 11, 2025
Prepared By: Alyssa Blais, Strategic Initiatives Coordinator
Report Number: IR2025-23 Ecological Forestry Initiative
Subject: Ecological Forestry Initiative – Graywood Woodlot

REQUEST FOR DIRECTION

Staff are requesting direction from Council on the next steps for the ecological forestry initiative. Approval is required to proceed with a full pre-harvest assessment to refine further recommendations. This comprehensive assessment will include evaluating species composition, soil conditions, and identifying potential sensitive sites to guide informed decision-making. If Council decides to proceed, the assessment will cost \$1500 + HST. The estimated cost will be taken from the forestry reserve fund, which amounts to approximately \$5,227.

LEGISLATIVE AUTHORITY

Not Applicable

BACKGROUND

On May 21, 2024, Council recommended further development of ecological forestry initiatives at the Graywood site and neighbouring County-owned lands (PIDs 05091152, 05091178 & 05091335). This initiative aligns with the County's commitment to sustainable land management and responsible forestry practices.

Pursuant to this recommendation, Council passed **Motion 240521.14**, approving the continuation of the ecological forestry initiative on the Graywood location (PID 05091152) and neighbouring lots owned by the County.

To support this effort, Western Woodlot Services Cooperative (WWSC) was hired to perform an initial analysis, review the 2013 Forest Management Plan, and conduct a site visit to assess potential harvest opportunities. The results from this initial analysis will be used to develop a detailed harvest proposal and operational plan.

About Western Woodlot Services Cooperative (WWSC): WWSC is a not-for-profit organization owned and operated by woodlot owners in western Nova Scotia. The cooperative provides management and marketing services to help woodlot owners sustain long-term forest health while achieving economic returns. WWSC works with trusted, experienced contractors to implement responsible forestry practices that align with ecological and community values.

Past Forestry Activities at Graywood: Previous thinning operations were conducted in late 2023 to early 2024, focusing on ecological thinning and selection management across 7.61 hectares. Revenue generated from past harvests totalled \$9,042, while costs expended were approximately \$3,815.

DISCUSSION

WWSC has completed an initial analysis of the Graywood woodlot. The Management Plan Review indicates that 89 hectares (219 acres) were identified for further ecological forestry investigations, with 36 hectares (89 acres) prioritized for potential harvest in 2025. Field visit findings highlighted opportunities for commercial thinning and selection management to improve forest health, alongside adjustments to original 2013 recommendations based on current soil conditions. Proposed treatments include thinning and selection management, with an estimated 30% removal of basal area, focusing on red spruce and white pine for various harvest products. Operational considerations emphasize the need for constructing access improvements and a new forest road to facilitate harvesting, pending a cost-benefit analysis before any construction recommendations.

Council's decision will determine the next steps in advancing the ecological forestry initiative at the Graywood site. A further report detailing refined operational plans, financial projections, and environmental considerations will be presented upon completion of the next assessment phase.

FINANCIAL IMPLICATIONS

The total cost of the full pre-harvest assessment is \$1,500 plus HST, which will be deducted from the forestry reserve fund of \$5,227.

ATTACHMENTS

WWSC Initial Analysis Report (December 2024)
2013 Forest Management Plan Summary

Prepared by: Alyssa Blais

Approved by:


Chris McNeill
Chief Administrative Officer

Approval Date:



**Summary of initial analysis, management plan review and site visit for
additional ecological forestry activity of County of Annapolis Graywood
Property**

(PIDs 05091152, 05091178, 05091335)

Completed by Andrew Oliver, RPF
Staff Forester
Western Woodlot Services Cooperative Ltd.
December 13, 2024

1. Introduction

This document provides a summary of an initial analysis that was completed by the Western Woodlot Services Cooperative Ltd. (WWSC) on lands owned by the Municipality of the County of Annapolis located in Graywood, Nova Scotia. This initial analysis will be used to identify future work areas for ecologically-based forest harvesting activities similar to the work that was completed in early 2024 in partnership with WWSC on the Graywood property.

Please see Appendix 1 for a map titled “2023 Completed Harvest and 2024 Potential Work Areas” that shows location of work area completed in late 2023-early 2024 as well as a general area within the Graywood properties that was evaluated for future work as part of this analysis.

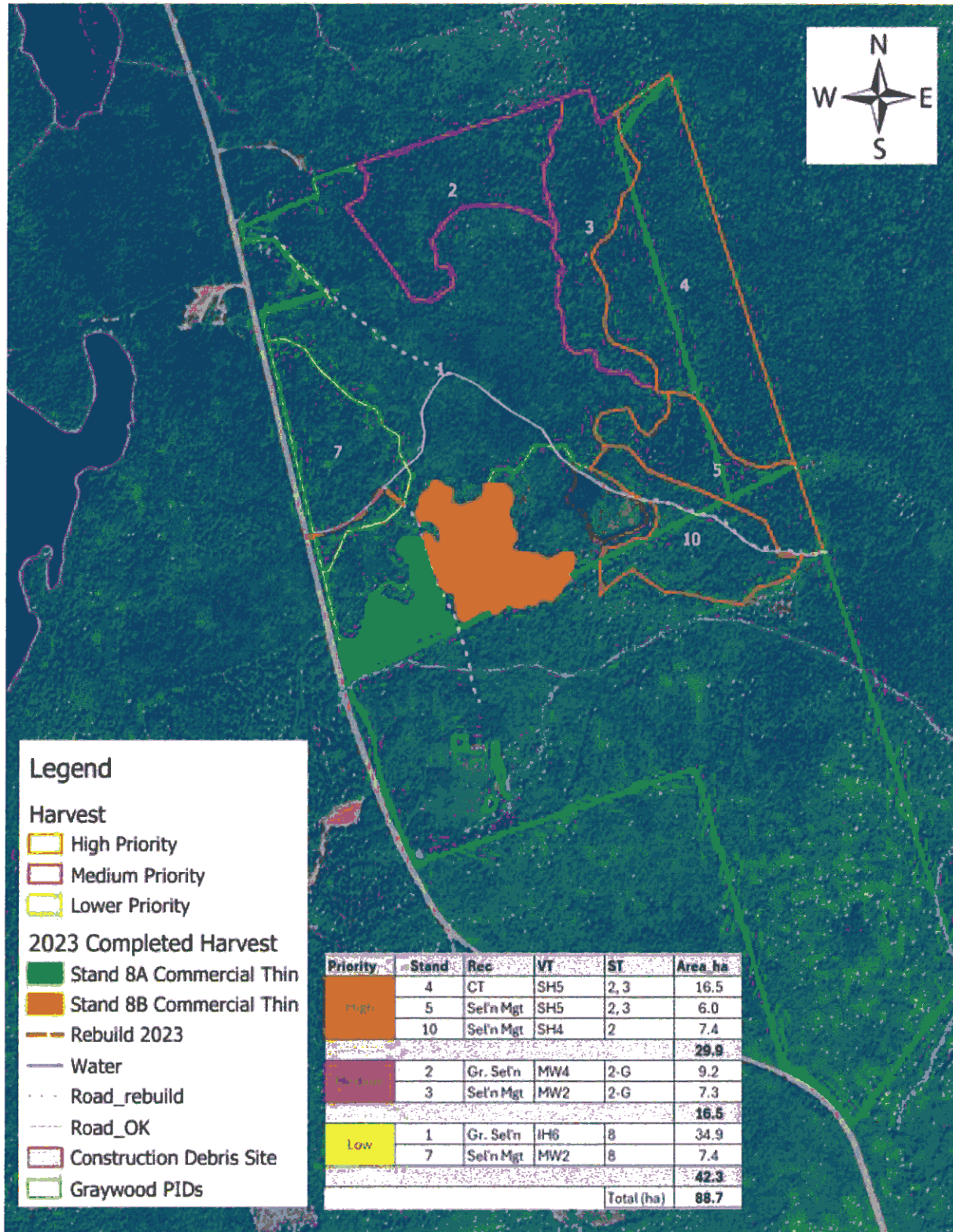
2. Forest Management Plan Review

In order to complete this initial analysis, a review of an existing Forest Management Plan (Woodlot Management Plan #1181) for the Graywood property that was written in 2013 through the Federation of Nova Scotia Woodlot Owners (FNSWO) by Tom Berry of Teaberry Forest Consulting was undertaken. Recommended activities in the 2013 management plan were reviewed and this information was used to prioritize areas of focus for the next phase of forestry work on the Graywood property. Operational considerations such as presence of watercourses, challenging terrain, and ecologically or environmentally sensitive sites noted in the management plan will be incorporated into the planning and operational implementation of future forest management activities.

Following a management plan review and desktop analysis using GIS (geographic information systems), a table and corresponding map was created which details forest stands and recommended treatments in terms of priority for the next phase of forest operations on the Graywood property. Predicted Forest Ecosystem Classification (FEC) soil types and vegetation types for each stand and approximate area are also listed. Approximately 89 hectares (219 acres) were identified for further investigation based on priority rankings from the 2013 forest management plan.

Table 1. Priority Stands and Treatments from 2013 Plan, MOCA Graywood Property

| Priority | Stand | 2013 Rec'd Treatment | Veg Type | Soil Type | Area_ha |
|----------|-------|----------------------|----------|------------|-------------|
| High | 4 | Commercial Thinning | SH5 | 2, 3 | 16.5 |
| | 5 | Selection Management | SH5 | 2, 3 | 6.0 |
| | 10 | Selection Management | SH4 | 2 | 7.4 |
| | | | | | 29.9 |
| Medium | 2 | Group Selection | MW4 | 2-G | 9.2 |
| | 3 | Selection Management | MW2 | 2-G | 7.3 |
| | | | | | 16.5 |
| Low | 1 | Group Selection | IH6 | 8 | 34.9 |
| | 7 | Selection Management | MW2 | 8 | 7.4 |
| | | | | | 42.3 |
| | | | | Total (ha) | 88.7 |



Map 1. Treatment Priority Map based on 2013 Management Plan, MOCA Graywood Property

A brief description of forestry treatments recommended in the 2013 Forest management plan are described below:

Commercial Thinning - Commercial thinning is a stand improvement treatment that aims to increase the growing space for desired trees, while removing lower-quality, less desirable trees in the stand. Commercial thinnings are undertaken in mature stands, which have reached a point where too many trees are competing for the same light and nutrients and beginning to decline because of competition.

Selection Management- Selection harvesting is a type of uneven-aged management which involves continuous, small-scale cuts which never completely removes the canopy. The purpose of a selection system is to remove lower quality trees (both immature and mature) while enhancing the growth of the remaining trees and creating space for new trees to establish. Selection harvesting can be considered both a tending treatment, and a regeneration treatment depending on the condition of the forest.

Several types of selection harvesting exist, such as individual and group selection, and can be done in conjunction. Through this type of harvest treatment, diverse mixtures of species and development stages can be maintained in a forest stand. This can also generate continuous, long-term harvest opportunities.

For both harvest systems, 30% of the basal area of the stand is typically removed and products harvested that have commercial value can be sold to existing forest product markets. (Trees, or stands of trees, which have commercial value are often referred to as containing “merchantable volume”).

3. Initial Site Visit

With priority areas broadly identified following the management plan review and desktop analysis, an initial field visit of the priority areas took place on December 2, 2024. The purpose of this field visit was to perform a reconnaissance of the potential sites identified to inform the development of a plan for the next phase of work on the Graywood property. This initial field visit also provided an opportunity to observe and note any changes to the conditions of the stands that have occurred since the forest management plan was written in 2013 and verify if recommendations made in the previous plan are still applicable at present time. Field verification also allows for improved delineation on the ground of recommended treatment areas that were identified during the desktop analysis. Items of operational importance such as condition of existing roads, old trails, unmapped watercourses and boundary lines were also noted during the site visit and field data collected during the field visit was saved to inform future planning and operational decisions.

*Please note that a full operational pre-harvest field assessment was not completed during this initial site visit. This next phase of planning will commence once this summary of initial analysis activities is reviewed with County of Annapolis staff by WWSC and opportunity for feedback is presented.

Findings of Initial Site Visit

Treatment Areas

Approximately 36.0 hectares (89 acres) were identified for potential forestry activity following an initial field visit to the Graywood site. The areas identified for treatment are primarily located on the eastern portion of the Graywood properties within Stands 3, 4, 5 and 10 from the 2013 management plan. Table 2 below lists the areas identified for 2025 Potential Treatment activity with their associated recommended activity and treatment year from the 2013 management plan.

Table 2. 2013 Recommendations and 2025 Potential Treatments, MOCA Graywood Property

| 2013 Mgt Plan Stand # | 2013 Mgt. Plan Rec'd Treatment (Year) | Potential Treatment 2025 | Area (ha) | Area (ac) |
|-----------------------|--|---------------------------------|-------------|-------------|
| 3, 4, 5 | Comm. Thinning / Sel'n Management (2015, 2018, 2014) | SW Comm. Thin | 27.0 | 66.7 |
| 10 | Sel'n Management (2014) | SW Selection Management | 5.6 | 13.9 |
| 10 | Sel'n Management (2014) | SW Comm. Thin (Dry-Frozen Only) | 3.3 | 8.1 |
| | | | 35.9 | 88.8 |

In some cases, stands and recommendations from the 2013 management plan were grouped together or modified based on field observations made during the December 2024 site visit (For example, the southern portion of stand 10 was found to be imperfectly drained and have the presence of more sensitive soils so was delineated out from the larger area of Stand 10 identified in the 2013 management plan).

Recommended treatments at this point in time are based on observations made during the initial walk through conducted during the field visit and may change as more comprehensive inventory information is collected for each stand in question. In general terms, all work completed will follow principles of ecological forestry that aims to promote the long term ecological health and diversity of forests as the primary objective of forest management.

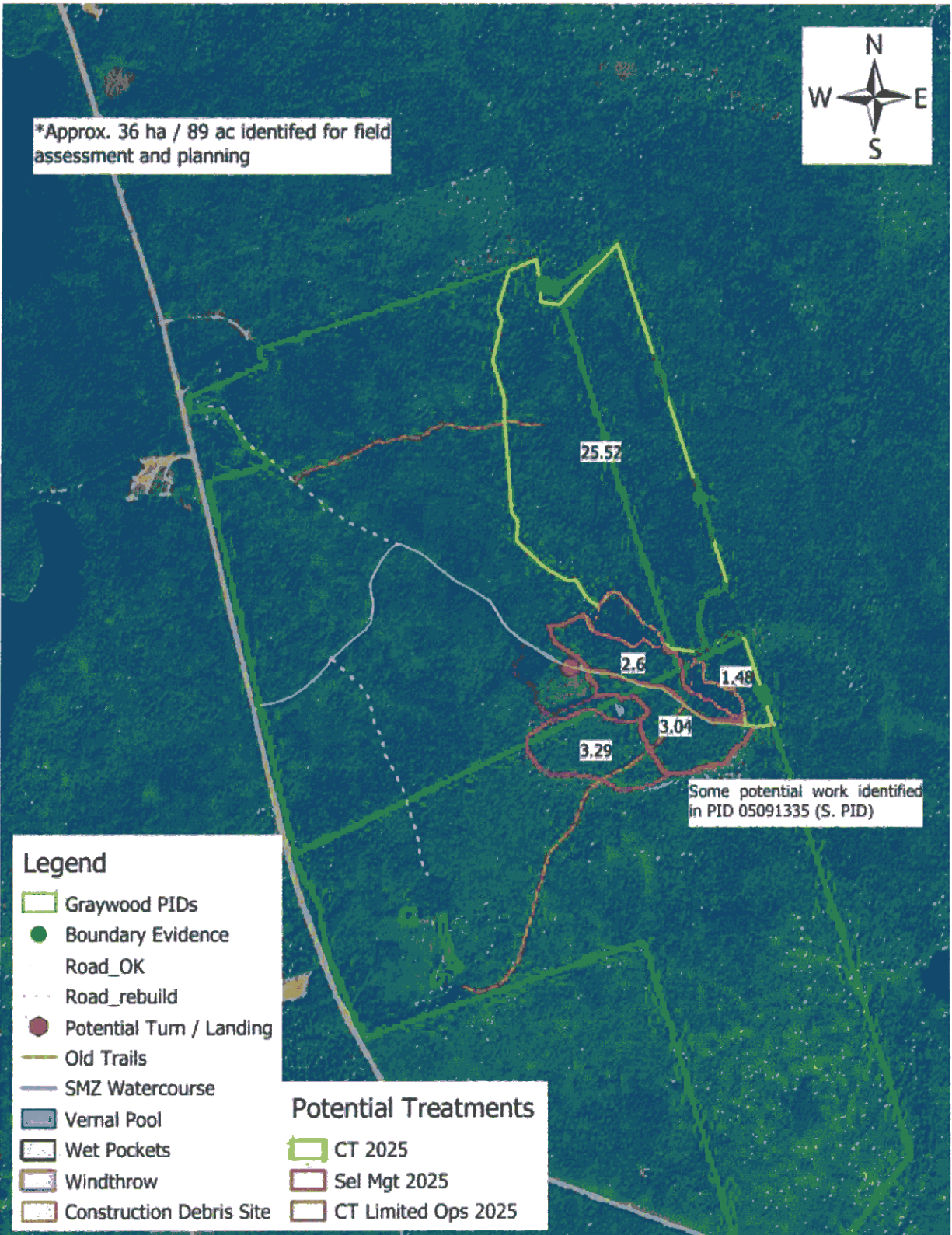
Additional information for treatment areas identified is summarized in Table 3 below. Information on estimated basal area removal within the defined treatment area, leading species and expected forest products to result from harvesting are summarized. More detailed information in terms of wood volume, expected stumpage revenues and other operational considerations will be determined once a full pre-harvest assessment is completed of the potential treatment areas identified.

Table 3. Additional information on 2025 Potential Treatments, MOCA Graywood Property

| Potential Treatment 2025 | Est. Removal % | Leading Species | Expected Products | Area (ha) | Area (ac) |
|---------------------------------|----------------|-------------------------------|---|-------------|-------------|
| SW Comm. Thin | 30 | Red Spruce | Sp studwood , Sp pulp, Hw firewood | 27.0 | 66.7 |
| SW Selection Management | 30 | White Pine 65% Red Spruce 35% | WP logs, Sp logs, Sp studs, SW pulp | 5.6 | 13.9 |
| SW Comm. Thin (Dry-Frozen Only) | 30 | Red Spruce | Sp logs, Sp studs, SW pulp, HW firewood | 3.3 | 8.1 |
| | | | | 35.9 | 88.8 |

Map 2 (Initial Operations Planning Map) details the location of potential treatment areas within the Graywood property. Field information of operational significance such as potential turnaround locations, boundary line evidence, windthrow locations, trail locations, vernal pools and wet pockets are also shown on map.

Please note that some potential work was identified in the northeast corner of PID 05091335. Only PID's 05091152 and 05091178 were identified in the initial potential work area map that was sent to the County in summer 2024. Please notify WWSC staff if working in this additional PID is an issue.



Map 2. Initial Operations Planning Map, MOCA Graywood Property

Access Considerations

A Class D forestry access road enters the Graywood property from a gated access point off of Highway 8. The road is in good condition and provides reasonable access to the work areas identified in this document. At present, there is not a suitable turnaround location for logging trucks located in the general vicinity of the work area identified.

Location of Truck Turnaround/Landing Area

During the initial site visit it was noted that a suitable location to construct a large landing/truck turnaround would be on the area identified as a decommissioned "Construction Debris Site" (Stand 18 in the 2012 management plan). This stand was previously cleared and is now starting to regenerate heavily to sapling stage white pine regeneration but could be cleared to make a forestry landing area/turnaround and is in close vicinity to priority treatment areas identified.

The cost of constructing landing/turnaround (if deemed necessary) will be provided to the County and any related work will only commence with full approval and consent granted.

****Please note that in the 2013 Forest Management Plan, the Construction Debris Site in Stand 18 (as well as Incinerator Site in Stand 19) were designated as being reserved from forest management use and that "no forestry related activities will occur on these sites".***

If any forestry work is to occur on or in the vicinity of these locations, further investigation will be required to determine if 2013 management plan designations restricting forestry activity are still relevant at present time.

Requirement for New Road Construction

There may be a requirement/recommendation to construct a new forest access road to support future forestry operations on the Graywood property. Costs and benefits associated with any new road construction associated with recommended forest management activities will be determined once full harvest and operational assessment is complete.

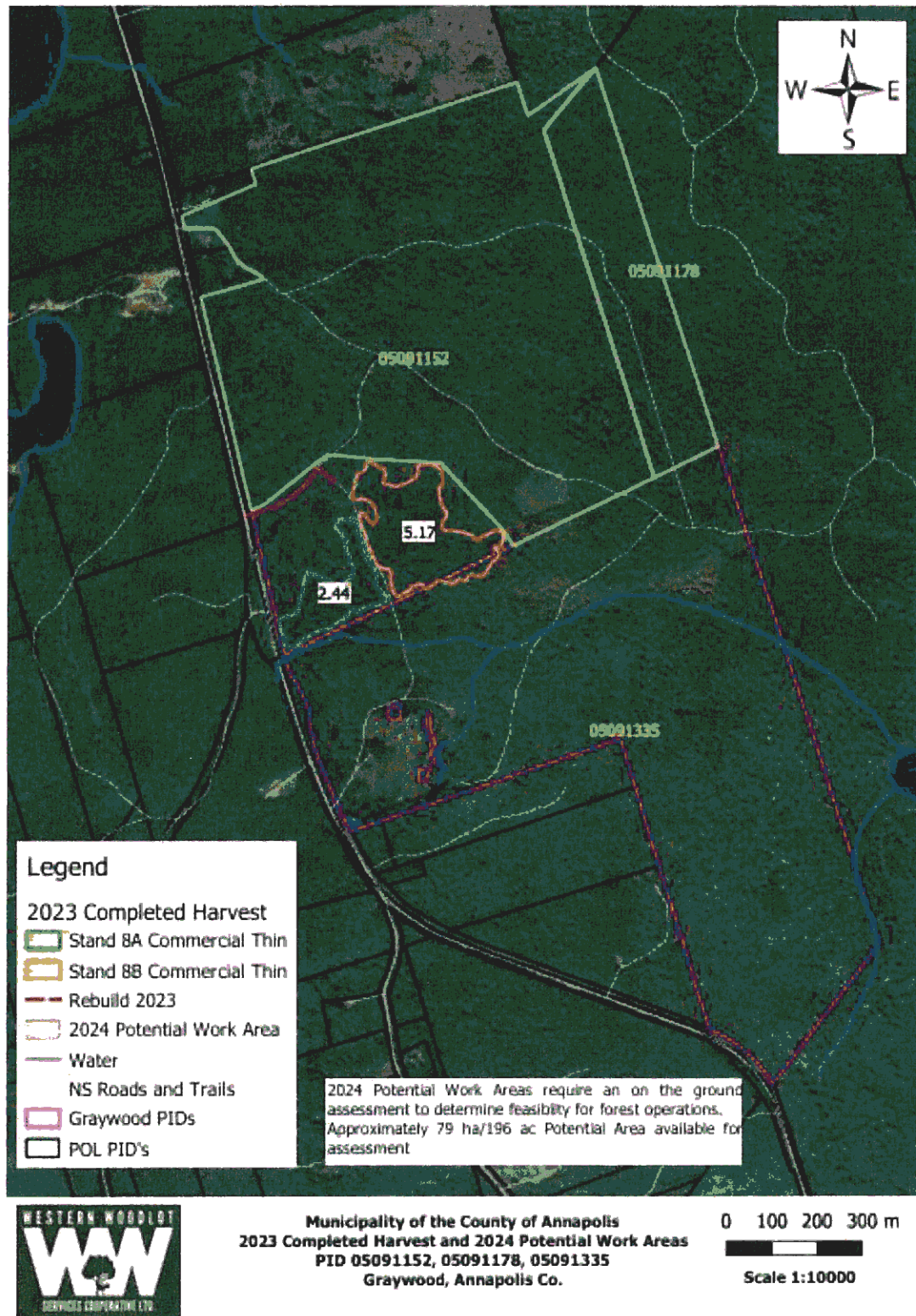
4. Conclusion and Next Steps

This concludes the summary of the initial analysis, management plan review and site visit to identify potential areas for additional harvest area activity on lands owned by the County of Annapolis in Graywood.

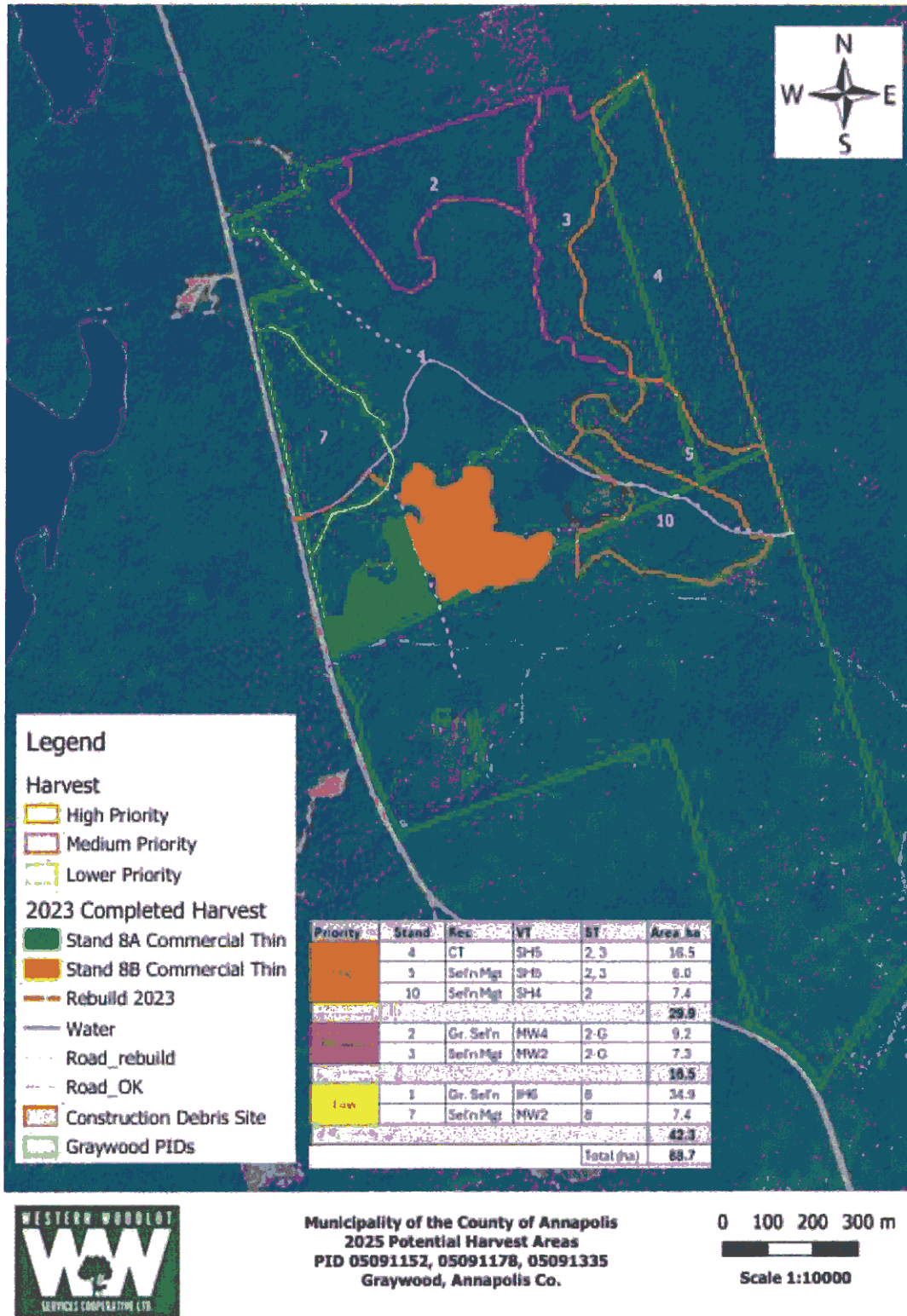
Please take the time to review the information summarized in this report and contact WWSC with any questions you may have and we can further discuss next steps in relation to this project.

In closing, WWSC appreciates this opportunity to partner with the County of Annapolis to continue to showcase the benefits of ecologically-based forest management on the Graywood property.

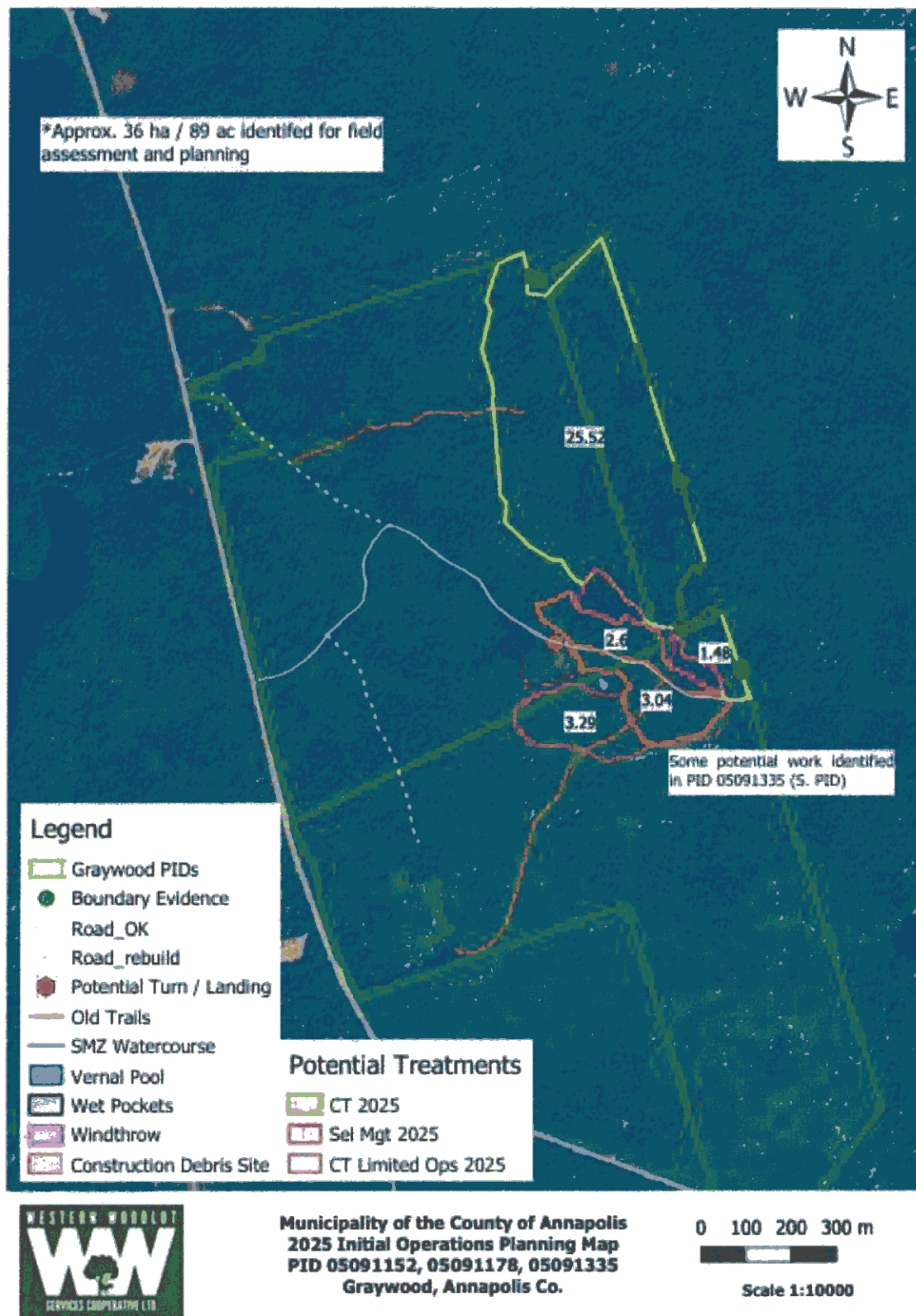
APPENDICES



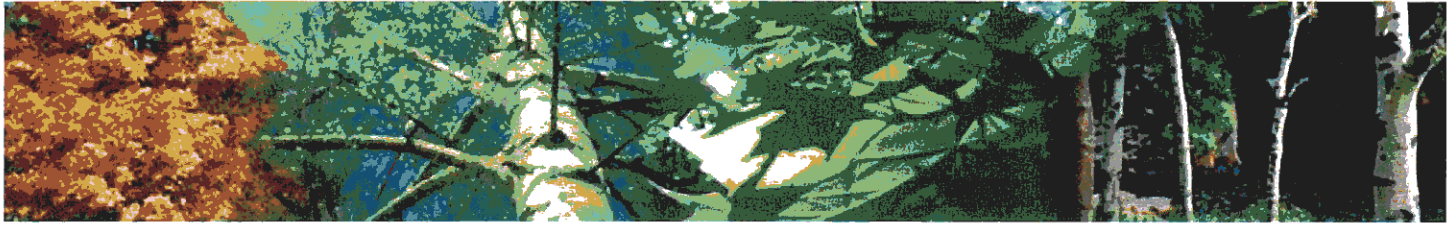
Appendix 1. 2023 Completed Harvest and 2024 Potential Work Areas Map, MOCA Graywood property



Appendix 2. Treatment Priority Map based on 2013 Management Plan, MOCA Graywood Property



Appendix 3. Initial Operations Planning Map, MOCA Graywood property



**Federation of Nova Scotia Woodland Owners
&
Mersey Tobeatic Research Institute
FSC Woodlot Certification Program**

WOODLOT MANAGEMENT PLAN # 1181



**Prepared for
Municipality of the County of Annapolis**

**Prepared by
Teaberry Forest Consulting
Tom Berry**

October 18, 2013

We, the Municipality of the County of Annapolis:

- Endorse the Principles and Criteria of the FSC and the Maritime SLIMF Standard (2008)
- Have reviewed this plan
- Agree to manage the woodlands covered by this plan for a period of 10-years
- Agree, to the best of my ability, to implement the recommendations made in this plan
- Understand that this plan needs to be reviewed and revised within 5-years of signing

I, the woodlot management planner:

- Have reviewed the contents of this plan with woodlot owner
- Assure the recommendations in the plan were made to meet FSC requirements

Woodlot Owner(s)

Date

Woodlot Management Planner

Date

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1. INTRODUCTION

1.1 Landowner Information:

Name(s) Municipality of the County of Annapolis

Address: PO Box 100, 752 St. George Street, Annapolis Royal, N.S. B0S 1A0

Telephone: Cody Joudry @ 902-532-1445 cell: 902-526-2590

Email: cjoudry@annapoliscounty.ca

1.2 Management Planner Information:

Name: Tom Berry

Organization/Company: Teaberry Forest Consulting

Address: 2530 Perotte Rd., RR#1, Annapolis Royal, N.S. B0S 1A0

Contact Info: Phone: 532-2995 email: trberry@eastlink.ca

Describe credentials: Forest Technician

1.3 Area of Woodlot:

The Property consists of: 126.64 ha (312.8 acres) of woodland and 152.09 ha (375.7 acres) in total.

1.4 Location of Woodlot: Highway # 8, Graywood, Annapolis County, N.S.

Property Identification Number: 05091335, 05091152, 05091178

See woodlot location map in **Appendix IV**

1.5 The primary purpose of the Woodlot: a source of wood products.

1.6 Strategies for Meeting Management Objectives, *Table 1*

| Landowner Objectives | Strategy to Implement | Target Treatment/Timing |
|--|--|--|
| 1. Increase amount of shade tolerant species | Use harvest techniques that promote natural regen of preferred species | Group selection, commercial thinning and unevenaged management have been recommended |
| 2. Maintain boundary lines. | Renew by brushing out and reblazing. | Prior to harvest . |
| 3. Maintain roads. | a. Gravel existing road. b. Construct new road. | a. As required. b. Access for stands #12,13,14 and 15 |
| 4. Enhance wildlife habitats. | Maintain species diversity. | Shelterwood harvest and unevenaged management. have been recommended |

For full listing of stand-level recommended treatments, see the recommended treatment map in **Appendix IV**. For treatment implementation timing and priority, see the 10-Year Operating plan in **Appendix V**.

1.7 Current uses for the woodlot include:

1. Woodland buffer for two environmentally sensitive sites:

Stand # 18, Disposal site = 9.18Ha (22.7 acres).

Stand # 19, Incinerator site = 16.27Ha (40.2 acres).

Forecasted uses for the woodlot include:

1. Woodland buffer for two environmentally sensitive sites:

Stand # 18, Disposal site = 9.18Ha (22.7 acres).

Stand # 19, Incinerator site = 16.27Ha (40.2 acres).

2. Sustainable harvest of wood products in stands # 1 – 10, 12 - 15.
3. Potential uses for the public.
4. Wildlife habitat.

1.8 Socioeconomic Conditions:

Annapolis County is located in western Nova Scotia and at the present time sawlog markets are limited to only one option – Freeman's Lumber. Abitibi Bowater Ltd closed on June 15, 2012. Two other large mills have closed in recent years. Prices remain fairly low for the producer. Funding for Silviculture work is available, inconsistently, through the Association for Sustainable Forestry. Silviculture funding has recently become available, through the Federation of Nova Scotia Woodland Owners, exclusively for certified woodlots. Availability of small contractors to do work (harvesting and silviculture) on private woodlots is always a challenge in this area.

1.9 Commitment to Sustainable Forest Management:

Management recommendations for this woodlot were developed to meet the Principles and Criteria of the Forest Stewardship Council (FSC) of Canada's Maritimes Standard for Small and Low Intensity Forests. This plan was designed to cover a 10-year period, with a 5-year review, but management strategies should consider an ecological timeframe of 100+ years.

Resulting management activities shall be implemented in compliance with applicable legislation, based on Nova Scotia's Best Management Practices, and with a commitment to long-term, ecologically sustainable forest management. The primary goal of this program is to manage forests in a way that restores, maintains or enhances conditions found in healthy Acadian Forests.

The FNSWO will provide encouragement and education to landowners to help them achieve their specific objectives, while developing strategies that consider long-term forest health. The latest understanding of forest ecosystem dynamics has been used in developing this plan. Recommendations were given to help achieve the specific objectives of the woodlot owner. However, because of the diverse factors affecting forest development, the plan writer can assume no liability for future forest conditions.

2. GENERAL PROPERTY DESCRIPTION

2.1 Ecological Landscape Classification and Positioning:

The woodlot is part of Nova Scotia's Western Ecoregion, the South Mountain Ecodistrict(s) and Ecosection(s). See Ecosection Map of Woodlot in **Appendix IV** Information from the provincial "Ecological Land Classification for Nova Scotia" pertinent to the woodlot can be found in **Appendix VI**

2.2 Property Title:

A copy of the deed(s) to the property is attached in **Appendix I**

2.3 Woodlot Description:

1. Forest Lands vs. Other Land Uses

Two sites have been reserved from this FSC management plan.

No forestry related activities will occur on these sites.

Stand # 18, Disposal site = 9.18Ha (22.7 acres).

Stand # 19, Incinerator site = 16.27Ha (40.2 acres).

All other stands (#1-17) are considered to be forest land.

2. Species Distribution

The primary softwood species on the lot are:

Red and white spruce, balsam fir, white pine, and eastern hemlock.

The primary hardwood species are:

Red, striped and sugar maple, white and yellow birch, red oak, largetooth aspen, beech and white ash.

See stand information table in **Appendix IV**

3. Age Structure and Distribution

Stands # 3, 5, 7, 9, 12, 13, 14 and 15 are unevenaged.

Stand # 10 is mature. All other stands are immature.

See stand information table in **Appendix IV**.

4. Current Acadian Forest Attributes

Many stands are unevenaged with shade tolerant species.

The **Acadian forests** are a [temperate broadleaf and mixed forest ecoregion](#) that includes a variety of habitats on the hills, mountains and plateaus of [New England](#) in the northeast [United States](#) and [Quebec](#) and the [Maritime Provinces](#) of eastern Canada.^[2]

5. Wetlands/ Bogs/ Streams

Stands # 11, 16 and 17 are wetlands. A brook flows through stands # 9, 11, 12 and 15.

6. NS Soil Series and FEC Forest Soil Types Distribution, Table 2

| NS Soil Series Mapping | NS FEC Forest Soil Type (ST) | Wetter ST found on lower slopes | Drier ST found on upper slopes | Stands where ST was found |
|------------------------|------------------------------|---------------------------------|--------------------------------|---------------------------|
| Gibraltar | 8 | 9 | N/A | 1,7 |
| Gibraltar | 2G | 3 | 1 | 2,3,4,6,8 |
| Gibraltar | 2/3 | 3 | 1 | 5,12,15 |
| Gibraltar | 14/4 | N/A | N/A | 9 |
| Gibraltar | 2 | 3 | 1 | 10,13,14 |

7. Topographic Features

- a. **Slope:** Steep slopes in stand # 15.
- b. **Aspect:** Variable.
- c. **Elevation:** 430 - 560 feet above sea level
- d. **Drainage:** Most stands are well drained with the exception of stands # 9, 11, 16 and 17.

8. Roads, Trails, Access and Infrastructure

A "D" class road provides access to the majority of recommended treatment areas. This road has a locked gate on Highway # 8. An additional "D" class road, that has been decommissioned, was used in the past to provide access between the construction debris site (stand # 18) and the incinerator site (stand #19). A proposed road could provide access to stands # 12, 13, 14 and 15. Numerous old trails could be used for wood extraction.

9. Protected Areas

Special Management Zones (SMZ) are recommended in stands # 9, 10, 11 and 12.

See Section 7. "WILDLIFE HABITAT AND WATERCOURSE PROTECTION REGULATIONS".

10. High Conservation Value Forests (HCVF,) Table 3 – **Not Applicable**

Principle 9 of the FSC focuses on HCVF. This includes identification, assessment for particular values with consultation from experts, documented strategies for maintenance and enhancement, specific measures for management, and annual monitoring to assess effectiveness of conservation measures. If applicable to your woodlot, full HCVF assessment, consultation and management documents can be found in **Appendix X**.

11. Landscape Aesthetic Considerations

All recommendations in this forest management plan are for selection harvests.

12. Landscape Connectivity Opportunities

The Mersey Tobeatic Research Institute (MTRI) is working with woodlot owners to protect endangered species in the area. MTRI is also working in partnership with the Nova Forest Alliance (NFA) and Parks Canada (Kejimikujik National Park and National Historic Site) on habitat connectivity for species at risk and critical wildlife habitat within the Southwest Nova Biosphere Reserve.

2.4 Property Boundary Lines

All boundary lines appear to be well marked with the exception of the west line in stands # 14 and 15 (625 meters in length) . No evidence of this line was found in the field. The adjacent landowner, Cecil Harnish, has a line marked on the ground that is not in agreement with the Pid map. No harvest work is being recommended in stands # 14 and 15. This area has been labeled "Area of Possible Boundary Dispute" on the woodlot map. The east line borders on crown lands. The north and south lines border on private lands.

2.5 Land History

The Municipality of the County of Annapolis purchased these woodlands, adjacent to their disposal sites, as a buffer for these environmentally sensitive sites. In 1971 the County purchased the southern portion from Herbert Cassidy. Aerial photography from 1987 (see Appendix III) indicates that no recent harvest work had been carried out at that time. In 1991 the County purchased the northern portion from Walter Charlton. Aerial photography from 1987 indicates extensive harvest work being carried out at that time.

2.6 Challenges and Opportunities

Challenges: Balancing the protection of environmentally sensitive sites in stands # 18 and 19 with forestry, recreation and traditional uses is the largest challenge in regards managing these woodlands.

Opportunities: Acadian forest attributes are well represented in most stands. Selection harvest work could increase shade tolerant species represented on these sites.

2.7 Significant Habitats and Species-at-Risk

Determined by:

- a) On-site observation by Forest Manager at time of plan development
No observations during cruise
- b) Discussion with landowner
No historical observations made by landowner or other users
- c) Significant Habitat and Species-at-Risk on line viewer map
AP1 Other Habitat 2.0 km from woodlot location. Not of concern.
- d) Notes from local DNR wildlife biologist

If applicable to your woodlot, maps of identified habitat and species distribution features can be found in **Appendix IV**.

3. FOREST MANAGEMENT STRATEGY

This section outlines the woodlot owner's general strategy towards forest management. Many factors contribute to the selection of site-specific management techniques. The FSC Standard and the FNSWO/MTRI have identified a set of minimum forest management requirements to ensure sustainable practices are employed during management activities. The FSC Maritime Standard requires forest management regimes that maintain, enhance or restore ecological functions and values, consistent with natural succession and disturbance patterns of the Acadian Forest. To guide the landowner's strategy toward achieving this overarching goal, each heading below is followed by key points that should be included in all management activities on FSC group-certified woodlots. The landowner's individual strategies are documented below these points.

3.1 Harvesting

- Protection of wildlife, habitat, watercourses and protected areas
- Minimize risk of fire and mechanical damage area in operation
- Harvest treatments prescribed as appropriate to stand conditions, and promote rapid and healthy natural regeneration
- Harvest designed to mimic historic local patterns of natural variability of ecological structures and functions on the site and surrounding landscape, including: a mixture of tree species, ages, diameters and height distributions; stand types; successional stages; natural range of canopy closure; maintenance of standing (snags) and fallen dead wood (coarse-woody debris); and natural disturbance regime appropriate to the ecosite

- Harvesting restricted in HCVF and other protected areas
- Consider landscape impacts of the proposed harvest
- Utilize all harvested forest products to their full potential
- Utilize properly trained, competent and insured contractors
- Hire contractors and/or workers from the local area when possible
- Utilize equipment appropriate to site and prescription, time the operation to take best advantage of markets, and minimize environmental impact
- Logging debris retained and distributed to promote soil and tree productivity
- A local contractor could be hired to carry out all harvest work.

3.2 Silviculture

- Protect wildlife habitat, watercourses and protected areas
- Minimize risk of fire and mechanical damage area in operation
- Silviculture treatments prescribed as appropriate to stand conditions, and promote growth of Acadian forest species
- Natural diversity and distribution of species and structures maintained
- Promptly regenerate harvested sites with appropriate species for site
- Limit herbicide use to control competing vegetation (see 3.7)
- A local contractor could be hired to carry out all silviculture work.

3.3 Protected Areas

- Protected areas will be established on sites containing species-at-risk, significant habitat, watercourses, wetlands, identified heritage/ cultural sites as required by applicable legislation
- Ecologically unique sites (HCVF) or features within a defined woodlot must be maintained or enhanced for biodiversity
- Cultural, historical, archaeological, or other special features protected (see 2.7)

3.4 Wildlife Management

- Maintain features used by wildlife during management activities, main tree features to consider: mast-producers, berry-producers, fruit-bearers, shrubs, large-diameter snags, under-represented species
- Maintain or develop a mixture of age classes and successional stages
- Protect watercourses, riparian zones, wetlands, vernal pools, identified critical habitats (deer wintering yards, raptor nest sites, large cavity trees, old-growth)
- Adjust management activities to promote habitat for identified resident species
- A local person has been, carrying out guiding and trapping on these lands. Regular communication with this individual should be carried out during all forestry activities to avoid potential conflicts.

3.5 Access for Recreation

- Establishing and maintaining suitable access is paramount to woodlot management and recreation
- Recreational features should be protected during operations
- Multiple benefits from the forest for present and future use shall be maintained
- Opportunities for hiking trails have been identified in stands # 9, 10, 12, 13 and 14.

3.6 Non-Timber Forest Products

- Consider and evaluate timber vs. non-timber opportunities in potential stands
- Ensure sustainability of non-timber forest products management
- Be aware of and follow applicable legislation and BMPs during harvesting
- Potential exists for mushroom gathering and balsam fir wreaths.

3.7 Ecological Goods and Services

- Forests offer great services to society by providing natural air filters, water resources, erosion controls, recreation opportunities and hunting/fishing
- The landowner must consider existing and potential services their woodlot provides, and implement measures to maintain or enhance these services by considering impacts of forest management

3.8 Plantation Management – No Plantations Found During Field Visit.

- No more than 10% of the forested land base may be plantation
- Plantations are forest stands where high intensity silviculture is used explicitly for timber production, leaving few features of a natural forest
- This non-natural succession results in limitations of: tree species diversity, stand structure, early successional habitats, mature trees and coarse woody debris
- Planted stands that exhibit a diversity of species and structure, and are not being managed intensively for rapid fibre growth are not considered plantations
- Areas recommended for planting must be sampled for FEC and have appropriate species recommended for the ecotype/ vegetation type, as listed on the FEC Vegetation Type management interpretations

3.9 Integrated Pest Management

- Early detection of insect, disease or pest problems is crucial to effective control
- Use harvest treatments that promote natural regeneration and discourage unwanted tree species, thereby reducing need for competition control
- Use manual competition control treatments where possible
- Herbicide use will be limited as much as possible and used prudently, with a commitment from the landowner to attain pesticide-free management, with a specific target date, and interim targets and objectives documented if applicable
- Forest pests will be controlled through sanitation harvesting where possible
- The landowner has committed to pesticide-free forest management and the timely target date to eliminate the use of chemical herbicides:

3.10 FEC Forest Management Guidelines Table

The following table displays ecological data collected from your woodlot, and subsequently classified by using the Forest Ecosystem Classification (FEC) system for Nova Scotia as designed by the Ecosystem Management Group at Nova Scotia Department of Natural Resources. Classifying ecosystems allows forest managers to speak a common language when describing forest conditions, and helps them to consider all components that may affect the outcome of recommended treatments. Understanding the natural disturbance regime of a site helps to ensure appropriate long-term harvesting strategies are applied. With this FEC framework in place, treatment recommendations should be more appropriate on a stand-by-stand basis, and the results should be more consistent and predictable. In the following table, all similar stands within the woodlot will be grouped together. FEC vegetation type data sheets can be found in **Appendix VII**. Following is glossary of FEC terminology used in the table:

(VT)- FEC vegetation type, classified as per NS VT Guide

(ST)- FEC soil type, classified as per "Forest Soil Types of NS" Guide

(ET)- FEC ecosite, classified as per NS ET Guide

(LC)- Land Capability: ability of that site to grow wood, expressed as a volume growth, per area in one year, in this case, cubic metres/hectare/year

Soil Hazards: These are ratings of medium-high to high hazard potentials for certain soil types found on the woodlot. Following is a list of hazard categories:

C = Compaction, R = Rutting, E = Erosion, FH = Frost Heave, FL = Forest Floor Loss.

Table 5 - FEC Forest Management Guidelines Table

| Stand # | VT | ST | ET | LC (m3/ha/year) | MH-VH Soil Hazards |
|---------|-----|-------|----|--------------------|-----------------------|
| 1 | IH6 | 8 | 13 | 3.0 | |
| 2 | MW4 | 2G | 10 | 5.0 | FL |
| 3,6 | MW2 | 2G | 10 | 4.5 – 5.0 | FL |
| 4,8 | SH5 | 2G | 6 | 5.5 – 6.0 | FL |
| 5,12 | SH5 | 2/3 | 10 | 5.5 | FL |
| 7 | MW2 | 8 | 13 | 4.5 | |
| 9 | WD3 | 14/4 | 12 | 4.0 | R |
| 10 | SH4 | 2 | 6 | 6.0 | FL |
| 13 | MW2 | 2 | 10 | 5.0 | FL |
| 14 | TH5 | 2L | 13 | 3.0 | E,FL |
| 15 | TH8 | 2L/3L | 13 | 3.0 | C,R,E,FL |

4. STEWARDSHIP PLAN

4.1 Methodology to determine volume:

- Volumes reported in this plan are rough estimates only. The sampling intensity was low and designed only to provide a qualitative description of wood volumes. A more intense cruise would be required to provide accurate volume estimates
- Each delineated stand on the defined woodlot was sampled at a rate of

| Stand Area (ha) | # Cruise Points/ha |
|-----------------|--------------------|
| < 3 ha | 1 |
| 3-10 ha | ½ |
| >10 ha | ¼ |

4.2 Annual Allowable Cut (AAC)

- To be expressed as calculated growth capability of woodlot ($\text{m}^3/\text{hectare}/\text{year}$) multiplied by productive area of woodlot ($\text{hectares}/\text{woodlot}$) = $\text{m}^3/\text{year}/\text{woodlot}$
- Historical harvesting regimes should be factored into harvest rates
- Recommended harvesting and/or merchantable silviculture treatments should not exceed AAC for any given year, except in situations where over-mature, fire prone or disease/insect infested stand conditions occur
- AAC shall not be exceeded over the 10-year course of the WMP
- Reductions in AAC must be made to reflect the percentage of operable area within stands recommended for harvest
- Von Mantel's formula for AAC is : $Y_a = 2 \times G_a / R$
- $Y_a = \text{AAC}$ $G_a = \text{growing stock or total forest inventory (cords)}$
- $R = \text{Rotation age in years (80)}$ $Y_a = 2 \times 6,865 / 80 = 137.3 \text{ cords/year}$
- **5% Reduction Factor = $137.3 - (137.3 \times .05) = 130.4 \text{ cords}$**
- **Adjusted AAC = 130 cords/year**
- **Total Allowable Harvest over a 10 year period = 1,300 cords**

4.3 Operational Planning

- Woodlot management activities will be carried out in a manner that minimizes environmental impact by complying with applicable legislation, using BMPs, and planning the timing of activities to correspond with appropriate seasons
- Landowner responsible for ensuring boundary lines are clearly marked, objectives of activity are known by workers, workers are competent, FNSWO is contacted when harvesting, silviculture or road building activities are active
- Deforestation and conversion to non-forest use within the defined woodlot shall be minimized through careful planning of forest roads, landings, etc.
- Local contractors, forest workers and processing facilities will be used as much as possible to contribute to the well-being of the local community
- Private landowners, adjacent to stands # 1, 2, 3, 12 and 13, should be contacted prior to any harvest work being carried out in these areas.

4.4 Financial Considerations

- When implemented, this WMP will support some of the requirements of the Intergenerational Tax Transfer (ITT)
- Good records of revenues and expenses from the woodlot are required to be eligible for the ITT, and to conform to the CSA Z804 standard
- Proper planning can balance revenues and expenses

5. STAND INFORMATION

Stand information is displayed as a table in **Appendix IV**. Ecological management notes and guidelines are displayed in a table in section **3.10**.

Stand Descriptions **SMZ = Special Management Zone (see sec. 7)**

Species Codes WS = white spruce, RS = red spruce, BF = balsam fir, WP = white pine, TL = Tamarack, RM = red maple, SM = sugar maple, WB = white birch, YB = yellow birch, BE = Beech, LTA = largetooth aspen, WA = white ash, EH = eastern hemlock.

Stand # 1

Description – Immature, evenaged hardwood stand.

Species – RM, WB, LTA, SM, WA, RO, BE, WS with scattered BF, RS and WP.

Recommendations – The majority of this stand is immature and could be allowed to mature naturally at this time. Scattered pockets of mature balsam fir and white spruce could be removed, by group selection harvest, at any time.



Stand # 2 Small brook, found on ground, not marked on map.

Description – Immature, evenaged mixedwood stand.

Species – BF, WS, RM, WB, with scattered YB, WA, WP and LTA.

Recommendations – Scattered pockets of mature balsam fir and white spruce could be removed by group selection harvest.

Stand # 3

Description – Unevenaged mixedwood stand with patches of older growth.

Species – RS, WP, RM, WB, BF, with scattered RO, YB and LTA.

Recommendations – Unevenaged selection harvest could be carried out, leaving RS, WP, RM, RO and YB to further mature, after treatment.

Stand # 4

Description – Immature softwood stand with average age of 35 years.

Species – RS, WP, BF, RM, WB with scattered YB.

Recommendations – In 5 - 10 years, commercial thinning could be carried out, leaving RS, WP, RM, RO and YB to further mature, after treatment.

Stand # 5 Avoid wet areas with heavy equipment.

Description – Unevenaged softwood stand.

Species – RS, BF, RM, WB, WP with scattered WA.

Recommendations –

Unevenaged, selection harvest could be carried out, leaving RS, WP, RM, and WA to further mature, after treatment.



Stand # 6

Description – Immature, evenaged softwood stand with average heights of 6 - 9 meters

Species – RS, BF, RM, WB and WP.

Recommendations – This stand could be left to mature naturally at this time.

Stand # 7

Description – Unevenaged mixedwood stand with pockets of overmature BF.

Species – RM, WB, RS, WS, BF, YB, WA, BE, WP and LTA.

Recommendations – Unevenaged, selection harvest could be carried out, leaving RS, WP, RM, YB, WA, healthy BE and WP to further mature, after treatment.

Stand # 8

Description – Immature, evenaged softwood stand.

Species – RS, BF, RM and WB with scattered WP.

Recommendations –
Commercial thinning could be carried out, leaving RS, WP, RM to further mature, after treatment.

**Stand # 9 Special Management Zone – No Machine Access**

Description – Unevenaged hardwood stand, on a poorly drained site, with brook.

Species – RM, SM, YB, WA, BF, RS and scattered EH.

Recommendations – This stand should be left to mature naturally.

Stand # 10

Description – Mature softwood stand.

Species – WP, RS, BF, RM with scattered SM and EH.

Recommendations – Unevenaged selection harvest could be carried out, leaving RS, WP, RM, SM and EH to further mature, after treatment.

Stand # 11 Special Management Zone – No Machine Access

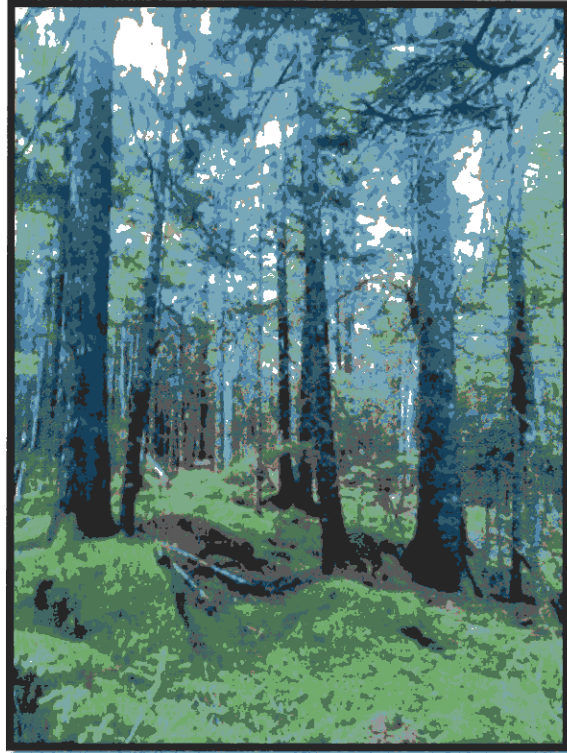
Description – Open Wetland

Stand # 12 Avoid wet areas with heavy equipment.

Description – Unevenaged softwood stand with scattered patches of bark beetle in RS.

Species – RS, BF, WP, RM, WB, with scattered YB, WA.

Recommendations – Unevenaged selection harvest could be carried out, leaving RS, WP, RM, YB and WA to further mature, after treatment.



Stand # 13

Description – Unevenaged mixedwood stand with areas of BF mortality.

Species – RS, BF, RM, SM, WB, YB, WA, BE with scattered WP and ironwood.

Recommendations – Unevenaged selection harvest could be carried out, leaving RS, WP, RM, SM, YB, BE and WA to further mature, after treatment.



Stand # 14

Description – Unevenaged hardwood stand.

Species – BE, SM, RM and WB with scattered RO.

Recommendations –

Unevenaged selection harvest could be carried out, leaving RM, SM, BE and RO to further mature, after treatment.



Stand # 15 Special Management Zone No Machine Access On Brook

Description – Unevenaged hardwood stand with poor drainage along brook.

Species – RM, SM, WB, YB, BE with scattered RS

Recommendations –

This stand has poor access and could be allowed to mature naturally at this time.



| |
|--|
| Stand # 16 Description – Treed Wetland. |
| Stand # 17 Description – Treed Wetland. |
| Stand # 18 Description – Reserved from FSC management plan |
| Stand # 19 Description – Reserved from FSC management plan |

6. WOODLOT MONITORING

Throughout the term of the plan, the key to ensuring the success of the forest management implementation is regular monitoring of the property. Treatment areas and general forest conditions should be monitored periodically. Triggers for unscheduled inspections (wind storms, fire, neighboring activities, etc.), and other important monitoring instructions are listed for each heading. It is extremely important that monitoring activities are documented for future reference. Under each of the following headings, it is clearly stated who will be responsible for monitoring and how often they will conduct inspections.

Throughout the course of the certification program, staff or representatives from either FNSWO or MTRI will inspect woodlots for conformance to the FSC Maritime SLIMF standard. Landowner records of woodlot monitoring aid in this process.

6.1 Harvest Monitoring

- First day of contractor on site: ensure objectives are clear, boundary lines are marked and workers are competent
- During operation: ensure objectives being met, workers within boundaries, harvested wood properly utilized, environmental impacts minimized
- Completion of harvest: infrastructure in good repair, all wood utilized, environmental impact was minimized
- Evaluate whether objectives of harvest were achieved
- Harvest monitoring will be conducted by MTRI staff during and after harvesting.

6.2 Silviculture Monitoring

- First day of contractor on site: ensure objectives are clear, boundary lines are marked and workers are competent
- During operation: ensure objectives being met, workers within boundaries, environmental impacts minimized
- Completion of treatment: infrastructure in good repair, all areas treated, environmental impact was minimized
- Evaluate whether objectives of treatment were achieved
- Silviculture monitoring will be conducted by MTRI staff during and after treatments.

6.3 Forest Condition Monitoring

- High attention given to stands prone to wind throw, fire, disease or insect infestation, or other possible damage
- Report serious disease or insect infestations to NSDNR (see emergency #s)
- Report significant changes in stand conditions to planner, alter WMP to reflect current stand conditions and required management needs
- Forest condition monitoring will be conducted by MTRI staff at a frequency of annually.

6.4 Environmental Impact Monitoring

- Road building, large clear-cutting operations, etc. on adjacent land
- High forest fire index during hot, dry times
- Extreme weather: high winds, heavy snow-loading, lightning storms, etc.
- Impact monitoring will be conducted by MTRI staff when triggered by examples such as those provided above.

6.5 Plantation Monitoring – No Plantations Found During Field Visit.

6.6 Monitoring Results and Records

- When the landowner is the person responsible for monitoring exercises, the observations are recorded in the 10-year woodlot management journal provided by the Federation or MTRI
- When a representative from the Federation or MTRI conducts a scheduled inspection of the woodlot, the journal will be used to verify that regular monitoring of the woodlot has been conducted
- The first scheduled inspection of the woodlot by the Federation or MTRI will be on October 18, 2015.

7. NOVA SCOTIA'S WILDLIFE HABITAT AND WATERCOURSES PROTECTION REGULATIONS

Provincial regulations must be followed when forest management activities take place on any woodland in Nova Scotia. There are three main requirements that must be followed when harvesting forest land:

- 1) Leaving buffer strips along watercourses: when harvesting near watercourses, a special management zone (SMZ) is required. Watercourses that are 50-cm (20") or more in width require a 20-metre (66') SMZ along each edge with the following requirements:
 - SMZ width will be increased by 1-metre (3') for every 2% of slope over a 20% average slope
 - No machine allowed within 7-metres (23') of the watercourse
 - Partial harvesting is allowed within the SMZ: must retain a minimum of 20-m²/ha of basal area, and not create a gap larger than 15-metres (50') in the canopy

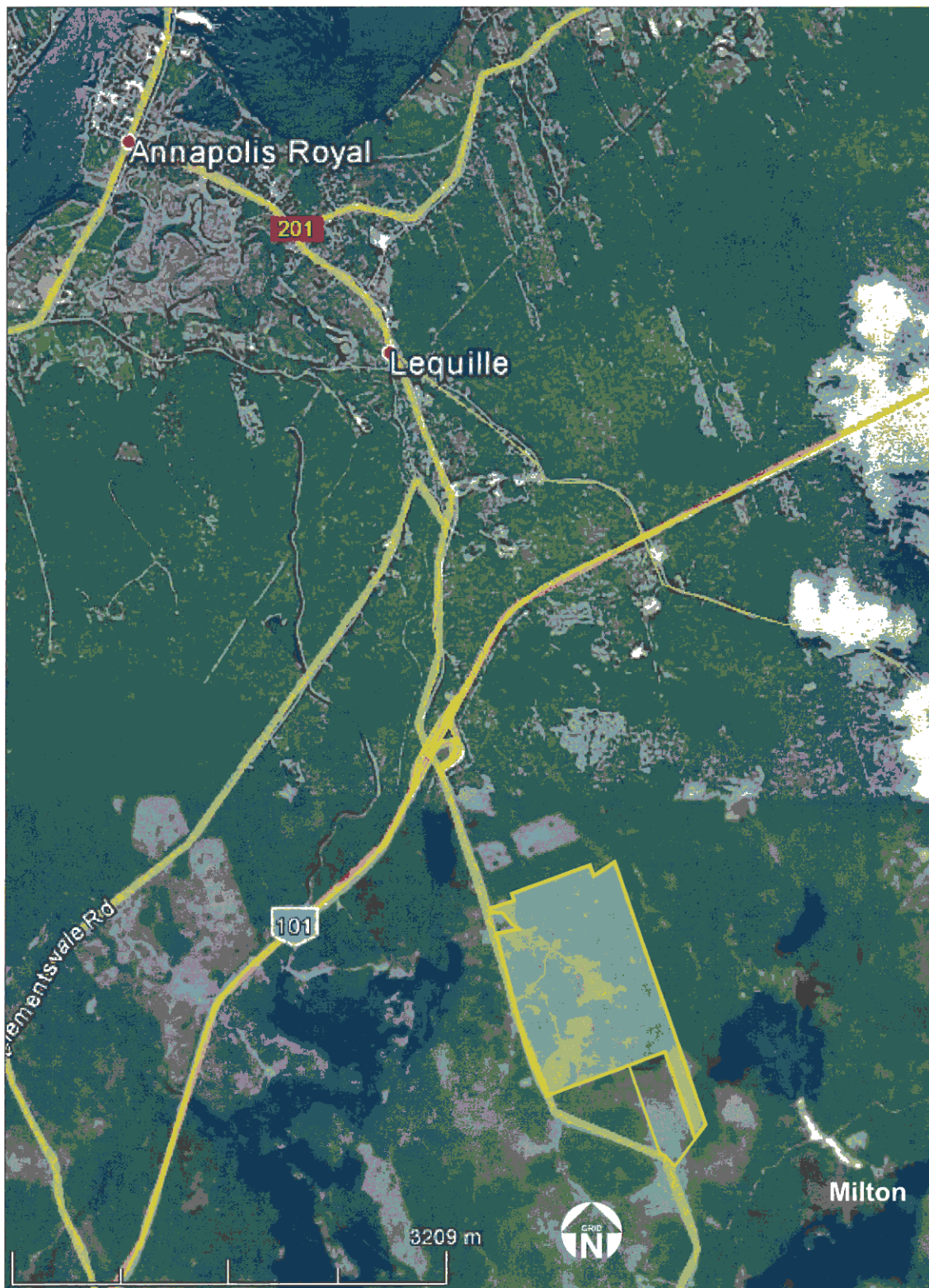
Watercourses that are less than 50-cm (20") in width also require a 20-metre (66') SMZ along each edge with the following requirements:

- No machine allowed within 5-metres (17') of the watercourse
 - Merchantable trees may be harvested
 - Ensure understory vegetation and non-commercial trees within 20-metre SMZ of are retained to their fullest extent
- 2) Leaving Legacy Trees/ Wildlife Clumps: these specifications are required when harvesting any area larger than 3 hectares (7.4 acres):

- Leave 10 living trees per hectare (2.5-acres) in a clump of representative trees with a minimum of 30-trees for every clump
- Clumps shall be at least 20-metres (66'), but no more than 200-metres (660') from the edge of a cut, or from each other, where there is more than one clump
- No harvesting allowed within clumps

3) Leaving Coarse Woody Debris: all harvest sites will retain standing dead trees, fallen trees and large branches, as well as rotting logs on the harvested site, similar to naturally occurring patterns, when it is safe and possible.

Persons cutting in woodlots should obtain and read a copy of these guidelines from the Department of Natural Resources website: <http://www.gov.ns.ca/natr/forestry/strategy/>



Woodlot Location Map

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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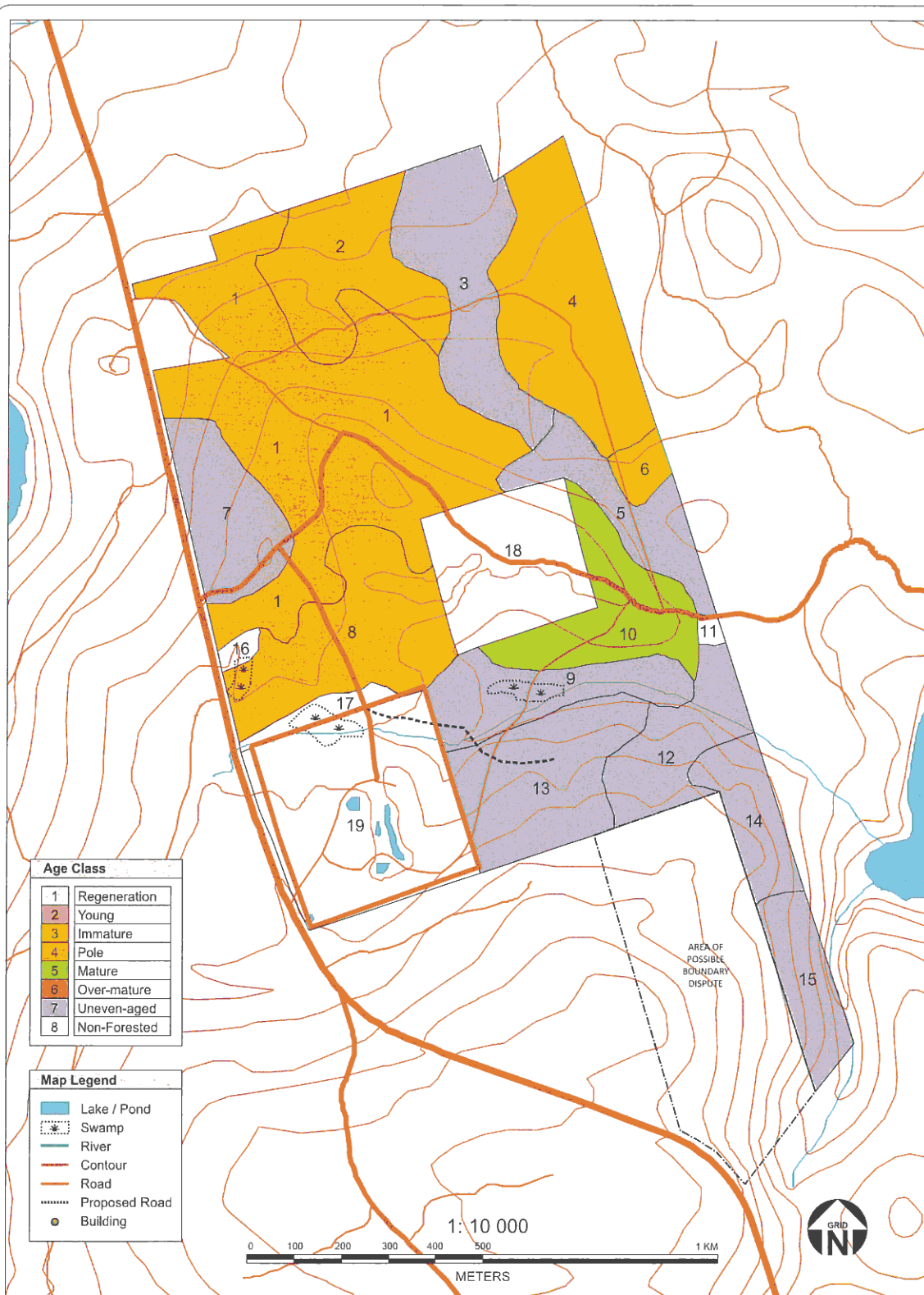
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Woodlot Age Class

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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Appendix IV
Stand Information Table
Landowner: Municipality of the County of Annapolis
WMP Number: 1181
Planner: Tom Berry
Organisation: Teaberry Forest Consulting



FEDERATION OF NOVA SCOTIA
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Phone: 902-639-2041 Fax: 902-639-2981
Email: info@fnswo.ca



Mersey Tobeatic
Research Institute

9 Mount Meritt Road
PO Box 215, Kempl, Nova Scotia
B0T 1B0

| Stand # | Area (ha) | Maturity | Species | Previous Treatment | Year | Stand Condition | FEC Veg Type | Recommended Treatment | Year |
|---------|-----------|----------|------------------|--------------------|------|---|--------------|-----------------------|------|
| 1 | 30.43 | 4 | IH05TH02WS02BE01 | 0 | 0 | Scattered BF,RS,WP,LTA, rocky areas | IH6 | 105 | 2018 |
| 2 | 8.94 | 4 | BF04IH03TH01WS02 | 0 | 0 | Scattered RO, BE, WP, rocky, small brook not on map | MW4 | 105 | 2018 |
| 3 | 9.78 | 7 | RS03IH03WP03BF01 | 0 | 0 | Scattered LTA, YB, RO, Patches of mature wood from old partial cut. | MW2 | 1908 | 2015 |
| 4 | 13.38 | 4 | RS04WP03BF01IH02 | 0 | 0 | Scattered YB,LTA,RO, Low merch. volume | SH5 | 808 | 2018 |
| 5 | 5.45 | 7 | RS05BF02IH02WP01 | 0 | 0 | Areas of imperfect drainage | SH5 | 1908 | 2014 |
| 6 | 1.30 | 3 | RS04BF02RM02WB02 | 0 | 0 | Heights 6-9 meters, rocky | MW2 | 0 | 0 |
| 7 | 6.46 | 7 | IH04OS02BF02TH02 | 0 | 0 | Patches of mature BF | MW2 | 1908 | 2014 |
| 8 | 11.26 | 4 | RS07IH02BF01 | 0 | 0 | Scattered WP | SH5 | 808 | 2016 |
| 9 | 6.29 | 7 | RM04TH04BF01RS01 | 0 | 0 | Special Management Zone on Brook. | WD3 | 0 | 0 |
| 10 | 7.48 | 5 | WP05RS03RM01BF01 | 0 | 0 | Healthy RS | SH4 | 1908 | 2014 |
| 11 | 0.30 | 0 | Open Wetland | 0 | 0 | Special Management Zone on Brook. | 0 | 0 | 0 |
| 12 | 5.74 | 7 | RS03BF02IH02WP02 | 0 | 0 | Patches of RS with bark beetle, Imperfectly drained areas, Scattered YB,WA. | SH5 | 1908 | 2016 |
| 13 | 9.59 | 7 | RS03IH03TH03BF01 | 0 | 0 | Scattered Ironwood, patches of RS and BF regen 1-2 meter height. | MW2 | 1908 | 2016 |
| 14 | 4.12 | 7 | BE07SM01IH02 | 0 | 0 | Poor access, Scattered RO, regen = BE,RS,BF 2-4 meters height | TH5 | 0 | 0 |
| 15 | 4.22 | 7 | IH04TH03BE02RS01 | 0 | 0 | Poor access, Scattered old Hwds, poorly drained on brook. | TH8 | 0 | 0 |
| 16 | 0.50 | 0 | treed wetland | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 1.42 | 0 | treed wetland | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | 9.18 | 0 | Reserved from WM | 0 | 0 | Constuction Debris Site | 0 | 0 | 0 |
| 19 | 16.27 | 0 | Reserved from WM | 0 | 0 | Incinerator Site | 0 | 0 | 0 |

Stand Information Table

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



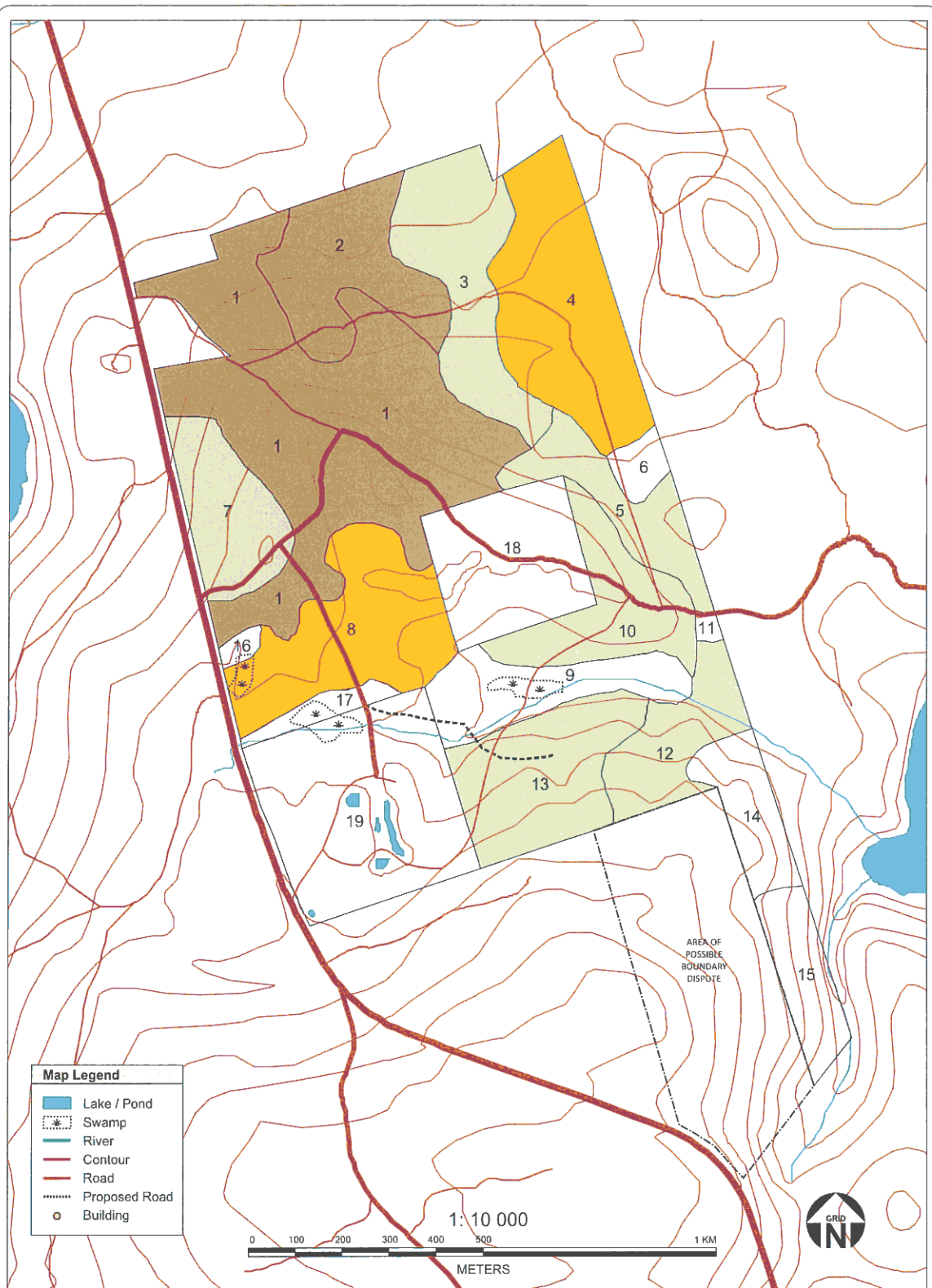
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Recommended Treatments

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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Treatment Codes, Registered Buyers Program

| Value | Category | Program | Definition |
|-------|----------|---------|--|
| 0308 | 1a | SW | Natural Regeneration Establishment < 300 trees fill planted |
| 0307 | 1a | HW | Natural Regeneration Establishment < 300 trees fill planted |
| 0228 | 1b | SW | Natural Regeneration Establishment > 300 trees fill planted |
| 0227 | 1b | HW | Natural Regeneration Establishment > 300 trees fill planted |
| 0220 | 2a | SW | Established Plantation |
| 0229 | 2b | SW | Intensive Plantation |
| 0491 | 3 | SW | Early Competition Control: plantation, chemical treatment |
| 0490 | 3 | SW | Early Competition Control: plantation, manual treatment |
| 0497 | 3 | HW | Early Competition Control: plantation |
| 0451 | 3 | SW | Early Competition Control: natural stand, chemical treatment |
| 0450 | 3 | SW | Early Competition Control: natural stand, manual treatment |
| 0457 | 3 | HW | Early Competition Control: natural stand |
| 0509 | 4 | SW | Density Control and Release in softwood plantation |
| 0508 | 5 | SW | Density Control and Release in natural stand |
| 0507 | 5 | HW | Density Control and Release in natural stand |
| 0808 | 6 | SW | Commercial thinning |
| 0807 | 6 | HW | Commercial thinning |
| 0608 | 7a | SW | Forest Quality Improvement: Crop Tree Release |
| 0607 | 7a | HW | Forest Quality Improvement: Crop Tree Release |
| 0908 | 7b | SW | Forest Quality Improvement: Crop trees pruning |
| 0907 | 7b | HW | Forest Quality Improvement: Crop trees pruning |
| 1908 | 7c | SW | Forest Quality Improvement: Selection Management |
| 1907 | 7c | HW | Forest Quality Improvement: Selection Management |

Treatment Codes, SPWCP

| Value | Category | Program | Definition |
|-------|----------|---------|---|
| 0101 | SPWCP | SW | Uniform Shelterwood |
| 0102 | SPWCP | HW | Uniform Shelterwood |
| 0103 | SPWCP | SW | Strip-cut Shelterwood |
| 0104 | SPWCP | HW | Strip-cut Shelterwood |
| 0105 | SPWCP | SW | Group Selection |
| 0106 | SPWCP | HW | Group Selection |
| 0107 | SPWCP | ALL | Final Harvest/ Clearcut |
| 0108 | SPWCP | N/A | No Treatment (leave to grow at least 10-years) |
| 0109 | CSA | N/A | Protected: Significant Habitat Identified |
| 0110 | CSA | N/A | Protected: Site of Cultural Significance |
| 0111 | CSA | N/A | Protected: Species-at-Risk Identified |
| 0112 | CSA | N/A | No Treatment: Wetland |
| 0113 | CSA | N/A | No Treatment: Designated Wildlife Refuge |
| 0114 | CSA | N/A | Non-Forested Area (pit, pond, field, crop land, mill site, etc) |

Treatment Codes

Woodlot Management Plan No.
1121

Brian Lorber
Perotte, Annapolis County, Nova Scotia
Date: June 29, 2012



TOM BERRY

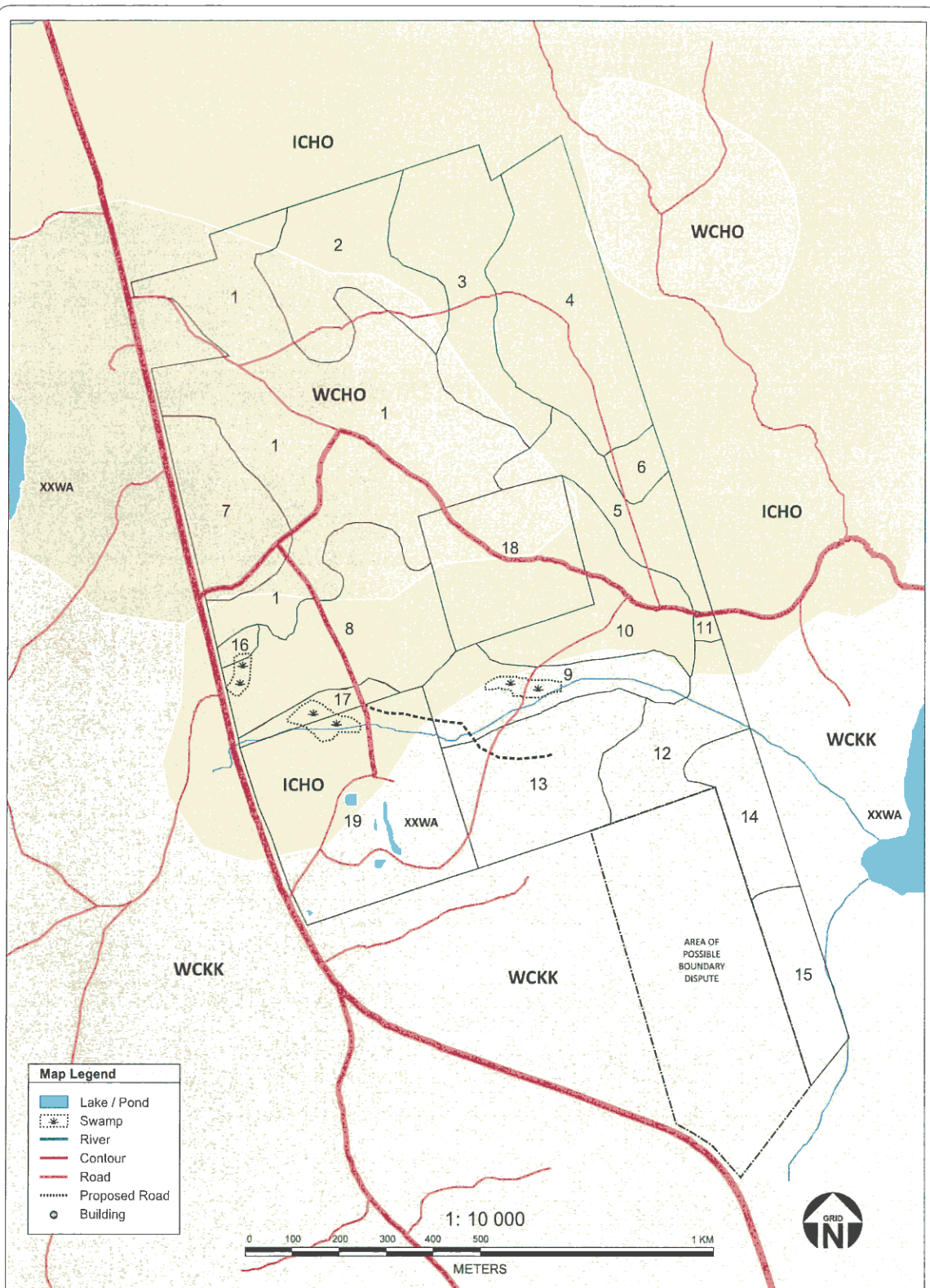
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Woodlot Eco-sections

Woodlot Management Plan No.
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Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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Eco-layer Codes

Soil Drainage

| ELC Code | Description | Definition |
|----------|---------------------------|---|
| W | Well drained soils | Land Systems comprised of soils >60% well drained |
| P | Poorly drained soils | Land Systems comprised of soils >60% poorly drained |
| I | Imperfectly drained soils | Land Systems not well or poorly drained |

Soil Texture

| ELC Code | Description | Definition |
|----------|-----------------------|--|
| C | Coarse textured soils | Gravel, coarse sand, sand, loamy sand and coarse sandy loam (Note: soils with a high content of gravel were also included in this category) |
| M | Medium textured soils | Sandy loam, fine sandy loam, very fine sandy loam, loam |
| F | Fine textured soils | Silt, sandy clay loam, clay loam, sandy clay, silty clay, clay |

Topographic Pattern

| ELC Code | Description | Definition |
|----------|---|--|
| SM | Smooth or flat (level) e.g. floodplain, lake plain, deltas, intervalles, and open bogs and wetlands | Land with no particular pattern, flat or very gently sloping, uni-directional surface with a generally constant slope not broken by marked elevations and depressions. Slopes are generally less than 1%. |
| HO | Hummocky | A series of small rounded hills with a gentle slope usually never exceeding 15% |
| KK | Hills | A series of knobs and knolls with moderate to steep slopes between 5-30%. Relief amplitude ranges from 15-60m |
| DM | Drumlinoid | A pattern of elongated landforms caused by glacial ice movement (drumlins and flutes) often occurring in clusters |
| R | Ridges | A pattern of linear or curvilinear ridges |
| DS | Canyons and steep slopes | Sharply sloped terrain along rivers/streams or associated with hilly topography. Slopes usually between 20-80 % |

| | | |
|------|------------|--|
| XXWA | Water body | |
|------|------------|--|

Eco-layer Codes

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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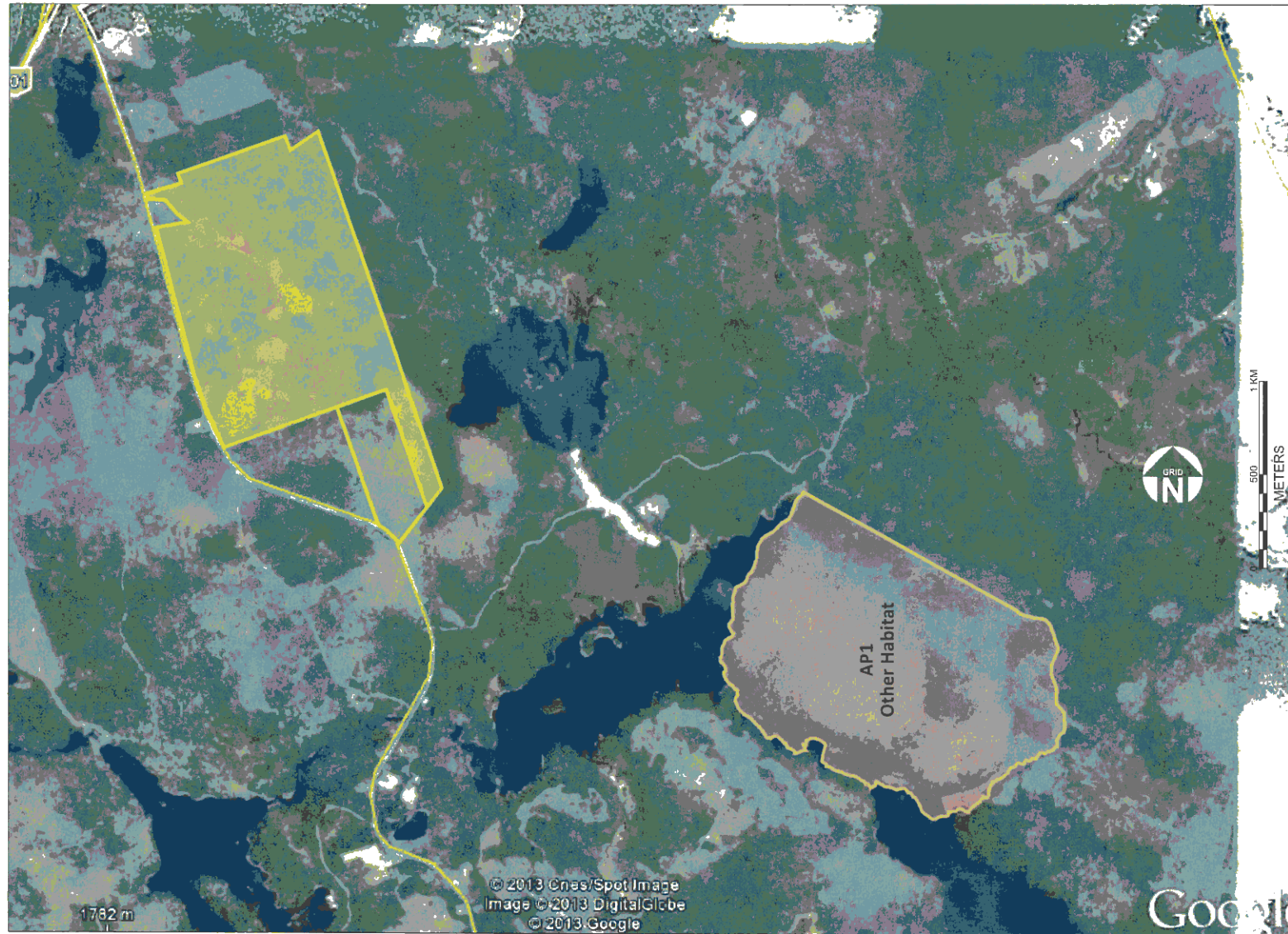
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Significant Species and Habitat

Woodlot Management Plan No.
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Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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Woodlot Location Map

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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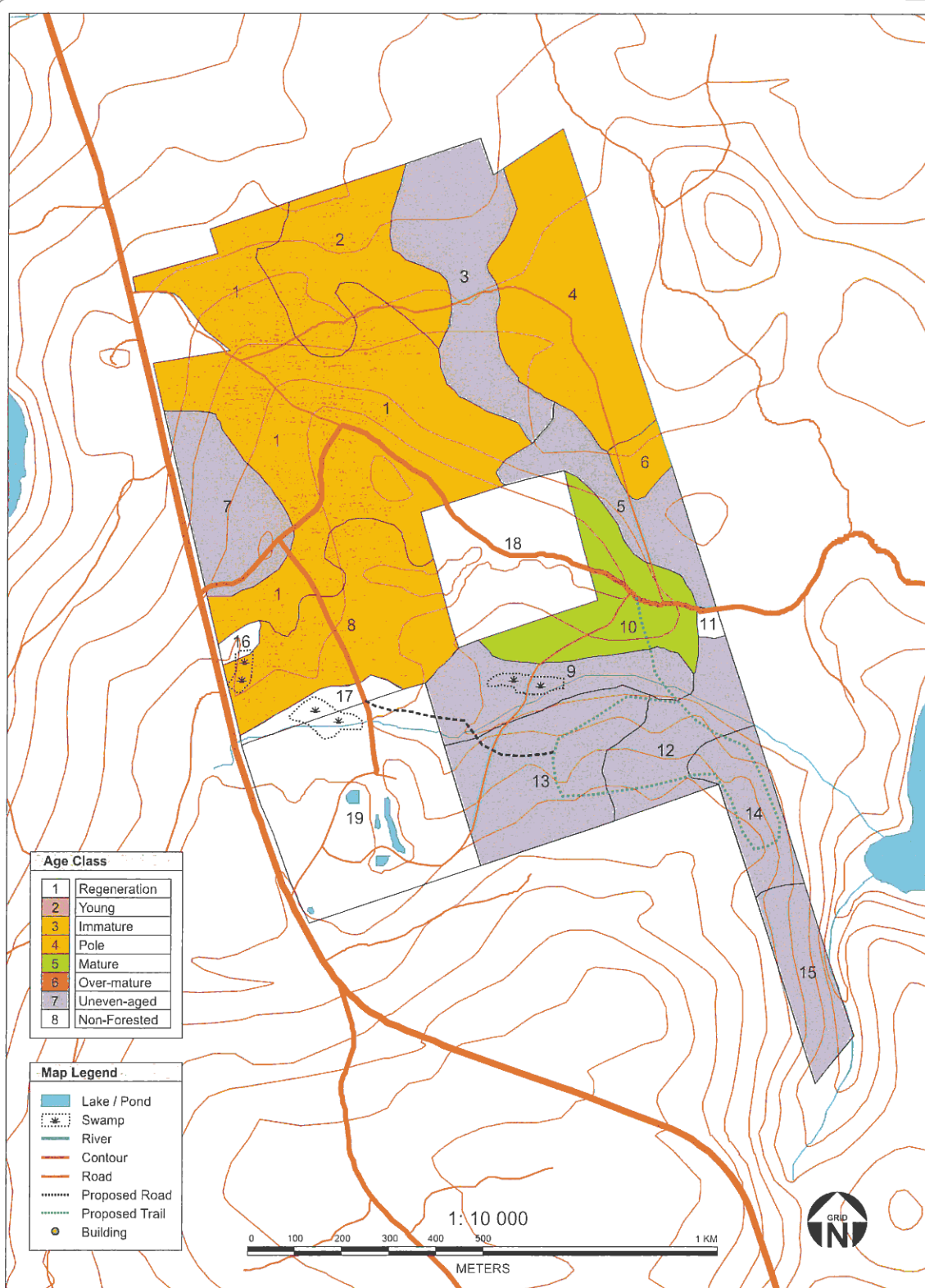
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Woodlot Age Class

Woodlot Management Plan No.
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Graywood, Annapolis County, Nova Scotia
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Appendix IV
Stand Information Table
Landowner: Municipality of the County of Annapolis
WMP Number: 1181
Planner: Tom Berry
Organisation: Teaberry Forest Consulting



FEDERATION OF NOVA SCOTIA
WOODLAND OWNERS

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Phone: 902-639-2041 Fax: 902-639-2981
Email: info@fnswo.ca



Mersey Tobeatic
Research Institute

9 Mount Merritt Road
PO Box 215, Kempt, Nova Scotia
B0T 1B0

| Stand # | Area (ha) | Maturity | Species | Previous Treatment | Year | Stand Condition | FEC Veg Type | Recommended Treatment | Year |
|---------|-----------|----------|------------------|--------------------|------|---|--------------|-----------------------|------|
| 1 | 30.43 | 4 | IH05TH02WS02BE01 | 0 | 0 | Scattered BF,RS,WP,LTA, rocky areas | IH6 | 105 | 2018 |
| 2 | 8.94 | 4 | BF04IH03TH01WS02 | 0 | 0 | Scattered RO, BE, WP, rocky, small brook not on map | MW4 | 105 | 2018 |
| 3 | 9.78 | 7 | RS03IH03WP03BF01 | 0 | 0 | Scattered LTA, YB, RO, Patches of mature wood from old partial cut. | MW2 | 1908 | 2015 |
| 4 | 13.38 | 4 | RS04WP03BF01IH02 | 0 | 0 | Scattered YB,LTA,RO, Low merch. volume | SH5 | 808 | 2018 |
| 5 | 5.45 | 7 | RS05BF02IH02WP01 | 0 | 0 | Areas of imperfect drainage | SH5 | 1908 | 2014 |
| 6 | 1.30 | 3 | RS04BF02RM02WB02 | 0 | 0 | Heights 6-9 meters, rocky | MW2 | 0 | 0 |
| 7 | 6.46 | 7 | IH04OS02BF02TH02 | 0 | 0 | Patches of mature BF | MW2 | 1908 | 2014 |
| 8 | 11.26 | 4 | RS07IH02BF01 | 0 | 0 | Scattered WP | SH5 | 808 | 2016 |
| 9 | 6.29 | 7 | RM04TH04BF01RS01 | 0 | 0 | Special Management Zone on Brook. | WD3 | 0 | 0 |
| 10 | 7.48 | 5 | WP05RS03RM01BF01 | 0 | 0 | Healthy RS | SH4 | 1908 | 2014 |
| 11 | 0.30 | 0 | Open Wetland | 0 | 0 | Special Management Zone on Brook. | 0 | 0 | 0 |
| 12 | 5.74 | 7 | RS03BF02IH02WP02 | 0 | 0 | Patches of RS with bark beetle, Imperfectly drained areas, Scattered YB,WA. | SH5 | 1908 | 2016 |
| 13 | 9.59 | 7 | RS03IH03TH03BF01 | 0 | 0 | Scattered Ironwood, patches of RS and BF regen 1-2 meter height. | MW2 | 1908 | 2016 |
| 14 | 4.12 | 7 | BE07SM01IH02 | 0 | 0 | Poor access, Scattered RO, regen = BE,RS,BF 2-4 meters height | TH5 | 0 | 0 |
| 15 | 4.22 | 7 | IH04TH03BE02RS01 | 0 | 0 | Poor access, Scattered old Hwds, poorly drained on brook. | TH8 | 0 | 0 |
| 16 | 0.50 | 0 | treed wetland | 0 | 0 | | 0 | 0 | 0 |
| 17 | 1.42 | 0 | treed wetland | 0 | 0 | | 0 | 0 | 0 |
| 18 | 9.18 | 0 | Reserved from WM | 0 | 0 | Constuction Debris Site | 0 | 0 | 0 |
| 19 | 16.27 | 0 | Reserved from WM | 0 | 0 | Incinerator Site | 0 | 0 | 0 |

Stand Information Table

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



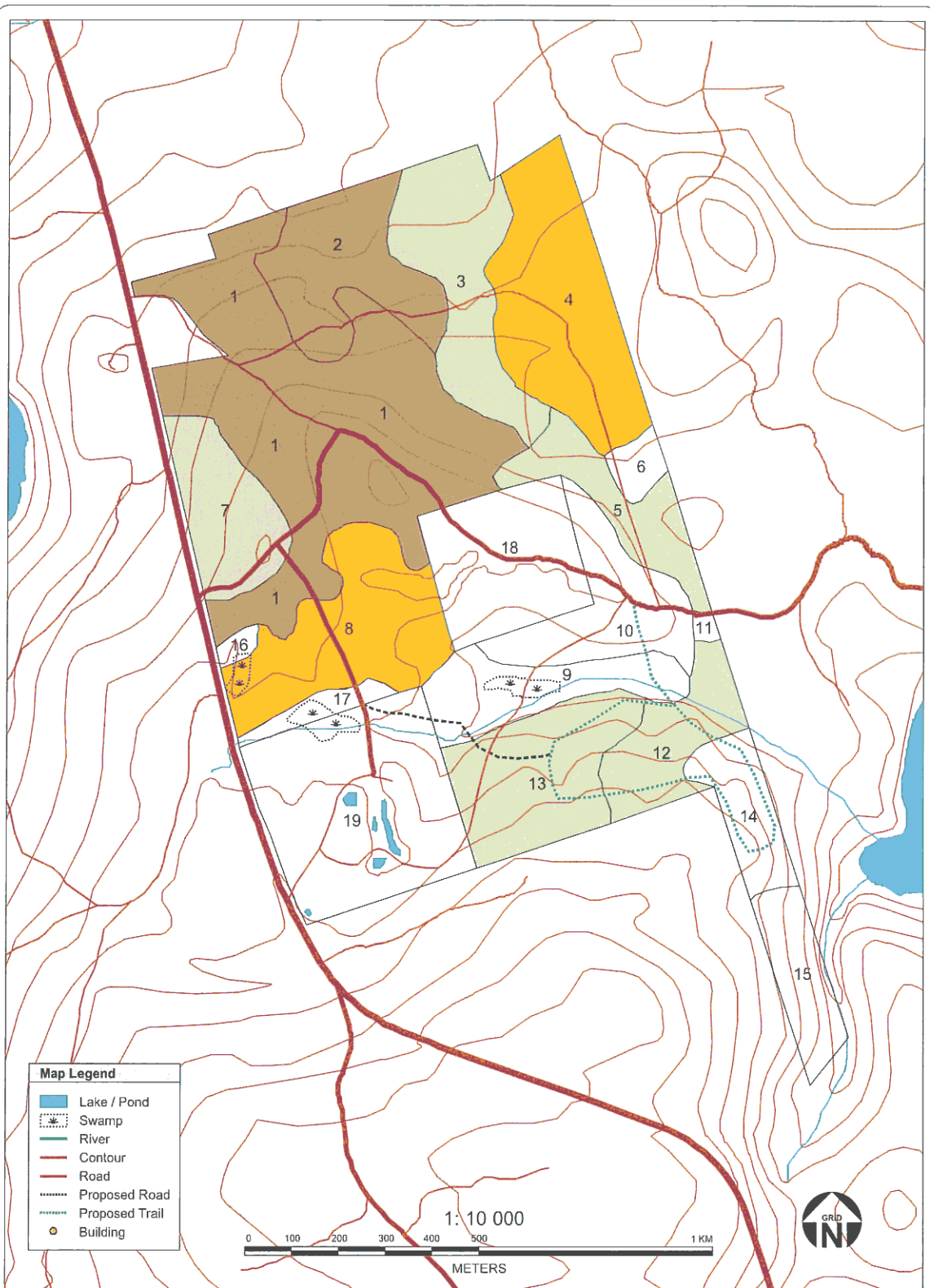
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Ph: 902-532-2995
triberry@eastlink.ca



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CARTOGRAPHY:
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Recommended Treatments

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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Treatment Codes, Registered Buyers Program

| Value | Category | Program | Definition |
|-------|----------|---------|--|
| 0308 | 1a | SW | Natural Regeneration Establishment < 300 trees fill planted |
| 0307 | 1a | HW | Natural Regeneration Establishment < 300 trees fill planted |
| 0228 | 1b | SW | Natural Regeneration Establishment > 300 trees fill planted |
| 0227 | 1b | HW | Natural Regeneration Establishment > 300 trees fill planted |
| 0220 | 2a | SW | Established Plantation |
| 0229 | 2b | SW | Intensive Plantation |
| 0491 | 3 | SW | Early Competition Control: plantation, chemical treatment |
| 0490 | 3 | SW | Early Competition Control: plantation, manual treatment |
| 0497 | 3 | HW | Early Competition Control: plantation |
| 0451 | 3 | SW | Early Competition Control: natural stand, chemical treatment |
| 0450 | 3 | SW | Early Competition Control: natural stand, manual treatment |
| 0457 | 3 | HW | Early Competition Control: natural stand |
| 0509 | 4 | SW | Density Control and Release in softwood plantation |
| 0508 | 5 | SW | Density Control and Release in natural stand |
| 0507 | 5 | HW | Density Control and Release in natural stand |
| 0808 | 6 | SW | Commercial thinning |
| 0807 | 6 | HW | Commercial thinning |
| 0608 | 7a | SW | Forest Quality Improvement: Crop Tree Release |
| 0607 | 7a | HW | Forest Quality Improvement: Crop Tree Release |
| 0908 | 7b | SW | Forest Quality Improvement: Crop trees pruning |
| 0907 | 7b | HW | Forest Quality Improvement: Crop trees pruning |
| 1908 | 7c | SW | Forest Quality Improvement: Selection Management |
| 1907 | 7c | HW | Forest Quality Improvement: Selection Management |

Treatment Codes, SPWCP

| Value | Category | Program | Definition |
|-------|----------|---------|---|
| 0101 | SPWCP | SW | Uniform Shelterwood |
| 0102 | SPWCP | HW | Uniform Shelterwood |
| 0103 | SPWCP | SW | Strip-cut Shelterwood |
| 0104 | SPWCP | HW | Strip-cut Shelterwood |
| 0105 | SPWCP | SW | Group Selection |
| 0106 | SPWCP | HW | Group Selection |
| 0107 | SPWCP | ALL | Final Harvest/ Clearcut |
| 0108 | SPWCP | N/A | No Treatment (leave to grow at least 10-years) |
| 0109 | CSA | N/A | Protected: Significant Habitat Identified |
| 0110 | CSA | N/A | Protected: Site of Cultural Significance |
| 0111 | CSA | N/A | Protected: Species-at-Risk Identified |
| 0112 | CSA | N/A | No Treatment: Wetland |
| 0113 | CSA | N/A | No Treatment: Designated Wildlife Refuge |
| 0114 | CSA | N/A | Non-Forested Area (pit, pond, field, crop land, mill site, etc) |

Treatment Codes

Woodlot Management Plan No.
1121

Brian Lorber
Perotte, Annapolis County, Nova Scotia
Date: June 29, 2012



TOM BERRY

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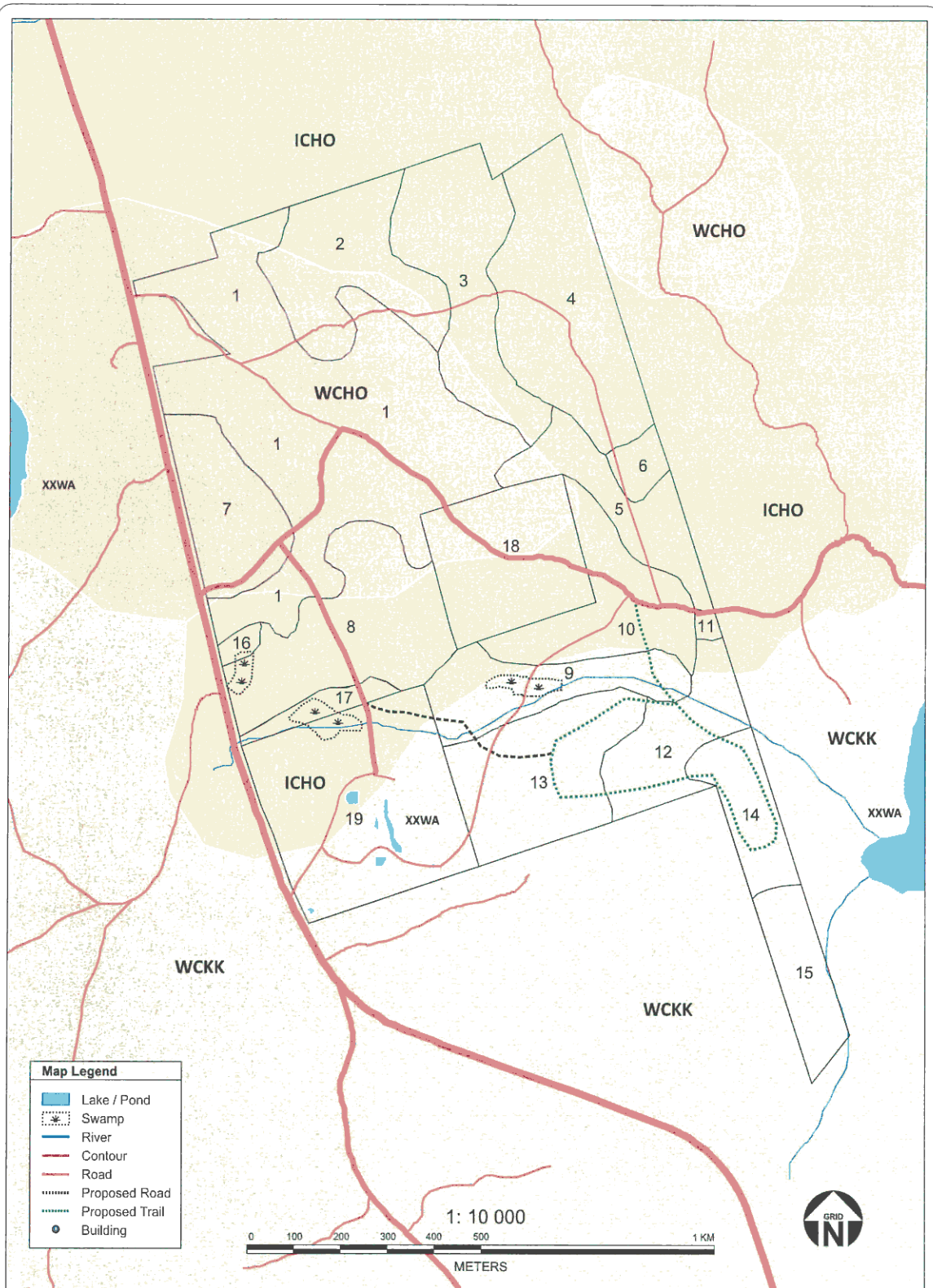


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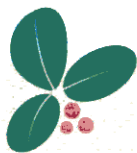
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Woodlot Eco-sections

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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Eco-layer Codes

Soil Drainage

| ELC Code | Description | Definition |
|----------|---------------------------|---|
| W | Well drained soils | Land Systems comprised of soils >60% well drained |
| P | Poorly drained soils | Land Systems comprised of soils >60% poorly drained |
| I | Imperfectly drained soils | Land Systems not well or poorly drained |

Soil Texture

| ELC Code | Description | Definition |
|----------|-----------------------|--|
| C | Coarse textured soils | Gravel, coarse sand, sand, loamy sand and coarse sandy loam (Note: soils with a high content of gravel were also included in this category) |
| M | Medium textured soils | Sandy loam, fine sandy loam, very fine sandy loam, loam |
| F | Fine textured soils | Silt, sandy clay loam, clay loam, sandy clay, silty clay, clay |

Topographic Pattern

| ELC Code | Description | Definition |
|----------|---|---|
| SM | Smooth or flat (level) e.g. floodplain, lake plain, deltas, intervalles, and open bogs and wetlands | Land with no particular pattern, flat or very gently sloping, uni-directional surface with a generally constant slope not broken by marked elevations and depressions. Slopes are generally less than 1%. |
| HO | Hummocky | A series of small rounded hills with a gentle slope usually never exceeding 15% |
| KK | Hills | A series of knobs and knolls with moderate to steep slopes between 5-30%. Relief amplitude ranges from 15-60m |
| DM | Drumlinoid | A pattern of elongated landforms caused by glacial ice movement (drumlins and flutes) often occurring in clusters |
| R | Ridges | A pattern of linear or curvilinear ridges |
| DS | Canyons and steep slopes | Sharply sloped terrain along rivers/streams or associated with hilly topography. Slopes usually between 20-80 % |

| | | |
|------|------------|--|
| XXWA | Water body | |
|------|------------|--|

Eco-layer Codes

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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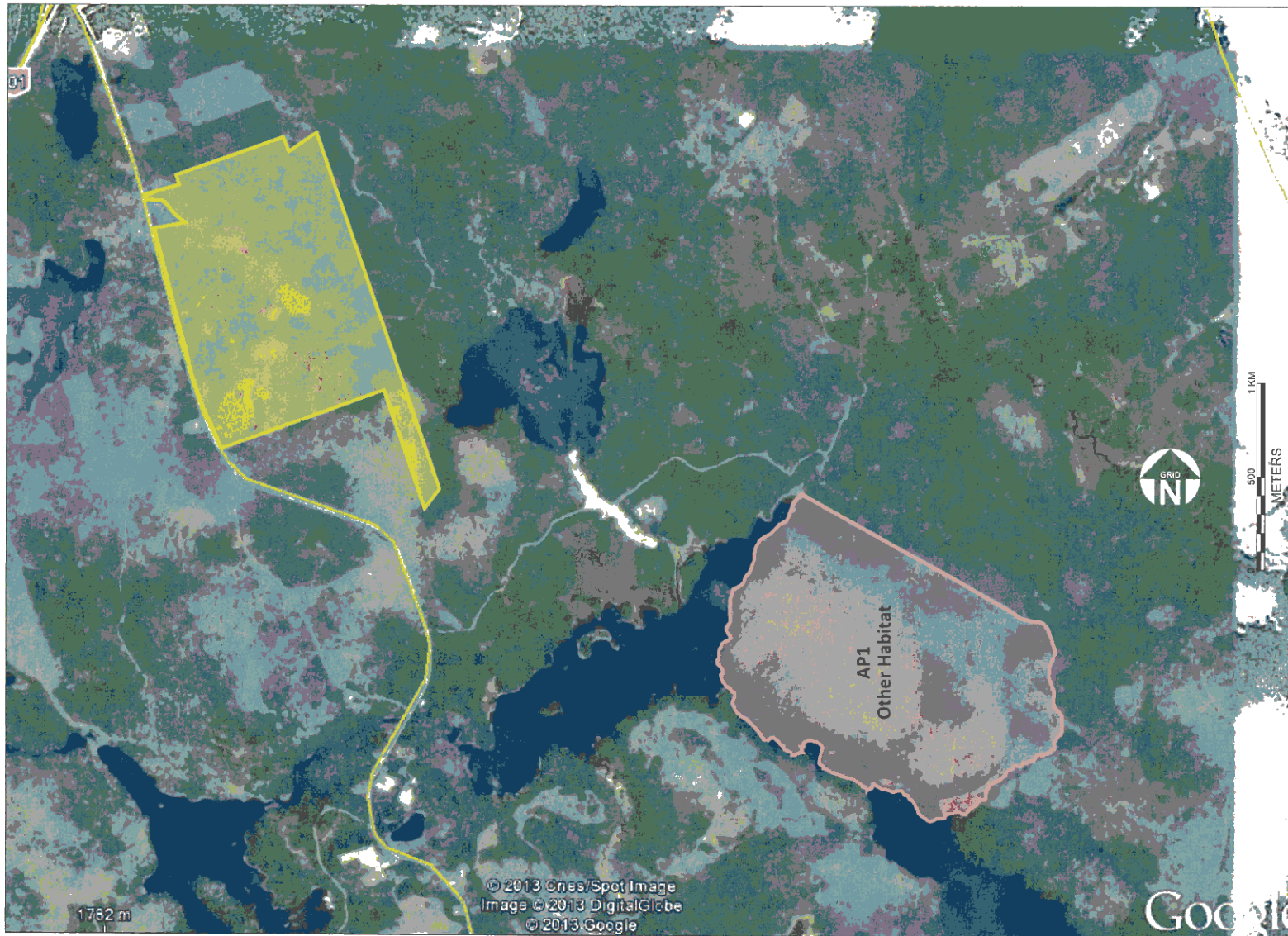
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Significant Species and Habitat

Woodlot Management Plan No.
1181

Municipality of the County of Annapolis
Graywood, Annapolis County, Nova Scotia
Date: November 1, 2013



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Appendix IV: 10-Year Operating Plan
Municipality of the County of Annapolis
WMP # 1181
Graywood, Annapolis County

[illegible]



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: February 11, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-24 Approve *Policy 109 Tax Exemption and Reduction*
Subject: Approve *Policy 109 Tax Reduction and Exemption*

RECOMMENDATION

That Municipal Council approve *Policy 109 Tax Exemption and Reduction* as circulated.
(7-day notice)



BACKGROUND

In February 2016, the Tax Exemption and Reduction Policy was amended to remove the following:

6. *Tax Exemption – Water Utility*

- (a) *The buildings pump stations, deep well pumps, main transmission lines, distribution lines, meters and associated plant and equipment of the Annapolis County Water Utility and Bridgetown Water Utility are hereby exempt from taxation inclusive of area rates.*

However, at that time and since that time it has been overlooked to additionally remove in Section 1 as follows:

1. Purpose

The purpose of this Policy is to provide relief of current taxes and area rates for:

- (a) property of qualifying non-profit organizations as defined within this policy and as specifically identified on appendices attached;
- (b) the taxes or a portion of the taxes payable on a building destroyed or partially destroyed by fire, storm, or otherwise proportionate to the reduction in assessed value;
- (c) ~~the Annapolis County Water Utility.~~

If the county's practice not to exempt water utility properties is to be maintained, Subsection 1(c) should additionally be removed to alleviate confusion.

DISCUSSION

The suggested policy change provides an opportunity for council to discuss and decide whether water utility properties should be exempt under this policy. Prior to 2016, the county had exempted properties owned by water utilities. However, the former Town of Bridgetown had not exempted their utility from paying taxes prior to dissolution. Therefore, council had to decide which practice to adopt for the entire county. Council followed the recommendation of staff that the utilities be required to pay taxes. This resulted in additional tax revenue of approximately \$35,000. It also provided the opportunity for these costs to be included in water rate studies. Water rates are subject to approval by the Nova Scotia Utility and Review Board.

Authority continues to be provided under Section 71 of the *Municipal Government Act* to exempt water utility properties:

Tax exemption policy for certain organizations

71 (1) *The council may, by policy, exempt from taxation, to the extent and under the conditions set out in the policy*

(a) property

- (i) of a named registered Canadian charitable organization, and*
- (ii) that is used directly and solely for a charitable purpose;*

(b) property of a nonprofit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council;

(c) and (d) repealed 2001, c. 14, s. 3.

(e) the buildings, pump stations, deep well pumps, main transmission lines, distribution lines, meters and associated plant and equipment of a municipal water utility.

Considerations:

- (1) When a municipality exempts properties from taxes, the loss of revenue is borne by other municipal residents / taxpayers.
- (2) When exemptions are provided to water utilities, it means that taxpayers who are not customers of the water utility subsidize the loss of tax revenue through their municipal taxes.
- (3) There are two options for off-setting a significant reduction in tax revenue:
 - Increase the commercial tax rate;
 - Reduce the budget.
- (4) Tax revenue is used to pay for infrastructure and services for the benefit of all residents, including those residents receiving services from water utilities.
- (5) A reduction in expenses for a water utility may reduce the ability to increase or stabilize future water rates approved by the UARB.

LEGISLATIVE AUTHORITY

Section 71 of the *Municipal Government Act*.

FINANCIAL IMPLICATIONS

Based on 2024/25 Billing (Based on Commercial Classification + applicable area rates)

Property Taxes – Annapolis County Water Utility

| | |
|-----------------|--------------------|
| Margaretsville | \$7,426.15 |
| Granville Ferry | \$12,579.12 |
| Cornwallis | <u>\$14,516.08</u> |
| | \$34,521.35 |

Property Taxes – Bridgetown Water Utility

| | |
|------------|--------------------|
| Bridgetown | \$14,520.34 |
|------------|--------------------|

Property Taxes – Village of Lawrencetown Utility

| | |
|--------------|-----------------|
| Lawrencetown | \$600.47 |
|--------------|-----------------|

Total **\$49,642.16**

POLICY IMPLICATIONS

There is no impact to other policies created by this new policy. This policy is reviewed annually in March to remove any properties that no longer qualify for exemption and for council to consider any new properties applying for the exemption.

ALTERNATIVES / OPTIONS

Council may approve the policy as circulated.

Council could require further changes.

COMMUNICATION

Normal statutory requirements:

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

ATTACHMENTS

Policy 109 Tax Exemption and Reduction (proposed for approval)

Approved by:


Chris McNeill
Chief Administrative Officer

Approval Date:

FEBRUARY 3, 2025
(Date)

| | |
|--|--|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | Policy 109 |
| Section MUNICIPAL SERVICES | Subject Tax Exemption and Reduction Policy |

1. Purpose

The purpose of this Policy is to provide relief of current taxes and area rates for:

- (a) property of qualifying non-profit organizations as defined within this policy and as specifically identified on appendices attached;
- (b) the taxes or a portion of the taxes payable on a building destroyed or partially destroyed by fire, storm, or otherwise proportionate to the reduction in assessed value;

~~(c) the Annapolis County Water Utility.~~



2. Authority

This policy is enacted pursuant to Part IV, Sections 69A and 71, *Municipal Government Act*, as amended.

3. Definitions

For the purposes of this policy:

Qualifying Non-profit Organizations means – a registered Canadian charity [*Can. Revenue Agency*] (if the property being exempted is used directly and solely for a charitable purpose);

OR

a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization (if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council).

Tax Reduction means – a reduction from commercial tax rates to residential tax rates.

4. Tax Exemption – Charitable and Non-profit Community Organizations

- (a) Municipal Council may, at their discretion, provide a tax exemption or tax reduction to qualifying non-profit organizations demonstrating service to the residents of the County of Annapolis.
- (b) When a property listed in this policy ceases to be owned by the organization named or ceases to be used for the purpose for which the exemption or reduction was granted, the exemption or reduction shall cease and the owner shall immediately be liable for the full property tax and area rates on the entire property for the remainder of the current taxation year and all future taxation years.
- (c) New applications for tax exemptions must be received prior to February 28th of each year for the upcoming taxation year. Any applications received after this deadline shall be considered for the subsequent taxation year.
- d) Notwithstanding § 4 (c) above, a property which is disqualified from tax exempt status under the *Assessment Act* may submit an application for exemption at any time.

| | |
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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | Policy 109 |
| Section MUNICIPAL SERVICES | Subject Tax Exemption and Reduction Policy |

5. Building Destroyed or Partially Destroyed

- (a) For a building that has been destroyed or partially destroyed by fire, storm, or otherwise, the County of Annapolis shall request Assessment Services to provide a new valuation for the purposes of this policy reflecting the reduction in value due to damage. Such reductions do not cover tax arrears.
- (b) If the owner of the property is found guilty of arson, or if the County has reasonable and probable grounds to believe that the owner willfully and intentionally caused the property damage, the tax reduction shall be denied / revoked and the full taxes shall become due and payable with interest accrued thereon.

6. Repeal

Policy 109 Tax Exemption and Reduction, adopted by Municipal Council of the County of Annapolis on March 19, 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 | PENDING |
| Council Approval | PENDING |
| | <u>PENDING</u> |
| _____ Chief Administrative Officer | _____ Date |
| At Annapolis Royal Nova Scotia | |

| | |
|--|--|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | Policy 109 |
| Section MUNICIPAL SERVICES | Subject Tax Exemption and Reduction Policy |

| <u>Organization</u> | <u>Description</u> | <u>Incorp #</u> |
|---|--|--------------------------------|
| In District #1 | | |
| Kinsman Club of Kingston – Greenwood | Land, Hall and Other Building at Wilmot AAN #104-965-086 | 1275916 |
| Melvorn Square & Area Community Association (1988) | Land and Community Centre at Melvern Square 165 Bridge St AAN #103-394-018 | 1848245 |
| Melvorn Square & Area Community Association (1988) | Land and Community Hall at Melvern Square Bridge St AAN #109-900-276 | 1848245 |
| In District #2 | | |
| Forest Glade Community Club | Land – Forest Glade AAN #201-540-572 | 1750415 |
| Forest Glade Community Hall | Land, Community Hall and Other Building at Forest Glade AAN #201-540-599 | 1750415 |
| Margaretville Community Hall Society | Land at Margaretsville AAN #200-890-022 | 1280358 |
| Margaretville Community Hall Society | Land and Building at Margaretsville AAN #203-024-466 | 1280358 |
| Margaretsville Shore Society | 37 Haddock Alley, Parcel HMQ-1A Margaretsville Buildings AAN #203-390- 616 | 799868922 RR0001 3293382 |
| Mount Hanley & District Schoolhouse Museum Society | 2130 Mount Hanley Rd., Mount Hanley Land and Building AAN #09812881 | 813655149 RR001 *3124871 |
| Port George District Lighthouse Society | Land/lighthouse Port George AAN #203-390-551 | 3027988 |
| Port George Regional Recreation Centre | 1.32 Acres Land & Community Hall at Port George AAN #206-338-984 | 1756504 |
| The Friends of Margaretsville Lighthouse | 13 Lighthouse Rd, Parcel 2015-1 Margaretsville AAN # 203-390-594 | 3274056 804282739 RR001 |
| Wilmot Community Group | Land and Community Hall at Wilmot AAN #204-964-969 | 1815847 |
| In District #3 | | |
| Clarence Community Club Trust | Land and Community Hall at Clarence East AAN #300-794-163 | 1742981 |
| Bridgetown Curling Club | Land/Club and Lounge AAN # 300-475-602 | Private Act |
| Hampton Social and Recreation Society | Land and Community Hall at Hampton (Bayshore Rd) AAN #301-870-521 | 1846472 |
| Hampton Lighthouse Society | Land/lighthouse Hampton | 3060949 |

| | |
|--|--|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | Policy 109 |
| Section MUNICIPAL SERVICES | Subject Tax Exemption and Reduction Policy |

| | | |
|----------------------------------|--|---------|
| | AAN #303-390-659 | |
| Mt. Rose Community Club Trustees | Land and Community Hall Mount Rose AAN #303-344-231 | 3051697 |
| Port Lorne Community Centre | Land & Hall Port Lorne AAN #303-789-004 | 3061761 |

| | | |
|---|---|---------|
| In District #4 | | |
| 74th Crusaders Motorcycle Touring Club | Land and Building (Boat Club) at Lequille AAN #400-092-193 | 1481297 |
| Granville Ferry Community Hall | Land and Community Hall at Granville Ferry AAN #401-787-373 | 1267453 |
| Granville Centre Community Club Trustees | Land & Hall 5650 #1 Hwy Granville Centre AAN #404-371-178 | 3080694 |
| Moschelle Community Hall Society | Land and Community Hall at Moschelle AAN #403-620-956 | 2340493 |
| Round Hill & District Recreation Commission | Land and Community Hall at Round Hill AAN #405-147-883 | 1286421 |
| Round Hill Hall Company | Land and Community Hall at Round Hill AAN #404-064-089 | 1286421 |
| Trustees of Tupperville School Building | School Museum Land – 2663 Highway 201 AAN #403-392-295 | 3006590 |
| Tupperville Community Hall Association | 0.05 Acres Land and Community Hall at Tupperville AAN #404-692-225 | 2046824 |

| | | |
|---|---|---------|
| In District #5 | | |
| Fundy Community Recreation Club | Land and Community Hall at Young's Cove AANs #501-618-237 and #510-699-789 | 1755952 |
| Fundy Community Recreation Club | 0.69 Acres Land at Young's Cove AAN #505-042-887 | 1755952 |
| Habitation New Horizons Club | Land and Building at Port Wade AAN #501-835-939 | 1267940 |
| Litchfield-Delaps Cove Community Hall Association | Land and Community Hall at Litchfield AAN #502-566-281 | 1732031 |
| Lower Granville Community Hall | Land and Community Hall at Port Royal AAN #502-613-077 | 1765193 |
| Parker's Cove Fundy Thread and Thimble | Land and Building at Parker's Cove AAN #500-811-734 | 1964798 |

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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | Policy 109 |
| Section MUNICIPAL SERVICES | Subject Tax Exemption and Reduction Policy |

| | | |
|---|---|---------------------------------|
| Parker's Cove United Baptist Church | Land – 614 Milbury Lake Rd Young's Cove AAN #502-021-897 | 107815318 RR0001 3273179 |
| Port Royal Lighthouse Association | Land and Lighthouse – 3420 Granville Rd AAN# 503-390-721 | 4445386 |
| In District #6 | | |
| Cornwallis Park Recreation & Parks Society | Resource General for Land at Martingale Place Deep Brook AAN #607-042-566 | 863850731R R0001 *3062786 |
| Cornwallis Park Recreation & Parks Society | Commercial Land at 285 Shady Lane Cornwallis Park AAN #607-042-647 | 863850731R R0001 *3062786 |
| Cornwallis Park Community Assoc. | Community Centre Cornwallis Park AAN #609-146-415 | 3012134 |
| Atalanta Hospice Society | 1126 Highway 1, lot 225 Cornwallis Park AAN #609-148-698 | 3310042 799430913 RR0001 |
| Atalanta Hospice Society | Commercial Land No 1 Hwy Cornwallis Park AAN #609-149-295 | 3310042 799430913 RR0001 |
| Deep Brook / Waldeck Lions Club Field Card #11245000 | 23 Acres Land and Building at Deep Brook AAN #603-394-212 | 2504520 |
| Upper Clements & District Community Association | Land, Hall and Other Building at Upper Clements AAN #610-017-262 | 1532146 |
| In District #7 | | |
| Bridgetown and Area Historical Society (effective April 1, 2015) | 12 Queen Street, Bridgetown (James House Museum) AAN #701-854-275 | 1253941 |
| Centrelea Community Club | Land and Community Hall at Centrelea AAN #700-704-296 | 2093393 |
| Centrelea Community Club | Lot 1 – Land Highway 201 Centrelea AAN # 709-800-204 | 2093393 |
| Paradise Historical Society | Land and Building at Paradise AAN #703-394-077 (including AAN #10859220 and AAN #10859239) | 3317879 |
| Paradise Community Hall Assoc. | Land and Community Hall at Paradise AAN #703-653-617 | 1759696 |
| Paradise Community Hall Assoc. | Land, Highway 1, Paradise AAN #710-638-887 | 1759696 |
| Saint Anne's Anglican Youth Camp | 2.5 Acres Leased Land and Buildings at Gibson Lake AAN #709-554-017 | 1285879 |

| | |
|--|--|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | Policy 109 |
| Section MUNICIPAL SERVICES | Subject Tax Exemption and Reduction Policy |

| | | |
|---|--|--------------------------------|
| West Paradise Community Club | Land and Community Hall at West Paradise AAN #704-874-951 | 1768883 |
| In District #8 | | |
| Bear River Board of Trade | Land & Windmill Bldg. 100 Wharf Rd AAN #805-396-395 | *1647197 |
| Bear River Board of Trade | Lot 95-1 CDEF – 100 Wharf Rd AAN #807-029-330 | *1647197 |
| Bear River Community Crafts & Recreation | Land & Building (fmr Oakdene School) at Bear River AAN #803-394-239 | 2453306 |
| Clementsvalle & District Recreation Commission | 2 Acres Land and Hall at Clementsvalle AAN #800-644-714 | 1574617 |
| Community Hall Trustees (Maitland Bridge) | Land and Community Hall at Maitland Bridge AAN #800-889-717 | 1699201 |
| Milford Area Community Association | Community Hall at South Milford AAN #803-233-588 | 1281442 |
| The Keith Lodge, No. 16, AF & AM | Land and Lodge Hall at Bear River AAN #804-561-856 | 1280832 |
| In District #9 | | |
| Middleton & District Lions Club | Land at Nictaux AAN #903-527-794 | 1281400 |
| Middleton & District Lions Club | Land and Hall at Nictaux Falls AAN #903-228-819 | 1281400 |
| Nictaux Baptist Church (Twelve Baskets Food Bank) | Land (Lot 8 Plan AC52) Buildings – Food Bank Highway 10 at Nictaux AAN #904-712-498 | 2169103 |
| In District #10 | | |
| Annapolis Co Family Resource Centre | 10 Middle Road, Lawrencetown AAN #1010-279-161 | 3041287 866864978 RR0001 |
| Brickton Community Hall | Land and Community Hall and Other Building at Brickton AAN #1000-475-173 | 1767300 |
| Carleton Road Industries Assoc. | Lot 2 – Land Lawrencetown AAN #1007-028-016 | 1285160 107891020 RR001 |
| Carleton Road Industries Assoc. | Land & Building 468 Main St., Lawrencetown AAN #1003-216-667 | 1285160 107891020 RR001 |
| Carleton Road Industries Assoc. | Land & Dwelling 455 Main St., Lawrencetown | 1285160 |

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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | Policy 109 |
| Section MUNICIPAL SERVICES | Subject Tax Exemption and Reduction Policy |

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|--|---|--------------------------------|
| | AAN #1004-225-546 | 107891020 RR001 |
| Carleton Road Industries Assoc. | Land, 11 Prince St., Lawrencetown AAN #1000-260-827 | 1285160 107891020 RR001 |
| Carleton Road Industries Assoc. | Land Dining (Restaurant), 465 Main St., Lawrencetown AAN #1002-470-853 | 1285160 107891020 RR001 |
| Carleton Road Industries Assoc. | Dwellings & Building Lot 1 -347 Main St. Lawrencetown AAN #1001-127-705 | 1127705 |
| Christian Community Council of Nova Scotia | Land and Buildings, 37 Old Lodge Rd., Lot 39/05 Albany Cross Campground AAN #1000-028-061 | 1251456 118856137 RR0001 |
| Inglisville Community Club | Land and Community Hall at East Inglisville AAN #1002-141-175 | 2010889 |
| South Shore Annapolis Valley Recreational Trail Association | Land Princess Road at Springfield AAN #1004-324-153 | 3051950 |
| Springfield Golden Age Seniors Club | Land and Community Hall at Falkland Ridge AAN #1001-453-793 | *3014249 |
| Springfield Union Picnic Grounds Commission | 12 Acres Land at Springfield Lake AAN #1004-395-603 | *1719861 |
| In District #11 | | |
| Three Rivers Community Association | Land, Community Centre and Other Buildings at Torbrook Mines AAN #1103- 394-085 | 1844670 |

COUNTY *of* ANNAPOLIS

NATURALLY ROOTED

Tax Exemption or Reduction Application Form

Please complete and return to:

Municipality of the County of Annapolis, P. O. Box 100, Annapolis Royal, NS B0S 1A0

ATTN: Ms. Shelly Hudson

****Please attach a copy of the Tax Bill or Assessment Notice to this application form****

Property Owner (Charitable or Non-profit Organization) _____

Assessment Account # _____ Property Location (civic address) _____

Mailing Address _____

Briefly explain activities of the organization which provide a service to the residents of the County of Annapolis:

Please attach a copy of the constitution or bylaws of the organization

NS Registry of Joint Stock Number: _____ Federal Charitable Status Number: _____

I hereby request Municipal Council to consider a tax exemption on the above noted property. I also declare that the information contained in the application is true and correct to the best of my knowledge.

Name (please print)

Signature

Date

Contact Phone#

Email

If you require assistance, phone 902-532-3132 or email to: shudson@annapoliscounty.ca

COUNTY of ANNAPOLIS
NATURALLY ROOTED

PROPERTY TAX REDUCTION FOR DAMAGE TO BUILDING

APPLICATION FORM

Please complete and return to:

Municipality of the County of Annapolis, P. O. Box 100, Annapolis Royal, NS B0S 1A0

ATTN: Ms. Shelly Hudson

****Please attach a copy of the Tax Bill or Assessment Notice****

Assessed Owner _____ Assessment Account # _____

Property Location (please use civic address) _____

Applicant _____

Mailing Address _____

Date Damage Occurred (Month/Day/Year) _____

Type of Damage (fire, wind, etc.) _____

Estimate of Damage/Loss _____

Briefly explain the situation that occurred (attach copies of reports such as Fire Department, Insurance Company, etc.)

I hereby request a reduction in taxes on the above noted property based on the information provided. I declare that the information contained in the application is true and correct to the best of my knowledge. Any approved reduction does not cover area rates, tax arrears, or related interest charges.

Name (please print)

Signature

Date

Contact Phone#

Email

If you require assistance, phone 902-532-3132 or email to: shudson@annapoliscounty.ca

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: February 11, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-25 Approve *Policy 126 Road Naming*
Subject: Approve *Policy 126 Road Naming*

RECOMMENDATION

That Municipal Council approve *Policy 126 Road Naming* as circulated. (7-day notice)

BACKGROUND

AM-1.4.5 *Road Naming and Community Adjustment Policy* was adopted on December 16, 2003. Its purpose is to provide a consistent approach to road naming or renaming. Naming of roads is subject to statutory and regulatory requirements and procedures, as well as established practices of the province and the municipality. The policy requires updating to ensure compliance with current statutory requirements.

DISCUSSION

The new policy streamlines and clarifies road naming processes for the public. The new policy eliminates need for council to approve staff undertaking a review of requests for road name change. This creates significant delays in dealing with requests and no review request has ever been rejected in the past 22 years. Staff recommendations based on a review will always be presented to council for decision.

Additionally, provisions related to community boundaries have been removed from the policy. No authority is provided in the *Municipal Government Act* for this. It is the jurisdiction of the Province of Nova Scotia. However, provincial regulations do mandate a community consultative process which includes municipalities. The Civic Address Coordinator will coordinate with the province and apprise council on such consultations.

LEGISLATIVE AUTHORITY

Section 313 of the *Municipal Government Act* provides authority for bylaws and policies relating to civic addressing. Sub-section 313(c) that council may by policy name or rename any street or private road.

FINANCIAL IMPLICATIONS

The new policy imposes no new financial or budget impacts.

POLICY IMPLICATIONS

There is no impact to other policies created by this new policy.

ALTERNATIVES / OPTIONS

Council may approve the policy as circulated.
Council could require further changes.

COMMUNICATION

Normal statutory requirements:

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

ATTACHMENTS

Policy 126 Road Naming (proposed for approval)

AM-1.4.5 Road Naming and Community Adjustment Policy (for repeal)

Consultation Group:

Linda Bent, Director of Planning & Inspection Services

Cheryl Macintosh, GIS and Civic Addressing Manager

Adam Hack, GIS and Civic Addressing Technician

Approved by: **Approval Date:**



Chris McNeill (Date)
Chief Administrative Officer

FEBRUARY 3, 2025

Road Naming

1. GENERAL

This policy is referred to as the "*Road Naming Policy*" and shall apply within the Municipality of the County of Annapolis.

2. AUTHORITY FOR POLICY

Section 313 of the *Municipal Government Act* provides authority for bylaws and policies relating to civic addresses. It states in Sub-section 313(c) that council may by policy name or rename any street or private road.

3. DEFINITIONS

Except as provided below, terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the English language.

"Addressable Point" means any physical location of ongoing human activity that is accessible by emergency vehicles.

"Affected Residents" means residents living at a civic address or persons owning property with a civic address on a street or road under consideration for naming or renaming, (including businesses).

"Private Road" means a road accessible by regular vehicles that provides access to three or more addressable points that is not owned by the province or the municipality.

"Road" has the same meaning as "Street" in the *Municipal Government Act*.

4. POLICY INTENT

The intent of this policy is to provide a consistent approach to road naming or renaming to achieve a reasonable outcome.

Naming of roads is subject to statutory and regulatory requirements and procedures, as well as established practices of the province and the municipality.

5. CIVIC ADDRESS COORDINATOR RESPONSIBILITIES

Any employee or employees designated by the CAO may carry out the responsibilities of Civic Address Coordinator.

The Civic Address Coordinator shall:

- administer this policy;
- evaluate requests to name or rename roads and prepare documents going to Committee of the Whole (COTW) for approval by Municipal Council;
- disseminate information to the emergency response agencies, provincial agencies, affected residents, area councillor and any other agency deemed necessary concerning any new or changed road names;

Road Naming

- ensure a comprehensive record is maintained of all road names (including provincial highways) and community names in the Municipality which includes maps, plans or other graphic representation through the Nova Scotia Civic Address File (NSCAF); and
- review, evaluate and prepare recommendation(s) in response to requests from other municipalities, the provincial government or the federal government for naming or renaming roads.

6. CRITERIA FOR ROAD NAMING

Unless otherwise stated in this policy, all road names shall conform to the Nova Scotia Civic Address Users Guide - Road Naming Guidelines and procedures and the Best Practice for the Maintenance of Spatial Civic Address Data. New names will be carefully reviewed to minimize potential conflicts.

When naming or renaming a road, public safety concerns shall be the primary consideration. The Civic Address Coordinator shall consider the name's uniqueness, continuity, and ease of pronunciation, that is:

- a) There shall be no duplication or near duplication of road names in the municipality;
- b) There shall be no similar sounding names in the municipality, this will include names using qualifying words such as North, South, East or West, Upper, Lower, etc.;
- c) There shall be no distasteful or inappropriate names in the municipality;
- d) Road continuity will be maintained, a road running in one compass direction will have one name only and should have the same name throughout its entire length;
- e) Personal names of individuals other than exceptional circumstances to commemorate significant community contributions (not related to ownership of land) will not be accepted;
- f) Formal titles of distinction associated with a personal name (i.e., Captain, Major, Reverend, Doctor) will not be accepted;
- g) No new names will contain numbers, special characters, decimals, hyphens apostrophes, or punctuation of any kind;
- h) New names shall not exceed thirty characters including spaces, (excluding suffix / road type);
- i) Company names, commercial product names or names associated with copyrights or trademarks will not be accepted;
- j) Long standing locally used names may be considered.

Road Naming

Road name type (suffix) definitions will adhere to the Nova Scotia Civic Address File (NSCAF) road type list of definitions. They exist to reflect and describe the road's character (e.g., roadway function, length, and configuration). They must be consistent with the Nova Scotia Civic Address User's Guide.

Road names that existed prior to the approval of this policy are hereby accepted unless determined later that a change in name is necessary due to a public safety issue.

7. NAMING NEW ROADS

(PRIVATE ROAD, MUNICIPAL STREET OR ROAD RESERVES)

All new private roads, municipal roads or road reserves are to be designated and registered by the developer who must have the names approved by the Civic Address Coordinator. The applicant shall provide the Civic Address Coordinator with at least three proposed road names. The Civic Addressing Coordinator will conduct the review of the names submitted by following the preceding criteria for road naming. As a prerequisite to final subdivision approval, the road name sign must be posted in compliance with road development standards and signage requirements of the province and the municipality.

8. CHANGING ROAD NAMES

Changing an existing road name is to be discouraged. Changing the name of a road or street has significant public safety implications and will only be considered in a limited number of situations.

A road name change request will only be considered if:

- There are valid public safety issues that affect the civic addressing system and/or the E911 database;
- Affected Residents have been adequately informed and $\frac{2}{3}$ majority or greater support the name changes through a survey conducted by the Civic Address Coordinator.

Road name changes are to be approved by Municipal Council.

9. REPEAL

AM-1.4.5 Road Naming and Community Adjustment Policy, adopted by Municipal Council of the County of Annapolis on December 16, 2003, is hereby repealed.

Annotation for Official Policy Book

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

Seven (7) Day Notice **PENDING Feb. 11, 2025**
Council Approval **PENDING Feb. 18, 2025**

Chris McNeill

PENDING Feb. 18, 2025

Chief Administrative Officer

Date

At Annapolis Royal, Nova Scotia

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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | | AM -1.4.5 |
| Section Municipal Services | Subject Road Naming and Community Adjustment | |

1. APPLICATION

This policy applies within the boundaries of the Municipality of the County of Annapolis to existing and new municipal roads, public roads, private roads, private service roads, road reserves, community names and community boundaries.

2. AUTHORITY

Sections 47(1), 48(3) and 313(1)(c) of the *Municipal Government Act* as amended.
Approved by Municipal Council 03/12/17.

3. POLICY INTENT

Naming of roads, streets and communities and the adjustment of community boundaries is subject to statutory and regulatory restrictions and established practices of the Department of Transportation & Public Works and the Municipality. Procedures must be consistent to ensure that the integrity of the civic addressing system is maintained.

This policy defines the steps that shall be followed when it is proposed that:

- the name of an existing road or street (public or private) be changed or the name or boundaries of a community be changed; or
- the Municipality assign the name of a new road, street or road reserve as a result of subdivision of land pursuant to the Subdivision Bylaw; or
- the Municipality assign the name of a new private road or street or road reserve as a result of subdivision of land pursuant to the Subdivision Bylaw; or
- a name be assigned to an existing road or community not previously named.

New names for roads, streets and communities will be carefully reviewed to minimize the potential for conflicts with existing names. Changing the name of a road, street or community has important historical and public safety implications with preference or greater consideration to be given to the traditional name acknowledged by local residents. Accordingly, a name change should only be considered in a very limited number of situations. Emergency responder services shall be consulted as a part of any civic address change process.

4. BASIC POLICY PRINCIPLES

- 4.1 Procedures and evaluation criteria. Unless otherwise stated, the procedures and evaluation criteria are to be in accordance with the guidelines specified in the Nova Scotia Civic Address File (NSCAF) Pilot Project - Final Report.
- 4.2 Duplication, numbers, suffixes or prefixes are to be avoided. There should be no duplication or

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near duplication of road and community names within the Municipality. Numerals should not appear in a road or community name nor names differentiated by just a prefix or suffix.

Examples

- If Bayview Boulevard exists in the County, this name (with or without add-ons) would not be accepted for another community in the County.
- Since the community of Port Lorne exists, this name (with or without changes in prefixes or suffixes) would not be accepted for another community in the County (such as Fort Lorne, Upper Port Lorne, Port Lorne Extension).
- 1st Avenue or 2nd Street would not be acceptable.
- First Avenue or Second Street would be acceptable.
- Upper Station Road or Lower Water Street would not be acceptable.
- If Portland Road exists, the name Portland Street would not be acceptable.

- 4.3 Confusion is to be avoided. In order to minimize diction problems when reporting road names under stress, names that sound very similar are to be avoided.

Examples

- If Smith Road exists, then Smyth Road, Smith's Road or Smit Road would not be accepted.
- Since the community of Lawrencetown exists, then Lomcetown, Laurencetown, Lewiston or Lawrenceville would not be accepted.

- 4.4 Continuity of road name to be a criteria. A road running in one compass direction should have one name only and should, at least within a community, have the same name throughout its entire length.

- 4.5 Changing an existing name is to be discouraged. A request to change the name of a road, street or community will be considered only if:

4.5.1 there are valid public safety considerations which affect the civic address system and/or the E911 database: **or**

4.5.2 valid issues have been sufficiently documented and adequately presented relative to community identity, heritage and traditions: **and**

4.5.3 property owners have been adequately informed and a 2/3 majority or greater of area residents support the change of road name as evidenced by a community survey in an approved format: **or**

4.5.4 there are important civic objectives or purposes which may be achieved by approving a change: **and**

4.5.5 the change is approved by Municipal Council.

EVALUATION CRITERIA

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The following evaluation criteria applies to all public roads, private roads and communities and is intended to be a set of standards for evaluating name submissions.

5.1 General Criteria

- 5.1.1 Names that existed prior to approval of this policy are hereby accepted unless the Civic Addressing Coordinator determines a change in name is necessary.
- 5.1.2 Only English or French versions will be accepted, with appropriate accents being applied accordance to the rules of the language and the English version being easy to pronounce, recognizable and easy to spell.
- 5.1.3 The long-standing, local usage of the name by the local public will be given preference.
- 5.1.4 Names must reflect good taste as perceived by the general public.
- 5.1.5 Names submitted with special characters will only be accepted if found in the ASCH special character set (*See Schedule A*)
- 5.1.6 Qualifying words (upper, lower, new, old, north, south, east, west, etc.) will not be accepted for proposed changes or new names unless such qualifier is found in the Nova Scotia Gazetteer or if approved by the Civic Addressing Coordinator.
- 5.1.7 All names for roads or streets must have an associated road type, and only road types identified in Section 5.3 will be accepted.
- 5.1.8 Road names containing a number must be alphanumeric (such as First Street) and submissions using a numeric (such as 1st Street) will not be accepted.
- 5.1.9 Name submissions for communities and roads (including road type) shall have a total of no more than 35 characters.
- 5.1.10 The following identifiers or references are not acceptable:
 - (1) homonyms or like sounding names within the Municipality: for example, "Smith", "Smyth", "Smythe", "Smith's", "Smiths", "Smit" or "Smits".

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- (2) a personal name (combination of given and surname) unless such application is in the public interest. (The person commemorated should have contributed significantly to the area where the road is located and the adoption of the personal name during the lifetime of the person concerned should only be made in exceptional circumstances.)
- (3) formal titles of distinctions associated with a person name such as Captain, Major or Doctor.
- (4) company or commercial product names and names associated with copyright or trademarks.

5.1.11 Ownership of land should not in itself be grounds for the application of the owner's name to a road or community, nor does ownership confer the right to specify the name without consultation with area residents.

5.1.12 Mixed language name submissions should be avoided (example: Chapeau Road or Port Petite community).

5.2 Comparisons and Checks

- 5.2.1 A check will be made to confirm continuity of an existing road; i.e. - where a new road is a continuation of an existing road, the new road shall be given the same name as the existing road.
- 5.2.2 A check will be carried out against information found in the "official name" field of the Road Names Database for the Municipality and adjacent neighbouring municipal units as well as the 911 Database. There will be no duplication of road or community names within the Municipality for a new community or road nor requests for renaming an existing community or road; i.e. - any community or road having the same name, the same name and different road type, or is a homonym.
- 5.2.3 Name submissions that reflect legacy details (a name referenced by local residents but not yet recorded) will be given consideration and not necessarily rejected on the basis of duplication.
- 5.2.4 A check will be carried out against information found in the "alias list" field of the Road Names Database. Name submissions which already exist in the alias field of the Road Name Database for the Municipality or adjacent Geographic Service area of a neighbouring municipal unit will not be accepted.
- 5.2.5 A check will be made against information found in the Nova Scotia Gazetteer if named

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after a topographic feature. Such name must reflect the official name as found in the Nova Scotia Gazetteer.

5.2.6 A check will be made with Emergency Response Agencies to confirm that the name does not exist as an official name or alias reference in an adjacent geographic service area.

5.2.7 A check will be made for historical reference for name submissions.

5.3 Road Types

Only the following road types will be accepted for name submissions: (note French-Fr. version)

| <u>Type</u> | <u>Code</u> | <u>Definition</u> |
|---|-------------------------|---|
| Avenue (also Fr.) | Ave | A thoroughfare in an urban setting that is used primarily for local traffic. |
| Boulevard (also Fr.) | Blvd | A major thoroughfare running in a diagonal direction and usually with a landscaped center. |
| Court (also Fr.) Crescent (Croissant-Fr.) | Crt Cres.) Crois) | A short drive usually less than 300 metres, branching from an intersection and ending in a cul-de-sac or dead end. |
| Drive | Dr | A winding thoroughfare longer than 300 meters. |
| Lane | Lane | A reduced right-of-way or curving street of less than 300 meters, branching from courts and ending in a cul-de-sac or dead end. |
| Loop | Loop | A short drive that begin and end in the same street. |
| Road (Chemin-Fr) | Rd Chemin) | A thoroughfare in a rural setting which is frequently used, has heavy traffic volume and runs in any direction. |
| Street (Rue-Fr) | St Rue) | A thoroughfare in an urban setting which is frequently used, has heavy traffic volume and runs in any direction. |

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5.4 Sign Specifications for Private Roads

5.4.1 The lettering of the private road name shall be pursuant to the standards set by the Municipality for private road signs: i.e. -

- (i) lettering to be in white colour against a reflective blue background;
- (ii) upper and lower case lettering is required and the size of the letters should be 100 mm for upper case and 75 mm for lower case.
- (iii) bottom of the lettering to be between 1.5 metres and 2.5 metres above ground (grade);
- (iv) signpost to be made of pressure-treated lumber or rigid aluminum and in accordance with the standards set by the Municipality for private road signs;
- (v) to the extent possible, the signpost is to be located in an unobstructed line of light for vehicles approaching the private road from either direction along the road and to be set back a minimum of 3.5 metres from the travelled portion of the public (or private) road with approval required from the Department of Transportation and Public Works (Environment and Labour) if the signpost is located within the highway right of way.

6. PROCEDURE FOR NAME / BOUNDARY CHANGE (See Schedule B)
(Renaming or Assigning a Specific Name)

6.1. Submission Phase

A written Notice of Intent initiated by an area resident, the Civic Addressing Coordinator, an emergency service provider or member of Council is received by Municipal Clerk, specifying the current name or reference, the proposed name, boundaries (noting intersections at both ends of subject road), the approximate length and the reason for the change to an existing road or community. *(See Schedules C and D)*

6.2 Evaluation Phase

- 6.2.1 Notice of Intent is presented at the next Committee of the Whole or Municipal Council who can either:
- reject the submission (process stops and initiator notified); or
 - accept the submission for referral to Staff.

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6.2.2 The Civic Addressing Coordinator:

- conducts a review and consultation process (area Councillor, Department of Transportation and Public Works, RCMP, local fire department, local area ambulance); and
- does information gathering (Road Name Database, 911 Database, conflicts/anomalies, historical implications, civic implications, other information); and
- provides comments (relative importance to other civic address problems, time availability/schedule, results of consultation, recommendation).

6.3 Approval/Rejection Phase

6.3.1 Review of Staff Report: Committee of the Whole reviews report from Civic Addressing Coordinator and can either:

- a. recommend to Municipal Council to approve the application without public consultation.
- b. recommend to Municipal Council not to accept the submission - process stops if Council accepts this recommendation and initiator notified; **or**
- c. approve application for the circulation of an opinion survey or information flyer to be submitted to Council - initiator notified.

6.3.2 Circulation of Community Survey: Initiator of submission agrees to be applicant and circulate opinion survey if required. Planning Services provides map of area and list of affected civic addresses. The Municipal Clerk prepares wording for opinion survey (one signature per household). Applicant submits opinion survey to Municipal Clerk for presentation to Council.

Note: The community survey is non-binding on Municipal Council.

6.3.3 Circulation of Information Flyer: As an alternative to an opinion survey being circulated, in consultation with the area Councillor, the Municipal Clerk can prepare an information flyer for distribution by mail to respective residents with a response date being noted. Planning Services provides map of area and list of affected civic addresses. The Municipal Clerk submits a recommendation report to the Chief Administrative Officer for presentation to Municipal Council.

Note: The response to the information flyer is non-binding on Municipal Council.

6.3.4 Municipal Council receives opinion survey or report on information flyer and can either:

- d. accept negative results or reject survey/report on information flyer - process stops and applicant notified; **or**
- e. approve name change for recording.

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6.4 **Recording / Notification Phase**

- 6.4.1 Within fourteen(14) days, the Municipal Clerk notifies the Civic Addressing Coordinator to record the new road or community name and advise appropriate agencies; and informs the Applicant of the approval.
- 6.4.2 Within thirty(30) days from receiving notification by the Municipal Clerk, the Civic Addressing Coordinator ensures: (1) the new road or community name is recorded (if applicable), contacts Canada Post, Land Information Management Services, Department of Transportation and Public Works, the National Gazetteer, local emergency services, 911 database and any other relevant agencies); and (2) notifies affected residents of effective date of change by direct mail and/or information flyer as the Civic Addressing Coordinator deems appropriate.

7. **PROCEDURE FOR NAMING NEW ROADS: PRIVATE, PUBLIC OR ROAD RESERVES**

All new private roads, **municipal** roads or road reserves are to be designated and registered by the developer who must have the names approved by the Civic Addressing Coordinator. As a prerequisite to final subdivision approval, the road must be posted in compliance with road development standards and signage requirements of the Department of Transportation & Public Works or the Municipality.

8. **AUTHORITY AND RESPONSIBILITIES**

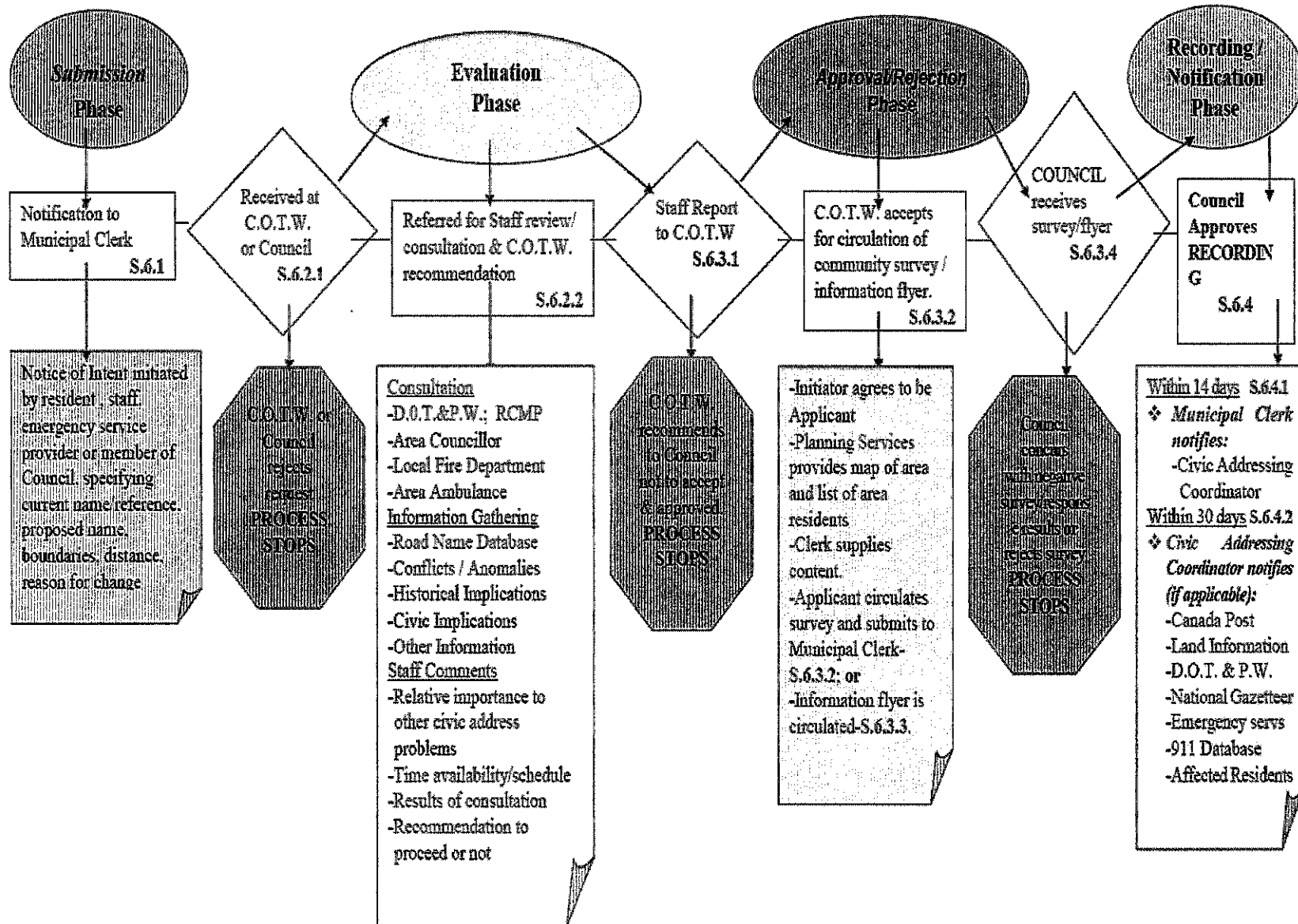
Municipal Council exercises authority and responsibility for approval of all policies and programs of the Municipality.

*Schedule A to AM-1.4.5***ASCH Special Characters for Road & Community Names**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M |
| N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
| a | b | c | d | e | f | g | h | i | j | k | l | m |
| n | o | p | q | r | s | t | u | v | w | x | y | z |
| À | Á | Â | Ç | È | É | Ê | Ë | Ì | Í | Î | Ï | Ö |
| Û | Ü | Û | Ý | à | á | â | ç | è | é | ê | ì | í |
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Schedule B to AM-1.4.5

PROCEDURE FOR RENAMING AN EXISTING ROAD OR COMMUNITY AND/OR CHANGE IN COMMUNITY BOUNDARY



FOR REPEAL

Schedule C to AM-1.4.5
**Notice of Intent to Change
Name of Road**

Note: Please include a sketch map on the back showing the location of the road and its intersection with other primary roads.

1. CONTACT INFORMATION

Name of Applicant: _____
Mailing Address: _____
Civic Address: _____
Telephone Number: _____

Name of Contact Person: _____
(if different from above)
Civic Address: _____
Mailing Address: _____
Telephone Number: _____

2. PARTICULARS FOR NAMING ROAD

Current Name of Road: _____
Intersecting Roads: _____
Length of Road: _____
Community: _____

Number of residences on road (approximate) _____
Number of businesses on road (approximate) _____

Is there presently a road sign posted? ☐ Yes ☐ No

If yes, what is the name on the road sign?: _____

3. PROPOSED ROAD NAME:

4. REASON FOR CHANGE

DATE

SIGNATURE

Notice of Intent to Change Community Name and/or Boundary Change

Note: Please include a sketch map on the back showing the current community location in relation to abutting communities and the proposed name change or boundary change if applicable.

1. CONTACT INFORMATION

Name of Applicant: _____
 Mailing Address: _____
 Civic Address: _____
 Telephone Number: _____

Name of Contact Person: _____
(if different from above)
 Civic Address: _____
 Mailing Address: _____
 Telephone Number: _____

2. PARTICULARS FOR EXISTING COMMUNITY NAME and BOUNDARIES

Current Name of Community _____
 Adjacent Communities _____
 Number of residences affected (approximate) _____
 Number of businesses affected (approximate) _____
 Is there presently a community sign posted? ☐ Yes ☐ No
 If yes, what is the name and where is it posted?: _____

3. PARTICULARS FOR RE-NAMING COMMUNITY or ☐ Not Applicable

New Community Name: *and/or* _____
 New Boundary Changes: _____
 For Boundary Change, number of residences affected (approximate) _____
 For Boundary Change, number of businesses affected (approximate) _____

4. REASON FOR CHANGE IN COMMUNITY NAME AND/OR BOUNDARIES

DATE

SIGNATURE



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: Feb. 11, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-26 Repeal AM-1.2.5 Declaration of Proclamations Policy
Subject: Repeal AM-1.2.5 Declaration of Proclamations Policy

RECOMMENDATIONS

That Municipal Council repeal AM-1.2.5 Declaration of Proclamations Policy [7-day notice].

LEGISLATIVE AUTHORITY

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

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

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

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

BACKGROUND

The policy recommended for repeal was first enacted in January 2007. It has been amended to add to the list of proclamations seven times up to the current version approved in May 2022.

DISCUSSION

This policy is outdated and likely unnecessary. Each time a proclamation not on the list comes to the county for consideration, it must be delayed pending approval of adding it to the policy. Often this means that the period for the proclamation to be effective has passed before approval may be obtained. Many municipalities rely on the discretion of the Warden or Mayor to approve routine requests for proclamations. If not considered routine, the Warden would have the option to seek council's wishes on the request.

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from this new policy.

POLICY IMPLICATIONS

Repeal of this policy does not impact other existing policies.

ALTERNATIVES / OPTIONS

- None

COMMUNICATION

Normal statutory requirements (7-day notice prior to approval by council)

ATTACHMENTS

AM-1.2.5 Declaration of Proclamations Policy (for repeal)

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

FEBRUARY 3, 2025
(Date)

| | | |
|--|--|-----------------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | | AM-1.2.5 |
| Section Procedure & Organization of Council | Subject Declaration of Proclamations | |

For Repeal

APPLICATION

This policy applies within the Municipality of the County of Annapolis.

AUTHORITY

Sections 2 and 47(1) & (2), *Municipal Government Act*

POLICY INTENT

To officially declare proclamations either initiated by the Municipality or are copasetic with activities sponsored by the Municipality.

PURPOSE

Whereas the Municipality promotes activities for: celebrating various cultures, encouraging active living and health, condemning violence, acknowledging volunteers and seniors, and recommending protection of the environment; the declaration of proclamations relating to such promotions would be appropriate. The listing of proclamations specified in Proclamations by Month can be amended by resolution of Council.

PROCLAMATIONS BY MONTH

January:

- Take the Roof Off Winter

February:

- African Heritage Month
- National Flag Day (February 15th)
- Nova Scotia Heritage Day (Third Monday)

March:

- International Day to End Racism (March 21st)
- Epilepsy Awareness Month / Purple Day

April:

- Volunteer Week
- World Autism Awareness Day (April 2nd)
- Earth Day (April 22nd)

May:

- Lyme Disease Awareness Month
- Emergency Preparedness Week (first week)
- National Accessibility Week at the end of May

June:

- Recreation Month
- Environment Week
- Black Mi'kmaq Day (June 16th)

| | | |
|---|------------------------------|----------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS | | AM-1.2.5 |
| POLICY AND ADMINISTRATION MANUAL | | |
| Section | Subject | |
| Procedure & Organization of Council | Declaration of Proclamations | |

For Repeal

July:

None

August:

None

September:

- Right to Know Week

October:

- Mi'kmaq History Month
- Waste Reduction Week

November:

None

December:

- International Day of Persons With Disabilities (December 3).

Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice

May 10, 2022

Council Approval

May 17, 2022

Carolyn Young

Clerk

May 17, 2022

Date

At Annapolis Royal, Nova Scotia

AMENDMENTS:

Effective 2007-01-16 Amended Jan 20-09; Oct 20-09; June 21, 2016; Sept. 20, 2016;
Feb. 20, 2018; April 21/20

May 2022 – Amended to add National Accessibility Week and International Day of
Persons With Disabilities



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: February 11, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-27 Approve *Bylaw 5 Civic Address*
Subject: Approve *Bylaw 5 Civic Address*

RECOMMENDATION

To recommend that Municipal Council give first reading to approve *Bylaw 5 Civic Address*.

BACKGROUND

S10 Civic Addressing Bylaw was initially approved by the county in 2004. It was amended in 2015 and re-named as "*S10 Civic Address Bylaw*."

Bridgetown Civic Address Bylaw was approved in 2009 and remains in effect until specifically repealed by the County.

DISCUSSION

Both of the previous bylaws are complex and often difficult for residents to understand. They required updating to ensure agreement with the *Municipal Government Act* and current best practices.

LEGISLATIVE AUTHORITY

The new, proposed bylaw adheres to requirements in Part XII of the *Municipal Government Act* and specifically exercises the authority provided under Section 13.

BUDGET IMPACTS

The new bylaw imposes no new financial or budget impacts.

STATUTORY REQUIREMENTS

Requirements for all bylaw approvals:

- Pass first reading;
- Notice of council's intent to consider 2nd reading published in a newspaper circulating in the municipality or posted on the municipality's website at least 14 days before read for 2nd time. 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;

- Pass 2nd reading;
- Receive ministerial approval if required (not required for this bylaw);
- 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 5 Civic Address (proposed new bylaw)

S10 Civic Address Bylaw (for repeal)

Town of Bridgetown Civic Address Bylaw (for repeal)

Consultation Group:

Linda Bent, Director of Planning & Inspection Services

Cheryl Macintosh, GIS and Civic Addressing Manager

Adam Hack, GIS and Civic Addressing Technician

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

FEBRUARY 13, 2025
(Date)

Bylaw 5

CIVIC ADDRESS

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

SHORT TITLE

1. This bylaw shall be referred to as “*Civic Address Bylaw*.”

CONFLICT WITH OTHER LAWS

2. Nothing in this bylaw shall be construed as authorizing non-compliance with any laws, regulations, bylaws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbering on structures or properties or the posting of road names on private roads or which may specify standards in respect of the posting of civic numbers or road names.

DEFINITIONS

3. Except as provided below, terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the English language:

“**Addressable Point**” means any physical location of ongoing human activity that is accessible by emergency vehicles.

“**Building Official**” means any employee or employees appointed by municipal council to carry out the responsibilities of issuing building permits and carrying out inspections under the municipality’s building bylaws and the *Building Code Act* and regulations.

“**Civic Address**” means civic number, road name and community name;

“**Civic Number**” means the number assigned to a property by the Civic Addressing Coordinator;

“**Civic Address File**” means the NS Civic Address File (NSCAF) data base containing geographically reference civic address information including civic points, road network file and general service area boundaries;

“**Civic Address Coordinator**” means any employee or employees designated by the CAO to carry out the responsibilities of Civic Address Coordinator;

“**General Service Area (GSA)**” means the community or geographic area contained within the municipality by which all road names are uniquely coded for the delivery of the NS Emergency-911 Program;

“**Private Road**” means a road accessible by regular vehicles that provides access to three or more addressable points that is not owned by the province or the municipality.

“**Road**” has the same meaning as “Street” in the *Municipal Government Act*.

“Road Name” means the official name of a road and road type as it appears in the civic address file; and

“Road Name Sign” means the name plate and the sign post for private roads.

CIVIC ADDRESS COORDINATOR RESPONSIBILITIES

4. The Coordinator shall be responsible for:
 - further assigning of civic numbers to lots or buildings;
 - system identifying all civic numbers assigned by the municipality;
 - assigning civic numbers to buildings where a development permit or building permit is sought;
 - exercising discretion to assign numbers as deemed appropriate for any Addressable Point. (There is no obligation to assign civic numbers to undeveloped lots.)
5. Public safety concerns shall be the primary consideration. The Coordinator may (by written notice to an owner) change or re-assign civic numbers where reasonably necessary to:
 - alleviate public safety issues;
 - avoid potentially confusing numbering discontinuities or irregularities; and
 - assure an adequate supply of civic numbers for existing and future development.

CIVIC NUMBER SPECIFICATIONS

6. The owner of a property shall be responsible to post and maintain the assigned civic number on the property in the following manner:
 - (a) clearly visible from at least 10 metres (32.8 ft.) to traffic approaching from either direction;
 - (b) on the same side of the public or private road as the property is located;
 - (c) displayed horizontally using standard Arabic numerals, (0,1,2,3,4,5,6,7,8,9) and read from left to right;
 - (d) 10 cm (4") in height;
 - (e) white numbers on a blue background and reflective or illuminated during the hours of darkness;
 - (f) posted at an elevation of 1.2 metres (3.93 ft.) to 1.8 metres (5.9 ft.) above grade level with the road;
 - (g) if feasible, posted between 2.4 metres (7.9 feet) to 3.0 metres (9.8 feet) from the closest edge of the traveled portion of the road;
 - (h) displayed in a location which is not obstructed from view.
7. Additional signs displaying the assigned civic number may be posted on the property.

8. No person shall post or permit to be posted a number that could be reasonably be confused with a civic number.
9. A Building Official may refuse to issue an occupancy permit for a property before the assigned civic number is posted.

PRIVATE ROAD SIGNAGE REQUIREMENTS AND SPECIFICATIONS

10. The owner(s) of a private road which intersects a public or private road shall take the following steps to install and maintain a sign identifying it at every intersection identifying the private road by name as follows:
 - (a) apply to the Civic Address Coordinator to have a name assigned to the road;
 - (b) obtain any legally required approvals to install road sign(s);
 - (c) acquire a sign consistent with the following:
 - (i) white lettering on a blue background; and
 - (ii) lettering no less than 100 mm (four inches); and
 - (iii) reflective or illuminated material; and
 - (iv) visible from both directions.
 - (d) install the sign according to requirements below:
 - (i) signpost made of 4" x 4" pressure-treated lumber or 2" x 2" rigid aluminum; and
 - (ii) bottom of the lettering between 1.5 meters (4.9 feet) and 2.5 meters (8 feet) above grade level with the road; and
 - (iii) unobstructed line of sight for vehicles approaching the private road from either direction along the road; and
 - (iv) set back a minimum of 3.5 meters (11.5 feet) from the travelled portion of the road.
11. The owner of the private road must maintain the sign in good condition and replace it as necessary.

COMPLIANCE

12. In a circumstance of contravention of this bylaw:
 - The municipality may prepare a written notice for delivery by posting or registered mail to the owner identifying the remedial action necessary.
 - If remedial action has not been completed within thirty (30) days of notification, the municipality may enter upon the property and undertake the remedial work, charging back and collecting the cost of the work as a lien in accordance with *Municipal Government Act*. This is in addition to any prosecution, penalty or other remedy.

PENALTY

13. Any person who contravenes any provision of this bylaw shall be liable upon summary conviction for each such offense to a penalty of:
 - (a) for a first conviction, a fine of not less than \$500 and not more than \$1,000.
 - (b) for a subsequent conviction, a fine of not less than \$1,500 and not more than \$5,000.

REPEAL

14. *S10 Civic Address Bylaw*, adopted by the Municipality of the County of Annapolis on the 21st day of April, 2015, is hereby repealed.
15. *Town of Bridgetown Civic Address Bylaw*, adopted by the Town of Bridgetown on 31st day of August, 2009, is hereby repealed.

THIS IS TO CERTIFY that *Bylaw 5 Civic Address* was duly approved by Council of the Municipality of the County of Annapolis on the 18th day of March, 2025.

Warden

Municipal Clerk

First Reading: PENDING
Notice of Intent: PENDING
Second Reading: PENDING
Notice of Passing: PENDING (effective date)
Filed with Minister of Municipal Affairs and Housing: PENDING

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S10 CIVIC ADDRESS BYLAW

For Repeal

LEGISLATIVE AUTHORITY

1. This Bylaw shall apply within the boundaries of the Municipality of the County of Annapolis.
2. Nothing in this bylaw shall be construed as authorizing non-compliance with any laws, regulations, bylaws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbers on structures or properties or the posting of street names on private roads or which may specify standards in respect of the posting of civic numbers or street names.

DEFINITIONS

3. Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*:
 - (a) “building” means the main structure used or intended to be used to support or shelter any use or occupancy;
 - (b) “accessory building” means a building that is secondary in nature to a use already existing on the property;
 - (c) “civic address” means the combination of the civic number, road name and community name;
 - (d) “Civic Addressing Coordinator” means the person appointed by the Chief Administrative Officer to administer this Bylaw;
 - (e) “civic number” means the number in the civic address which has been assigned to a property by the Civic Addressing Coordinator in accordance with this Bylaw;
 - (f) “civic address file” means the database that contains all geographically referenced civic address information within the Municipality including civic number points, road network file and community boundary locations;
 - (g) “Municipality” means the Municipality of the County of Annapolis;
 - (h) “private road” means any street, road, lane, or thoroughfare that serves as the access road to more than 3 buildings or worksites and is not owned by the Province of Nova Scotia or the Municipality. In the event that ownership of a road is not determined, the road will be considered private;
 - (i) “property” means a parcel of land with an assessed owner and may or may not contain building(s);
 - (j) “public road” means any street, road, lane, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, or the Municipality.

ASSIGNMENT OF CIVIC NUMBERS

Duties of the Civic Addressing Coordinator

4. The Civic Addressing Coordinator:
 - (a) shall be responsible for assigning civic numbers to buildings or properties;
 - (b) shall keep a civic address file recording system identifying all civic addresses for the Municipality;
 - (c) may, by written notice to the property owner, re-assign or change civic numbers where necessary to resolve inconsistencies or potentially confusing numbering irregularities and assure an adequate supply of civic numbers for existing and future development.

S10 CIVIC ADDRESS BYLAW

For Repeal

5. Deletion of civic numbers shall be at the discretion of the Civic Addressing Coordinator.
6. The Civic Addressing Coordinator is not required to assign civic numbers to undeveloped lots or accessory buildings.
7. The Civic Addressing Coordinator may refuse a request to assign a civic number to someone who is not the property owner and has not received written permission from the property owner.
8. The Civic Addressing Coordinator may waive the standards for civic numbering signage and street signage when compliance is not reasonably possible.

Reference to Provincial Guidelines

9. The Civic Addressing Coordinator may assign civic addresses in accordance with the procedures as specified in the Nova Scotia Best Practice Guidelines for the Maintenance of Spatial Civic Address Data. However, the Civic Addressing Coordinator may deviate from this if, in consultation with the Provincial Civic Addressing Coordinator, the deviation is warranted.

POSTING CIVIC NUMBER SIGNS

Standards for Posting Civic Number Signs

10. It is the responsibility of the property owner to post and keep posted on the property the assigned civic number in the following manner:
 - (a) Civic number signs shall be posted in a manner that is clearly visible from at least 10 metres (32.8 ft.) to traffic approaching from either direction.
 - (b) Civic number signs shall be posted on the same side of the road as the use for which the civic number was assigned.
 - (c) Civic number signs or replacement signs shall be displayed horizontally using standard Arabic numerals, (0,1,2,3,4,5,6,7,8,9) and read from left to right.
 - (d) Civic numbers shall be 10 cm (4") in height (*See Schedule A*).
 - (e) Civic numbers shall be white on a blue background and reflective (*See Schedule A*).
 - (f) Civic number signs shall be posted at an elevation of 1.2 metres (3.93 ft.) to 1.8 metres (5.9 ft.) above grade level with the road (*See Schedule A*).
 - (g) When feasible, civic number signs shall be posted between 2.4 metres (7.9 feet) to 3.0 metres (9.8 feet) from the closest edge of the traveled portion of the road.

Posting Additional Displays, Duplicate or Other Numbers

11. An owner of the property is permitted to post additional signs displaying the assigned civic number provided that the assigned civic number is posted pursuant to this Bylaw and that the additional or duplicate posting does not hinder the viewing of the civic number sign. No person shall post or permit to be posted a number that could be reasonably be confused with a civic number as determined by the Civic Addressing Coordinator.

S10 CIVIC ADDRESS BYLAW

For Repeal

ROAD NAME SIGNS - PRIVATE ROADS

Standards for Posting Road Signs for Private Roads

12. The owner(s) of a private road or occupiers of any land which is accessed by a private road shall take the following steps to post a road name sign identifying the private road by name at the intersection with the public road and every intersection necessary to identify the private road:
- (a) obtain the name assigned to the private road from the Civic Addressing Coordinator. If no name has been assigned, make application to the Municipality to name or have a name assigned to the road in accordance with the Municipality's policies relating to road naming;
 - (b) the lettering of the private road name sign shall be white lettering against a blue background and reflective.
 - (c) upper and lower case lettering is preferred and the size of the letters should be 100 mm (4 inches) for upper case and 75 mm (3 inches) for lower case, (see Schedule "B")
 - (d) bottom of the lettering is to be between 1.5 metres (4.9 feet) and 2.5 metres (8 feet) above grade level with the road.
 - (e) signpost to be made of 4 x 4 pressure-treated lumber or 2 x 2 rigid aluminum.
13. To the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the road and to be set back a minimum of 3.5 metres (11.5 feet) from the travelled portion of the road.

COMPLIANCE

14. In addition to any prosecution or other remedy, if the Civic Addressing Coordinator receives a complaint that a property owner is contravening this Bylaw he / she may:
- (a) prepare a written notice to the owner advising of the contravention of the Bylaw and requesting that remedial action be taken to post, re-post or change a civic number or install a road name sign within thirty (30) days of the date of the notice;
 - (b) arrange for the notice to be served to the owner by personal delivery, regular mail or by posting the notice on the property.
15. If the owner has not undertaken or completed remedial action as directed within thirty (30) days of notification, the Municipality may enter upon the private property and undertake the remedial work and charge and collect the costs of the work, with interest from the date of the completion of the work until the date of payment as a first lien on the property affected.

OFFENCES

16. Any person who violates any provision of this Bylaw is guilty of an offence punishable on summary conviction by a fine of not less than One Hundred Dollars (\$100) and not more than Five Hundred Dollars (\$500). If a violation is a continuing one, each day during which it continues constitutes a separate offence.

Clerk's Annotation For Official Bylaw Book

| | |
|---|----------------|
| Date of first reading: | March 17, 2015 |
| Date of advertisement of Notice of Intent to Consider: | April 2, 2015 |
| Date of second reading: | April 21, 2015 |
| Date of advertisement Notifying of Approving / Amending of Bylaw *: | April 30, 2015 |

I certify that this bylaw was repealed by Municipal Council and published as indicated above.

Carolyn Young

Carolyn Young, Municipal Clerk

April 30, 2015

Date

** Effective Date of the Bylaw unless otherwise specified*

S10 CIVIC ADDRESS BYLAW

For Repeal

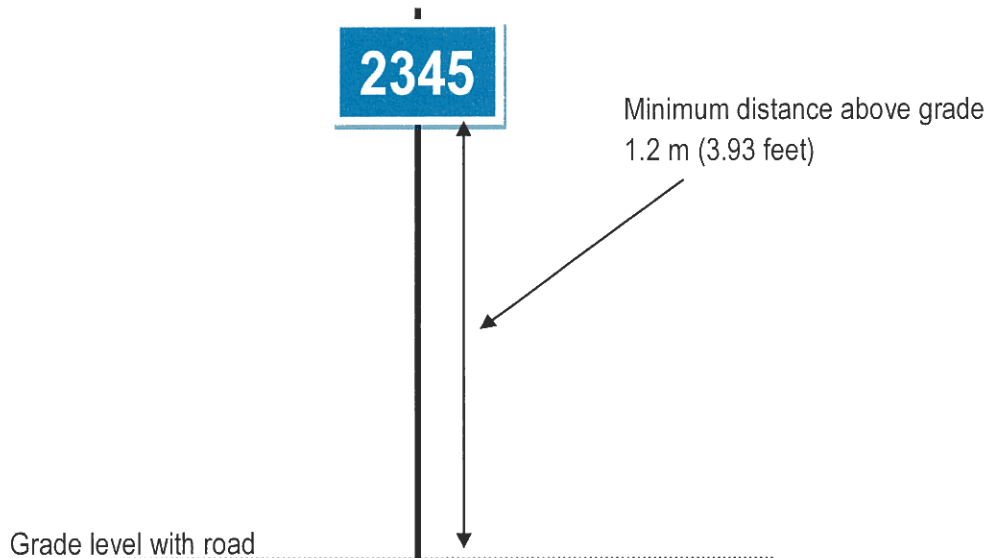
SCHEDULE A

Posting of Civic Numbers

10 cm (4
inches)



White numerals on a blue background
and reflective



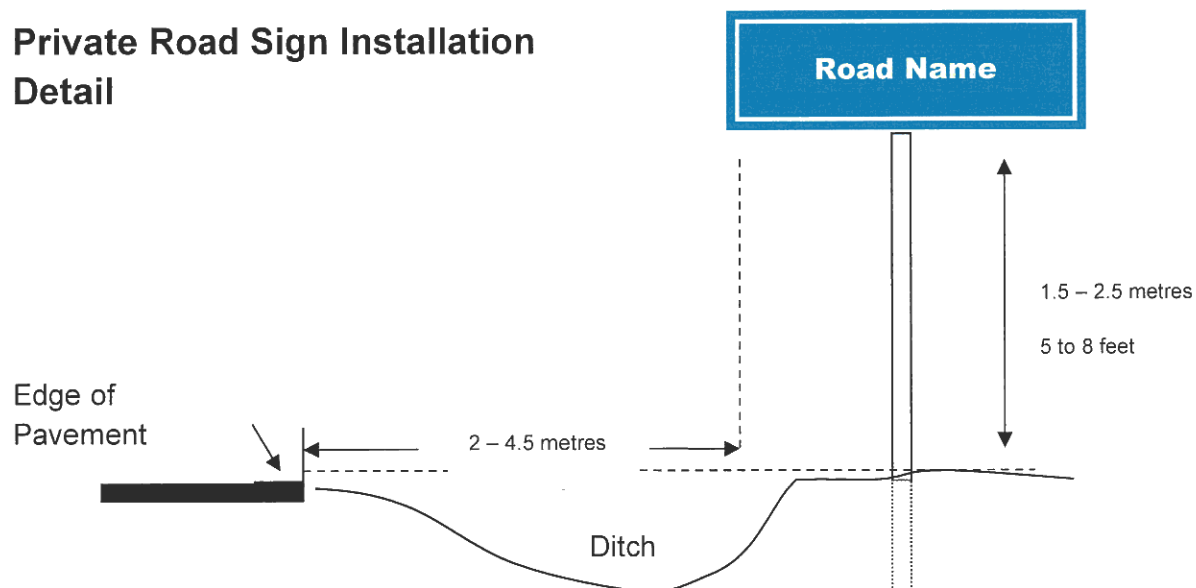
- Civic numbers shall be posted in a location and in a manner so that they can be clearly seen from both directions 10 metres (32.8 feet).
- Civic numbers shall be posted on the same side of the road as the use for which the civic number was assigned.
- Civic numbers shall be displayed horizontally using standard Arabic numerals, (0, 1, 2, 3, 4, 5, 6, 7, 8, & 9) left to right.
- The size of the civic numbers shall be 10 cm (4 inches) in height.
- The color of the numbers shall be white on a blue background and reflective.
- The bottom of the numerals shall be located at an elevation of 1.2 metres (4 feet) to 1.8 metres (6 feet) above grade level with the road.
- Where feasible the civic number shall be posted between 2.4 metres (8 feet) to 3.0 metres (10 feet) from the closest edge of the traveled portion of the road that the building is located on.
- In the event that the building is located with 6 metres (20 feet) from the closest edge of the traveled portion of the road, the civic number may be posted on the building provided it is visible from both directions.

SCHEDULE B

Posting Private Road Name Signs

- The lettering of the private road name sign shall be white lettering against a blue background and reflective.
- Upper and lower case lettering is required and the size of the letters should be 100 mm (4 inches) for upper case and 75 mm (3 inches) for lower case, (see Schedule "B")
- Bottom of the lettering is to be between 1.5 metres (4.9 feet) and 2.5 metres (8 feet) above grade level with the road.
- Signpost to be made of pressure-treated lumber or rigid aluminum.
- To the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the road and to be set back a minimum of 3.5 metres (11.5 feet) from the travelled portion of the public (or private) road with approval required from the Department of Transportation & Infrastructure Renewal if the signpost is located within the highway right of way.

**Private Road Sign Installation
Detail**



Town of Bridgetown Civic Address By-Law

- 1.0** This By-Law is entitled the Town of Bridgetown Civic Address By-Law and is developed in accordance with the Municipal Government Act 1998, Part 12 Section 313.
- 1.1** Nothing in this By-Law shall be construed as authorizing non-compliance with any laws, regulations, by-laws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbering on structures or properties or the posting of street names on private roads or which may specify standards in respect of the posting of civic numbers or street names.
- 1.2** The objectives of this By-Law are to facilitate emergency response by adopting a provincially standardized system for assigning civic numbers to buildings and properties; to require property owners to post their civic numbers on their properties and to comply with any changes to their civic numbers.
- 2.0 Definitions** In this By-Law:
- a) **“Building”** means a structure used or intended to be used to support or shelter any use or occupancy, except a structure the use of which is accessory to the use of another structure on the same lot and except a structure which, if it were now being built for the first time, would not require a building permit to authorize its construction.
 - b) **“Civic Addressing Coordinator”** means the person or persons appointed by the Chief Administrative Officer to administer the provisions of this by-law.
 - c) **“Town”** means the Town of Bridgetown.
 - d) **“Lot”** means any parcel of land described in a registered deed or as shown in a registered plan of subdivision.
 - e) **“Civic Number”** means the number assigned to a lot or building by the Civic Addressing Coordinator or designate. In the case of multiple tenant buildings, the civic number may also contain a suite or unit identifier.

For Repeal

f) **“Owner(s)”** means;

i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,

ii) in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building,

iii) in the absence of proof to the contrary, the person assessed for the lot;

g) **“Roadway”** means that portion of a street improved, designed or ordinarily used for vehicular traffic.

h) **“Street or Road”** means the whole and entire right-of-way of every highway, road, or road allowance vested in, or maintained by the Province of Nova Scotia or the Town of Bridgetown.

i) **“Private Road, Lane or Drive”** means any road, street, lane, trail or other thoroughfare which is not a street as defined in subsection (h) which serves as a principle vehicular access from a public street to three or more addressable buildings;

3.0 General

3.1 The Civic Addressing Coordinator is responsible for the assigning of civic numbers to lots and buildings fronting upon, abutting or accessing any street. The Civic Addressing Coordinator shall keep a record of civic numbers which have been assigned. The Planning Technician at the Annapolis District Planning Commission will be responsible to maintain the record of civic numbers in the Nova Scotia Civic Address File (NSCAF) and the Geographic Information System mapping maintained at the Annapolis District Planning Commission.

3.2 The Civic Addressing Coordinator may assign civic numbers to lots for which subdivision approval is requested, or to buildings for which a development and/or building permit is requested. The Civic Addressing Coordinator is not required to assign a civic number to an undeveloped lot, and may assign more than one civic address to a lot or building.

3.3 The Civic Addressing Coordinator may, by written notice to an owner, change or reassign civic numbers where reasonably necessary to avoid potentially confusing numbering situations, discontinuities or irregularities.

3.4 A civic number which is displayed on a building or lot on the date of the enactment of this by-law shall continue to be its civic number until such time as the Civic Addressing Coordinator may, by written notice, otherwise direct.

3.5 A request to change an assigned civic number shall be made to the Civic Addressing Coordinator, by the owner of the property upon which the building is situated.

For Repeal

- 3.6 Civic numbers for new buildings shall be assigned when the Building Inspector has completed the footing inspection, or when the building has been located on the lot and the first inspection has been completed.
- 3.7 The Town of Bridgetown is not liable for any costs or hardships whatsoever that may be incurred by any property owner due to the re-assignment of any civic number.
- 3.8 The owner of a property shall post the assigned civic number prior to the issuance of an occupancy permit.
- 3.9 The Building Inspector or Development Officer for the Town of Bridgetown shall not issue an occupancy permit for the property before the assigned civic number is posted for the property.
- 3.10 With or without application by an owner, the Civic Addressing Coordinator may provide written authorization for signage for civic numbers or street names to vary from the standards contained in the By-Law, with or without conditions, when:
 - (a) compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
 - (b) compliance would not as effectively meet the objectives of this By-Law as an alternative approach.

An authorization under this section may be revoked or varied by the Civic Addressing Coordinator. Owners shall comply with any conditions contained within authorizations granted under this section.

- 3.11 The Civic Addressing Coordinator will use the "Civic Address User's Guide, Version 4.0" or any revision of same, supplied by Service Nova Scotia and Municipal Relations or the Emergency Management Office as the general guideline for assigning civic addresses and resolving issues found with existing numbers.
- 3.12 The Civic Addressing Coordinator may consult with outside persons or agencies concerning situations that arise that are outside the general scope of the aforementioned guidelines.
- 3.13 The Town of Bridgetown reserves the right to carry out civic number projects which may include the actual posting of civic numbers on or adjacent to private property with minimal costs being assigned to the owner.

4.0 Display of Numbers

- 4.1 The owner of a lot on which a building is located shall display on the lot the civic number of the building in the manner provided herein, and shall maintain the sign and its support in good order.
- 4.2 An owner shall not display nor permit to be displayed upon his lot any number which is not its' civic number. The Civic Addressing Coordinator may, by written notice, require an owner to remove from his lot any number which is displayed thereon which is not its' civic number.
- 4.3 Subject to subsection (4.1), all civic numbers shall be displayed upon a lot in the following manner:
 - (a) civic numbers shall be in Arabic numerals;
 - (b) the bottom of the numerals shall be a least 1.2 metres above the ground;
 - (c) the color of each numeral shall clearly contrast with the color of the building or post or sign on which it is located;
 - (d) the civic number sign shall be placed upon the building in such a location that it faces toward and is clearly visible from the roadway or the street from which it is numbered, and from all points in at least 10 metres in either direction from that place; or placed perpendicular to the street on a two-sided sign.
 - (e) if it is located on a sign or post or on a building which is within 15 metres of the roadway, then the numerals shall be not less than 100 millimeters in height;
 - (f) if it is located on a building which greater than 15 metres from the roadway, then the numerals shall be not less than 150 millimeter in height;
 - (g) where the view of a civic number would be obstructed if it were posted on the building, or would not be easily read when viewed from the traveled portion of the street or private road, the civic number shall be posted at the end of the access driveway, on the owner's property, and on either side of a free standing post located within five (5) metres of the street boundary.
 - (h) where the placement, color, contrast, size or reflectivity of the posted numbers adversely affect the visibility of same during hours of low light, the Civic Addressing Coordinator may require the sign or numbers to be illuminated.
- 4.4 The Civic Addressing Coordinator may, in writing, require the owner to place a civic number on a sign or post located on the lot adjacent to the entrance of a driveway which provides emergency vehicle access to a building.

For Repeal

- 4.5 The Civic Addressing Coordinator may assign a name to private lanes or driveways that give access to three (3) or more buildings, accordance with the Street Naming Policy of the Town of Bridgetown.

5.0 Orders

- 5.1 In event of contravention of this Bylaw the Civic Addressing Coordinator or designated By-law Enforcement Officer may serve, or cause to be served an Order to Comply by personal delivery, registered mail or posting on the property.
- 5.2 Every Order to Comply shall contain:
- (a) the section of the Bylaw which has been contravened;
 - (b) actions to be taken in order to bring the property into compliance with the bylaw;
 - (c) the date by which the property must be brought into compliance with the order;
 - (d) the action which will be taken against the owner should the property not be brought into compliance.
- 5.3 Where an owner fails to comply with the requirements of an Order within the time frame stipulated therein, the Civic Addressing Coordinator or designated By-law Enforcement Officer may enter upon the property without warrant or other legal process and undertake the work specified in the Order.
- 5.4 Where the Civic Addressing Coordinator or designated By-law Enforcement Officer undertakes the work specified in the Order, the Town may charge and collect the costs thereof either from the owner or as a first lien on the property affected.

Penalty and Payment in Lieu of Prosecution Policy

- 6.1 Every person who violates or fails to comply with any of the provisions of this By-law shall be liable, upon summary conviction, to a penalty not less than twenty (\$20.00) and not exceeding Five Hundred Dollars (\$500.00).
- 6.2 Should the Town of Bridgetown adopt a Payment in Lieu of Prosecution Policy in the future, then any person who is given notice of the contravention may pay to the Town of Bridgetown at the place specified in the notice; the minimum sum provided under the Payment in Lieu of Prosecution Policy, within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

For Repeal

THIS IS TO CERTIFY that this bylaw passed by a majority vote of the whole council at a duly called Council meeting on the 31st day of August, 2009.

GIVEN under the hand of the Chief Administrative Officer and under the seal of the Town of Bridgetown this 11th day of July 2011.

Darrell Hiltz
Chief Administrative Officer

| | |
|--------------------------------|------------------|
| First Reading | July 27, 2009 |
| "Notice of Intent" Publication | August 12, 2009 |
| Second & Final Reading | August 31, 2009 |
| Ministerial Approval | Not Required |
| Date of Publication | October 21, 2010 |
| Forwarded to the Minister | July 11, 2011 |



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: February 11, 2025
Prepared By: Angela Anderson, CPA, Director of Finance
Jim Young, Director of Operations
Report Number: SR2025-28 Capital Funding Requests
Subject: **Capital Funding Requests**

RECOMMENDATION(S):

That Committee of the Whole recommend that Council authorize funding of \$32,062 from the capital reserve fund for the completion of the Bridgetown Parking Lot and EV Charging Station project.

That Committee of the Whole recommend that Council authorize funding of \$52,117 from the capital reserve fund for the completion of the Sports Hub accessibility project.

That Committee of the Whole recommend that Council authorize funding of \$141,000 equally from the County water and County sewer reserves for the East End water study.

That Committee of the Whole recommend that Council authorize funding of \$27,706 from the Canada Community Building Fund for the Facilities Assessment project.

That Committee of the Whole recommend that Council authorize funding of \$9,775 from the capital reserve fund for the accessible upgrades to Jubilee Park.

BACKGROUND

Capital budgets are annual and require approval and re-approval for each fiscal year regardless of whether they are still a work in progress. This report includes projects that were continued in 2024/25 and require appropriate funding sources.

DISCUSSION

Bridgetown Parking Lot

Motion 230919.02 authorized a parking lot and associated amenities on the lands adjacent to the former Bridgetown Town Hall. This capital project was expanded to include an EV charging station (motion/Council meeting reference) that was completed in the 2024/25 fiscal year. The final invoice in the current fiscal year totals \$32,062. The original funding for the project was from the sale of the former Bridgetown Town Hall facility. The remaining funds for the sale of Bridgetown Town Hall are held in the capital reserve and can be utilized to cover this cost.

Sports Hub Capital

The 2023/24 capital budget included \$200,000 (CCBF) for Sports Hub projects supplemented by an Enabling Accessibility grant of \$72,748 for the completion of accessible washrooms. There was no amount allocated for the completion of this project in 2024/25 with spending totaling \$52,117. It is recommended that the funds come from the capital reserve fund as the CCBF reporting (AER) has been completed for this project.

East End Water Study

The 2023/24 budget included \$50,000, 50% from County Water funds and 50% from County sewer funds. Motion 230919.09 authorized an additional \$93,218 split between the water and sewer reserves. The project was undertaken in the 2024/25 fiscal year and was not included in the current budget. It is recommended that the funds totaling \$141,000 come in equal parts from the County Water and County Sewer reserves.

Facilities Assessment

The 2023/24 capital budget included a Bridgetown Arena Assessment for \$75,000 funded by Canada Community Building Fund (CCBF). The Municipality was successful in applying for a grant for this project in the amount of \$91,280. Scope was re-defined to include more facilities and an energy savings component. The facilities included are:

- Bridgetown Arena
- Nictaux Wastewater Treatment Plant (WWTP)
- Cornwallis WWTP
- Margaretsville WWTP
- Cornwallis Water Treatment Plant

The final invoice was received in 2024/25 for \$52,451 and can be funded by CCBF funds.

Jubilee Park Accessibility Upgrades

The 2023/24 capital budget included \$90,000 for the upgrades to the park funded from the recreation reserve, now the land acquisition reserve. The 24/25 spending totals \$9,775 and is recommended to be funded from the capital reserve fund.

FINANCIAL IMPLICATIONS

| Capital Project | Amount | Funding Source |
|--------------------------|----------------|--|
| Bridgetown Parking Lot | \$32,062 | Capital reserve fund |
| Sports Hub Accessibility | \$52,117 | Capital reserve fund |
| East End Servicing Study | \$141,000 | 50% County water and 50% County sewer reserves |
| Facilities Assessment | \$27,706 | CCBF |
| Jubilee Park Lift | \$9,775 | Capital reserve fund |
| Total | 262,660 | |

Estimated reserve impacts

| | Capital Reserve Fund | CCBF | County Sewer | County Water |
|--------------------------------------|-----------------------------|-------------|---------------------|---------------------|
| Reserve Balance (estimated) | \$1,147,723 | \$4,356,463 | \$642,540 | \$822,352 |
| Less: Project Funding | (\$93,954) | (\$27,706) | (\$70,500) | (\$70,500) |
| Projected Reserve Balance (estimate) | \$1,053,769 | \$4,328,757 | \$572,040 | \$751,852 |

*Note the reserves are estimates and do not include actual 2024/25 financial results.

Prepared by:

Angela Anderson, CPA, Director of Finance
Jim Young, Director of Operations

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

FEBRUARY 3, 2025



COUNTY of ANNAPOLIS
SALT WATER BOULEVARD

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: February 11, 2025
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2025-29 Residential Tax Rate Policy
Subject: **POLICY 134 - Frozen Residential Tax Rate**

RECOMMENDATION

That Council of Municipality of the County of Annapolis approve Policy 134 respecting Frozen Residential Tax Rate.

BACKGROUND

Annually, Municipal Council deliberates on operating and capital budgets and determines through an analysis of revenues and expenditures what the annual residential, commercial, and resource base tax rates will be for the ensuing fiscal year.

The current base tax rates per \$100 of assessment are:

Residential \$1.025

Resource \$1.025

Commercial \$1.80

DISCUSSION

Councillor Hare has requested that a policy be drafted for Council's consideration that would see the current residential base tax rate frozen until such time as Council publicly repeals Policy 134 respecting Frozen Residential Tax Rate. The proposed policy does not apply to commercial, resource, fire, or area rates.

LEGISLATIVE AUTHORITY

Section 48(3) of the *Municipal Government Act* notes that 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.

Section 73 of the *Municipal Government Act* states that

(1) Subject to subsection (2), a council may set separate commercial and residential tax rates for the area of the municipality determined by the council to be

(a) a rural area receiving a rural level of services;

(b) a suburban area receiving a suburban level of services; and

(c) an urban area receiving an urban level of services.

Prepared by:

Chris McNeill, Chief Administrative Officer



| | | |
|---|-----------------------------|-------------------|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | | POLICY 134 |
| ADMINISTRATION | Frozen Residential Tax Rate | |

1. GENERAL

This policy is referred to as the "Residential Tax Rate Policy".

2. AUTHORITY FOR POLICY

Section 48(3) of the *Municipal Government Act* notes that 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.

Section 73 of the *Municipal Government Act* states that

(1) Subject to subsection (2), a council may set separate commercial and residential tax rates for the area of the municipality determined by the council to be

- (a) a rural area receiving a rural level of services;
- (b) a suburban area receiving a suburban level of services; and
- (c) an urban area receiving an urban level of services.

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. FROZEN RESIDENTIAL BASE TAX RATE

The Municipality hereby establishes the residential base tax rate for all properties within Municipality of the County of Annapolis at \$1.025 per \$100 of assessment and shall not be increased.

| | |
|--|---|
| (a) | 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 | February 11, 2025 |
| Council Approval | |
| <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> Municipal Clerk | <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> Date |
| At Annapolis Royal Nova Scotia | |



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: February 11, 2025
Prepared By: Amy Barr, Policy and Development Coordinator
Report Number: SR2025-30 Drinking Water Protection Area Signage
Subject: Source (Drinking) Water Protection Area Signage

RECOMMENDATION

That Municipal Council approve the recommended purchase and installation of drinking water protection signage for municipal water systems in Cornwallis Park, Margaretsville, Granville Ferry, Bridgetown and Bear River.

LEGISLATIVE AUTHORITY

Municipal Government Act - Section 180 (2A)

BACKGROUND

The Lake Cady watershed is the sole potable water source for the community of Cornwallis Park. The Municipality inherited the water supply and distribution system from the Canadian Forces when CFB Cornwallis ceased operating as a military base in 1995. The water supply is unique in that the watershed area is in District 8, but supplies a service located in District 6, Cornwallis Park. It should also be noted that only a small portion of water passes through Lake Cady. The hydrological groundwater flowage for this water system is expansive and the total catchment area is approximately 2,300 hectares. In addition, the water sources tributaries and headwaters are located near private woodlots, which typically use herbicide in their forestry operations. These circumstances greatly increase the importance of protecting the water source from containments. In 2015 Source Water Protection Plans were developed for the Lake Cady, Margaretsville, Granville Ferry, and Bridgetown water sources, and source water areas were formally protected by regulations against potential water quality threats, including herbicides.

Since 2015, the Municipality has become increasingly aware of public concern around the potential effects of aerial spraying, particularly around protected watersheds. In 2022, the Municipality issued a letter and requested more information from Nova Scotia Environment (NSE) as NSE is responsible for issuing permits for aerial spraying. The Province specified that all approvals for aerial spraying include a thorough review on health, topographic, and operational conditions. The approval documents also require the approval holder to notify all property owners within 500 meters of the location in writing prior to spraying. This includes posting of signage at all access points. It is unclear if that was adequately completed prior to the 2024 aerial spraying approvals.

In October 2024 the Municipality received an e-mail requesting that signage be erected strategically around the Lake Cady area. The goal of this signage would be to provide clear communication to both landowners as well as government agencies. Following discussion, staff were directed to provide a recommendation report on signage to Council through motion 241015.02. Although the original e-mail references the watershed for Lake Cady specifically, staff have expanded the scope and plan to include signage for all source water protection areas.

DISCUSSION

Operations staff have determined the necessary locations for signage at all municipal source water sites. Staff recommend that a total of 15 signs will be purchased and will be distributed throughout the required locations. Operations staff will purchase any additional materials that are required, such as posts, and be responsible for installation.

Source (Drinking) Water Protection Areas:

- Lady Cady/Cornwallis Park
- Margaretsville
- Granville Ferry
- Bridgetown
- Bear River (SWPP yet to be established, but signage may be installed)

FINANCIAL IMPLICATIONS

It is estimated that the cost of completing this project would be approximately \$1,500. Annapolis County Water Utility is identified to be the source of the expense, as there are sufficiently funded budget allocations for administration and general expenses associated with water operations.

POLICY IMPLICATIONS

None known. This is within the directives of the Source Water Protection Plan documents.

ALTERNATIVES / OPTIONS

- Do not approve the purchase and installation of watershed protection signs.

NEXT STEPS

If approved, staff will begin the implementation of posting the signs throughout the watershed protection areas.

ATTACHMENTS

- Signage Example
- E-mail- October 2024
- Provincial Correspondence, 2022

Prepared by:

Amy Barr, Policy and Development Coordinator

Reviewed by:

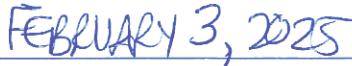
Jim Young, P. Eng, Director of Municipal Operations

Approved by:

Approval Date:


Chris McNeill, Chief Administrative Officer

(Date)



(Date)

Client: Annapolis Country

Date: Jan. 30, 2025

Designer: Paul

Salesperson: Sean

File Name: Est13247v2

☐ Approved for Fabrication

☐ Approved as Noted

☐ Revise and Resubmit

☐ Rejected

Name _____

Signature _____

Date: _____

Your signature authorizes Sojourn to complete the sign in accordance with the proof

This drawing is given in confidence and may not be used or disseminated in any way without prior written consent from Sojourn Signs. All common law and copyright laws are hereby specifically reserved



30cm x 45cm

Details

Sign Type: Aluminum

Quantity: _____

☐ EG ☐ DG ☒ HIP ☐ Non-Reflective

☒ Single-sided ☐ Double-sided

☒ Non-Illuminated ☐ Backlit

Surface: 1st ☐ Interior ☐ Exterior

Substrate / Structure

A ☒ 0.080 aluminum

B ☐ _____

C ☐ _____

D ☐ _____

Graphics

☐ Vinyl ☒ Digital Print ☐ Screen Print

1 ☒ 3M HIP reflective w 1160 laminate

2 ☐ _____

3 ☐ _____

4 ☐ _____

Notes: _____

☐ Installation ☐ Interior ☐ Exterior

Install Location: _____

RE: Agenda Item: signage for Lake Cady watershed protected zone

From Alex Morrison <AMorrison@annapoliscountry.ca>

Date Tue 2024-10-01 9:54 AM

To Michael J. Gunn <MGunn@annapoliscountry.ca>; Carolyn Young <CYoung@annapoliscountry.ca>; Brad Redden <BRedden@annapoliscountry.ca>

Cc Chris McNeill <CMcNeill@annapoliscountry.ca>; Kelly Kempton <kkempton@annapoliscountry.ca>

Hello Michael;

I recommend you have a chat with the CAO so that all is clear at the COW mtg. Cheers

Alex Morrison, MSC, CD, MA
Warden and Councillor District 6, Annapolis County
508 Harbourview Crescent
Cornwallis Park, NS
B0S 1H0
(902) 638-3416
Together, Working for a Better Community

From: Michael J. Gunn <MGunn@annapoliscountry.ca>

Sent: October 1, 2024 9:51 AM

To: Carolyn Young <CYoung@annapoliscountry.ca>

Cc: Alex Morrison <AMorrison@annapoliscountry.ca>; Chris McNeill <CMcNeill@annapoliscountry.ca>

Subject: Agenda Item: signage for Lake Cady watershed protected zone

Good morning Carolyn,

I would ask that an agenda item be added to COTW.

The Province granted permits to spray Glyphosate in the Lake Cady watershed area, reportedly not realizing that it is part of our protected water source. The Department of Natural Resources and Renewables claimed to be unaware of the expanded protections, and our lack of posting roadside had contributed to the misunderstanding by both landowners and Provincial regulatory bodies. We can remedy this.

I would propose a motion that would read:

I move that Annapolis County Council direct staff to repost signage along the Lake Cady watershed area as a "Protected Watershed Zone" every 100 ft so as to thwart any attempts to apply herbicides by means of arial or ground-based applications. Further, the expense of this should come from the Lake Cady Water Utility.

Thank you,
Michael

Michael Gunn
District 8
Annapolis County



COUNTY of ANNAPOLIS
NATURALLY ROOTED

752 St. George Street, PO Box 100
Annapolis Royal, Nova Scotia, Canada B0S 1A0
Phone: (902) 532-2331 Fax: (902) 532-2096
Website: AnnapolisCounty.ca

September 13, 2022

Hon. Tim Houston, Premier
PO Box 726
Halifax, NS B3J 2T3

Premier@novascotia.ca

~and~

Hon. Tim Halman, Minister
Environment and Climate Change
1700 Granville Street, 4th Floor
PO box 2125, Halifax, NS B3J 3B7

Minister.Environment@novascotia.ca

Dear Premier Houston and Minister Halman,

Re: Moratorium on Aerial Herbicide Spraying

Over the past months, municipal council has been hearing the concerns of Annapolis County citizens regarding aerial spraying of herbicides and pesticides. Approved sites are impacting adjoining private lands, indeed, some residents were unaware of the spraying that would be taking place near where they live, work, and recreate.

On behalf of the Municipality of the County of Annapolis Council, I am requesting that a moratorium be placed on aerial herbicide spraying until a formal report on the net benefits or net losses of such activity to the residents of Nova Scotia, can be obtained by requisition of the provincial government.

We look forward to your early responses, as such activities are scheduled over the next few weeks.

Yours truly,

Alan V. Parish,
Warden

AVP/cy

cc: Chris d'Entremont, MP West Nova Chris.dEntremont@parl.gc.ca
Kody Blois, MP Kings-West Hants Kody.Blois@parl.gc.ca
Hon Jean-Yves Duclos, MP, Minister of Health hcminister.ministresc@hc-sc.gc.ca



RECEIVED
via email
October 24, 2022

Environment and Climate Change
Office of the Minister

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • Telephone: 902-424-3736 • novascotia.ca

File No.: 10700-40-58345

October 24, 2022

Alan Parish
Warden
County of Annapolis
AParish@AnnapolisCounty.ca

Dear Warden Parish:

Thank you for your September 13 and October 12, 2022, letters to Premier Houston and myself regarding a moratorium on aerial herbicide spraying. I am responding on behalf of Premier Houston as well.

An approval from Nova Scotia Environment and Climate Change is required before conducting aerial herbicide treatments. Operational conditions such as buffer zones and wind speeds are included in these approvals, as well as notification requirements. In addition to the approval holder notifying the department prior to spraying, they provide written notice to the owners/occupiers of buildings within 500 metres of the treatment site at least 30 days prior to spraying and they publish in the newspaper at least 20 days prior to spraying. This public notification program also involves the posting of signs at access points and both the *Pesticide Regulations* and approvals describe the requirements for the signage.

All approvals for aerial pesticide spraying and a spreadsheet with the site details of each approval are available on our website at [Pesticide Applications Approvals | Pests and Pesticides | Nova Scotia Environment](#). We make it a priority to notify municipalities and First Nations when pesticide approvals have been issued for sites in their communities. The department also issues a media release upon issuance of aerial spraying approvals.

In addition to issuing approvals, the department conducts audits based on risk and responds to complaints when sufficient information is provided that an approval holder may not be meeting the terms and conditions of their approval or is in contravention of the *Pesticide Regulations - Environment Act* (Nova Scotia). Issues of noncompliance may be reported to the department at: 1-877-9ENVIRO (1-877-936-8476).

... page 2

Alan Parish

Page 2

Only pesticides approved by the Pesticide Management Regulatory Agency of Health Canada (PMRA) can be used in Nova Scotia. The work of PMRA considers the application method of pesticides. Any questions relating to the federal government's approval of pesticides should be directed to Health Canada. To help ensure the proper application methods, Nova Scotia requires all applicators of restricted or commercial class pesticides to be certified.

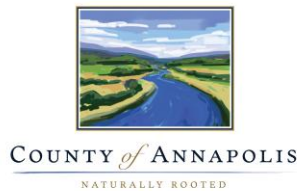
I hope you find the information on how we manage pesticides in the province to be of value. Should you have any further questions regarding pesticide approvals, please contact Tanya MacKenzie at tanya.mackenzie@novascotia.ca. Questions regarding pesticide management in general can be directed to Dawn MacNeill at dawn.macneill@novascotia.ca.

Sincerely,



Honourable Timothy Halman, MLA
Minister of Environment and Climate Change

c: Hon. Tim Houston, Premier
Tanya MacKenzie, District Manager, Environment and Climate Change
Dawn MacNeill, Pesticides Specialist, Environment and Climate Change
Chris d'Entremont, MP West Nova Chris.dEntremont@parl.gc.ca
Kody Blois, MP Kings-West Hants Kody.blois@parl.gc.ca
Hon Jean-Yves Duclos, MP, Minister of Health hcminister.ministresc@hc-sc.gc.ca



MEMO

To: Warden, Deputy Warden and Councillors
From: Nadine McCormick
Date: February 11, 2025
Subject: Volunteer Week Selection Committee – Two (or more) Volunteers Needed!

The Municipality of the County of Annapolis will be recognizing the achievements of dedicated volunteers throughout our region. Staff will be planning an event to acknowledge all our nominated County volunteers (TBD).

However, in the meantime, we need to select one volunteer from those nominated from Annapolis County to be our Provincial representative.

I need your help to accomplish this task by having two councillors (or more) volunteer their time to represent the Municipality on the Selection Committee. As part of the process, a Selection Committee will select an individual to be recognized at the annual Provincial Volunteer Awards ceremony to be announced at a later date.

The Selection Committee meeting is tentatively scheduled for **Thursday, April 10th**. We are preparing for an all-morning meeting commencing at **9:30 am** in the Council Chambers at the Municipal Office.

If you are interested and able to volunteer your time, please let me know by Friday, April 4th. You can reach me at 526-2907 or by email at nmccormick@annapoliscounty.ca. Thank you for your continued support of this program.

