

2023-03-14 Committee of the Whole

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, March 14, 2023

10:00 a.m. (winter start time)

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



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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, March 14, 2023

10:00 a.m. (winter start time)

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



8. NEW BUSINESS

None

9. IN-CAMERA

- 9.1** That municipal council meet in-camera in accordance with Sections 22(2)(a) acquisition, sale, lease and security of municipal property and (e) contract negotiations of the *Municipal Government Act*.

10. 5:00 p.m. STATED ADJOURNMENT

That Committee of the Whole adjourn its session until the next regular meeting scheduled for Tuesday, March 14, 2022

Minutes of the regular Committee of the Whole meeting held on Tuesday, February 14, 2023, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

Warden Morrison noted three Proclamations were issued this month; Nova Scotia Heritage Day, National Flag of Canada Day, and African Heritage Month.

The Warden opened the meeting with comments from the first meeting of this council held on January 30, 1880, held at the court house.

ROLL CALL

District 1 – Bruce Prout, present
District 2 - Brian “Fuzzy” Connell, present
District 3 – Dustin Enslow, present
District 4 – Clyde Barteaux, present
District 5 – Lynn Longmire, present
District 6 – Alex Morrison, Warden, present
District 7 – David Hudson, present
District 8 – Michael Gunn, present
District 9 – Wendy Sheridan, present
District 10 – Brad Redden, Deputy Warden, present
District 11 – Diane Le Blanc, present

Also Present: Interim CAO Doug Patterson; Municipal Clerk Carolyn Young; other staff, A. Anderson, W. Atwell, L. Bent, Z. Cromwell, D. Hopkins, S. Hudson, C. Mason, E. Melanson, N. McCormick, Janice Young and Jim Young, and 1 member of the public.

DISCLOSURE of INTEREST

None.

APPROVAL of the Order of the Day

Requests were received to add under In-Camera (c) personnel, and move In-Camera (e) contract negotiations to 1:30 p.m.

That the Order of the Day be approved as amended.

Moved: councillor Leblanc

Seconded: Councillor Longmire

Motion carried.

APPROVAL of MINUTES

Re: 2022-12-13 Regular

The minutes were approved with no errors or omissions.

CORRESPONDENCE

2023-01-19 Minister Nova Scotia Public Works – Yarmouth Ferry Service

2023-01-26 Town of Annapolis Royal – Moratorium on Aerial Herbicide Spraying

STAFF REPORTS**Re: SR2022-36 AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy Amend**

That municipal council amend *AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy* as revised and circulated (7 day notice).

Moved: Deputy Warden Redden

Seconded: Councillor Hudson

Motion carried.

Re: SR2022-33 AM-6.6.6 Signing Authorities Policy Amend

That municipal council amend *AM-6.6.6 Signing Authorities Policy* as circulated (7 day notice).

Moved: Councillor Prout

Seconded: Councillor Sheridan

Motion carried.

Re: SR2023-06 M10 Sewer Charges Bylaw Amend – 1st Reading

That municipal council give first reading to amend *M10 Sewer Charges Bylaw* by deleting “*point nine (0.9)*” in Sub-section 2(2)(c) and replacing with “*five (5).*”)

Moved: Councillor Hudson

Seconded: Councillor Gunn

Motion carried.

Re: SR2023-07 ICIP Agreement Execution – Church Street Sewer Main Extension

That Municipal Council authorize the Warden and Clerk to execute the Investing in Canada Infrastructure (ICIP) agreement for the Church Street Sewer Main Extension.

Moved: Councillor Hudson

Seconded: Councillor Enslow

Motion carried.

Re: SR2023-08 Animal Control – Town of Middleton

That Municipal Council authorize the renewal of the Short Form Agreement with the Town of Middleton to be signed by the Warden and Municipal Clerk for a five (5) year term for animal control with the Town of Middleton starting April 1, 2023 ending March 31, 2028.

Moved: Councillor Connell

Seconded: Councillor Longmire

To amend the motion to add ‘*and to review the fee structure annually*’

Moved: Councillor Hudson

Seconded: Councillor LeBlanc

Postpone item 6.5 SR2023-08 Animal Control – Town of Middleton and 6.6 SR2023-09 Animal Control – Town of Annapolis Royal to April COTW.

Moved: Councillor Gunn

Seconded: Councillor Sheridan

To amend the motion to come to March COTW

Moved: Councillor Prout

Seconded: Councillor Longmire

Motion carried.

On the motion as amended to read:

Postpone item 6.5 SR2023-08 Animal Control – Town of Middleton and 6.6 SR2023-09 Animal Control – Town of Annapolis Royal to March COTW

Moved: Councillor Gunn

Seconded: Councillor Sheridan

Motion carried, 10 in favour, 1 against.

Re: SR2023-10 Release of Fire Capital Reserve – Middleton Fire Dept.

That Municipal Council authorize the withdrawal of \$31,115 from Capital Fire Services Reserve Fund for the Middleton Fire Department to purchase four self-contained breathing apparatus.

Moved: Councillor Connell

Seconded: Councillor Barteaux

Motion carried.

Re: SR2023-11 Kings Transit Authority Deficit Funding 2021-22

That Council authorize the payment of the deficit from the 2021/22 fiscal year per the adjusted financial statements in the amount of \$78,623 from the operating reserve.

Moved: Councillor LeBlanc

Seconded: Councillor Prout

Motion carried.

Re: SR2023-12 2022-23 Tax Sale Procedure

That Council authorize, pursuant to Section 141(2) of the *Municipal Government Act*, that all tax sale properties for the 2022/23 process be advertised by tender.

Moved: Councillor Enslow

Seconded: Deputy Warden Redden

Motion carried, 10 in favour, 1 against.

Re: SR2023-13 Park Trust Termination 7 Park Street PID 05144787

That municipal Council direct staff to hold a public meeting on March 21, 2023, at 11:00 am in Council Chambers regarding the termination of a land trust dated December 13, 1887, that declared that the present 7 Park Street, Bridgetown lands were to be used for the "purposes of a public park for the citizens of Bridgetown for their use forever."

Moved: Councillor Hudson

Seconded: Councillor Sheridan

Motion carried.

Re: SR2023-14 2023 Strategic Plan - Adopt

That municipal council adopt the 2023 Strategic Plan for the Municipality of the County of Annapolis as presented.

Moved: Deputy Warden Redden
Seconded: Councillor Prout

To postpone the motion.
Moved: Councillor Sheridan
Seconded: Councillor Gunn

To Table the motion until new CAO is in place.
Moved: Councillor Sheridan
Seconded: Councillor Barteaux
Motion carried, 6 in favour, 5 against

Recess

11:00 a.m. – 11:10 a.m.

11:00 PRESENTATIONS

The Warden noted the two presentations with no decision to be made today.

Re: African Nova Scotia Affairs (ANSA) – Brenda Francis, Program Administration Officer – Digby, Annapolis and Kings Counties (from Weymouth to Windsor) explained the roles and responsibilities of ANSA.

- It is a government office that speaks for persons of African ancestry - Immigrants, newcomers and refugees along with indigenous.
- Advises government.
- Provides access to information
- Builds capacity in communities
- Doesn't fund programs and services, ensures the other government departments do

The Warden thanked Ms. Francis for her presentation and noted he would like to keep in touch.

Re: Basin Aquatics Association (BAA) – Burt McNeil, Chair gave a presentation resulting in a request for a grant of \$300,000 for 2023. They cannot open the swimming pool facility without this grant.

Warden Morrison thanked Mr. McNeil for the presentation.

Lunch

11:57 a.m. – 1:30 p.m.

IN-CAMERA

That municipal council meet in-camera from 1:30 p.m. until 2:12 p.m. in accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*.

Moved: Councillor Sheridan
Seconded: Deputy Warden Redden
Motion carried.

Staff Reports (cont'd)

Re: Information Report Fire Services Review Update

Re: Information Report Finance Initiatives Update – February 2023

Re: CAO Report (verbal)

RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES

Re: 2023-01-18 Trans County Transportation Society Report

Re: 2023-01-25 Nominating Committee Recommendations

- *Bridgetown Source Water Protection Advisory Committee (not more than 5 citizens)*

That Municipal Council appoint Robert Feagan and C. Stephen Clayton as a citizen members of the Bridgetown Source Water Protection Advisory Committee (satisfying Section 28(d) of the policy) for a two-year term ending November 30, 2024.

Moved: Councillor LeBlanc

Seconded: Councillor Hudson

Motion carried.

- *Bridgetown Source Water Protection Advisory Committee (not more than 5 citizens)*

That Municipal Council appoint John Osborne as a citizen member of the Bridgetown Source Water Protection Advisory Committee (satisfying Section 28(c) of the policy) for a two-year term ending November 30, 2024.

Moved: Councillor LeBlanc

Seconded: Councillor Hudson

Motion carried.

- *Granville Ferry Source Water Protection Advisory Committee (not more than 2 citizens)*

That Municipal Council appoint Charles Stewart as a citizen member of the Granville Ferry Source Water Protection Advisory Committee (satisfying Section 28(e) of the policy) for a two-year term ending November 30, 2024.

Moved: Councillor LeBlanc

Seconded: Councillor Barteaux

Motion carried.

Re: 2023-01-16 Fire Services Committee Recommendations

- *Start Review and Issue RFP*

That municipal Council start a fire services review and that a Request for Proposal be put out by the end of February 2023?

Moved: Councillor Connell

Seconded: Councillor Hudson

To amend the motion to change February to March.

Moved: Councillor Gunn

Seconded: Councillor Barteaux

Motion carried.

Question On the motion as amended to read:

That municipal Council start a fire services review and that a Request for Proposal be put out by the end of March 2023.

Moved: Councillor Connell

Seconded: Councillor Hudson

Motion carried.

- *Provide Emergency Funding to Each Fire Department*

That municipal Council look at giving each fire department emergency funding to help with costs of things that have increased during the past year, and to be reviewed yearly in November until the review is completed.

Moved: Councillor Connell

Seconded: Councillor Hudson

Recess

2:48 p.m. – 2:55

Councillor Connell withdrew the motion.

To request that staff bring a report to March COTW outlining options for providing additional funding in this fiscal year to each Fire Department to help cover increased costs incurred over the past year.

Moved: Councillor Connell

Seconded: Councillor Gunn

Motion carried.

NEW BUSINESS

Re: Dissolve CAO Review Committee

That municipal council dissolve the CAO Review Committee

Moved: Councillor Sheridan

Seconded: Councillor Longmire

Motion carried.

Re: Establish CAO Review Working Group

That municipal council establish a CAO Review Working Group, composed of those who were on the CAO Review Committee.

Moved: Councillor Sheridan

Seconded: Councillor Gunn

Motion carried, 9 in favour, 2 against.

IN-CAMERA (cont'd)

That municipal council meet in-camera from 3:07 p.m. until 4:14 p.m. in accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property, and (c) personnel of the *Municipal Government Act*.

Moved: Councillor Longmire

Seconded: Councillor Prout

Motion carried.

5:00 p.m. STATED ADJOURNMENT

That Committee of the Whole adjourn at 4:1 p.m. until the next regular meeting scheduled for **Tuesday, March 14, 2023.**

Unapproved
Draft

Warden

Municipal Clerk

Minutes of the special **Committee of the Whole** meeting held on Friday, February 17, at 10:00 a.m. at the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS.

Present: District 1 – Bruce Prout, present
District 2 - Brian “Fuzzy” Connell, present
District 3 – Dustin Enslow, present
District 4 - Clyde Barteaux, present
District 5 – Lynn Longmire, present
District 6 – Warden Alex Morrison, present
District 7 – David Hudson, present
District 8 – Michael Gunn, absent
District 9 – Wendy Sheridan, present
District 10 –Deputy Warden Brad Redden, present (via Zoom)
District 11 – Diane Le Blanc, present

Also Present: Interim CAO Doug Patterson; Nadine McCormick, David Hopkins, Eric Melanson, Jim Young, Angela Anderson, and Debra Ryan

Disclosure of Interest

None

New Business

Re: Review of Draft Capital Budget – The CAO noted the huge effort Municipal Operations and the Finance Department have in preparing this budget. A. Anderson and J. Young reviewed the capital budget as circulated. She noted that once it is approved, it will be posted to the website.

Lunch

11:59 am - 1:17 pm, with all councillors returning as previously noted.

Sports Hub Capital Improvements

That staff remove \$200,000 from the draft capital budget for the Sports Hub

Moved: Councillor Connell

Seconded: Councillor Sheridan

To request that staff bring a report on the anticipated improvements at the Sports Hub to April Committee of the Whole.

Moved: Councillor Hudson

Seconded Councillor Enslow,

Motion carried.

To postpone the motion to April COTW meeting.

Moved: Councillor Hudson

Seconded: Councillor Barteaux

Motion withdrawn.

To amend the motion to \$0.

Moved: Deputy Warden Redden

Seconded: Councillor Hudson

Motion lost, 4 in favour, 6 against.

The question was called on the original motion:

That staff remove \$200,000 from the draft capital budget for the Sports Hub

Moved: Councillor Connell

Seconded: Councillor Sheridan

Motion carried, 8 in favour, 2 against.

To defer consideration of the 2023/24 Draft Capital Budget until March Committee of the Whole.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried, 7 in favour, 3 against

Moved by D. Hudson, seconded by D. Enslow, to amend the Order of the Day to add *Pave Parking Lot Adjacent to Former Town Hall in Bridgetown. Motion carried.*

Re: Pave Parking Lot Adjacent to Former Town Hall in Bridgetown

That municipal council request the Bridgetown parking lot paving adjacent to the former Town Hall to finish the project from the draft capital budget for the period April 1, 2023 to March 31, 2024 in the amount of \$100,000 from the Bridgetown Operations Reserves.

Moved: Councillor Enslow

Seconded: Councillor Hudson

Motion withdrawn.

To request a staff report to look into paving and overall finishing of the parking lot in the in the community of Bridgetown next to the former Town Hall.

Moved: Councillor Enslow,

Seconded: Councillor Hudson

Motion carried.

Adjournment

The Warden declared the meeting adjourned at 4:10 p.m.

Warden

Municipal Clerk

County of Annapolis
Municipal Councillors

RECEIVED
Feb 14 2023

2 February 2023

SUBJECT: Request to Pass a Resolution to Support Basic Income

Dear Annapolis County Councillors,

Several municipalities in Atlantic Canada have passed, or are at present studying, a resolution regarding Basic Income Guarantee (BIG). The resolution directs the Warden or Mayor of the municipality to send a letter to the Canadian Prime Minister and Cabinet Ministers and to the Premier of Nova Scotia in support of implementing a Canadian Basic Income Guarantee (BIG).

I am a resident of the County and have supported this idea for many years. I believe it may be the best way to ensure that people of traditionally "working age" (18 to 64) have an adequate income to provide for their needs.

Those of us who are over 65 in Canada currently are given this basic income through Old Age Security (OAS) and in some cases also Guaranteed Income Supplement (GIS). It would be good, in these times of scarcity of long term jobs and inflation, for all Canadians to have the basic security of knowing they are eligible for a basic income, if they fail in their efforts to obtain adequate, meaningful and secure employment in the area where they live.

Municipalities which have passed the resolution include: HRM, Saint John (NB), Fredericton (NB), Moncton (NB), St John's (NL) and Victoria (BC). Municipalities in Nova Scotia that are considering the resolution include: Town of Yarmouth, Town of Wolfville, District of Lunenburg, Amherst-Cumberland-Colchester, and Pictou, among others.

I am enclosing what was presented to HRM Council last June, which they passed, including "The Case for Basic Income and Municipalities" for background.

If more information and discussion are needed by Council, I urge you to give Elizabeth Kay-Raining Bird of BIG Nova Scotia the opportunity to present to Council and answer your questions (email address below).

I hope you as the Council of Annapolis County will consider passing this resolution.

Sincerely,

Nora

Nora Tomlinson Peach
Clementsport, NS, B0S 1E0
fntp1@ns.sympatico.ca

cc Elizabeth Kay-Raining Bird, BIG NS
Rainingbird@Dal.Ca

| Request for Council's Consideration | | |
|--|--|--|
| <input checked="checked" type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by Noon Thursday) | <input type="checkbox"/> Added Item (Submitted to Municipal Clerk's Office by Noon Monday) | <input type="checkbox"/> Request from the Floor |
| Date of Council Meeting: June 28, 2022 | | |
| Subject: Support for Basic Income | | |
| Motion for Council to Consider: <p>That Halifax Regional Council request a letter from the Mayor to the Prime Minister, Ministers and Premier of Nova Scotia, calling on the Government of Canada to implement a Guaranteed Livable Basic Income, ensuring everyone has sufficient income to meet their needs, which would go a long way towards eradicating poverty and homelessness, alleviating the pressure on municipalities to use their limited resources to fill gaps in our failing social safe net.</p> <p>Reason: The growing social crisis and impacts of poverty have downstream effects on municipalities, putting unsustainable pressure on their limited resources to deliver necessary public services and social supports as they struggle to keep up with downloaded responsibilities. Basic income addresses key social determinants of health, such as income and housing, it can alleviate pressures on municipalities to address poverty and fill gaps in social supports, such as shelter, housing, food security and mental health.</p> <p>Research and pilots shows that when people have a sufficient and secure income their mental and physical health improves; they have the capacity to secure more affordable, suitable, and safe housing, childcare, healthy food, and transportation; and poverty rates decrease. The provision of a guaranteed livable basic income would benefit individuals, families and communities and protect the most vulnerable in society, it would also support community resilience by facilitating the transition to a local economy that responds to the climate crisis and other major challenges.</p> <p>Evidence shows that a federally funded basic income that improves people's financial stability is possible, as successful income transfer programs already exist in Canada for seniors (Old Age Security and the Guaranteed Income Supplement) and parents (Canada Child Benefit (CCB)). More info in the attached case, and at this website: https://basicincomecoalition.ca/en/actions/case-for-basic-income/</p> <p>Outcome Sought: Letter from the Mayor to the Prime Minister, Ministers, and Premier of NS.</p> | | |
| Councillor Wayne Mason | | District 7 |

The Case for Basic Income and Municipalities

Prepared by Bruce Knox, with input from municipal politicians and staff across Canada¹

Municipalities are taking extraordinary measures to support their residents and address poverty and inequality. Poverty has a downstream effect on municipalities, and places additional pressures on the delivery of necessary *public services* (e.g., maintaining essential infrastructure, clean water, and waste diversion) and *social programs* (e.g., housing and income supports), which may vary across jurisdictions. Municipalities are frequently responsible for funding many public services and social programs, and must rely on their limited revenue streams to do so. This includes taxation (e.g., property taxes), service fees, and government funding (e.g., grants).ⁱⁱⁱ

A basic income is an unconditional cash transfer from governments to individuals to enable everyone to meet their basic needs, participate in society, and live with dignity – regardless of work status. A federally-funded, income-targeted basic income could help alleviate pressures on municipalities to address poverty, manage services, and support people to invest in their local economy and community.

Why Municipalities Support a Federally-Funded Basic Income

Municipalities are struggling to keep up with the downloaded responsibility of providing essential public and social support services.

Over the years, the responsibility for maintaining essential public and social support services has been increasingly downloaded onto municipalities from other levels of government.^{iv,v} Combined with limited options for revenue streams and the inability to run deficits, municipalities are struggling to keep up with the rising costs of public and social support services.^{vi} Meanwhile, they are seeking the means to provide residents with the flexibility to be able to afford necessary services – including electricity, heat, and water – regardless of their economic status, and without compromising their wellbeing.^{vii}

with the exposed flaws in our social safety net as well as growing economic, racial, health, and other inequities.^{viii} Municipal governments and service providers are often on the front lines supporting residents' wellbeing: when people are struggling to meet their needs, it is at the community level where the impacts can be felt most strongly.^{ix} As we move toward a post-COVID recovery, municipal leaders are looking for ways to improve wellbeing and livability, all while balancing budgets and supporting a strong quality of life.^x

By supporting residents to be able to afford the necessary services provided by municipalities, the fiscal strain on local governments is reduced. A basic income could help municipal services remain sustainable and affordable for everyone.

The COVID-19 pandemic has exacerbated municipal constraints, leaving them to deal

¹ This discussion paper was created in consultation with municipalities across Canada, and recognizes that there are jurisdictional differences across the country with regards to the services for which municipalities are responsible. Thanks to the following individuals and their staff for their input: Dale Bass, Gian-Carlo Carra, Hilary Gough, Jesse Helmer, Alanna Jankov, Jeff Leiper, Mairin Loewen, Wayne Mason, Catherine McKenney, Shawn Menard, Wayne Potoroka, Keith Riel, Mike Savage, and Arjun Singh.

Basic income can alleviate pressures on municipalities to address poverty.

When people have a sufficient income, municipalities are better equipped to ensure that everyone has access to the public and social services they need, from affordable utilities to subsidies for programs and services. Importantly, many of the services and supports provided by municipalities have direct implications for the social determinants of health: the social and economic factors that determine individual and population health.^{xi}

Due to jurisdictional differences, municipalities have varying degrees of influence on the range of social determinants that can shape health outcomes. That said, a basic income could meaningfully affect several determinants, with positive knock-on effects for municipalities. For instance, income represents perhaps the most important social determinant of health.^{xii,xiii} Evidence from basic income pilots shows that providing people with a sufficient and secure income results in improved mental and physical health, decreased poverty rates, and greater access to medication and supplements, nutritious food, and transportation.^{xiv,xv,xvi}

Another core social determinant with clear relevance for municipalities is housing.^{xvii,xviii} Research from the Ontario Basic Income Pilot found that access to a guaranteed income supported participants to find and secure more affordable, suitable, and safe housing.^{xix} By helping people to become and remain housed, a basic income could alleviate the downloaded pressure on municipalities to meet their residents' housing needs, as well as prevent homelessness.

While a basic income would ideally replace provincial, territorial, and municipal income assistance programs, it should complement other services and supports that disproportionately support low-income individuals. That said, providing people with sufficient income could conceivably reduce the demand for supportive programs and services. In addition to offering greater dignity and autonomy, providing a basic income at a

livable level might help address what is often a major driver of demand for housing, food security, mental health, and other programs: a lack of income.^{xx,xxi} As such, a basic income could help alleviate the pressures municipalities face in providing these crucial social supports. This is not to say these supports would no longer be needed: however, implementing a basic income could support municipalities' capacity to provide more effective, affordable, and high-quality services that work in tandem with those under provincial, territorial, and federal jurisdiction.^{xxii}

As an income security program, basic income would work in concert with necessary social services to better support low-income individuals – while helping municipalities to do the same.

Basic income builds communities.

A permanent basic income could stimulate economies, boost consumer spending, and encourage individuals to shop locally.^{xxiii,xxiv} Improved financial stability makes it easier for residents to participate, contribute, and invest in their local economies and communities.

In this way, basic income represents an exciting opportunity for municipalities to harness the sense of security and belonging that it might offer. Rather than responding to crises, municipalities might be better placed to explore and support innovative and forward-looking solutions that enhance livability and wellbeing: for instance, developing culturally-appropriate services, building sustainable and environmentally-friendly infrastructure, and pursuing more inclusive and accessible urban planning solutions. When residents can participate, contribute, and invest in their local communities, everyone is better equipped to help build a strong and just social fabric.

In addition to supporting people to live their lives with dignity, a basic income can help remove barriers to active community engagement, enabling individuals to participate more meaningfully in society.

Conclusion

Evidence suggests that a federally-funded basic income is not only feasible in Canada, but could bring significant benefits at the municipal level.

Basic income is not new to Canada: similar cash transfer programs already exist for seniors (e.g., Guaranteed Income Supplement) and children (e.g., Canada Child Benefit), with evidence demonstrating their widespread positive impacts.^{xxv,xxvi} Research supports the financial feasibility of a basic income in Canada, along with its capacity to foster diverse social, health, and economic benefits.^{xxvii,xxviii,xxix} Evidence from basic income pilots in both Manitoba and Ontario clearly demonstrates that a basic income benefits both municipalities and their residents.^{xxx,xxxi}

Municipalities represent an important voice in social policy discussions at all levels: they are often on the front lines, working to ensure that residents and communities lead happy, healthy, sustainable, and productive lives. A federally-funded basic income, complemented by other social support services, is well-positioned to support municipalities in achieving this.

ⁱ "AMO Response to Ontario's Poverty Reduction Strategy Consultations," *Association of Municipalities of Ontario*, published May 8, 2020, <https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2020/AMOResponseMCCSSPovertyReductionStrategyConsultation20200508.pdf>.

ⁱⁱ "AMO Response to Ontario's Poverty Reduction Strategy Consultations."

ⁱⁱⁱ "How Local Government Works," *Association of Municipalities Ontario*, accessed February 1, 2022, <https://www.amo.on.ca/about-us/municipal-101/how-local-government-works>.

^{iv} Enid Slack and Tomas Hachard, "Let's empower municipalities, too often the little siblings of federalism" *Policy Options*, published June 9, 2021, <https://policyoptions.irpp.org/magazines/june-2021/lets-empower-municipalities-too-often-the-little-siblings-of-federalism/>.

^v "In It Together: Clarifying Provincial-Municipal Responsibilities in Ontario," *Ontario 360*, published January 23, 2020, <https://on360.ca/policy-papers/in-it-together-clarifying-provincial-municipal-responsibilities-in-ontario/>.

^{vi} "Building back better together: Municipal recommendations for Canada's post-COVID recovery," *Federation of Canadian Municipalities*, published November 2020, <https://data.fcm.ca/documents/COVID-19/fcm-building-back-better-together.pdf>.

^{vii} "AMO Response to Ontario's Poverty Reduction Strategy Consultations."

^{viii} "Building back better together: Municipal recommendations for Canada's post-COVID recovery."

^{ix} "Ending poverty starts locally: municipal recommendations for a Canadian poverty reduction strategy," *Federation of Canadian Municipalities*, published July 2017, <https://fcm.ca/sites/default/files/documents/resources/submission/ending-poverty-starts-locally.pdf>.

^x "Building back better together: Municipal recommendations for Canada's post-COVID recovery."

^{xi} "What are the Social Determinants of Health?," *Canadian Public Health Association*, accessed February 1, 2022, <https://www.cpha.ca/what-are-social-determinants-health>.

^{xii} Juha Mikkonen and Dennis Raphael, "Social Determinants of Health: A Quick Guide for Health Professionals," *York University School of Health Policy and Management*, accessed February 1, 2022, https://kidsnewtocanada.ca/uploads/documents/Social_Determinants_of_Health.pdf.

^{xiii} "Living Wages Are Good for Your Health," *Living Wage For Families Campaign*, accessed February 1, 2022, http://d3n8a8bpro7vnmx.cloudfront.net/livingwageforfamilies/legacy_url/216/Living-Wages-Are-Good-For-Your-Health.pdf?1459972130.

^{xiv} Mohammad Ferdosi, Tom McDowell, Wayne Lewchuk, and Stephanie Ross, "Southern Ontario's Basic Income Experience," *McMaster University*, published March 2020, <https://labourstudies.mcmaster.ca/documents/southern-ontarios-basic-income-experience.pdf>.

^{xv} Evelyn L. Forget, "The town with no poverty: The health effects of a Canadian guaranteed annual income field experiment," *Canadian Public Policy* 37, no. 3 (2011): 283-305, <https://doi.org/10.3138/cpp.37.3.283>.

^{xvi} Evelyn L. Forget, "New questions, new data, old interventions: The health effects of a guaranteed annual income," *Preventative Medicine* 57, no. 6 (2013): 925-928, <https://doi.org/10.1016/j.ypmed.2013.05.029>.

^{xvii} Frances Bula, "B.C. Municipalities say they need more help from province to tackle housing crisis," *The Globe and Mail*, published September 11, 2021, <https://www.theglobeandmail.com/canada/british-columbia/article-bc-municipalities-say-they-need-more-help-from-province-to-tackle/>.

^{xviii} "Municipalities and affordable housing," *Canadian Union of Public Employees*, published May 27, 2019, <https://cupe.ca/municipalities-and-affordable-housing>.

^{xix} Ferdosi, McDowell, Lewchuk, and Ross, "Southern Ontario's Basic Income Experience."

^{xx} "A Snapshot of Food Banks in Canada and the COVID-19 Crisis," *Food Banks Canada*, published 2020, https://www.foodbankscanada.ca/FoodBanks/MediaLibrary/COVID-Report_2020/A-Snapshot-of-Food-Banks-in-Canada-and-the-COVID-19-Crisis_EN.pdf.

^{xxi} Valerie Tarasuk, Joyce Cheng, Craig Gundersen, Claire de Oliveira, and Paul Kurdyak, "The Relation between Food Insecurity and Mental Health Care Service Utilization in Ontario," *Canadian Journal of Psychiatry* 63, no. 8 (2018): 557-569, <https://dx.doi.org/10.1177%2F0706743717752879>.

^{xxii} "Ending poverty starts locally: municipal recommendations for a Canadian poverty reduction strategy."

^{xxiii} Michalis Nikiforos, Marshall Steinbaum, and Gennaro Zezza, "Modeling the Macroeconomic Effects of a Universal Basic Income," *Roosevelt Institute*, published August 2017, <https://rooseveltinstitute.org/wp-content/uploads/2020/07/RI-Macroeconomic-Effects-of-UBI-201708.pdf>.

^{xxiv} "The Renewed Business Case for Universal Basic Income," *Surrey Board of Trade*, published May 2021, <https://businessinsurrey.com/wp-content/uploads/2021/05/Updated-20210308-1445-Surrey-THE-RENEWED-BUSINESS-CASE-FOR-UNIVERSAL-BASIC-INCOME.pdf>.

^{xxv} Lynn McIntyre, Cynthia Kwok, Herbert Emery, and Daniel J. Dutton, "Impact of a guaranteed annual income program on Canadian seniors' physical, mental and functional health," *Canadian Journal of Public Health* 107, no. 2 (2016): e176-e182, <https://www.jstor.org/stable/90006452>.

^{xxvi} Erika M. Brown and Valerie Tarasuk, "Money speaks: Reductions in severe food insecurity follow the Canada Child Benefit," *Preventive Medicine*, 129 (2019): 1-8, <https://doi.org/10.1016/j.ypmed.2019.105876>.

^{xxvii} Ferdosi, McDowell, Lewchuk, and Ross, "Southern Ontario's Basic Income Experience."

^{xxviii} Chandra Pasma and Sheila Regehr, "Basic Income: Some Policy Options for Canada," *Basic Income Canada Network*, published 2019, <https://basicincomecanada.org/wp-content/uploads/2021/04/Basic-Income-Some-Policy-Options-for-Canada.pdf>.

^{xxix} Evelyn L. Forget, *Basic Income for Canadians: From the COVID-19 Emergency to Financial Security for All* (Toronto: Lorimer, 2020).

^{xxx} Ferdosi, McDowell, Lewchuk, and Ross, "Southern Ontario's Basic Income Experience."

^{xxxi} Forget, "The town with no poverty: The health effects of a Canadian guaranteed annual income field experiment."

Carolyn Young

Subject: FW: LoS request - NS Working Woodlands Trust
Attachments: NSWWT_LoS_2023.docx

From: Michael J. Gunn
Sent: February 26, 2023 5:50 PM
To: Carolyn Young <CYoung@annapoliscounty.ca>
Subject: Fw: LoS request - NS Working Woodlands Trust

Good evening Madam Clerk,
could you please include the letter by Jennika Hunsinger and the attached document (draft letter) to the COTW agenda for deliberation by Council.
With thanks,
Michael

Michael Gunn
Councilor for District 8
County of Annapolis

From: Jennika Hunsinger <jennika@medwaycommunityforest.com>
Sent: February 14, 2023 4:18 PM
Subject: LoS request - NS Working Woodlands Trust

Good afternoon,

We're calling on supporters and stakeholders as the NS Working Woodlands Trust prepares to launch and secure Working Forest Community Easements on 10,000+ acres across Nova Scotia.

To launch, NSWWT must become an eligible body in the [Community Easements Act \(2012\)](#). We submitted our application through DNR Land Services in March of 2021, nearly two years ago. We have used this lag time to get our ducks in a row and are now ready to begin onboarding and securing privately stewarded working woodlands.

We're asking for your help to promote NSWWT's application and encourage the required steps of Ministerial and Cabinet approval. I have attached a draft letter of support for your revisions and additional information.

If you are able to provide a letter of support, please send it directly to Minister Tory Rushton (mindnr@novascotia.ca), and CC in both Minister Timothy Halman (Minister.Environment@novascotia.ca) and our MLA Kim Masland (Kim.maslandmla@gmail.com). As well, please send a copy back to info@nswworkingwoodlandstrust.org for our records.

I appreciate your time and support of the Working Woodlands Trust. I'd be happy to provide you with any additional information and answer any questions you may have.

Many thanks,
Jennika

--

Jennika Hunsinger, RPF

(She/her)

Land Trust and Outreach Manager

[Medway Community Forest Co-op](#)

[NS Working Woodlands Trust](#)

jennika@medwaycommunityforest.com

(902) 521-9495

[Insert letterhead]

[Date]

Re: Community Easements Act – designating the NS Working Woodlands Trust

Dear Honourable Tory Rushton and members of the Executive Council,

[insert organization/name] would like to express support for the Nova Scotia Working Woodlands Trust's (NSWWT) application for designation as an eligible body under the Community Easements Act. This designation would make the NSWWT the first eligible body working to conserve, preserve, and protect working-forest land.

[Add your stakeholder relation, support, and urgency]

The Nova Scotia Working Woodlands Trust will uphold and promote the long-term stewardship of private forested lands for the rich diversity of values that they provide through ecological forestry and conservation, in alignment with the policies set forth by the Province of Nova Scotia, to maintain biodiversity, build forest resilience, and improve the quality and value of standing timber over time.

Many woodland owners are aging without options for succession planning. As a result, these carefully stewarded lands, often passed down for generations, are at risk of liquidation or land conversion when sold. Launching the NSWWT will advance the recommendations provided by Professor Lahey in his Independent Review of Forestry Practices by securing ecosystem-based management on private lands, and by improving landowner access to resources, markets, and best management practices. The Trust is currently poised to allow Nova Scotian woodlot owners access to the voluntary carbon market. Additionally, the Trust has the potential to support Canada in reaching its Target 1 Challenge to conserve 25% of land, by establishing conservation zones to protect outstanding biodiversity values on easement properties.

It is with great urgency we ask you to designate the NSWWT as an eligible body under the Community Easements Act, as it is currently at a critical point where this is required to maintain organizational momentum, and leverage opportunities to secure carbon agreements and private sector financial support.

If you have any questions, require clarification or additional information, please do not hesitate to contact me.

Sincerely,

[add signature]



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Carolyn Young, Municipal Clerk, Executive Assistant, Returning Officer
Subject: 2023-01-28 Special Election District 3 – After-Action Report

ORIGIN

Follow up to the January 28, 2023 special election held in District 3.

LEGISLATIVE AUTHORITY

Not applicable.

BACKGROUND

- On November 8, 2023, then-Warden Alan Parish delivered his resignation as a councillor to the Municipal Clerk. This triggered a legislated process to conduct a special election to fill a vacancy in District 3, an all-inclusive 11-week process.
- Per legislation, the resignation was announced at December 15, 2023 regular council, and a Staff Report circulated recommending (again, per legislation) the choosing of a Returning Officer, setting a date for the election, stated dates for electronic voting per the C8 Electronic Voting Bylaw, stated dates for advance polls, and setting a date for Special Council to swear-in the new councillor.
- On December 20, 2023, five weeks into the 11-week process, a late addition was added to the municipal council agenda and voted on to add in-person voting on paper ballots to the electronic election. The CAO had conferred with the provincial Municipal Elections Officer, investigated and reported on the production of ballots, and possible locations for a physical poll.

FINANCIAL IMPLICATIONS

- *Initial known costs for an electronic election as at November 15, 2023:*
 - Advertising in The Reader (Revisions to Voter List, Nominations x 2, and Notice of Poll x 2) @\$59.80 each \$ 299.00
 - Staff time (Returning Officer, Assistant Returning Officer, Auditor - to be included in normal work hours when possible – *little additional cost*)
 - Cost to engage Intelivote- E-vote Services \$3,647.80
 - Voter Letter / Postage \$2,405.80
 - I-Pad for DRO Nursing Home (\$919.99 + \$99) \$1,018.99
 - 1 DRO for Nursing Home \$ 174.46

Total Initial Known Costs Electronic

\$7,247.05

- *Additional costs for in-person/paper initiated at December 20, 2023:*
 - 3 poll staff (1 Deputy Returning Officer (DRO), 2* Poll Clerks) \$ 999.04
 - Polling station \$ 450.00
 - Paper ballots \$ 299.00

Total Additional Costs for In-Person/Paper

\$1,748.04

Additional Approximate FTE January 3 – January 28

\$3,600.00

Additional Staff Overtime Cost Equivalent

\$1,890.00

TOTAL (to date) cost of 2023 Special Election

\$14,485.09

*We hired only 1 Poll Clerk, we needed 2 – cost total reflects this.

- To date, an annual budgeted amount has not been included in the budget for elections, so costs will be borne from Operating.

Election Results – Special Election District 3

District 3 had 1539 eligible voters.

- Estimated expected cost per voter electronic only: $\$7247.05/1539=\4.70
- 418 voted electronically (by phone or internet) over the span of 2 weeks - that is 27.1 % (418/1539) of eligible voters – **an estimated cost of \$17.33 per electronic vote.** ($\$7247.05/418$)
- 68 voted manually (in person, paper ballot) at two eight-hour Advance Polls and the eleven-hour regular Election Day - that is 4.4% of eligible voters (68/1539) - **an estimated cost of \$159.37 per manual vote.** ($\$14,485.09$ less Intelivote electronic $\$3,647.80 = \$10,837.29$. $\$10,837.29/68 = \159.37)

Additional Information

- The Returning Officer received a total of two complaints about an electronic-only election, one from District 3 and one from District 7. A long list of questions and concerns was submitted by email from one of the complainants. Answers were provided in a timely fashion.
- The 2020 electronic-only election saw an average 47% voter turnout, much higher than the 38% average from previous paper-only elections. District 3 had a 57% voter turnout in 2020, which was electronic only.
- There were 'vigorous' discussions regarding candidate signage. The Returning Officer function is to administer an election, they are not the sign police! Candidates are given information from Nova Scotia Power, Aliant, and Transportation regarding their requirements for signage and where it can or cannot be posted. Candidates are expected to read and abide by those requirements. The Returning Officer does not interpret that information. Transportation is the only one who offers a process for complaints – I am not aware that any complaints were made to them.

Impacts on Staff Time

- With an electronic election, we expected and planned for minimal operational impact on staff time, the Returning Officer (RO) and Assistant Returning Officer (ARO) would have been able to incorporate election work, including the Voter Help Line, into their regular work schedule. The addition of an in-person paper ballot added a search for three qualified poll staff, who had both paper and electronic experience. We only sourced two persons with previous electronic and paper election experience. Unable to source and train a third person as a standby poll clerk, the ARO acted in that capacity – which ended up being needed for the opening of the first advance poll, as the Poll Clerk had not been plowed-out from the snowstorm the night before. The ARO acted in her stead and the regular Poll Clerk arrived only 15 minutes late so the ARO could return to work. Not having run a hybrid election before (electronic plus paper) the ARO developed all-new training materials in a short span of time. Needless to say, 'being able to accommodate during regular work hours' soon turned into full time election work being prioritized each day by the Returning Officer and Assistant Returning Officer until January 28th. The Returning Officer continued post-election duties as required after the 28th.
- In addition to the *full-time* work-day hours required for the RO and ARO, a total of 50.5 Lieu Hours for *overtime* will have to be taken by staff (RO, ARO and Auditor) separate from vacation time an approximate equivalent cost of \$1,889.83.

POLICY IMPLICATIONS

Not applicable

ATTACHMENTS

None

Prepared by:

Carolyn Young,
Municipal Clerk, Executive Assistant, Returning Officer

Approved by:

Doug Patterson
Interim Chief Administrative Officer

Approval Date:

(Date)



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Cheryl Mason, Manager of Protective Services
Subject: Emergency Funds for Fire Departments

ORIGIN

Motion: February 14, 2023 Committee of the Whole

To request that staff bring a report to March COTW outlining options for providing additional funding in this fiscal year to each Fire Department to help cover increased costs incurred over the past year. Moved: Councillor Connell, Seconded: Councillor Gunn. Motion carried.

LEGISLATIVE AUTHORITY

PART X *MUNICIPAL GOVERNMENT ACT* Section 294(6) A municipality may grant or lend money to, or guarantee a loan for, a registered fire department for operating or capital purposes.

BACKGROUND

Further to a letter received from the Annapolis County Fire Service Association dated January 3, 2022 and a request made at the Fire Services Committee meeting on January 16, 2023 with concern on the increased costs to fire departments and funding from the County of Annapolis that is not keeping up with the cost of living a request was made to consider emergency funding to help cover increased operating costs.

In 2018 it was agreed that departments would receive a cost of living increase each year if approved in the budget. Prior to that time, there had been no increases in operating funds for 5 to 6 years. With the change in the current economy, this amount is not keeping up with expenses.

Note that once the Fire Services Review is complete, there is an expectation that a consensus will be achieved for future operating funding arrangements.

DISCUSSION

A review of financial statements for 2018/19, which would have been the last full year for expenses prior to COVID-19, was compared to the financial statements received last year 2021/22 which clearly identified the increase to insurance, fuel (diesel and furnace) and electricity which we have all had affect us. The increases have not been reflective of current costs which has a direct effect on the funds available to the departments have cover all the other operating costs incurred and expected such as training.

Below are the increases that have been provided solely based on cost of living over the past 4 years.

| | | | |
|----------------|-----------------|--------------|--------------|
| 2019/20 – 1.7% | 2020/21 – 1.7 % | 2021/22 – 2% | 2022/23 – 2% |
|----------------|-----------------|--------------|--------------|

FINANCIAL IMPLICATIONS

Option 1 – 10% increase to each department's individual operating funding amount this fiscal year
Option 2 - \$5,000 to each department regardless of their operating funding
Option 3 – Consider a hybrid of 10% to departments that are wholly funded by the County of Annapolis with 5% to departments that are also funded by another municipal unit / area rate.
Option 4 – Consider a hybrid of \$5,000 to each department wholly funded by the County of Annapolis with a 5% to departments that are also funded by another municipal unit / area rate.

There are no additional operating funds in the Fire Services budget so this would require Council's approval as an "out of budget" expenditure. The only option to fund this request would be through Operating Reserves. See the attached breakdown on Option costs.

Staff made contact with several other municipalities to see if there were others that may have had this type of request but at this time, I have no confirmation of additional emergency funding being provided by those municipalities and in fact the Kingston Fire Commission has actually lowered their rate from .06 to .055.

POLICY IMPLICATIONS

There is no effect to the Fire and Emergency Services Policy

ATTACHMENTS

- 1 – Possible Emergency Funding Formula
- 2 – List of Polled Municipalities

Prepared by:

Cheryl Mason, Manager of Protective Services

Reviewed by:

Angela Anderson, Manager of Finance

Reviewed by:

Dawn Campbell, Director of Legislative Services & HR

Approved by:

Approval Date:



Mar 8, 23

Doug Patterson, Acting Chief Administrative Officer

Attachment 1 to Information Report – Emergency Funds for Fire Departments
Committee of the Whole March 14, 2023

| Fire Department | Shared with | Operating 2022/23 | 10% Operating | 5% Operating | 5 / 10% Option Operating | \$5000 flat fee | 50% \$5,000 Option) |
|-----------------|--------------------------|----------------------|---------------------|---------------------|--------------------------|---------------------|---------------------|
| Annapolis Royal | Town of Annapolis Royal | \$ 91,302.00 | \$ 9,130.20 | \$ 4,565.10 | \$ 4,565.10 | \$ 5,000.00 | \$ 2,500.00 |
| Bear River | Mun. of Digby | \$ 62,361.00 | \$ 6,236.10 | \$ 3,118.05 | \$ 3,118.05 | \$ 5,000.00 | \$ 2,500.00 |
| Bridgetown | Area Rate with residents | \$ 108,885.00 | \$ 10,888.50 | \$ 5,444.25 | \$ 5,444.25 | \$ 5,000.00 | \$ 2,500.00 |
| Kingston | Area Rate with residents | \$ 43,545.00 | \$ 4,354.50 | \$ 2,177.25 | \$ 2,177.25 | \$ 5,000.00 | \$ 2,500.00 |
| Lawrencetown | | \$ 96,762.00 | \$ 9,676.20 | \$ 4,838.10 | \$ 4,838.10 | \$ 5,000.00 | \$ 5,000.00 |
| Margaretsville | | \$ 48,792.00 | \$ 4,879.20 | \$ 2,439.60 | \$ 2,439.60 | \$ 5,000.00 | \$ 5,000.00 |
| Middleton | Town of Middleton | \$ 52,882.00 | \$ 5,288.20 | \$ 2,644.10 | \$ 2,644.10 | \$ 5,000.00 | \$ 2,500.00 |
| Nictaux | | \$ 83,257.00 | \$ 8,325.70 | \$ 4,162.85 | \$ 4,162.85 | \$ 5,000.00 | \$ 5,000.00 |
| North Queens | Reg. of Queens | \$ 27,437.00 | \$ 2,743.70 | \$ 1,371.85 | \$ 1,371.85 | \$ 5,000.00 | \$ 2,500.00 |
| Port Lorne | | \$ 48,792.00 | \$ 4,879.20 | \$ 2,439.60 | \$ 2,439.60 | \$ 5,000.00 | \$ 5,000.00 |
| Springfield | Mun. of Kings | \$ 48,792.00 | \$ 4,879.20 | \$ 2,439.60 | \$ 2,439.60 | \$ 5,000.00 | \$ 2,500.00 |
| TOTAL | | \$ 712,807.00 | \$ 71,280.70 | \$ 35,640.35 | \$ 49,520.30 | \$ 55,000.00 | \$ 37,500.00 |

Attachment to Information Report – Emergency Funds for Fire Departments
Committee of the Whole March 14, 2023

| Poll Review of Other Municipalities regarding additional funding | |
|--|---|
| County of Kings | Looking at an operating increase; area rate to be lowered for Kingston Fire |
| County of Digby | No specific increase but area rate could change for Bear River |
| Mun. of Barrington | No changes to funding arrangement at this time |
| Mun. of Queens | No answer |
| Mun. of Lunenburg | No answer |
| County of Pictou | No changes to funding arrangement at this time |
| County of Cumberland | Increase specific to assistance due to Fiona |
| County of Guyborough | No changes to funding arrangement at this time |
| County of Yarmouth | No answer |
| County of Colchester | No changes to funding arrangement at this time |
| County of West Hants | No changes to funding arrangement at this time |



STAFF REPORT

Report To: Council
Meeting Date: March, 14, 2023
Prepared By: Angela Anderson, Manager of Finance
Jim Young, Director of Operations
Report Number: SR2023-32 Draft 2023/24 Capital Budget
Subject: 2023-24 Draft Capital Budget

RECOMMENDATION(S):

That Municipal Council authorize an increase to the Sports Hub Storage Facility capital project in the amount of \$75,000 per the Josh Architecture report funded by Canada Community Building Fund (CCBF), formerly known as gas tax funds; and

That Municipal Council authorize the Granville Street Parking Redevelopment capital project in the amount of \$135,000 funded from the proceeds of the sale of the Town Hall facility in the former Town of Bridgetown; and

That Municipal Council authorize the remaining total capital budget, as presented for a total project cost of \$3,298,900 for the County and \$350,000 for the County Water Utility.

LEGISLATIVE AUTHORITY

Municipal Government Act

BACKGROUND

A special Committee of the Whole was held Friday, February 17, 2023 to present the initial draft 2023/24 capital budget. Staff walked the Committee through the document, reserve financing, and the details of the specific projects.

As a result of that meeting, a motion required staff to bring a report to Council regarding the Sports Hub project and to reduce the Sports Hub project from \$400,000 to \$200,000 for storage purposes. The information for the Sports Hub staff report can be found attached to this report.

DISCUSSION

The following are a summary of the changes made from the initial meeting February 17, 2023 and all business cases can be found attached to this report:

Jubilee Park

The changes to this project include a holistic look at accessibility to ensure equal opportunity to enjoy the events offered. The result is a \$10,000 reduction in total project cost and all details can be found in the attached capital project update.

Sports Hub Storage Facility

Based on the recommendation from Special Committee of the Whole, the project cost was reduced to \$200,000. Staff were able to locate an architectural report from Jost Architects estimating the storage facility at \$275,000. The updated amount has been included in the capital budget pending decision on the associated staff report dated March 14, 2023. All details can be found as attached in the capital project update.

Cornwallis Beach Tidal Park

The updated cost based on new information that the County is only eligible for \$6,000 in grant funding is now a total project cost of \$26,000. This keeps the County commitment the same as the previous capital budget at \$20,000 for the current year.

Granville Street Parking Redevelopment

This project has been included at a total cost of \$135,000 to be funded through the proceeds from the sale of Bridgetown Town Hall. There is an associated report dated March 14, 2023 that deals with this project. All details can be found attached in the capital project update.

Updated 2023/24 Draft Capital Budget

The draft capital budget attached excludes the Sports Hub change and the Granville Street Parking Redevelopment which will both be addressed by the recommendations in this report.

FINANCIAL IMPLICATIONS

The result of the changes do not significantly impact the overall reserve forecasts, however the document has been updated to reflect the new estimates.

POLICY IMPLICATIONS

NA

ALTERNATIVES / OPTIONS

NEXT STEPS

Once the capital budget is approved by Council, staff will commence the procurement of the goods/services required to complete the projects.

ATTACHMENTS

Jubilee Park Capital Project Update
Sports Hub Capital Project Update
Granville St. Parking Lot Capital Project Update
2023-24 Draft Capital Budget – revised
Reserve Forecast Update

Prepared by:

Angela Anderson, CPA, Manager of Finance/Treasurer

Prepared by:

Jim Young, Director of Operations

Approved by:

Approval Date:



Doug Patterson,
Interim Chief Administrative Officer

2023-24 Capital Budget Request

| Project Details | | | | | | | |
|--|---------------------------------------|----------------------|--------------------------|------------------|---------|---------|--------|
| Project Name: | Jubilee Park Band Shell Decking | Work Order | | | | | |
| Department: | Municipal Operations | Project Type: | Rehabilitation | | | | |
| Project Lead: | Municipal Operations | Location: | Jubilee Park, Bridgetown | | | | |
| Strategic Alignment: | Outside Relations/ Responsible Growth | Measurements: | | | | | |
| Project Description: | | | | | | | |
| Phase I: surface preparation and paving 2 accessible parking spaces with a loading area to the side of each parking space (\$10,000); Phase II: installation of a lift to allow access to the band stand and ensuring compliance with the new Building Code (\$50,000). Phase III: site development including widening and paving existing pathways to provide accessibility (\$30,000). | | | | | | | |
| Business Case: | | | | | | | |
| Municipal staff have compiled a plan in order to address the accessibility concerns in Jubilee Park which includes the band stand as well as ensuring accessibility to the band stand to ensure a an experience with minimized barriers. | | | | | | | |
| Project Costs | | | | | | | |
| | | | | | | | |
| | Prior Year | Current | Future | | Current | 2024/25 | Future |
| Capital Cost | | 90,000 | | Operating Costs: | | | |
| Funding Source(s): | | | | | | | |
| Capital Reserve | | 90,000 | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Net Levy Impact | - | - | - | Total Costs | - | - | - |
| Procurement Method Public Tender | | | | | | | |
| per AM-1.7.4 Purchasing and Tendering Policy | | | | | | | |
| Notes: | | | | | | | |
| Staff will prioritize and investigate any Accessibility grants that can be utilized for this project to reduce the impact on gas tax funding. | | | | | | | |

COUNTY of ANNAPOLIS
SAFELY AGAIN

2023-24 Capital Budget Request

| Project Details | | | | | | | |
|--|--|---------------|------------------------|------------------|---------|---------|--------|
| Project Name: | Sports Hub Capital Improvements Phase II | Work Order | | | | | |
| Department: | Municipal Operations | Project Type: | Rehabilitation | | | | |
| Project Lead: | Municipal Operations | Location: | Sports Hub, Bridgetown | | | | |
| Strategic Alignment: | Outside Relations | Measurements: | | | | | |
| Project Description: | | | | | | | |
| <p>Phase I: repurposing existing club house into 3 accessible washrooms and canteen (currently underway with completion expected March 31, 2023) (\$173,000). Phase II: Construction of a new multipurpose storage facility to accommodate County maintenance equipment, recreation program storage, and other sports equipment (\$275,000). Phase III: Irrigation system for the green space and fencing around the tennis courts (\$45-70,000). Phase IV: purchase and installation of 4 spectator stands (\$21-30,000). This project is for Phase II.</p> | | | | | | | |
| Business Case: | | | | | | | |
| <p>A need for storage was identified to support the various organizations and events that take place at the Sports Hub facility. An architect report included phases for a construction of a multi-purpose storage facility, irrigation for the artificial turf, and provision of spectator stands.</p> | | | | | | | |
| Project Costs | | | | | | | |
| | Prior Year | Current | Future | | Current | 2024/25 | Future |
| Capital Cost | | 275,000 | | Operating Costs: | | | |
| Funding Source(s): | | | | | | | |
| Gas Tax | | 275,000 | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Net Levy Impact | - | - | - | Total Costs | - | - | - |
| Procurement Method: Public Tender | | | | | | | |
| per AIM-1.7.4 Purchasing and Tendering Policy | | | | | | | |
| Notes: | | | | | | | |
| | | | | | | | |

2023-24 Capital Budget Request

| Project Details | | | | | | | |
|--|--|----------------------|------------------------------|--------------------|---------|---------|--------|
| Project Name: | Granville Street Parking Lot Redevelopment | Work Order | | | | | |
| Department: | Municipal Operations | Project Type: | Rehabilitation | | | | |
| Project Lead: | Municipal Operations | Location: | Granville Street, Bridgetown | | | | |
| Strategic Alignment: | Outside Relations | Measurements: | | | | | |
| Project Description: | | | | | | | |
| <p>This project includes preparation of the parking lot (\$5,000), purchase and installation of 3 electric charging stations (\$35,000), installation of a water sampling station, and the pavement for the parking lot (\$95,000). The identified funding source is the use of proceeds from the sale of the Town Hall Facility in the former Town of Bridgetown.</p> | | | | | | | |
| Business Case: | | | | | | | |
| <p>There is an increasing need for parking in Bridgetown with the expansion of new and existing businesses. The parking lot adjacent to the old Town Hall facility has been identified for redevelopment for use as a parking lot, greenspace and rest area with benches and a bike rack. Phase I included a welcome sign, new curbs and lights have been installed already.</p> | | | | | | | |
| Project Costs | | | | | | | |
| | Prior Year | Current | Future | | Current | 2024/25 | Future |
| Capital Cost | | 135,000 | | Operating Costs: | | | |
| Funding Source(s): | | | | | | | |
| Capital Reserve | | 135,000 | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Net Levy Impact | - | - | - | Total Costs | - | - | - |
| Procurement Method Public Tender <i>per AM-1.7.4 Purchasing and Tendering Policy</i> | | | | | | | |
| Notes: | | | | | | | |
| | | | | | | | |

| Capital Project | Prior Yr. Cost | Total Cost | Gas Tax | Reserves | Water Reserve | Sewer Reserve | Grant(s) |
|--|----------------|------------------|------------------|------------------|----------------|----------------|--------------|
| General Government Services | | | | | | | |
| Admin Building Renovation | 530,000 | 625,000 | | 625,000 | | | |
| Parking Lot - AR Office | | 50,000 | 50,000 | | | | |
| Software Initiative | 100,000 | 150,000 | | 150,000 | | | |
| IT Hardware Lifecycle Replacement | 37,543 | 22,900 | | 22,900 | | | |
| Protection Services | | | | | | | |
| BT Fire Hall Demolition | | 120,000 | | 120,000 | | | |
| Transportation Services | | | | | | | |
| Road Rehabilitation Program | | 340,000 | 340,000 | | | | |
| BT Bridge Rehabilitation | | 50,000 | 50,000 | | | | |
| Environmental Services | | | | | | | |
| Lift Station Capital Improvements | | 200,000 | | | | 200,000 | |
| Wastewater - Capital Improvements | | 375,000 | | | | 375,000 | |
| BT Storm Sewer Extension - Queen St. | | 200,000 | | 200,000 | | | |
| SCADA Upgrade continued | 180,000 | 80,000 | | | 40,000 | 40,000 | |
| Emergency Generators | | 250,000 | 250,000 | | | | |
| Engineering Studies | | | | | | | |
| Bridgetown Granville Street Upgrade | | 45,000 | 45,000 | | | | |
| East End Servicing Study | | 50,000 | | | 25,000 | 25,000 | |
| BT Wastewater Treatment Plant Assessment | | 25,000 | | | | 25,000 | |
| Compost Bin Replacement Program | 20,000 | 50,000 | 50,000 | | | | |
| Reclamation Plan Implementation - WVP | | 20,000 | | 20,000 | | | |
| Recreation and Culture Services | | | | | | | |
| Bridgetown Arena Assessment | | 75,000 | 75,000 | | | | |
| Jubilee Park Accessibility Improvements | | 90,000 | | 90,000 | | | |
| Sport Hub Capital Improvements | | 200,000 | 200,000 | | | | |
| Tourism Master Plan | | 40,000 | | 40,000 | | | |
| Cornwallis Beach Tidal Park | 15,000 | 26,000 | | 20,000 | | | 6,000 |
| Upper Clements Trails | 22,000 | 15,000 | | 15,000 | | | |
| Fleet and Equipment | | | | | | | |
| 4-5 Ton Mini Excavator | | 120,000 | 120,000 | | | | |
| Compaction Roller | | 50,000 | 50,000 | | | | |
| Hot Tar Sprayer | | 30,000 | 30,000 | | | | |
| Total County Proposed Capital Budget | 904,543 | 3,298,900 | 1,260,000 | 1,302,900 | 65,000 | 665,000 | 6,000 |
| County Water Utility Capital Projects | | | | | | | |
| Water Capital Improvements | | 225,000 | | | 225,000 | | |
| Leak Detection Equipment | | 25,000 | | | 25,000 | | |
| NSE 10 Year Water System Assessments | | 50,000 | | | 50,000 | | |
| Granville Ferry Water Storage | | 50,000 | | | 50,000 | | |
| Total Water Utility Capital Projects | - | 350,000 | - | - | 350,000 | - | - |

| Budget 2022/23 | | | | Budget 2023/24 | | | |
|---------------------------------|--------------------|---------------|-------------|-------------------------|---------------|-------------|-------------------------|
| Reserve/Reserve Fund | March 2022 Balance | Contributions | Withdrawals | Projected 22/23 Balance | Contributions | Withdrawals | Projected 23/24 Balance |
| Capital Reserve Fund | 1,060,501 | 894,052 | (115,000) | 1,839,553 | - | (787,900) | 1,051,653 |
| Gas Tax Reserve Fund | 3,120,160 | 885,832 | (1,504,000) | 2,501,992 | 885,832 | (1,260,000) | 2,127,824 |
| Total Capital Reserves | 4,180,661 | 1,779,884 | (1,619,000) | 4,341,545 | 885,832 | (2,047,900) | 3,179,477 |
| Operating Reserve Fund | 1,046,175 | 525,545 | (155,750) | 1,415,970 | | (150,000) | 1,265,970 |
| Total Operating Reserves | 1,046,175 | 525,545 | (155,750) | 1,415,970 | - | (150,000) | 1,265,970 |
| County Sewer Reserve | 502,053 | 312,187 | (405,545) | 408,695 | 300,000 | (620,000) | 88,695 |
| BT Sewer Reserve | 305,100 | 40,000 | (221,794) | 123,306 | 40,000 | (45,000) | 118,306 |
| Recreation & Culture Reserve | 207,458 | 55,000 | (97,000) | 165,458 | 55,000 | (165,000) | 55,458 |
| Streetlight Reserve | 151,458 | 132,331 | | 283,789 | 130,000 | | 413,789 |
| Parks Levy | 46,042 | 10,000 | (15,000) | 41,042 | | | 41,042 |
| Letter of Intent | 1,198,957 | | (988,679) | 210,278 | | (200,000) | 10,278 |
| BT Operating Reserve | 194,084 | | | 194,084 | | | 194,084 |
| Fire Services | 1,942,816 | | (31,115) | 1,911,701 | | | 1,911,701 |
| Total Specific Purpose Reserves | 4,547,968 | 549,518 | (1,759,133) | 3,338,353 | 525,000 | (1,030,000) | 2,833,353 |
| | | | | | | | |
| Total County Reserves | 9,774,804 | 2,854,947 | (3,533,883) | 9,095,869 | 1,410,832 | (3,227,900) | 7,278,801 |
| County Water Reserve | 679,836 | 204,000 | (420,750) | 463,086 | 204,000 | (395,000) | 272,086 |
| BT Water Reserve | 585,644 | 68,000 | (30,250) | 623,394 | 68,000 | (20,000) | 671,394 |
| Total Water Reserves | 1,265,480 | 272,000 | (451,000) | 1,086,480 | 272,000 | (415,000) | 943,480 |



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Carolyn Young, Municipal Clerk
Report Number: SR2023-15 2023 FCM Delegate Selection
Subject: 2023 FCM Delegate Selection

RECOMMENDATION(S):

This report is to facilitate the selection of delegates to attend the upcoming FCM Annual Conference and Trade Show. A recommendation is not required to go to council.

LEGISLATIVE AUTHORITY

AM-1.3.0 FCM Delegate Selection Policy

BACKGROUND

Each year the Warden (or the Warden's designate) and three other members of council may attend the FCM Annual Conference and Tradeshow.

This year, the Local Action National Results Conference, takes place in Toronto, Ontario from May 25 – 28, 2023.

DISCUSSION

Following policy, at Committee of the Whole, staff will facilitate the selection of three delegates, and three alternates.

Per policy (4.5) a councillor who has attended an FCM Annual Conference in either of the two preceding years is not eligible - unless the annual conference was held in the Maritime Provinces, when any member could attend.

FINANCIAL IMPLICATIONS

In accordance with the travel policy.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

Once delegates are selected, they can go ahead and register and make travel arrangements.

ATTACHMENTS

AM-1.3.0 FCM Delegate Selection Policy

Prepared by:

Carolyn Young, Municipal Clerk
(

Approved by:



Doug Patterson
Interim Chief Administrative Officer

Approval Date:

Mar 8, 23

(Date)

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

1. APPLICATION

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

2. AUTHORITY

Section 65, *Municipal Government Act*, as amended.

3. BASIC POLICY

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

4. SPECIFIC CONDITIONS AND PROCEDURES

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

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

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

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

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

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

| | |
|---|-----------------------|
| Municipal Clerk's Annotation for Official Policy Book | |
| I certify that this policy was adopted by Municipal Council as indicated below: | |
| Seven (7) Day Notice..... | March 14, 2017 |
| Council Approval | March 21, 2017 |
| <u>Wanda Atwell</u> | <u>March 24, 2017</u> |
| Acting Municipal Clerk | Date |
| At Annapolis Royal, Nova Scotia | |

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

Effective 2001/02/20

AMENDED 2010/12/21

AMENDED 2017/03/21 as follows:

- In Section 3 replacing "two" with "three"
- In Section 3 replacing "AM-1.8.1 Travel / Conference / Municipal Related Activities Expenses Policy" with "County policies"
- In Sub-section 4.1 replacing "two" with "three" in each place that it appears
- In Sub-section 4.1 deleting "first and second"
- In Sub-section 4.1 deleting "A councillor who has attended an FCM Annual Conference in either of the two preceding years, (excluding attendance in accordance with Subsection 4.4) is not eligible for selection."
- In Sub-section 4.3 inserting "not" and deleting "from two to one"
- Adding Sub-section 4.5
- Adding Sub-section 4.6



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Carolyn Young, Municipal Clerk
Report Number: SR2023-16 Letter of Awareness Melvern Square and Area Community Centre
Subject: Letter of Awareness Melvern Square and Area Community Centre for their 2023-2024 Recreation Facility Development Grant application

RECOMMENDATION(S):

That municipal council provide a letter of awareness to the Melvern Square Community Centre to accompany their 2023-2024 Recreation Facility Development Grant application, noting that no funding has been requested from the municipality for their roof replacement project.

LEGISLATIVE AUTHORITY

AM-1.3.8 Letters of Support & Acknowledgement

BACKGROUND

In accordance with the policy, Melvern Square & Area Community Centre Chairperson Karie-Anne Saltzman submitted their final funding request for a Recreation Facility Development (RFD) Grant to the Clerk for review and recommendation. Part of the requirements, as applicable, of the RFD grant process, is *'to provide a letter from the municipality acknowledging awareness or support to the applicants planned project and details of any municipal involvement related to funding and/or contribution assistance'*.

DISCUSSION

The Community Centre is applying for funding from the province to replace the roof to extend its useful life for 50+ more years. They indicate a donation of \$5,000, Community Centre funds \$43,225, in-kind material \$2,000, and in-kind labour for their contribution of \$54,725 for the \$82,917.49 project.

FINANCIAL IMPLICATIONS

No funding has been requested from the municipality.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

Once approved at council, a letter would be provided under the Warden's signature.

ATTACHMENTS

AM-1.3.8 Letters of Support & Acknowledgement Policy

Prepared by:

Carolyn Young, Municipal Clerk

Approved by:



Doug Patterson
Interim Chief Administrative Officer

Approval Date:



(Date)

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

1.0 Purpose

The purpose of this policy is to provide a clear process for Municipal Council to provide letters of support or acknowledgement for external project proposals or grant applications.

2.0 Authority

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

3.0 General Provisions

3.1 Municipal Council may provide a letter of support or a letter of acknowledgement for external project proposals or grant applications so long as a copy of the final proposal or application has been submitted to the Office of the Clerk sufficient to allow staff to review the proposal or application and provide a report to council to ensure that the municipality does not assume an obligation or financial commitment it has not approved.

| | |
|---|---------------------------------------|
| 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..... | September 14, 2021 |
| Council Approval..... | September 21, 2021 |
| <u>CAROLYN YOUNG</u> Municipal Clerk | <u>September 21, 2021</u> Date |
| <i>At Annapolis Royal Nova Scotia</i> | |

Approved March 19, 2013

Amendments:

2021/09/21

- **Update 3.1** to read: Municipal Council may provide a letter of support or a letter of acknowledgement for external project proposals or grant applications so long as a copy of the final proposal or application has been submitted to the Office of the Clerk sufficient to allow staff to review the proposal or application and provide a report to council to ensure that the municipality does not assume an obligation or financial commitment it has not approved; and **Remove 3.2.**



COUNTY of ANNAPOLIS
ANNE ARUNDEL COUNTY

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Jim Young, P.Eng, Director of Municipal Operations
Report Number: SR2023-17 Joint Letter to Minister PW Re Granville Ferry Causeway
Subject: Joint Letter to Minister Regarding Causeway

RECOMMENDATION(S):

That Municipal Council direct the Warden to sign the letter to the Hon. Kim Masland requesting assistance in the maintenance and management of the Granville Ferry Causeway in tandem with a signature from the mayor of the Town of Annapolis Royal.

LEGISLATIVE AUTHORITY

N/A

BACKGROUND

With the closure of the NSPI Tidal Power Station, both the Municipality of the County of Annapolis and the Town of Annapolis Royal are concerned that the maintenance of the causeway may be negatively impacted.

It is the understanding of the Municipality that the Province (via different ministries and departments) collectively own the causeway and is responsible for its maintenance. However, local TIR officials have advised that the needed studies and planning requested in the proposed letter have not taken place. At the same time local TIR officials report increasing maintenance needs.

DISCUSSION

The attached letter would be jointly signed by each of the Municipality of the County of Annapolis, and the Town of Annapolis Royal. The Municipal Clerk will deliver the letter on behalf of both Municipalities. Municipal staff including the Director of Operations will follow up on answers from the Ministry.

FINANCIAL IMPLICATIONS

There will be no financial implications for the Municipality to direct the Warden to sign the letter.

POLICY IMPLICATIONS

Not applicable.

ALTERNATIVES / OPTIONS

- That Municipal Council not direct the Warden to sign the attached letter.

NEXT STEPS

If approved, staff will be see that the jointly signed letter is mailed to the Province.

ATTACHMENTS

- Draft 2023 Letter to the Hon. Kim Masland

Prepared by:

Amy Barr, Contracts and Procurement Coordinator


Reviewed by:

Jim Young, P.Eng, Director of Municipal Operations

Approved by:**Approval Date:**



Douglas Patterson
Interim Chief Administrative Officer



(Date)

March 31, 2023

The Honourable Kim Masland, Minister
Department of Public Works
2nd Floor, Johnston Building
P.O Box 186
1672 Granville Street
Halifax, NS
B3J 2N2

DRAFT

Dear: Minister Masland,

Re: Granville Ferry Causeway- Annapolis County

We are writing to request assistance from your department to ensure that there is a comprehensive plan for the current maintenance and the overall long-term sustainability of the Granville Ferry Causeway, a crucial piece of infrastructure for residents of Annapolis County, the Town of Annapolis Royal, and the Southwestern Nova Scotia region.

Background:

Since its opening in 1961, this section of Highway #1, connecting Granville Ferry and Annapolis Royal, has provided a vital transportation corridor supporting our residents' health and safety. In addition, the causeway has become a critical transportation route that immensely benefits the regional economy.

With the closure of the NSPI Tidal Power Station, both the Municipality of the County of Annapolis and the Town of Annapolis Royal are concerned that the maintenance of the causeway may be negatively impacted.

Requested Actions:

We respectfully request that the Province undertake a detailed engineering assessment of the structural integrity of the causeway as a first step to ensuring the long-term sustainability of the causeway. In addition, we would like to receive documents on maintenance and inspection history and asset condition assessments.

Conclusion:

It would be difficult to understate the importance of the causeway, not only for our local communities but for the entire region of Southwest Nova Scotia. As an essential piece of our shared economy, the causeway is

.../2

Hon. Kim Masland, Minister, Public Works
Granville Ferry Causeway, Annapolis County
March 31, 2023
Page Two

imperative to vehicular and pedestrian traffic providing access to essential services for both of our municipalities.

We look forward to receiving your commitment to take timely actions to ensure the support of the causeway for current use and future use.

Sincerely,

Alex Morrison, Warden
County of Annapolis

Amery Boyer, Mayor
Town of Annapolis Royal

cc: Carman Kerr, MLA (via email: info@carmenkerr.ca)
Nova Scotia House of Assembly
10 Bridge Street, Middleton, NS B0S 1P0

cc: Jason Haughn, Municipal Advisor (via email: Jason.Haughn@novascotia.ca)
Department of Municipal Affairs and Housing
PO Box 216, Halifax NS B3J 2M4

cc: Anthony Harvey, Area Manager (via email: Anthony.Harvey@novascotia.ca)
Transportation & Infrastructure Renewal
61 Main Street Middleton, PO Box 820, B0S1P0



COUNTY of ANNAPOLIS
UNTERKNECHT BROTHER

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Cheryl Mason, Manager of Protective Services
Report Number: SR2023-09 Animal Control Agreement Annapolis Royal
Subject: **Animal Control Agreement with Town of Annapolis Royal**

RECOMMENDATION(S):

That Municipal Council authorize the Warden and Municipal Clerk to sign the renewal of the Animal Control Agreement with the Town of Annapolis Royal.

LEGISLATIVE AUTHORITY

Section 61 of the *Municipal Government Act*

BACKGROUND

The County of Annapolis has been providing dog control to the Town of Annapolis Royal for many years. The current contract ends March 31, 2023.

Protective Services provides the inter-municipal service on a cost recovery basis for the enforcement of the Town's Dog By-law requiring our staff to be in essence, on-call, for their enforcement, however there has never been a cost recovery for staff's time.

It is the wish of the Town to continue with the service due to the fact that the Town does not have a pound and the convenience and cooperation of Animal Control meets their needs.

DISCUSSION

In the past, the term had been for three (3) years however there does not seem to be any reason that this could not be a five (5) year agreement. Should either party wish to terminate the agreement, it can be done within a thirty (30) day notice. The \$75 administration fee would cover three hours of staff time to manage the complaint and pick up the animal. The \$75 complaint fee would then cover staff time over a three day period to care for the animal as necessary.

FINANCIAL IMPLICATIONS

It has been recommended that an administrative fee should be included in the Agreement for providing service to the Town of Annapolis Royal at a cost of \$75 per event with a 2% annual increase to the administration fee for inflation which is reflective of increase to cost for the Protective Services staff. As well, the owner of the dog is subject to any and all expenses incurred to be paid before the dog is returned to the owner.

The administrative fee is in addition to all other cost recoveries related to this service and is reflective of staff time required to deal with these calls.

There is no effect to the budget of Animal Control, as costs are recuperated as follows:

| Fee | Details | Cost(s) Recovered |
|----------------------|--|---|
| Complaint / Call Fee | Administrative charge to the Town regardless of the outcome of the call. | \$75 |
| Impound/Boarding | Based on actual costs paid by the County | \$30 impound \$15 board fee per day |
| Travel Costs | Mileage required in response to a complaint regardless of the outcome of the call. | The County uses the mileage rate as set by the <i>AM-1.8.1 Travel and Expenses Policy</i> , currently \$0.61/km |
| Posting Notices | 3 notice are required when an animal is impounded. | \$10 each |
| Extraordinary Costs | This could be relating to veterinarian care, as deemed necessary. | Full cost recovery, either the owner (if claimed) or the Town is responsible for this cost in full. |
| Postage Costs | Registered mail is required to be sent to the owner advising their dog has been impounded. | Full cost recovery as billed by Canada Post. |

Note: Should the dog owner not come forward, all the above costs would then be invoiced to the Town, along with the administrative fee.

POLICY IMPLICATIONS

It has been the procedure that all Agreements with other agencies over one year in term are to be presented to Committee of the Whole for recommendation to Council and the appropriate signing authorities would be confirmed.

ALTERNATIVES / OPTIONS

- Option 1 – Proceed with the original request as presented for an Agreement for another five (5) years
- Option 2 – Not extend the Agreement and give written notice to the Town of Annapolis Royal
- Option 3 – Proceed with a One (1) Year extension on suggested increased fees of \$75 administration fee per event plus \$75 to owner along with the intake fees to be reviewed on an annual basis
- Option 4 – Extend the Agreement for a five (5) year term with a two (2) % cost of living increase each year on the administration fee.

NEXT STEPS

Manager of Protective Services will advise the Town of Annapolis Royal of Council's decision and gather the necessary signatures.

ATTACHMENTS:

Copy of Agreement

Prepared by:

Cheryl Mason, Manager of Protective Services

Reviewed by:

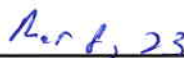
Angela Anderson, Manager of Finance

Reviewed by:

Dawn Campbell, Director of Legislative Services & HR

Approved by:**Approval Date:**

Doug Patterson,
Interim Chief Administrative Officer



(date)



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

Short Form Agreement for Supply of Work, Goods or Materials

The Provider

Provider: Town of Annapolis Royal
Address: 285 St. George Street, Annapolis Royal, NS B0S 1A0
Contact Person: Sandi Millett-Campbell, Chief Administrative Officer
Phone Number: 902-532-2043
Cell Number:
Email Address: cao@annapolisroyal.com

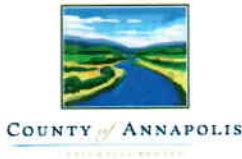
The Municipality of the County of Annapolis

Contact Person: Cheryl Mason, Manager of Protective Services
Phone Number: (902) 532-0691
Cell Number: (902) 840-3766
Email Address: cmason@annapoliscounty.ca

Terms of Agreement

Conditions and Special Provisions

1. Whereas the County owns and operates an Animal Control Facility (Pound), the Town hereby requests the County of Annapolis Animal Control Officer / Pound Keeper to respond to complaints under the Dog By-law for reports of a dog that: runs at large; or is not wearing a tag; or is not registered, or is fierce or dangerous, or that is rabid or appears rabid; or whose owner fails to remove feces from a public or private property, or a dog that persistently disturbs quiet of the neighbourhood as the County has designated employee(s) to provide animal control services and each event is subject to an administrative fee for staff costs in the amount of \$75.00 with an annual increase for inflation which is reflective of increase to cost for the Protective Services staff.
2. The Town hereby agrees that its residents will be subject to the arrangements designated by the County for responding to such complaints and providing information received by Animal Control. Should the owner not pay the fee, the Town will reimburse the County based on the following fees for service:
 - a. Animal Complaints: \$75 to respond to each complaint which includes picking up the animal, obtaining information and/or taking pictures, whether the animal is picked up or not.
 - b. Impound Cost: \$30 impounding fee and \$15 per day board fee.
 - c. Travel Costs: Mileage to respond to a complaint whether it is taken to the Animal Control Facility or not is calculated based on the current County of Annapolis mileage rate.
 - d. Posting Notices: \$10 – 3 Notices are required to be posted in the Town when an animal has been impounded; 1 at Town Hall and 2 others in public locations around the Town.
 - e. Extraordinary Costs: Reimbursement for any expenses incurred by the Animal Control Officer in relation to the animal including costs for veterinarian care, as deemed necessary.



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

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Short Form Agreement for Supply of Work, Goods or Materials

The Town of Annapolis Royal

- f. Registered Mail: Cost as determined by Canada Post – Town Dog By-law requires that a registered letter be sent to the owner of the dog to advise that their dog has been impounded.
3. Whereas the Town annually appoints the respective County employee(s) as the Animal Control Officer(s) for the Town; the Town agrees to compensate the County for providing animal control services in the amount set forth above as the need arises. The Town also agrees to provide a current copy of its By-law and promptly apprise the County of any amendments thereto.
4. The start date for this Agreement is April 1, 2023 and it expires on March 31, 2028 five (5) years).
5. The Town agrees the County will make arrangements with a local veterinarian or animal society for the disposition of the animal not less than Seven (7) days from date of Notice to Owner as outlined in the Town's Dog By-law.
6. The Town shall keep the County up to date on dog tags sold for the ability to contact the owner should a tag be identified.
7. The Agreement may be terminated within thirty (30) days upon written notice from either party.

I/We understand and agree to the Terms and Conditions, which form part of this Agreement.

TOWN OF ANNAPOLIS ROYAL

Sandi Millett-Campbell, Chief Administrative Officer

Print Name

Date

This Agreement is hereby accepted and approved on behalf of The Municipality of the County of Annapolis

Date

Date

Original: Vault

☐ Department Manager

☐ Finance

☐ The Provider

Page 2 of 2



COUNTY of ANNAPOLIS
NATURALLY BEAUTIFUL

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Cheryl Mason, Manager of Protective Services
Report Number: SR2023-08 Animal Control – Town of Middleton
Subject: **Animal Control Agreement with Town of Middleton**

RECOMMENDATION(S):

That Municipal Council authorize the Warden and Municipal Clerk to sign the renewal of the Animal Control Agreement with the Town of Middleton.

LEGISLATIVE AUTHORITY

Section 61 of the *Municipal Government Act*

BACKGROUND

The County of Annapolis has been providing dog control to the Town of Middleton for many years. The current contract ends March 31, 2023.

Protective Services provides the inter-municipal service on a cost recovery basis for the enforcement of the Animal Control By-law requiring our staff to be, in essence, on-call for their enforcement however there has never been a cost recovery for staff's time.

It is the wish of the Town to continue with the service due to the fact that the Town does not have a pound and the convenience and cooperation of Animal Control meets their needs.

DISCUSSION

In the past, the term had been for three (3) years however there does not seem to be any reason that this could not be a five (5) year agreement. Should either party wish to terminate the agreement, it can be done with a day (30 day) notice. The \$75 administration fee would cover three hours of staff time to manage the complaint and pick up the animal. The \$75 complaint fee would cover staff time over a three day period to care for the animal as necessary.

FINANCIAL IMPLICATIONS

It has been recommended that an administrative fee should be included in the Agreement for providing service to the Town of Middleton at a cost of \$75 per event with a two (2)% annual increase to the administrative fee for inflation which is reflective of increase to cost for the Protective Service staff. As well, owner of the dog is subject to any and all expenses incurred and shall be paid before the animal is returned to the owner.

The administrative fee is in addition to all other cost recoveries related to this service and is reflective of staff time required to deal with these calls.

There is no effect to the budget of Animal Control as costs are recuperated as follows:

| Fee | Details | Cost(s) Recovered |
|----------------------|--|---|
| Complaint / Call Fee | Administrative charge to the Town regardless of the outcome of the call. | \$75 |
| Impound/Boarding | Based on actual costs paid by the County | \$30 impound \$15 board fee per day |
| Travel Costs | Mileage required in response to a complaint regardless of the outcome of the call. | The County uses the mileage rate as set by the <i>AM-1.8.1 Travel and Expenses Policy</i> , currently \$0.61/km |
| Posting Notices | 3 notice are required when an animal is impounded. | \$10 each |
| Extraordinary Costs | This could be relating to veterinarian care, as deemed necessary. | Full cost recovery, either the owner (if claimed) or the Town is responsible for this cost in full. |

Note: Should the dog owner not come forward, all the above costs would then be invoiced to the Town along with the administrative fee.

POLICY IMPLICATIONS

It has been the procedure that all Agreements with other agencies over one year in term are to be presented to Committee of the Whole for recommendation to Council and the appropriate signing authorities would be confirmed.

ALTERNATIVES / OPTIONS

- Option 1 – Proceed with the original request as presented for an Agreement for another five (5) years
- Option 2 – Not extend the Agreement and give written notice to the Town of Annapolis Royal
- Option 3 – Proceed with a One (1) Year extension on suggested increased fees of \$75 administration fee per event plus \$75 to owner along with the intake fees to be reviewed on an annual basis
- Option 4 – Extend the Agreement for a five (5) year term with a two (2) % cost of living increase each year on the administration fee.

NEXT STEPS

Manager of Protective Services will advise the Town of Middleton of Council's decision and gather the necessary signatures.

ATTACHMENTS:

Copy of Agreement

Prepared by:

Cheryl Mason, Manager of Protective Services

Reviewed by: _

Angela Anderson, Manager of Finance

Reviewed by:

Dawn Campbell, Director of Legislative Services & HR

Approved by:**Approval Date:**

Doug Patterson,
Interim Chief Administrative Officer



(date)



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

Short Form Agreement for Supply of Work, Goods or Materials

The Provider

Provider: Town of Middleton
Address: 131 Commercial Street, Middleton, NS B0S 1P0
Contact Person: Ashely Crocker, Chief Administrative Officer
Phone Number: 902-825-4841
Cell Number: _____
Email Address: acrockertown.middleton.ns.ca

The Municipality of the County of Annapolis

Contact Person: Cheryl Mason, Manager of Protective Services
Phone Number: (902) 532-0691
Cell Number: (902) 840-3766
Email Address: cmason@annapoliscounty.ca

Terms of Agreement

Conditions and Special Provisions

1. Whereas the County owns and operates an Animal Control Facility (Pound), the Town hereby requests the County of Annapolis Animal Control Officer / Pound Keeper to respond to complaints under the Animal Control Bylaw for reports of a dog that: runs at large; attacked or injured a person or domestic animal, fails to comply with a notice to muzzle, securely leash, and ensure that the dog is under control of a person not under 18 years of age when the dog is off the property of the owner; who fails to comply with a notice to keep the dog securely restrained either indoors or inside an escape-proof enclosure that does not allow the dog to jump, climb or dig its ways out of while it is on the property of the owner; whose owner fails to remove feces from a public or private property; whose dog persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise; or owns, keeps or harbours a fierce or dangerous dog, and each event is subject to an administrative fee for staff costs in the amount of \$75.00 with an increase of 2% annually to reflect inflationary measures.
2. The Town hereby agrees that its residents will be subject to the arrangements designated by the County for responding to such complaints and providing information received by Animal Control. Should the owner not pay the fee, the Town will reimburse the County based on the following fees for service:
 - a. Animal Complaints: \$75 to respond to each complaint which includes picking up the animal, obtaining information and/or taking pictures, whether the animal is picked up or not.
 - b. Impound Cost: \$30 impounding fee and \$15 per day board fee.
 - c. Travel Costs: Mileage to respond to a complaint whether it is taken to the Animal Control Facility or not is calculated based on the current County of Annapolis mileage rate.
 - d. Extraordinary Costs: Reimbursement for any expenses incurred by the Animal Control Officer in relation to the animal including costs for veterinarian care, as deemed necessary.



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Short Form Agreement for Supply of Work, Goods or Materials

The Town of Middleton

3. Whereas the Town annually appoints the respective County employee(s) as the Animal Control Officer(s) for the Town; the Town agrees to compensate the County for providing animal control services in the amount set forth above as the need arises. The Town also agrees to provide a current copy of its By-law and promptly apprise the County of any amendments thereto.
4. The start date for this Agreement is April 1, 2023 and it expires on March 31, 2028 five (5) years).
5. The Town agrees the County will make arrangements with a local veterinarian or animal society for the disposition of the animal not less than Seven (7) days from date of Notice to Owner as outlined in the Town's Animal Control Bylaw.
6. The Town shall keep the County up to date on dog tags sold for the ability to contact the owner should a tag be identified.
7. The Agreement may be terminated within thirty (30) days upon written notice from either party.

I/We understand and agree to the Terms and Conditions, which form part of this Agreement.

TOWN OF MIDDLETON

Ashley Crocker, Chief Administrative Officer

Print Name

Date

This Agreement is hereby accepted and approved on behalf of The Municipality of the County of Annapolis

Date

Date

Original: Vault

- ☐ Department Manager
- ☐ Finance
- ☐ The Provider



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Cheryl Mason, Manager of Protective Services
Report Number: SR2023-18 Fire Services Review - RFP
Subject: **Request for Proposal – Fire Services Review**

RECOMMENDATION(S):

That Municipal Council authorize staff to issue a Request for Proposals as circulated; and

That Municipal Council authorize the project in the amount of \$75,000 to be funded by the Operating Reserve.

LEGISLATIVE AUTHORITY

Section 65 of the *Municipal Government Act*

BACKGROUND

It has been 10 years since a last review and 2003 since the funding formula arrangements were made with the 11 fire departments.

Council requested a review of fire services in 2022 and after much review and contacts with other municipalities that have already completed a review, staff have provided the attached as a basis for the review and to call for proposals from consultants. A motion was made as follows at the February 21, 2023 Council:

MOTION 230221.014 Start Fire Services Review and Issue RFP

That municipal Council start a fire services review and that a Request for Proposal be put out by the end of March 2023. Moved: Councillor Connell;
Seconded: Councillor Gunn. Motion carried.

DISCUSSION

The Annapolis County Fire Services Association in meeting with the Fire Services Committee welcome a review and look forward to participating in discussions on the progress. A general Request for Proposal has been prepared to cover the needs of the request that will be included in the full formal documents to be prepared by staff for submission.

FINANCIAL IMPLICATIONS

Based on conversations with other municipalities it is expected that the cost could be approximately \$75,000.

...2/

POLICY IMPLICATIONS

None

ALTERNATIVES / OPTIONS

None

NEXT STEPS

Staff will post on the provincial procurement site, newspaper that circulates throughout Nova Scotia as well as on our own website.

ATTACHMENT:

General Request for Proposal

Prepared by:

Cheryl Mason, Manager of Protective Services

Reviewed by:

Angela Anderson, Manager of Finance

Reviewed by:

Dawn Campbell, Director of Legislative Services & HR

Approved by:

Approval Date:



Doug Patterson
Interim Chief Administrative Officer



(Date)

Request for Proposal

The Municipality of the County of Annapolis is dedicated to providing a good quality fire service to its residents and ensuring the safety of its volunteer firefighters. We are pleased to invite the consulting firms to which would be most beneficial to both the 11 funded departments and the Municipality with realistic goals both parties should be able to achieve. The Municipality of the County of Annapolis is seeking proposals from qualified firms to do an overall review of the 11 funded fire departments the Municipality funds.

About us

The Municipality of the County of Annapolis is a rural Municipality situated in southwestern Nova Scotia, located in the lower half of the Annapolis Valley. The Municipality has a unique geographic layout that borders four other County's and they are Kings, Digby, Lunenburg and Queens. Also within Annapolis County there are two small towns Annapolis Royal and Middleton, both towns have a fire department that provide fire protection to their respected Towns and to the Municipality.

The Municipality provides funding to 11 other fire departments in the Municipality, out of the 11 that receive funding, the only five that receive full funding from the Municipality are Margareville, Port Lorne, Nictaux, Bridgetown and Lawrencetown. Others would be cost shared between Towns or other Municipalities that provide service to the residents of the Municipality of the County of Annapolis.

Terms of Reference

The areas listed below will need to be completed thoroughly by the successful candidate.

General Information Gathering and Stakeholders Involvement

- Be familiar with Municipal Government Act (Mainly Part X, Section 296, MGA)
- Municipality of the County of Annapolis Fire and Emergency Services Policy 1.4.15
- Annapolis County Fire Service Audit 2010
- Go to each station and meet with each of the Chiefs individually

Financials

- Review the formulas that were created in 2003 by the Chiefs at that time
- Review expenses as they have increased significantly; both Operating and Capital
- Additional services being provided by fire departments that were not anticipated in 2003.

Operations

- Conduct an operational review of the overall organizational flowchart, administration, fleet, facilities, public education, fire prevention, fire suppression.

Fire Call Information

- Categorize the number of calls per department with applicable detail regarding members responding and response times
- Documentation of apparatus responding to calls
- Mutual aid agreement with other departments and other municipalities

Membership

- Training of all members
- Age of the membership
- What experience do they have and most recent training

Apparatus, Equipment and Building

- How well is all the space within the station utilized
- Potential future capital requirements
- Preventative maintenance schedule and capital replacement schedule
- Operational needs like hydrants and dry hydrants

The successful candidate will be required to provide recommendations on the above listed items.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Nancy Whitman, Recreation Coordinator
Report Number: SR2023-19 Grants Annapolis Valley Frugal Moms Society
Subject: 2022-23 Community Grants – Application from the Annapolis Valley Frugal Moms Society.

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$2,000 to Annapolis Valley Frugal Moms Society to assist with their Continuing to Bridge Gaps, food rescue program from the Community Programs Assistance Fund in accordance with *AM-1.4.9 Community Grants Policy*.

LEGISLATIVE AUTHORITY

Section 65, *Municipal Government Act* / *AM-1.4.9 Community Grants Policy*

BACKGROUND

AM-1.4.9 Community Grants Policy allows organizations to apply for funding to support their services, programs and initiatives. There are several categories under which they can apply and each section outlines the criteria for the application. This application is in compliance with the policy requirements and eligible for approval of Municipal Council.

DISCUSSION

The Annapolis Valley Frugal Moms Society is applying for a Community Programs Assistance Fund Grant in the amount of \$2,000 to assist with their Continuing to Bridge Gaps, food rescue program. This society offers outreach and support to individuals and families by way of food rescue.

The Annapolis Valley Frugal Moms Society has been registered as a not for profit since 2020 and began their food rescue program in 2021. The society collects food from grocery stores, greenhouses and farms all across the Annapolis Valley to give to families and people in need. The locations they delivery to in Annapolis County are Torbrook, Middleton and Bear River, then the food gets distributed from there. They advertise on social media and through community contacts. They have no difficulty acquiring food, however are experiencing a lack of funds due to rising costs including fuel prices. A project description from the applicant can be found at Appendix A.

The total cost of the program listed on the application is \$5,000. The volunteer time is free and the listed expenses are for fuel, canning supplies and storage. In addition to applying for a county grant they have indicated that they will fundraise the remaining amount of \$3,000.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$11,913.84 remaining for community grants under AM-1.4.9 Community Grants Policy in the current fiscal year. If this application is approved for \$2,000 there will be \$9,913.84 remaining in the community grants policy for the rest of this fiscal year.

POLICY IMPLICATIONS

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

ALTERNATIVES / OPTIONS

To not approve the recommendation; or to approve a lesser amount.

NEXT STEPS

1. If approved, Continue on with issuance of the Grant Funding in accordance with policy AM 1.4.9; and
2. Inform applicant of Council's decision regarding their application.

ATTACHMENTS

Appendix A: Applicant Program Description.

Prepared by:

Nancy Whitman, Recreation Coordinator

Reviewed by:

Dawn Campbell, Director of Legislative Services / Deputy CAO

Approved by:

Approval Date:



Doug Patterson
Interim Chief Administrative Officer



(Date)

We are a non-profit in the Annapolis Valley, stationed in Kentville, NS. We offer outreach and support to individuals and families by way of food rescue. We have noticed a great need in Annapolis Valley and want to support the area. We have access to the food, we just lack the funds for transport to move the food across the Valley.

We are bridging the gap between other organizations. We are not a food bank, but we offer support in addition to what the foodbank offers. We gather food from organizations, grocery stores, farms, etc in the valley and get it out to people for free. No other organization does what we do.

We support food access to the vulnerable persons who might not otherwise get access to food, produce, dairy and proteins.

The amount of food we collect varies from week to week, day to day. We have some things set up weekly for the same days and others that call when they have a surplus. It also varies depending on the time of year. Harvest season is way more plentiful than the winter months.

We rescue produce, bread, etc and utilize the perfectly imperfect food to get food out to people who might not usually get access.

We collect from grocery stores in the Valley area, greenhouses, farms, businesses and organizations. Most locations we collect from are between the Canning/ Wolfville area to Lawrencetown, in the Valley, but we have recently branched out to Annapolis as well as Bear River and beyond.

When we deliver food to Annapolis County, it goes to our locations in Torbrook, Middleton and Bear River, where it then gets distributed within the community and beyond. A video and a post is made across social media letting people know there is stuff there so that it gets out to people in a timely manner.

We try to get food out a few times a week, but our funds ran out and we are having issues securing more grants, not from lack of applying. We were fundraising but like everything else, surplus money just isn't there.

We were currently able to bring things down thanks to the generous support from Sobeys Fast Fuel in Greenwood, NS, but we do not know when we will be able to bring more down due to the cost of fuel and the lack of funds. We are a small non-profit that operates on donations and grants (when we can secure them.)

Balance Sheet

NON-PROFITABLE TOTAL ASSETS

ALAN SWAN

Assets

Cash and Cash Equivalents

| | |
|-------------|-----|
| Cash | 100 |
| Checking Ac | 100 |
| Total Cash | 200 |

Other Assets

| | |
|--------------------|-----|
| Other Assets | 100 |
| Total Other Assets | 100 |

Total assets

300

Liabilities and Owners' Equity

Current Liabilities

| | |
|---------------------------|-----|
| Accounts payable | 100 |
| Other Current Liabilities | 100 |
| Total Current Liabilities | 200 |

Non-Current Liabilities

| | |
|-------------------------------|-----|
| Long-term Debt | 100 |
| Other Long-term Liabilities | 100 |
| Total Non-Current Liabilities | 200 |

Total liabilities

400

Owners' equity

| | |
|-------------------|-----|
| Common Stock | 100 |
| Retained Earnings | 100 |

Total owners' equity

200

Total liabilities and equity

600

Balance Sheet

12/31/2023

| | |
|---------|---------------|
| Signed: | Shaila Mosher |
| Dated: | Feb 7, 2023 |

| |
|--|
| Annapolis Valley Frugal Moms |
| Balance Sheet with Expenditures |
| As of February 1, 2023 |

| | | |
|-----------------------------|----------|------------|
| Opening Balance Jan 1, 2023 | | \$879.00 |
| Hamper Diaper and Formula | \$110.30 | |
| Hamper Special Food | \$120.00 | |
| Fundraising Deposit | | \$50.00 |
| Gas Food Rescue | \$50.00 | |
| Gas Food Rescue | \$50.00 | |
| Gas Food Rescue | \$30.00 | |
| Fundraising Deposit | | \$50.00 |
| Gas Food Rescue | \$50.00 | |
| Gas Food Rescue | \$50.00 | |
| Gas Food Rescue | \$30.00 | |
| Fundraising Deposit | | \$50.00 |
| Gas Food Rescue | \$50.00 | |
| Gas Food Rescue | \$50.00 | |
| Gas Food Rescue | \$30.00 | |
| Fundraising Deposit | | \$50.00 |
| Gas Food Rescue | \$50.00 | |
| Gas Food Rescue | \$50.00 | |
| Gas Food Rescue | \$30.00 | |
| Totals | \$750.30 | \$1,079.00 |
| Ending Balance Feb 1, 2023 | | \$328.70 |

| | |
|---------|---------------|
| Signed: | Sheila Mosher |
| Dated: | Feb 7, 2023 |



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Nancy Whitman, Recreation Coordinator
Report Number: **SR2023-20 Grants Port George Regional Recreation Centre**
Subject: 2022-23 Community Grants – Application from the Port George Regional Recreation Centre.

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$2,400 to the Port George Regional Recreation Centre to assist with upgrades to the centre from the Community Halls and Centres Assistance Program in accordance with *AM-1.4.9 Community Grants Policy*.

LEGISLATIVE AUTHORITY

Section 65, *Municipal Government Act* / *AM-1.4.9 Community Grants Policy*

BACKGROUND

AM-1.4.9 Community Grants Policy allows organizations to apply for funding to support their services, programs and initiatives. There are several categories under which they can apply and each section outlines the criteria for the application. This application is in compliance with the policy requirements and eligible for approval of Municipal Council.

DISCUSSION

The Port George Regional Recreation Centre is applying for a Community Halls and Centres Assistance Program Grant in the amount of \$2,400 to assist with repairs to their storage area to comply with a recent fire inspection report. They are required to replace pex piping and install new gyprock.

The centre hosts activities and events for the community; breakfasts, suppers, fundraisers. It is also home to the Port George Jamboree. A project description from the applicant can be found at Appendix A.

The total cost of the repairs listed on the application is \$8,800. They indicated they have many volunteers to complete the labour and installation and the centre will contribute the remaining \$6,400 for the project.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$11,913.84 remaining for community grants in the current fiscal year. If the previous application is approved and this application is approved for \$2,400 there will be \$7,513.84 remaining in the community grants policy for the rest of this fiscal year.

POLICY IMPLICATIONS

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

ALTERNATIVES / OPTIONS

To not approve the recommendation; or to approve a lesser amount.

NEXT STEPS

1. If approved, Continue on with issuance of the Grant Funding in accordance with AM-1.4.9 Community Grants Policy; and
2. Inform applicant of Council's decision regarding their application.

ATTACHMENTS

Appendix A: Applicant Project Description.

Prepared by:

Nancy Whitman, Recreation Coordinator

Reviewed by:

Dawn Campbell, Director of Legislative Services / Deputy CAO

Approved by:

Approval Date:



Doug Patterson
Interim Chief Administrative Officer

(Date)

Appendix A – Applicant Project Description

Port George Regional Recreation Center
cover letter re-grant application for January, 2023

To: Municipality of the county of Annapolis
Re: Relative to Grant application form - The project

The Port George Regional Recreation Center was incorporated on February 11th 1987. The object of this Society is to promote the activities and purposes of the centre. Over the years many willing citizens have worked and continue to work together to make the centre one of the most recognized buildings in and around our area.

The Port George Regional Recreational Centre is 36 years old and is in need of upgrades. We recently had a fire inspection and we are in need of some upgrades to our storage area to comply with the fire inspection. We are hopeful for this grant, to be able to do these upgrades.

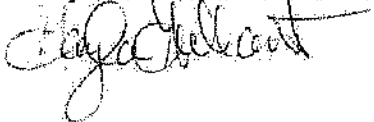
We have wonderful Community citizens that are willing to help with this project.

We would greatly appreciate the County approving a grant for the requested \$2500.00.

Thanking you in advance

Yours truly

Gayla Gallant treasurer/director





STAFF REPORT

Report To: Committee of the Whole

Meeting Date: March 14, 2023

Prepared By: Nancy Whitman, Recreation Coordinator

Report Number: SR2023-21 Grants Granville Ferry Community Association

Subject: 2022-23 Community Grants – Granville Ferry Community Association

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$2,400 to the Granville Ferry Community Association to assist with upgrades to the centre from the Community Halls and Centres Assistance Program in accordance with *AM-1.4.9 Community Grants Policy*.

LEGISLATIVE AUTHORITY

Section 65, *Municipal Government Act* / *AM-1.4.9 Community Grants Policy*

BACKGROUND

AM-1.4.9 Community Grants Policy allows organizations to apply for funding to support their services, programs and initiatives. There are several categories under which they can apply and each section outlines the criteria for the application. This application is in compliance with the policy requirements and eligible for approval of Municipal Council.

DISCUSSION

The Granville Ferry Community Association is applying for a Community Halls and Centres Assistance Program Grant in the amount of \$2,400 to assist with their remediation of the Granville Ferry Hall. Their first priority is to complete repairs on the exterior of the building to include the wooden millwork, skirting, and refinishing and painting. The second priority is the inside of the hall to include insulating and fire-proofing the crawlspace under the floor.

The hall ensures low cost rentals and supports activities for government, and community events. A detailed explanation of the project from the applicant can be found at Appendix A.

The total cost of the remediation listed on the application is \$62,160.65. They indicated they have applied for a NS Communities Facility Improvement grant in the amount of \$39,560.65, have secured \$9,800.00 in in kind funds, and \$8,000.00 from their GICs. The association will fundraise and contribute to the remaining balance

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$11,913.84 remaining for community grants under policy AM-1.4.9 in the current fiscal year. If the previous two applications are approved and this application is approved for \$2,400 there will be \$5,113.84 remaining in

the community grants policy for the rest of this fiscal year.

POLICY IMPLICATIONS

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

ALTERNATIVES / OPTIONS

To not approve the recommendation; or to approve a lesser amount.

NEXT STEPS

1. If approved, Continue on with issuance of the Grant Funding in accordance with AM-1.4.9 Community Grants Policy; and
2. Inform applicant of Council's decision regarding their application.

ATTACHMENTS

Appendix A: Applicant Project Description.

Prepared by:

Nancy Whitman, Recreation Coordinator

Reviewed by:

Dawn Campbell, Director of Legislative Services / Deputy CAO

Approved by:

Approval Date:



Doug Patterson
Interim Chief Administrative Officer



(Date)

Appendix A – Applicant Project Description

Remediation of the Granville Ferry Community Hall

February 20, 2023

Project Details and Justifications

The exterior of the Granville Ferry Community Hall is presently in disrepair and poses an immediate threat to the integrity of the entire structure if not addressed. There are obvious signs of existing weather-related damage and a strong potential of further serious damage if not properly attended to. If these repairs are not addressed in a timely manner, the deteriorating state of the hall will render future restoration attempts financially unfeasible, resulting in the eventual closure of the Hall.

- 1) The primary purpose of this application, (top priority), is to repair and protect the exterior of the building in order to preserve it as a valuable and historical resource, while ensuring its structural integrity and provision of a safe gathering place for present and future generations of the community and county.
 - Repair, remediate or replace all wooden millwork on the exterior of the building (including wooden windows and doors).
 - Replace compromised water table boards skirting the building at ground level with a PVC alternative product to prevent future re-occurrences of rot. Some re-grading around the foundation is also required as an added measure.
 - Scrape and sand old paint from all wooden surfaces.
 - Prime all woodwork with two coats of primer followed by 2 to 3 coats of top-quality exterior paint.
- 2) The second deficiency, (2nd Priority), we wish to address through this application is the insulating and fire proofing of the crawlspace below the main floor. Floor based exercise and yoga class participants complain of the cold floors during winter months and turn up the furnace and heat pump heat accordingly. This significantly increases operating costs. The money saved by insulating this area would significantly lower oil and electrical costs during the winter months. The return on this investment is anticipated to be realized in under 8-years.
 - Insulate the main floor with an approved sprayed on material with a minimum of a R20 insulation rating.
 - As per code, the insulation is then to be fire-proofed with an approved retardant.

Project Time Frame

- The project is to commence no later than July 1, 2023
- The project is to conclude no later than October 31, 2023

Benefits to the Community and County

- The integrity of our Hall exterior is paramount in sustaining current and future usability of the building.
- The Hall is 178 years old and is a cultural foundation block of the community. Its history is rich and

instills a strong sense of pride in our residents; residents of one of Canada's first established settlements/communities.

- By improving the appearance and integrity of the building's exterior, community pride will be restored and strengthened. The building will be more inviting to the eye and potentially attract new business and leisure activities.

- The completion of the outlined remediation activities outlined in this request will dramatically reduce regular maintenance and operational costs. Those savings will then be re-allocated towards new and expanded county and community initiatives.

- The Hall is currently accessible to everyone. Hall rental rates are intentionally kept very low to permit access regardless of one's income level. The elimination of constant repair bills will permit this practice to continue, otherwise, rates will need to increase, which will negatively impact accessibility by lower income residents and non-profit or charitable organizations.

- Numerous Provincial, County and Community based activities presently occur in the hall such as Canada Post Smart Boxes, election polling stations, County Council meetings, town Hall and information meetings, exercise classes, drama and arts rehearsals and performances, music events, an annual meet and greet BBQ to welcome new residents, monthly pot-luck dinners and weekly coffee club meetings; just to name a few.

Final Remarks

The sustainability of the afore mentioned activities rests in the successful restoration of the building's exterior and underlying structural integrity.

If the Granville Ferry Community Hall were to further deteriorate to a state of total disrepair and become unsafe, our partners and members will be forced to either discontinue current activities or take them outside of the community. Neither of which are positive community building strategies.

Granville Ferry Community Association Executive

President: Dave Gartley

Treasurer: Matthew Dubois

Secretary: Kimberlee Ouellette

Vice President: Robert Sadkowski



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Nancy Whitman, Recreation Coordinator
Report Number: **SR2023-22 Grants Survivors of Abuse Recovering (S.O.A.R.) Society**
Subject: 2022-23 Community Grants – Application from the Survivors of Abuse Recovering (S.O.A.R.) Society.

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$5,113.84 to the Survivors of Abuse Recovering (S.O.A.R.) Society to assist with the cost of Strategic Planning Professional Services from the Organizational Restructuring & Planning Grants in accordance with *AM-1.4.9 Community Grants Policy*.

LEGISLATIVE AUTHORITY

Section 65, *Municipal Government Act* / *AM-1.4.9 Community Grants Policy*

BACKGROUND

AM-1.4.9 Community Grants Policy allows organizations to apply for funding to support their services, programs and initiatives. There are several categories under which they can apply and each section outlines the criteria for the application. This application is in compliance with the policy requirements and eligible for approval of Municipal Council.

DISCUSSION

The Survivors of Abuse Recovering (S.O.A.R.) Society is applying for a Community Grant in the amount of \$10,500.00 for the development of a strategic plan. The society provides “free peer support services to adults of all genders who have been impacted by childhood sexual abuse.” The recommended amount is lower than what they have applied for due to potential remaining funds in the community grant program. If the previous applications are approved, the recommended amount is what will remain in the program for the remainder of the fiscal year. Alternatives/Options are listed below.

The society has been operating since 1993 and primarily service Kings and Annapolis County. Approximately 10% of their membership is from Annapolis County. Their funding is acquired through provincial funding, Health Foundations/Boards, and have received \$7,200 from Kings County Vision Fund to help train more Peer Support Workers. They have provided a cover letter and detailed proposal for review found at Appendix A.

The total cost of the initiative listed on the application is \$11,625.00. They have received in kind donation for the facility in the amount of \$325.00, and the society is providing \$800.00 in office supplies and administrative support.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$11,913.84 remaining for community grants under policy AM-1.4.9 in the current fiscal year. If the previous three recommendations are approved and this recommendation is approved for \$5,113.84 there will be no funds remaining in the community grants policy for the rest of this fiscal year.

POLICY IMPLICATIONS

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

ALTERNATIVES / OPTIONS

- To not approve the recommendation;
- To approve a lesser amount; or
- Fulfill the entire request through a transfer from the operating reserve (as per policy).

NEXT STEPS

1. If approved, Continue on with issuance of the Grant Funding in accordance with policy AM 1.4.9; and
2. Inform applicant of Council's decision regarding their application.

ATTACHMENTS

Appendix A: Applicant Project Description.

Prepared by:

Nancy Whitman, Recreation Coordinator

Reviewed by:

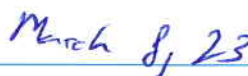
Dawn Campbell, Director of Legislative Services / Deputy CAO

Approved by:



Doug Patterson
Interim Chief Administrative Officer

Approval Date:



(Date)

Appendix A – Applicant Project Description

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

03 February 2023

Survivors of Abuse Recovering (S.O.A.R.)
P.O. Box 105, Kentville, NS, B4N 3B9

Please accept this submission from Survivors of Abuse Recovering requesting \$10,500 for a Strategic Planning exercise from your Community Grants fund.

Survivors of Abuse Recovering Society (S.O.A.R.) is a registered, non-profit, charitable society in the Province of Nova Scotia whose mandate is to provide free peer support services to adults of all genders who have been impacted by childhood sexual abuse. S.O.A.R. also provides public education about the effects of childhood sexual abuse. S.O.A.R. currently has 22 active trained volunteer peer supporters. Each peer supporter works with approximately four clients seeking help per year, which makes almost 90 clients served per year. Each of those four clients impacts 5-6 interested people, for a potential community reach of 480 people annually for S.O.A.R.

Begun in 1993, S.O.A.R. is based in Kentville, Nova Scotia, and primarily has served the Kings and Annapolis counties, with some outreach further afield. Currently, 10% of our membership comes from Annapolis County. Nova Scotia Health's Western Region Mental Health and Addictions, along with psychologists and counsellors in the western region have referred their clients to our services over the years. Kings and Annapolis residents have been very fortunate to have this one of a kind service in their backyard for 30 years.

Historically, funding has come from the Department of Health and Wellness, Mental Health and Addictions, Mental Health Foundation of Nova Scotia, Western Kings Memorial Health Society, Eastern Kings Memorial Health Foundation, West Hants Community Health Board, Fundy Mental Health Foundation, DRM Foundation, Wellness Initiative Fund, Annapolis County Interagency Committee, Community Health Boards, and private donations. Currently, we have funding of \$25000 from the Mental Health Foundation and \$7200 from the Kings County Vision Fund to train our Peer Supporters to conduct group support sessions that will be available locally in person and on-line for those further afield.

This is the first time we have come to Annapolis County to ask for support. The proposed project will allow us to assess our organization properly and plan for the future. We hope to launch group support in 2023, we have a public workshop on trauma-informed communication scheduled for May 2023, and we are moving much of our support online so that transportation will not be a barrier to receiving help.

S.O.A.R. has been entirely volunteer-led and run, with the exception of discreet projects where services may be contracted. We find that at this critical moment of increased need and exciting changes, that we need an Executive Director to steer the ship. We can no longer rely on our long-time volunteers to carry the load. This proposed project of re-evaluating our direction and model is the first step in defining the future for S.O.A.R. and ensuring that the organization continues to provide the much-needed services here in our historical catchment area of Kings, Hants, and Annapolis counties and then to fulfill our mandate of serving all of Nova Scotia.

Respectfully Yours,

Cathy Vey
Chair
Survivors of Abuse Recovering
www.survivorsofabuserrecovering.ca



Proposal
to the
Municipality of the County of Annapolis
Province of Nova Scotia

For
Organizational Restructuring & Planning
Grants Funding
for a
Strategic Plan

For
Survivors of Abuse Recovering (S.O.A.R.)
Kentville, Nova Scotia

February 2023

Introduction

Survivors of Abuse Recovering Society (S.O.A.R.) is requesting funding of \$10,500 from the Municipality of the County of Annapolis' Organizational Restructuring & Planning Grants for the development of a strategic plan. As this proposal will show, obtaining this funding is key to continuing and expanding S.O.A.R.'s much needed peer support to adult victims of childhood sexual abuse from Annapolis and Kings Counties to all other counties in Nova Scotia.

Who We Are

Survivors of Abuse Recovering Society (S.O.A.R.) is a registered, non-profit, charitable society in the Province of Nova Scotia whose mandate is to provide free peer support services to adults of all genders who have been impacted by childhood sexual abuse. S.O.A.R. also provides public education about the effects of childhood sexual abuse.

Begun in 1993 by local psychiatric nurses, S.O.A.R. is based in Kentville, Nova Scotia, and primarily serves the Annapolis and Kings counties, with some outreach further afield.

S.O.A.R. currently has 22 trained volunteer peer supporters. Each peer supporter works with approximately four clients seeking help per year, which makes almost 90 clients served per year. Each of those four clients impacts 5-6 interested people, for a potential community reach of 480 people annually for S.O.A.R.

Sexualized violence is often a precursor or concurrent with issues of mental health or addictions. Substance use or gambling are common coping mechanisms for survivors. Providing alternative, accessible, free services reduces the need to use these problematic coping styles and enhance the capability to deal with the impacts of sexual trauma in constructive ways. Since the impacts of problematic coping styles ripple through families and communities, transforming these into healthy approaches reduces negative impacts, spilling out to those in the survivors' circles and to the wider community.

S.O.A.R. has received two Meaningful Involvement Consumers Awards (MICA) from the Nova Scotia Department of Health and Wellness: one in 2010 for the organization itself, and one in 2012 for our past chair, Karen Martin, who has volunteered with S.O.A.R. in many capacities for all 30 years of its existence. S.O.A.R.'s history and organization was presented at the Canadian Mental Health Nurses' Conference in Toronto in 2011 as an example of an innovative model of care.

Current Environment

The Sexual Violence Peer Support Network

With a DOH&W grant, S.O.A.R. has developed a sustainable network of 10 Nova Scotian organizations, the Sexual Violence Peer Support Network (SVPSN), working with peer clients who have suffered sexual violence as adults. These 10 organizations each have 1-2 employees and perhaps 10 volunteers. Each organization also has a client workload. So along with staff, volunteers and clients for 10 organizations, it accounts for hundreds of people. S.O.A.R. has provided the network with its own training manual for adaptation to their own unique communities. Two of these organizations will soon be doing their own peer supporter training and will add to the number of skilled peer supporters and with more trained peer support volunteers, it will increase the number of clients being supported. Moving this project across the province will also increase the number of staff, volunteer peer supporters and clients impacted by this project.

By creating a network of trauma-informed services to survivors of sexualized violence, we will have created opportunities to reduce the stress and stigma survivors feel, and thus reduce the incidence of related mental health disorders and addictive behaviour that are known to be associated with such abuse. As we train and integrate more citizen volunteers and community organizations, we will begin to create a critical mass of people who are advocating against stigma and creating a community atmosphere that welcomes disclosure and healing in a safe, trauma-informed environment. As we develop a community of organizations who are conscious of the impact of sexualized violence, we create an atmosphere of healing and openness.

This project blends together the resources of at least 10 community organizations and community leaders to accentuate the capacity of local citizens to care for one another and reduce dependency on professional services. There is much room for expansion in this network both in number of agencies and geographical reach.

Peer Mentorship Program

In 2021, S.O.A.R. hired a Peer Mentor on an interim basis to support our newly trained Peer Supporters both during their training and after, as they launch into supporting clients.

S.O.A.R. learned from Peer Support Nova Scotia (PSNS) that they are not aware of any peer support organization in Nova Scotia that is developing or using a Peer Mentoring program. The Peer Mentor is not only working closely with the prospective peer supporters in training but is also establishing a rapport with existing peer supporters who have been peer supporting for some time. Our Peer Supporters are more engaged in S.O.A.R. committees, they seem to enjoy the camaraderie this has generated between all the peer supporters and it has obviously lifted

their mood and changed their perspective on what is happening around them at this time. Their mental health has improved, they can see how the mentor always has "their back" and this gives them more confidence and hope for a better future.

Therefore, S.O.A.R. has created a formal Peer Mentorship Program which includes screening and training of mentors to work with peer supporters assigned to them. S.O.A.R. is training the peer supporters who have experience and have displayed leadership qualities to become Peer Mentors and thus, S.O.A.R. ensures the sustainability of the Mentorship program. S.O.A.R.'s Mentor Training is easily adaptable for other organizations in the SVPS network and in the province.

The Virtual Leap Forward

S.O.A.R. already had an established website, server, and related software with which to conduct its business even before the COVID-19 pandemic hit the world.

But during the pandemic our volunteers, as well as the rest of the world, leapt into the technology world to maintain social connections. S.O.A.R. discovered that its organization can continue to do its important work via shared documents in the cloud and Zoom, Skype and other online conferencing software.

S.O.A.R. only missed one meeting during this pandemic, and peer supporting, training and other important projects have continued. Suddenly, geographic restrictions have melted away.

Experienced Volunteers

S.O.A.R. has had the fortunate benefit of some wonderful, dedicated, and experienced volunteers. Some volunteers have been with S.O.A.R. since its inception in 1993. But this presents a serious risk to S.O.A.R. As an organization, S.O.A.R. needs to ensure its operations are not dependent on the corporate knowledge and availability of one or two core people.

Opportunities for the Future

S.O.A.R.'s work over the years has yielded the following key insights:

1. **Networking:** There is a great demand for community-level support for sexual violence survivors throughout the province. Community organizations are seeking to build capacity to deliver these services. In most cases, any given organization does not have the full range of capacities required to recruit, train, support, and retain volunteer supporters, and also provide appropriate screening of potential peer supporters, safe spaces to meet, and prevent secondary trauma for the supporters. There is a need for a network of organizations to collaborate to meet the need.
2. **Mentoring:** Volunteer Peer Supporters need regular contact with and guidance from a trusted, trained, and available resource.
3. **Expanding:** While S.O.A.R.'s mandate covers the whole province, realistically until recently S.O.A.R. has had only enough resources to provide services in West Hants, Annapolis and Kings counties. But with the great leap forward in the community's use of technology, during the pandemic, we can leverage that into being able to reach a much wider audience.
4. **Sustaining:** Depending on one or two core volunteers presents a hindrance and a serious risk to the operation of the organization.

S.O.A.R. has the skills and resources to expand throughout the province of Nova Scotia.

S.O.A.R. has well-trained, experienced peer supporters. S.O.A.R. is well organized, accountable and has a strong working board and dedicated volunteers.

S.O.A.R. has a Peer Mentorship Program that is remarkably successful. The program is making a noticeable positive difference to our peer supporters. We have the proven ability to create training programs and to deliver them.

S.O.A.R. has long had the mandate, but the inability, to expand across the province of Nova Scotia. At this moment we have the desire, the skills, the resources, and the people to do this expansion. Because of the COVID-19 pandemic, the need is immediate and the community is ready.

S.O.A.R. anticipates we will receive more referrals than we will be able to serve in the coming months. Therefore, we will be offering peer supporter training every year instead of every two years and a trainees geographic location is no longer a barrier. We are also poised to offer our services across the province in the coming year.

Requirement for Success: Strategic Plan

To take advantage of the historic opportunities before us to improve and grow Peer Support in the province and to offer this free service to clients across the province, S.O.A.R. has identified the need for a proper, professional, strategic plan. S.O.A.R. is an established and well-run organization that has embarked on a major expansion. The demand on S.O.A.R. and the fast-paced changes required to meet the demand calls for a sober look at our organizational structure to ensure that we are positioned to meet the needs of our clients, to expand to meet our mandate of service to Nova Scotia, and to ensure the organization survives the soon retirement of key volunteers. Before going too far, we need a strategic plan to affirm our direction and guide us properly to ensure its success.

Conclusion

Therefore, Survivors of Abuse Recovering Society (S.O.A.R.) requests funding of \$10,500 from the Municipality of the County of Annapolis' Organizational Restructuring & Planning Grants for the development of a strategic plan. Obtaining this funding is key to continuing and expanding S.O.A.R.'s much needed peer support to adult victims of childhood sexual abuse from Annapolis and Kings Counties to all other counties in Nova Scotia.

We look forward to discussing this proposal with the Municipality of the County of Annapolis.

Catherine Vey
Chair
Survivors of Abuse Recovering
Kentville, Nova Scotia



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Dawn Campbell, Director Legislative Services
Report Number: SR2023-23 AM-1.4.11 Community Contributions Policy Amend
Subject: Amend AM-1.4.11 Community Contributions Policy (7 day notice)

RECOMMENDATION(S):

That municipal council amend AM-1.4.11 Community Contributions Policy by:

- increasing the annual allocation for Trans County Transportation Society from \$40,000 to \$60,000; and
- listing the Visitor Information Centres annually receiving funding. 7-day notice.

LEGISLATIVE AUTHORITY

Section 65, *Municipal Government Act*, as amended

BACKGROUND

1) Excerpt from COTW Minutes February 8, 2022:

Re: Trans County Transportation Society – General Manager Nicole Hackenschmidt provided an overview on what TCTS does and how they do it with a fleet of 12 vehicles, and staff of 9. Their focus is to ensure the affordability of the service to all residents, particularly those in low income brackets. They are requesting an increase in financial contribution by \$25,000 to a total of \$60,000 per fiscal year. Warden Parish thanked Ms. Hackenschmidt for the presentation, adding that the budgeting process is coming up and this will be considered during that process.

DISCUSSION

Trans County Transportation Society would like Municipal Council to consider the further increase to their annual contribution in the upcoming budget. The decision to increase this annual contribution is discretionary for Municipal Council. There was a commitment to consider the additional increase in the 2023-24 budget.

The amendment to list the Visitor Information Centres receiving funding will provide a full overview of the funds annually provided.

FINANCIAL IMPLICATIONS

Total commitments under the policy would increase by \$20,000 annually.

POLICY IMPLICATIONS

None known

ALTERNATIVES / OPTIONS

Municipal Council may choose not to approve the increase, or may approve a lesser increase subject to future consideration.

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed.

ATTACHMENTS

Appendix A: AM – 1.4.11 *Community Contributions Policy (amendments marked); and*
Appendix B: *Projected budget - Trans County Transportation Society.*

Prepared by:

Dawn Campbell, Director Legislative Services

Reviewed by:

Nancy Whitman, Recreation Coordinator / Alternate REMO Coordinator

Approved by:



Doug Patterson
Interim Chief Administrative Officer

Approval Date:



(Date)

| | |
|---|---|
| <p>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p> | <p>AM - 1.4.11</p> |
| <p>Section MUNICIPAL SERVICES</p> | <p>Subject Community Contributions Policy</p> |

1. This program governs annual contributions to community organizations and charities.
2. Enacted pursuant to Section 65, *Municipal Government Act*, as amended.
3. Subject to annual review and at the discretion of Municipal Council, the general operating budget shall provide for annual contributions to community organizations and charities as described in *Schedule A*. The annual review shall consider each contribution separately.
4. **ELIGIBILITY**
 - a) To be eligible to receive an annual contribution, the recipient organization must maintain current status as a
 - non-profit organization (under specific acts as identified within Subsection 65 (au) of the *Municipal Government Act*);
 - non-profit society (Nova Scotia Registry of Joint Stocks); or
 - registered Canadian charitable organization (Canada Revenue Agency).
 - b) Recipient organizations must annually submit (no later than July 5th) a copy of the organization's audited or signed financial statements.
 - c) Recipient organizations must annually submit (no later than May 1st) a written annual report for review by Municipal Council which outlines the services, projects and accomplishments of the previous year. (At the discretion of Municipal Council, the recipient organization may also be invited to make a presentation at a meeting of the Committee of the Whole or Municipal Council.)
5. The total of the contribution amounts paid out in accordance with this policy in any fiscal year shall not normally exceed the amount allocated in accordance with *Appendix A*.
6. The Municipality shall publish annually (in May) a list of the organizations and amounts of grants / contributions made in the previous fiscal year on the County website and in a newspaper circulating in the Municipality.

| | |
|---|-------------------------------|
| 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 March 14, 2023 |
| Council Approval | PENDING March 21, 2023 |
| <u>Carolyn Young</u> | <u>PENDING</u> |
| Municipal Clerk | Date |
| At <i>Annapolis Royal</i> Nova Scotia | |

| | |
|--|--|
| <p>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p> | <p>AM - 1.4.11</p> |
| <p>Section MUNICIPAL SERVICES</p> | <p>Subject Community Contributions Policy</p> |

Amendments:

Sept. 17, 2013 – increased contribution to South West Nova Transition House Assoc. (Juniper House) from \$500 to \$1,000

April 15, 2014 – changed normal maximum contribution amount from “0.35 of taxes” to \$45,000

May 20, 2014 – increased contribution to Trans County Transportation Society from \$25,000 to \$33,000

June 20, 2015 – following changes:

- In Section 5 deleted “\$52,460” and inserted the words “the amount”;
- Increased the amount provided to Southwest Nova Biosphere Reserve Association to \$500, and Special Olympics Annapolis County to \$1,500;
- In *Appendix A* corrected name to “Annapolis Valley Exhibition **Society** rather than **Association**, and
- Included annual contributions of \$2,000 to Visitor Information Centres within the County.

December 15, 2015 – increased contribution to Trans County Transportation Society from \$33,000 to \$35,000

January 16, 2018 – added in Section 3 “*The annual review shall consider each contribution separately.*”

2019/06/18:

Added Section 6:

“The Municipality shall publish annually (in May) a list of the organizations and amounts of grants / contributions made in the previous fiscal year on the County website and in a newspaper circulating in the Municipality.”

2020/07/21:

- changed the amount granted to the Annapolis County Barristers Association Lovett Library from \$2,460 to \$500.

2022/10/25:

- deleted in Appendix A “Annapolis County Barristers Society (Lovett Library) \$500;
- In *Appendix A* increased the contribution to Trans County Transportation Society from \$35,000 to \$40,000.

PENDING 2023/03/21:

- In *Appendix A* increased the contribution to Trans County Transportation Society from \$40,000 to \$60,000 AND individually listed the Visitor Information Centres receiving funding.

| | |
|---|---|
| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | AM - 1.4.11 |
| Section MUNICIPAL SERVICES | Subject Community Contributions Policy |

Schedule A

| | |
|--|--------|
| Annapolis Board of Trade – Visitor Information Centre | 2,000 |
| Annapolis County 4-H Leaders' Council | 500 |
| Annapolis County Federation of Agriculture | 500 |
| Annapolis County Ground Search & Rescue | 3,000 |
| Annapolis County Seniors Safety Program | 2,500 |
| Annapolis Royal Historic Gardens | 2,000 |
| Annapolis Valley Exhibition Society | 2,500 |
| Annapolis Valley Exhibition Society - Visitor Information Centre | 2,000 |
| Annapolis Valley Historical Society (Regional Museum) | 1,000 |
| Bear River Economic Development Society - Visitor Information Centre | 2,000 |
| Bridgetown and Area Chamber of Commerce - Visitor Information Centre | 2,000 |
| Town of Middleton - Visitor Information Centre | 2,000 |
| Southwest Nova Biosphere Reserve Assoc. | 500 |
| South West Nova Transition House Assoc. (Juniper House) | 1,000 |
| Special Olympics Annapolis County | 1,500 |
| Victorian Order of Nurses (Annapolis Valley Branch) | 2,500 |
| Trans County Transportation Society | 60,000 |



Trans County Transportation Society
DRAFT Projected Statement of Cash Flow
Without Annapolis County Increase
For the Fiscal Year Ended March 31, 2024

CASH IN

Revenue

| | | |
|-------------------------|---------------|---|
| Province of Nova Scotia | \$ 129,928.00 | Regular CTAP |
| Municipalities | 52,403.00 | Anna. Co. = \$ 30,000 (\$40,000 - \$10,000 for vehicle replacement) Kings Co. = \$ 20,903 (\$30,903 - \$10,000 for vehicle replacement), Town of f |
| Government of Canada | 8,500.00 | HST Rebate |
| Fare Income | 233,000.00 | Incl. \$35,000 Medical Shuttle |
| Charter Fares | 14,400.00 | Contract with AVRCE for school charters and LTC Homes back |
| Contractual | | |
| Miscellaneous | 8,680.00 | Includes Fuel Rebates \$7,000 + Interest on Deposits + HST rebate |
| Donations | 100.00 | |
| Memberships | 1,600.00 | |
| Promotion | 3,600.00 | Kentville Toyota 12 months |

TOTAL CASH RECEIVED **452,211.00**

CASH OUT

Fixed Expenditures (Outflow)

| | | |
|--------------------------------------|-------------------|---|
| Salaries & Wages (Mgt/Dispatch) | \$ 116,050.48 | raise for GM and dispatch/admin |
| Employee Benefits | 12,846.79 | |
| Office Rent/Maintenance/Garage Rent | 19,496.08 | |
| Office Expenses/Supplies | 7,820.00 | Per regular usage and software cost/laptops |
| Phone (General, Fax, Cell, Internet) | 7,000.00 | |
| Advertising & Promotion | 2,000.00 | Includes driver uniforms \$1,200 |
| Contractual Costs | 3,000.00 | Accounting and Legal/ Business Plan |
| Association Dues & Fees | 250.00 | RTA, BACC |
| Meetings/Conferences | 800.00 | AGM + Team Building + Staff Presentations |
| Travel | 400.00 | Not much travelling due to meeting held over zoom |
| Staff/Volunteer Training | 1,300.00 | First Aid/CPR |
| Insurance | 3,605.00 | Board/Commercial (\$1705+ \$2600) |
| Bank Charges & Staff Expenses | 2,525.00 | |
| Total Fixed Expenditures | 177,093.35 | |

Variable Expenditures

| | | |
|------------------------------------|-------------------|-----------------------|
| Salaries - Drivers | 210,575.40 | raise for all drivers |
| Benefits - Drivers | 23,310.70 | |
| Parking/Expenses | 25.00 | |
| Variable Insurance (Vehicles) | 27,000.00 | |
| Vehicle Repairs/Maintenance | 30,000.00 | |
| Cost of License | 400.00 | |
| Fuel | 58,200.00 | |
| Garage Rent | | |
| Total Variable Expenditures | 349,511.10 | |

TOTAL DISBURSEMENTS **526,604.44**

SURPLUS (DEFICIT) **\$ (74,393.44)**

Add: Fare Assistance Program **14,151.00**

Net After Subsidy **\$ (60,242.44)**



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Jim Young, P.Eng, Director of Municipal Operations
Report Number: SR2023-27 Capital Request, Village of Lawrencetown
Subject: Capital Request- Village of Lawrencetown

RECOMMENDATION(S):

That Municipal Council withhold all funding in excess of the village rate until such a time that the Village has independent experts review their utility rates and taxation to ensure that Lawrencetown operation is sustainable.

LEGISLATIVE AUTHORITY

N/A

BACKGROUND

In 2022, the Municipality received a capital request from Village of Lawrencetown for \$51,000. to support the purchase of a hydraulic-arm bush cutter and water craft for servicing for enhancing their lagoons operation.

The Municipality received an e-mail on February 14, 2023 from Brian Reid, Chair of the Village, outlining their proposed capital request of \$45,000 Details of proposed expenditures were included in the e-mail which is attached.

In addition to capital these two capital requests, the Municipality also collects an area rate (\$0.66) on behalf of Village residents which is then distributed back to the Village. In 2022 that totaled \$205,584.

| | 2022/23 | 2023/24 (new assessment) |
|----------------------------------|----------------|---------------------------------|
| Village Rate Collected \$0.066 | 205,584 | 257,508 |
| Less: Administration fee | (6,168) | (7,500) |
| Village Operating Revenue | 199,416 | 250,008 |

The Municipality has provided additional funding of approximately \$40,000.00 to the Village without any agreement in place as seen in the below table of 2020/21-2022/23.

| Village Contributions – outside the Village Rate | 2022/23 | 2021/22 | 2020/21 |
|---|----------------|----------------|----------------|
| Sidewalk Grant | 10,000 | 10,000 | 10,000 |
| Operating Grant | 15,000 | 15,000 | 15,000 |
| Capital Grant | 15,000 | 15,000 | 15,000 |
| CCBF Funds | 0 | 10,000 | 25,000 |
| Total | 40,000 | 50,000 | 65,000 |

DISCUSSION

Operating Budget Contributions

Staff have reviewed the capital requests and have looked further into the funding the Village receives and have concerns regarding the \$40,000 in funding on the County tax base that subsidizes the Village continuity. It is imperative that the Village set their budget for sustainability and adjust the village rates accordingly. The County can then collect sufficient funding via area rates for remittance to the Village.

Utility Rates

Staff have concerns about the Village's ability to sustainably operate their water and wastewater infrastructure and satisfy Health and Environmental requirements with rates well below our Municipal levels. The Village has not requested a water rate increase since 2011. The below comparison is based on 272 m³ of consumption per year. The sewer rate is also significantly less than the present sewer rate that the Municipality charges their customers.

| | County of Annapolis | Village of Lawrencetown | Variance |
|-------------------------------|----------------------------|------------------------------------|-----------------|
| Annual water cost to customer | \$1009.59 | \$442.68 | \$566.91 |
| Annual sewer cost to customer | \$575.00 | \$288.00 | \$287.00 |

*Equivalent utility rates would result in an additional \$246,865.40 for the Village per year.

It is important that the Village rate structures support ongoing operation and capital investment, and it is most important to ensure that Municipal rate payers are not subsidizing operational and capital funding in the Village as this is impacting Lawrencetown residents twice.

Staff recommend that Municipal Council request that the Village undertake rate studies and review their tax structure to ensure they are fully sustainable. Staff have also reviewed possible village funding formulas. At the present time a simple funding calculation was done based on population and presents a viable alternative funding calculation option.

FINANCIAL IMPLICATIONS

As a result of the recommendation to withhold future funding there is an anticipated reduction to the operating budget in the amount of \$40,000. Withholding the funds is recommended to ensure the Village is planning for sustainability and to eliminate double taxing the residents within the County.

The County collects the village rates from the residents and should reflect their actual operational and capital requirements for operation. Upon ensuring sustainability the County can enter into conversations about support for the future.

POLICY IMPLICATIONS

Not applicable.

ALTERNATIVES / OPTIONS

Option 1:

That Municipal Council authorize the transfer of \$30,200 for 2022 and in subsequent years to represent the proportionate share of Canada Community Building Funds (CCBF) based on population.

Due to the reporting requirements and management of the CCBF program staff are recommending utilizing capital reserve funds in lieu of gas tax reserve funds to reduce the administrative requirements for the County.

- ✓ Annapolis County population – 18,834
- ✓ Lawrencetown population – 636
- ✓ Lawrencetown is 3.4% of the county population
- ✓ Total CCBF/ Gas Tax funding per year - \$894,052
- ✓ Therefore Lawrencetown's share would be \$30,200 per year.

Option 2:

That Municipal Council authorize the transfer of \$51,000 for 2022 and \$45,000 for 2023 to the Village of Lawrencetown as per their capital requests from the capital reserve fund as the proportionate share of Canada Community Building Fund (CCBF) based on population.

NEXT STEPS

If approved staff will correspond with the Village Chair and advise them of Council's decision and necessary next steps.

ATTACHMENTS

- February 14 2023 Email from the Village of Lawrencetown
- Village Gas Tax Infrastructure Projects (2022-2026)
- Village of Lawrencetown Budget Summary

Prepared by:

Amy Barr, Contracts and Procurement Coordinator

Reviewed by:

Jim Young, P.Eng, Director of Municipal Operations

Angela Anderson, CPA, Manager of Finance/Treasurer

Approved by:



Douglas Patterson
Interim Chief Administrative Officer

Approval Date:



(Date)

Carolyn Young

Subject: FW: Lawrencetown Library Solar Energy management system for reducing ongoing power costs attributed to NSP services

From: Village Clerk [<mailto:villageclerk@lawrencetownnovascotia.ca>]

Sent: Tuesday, February 14, 2023 2:03 PM

To: Brad Redden <BRedden@annapoliscounty.ca>; Brian Connell <BConnell@annapoliscounty.ca>; Bruce Prout <BProut@annapoliscounty.ca>; Dustin Enslow <DEnslow@annapoliscounty.ca>; Clyde Barteaux <CBarteaux@annapoliscounty.ca>; Lynn Longmire <LLongmire@annapoliscounty.ca>; Alex Morrison <AMorrison@annapoliscounty.ca>; David Hudson <DHudson@annapoliscounty.ca>; Michael J. Gunn <MGunn@annapoliscounty.ca>; Wendy Sheridan <WSheridan@annapoliscounty.ca>; Diane LeBlanc <DLeBlanc@annapoliscounty.ca>; Nancy Comeau <NComeau@annapoliscounty.ca>; Jim Young <JimYoung@annapoliscounty.ca>

Cc: Brian Reid <breid@synovacorp.com>; Jane Baskwill <janebaskwill@gmail.com>; Laura McLarnon <Laura.McLarnon@gmail.com>; Sean Ebert <sean@jott-expl.com>; Vernon Gaudet <vernongaudet9@gmail.com>

Subject: Lawrencetown Library Solar Energy management system for reducing ongoing power costs attributed to NSP services

To Annapolis County Councillors.

We understand that you will be reviewing Capital Budgets in the near future.

Here is a summary of the components that make up this year's proposed Gas Tax Project request.

This system has been engineered to offset our reliance on the Nova Scotia Power Grid. We anticipate that we can save several thousand dollars per year on electrical costs. With an anticipated 20 year life span, this will help reduce the Village's energy bills in the winter months and substantially eliminate our cooling costs in the summer months at the Village Library.

We hope council will give favourable consideration to our efforts to reduce the tax burden to Village residents by allowing us make use of Gas Tax funds to reduce annual energy expenses at the Library.

The Village of Lawrencetown is a busy library and supports Lawrencetown and many of the surrounding communities. Thank you for your time in considering our capital request. If you have any questions on this or any project submitted by the Village, feel free to contact us at any time.

Kindest regards,

Brian K. Reid

Chair

Village of Lawrencetown

PS: Nancy , please forward to whomever requires this information within your Community Building Fund Program administration at the County.

12kW Growatt inverter with 32 solar panels and two 12kWh Lithium batteries

| Sr. No | Product | Qty | Price |
|--------|---|-----|--------------|
| 1 | SPF12000T DVM-MPV | 1 | \$ 37,266.00 |
| 2 | 350 watt Solar Panels | 32 | |
| 3 | Roof racking for panels | 32 | |
| 4 | 12kWh Lithium battery | 2 | |
| 5 | Charge controller | 2 | |
| 6 | Cable Kit (7 feet battery cables, 25 feet SOLAR cables)+ external basic breakers | | |

This 10kW system can generate 9.7 kW of solar power per hour. The batteries will give you 19.2kWh of usable energy. Ontario gets daily 3-5 peak sun hours in summer and 1-1.5 peak sun hours in winter. So the above solar array will generate daily **29kWh-48.5kWh** in summer and **9.7kWh- 14.5kWh** in winter in optimum conditions. The DC arc fault breaker (Non ESA) will cost \$ 3200.

Taxes and shipping extra.

Requested Gas Tax Funds were submitted at \$45,000.00
Any additional costs will be absorbed by the Village of Lawrencetown.

Brian K. Reid
Chair, Direct Responsible Charge - Public Works
Village of Lawrencetown
Nova Scotia

Tel: 902 309-1103
Fax: 888 584-7301
Email: breid@synovacorp.com

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Village for Lawrencetown
Brian Reid, Commissioner

Feb 25, 2022

They have a budget of \$225K per year (excluding sewer and water as those expenses are covered by the rates). The County gives them grants of \$10K for sidewalks and 15K for operating costs (as well as a \$15K grant for Capital Projects), and the rest of the revenue comes from taxes. Per the MGA 441(1), the Village and County have agreed that the County will collect the tax rates via an Area Rate, and the County charges the village a 3% Collection Charge for this service.

\$0.01 on the tax bills raises \$1,200, so they have to be very careful how money is spent. They have set the tax rate at \$0.66 which has not changed in over 10 years, and have not had to increase these rates due to adequate reserves and also energy efficiency upgrades. Have eliminated oil usage and reduced expenses by using solar panels, etc.

| | |
|-----------------|---|
| 205,584 | Tax Collected @ \$0.66 |
| (6,168) | 3% charge we collect |
| +10,000 | County Grant - Sidewalks |
| +15,000 | County Grant – Operating |
| <u>224,416</u> | <u>Operating Revenue</u> |
| (65,000) | Fire Protection |
| (8,000) | Grants – Fire Dept, recreation/pool/Youth Arena, cemetery |
| <u>(15,000)</u> | <u>Library</u> |
| 136,416 | Other expenses |

Other expenses include:

- 3 full-time staff (whose costs would be shared with the Water Utility and Sewer Services)
- Part-time Cleaning staff
- Sidewalks including winter maintenance
- Streetlights
- Prince Street (a small narrow street neither the County nor Province recognizes so they maintain)
- Medical Clinic and Community Hall
- Community Broadband

Snow Maintenance:

TIR maintains and clears the road itself. Their snow-clearing begins when there is 5cm as experience is that if they wait until after the snowfall is done, it is harder on the equipment, causing issues and additional expenses in repairs and time spent attempting such repair. Not as hard on the equipment by doing it early.

Snow Removal Priority:

1. Parking Lots – library, clinic
2. Sidewalks – many residents walk daily, as well as 300 students (including COGS) walking to school every day. This prevents them from walking on the road with less snow.
3. Parking Lanes

(He actually felt their service was better than Town of Bridgetown's)

Sewer Rates:

This is charged on the water bills. If anyone uses under 35m³'s, they are just charged the base rate; each m³ over 35 is charged according to the consumption charge.

| Village Gas Tax Infrastructure Projects (2022 -2026) | Year | | Serving the populations of Lawrencetown residents, businesses, NSCC, DNR and surrounding areas of Annapolis County. | Description |
|--|---------|------|---|--|
| | | | | |
| Waste Water Lagoon vegetation Maintenance equipment | \$1,000 | 2022 | 800 | Hydraulic Arm Bush cutter and water craft for servicing Lagoon air Jets - for increased lagoon efficiency and extending the life of the lagoons. |
| Village Energy Management Project (Phase 3) | 45,000 | 2023 | 1500-2000 | Solar Panels for Public facilities - for reduced costs to tax payers. |
| Riverside Park Development and Public washrooms | 40,000 | 2024 | 1500-2000 | Develop recreation area at the River and include public washrooms- for improved recreation opportunities of local residents and tourism. |
| Water Utility Solar Power Energy for Reservoir & Well #3 | 45,000 | 2025 | 800 | Solar Panels for main Production Well and Reservoir Treatment Plant - Reduce Water utility costs to Village and County Residents. |
| Waste Water Utility Solar Power for UV Treatment Plant | 35,000 | 2026 | 800 | Solar Panels for UV Treatment Plant - Reduce Waste Water utility costs to Village and County Residents |



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Shelly Hudson, Manager of Revenue
Report Number: SR2023-28 AM-1.4.12 Tax Exemption and Reduction Policy Amend
Subject: Amendment AM-1.4.12 Tax Exemption and Reduction Policy

RECOMMENDATION(S):

That Municipal Council to amend AM-1.4.12 Tax Exemption and Reduction Policy by adding Port Royal Lighthouse Association – AAN 03390721, Carleton Road Industries Association – AAN 01127705, Bridgetown Curling Club – AAN 00475602 and removing Bridgetown Curling Club – AAN 00475602 from the partial tax exemption; 7-day notice.

LEGISLATIVE AUTHORITY

Part IV, Sections 69A and 71, *Municipal Government Act*, as amended

BACKGROUND

This policy is reviewed as necessary to delete exemptions for properties which are no longer owned by the organizations to which the exemption was granted.

DISCUSSION

Three applications for tax exemptions were received August 17, 2022 from Carleton Road Industries Association, December 1, 2022 from Port Royal Lighthouse Association and February 28, 2023 from Bridgetown Curling Club. Definitions-section 3 of Policy AM-1.4.12 (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)).

FINANCIAL IMPLICATIONS

New properties added will be granted exemptions for 2023 property taxes.

POLICY IMPLICATIONS

Seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed. In accordance with Sub-section 10 (e) of AM - 1.3.5 *Committees of Council Policy*, consideration by the Committee of the Whole is deemed to fulfil the requirement for seven days' notice to Municipal Council in accordance with Sub-section 48 (1) of the *Municipal Government Act*.

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

Approval of recommendation requested from Committee of the Whole. If recommended by the Committee of the Whole, the amendment will be placed on the upcoming agenda for approval by Municipal Council.

ATTACHMENTS

Proposed AM - 1.4.12 Tax Exemption and Reduction Policy (with amendments marked)
Applications submitted by Carleton Road Industries Association, Port Royal Lighthouse Association and Bridgetown Curling Club.

Prepared by:

Shelly Hudson, Manager of Revenue

Reviewed by:

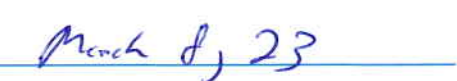
Dawn Campbell, Director of HR and Legislative Services

Approved by:



Doug Patterson
Interim Chief Administrative Officer

Approval Date:


(Date)

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. Dawn Campbell

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

Property Owner (Charitable or Non-profit Organization) Carleton Road Industries Association

Assessment Account# _____ Property Location (civic address) 347 Main Street, Lawrencetown, NS

Mailing Address 11 Prince Street, PO Box 10, Lawrencetown, NS B0S 1M0

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

Carleton Road Industries Association is a non-profit, charitable Adult Service Centre. Our service provision is directed toward the vocational and life skills training to those adult residents of Annapolis and Kings Counties who are diagnosed with mental, intellectual, emotional, and/or physical disabilities. Our mandate is to provide high quality and diverse programs that will assist in the successful transition into the workforce. When this is not attainable, we provide meaningful employment opportunities with the supervision of qualified and professional staff.

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

NS Registry of Joint Stock Number: 1285160 Federal Charitable Status Number: 10789 1020 RT0001

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)

Jennifer Tipple

Signature



Date

August 17/22

Contact Phone# 902-584-7059

Email: admin@carleton515.ns.ca

If you require assistance, phone 902-532-2331 or email to: dcampbell@annapoliscounty.ca

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) Port Royal Lighthouse Association

Assessment Account# 03390721 Property Location (civic address) 3420 Granville Rd.

Mailing Address 3331 Granville Rd., Port Royal, B0S1A0

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

The association is in the process of major repair work on
the lighthouse with lots of community engagement.
Throughout the process the Assn. will hold events at
the lighthouse as fundraisers + will then develop
the lower portion of building as a gathering spot, interpretive
center + tourist destination. Currently enjoyed as a scenic

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

NS Registry of Joint Stock Number: 4445386 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

Medea Minnich (Holt) Medea Holt
President

Date Dec 1, 2021

Contact Phone#

902-955-1955 portroyalighthouseassociation
@gmail.com

Email

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

Feb 26, 2023
Bridgetown Curling Club
Box 627
333 Granville St E
Bridgetown NS
B0S 1C0

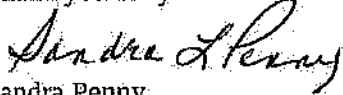
Ms. Shelly Hudson
Municipality of the County of Annapolis
Box 100
Annapolis Royal NS
B0S 1A0

Dear Ms. Hudson

Please find enclosed the application for Property Tax Exemption. The County of Annapolis has on file a copy of the Bridgetown Curling Club's Bylaws and it's Constitution.

Should you need any further information or explanation of the documents enclosed please contact myself or our President Mr. Will Neily.

Thank you for your consideration in this matter.


Sandra Penny
Secretary
902-804-9247
slpenny2015@gmail.com

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) Bridge town Curling Club

Assessment Account# 00475602 Property Location (civic address) 333 Granville St E

Mailing Address PO Box 627 Bridgetown NS B0S 1C0

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

See attached documents

Please attach a copy of the constitution or bylaws of the organization Already on file

NS Registry of Joint Stock Number: See note #1 Federal Charitable Status Number: attached

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)

Sandra L Penny

Signature

Sandra L. Penny

Date

Feb 26, 2023

Contact Phone#

902-804-9247

Email

slpenny2015@gmail.com

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

Property Valuation Services
Corporation

July 9, 2023



0001007-3

BRIDGETOWN CURLING CLUB

BOX 627

BRIDGETOWN NS B0S 1C0

2023 PROPERTY ASSESSMENT NOTICE

Assessment Account Number: 0001007-3-002

PIN Access Number: 0001007-3

Please provide your information to the assessor in writing.

Property Details

Address: 635 GRANVILLE ST
BRIDGETOWN
NS B0S 1C0

Valuing Unit: \$1,000

Municipality: MUNICIPALITY OF THE TOWN OF BRIDGETOWN

Property Owner

This is your official Property Assessment Notice for the 2023 municipal tax year.

Your 2023 Assessed Value is determined in accordance with the Nova Scotia Assessment Act using established appraisal methods and quality standards.

Your Taxable Assessed Value, outlined in the chart below (and/or Acres in the case of exempt farm or partially exempt forest property), is what your municipality will use to determine your property taxes. Please note, this Notice is not a tax bill.

For more about property assessment in Nova Scotia visit www.pvsc.ca or call us at 1-800-380-7775.

Sincerely,

MacLeod, Director of Assessment

2023 PROPERTY ASSESSMENT

| Classification | Assessed Value | Current Assessment | Acres | Valuing Unit |
|--------------------|------------------|--------------------|-------|------------------|
| COMMERCIAL TAXABLE | \$155,000 | | | \$155,000 |
| TOTAL | \$155,000 | | | \$155,000 |

The provincial government's Capped Assessment Program (CAP) places a cap on the amount the Taxable Assessed Value of eligible residential property can increase year over year. If your property's Assessed Value is less than the Capped Assessment, the Capped Assessment field appears blank. Visit pvsc.ca for more information on the CAP.

IMPORTANT

If you wish to file an appeal, you must complete and sign the appeal form (on the back of this Notice) and return it to PVSC using one of the options below.

Your signed appeal form must be received by **midnight, February 9, 2023**.

Mail

6-15 Allington Place
Truro, NS B2N 0G9

Email

inquiry@pvsc.ca

Fax

1-888-339-4555 (within North America)
1-802-893-6101 (outside North America)

Note # 1 for Annapolis County Tax Exemption Application

Regarding the NS Registry of Joint Stock Number

1. The building and property is owned by the incorporated body - the Bridgetown Curling Club Inc.

The capital assets of the Club are controlled by the shareholders of the Club. Only those with Common shares have any voting rights. In the event of the Club dissolution, the asset's value would be first used to pay back the face value of the Preferred shares held. Then, if there are any assets beyond this amount, it would be distributed to all shareholders.

2. The Bridgetown Culing Club was incorporated by an Act of the Provincial Legislature, Chapter 93, on April 14, 1949.

Feb 26, 2023
Bridgetown Curling Club
Box 627
333 Granville St E
Bridgetown NS
B0S 1C0

Dear Municipality of the County of Annapolis;

The Bridgetown Curling Club (BCC) is seeking tax exemption for the property at 333 Granville St E. This letter provides a description of the initiatives and the benefits that the BCC presently provides to the citizens of all ages in the County of Annapolis.

The executive of the BCC for the year 2022-2023 began their year with the realization that the Covid 19 Pandemic had taken a huge toll on membership, finances and infrastructure of the organization. The membership for the 2021-2022 season was a total 63 members and the club was only operating 3 days weekly with no bonspiels or week-end activity. The financial profit & loss statements are attached in separate documents. You can see that in the 2019-2020 year we realized a profit which would help the club to invest in equipment, and to keep the building adequately maintained. During the next two seasons there were significant losses; primarily due to the challenges of reduced membership and reduced activities that occurred during the Covid 19 Pandemic.

The 2022-23 executive started their responsibilities by meeting early in July and continued to meet bi-weekly having round table discussions on how to move forward. It was decided we needed to get the word out that we were once again going to strive to be an active curling club and that there would be multiple benefits to be had by becoming involved with the BCC. A plan was developed.

We realized our contact list was outdated. Many members were not receiving communication in a timely manner. Many hours were spent updating contact information and our vice president spent countless hours reaching out to individuals via their telephones. It was also realized we needed to update or develop a new website. Our president undertook this task and with some outside help a new website has been created and is working well.

A "Meet & Greet" was planned for the latter part of Sept 2022. Prior to the "Meet & Greet" we had flyers printed; (attached). Members and supporters of the BCC put together an entry for Bridgetown's Cider-fest parade. The parade entry provided a vehicle to promote the BCC's Chicken Barbecue, an annual and popular fundraiser, and to distribute the flyers to local residents and visitors to the Bridgetown community. BCC information was posted on the local community forums in the Bridgetown and Annapolis areas, in the Bridgetown Reader, and postings were put on the BCC's website and shared widely. The "Meet & Greet" was planned carefully. In the club room there was standing room only, refreshments were served, and a brief history of the club was presented. Many interested members attended and also many interested citizens from the community and surrounding area. The registration information & fee structures were available for the upcoming season and made available in multiple ways. (On line, in print, and via a mail box at Curling Club entrance)
Key results are listed on page 2.

In October just as the ice was being made and almost ready for league use there was equipment failure in ICE Cube #1. Please see the attached documents and invoice to explain the almost formidable challenge the BCC faced.

Key # 1 Result

For the 2022-23 season we have attained the following Membership #s

| | |
|--|-------------|
| Senior / Afternoon Curling | 32 Members |
| Senior & also Regular Evening Curling | 10 Members |
| Regular Evening Curlers | 40 Members |
| Friday Night only Social Curling (Open to all) | 2 Members |
| Annapolis Cty Special Olympic Members | 8 Members |
| Youth Members Sunday Morning with coaching | 15 Members |
| Total | 105 Members |

Key #2 Result

The BCC is being used 6 days weekly and sometimes mornings, afternoons and evenings on the same days. This is very encouraging to ice making volunteers who are responsible for ice conditions.

Key #3 Result

The BCC is engaging youth in the community. The youth are being included in BCC activities and several youth and their parents are becoming socially engaged with other members.

Key# 4 Result

The BCC is providing a facility for healthy physical, mental, and social interaction. There is social interaction between different age groups, among similar age groups and also between different communities with the home & away events and community bonspiels.

Recently an entire day event was held with the youngest participant being 8 years of age and the eldest being in his 90th year. The BCC; on it's 100th Anniversary year wanted to demonstrate a healthy and an inclusive event to appeal to the curling community as a whole. There was the physical activity of curling; extra events that were conversation starters, healthy snacks for good nutrition and a wonderful pot luck supper with buzzing conversations and laughter. There was no cost to any individual and without a doubt the BCC provided a safe, healthy and positive event for all. The communities of Port Wade, Annapolis, Granville, Parkers Cove, Lawrencetown, West Dalhousie, and the community of Bridgetown were all represented.

A 1st Unique Initiative-

The BCC provides a home for the Annapolis County Special Olympians that are interested in curling. BCC has supported these folks and their curling in many ways through out the years and continues to do so. Volunteer members help with ice making and coaching.

A 2nd Unique Initiative-

The BCC hosted the exchange students of Annapolis County in Oct of 2022. The BCC provided a venue for a meal and the opportunity to have an evening of "learn to curl" in Nova Scotia Canada. Two of these exchange students joined our youth program and have quickly learned some of the many skills in the game and they are enjoying the interaction with the coaches and leaders.

A 3rd Unique Initiative-

A long time past member of the BCC & a resident of the Bridgetown community in his early 90's was asked a few weeks ago by his physician what would improve his quality of life. His reply was that he would like to try to return to curling at the BCC. Members have embraced this man's request and along with a family member, a wheelchair, the loan of curling shoes and some assistance from BCC members this gentleman has returned for a few successful morning sessions of curling and is truly enjoying the physical and social benefits. Club members are also receiving benefits of improved communication and self esteem by helping another member. This is an ongoing endeavour.

The BCC takes pride in the building and the property located at 333 Granville St E. The property and the building are well maintained, we have professional cleaners and recently had the fire inspection done as per the Fire Safety Act and no deficiencies were found. Garbage and waste removal is done according to guidelines provided by the County of Annapolis and Valley Waste.

To summarize, we are requesting the help of the Municipality of the City of Annapolis by granting to the Bridgetown Curling Club property tax exemption. This would enable the BCC to remain the viable and integral part of the Annapolis County community that it is today. The BCC has worked diligently to complete it's most recent fundraiser, the "Bridgetown Curling Club Online Auction" to ensure that we can meet day to day expenses and to help us prepare for some other equipment challenges that are facing the club in the near future.

Thank you for your consideration and if more information is required please contact myself or any other member of our executive.

Sandra Penny
Secretary
slpenny2015@gmail.com
902-804-9247



COUNTY of ANNAPOLIS
NATURALLY ROOTED

752 St. George Street, P.O. Box 101
Annapolis Royal, Nova Scotia, Canada B0S 1A1
902.532.2311 / 902.532.2046

dept@annapolicounty.ca

Annapolis County, NS

February 16, 2023

FI#568 – Cycle 4

Bridgetown Curling Club
c/o Milledge Sheridan
PO Box 627
Bridgetown, NS
B0S 1C0

Dear Mr. Sheridan:

Re: Fire Inspection as per Fire Safety Act for 333 Granville Street, Bridgetown

This letter is to acknowledge that a fire inspection of the above noted premises was conducted on February 14, 2023. Continued use of the structure for a Group A 2 is approved.

No deficiencies were found at the time of inspection. **Please be advised that it is the building owner's responsibility to ensure that all life safety systems are maintained at all times.** Your next required fire inspection will be February 2026. We will contact you at that time for an appointment.

Your continued efforts in making Annapolis County a safer place to live, work and play is much appreciated. If you have any questions, please contact me at 902-532-3101.

Yours truly,

Russell Mackintosh, CBO
Municipal Fire Inspector
/lab

Bridgetown Curling Club
Profit & Loss Standard
 May 2021 through April 2022

May '21 - Apr 22

Ordinary Income/Expense

Income

| | |
|--------------------------|-----------|
| Bar Sales | 5,381.82 |
| Chicken BBQ | 4,112.39 |
| COVID 19 Relief Grant | 3,234.55 |
| curling fees | 69.56 |
| Donations | 1,804.75 |
| Engraving | 543.49 |
| Fundraisers | 144.78 |
| Golf fundraisers | 695.65 |
| Golf Tournament Fees | 5,291.27 |
| Golf tournament Sponsors | 4,100.00 |
| Lockers | 280.00 |
| Membership Dues | 14,395.44 |
| Raffle Ticket Income | 3.50 |
| Sign Rentals | 3,700.00 |

Total Income

43,757.20

Expense

| | |
|------------------------------|-----------|
| Advertising | 91.00 |
| Annual Dues | 1,005.00 |
| Bank Fees | 137.65 |
| Bar Supplies | 3,005.39 |
| Building Maintenance | 340.36 |
| Cleaning | 1,829.29 |
| Fundraising Expense | 1,423.91 |
| Golf Tournament | 3,100.00 |
| Grounds | 200.00 |
| Ice Maintenance | 1,200.00 |
| Insurance | 8,728.39 |
| Mortgage | 8,088.00 |
| Other Miscellaneous Expenses | 0.02 |
| Postage and Delivery | 15.26 |
| Printing and Reproduction | 225.00 |
| Property taxes | 3,146.95 |
| Snow Removal | 600.00 |
| Supplies and Materials | 119.94 |
| Telephone | 759.27 |
| Utilities | 11,641.62 |

Total Expense

45,657.05

Net Ordinary Income

-1,899.85

Bridgetown Curling Club

Profit & Loss Standard

May 2020 through April 2021

May '20 - Apr 21

Ordinary Income/Expense
Income

| | |
|-----------------------|-----------|
| Bar Sales | 5,595.92 |
| Chicken BBQ | 1,869.13 |
| COVID 19 Relief Grant | 4,000.00 |
| Discounts Given | 129.88 |
| Donations | 7,910.00 |
| Engraving | 1,195.68 |
| Fundraisers | 386.96 |
| Lockers | 250.00 |
| Membership Dues | 13,289.09 |
| Raffle Ticket Income | 64.75 |
| Rentals | 86.96 |
| Sign Rentals | 3,710.00 |

| | |
|---------------------|-----------|
| Total Income | 38,488.37 |
|---------------------|-----------|

Expense

| | |
|------------------------------|-----------|
| Annual Dues | 502.50 |
| Bank Fees | 105.87 |
| Bar Supplies | 2,179.15 |
| Building Maintenance | 639.12 |
| Cleaning | 1,761.56 |
| Fundraising Expense | 317.44 |
| Grounds | 200.00 |
| Ice Maintenance | 2,113.23 |
| Insurance | 7,928.16 |
| Kitchen | 0.00 |
| Liquor License | 560.70 |
| Mortgage | 8,088.00 |
| Other Miscellaneous Expenses | 72.00 |
| Postage and Delivery | 14.72 |
| Printing and Reproduction | 502.05 |
| Property taxes | 3,170.59 |
| Snow Removal | 450.00 |
| Supplies and Materials | 1,661.71 |
| Telephone | 759.36 |
| Utilities | 13,385.63 |

| | |
|----------------------|-----------|
| Total Expense | 44,411.79 |
| | -5,923.42 |

| | |
|----------------------------|-----------|
| Net Ordinary Income | -5,923.42 |
|----------------------------|-----------|

Net Income

DESCRIPTION of PROJECT

Background-

Bridgetown Curling Club has two ice cubes for making ice. One is for continuous use and one to supplement the main cube, (supplemental ice temperature control is required at the start up of the season start up times/ warm weather fluctuations throughout the season and for back up should there be any equipment failures.) This is standard equipment for community curling rinks.

They are labelled "ICE CUBE #1" and "ICE CUBE #2"

The compressor and heat ex changer are the integral components of making ice and do most of the work. The compressor pushes the glycol through the heat ex changer; the heat ex changer cools the glycol to make the ice. There is a compressor and heat ex changer in each ice cube.

In Sept of 2022 the Bridgetown Curling Club (BCC) called upon it's regular service provider; King's Refrigeration to come and check and start the two ice cubes. King's Refrigeration came and provided this service in early Oct of 2022. Our trained ice making crew began the process of making ice at this time. At start up time while making the ice both Ice cube #1 & #2 are working steadily. Once the ice is made Ice Cube #1 operates & maintains the required temperature for curling ice. Ice Cube # 2 is set at 2 degrees higher and is the backup & helping system for warmer outdoor temperatures and/or equipment problems in Ice cube #1. At the end of October BCC experienced two problems. In Ice Cube #1 the compressor and high temperature controller failed completely and the switch for Ice Cube # 2 failed as well. After several service technicians and visits it was determined the best solution at this time in order to save the ice was to replace the switch in Ice Cube #2. A new switch was put on order, a new switch was not going to be available for several days; fortunately a new replacement switch was found in club inventory. (This was a miracle & saved the ice). After lengthy consultations with Kings Refrigeration, their technicians and the owner, who has a lengthy history with experience in this type of equipment, a new ice compressor was ordered in early Nov 2022 with an estimated delivery date of Feb 2023. The new compressor arrived a few weeks early and was installed in January of this year. The invoice is attached.



TF: 1 888 266 3136 | P: 902 678-5314 | F: 902 678-5918
5727 Highway #1 Cambridge, NS B0P 1G0



HEATING | VENTILATION | AIR CONDITIONING | REFRIGERATION | ELECTRICAL | SHEET METAL | DUCT CLEANING

| |
|---|
| Invoice To |
| Bridgetown Curling Club 333 Granville St east Bridgetown, NS B0S 1G0 |

Invoice

| |
|-----------|
| Invoice # |
| 37300 |

| P.O. No. | Terms | Ship | Due Date | Date | E-mail |
|----------|----------------|----------|----------|----------|------------------------------|
| | Due on receipt | 1/3/2023 | 1/3/2023 | 1/3/2023 | admin@kingsrefrigeration.com |

| Quantity | Item | Description | Price Each | Amount |
|----------|----------------|--|------------|----------|
| 1 | ZPI82KCB-TES- | Services provided to install new compressor and electric controller on 30164428-00 /10127944 | | |
| 1 | EXDSHI | Compressor HT 230/3PH w/sense | 5,618.75 | 5,618.75 |
| | TORCH CHARGE | Electronic Controller for Superheat &/or Temperature | 948.54 | 948.54 |
| 20 | NI N88 | ACCEPTYLENE CHARGE | 10.00 | 10.00 |
| 1 | VAC-I | Nitrogen N88 | 1,130.2 | 22.60 |
| 4 | Labour Lindsay | VACUUM PUMP CHARGE | 5.00 | 5.00 |
| 1 | Labour Alex C. | HVAC-R Labour (1/03/2023) | 90.00 | 360.00 |
| 4 | Labour Lindsay | HVAC-R Labour (1/04/2023) | 90.00 | 90.00 |
| 10 | R-410A | HVAC-R Labour (1/05/2023) | 90.00 | 360.00 |
| | | R-410A Refrigerant (25lbs cyl) | 44.80 | 448.00 |
| | | SUBTOTAL | | 7,862.89 |
| | | GST On Sales | 15.00% | 1,179.43 |



Please transfer to: admin@kingsrefrigeration.com with the invoice number
Please note that payment is due on the date of this invoice
Overdue invoices will be charged 2% interest monthly

| | |
|------------------|------------|
| HST | \$1,179.43 |
| Total | \$9,042.32 |
| Payments/Credits | \$0.00 |
| Balance Due | \$9,042.32 |

GST/HST No. 866084437

BRIDGETOWN CURLING CLUB EXECUTIVE 2022-2023

President- Will Neily- 902-584-2001 will@neilysgreenhouse.com

Past President- Tim Jackson 902-847-5270 rtimjackson@gmail.com

Vice President- Jack Van Ry 902-584-7277 jack_vr51@hotmail.com

Secretary- Sandra Penny 902-804-9247 slpenny2015@gmail.com

Treasurer- Karen Reece 902-309-1595 k.guest-reece@outlook.com

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Brian Orde
Report Number: **SR2023-25 AC Comfort Centre Hurricane Dorian Funding Disbursement 2019**
Subject: Annapolis County Comfort Centre – Hurricane Dorian funding (2019)

RECOMMENDATION(S):

That municipal council approve the issuing of the reimbursement of costs associated with facilities that activated as comfort centres during Hurricane Dorian in September 2019 (\$4,230.43) from the current 2022-23 budget.

LEGISLATIVE AUTHORITY

Sub-sections 13(3); 16(4) and 31(2)(d)(i) of the *Municipal Government Act*

BACKGROUND

This recommendation addresses the situation whereby Annapolis County community halls and fire halls have not been reimbursed for their costs associated from opening up as comfort centres during Hurricane Dorian in September 2019.

- On September 7, 2019, Hurricane Dorian swept through Nova Scotia causing mass damage all over. When the storm hit, it took down a lot of trees, snapped off limbs, and knocked out power across Annapolis County and province-wide.
- At the time, the Hurricane was the largest and most powerful storm to impact the province in recorded history. At one point more than 400,000 households were without power.
- September 8th – Community Halls & Fire Halls began activating their comfort centre status for their communities. This included the following facilities:
 - Bear River Fire Department
 - Maitland Bridge Community Hall
 - Felker Community Centre – Cornwallis Park
 - Fundy YMCA – Cornwallis Park
 - Annapolis Royal Volunteer Fire Department
 - Bridgetown Volunteer Fire Department
 - Lawrencetown Volunteer Fire Department
 - McDonald Museum – Middleton
 - Middleton Baptist Church
 - Nictaux & District Volunteer Fire Department
 - Port Lorne & District Volunteer Fire Department
 - Margaretsville & District Volunteer Fire Department
 - Springfield & District Volunteer Fire Department
- The Province opened their disaster financial assistance program to help individuals, small businesses and not-for-profit organizations that have uninsurable claims and municipalities with uninsured losses.
- Comfort centres had to submit claims through municipalities to be submitted along with other County of Annapolis uninsured losses.

- Comfort Centres provided receipts for all eligible expenses for operating their comfort centres. This information was provided to finance services to submit to the Province.
- Unfortunately, the deadline to submit claims and receive provincial reimbursement passed without the County being able to gather ALL of the documentation required. If reimbursement is not provided to the comfort centres as promised, it may be exceedingly difficult to depend on community volunteer groups to undertake opening comfort centres in future.

DISCUSSION

None

FINANCIAL IMPLICATIONS

A total of \$4,230.43 will be disbursed to the organizations that requested reimbursement and provided receipts for amount of expenses each incurred. This will come out of the current 2022-23 Annapolis REMO budget. It appears that sufficient funds remain unallocated to provide these reimbursements without exceeding the budget at year-end.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

Finance will prepare cheques for organizations. Regional Emergency Management Coordinator and/or councillor for the area to deliver to organizations.

ATTACHMENTS

N/A

Prepared by:

Brian Orde, Regional Emergency Management Coordinator

Reviewed by:

Dawn Campbell, Director of Legislative Services & HR

Reviewed by:

Angela Anderson, Manager of Finance

Approved by:



Doug Patterson, Interim Chief Administrative Officer

March 8, 23

Approval Date



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Dawn Campbell, Director Legislative Services
Report Number: **SR2023-30 AM-1.2.3 Warden and Deputy Warden Policy Amend**
Subject: Amend AM-1.2.3 Warden and Deputy Warden Policy
(7 day notice)

RECOMMENDATION(S):

That municipal council amend AM-1.2.3 Warden and Deputy Warden Policy as revised and circulated (7 day notice).

LEGISLATIVE AUTHORITY

Municipal Government Act, as amended (various sections throughout)

BACKGROUND

This policy has not been reviewed or updated since 2004.

DISCUSSION

Summary of changes are as follows:

Section 1

~~This policy establishes rules governing the election of a Warden and Deputy Warden by the members of the Council, and defines additional duties of the Warden and identifies the term of office of the Deputy Warden.~~

This policy establishes procedures for the election of a Warden and Deputy Warden and defines duties and term of office of the Warden.

Section 2

~~Sections 12 and 16, *Municipal Government Act*, as amended~~

Sub-section 4(2)

(2) After announcing that the business of Council at the meeting is to elect a Warden, the Chair shall call for nominations. ~~All nominations and secondings motions shall be made openly and publicly by raising of the hand to attract the attention of the Chair and announcing the nomination or seconding of a candidate when called upon.~~

Sub-section 4(5)

(5) Each nominee shall be asked if ~~he or she~~ they consents to being nominated. If the nominee declines to give unconditional consent, the nominee's name shall not be included in the list of candidates to be voted upon.

Section 5

Deleted

"In addition to any duties, responsibilities, powers or authority prescribed by applicable legislation, the Warden is the Chief Executive Officer of the Municipality and is the official spokesperson of the Council and the primary contact for the media."

Added

"(1) The Warden shall perform, enforce and carry out all acts, obligations and duties required of them by the Municipal Government Act; other acts of the Province of Nova Scotia, and the bylaws, policies and resolutions of Council.

(2) The Warden shall be the official spokesperson of the County and the primary contact for the media."

Sub-section 6(1)

Council shall select from among its members a Deputy Warden in accordance with the process and rules set out in Section 4 of this policy ~~for electing a Warden~~, with any necessary changes for the context.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

No changes / other changes at discretion of Council

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required to amend *AM-1.2.3 Warden and Deputy Warden Policy*.

ATTACHMENTS

N/A

Prepared by:

Dawn Campbell, Director of Legislative Services

Reviewed by:

Carolyn Young, Municipal Clerk

Approved by:**Approval Date:**

March 8, 23

Doug Patterson

Interim Chief Administrative Officer



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: March 14, 2023
Prepared By: Linda Bent
Report Number: **SR2023-21 Appoint Connor MacQuarrie as Development Officer**
Subject: Appointment of Connor MacQuarrie as Development Officer for the Municipality of the County of Annapolis

RECOMMENDATION(S):

That Municipal Council appoint Connor MacQuarrie as a Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw.

LEGISLATIVE AUTHORITY

MGA Section 243 (1)

BACKGROUND

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

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

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

DISCUSSION

By appointing Connor MacQuarrie as a Development Officer for the Municipality of the County of Annapolis, Council grants her the ability to administer the Municipality's Land Use Bylaws and Subdivision Bylaw. Increasing the number of appointed Development Officers will allow the Municipality to review, grant, refuse or discharge a larger number of development permits, variances, site-plans, tentative or final plans of subdivision or concept plans more quickly.

FINANCIAL IMPLICATIONS

Costs associated with the appointment may include out of office training through annual development officer conferences but most training will occur in-house. Costs associated with additional training, as mention, will be included in the operating budget.

POLICY IMPLICATIONS

None Known

ALTERNATIVES / OPTIONS

The options available to Municipal Council are to appoint or not to appoint Connor MacQuarrie as Development Officer for the Municipality in preparation for the adoption of the County-Wide Municipal Planning Strategy and Land Use Bylaw.

Another option available to Council is the continued reliance on the current Development Officers to administer the Land Use Bylaws and Subdivision Bylaw. If the number of development permits to be process by the Municipality increases, relying on a single development officer could result in development permits failing to be approved within the time limits set out within the *Municipal Government Act*.

NEXT STEPS

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

ATTACHMENTS

N/A

Prepared by:

Linda Bent, Manager of Inspection Services

Approved by:



Doug Patterson,
Interim Chief Administrative Officer

Approval Date:



(Date)

Report To: Committee of the Whole
Submitted By: Bruce Prout Councillor for District 1
Submission Date: March 2023
Subject: TCTS Meeting

Background

TCTS is a Community Organization which has a MOCA Councillor who attends their meetings.
Attachments

The February Board Meeting of TCTS was held in the Bridgetown Office on Wednesday, February 22nd at 3:30. The following items comprise highlights of the meeting:

1. The meeting was called to order at 3:35 with regrets from Eileen Kelleher.
2. The minutes of the January 18th meeting were approved.
3. There was no Business Arising.
4. Two pieces of Correspondence were received and discussed.
5. The General Manager Report was accepted and approved. Highlights included the fact that TCTS has been assigned a program officer through the Rural Transportation Solutions Fund, (RTSF), to assist with the application processes. Also the new Snow Storm process which closely follows that of the AVRCE has been well received.
6. The Treasurers Report was accepted and approved.
7. There was no New Business.
8. The March Board Meeting was scheduled for March 15th at 3:30.



COUNTY of ANNAPOLIS
NATURALLY ROOTED

BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: March 14, 2023

Subject: 2023-02-28 Physician Recruitment and Retention Committee Meeting

RECOMMENDATIONS:

THAT Municipal Council, in accordance with *AM-1.4.9.1 Medical Recruitment Financial Assistance Program Policy*, approve a payment of \$10,000 to the Soldiers Memorial Hospital Foundation for the purpose of providing a grant to Dr. Ama Asiedu.

THAT Municipal Council, in accordance with *AM-1.4.9.1 Medical Recruitment Financial Assistance Program Policy*, approve a payment of \$10,000 to the Soldiers Memorial Hospital Foundation for the purpose of providing a grant to Dr. Omorede Osayande.



COUNTY of ANNAPOLIS
NATURALLY ROOTED

BOARDS and COMMITTEES Recommendations AdHoc, Standing, and Advisory Committees

To: Committee of the Whole
Meeting Date: March 14, 2023
Subject: **Recommendations from the 2023-02-28 Nominating Committee Meeting** – *Citizen Appointment to the Granville Ferry Source Water Protection Advisory Committees*

RECOMMENDATIONS:

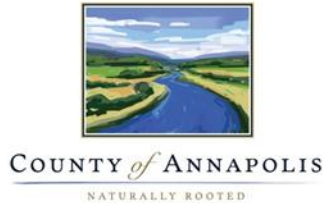
Re: Granville Ferry Source Water Protection Advisory Committee (not more than 2 citizens)

THAT Municipal Council appoint Alain Cottreau as a citizen member of the Granville Ferry Source Water Protection Advisory Committee (satisfying Section 28(f) of the policy) for a two-year term ending November 30, 2024.

NOTE:

AM-1.3.6.9, Section 28(f)

“a person who owns and resides in a property presently supplied with water from the Granville Ferry Water Supply.”



BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: March 14, 2023

Subject: Recommendations from the 2023-02-09 Police Advisory Board Meeting

RECOMMENDATIONS:

THAT Municipal Council direct staff to provide speed collection data to the RCMP Annapolis Detachment for their use and follow up action, and that this data be made available to the Police Advisory Board.

THAT Municipal Council provide the following to the RCMP Annapolis Detachment as the Municipality's priorities for inclusion in their Annual Performance Plan for the 2023-24 fiscal year – 1. Data Led Traffic Enforcement; 2. Property Crimes; and 3. Comprehensive Education.