

2022-11-08 COTW Agenda Package

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 8, 2022

9:00 a.m. *or immediately following Special Council*

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



PAGES	1.	ROLL CALL
	2.	Recognition of Remembrance Day 2022
	3.	DISCLOSURE OF INTEREST
	4.	APPROVAL of the AGENDA (Order of the Day) That the Order of the Day be approved as circulated.
	5.	APPROVAL OF MINUTES
6-13	5.1	2022-10-11 Regular That the minutes of Committee of the Whole held October 11, 2022, be approved as circulated.
	6.	CORRESPONDENCE
14-15	6.1	Email Dated 2022-11-01 Dept. of Municipal Affairs and Housing and Dept. of Education and Early Childhood Development
	7.	STAFF REPORTS
16-24		SR2022-21 Annapolis County Municipal Housing Corporation Board Member Appointments
	7.1	That municipal council appoint Carol Ward, Ann Burns, Paula Bliz and Carly Floris to the Annapolis County Municipal Housing Corporation for a two-year term ending November 30, 2024;
	7.2	That municipal council appoint Alnoor Rajan to the Annapolis County Municipal Housing Corporation for a third two-year term ending November 30, 2024; and
	7.3	That municipal council extend the appointments of Nancy McGrath and Gail Grover to November 30, 2027 as requested by the Province (Seniors and Long Term Care), and by Resolution of the Board and Municipal Council's recent amendment of the Instrument of Incorporation.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 8, 2022

9:00 a.m. *or immediately following Special Council*

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



- | | | |
|-------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25-30 | 7.4 | <p>SR2022-22 AM-1.4.22 Traffic Authority Policy New</p> <p>That municipal council approve <i>AM-1.4.22 Traffic Authority Policy</i> as circulated; 7 day notice.</p> |
| 31-36 | 7.5 | <p>SR2022-23 Sewer Invoice – Town of Annapolis Royal</p> <p>That municipal council approve the payment of \$50,724.66 to the Town of Annapolis Royal for sewer services to be paid with funds carried forward from the previous fiscal operating budget.</p> |
| 37-41 | 7.6 | <p>SR2022-24 2022-23 Community Grants Wilmot Mountain United Baptist Church Application</p> <p>That municipal council approve a grant in the amount of \$1,300 to Wilmot Mountain United Baptist Church to assist with their Mount Rose Church Restoration Project from the Capital Projects Assistance Program, Small Project Matching Grants in accordance with <i>AM-1.4.9 Community Grants Policy</i>.</p> |
| 42-44 | 7.7 | <p>SR2022-25 2022-23 Community Grants Fundy Folk Association (Evergreen Theatre) Application</p> <p>That municipal council approve a grant in the amount of \$2,000 to Fundy Folk Association (Evergreen Theatre) to assist with their roof re-shingling project from the Community Halls and Centres Assistance Program in accordance with <i>AM-1.4.9 Community Grants Policy</i></p> |
| 45-48 | 7.8 | <p>SR2022-26 2022-23 Community Grants Granville Centre Community Hall Association Application</p> <p>That municipal council approve a grant in the amount of \$1,200 to the Granville Centre Community Hall Association to assist with their heating system upgrade project from the Community Halls and Centres Assistance Program in accordance with <i>AM-1.4.9 Community Grants Policy</i>.</p> |
| 49-53 | 7.9 | <p>SR2022-27 2022-23 Community Grants Margaretsville Baptist Church Application</p> <p>That municipal council approve a grant in the amount of \$1,312.86 to the Margaretsville Baptist Church to assist with their Picnic Table Shelter project from the Community Programs Assistance Fund in accordance with <i>AM-1.4.9 Community Grants Policy</i></p> |

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 8, 2022

9:00 a.m. *or immediately following Special Council*

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



**54-56 7.10 SR2022-28 2022-23 Community Grants Melvern Square and Area
Community Centre Association Application**
That municipal council approve a grant in the amount of \$2,400 to the Melvern Square & Area Community Centre Association to assist with an electrical service upgrade to the community centre from the Community Halls and Centres Assistance Program in accordance with *AM-1.4.9 Community Grants Policy*.

57-58 7.11 Information Report November Finance Department Update

59-64 7.12 Information Report Budget Plan - 2023/24 Budgets

7.13 CAO Report (verbal)

**8. RECOMMENDATIONS and REPORTS FROM BOARDS and
COMMITTEES**

65 8.1 2022-10-12 Southwest Nova Biosphere Reserve Association Board Meeting

66 8.2 2022-10-26 Western Region Stakeholder Interaction Committee

**67-68 8.3 2022-10-28 Physician Recruitment and Retention Committee –
Recommendation**
That Municipal Council amend *AM-1.4.9.1 Medical Assistance Recruitment Program Policy* as circulated; 7 day notice.

9. BUSINESS ARISING FROM THE MINUTES

9.1 SR2022-09 AM-7.3.1 Publication and Signage Policy Amend (from 2022-10-25) – moved to 2022-12-13 COTW

10. NEW BUSINESS

69 10.1 2023/24 Capital Budget for December 13, 2022 (Councillor Hudson)
That municipal staff prepare a capital budget for the 2023/24 fiscal year for presentation to council at the December 13, 2022 COTW meeting

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 8, 2022

9:00 a.m. *or immediately following Special Council*

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



- | | | |
|-----|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 70 | 10.2 | Speeding and Increased Thefts in Annapolis County (Councillor Sheridan)
To refer the matters of speeding and the increase of thefts in Annapolis County to the Police Advisory Board. |
| 71 | 10.3 | Digital Flashing Speed Signs (Warden Parish)
To direct staff to determine the cost of purchasing three digital flashing speed signs and determine what approvals, if any, are required from TIR for the establishment of three of those signs, one at each entry to Granville Ferry and one on Church Street, heading south, where the speed limit lowers; and for staff, at the December COTW meeting, to provide council with the results of its investigation, and a recommendation to council with respect to the purchase and establishment of the signs and staff's advice as to whether there are currently funds available for the purchase of the signs or whether the cost should be included in the 2023/24 capital budget. |
| 72 | 10.4 | Hillside Drive – Update |
| | 10.5 | Warden's Report (verbal) |
| 11. | | IN-CAMERA
That municipal council meet in-camera in accordance with Section 22(2)(c) personnel matters of the <i>Municipal Government Act</i> . |
| 12. | | 5:00 p.m. STATED ADJOURNMENT
That Committee of the Whole adjourn its session until the next regular meeting scheduled for Tuesday, December 13, 2022 |

Minutes of the regular Committee of the Whole meeting held on Tuesday, October 11, 2022, at 9:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

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

Also Present: Interim CAO Doug Patterson; Municipal Clerk Carolyn Young; other staff, L. Bent, D. Campbell, D. Hopkins, B. Lamb, C. Mason, D. Ryan (9:30 a.m.), and Jim Young.

DISCLOSURE of INTEREST

None.

APPROVAL of the AGENDA (Order of the Day)

Request to add 7.4 New Business Amend CAO Selection Committee Working Group
Request to move 5.11 SR2022-15 Seaside Communications Payment to In-Camera.

That the Order of the Day be approved as amended.

Moved: Deputy Warden Gunn

Seconded: Councillor Longmire

Motion carried unanimously.

APPROVAL of MINUTES

Re: 2022-09-13 Regular

That the minutes of the regular meeting of Committee of the Whole held on September 13, 2022 be approved as circulated.

Moved: Deputy Warden Gunn

Seconded: Councillor Sheridan

Motion carried unanimously.

Re: Death of Former Councillor

Councillor Morrison noted the recent death of former municipal Councillor Tom Nelson.

STAFF REPORTS

Re: Information Report Capital Project Progress Report

Re: SR2022-08 – Dangerous and Unsightly Practices AM-1.4.15 DUP Policy

Deputy Warden Gunn took the Chair at 9:23 a.m.

That municipal council remove section 5.2 from the *AM-1.4.15 Dangerous and Unsightly Premises Policy*, seven-day notice.

Moved: Warden Parish

Seconded: Councillor Sheridan

Motion carried unanimously.

Warden Parish resumed Chair at 9:37 a.m.

Re: SR2022-09 AM-7.3.1 Publication and Signage Policy Amend

That Municipal Council amend *AM-7.3.1 Publication and Signage Policy* by changing the name of the policy to *AM-7.3.1 Promotion and Publication Policy* and to make the changes in the policy as circulated. 7-Day Notice.

Moved: Deputy Warden Gunn

Seconded: Councillor Morrison

To refer *AM-7.3.1 Publication and Signage Policy* to a working group to review grammar, section 5.2 etc.

Moved: Redden

Point of Order

Councillor Morrison noted there is a motion on the floor. This is in opposition to the motion. Suggests to deal with the motion and then bring this motion to establish a working group. Warden Parish – can either adjourn to another day, or refer to committee to review. Can delay or refer before it comes back. Will entertain referring it.

Seconded: Morrison

Motion carried unanimously.

Re: Working Group –to Review AM-7.3.1

Councillors Redden, Longmire, and LeBlanc volunteered to be the working group, to report back to November Committee of the Whole.

Moved: Councillor Redden

Seconded: Deputy Warden Gunn

Motion carried unanimously.

Re: SR2022-10 - MacBeth's Grooming & Kennel Boarding - Application to Amend Development Agreement for 10301 Highway 201, Meadowvale, PID 05292347

That Municipal Council consider the application submitted by Harry Wilson September 28, 2022 to amend the Development Agreement for MacBeth's Grooming and Kennel Boarding, to allow for the future expansion of the business; and adopt a public participation process involving the referral of the application to the East End Area Advisory Committee and the Planning Advisory Committee (PAC) for their review and recommendation; and hold a PAC-sponsored public meeting near the community of Meadowvale on Wednesday, November 16, 2022 at 7 pm, at the Three Rivers Community Hall, 41 Messenger Road, Torbrook Mines.

Moved: Deputy Warden Gunn

Seconded: Councillor Sheridan

Motion carried unanimously.

Re: Information Report – Dangerous and Unightly Premises 6 Month ReportRe: SR2022-11 Queen Street Project - Additional Funding

That Municipal Council approve the transfer of a maximum of \$200,000 from the Canada Community-Building Fund (CCBF- formerly Gas Tax) in relation to the budget overage for the Queen Street Infrastructure Project.

Moved: Deputy Warden Gunn

Seconded: Councillor Hudson

To amend the motion to reduce the amount to \$175,000 to remove the additional parking lot.

Moved: Councillor Redden

Seconded: Councillor Barteaux

Motion carried unanimously.

Deputy Warden Gunn took the Chair from 10:17 a.m. to 10:18 in order that Warden Parish could comment.

The Question was called on the motion as amended to read:

That Municipal Council approve the transfer of a maximum of \$175,000 from the Canada Community-Building Fund (CCBF- formerly Gas Tax) in relation to the budget overage for the Queen Street Infrastructure Project.

Moved: Deputy Warden Gunn

Seconded: Councillor Hudson

Motion carried unanimously.

That municipal council approve \$25,000 to complete non-paving aspects of the parking lot next to the former Town Hall, to from the Canada Community-Building Fund (CCBF- formerly Gas Tax)

Moved: Councillor Redden

Seconded: Deputy Warden Gunn

To amend the motion that the money come from the sale of the former Town Hall and not Canada Community-Building Fund

Moved: Councillor Barteaux

Seconded: Councillor Sheridan

Motion carried, 9 in favour, 1 against.

The Question was called on the motion as amended to read:

That municipal council approve \$25,000 to complete non-paving aspects of the parking lot next to the former Town Hall, to come from the sale of the former Town Hall property.

Moved: Councillor Redden

Seconded: Deputy Warden Gunn

Motion carried, 9 in favour, 1 against.

Recess

10:30 a.m. – 10:45 a.m.

Re: SR2022-12 AM-1.4.11 Community Contributions Policy Amend

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

Deleting the annual allocation for Annapolis County Barristers' Society - Lovett Library and
Increasing the annual allocation for Trans County Transportation Society from \$35,000 to \$60,000. 7-day notice.

Moved: Deputy Warden Gunn

Seconded: Councillor Prout

To amend the motion by removing the words '*Increasing the annual allocation for Trans County Transportation Society from \$35,000 to \$60,000*'.

Moved: Councillor Sheridan

Seconded: Councillor Longmire

Motion carried, 6 in favour, 4 against.

The Question was called on the motion as amended to read:

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

Deleting the annual allocation for Annapolis County Barristers' Society - Lovett Library. 7-day notice.

Moved: Deputy Warden Gunn

Seconded: Councillor Prout

Motion carried unanimously.

That municipal council amend *AM-1.4.11 Community Contributions Policy* by increasing the annual allocation for Trans County Transportation Society from \$35,000 to \$40,000.

Moved: Councillor Sheridan

Seconded: Councillor LeBlanc

Motion carried unanimously.

That Municipal Council approve a 2022-23 one-time grant of \$20,000 to the Trans County Transportation Society in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Councillor Sheridan

Seconded: Councillor LeBlanc

Motion carried unanimously.

Re: SR2022-13 Community Grant Application Victoria Vale Baptist Church/Parker Hall

That Municipal Council approve a grant in the amount of \$1,200 to the Victoria Vale Baptist Church / Parker Hall to support roof repairs from the Community Halls and Centres Assistance Program in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Deputy Warden Gunn

Seconded: Councillor Longmire

Motion carried unanimously.

Re: SR2022-14 AM-1.2.0 Committees of Council and Council Meetings Procedures Policy Amend

That municipal council amend *AM-1.2.0 Committees of Council and Council Meetings Procedures Policy* as follows:

Article 3 – change “Regular meetings of Council shall be held on the ~~fourth Tuesday~~ third Tuesday ...”;
and

Article 12 modify Council Agenda to show COTW ~~Consent~~ Recommendations; and

The Definition for Committee of the Whole Consent be changed to Committee of the Whole Recommendations – all recommendations discussed and debated at Committee of the Whole will be brought to Council as individual recommendations for decision by Council. 7-day notice.

Moved: Deputy Warden Gunn

Seconded: Councillor LeBlanc

Motion carried, 9 in favour, 1 against.

Re: CAO Report – Interim CAO Doug Patterson provided a verbal update to council.

LUNCH

12:15 p.m. – 1:45 p.m. with all councillors returning as previously noted.

Re: Information Report Animal Control Options (*cont'd*)

Re: A4 Cat Bylaw - Repeal

To repeal the *A4 Cat Bylaw* and no longer respond to complaints about cats.

Moved: Deputy Warden Gunn

Seconded: Councillor Redden

Motion lost, 5 in favour, 5 against.

RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES

Re: 2022-07-22 Nominating Committee Recommendation

That Municipal Council extend the citizen appointment of Brandon Lake to the Bridgetown Area Advisory Committee (satisfying Section 29(c) of the policy) to November 30, 2024.

Moved: Deputy Warden Gunn

Seconded: Councillor Hudson

Motion carried unanimously.

Re: Trans County Transportation Society (TCTS) Report

To receive for information.

Moved: Deputy Warden Gunn

Seconded: Councillor Prout.

Motion carried unanimously.

Re: 2022-09- REMO Advisory Committee Recommendation

That municipal council approve the Annapolis County and Lunenburg County Mutual Aid Agreement as recommended by the REMO Advisory Committee.

Moved: Deputy Warden Gunn

Seconded: Councillor Morrison

Motion carried unanimously.

Re: 2022-09-21 Planning Advisory Committee Recommendation

That Municipal Council give First Reading of its intent to amend the Bridgetown Land Use Bylaw Map to rezone the land identified as parcel PID 05149976 at 271 Granville Street in the Community of Bridgetown, from the Institutional (I1) Zone to the Downtown Commercial (C1) Zone; and to set Tuesday, November 22, 2022 at 11:00 a.m. for the public hearing.

Moved: Deputy Warden Gunn
Seconded: Councillor Hudson
Motion carried unanimously.

Re: 2022-07-28 Lawrencetown Source Water Protection Committee Report -

To receive for information.

Moved: Councillor Redden
Seconded: Deputy Warden Gunn
Motion carried unanimously.

Re: 2022-09-07 Fire Services Committee Report

To receive for information.

Moved: Councillor Redden
Seconded: Deputy Warden Gunn
Motion carried unanimously.

Re: 2022-009-14 Fences Arbitration Committee Report

To receive for information.

Moved: Councillor Redden
Seconded: Deputy Warden Gunn
Motion carried unanimously.

Re: 2022-09-26 Lawrencetown Village Commission Report

To receive for information.

Moved: Deputy Warden Gunn
Seconded: Councillor Redden
Motion carried unanimously.

Re: Annapolis Valley Exhibition Committee Report

To receive for information.

Moved: Councillor Redden
Seconded: Deputy Warden Gunn
Motion carried unanimously.

NEW BUSINESS

Re: Warden's Report – Warden Parish provided a verbal report from his activities in September and early October.

Re: COVID-19-Related Policies and Practices - (submitted for discussion)

That municipal council rescind the following policy created by staff & council:

- 2.7.8 *COVID-19 Proof of Vaccination Policy* (October 19, 2021)

Moved: Deputy Warden Gunn
Seconded: Councillor Redden

To amend the motion to read '*suspend*' rather than '*rescind*' *pending the declaration by the government of a State of Emergency.*

Moved: Councillor LeBlanc
Seconded: Councillor Barteaux
Motion carried, 9 in favour, 1 against.

The Question was called on the motion as amended to read:
That municipal council *suspend pending the declaration by the government of a State of Emergency* the following policy created by staff & council:

- *AM-2.7.8 COVID-19 Proof of Vaccination Policy* (October 19, 2021)

Moved: Deputy Warden Gunn
Seconded: Councillor Redden
Motion carried, 9 in favour, 1 against.

That municipal council rescind the following policy created by staff & council:

- *AM-2.7.9 COVID-19 Response Policy* (October 19, 2021 and amended July 19, 2022)

Moved: Deputy Warden Gunn
Seconded: Councillor Redden
Motion withdrawn.

Re: 2022-10-04 Urgent Request from Mayor Mood, Town of Yarmouth

That the Warden write a letter to the Premier with copies to all other MLAs stating inter-alia that the ferry is a valuable resource; it creates positive effects for our province and its citizens and we strongly support its retention.

Moved: Councillor Morrison
Seconded: Deputy Warden Gunn
Motion carried unanimously.

Re: Amend CAO Selection Working Group

That municipal council amend the makeup of the CAO Selection Working Group to replace Councillor Barteaux with Councillor Hudson.

Moved: Councillor Morrison
Seconded: Deputy Warden Gunn
Motion carried unanimously.

Recess

3:32 p.m. – 3:43 p.m.

IN-CAMERA

That municipal council meet in-camera from 3:44 p.m. to 5:06 p.m. in accordance with Sections 22(2)(c) personnel matters and (e) contract negotiations of the *Municipal Government Act*.

Moved: Deputy Warden Gunn
Seconded: Councillor Hudson
Motion carried unanimously.

Amend the Order of the Day

To add item 5.11 SR2022-15 Seaside Communications Payment

Moved: Deputy Warden Gunn
Seconded: Councillor Longmire
Motion carried unanimously.

Re: SR2022-15 Seaside Communications Payment

That Municipal Council authorize the payment in the amount of \$177,410.30 to Seaside Communications to be expensed from the Sale of the Internet funds.

Moved: Deputy Warden Gunn

Seconded: Councillor Longmire

Motion carried unanimously.

5:00 p.m. STATED ADJOURNMENT

That Committee of the Whole adjourn its session at 5:08 p.m. until the next regular meeting scheduled for **Tuesday, November 8, 2022.**

Moved: Deputy Warden Gunn

Seconded: Councillor LeBlanc

Motion carried unanimously.

Warden

Municipal Clerk

To: Municipalities and Regional Centres for Education

From: Department of Municipal Affairs and Housing and Department of Education and Early Childhood Development

Re: Payment of Invoices by RCEs

The Department of Municipal Affairs and Housing (DMAH) and the Department of Education and Early Childhood Development (EECD) have been working collaboratively to get a better understanding of the charges municipalities and villages have invoiced to the Regional Centres for Education (RCEs), particularly considering *Education Act* amendments made in 2018 and what impact these amendments might have on charges being levied under the *Municipal Government Act* (MGA).

A long-term approach is under development; however, it is not ready at this time. In the short-term, outstanding invoices for municipal charges such as fire, sewer and wastewater will continue to be paid by RCEs without interest charges and, until a long-term approach is in place, new invoices from municipalities and villages will continue to be paid, as appropriate. As the long-term approach is determined, municipalities will be kept apprised through the appropriate methods outlined in the MGA.

I trust this letter and the plan outlined clears up any confusion about the payment of municipal charges.

Sincerely,



DM LaFleche



DM Penfound

Carolyn Young

From: LaFleche, Paul T <Paul.LaFleche@novascotia.ca>
Sent: November 1, 2022 10:46 AM
Subject: Payment of Invoices by RCEs
Attachments: DM 2022_Email_RCEs Municipalities_Fire-Sewer-Wastewater (003).pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good day,

Please find attached a letter from the Department of Municipal Affairs and Housing, and the Department of Education and Early Childhood Development regarding the Payment of invoices by RCEs.

Thank you.

Paul T. LaFleche
Deputy Minister



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 8, 2022
Prepared By: Wanda Atwell, RM Coordinator / Deputy Clerk
Report Number: SR2022-21 Annapolis County Municipal Housing Corporation Board Member Appointments
Subject: Annapolis County Municipal Housing Corporation Board Member Appointments to November 30, 2024

RECOMMENDATION(S):

THAT municipal council appoint Carol Ward, Ann Burns, Paula Bliz and Carly Floris to the Annapolis County Municipal Housing Corporation for a two-year term ending November 30, 2024;

THAT municipal council appoint Alnoor Rajan to the Annapolis County Municipal Housing Corporation for a third two-year term ending November 30, 2024; and

THAT municipal council extend the appointments of Nancy McGrath and Gail Grover to November 30, 2027 as requested by the Province (Seniors and Long Term Care), and by Resolution of the Board and Municipal Council's recent amendment of the Instrument of Incorporation.

LEGISLATIVE AUTHORITY

Annapolis County Municipal Housing Corporation, Instrument of Incorporation, amended by the resolution of the Board on May 20, 2022, and amended by Municipal Council on July 19, 2022 by MOTION 220719.05. TMC Law to file approved resolutions with the Minister's office.

BACKGROUND

Three members of the Board resigned since the last round of appointments: Judy Green - November 19, 2021; Marilyn Booth - February 8, 2022; and Nicola McCarthy - May 23, 2022. There's also been a vacant position on the Board since David Smith's resignation in 2021.

The Board is recommending the appointments of Carol Ward, Ann Burns, Paula Bliz and Carly Floris, as well as the re-appointment of Alnoor Rajan for a third two-year term.

To recognize the Department of Seniors and Long Term Care's request to maintain the current board during the period of construction of a new facility, as well as the Corporation's Resolution dated May 20, 2022, and Council's motion to amend the Instrument of Incorporation, staff recommend a formal motion detailing the extended appointments of Nancy McGrath and Gail Grover to November 2027.

DISCUSSION

The ACMHC's Instrument of Incorporation states "The Corporation shall consist of a minimum of six (6) members and a maximum of eight (8) members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, ..."

Carol Ward joined the ACMHC as a new Director in November 2021. Ann Burns and Paul Bliz joined as new Directors on May 20, 2022. Carly Floris joined as a new Director on September 16, 2022. They all reside in Annapolis County.

Alnoor Rajan has served two, two-year appointments – a total of four years. Under the Terms of the Instrument of Incorporation, Section 1(e) "a member may be reappointed after serving four (4) consecutive years, for not more than two (2) additional two(2) year terms to fill vacancies or to provide for staggering of member terms." He is eligible for re-appointment.

FINANCIAL IMPLICATIONS

None known.

POLICY IMPLICATIONS

None known.

ALTERNATIVES / OPTIONS

There are no options. Section 1 of the Instrument of Incorporation states, "The corporation shall consist of a minimum of six (6) Members and a maximum of eight (8) Members ...". Failing to recommend the appointments would decrease the Board's membership to less than six members and the Board could not operate.

NEXT STEPS

If approved, send a letter to the ACMHC Board Chair notifying of the appointments of Carol Ward, Ann Burns, Paula Bliz and Carly Floris, and the re-appointment of Alnoor Rajan.

ATTACHMENTS

- Email from Helen Huntley, ACMHC Board Chair
- Email from Jon Cuming, TMC Taylor MacLellan Cochrane Lawyers
- Resolution of the ACMHC dated 20 May 2022
- MOTION 220719.05 ACMHC Instrument of Incorporation Amend

Prepared by:

Carolyn Young, Municipal Clerk

Approved by:



Doug Patterson,
Interim Chief Administrative Officer

Approval Date:

Nov 2, 2022

Wanda Atwell

From: Carolyn Young
Sent: September 20, 2022 7:27 AM
To: Wanda Atwell
Subject: Fwd: APPOINTMENTS TO THE ANNAPOLIS COUNTY MUNICIPAL HOUSING CORPORATION BOARD

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: ACMHC

Carolyn A Young
Municipal Clerk
(902) 532-3136
cyoung@annapoliscounty.ca
www.annapoliscounty.ca

Begin forwarded message:

From: Helen Huntley <hhuntley@mountainsandmeadows.ca>
Date: September 19, 2022 at 10:53:22 PM ADT
To: Carolyn Young <CYoung@annapoliscounty.ca>
Subject: APPOINTMENTS TO THE ANNAPOLIS COUNTY MUNICIPAL HOUSING CORPORATION BOARD

Hi Carolyn:

Firstly I would like to introduce myself to you as the new Chair of Mountains and Meadows Care Group. I was Vice Chair for the past 2 years and Acting Chair for the September meeting where I was elected as Chair of the Board. Our past Chair, [REDACTED] had an accident [REDACTED] so I was asked to be Acting Chair and then appointed Chair at that meeting.

I wish to submit to you the following changes:

1. Alnoor Rajan wishes to extend his term by 2 years to 2024. [REDACTED]
2. Judy Green RESIGNED November 19, 2021
3. Marilyn Booth RESIGNED February 8, 2022
4. Nicola McCarthy RESIGNED May 23, 2022

5. Carol Ward JOINED as a new Director in November of 2021 [REDACTED]

6. Ann Burns JOINED as a new Director on May 20, 2022 [REDACTED]

7. Paula Bilz JOINED as a new Director on May 20, 2022 [REDACTED]

8. Carly Floris JOINED as a new Director on September 16, 2022 [REDACTED]

I trust this is all the information you need, but should there be anything further, please feel free to contact me.

Helen Huntley
Board Chair

hhuntley@mountainsandmeadows.ca

[REDACTED]

From: Jonathan Cuming [<mailto:cuming@tmclaw.com>]
Sent: June 22, 2022 3:17 PM
To: Dawn Campbell <DCampbell@annapoliscounty.ca>
Subject: RE: Annapolis County Municipal Housing corporation - Amendment to Instrument of Incorporation

Ms. Campbell

Thanks for reaching out.

The Board of ACMHC, in 2015, passed a resolution of whereby it amended the Corp.'s Instrument of Incorporation, by removing the requirement that Councillors sit on the board and by changing the manner by which persons are appointed to the Board. That resolution was then passed by Council and sent to the Minister for approval (and subsequently approved).

Recently, as the ACMHC Board is overseeing the construction of a new facility, a request was made of the Board, by the Province (Seniors and Long-term Care) to maintain the current board during the period of construction. To facilitate that request, the Board is seeking to extend the terms of two its members. Such a change will require a further amendment to the Instrument of Incorporation.

The Board has passed a resolution approving the amendment (see attached).

I have attached a draft resolution for your Council to consider. If approved, I will undertake to file the resolutions with the Minister's office.

For some context, I have attached the documents that were generated during the 2015 revisions.

If you have any questions, please do not hesitate to call or write.

Regards,

Jon Cuming



MAKING SERVICE A MATTER OF PRACTICE SINCE 1835

Jonathan G. Cuming

Partner

cuming@tmclaw.com | www.tmclaw.com

Phone: 902.678.6156 Ext.#234 FAX: 902.678.6010

From: Dawn Campbell <DCampbell@annapoliscounty.ca>

Sent: June-20-22 4:01 PM

To: Jonathan Cuming <cuming@tmclaw.com>

Subject: FW: Annapolis County

Hi Mr. Cuming

Your email regarding an amendment to the Instrument of Incorporation for the Housing Corporation was forwarded to me for follow-up. If you would be able to provide me with the particulars for the changes I will facilitate obtaining required council approvals.

Dawn Campbell

Director of Legislative Services /
Deputy CAO

Telephone: (902) 532-2335

Fax: (902) 532-2096

Email:

dcampbell@annapoliscountry.ca

Website: AnnapolisCounty.ca



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Municipality of the County of
Annapolis

PO Box 100

752 St. George Street

Annapolis Royal, NS B0S 1A0



RESOLUTION

of the Members of the Annapolis County Municipal Housing Corporation
pursuant to subsection 15(1) of the *Municipal Housing Corporations Act*

WHEREAS the Annapolis County Municipal Housing Corporation (the "Corporation") is a body corporate established pursuant to the provisions of the *Municipal Housing Corporation Act* (the "Act");

AND WHEREAS subsection 15(1) of the Act authorizes and requires a municipal housing corporation to amend the instrument of incorporation by which it was established to provide for membership and other changes;

AND WHEREAS the Corporation is in the process of constructing a new long term care facility and would like the current Board of Directors to remain in place pending the completion of the project;

AND WHEREAS the Corporation wishes to amend its instrument of incorporation to so as to extend the terms of certain Board Members;

BE IT RESOLVED THAT:

The instrument of incorporation by which the Corporation was established and approved by Certificate of Incorporation dated October 3, 1984 (the "Instrument of Incorporation") and amended from time to time, is hereby amended as follows:


1. Deleting in full the third paragraph of the Instrument of Incorporation of the Annapolis County Municipal Housing Corporation replacing it with the following:

The corporation shall consist of a minimum of six (6) Members and a maximum of eight (8) Members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, as follows:

- a. None of the members shall be a Councillor of the Municipality of the County of Annapolis;*
- b. No Member shall be in a family relationship with or associated as a partner or business associate with any other member of the Board;*
- c. The regular term of appointment as a Member is two (2) years;*
- d. A Member may be reappointed for an additional two (2) year appointment;*

- e. A Member may be reappointed, after serving four (4) consecutive years, for not more than two (2) additional two (2) year terms to fill vacancies or to provide for staggering of Member terms. A Member shall not serve on the Board for more than eight (8) consecutive years;
- f. A Member who has served on the Board for the maximum eight (8) consecutive years shall be eligible for membership again after an absence from the membership for at least one (1) year.
- g. Notwithstanding eight (8) year term limit described in section (e), two members, Nancy McGrath and Gail Grover, whose current terms end in November 2023, shall be permitted to remain on the Board until November 2027, which term extension was recommended by the Department of Seniors and Long Term Care.

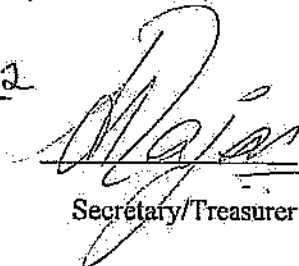
DATED at BRIDGEVIEW, Nova Scotia, this 20 day of May, 2022.



Helen Huntley

I, the undersigned, Secretary/Treasurer of the Corporation, hereby certify under the corporate seal of the Corporation, that the resolution set forth on these pages is a true copy of the resolution passed at the meeting of the membership of the Corporation held at Br. J. Nova Scotia, this 20th day of May, 2022.

Dated at Br. J. Nova Scotia, this 20th day of May, 2022.


Secretary/Treasurer

(Seal)

Wanda Atwell

From: Carolyn Young
Sent: September 20, 2022 4:23 PM
To: Wanda Atwell
Subject: Motion 220719.05 ACMHC Instrument of Incorporation - Amend

Wanda, I believe this is what you are looking for:

MOTION 220719.05 ACMHC Instrument of Incorporation Amend

That Municipal Council amend the instrument of incorporation by which the Annapolis County Municipal Housing Corporation was established and approved by Instrument of Incorporation dated October 3, 1984 (the "Instrument of Incorporation"), and amended from time to time, is hereby amended by:

1. Deleting in full the third paragraph of the Instrument of Incorporation of the Annapolis County Municipal Housing Corporation replacing it with the following:
The corporation shall consist of a minimum of six (6) Members and a maximum of eight (8) Members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, as follows:
 - a. None of the members shall be a Councillor of the Municipality of the County of Annapolis;
 - b. No Member shall be in a family relationship with or associated as a partner or business associate with any other member of the Board;
 - c. The regular term of appointment as a Member is two (2) years;
 - d. A Member may be reappointed for an additional two (2) year appointment;
 - e. A Member may be reappointed, after serving four (4) consecutive years, for not more than two (2) additional two (2) year terms to fill vacancies or to provide for staggering of Member term. A Member shall not serve on the Board for more than eight (8) consecutive years;
 - f. A Member who has served on the Board for the maximum eight (8) consecutive years shall be eligible for membership again after an absence from the membership for at least one (1) year.
 - g. Notwithstanding the eight (8) year term limit described in section (e), two members, Nancy McGrath and Gail Grover, whose current terms end in November 2023, shall be permitted to remain on the Board until November 2027, which term extension was recommended by the Department of Seniors and Long Term Care.
- Moved: Deputy Warden Gunn
Seconded: Councillor Longmire
Motion carried unanimously.

Carolyn Young
Municipal Clerk / Executive Assistant

Telephone: (902) 532-3136

Fax: (902) 532-2096

Email: cyoung@annapoliscounty.ca

Website: AnnapolisCounty.ca



Municipality of the County of Ann
PO Box 100
752 St. George Street
Annapolis Royal, NS B0S 1A0





STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 8, 2022
Prepared By: Dawn Campbell, Director Legislative Services
Report Number: SR2022-22 AM-1.4.22 Traffic Authority Policy New
Subject: Approve *AM-1.4.22 Traffic Authority Policy*
(7 day notice)

RECOMMENDATION(S):

That municipal council approve *AM-1.4.22 Traffic Authority Policy* as circulated; 7 day notice.

LEGISLATIVE AUTHORITY

Section 299, *Municipal Government Act*, as amended
Section 86, *Motor Vehicle Act*, as amended

BACKGROUND

In the past the County Traffic Authority has been appointed by council by resolution. This has been in accordance with the provisions of the *Motor Vehicle Act*.

It has come to our attention that the *Municipal Government Act* [Sub-section 311 (2)] states the appointment should be done by policy. Accordingly, we are seeking the approval of a policy to appoint the Traffic Authority. This will meet the requirements of the *Municipal Government Act* and exceed the requirements of the *Motor Vehicle Act*.

DISCUSSION

For reference, excerpts from the *Municipal Government Act* and *Motor Vehicle Act* are attached.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

No other legal options are apparent

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

AM-1.4.22 Traffic Authority Policy

Excerpt from Municipal Government Act

Excerpt from Motor Vehicle Act

Prepared by:

Dawn Campbell, Director of Legislative Services

Reviewed by:

Jim Young, Director of Municipal Operations / Municipal Engineer

Approved by:**Approval Date:**

Nov 2, 2022

Doug Patterson

Interim Chief Administrative Officer

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM -1.4.22
Section Municipal Services	Subject Traffic Authority Policy	

1.0 Purpose

To appoint the Traffic Authority for the County of Annapolis

2.0 Scope

This Policy provides for the formal appointment of a Municipal Traffic Authority within the Municipality of the County of Annapolis to exercise the powers of a traffic authority pursuant to the *Motor Vehicle Act*.

3.0 References

- 3.1 Section 299, *Municipal Government Act*, as amended
- 3.2 *Motor Vehicle Act*, as amended

4.0 Definitions

Unless otherwise defined below, terms used in this policy shall have the same meaning as those defined in the *Motor Vehicle Act*:

- 4.1 CAO means the Chief Administrative Officer for the Municipality of the County of Annapolis.
- 4.2 Director of Municipal Operations means the employee of the Municipality of the County of Annapolis who has been so designated by the CAO.
- 4.3 County refers to the Municipality of the County of Annapolis.

5.0 Scope

- 5.1 The Traffic Authority shall exercise their authority in regard to municipal streets or roadways located within the community of Bridgetown and any other municipally-owned streets or highways located in the County, excluding those for which the Provincial Traffic Authority has authority.

6.0 General Provisions

- 6.1 The role of the Traffic Authority is to direct and regulate traffic on municipally-owned streets and roadways as outlined in the *Motor Vehicle Act* and its regulations.
- 6.2 Pursuant to Section 311 of the *Municipal Government Act*, as amended from time to time, the Director of Municipal Operations is hereby appointed as the Traffic Authority for the County.
- 6.3 Pursuant to Section 86 of the *Motor Vehicle Act*, as amended from time to time, the Municipal Clerk shall notify the Provincial Traffic Authority of this appointment.

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

Excerpt from Municipal Government Act regarding Traffic Authority

Traffic authority

311 (1) In this Section, "highway" and "Provincial Traffic Authority" have the same meaning as in the *Motor Vehicle Act*.

(2) The council may, by policy, appoint a traffic authority for all or part of the municipality.

(3) A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the *Motor Vehicle Act*.

(4) The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.

(5) Where there is no traffic authority appointed by a council, the Minister of Public Works may appoint a traffic authority to hold office until the council appoints a traffic authority.

(6) Where it appears to the Minister of Public Works that a traffic authority appointed by the council is not performing the duties and functions of a traffic authority, the Minister of Public Works may cancel the appointment of the traffic authority.

(7) The Provincial Traffic Authority has, with respect to

(a) highways vested in Her Majesty in right of the Province;

(b) highways in areas of a municipality for which there is no traffic authority; and

(c) highways in a municipality that have been designated by the Minister of Public Works as main travelled or through high-ways,

the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*.

(8) The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has authority, the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*. 1998, c. 18, s. 311; O.I.C. 2007-553; O.I.C. 2021-56; O.I.C. 2021-209.

Traffic authorities

- 86 (1) The Registrar or a person appointed by the Minister shall be the Provincial Traffic Authority.
- (2) The Minister may appoint a person in the public service to be Deputy Provincial Traffic Authority who shall perform such functions and duties as are prescribed by the Minister.
- (2A) The Minister may appoint district traffic authorities who shall perform such functions and duties and have such powers and authorities as are prescribed by the Minister.
- (3) In the absence or incapacity of the Provincial Traffic Authority, or when the office of Provincial Traffic Authority is vacant, the Deputy Provincial Traffic Authority shall perform the functions and duties and shall have the powers and authorities of the Provincial Traffic Authority.
- (4) The Deputy Provincial Traffic Authority may, upon the direction of the Minister or the Provincial Traffic Authority, perform the functions or duties or exercise the powers and authorities of the Provincial Traffic Authority.
- (5) A document which purports to be signed by the Deputy Provincial Traffic Authority shall be received in evidence without proof of the signature or the official character of the person appearing to have signed the document.
- (6) The council of a city or town may, from time to time, appoint the city or town manager, the chief of police, or some other official of the city or town, to be the traffic authority for the city or town.
- (7) The council of a city or town may, from time to time, appoint a member of the police force, or some other official of the city or town to be deputy traffic authority who, in the absence or incapacity of the traffic authority or in the event of his death or ceasing to hold the office, shall perform the duties and have all the authority of the traffic authority of the city or town.
- (8) The clerk of a city or town shall forthwith send to the Provincial Traffic Authority any resolution of the council passed under subsection (6) or (7).
- (9) When there is no traffic authority and no deputy traffic authority for a city or town the Minister may appoint a traffic authority to hold office until the council has appointed a traffic authority.

(10) If it is made to appear to the Minister that the traffic authority of a city or town is not carrying out his duties or performing his functions under this Act, the Minister, by letter to the mayor or clerk of the city or town, may cancel the appointment of the traffic authority.

(11) The Provincial Traffic Authority shall have, with respect to all provincial highways and highways within a city or town for which there is no traffic authority and no deputy traffic authority, all the powers conferred upon a traffic authority by or under this Act.

(12) Subject to subsection (13), the traffic authority for a city or town shall have, with respect to all highways within the city or town, all the powers conferred upon a traffic authority by or under this Act.

(13) When the Minister has determined that a highway or part of a highway within a city or town is a main travelled or through highway, the traffic authority for the city or town shall not exercise any powers as a traffic authority with respect to that highway or part without the approval of the Provincial Traffic Authority. R.S., c. 293, s. 86; 1995-96, c. 23, s. 2.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 8, 2022
Prepared By: Jim Young, P.Eng, Director of Municipal Operations
Report Number: SR2022-23 Sewer Invoice Town of Annapolis Royal
Subject: Payment of Sewer Invoice from Annapolis Royal

RECOMMENDATION(S):

That Municipal Council approve the payment of \$50,724.66 to the Town of Annapolis Royal for sewer services to be paid with funds carried forward from the previous fiscal operating budget.

LEGISLATIVE AUTHORITY

Municipal Government Act s. 65(A)(4)

BACKGROUND

The sewer contract between the Municipality and the Town of Annapolis Royal which has been in use since in some form since 1977 and has failed to be renewed in recent years. Since then, both municipalities have been operating under the terms of the agreement informally and the Municipality has been paying the sewer invoices as charged.

DISCUSSION

An invoice was received by staff for the sewer service for the sum of \$50,724.66 from the Town of Annapolis Royal in March 2022. The invoice was the subject of internal discussion on the merit of the charges and after recent positive meetings with the Town staff recommend payment of the invoice in full with the condition that the sewer agreement shall sunset with the payment of this invoice and prior to any future invoice payments a new agreement be struck. It was agreed that a new agreement would be based the actual cost of providing the service to all residents of Granville Ferry, Annapolis Royal and Lequille through sewer rate.

FINANCIAL IMPLICATIONS

This invoice has been accrued in the 2021/22 fiscal year as it was included in that operating budget. Therefore, there is no adverse financial impact because the funds have been carried forward to cover the full cost of the invoice.

POLICY IMPLICATIONS

Not applicable.

ALTERNATIVES / OPTIONS

- Continue to withhold payment and be in arrears with the Town

NEXT STEPS

If approved, staff will make payment on the invoice and continue to work toward a comprehensive rate study.

ATTACHMENTS

- Invoice dated March 31/22

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



National Historic District - Port Royal Established 1605

Town of Annapolis Royal

P.O. Box 310 Annapolis Royal

Nova Scotia B0S 1A0 CANADA

Telephone: 902-532-2043 FAX: 902-532-7443

e-mail: finance@annapolisroyal.com

INVOICE

<u>DATE</u>	<u>DETAILS</u>	
<u>AMOUNT</u>		
Apr 1/21 to	Lequille Sewage Treatment (as attached)	\$ 12,044.68
March 31/22	Lequille Sewage Collection (as attached)	\$ 11,894.70
	Granville Ferry Sewage Treatment (as attached)	\$ <u>26,785.28</u>
	Total 2021/2022 Expenses	\$ 50,724.66
	Balance Due	
	Upon Receipt	

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
SEWAGE AGREEMENT

2021/2022

LEQUILLE - SEWAGE TREATMENT

Expenses

Salaries and Benefits

Public Works \$73,567.55 x 50% \$36,783.77

Admin (9%) \$14,984.93 x 50% \$7,482.47

Vehicle/Equipment Expense

½ Ton and Backhoe (11%) \$1,071.16 x 50% \$535.58

Shop/Other Expenses

Public Works Shop (11%) \$1,499.54 x 50% \$749.78

Admin (9%) \$4,054.38 x 50% \$2,027.19

Sewage Treatment Plant Expenses

Nova Scotia Power \$ 19,449.70

Insurance \$ 2,373.00

Safety & UV Maintenance \$ 2,004.54

Pump Repairs \$ 2,279.69

Miscellaneous Expense \$ 1,173.20

Lagoon Maintenance \$

Samplings \$ 912.73

Total Sewage Treatment Expenses \$ 75,771.56

County Share: \$75,771.56 x 16.16% 12,224.68

Less: Grimm Property Allowance - \$ 200.00

Grand total Treatment Expenses, Lequille \$12,044.68

131/810.58 = 16.16%

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
SEWAGE AGREEMENT

2021/2022

LEQUILLE - SEWAGE COLLECTION

Expenses

Salaries and Benefits

Public Works \$73,567.55 x 50%	\$36,783.77
Admin (9%) \$14,964.93 x 50%	\$ 7,482.47

Vehicle/Equipment Expense

½ Ton and Backhoe (11%) \$1,071.16 x 50%	\$535.58
------------------------------------------	----------

Shop/Other Expenses

Public Works Shop (11%) \$1,499.54 x 50%	\$749.78
Admin (9%) \$4,054.38 x 50%	<u>\$2,027.19</u>

Total Sewage Collection Expenses	\$47,578.79
-----------------------------------------	--------------------

County Share: \$47,578.79 x 25.00%	\$11,894.70
-------------------------------------------	--------------------

131/524 = 25.00%

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
SEWAGE AGREEMENT

2021/2022

GRANVILLE FERRY - SEWAGE TREATMENT

Expenses

Salaries and Benefits

Public Works \$73,567.55 x 50%	\$36,783.77
Admin (9%) \$14,964.93 x 50%	\$ 7,482.47

Vehicle/Equipment Expense

½ Ton and Backhoe (11%) \$1,071.16 x 50%	\$535.58
------------------------------------------	----------

Shop/Other Expenses

Public Works Shop (11%) \$1,499.54 x 50%	\$749.78
Admin (9%) \$4,054.38 x 50%	\$ 2,027.19

Sewage Treatment Plant Expenses

Nova Scotia Power	\$ 19,449.70
Insurance	\$ 2,373.00
Safety & UV Maintenance	\$ 2,004.54
Pump Repairs	\$ 2,279.69
Miscellaneous Expense	\$ 1,173.20
Lagoon Maintenance	\$
Samplings	\$ 912.73

Total Sewage Collection Expenses	\$ 75,771.65
-----------------------------------------	---------------------

County Share: \$75,771.65 x 35.35%	\$26,785.28
-------------------------------------------	--------------------

286.58/810.58 = 35.35%



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 8, 2022
Prepared By: Nancy Whitman, Recreation Coordinator
Report Number: SR2022-24 2022/23 Community Grants Wilmot Mountain United Baptist Church Application
Subject: 2022-23 Community Grants – Application from the Wilmot Mountain United Baptist Church.

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$1,300 to Wilmot Mountain United Baptist Church to assist with their Mount Rose Church Restoration Project from the Capital Projects Assistance Program, Small Project Matching 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 Wilmot Mountain United Baptist Church is applying for a Capital Projects Assistance Program, Small Project Matching Grant in the amount of \$1,300 to assist with their Mount Rose Restoration Project. They are removing existing vinyl siding, repairing a window, shingles and painting.

They have indicated in their application that the church is the oldest surviving and continues to operate on the North Mountain. They intend on applying for County Heritage status once the project is complete. There was an attempt over 20 years ago to seek the designation, and the vinyl siding prevented this. This historic church is currently used for a tri-weekly service partnering with churches in Port Lorne, St. Croix Cove and occasionally Hampton. In addition to this the church has been used to host community concerts because of its acoustics and seating capacity. A project description and some history from the applicant can be found at Appendix A.

The total cost of the projects listed on the application is \$4,278.00. In addition to applying for a county grant they have also applied to the Nova Scotia Heritage Trust for the same amount of \$1,300, this is still pending approval. The Wilmot Baptist Church will contribute the remaining amount.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$28,376.70 remaining for community grants under policy AM-1.4.9 in the current fiscal year. If this recommendation is approved for \$1,300 there will be \$27,076.70 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; 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 Project Description; and
Appendix B – Additional Information Provided by Applicant.

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

Appendix A – Applicant Project Description

Wilmot Mountain Baptist Church

c/o Bill Linley

652 Port Lorne Road

Port Lorne, Nova Scotia B0S 1R0

Restoring a Heritage Building in Mount Rose



Precis – Built in 1835 and surviving as the oldest on the North Mountain, Wilmot Mountain Baptist Church is seeking \$1,300 to remove vinyl siding, and repair and repaint the exterior. The church intends to be the newest addition to Annapolis County's list of heritage sites.

History – The Mount Rose Church has been referred to as the "Wilmot Mount Baptist Church" in the earlier years of its church history; however, it is properly known as the Wilmot Mountain United Baptist Church. Although the original deed for the church is unrecorded, it is known that the property has "been in possession of the Trustees of the Wilmot Mountain Baptist Church for a long period of years." A deed transaction recorded Sept. 30, 1913, indicates that this church property is included in the deed transfer. The Bridgetown Monitor (1922) noted that the "Wilmot Mountain Baptist Church, which had been erected in 1835, was being painted." The construction date makes it by far the oldest church on the North Mountain and it is remarkable that it continues to serve its original purpose.

Project – Some twenty-five years ago, the church elders sought to register the property as an historic site with the County of Annapolis. Ultimately, they withdrew the application as they

were unwilling to remove the vinyl siding from the front of the church which is understood to have been the only impediment to approval. Now, it is proposed to seek heritage designation following removal of the siding and restoration of the outside of the structure. Once the siding is removed, our intention is to repair any damaged shingles and repair a window at the rear of the church. Following these repairs, it is proposed to paint the outside of the church in its classic appearance of white with red trim.

Architectural Comment – Vernacular style, 1 ½ storey, wooden structure. Central entryway with medium pitched gable roof, and elliptical fan light. Gothic style windows.

Background – At the expense of the congregation, the foundation and rear wall of the church were repaired at a cost of over \$3,000 in March 2021. Also, a classic Schubert piano was purchased and restored in September 2021 at a cost of over \$500 so that music may easily be enjoyed again in this historic building.

The congregation recently benefitted by way of a contribution of \$6,470.44 from the Small Business Energy Solutions Program of Efficiency Nova Scotia. Three high-efficiency Daikin heat pumps were installed at a pre-tax cost of \$15,677. They should significantly extend the operating season of the church.

Benefits – The church is presently used for a tri-weekly service partnering with churches in Port Lorne, St. Croix Cove and, from time to time, Hampton. Together with the church in Phinney Cove, these churches are informally called the *Churches by the Sea* and share an active and vibrant congregation. This pattern is expected to continue in the future. The church has been used over the years as a venue for musical concerts in the surrounding community as it has excellent acoustics and a generous seating capacity to welcome residents and guests. This will continue.

We believe that the proposed assistance from the Municipality of the County of Annapolis will well position Wilmot Mountain Baptist Church for a successful application to join the County's cadre of heritage properties.

Appendix B – Additional Information Provided by Applicant

Significant Benefit to the Region

In the past, the church has been used to host community concerts because of its size and, particularly, its excellent acoustics. Since that time, we have purchased and refurbished a period piano. Noted local performer John Montgomerie plays it regularly and he often remarks on the brilliance of its sound. Together with the attributes of the building, the notable piano and the sought-after heritage designation, we believe that the building is better positioned to welcome concerts and similar performances in the future. By intention, these concerts are open to all in the County and beyond and we are eager to see such events happen on a regular basis.

We have not started the heritage approval process as it is our understanding that we will not qualify unless and until the vinyl siding is removed. Hence, our desire to remove the siding and to restore the structurally unsound window so that we may proceed with the application for a heritage designation. Of course, we are open to apply now should that enhance our opportunity for funding.

I hope this is helpful and remain willing to provide any additional information that you require.

Bill



STAFF REPORT

Report To: Committee of the Whole

Meeting Date: November 8, 2022

Prepared By: Nancy Whitman, Recreation Coordinator

Report Number: SR2022-25 2022-23 Community Grants Fundy Folk Association (Evergreen Theatre)
Application

Subject: 2022-23 Community Grants – Application from the Fundy Folk Association (Evergreen Theatre).

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$2,000 to Fundy Folk Association (Evergreen Theatre) to assist with their roof re-shingling project 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 Fundy Folk Association (Evergreen Theatre) is applying for a Community Halls and Centres Assistance Program Grant in the amount of \$2,400 to assist with their roof re-shingling project.

The association offers professional performing arts with a focus on music. They provide cultural enrichment, and social and volunteer opportunities for the rural community. They also provide a performance venue, meeting and workshop space for the use of the local community. They plan on re-shingling the north side of the roof and the repairs are needed as they have been cautioned by their insurance company. A project description from the applicant can be found at Appendix A.

The total cost of the repairs listed on the application is \$5,850. In addition to applying for a county grant they have indicated that they have enough funds to cover the remaining cost.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$28,376.70 remaining for community grants under policy AM-1.4.9 in the current fiscal year. If the previous recommendation is approved and this application is approved for

\$2,400 there will be \$24,676.70 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; 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 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

Appendix A – Applicant Project Description

Roof Re-shingling Project

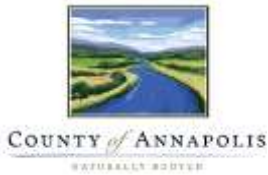
The Evergreen Theatre's roof had not been re-shingled in excess of 25 years before the south half had to be re-done in 2017 prior to building our addition. It is now time to re-shingle the north side of the roof.

An estimate of \$5850 (plus tax) has been received.

Due to recent fundraising we do have funds that we can devote to this project to make up the difference between the County Grant and the project cost.

We have been cautioned by our insurance company that the work needs to be done soon, and they have in fact exempted their liability from any roof caused damages until the repairs are made.

David O'Leary



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 8, 2022
Prepared By: Nancy Whitman, Recreation Coordinator
Report Number: SR2022-26 Community Grants Granville Centre community Hall Association Application
Subject: 2022-23 Community Grants – Application from the Granville Centre Community Hall Association.

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$1,200 to the Granville Centre Community Hall Association to assist with their heating system upgrade project 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 Centre Community Hall Association is applying for a Community Halls and Centres Assistance Program Grant in the amount of \$1,200 to assist with their heating system upgrade project.

The community hall is used for a variety of activities all year long. Community events, fundraisers, activities, and municipal events like a polling station and planning meetings. Their oil tank is at the end of its life span and they want to upgrade to a more efficient heating system and install heat pumps. A full project description from the applicant can be found at Appendix A.

The total cost of the heating system upgrade listed on the application is \$4,369.98. In addition to applying for a county grant they have indicated that they are fundraising the remaining amount of \$3,169.98.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$28,376.70 remaining for community grants under policy AM-1.4.9 in the current fiscal year. If the previous two recommendations are approved and this application is approved for \$1,200 there will be \$23,476.70 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; 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 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

Appendix A – Applicant Project Description

Granville Centre Community Hall Association

Community Grants Program,

County of Annapolis

752 St. George St, PO Box 100,

Annapolis Royal, NS

B0S 1A0

October 18, 2022

Please find attached our completed Grant Application Form, including a list of the executive, a copy of our Constitution and Bylaws and our most recent financial statements.

Our community hall is a not for profit, volunteer run hall. It is an important part of the community and prior to Covid changing many things in our lives, was host to our regular pot-lucks, crafts, and other events including card parties and music. While our activities were restricted as a result of the pandemic, more recently we have had a few local rentals for a variety of events, have hosted fundraising events, and as well have more community functions planned for the next few months. We look forward to eventually resuming all of our events and activities as soon as our community members feel safe doing so.

The hall is also a place for local groups and others to conduct meetings, hold social gatherings, birthday, anniversary and wedding celebrations, as well a location for groups such as the local Granville Centre United Baptist Church to hold their luncheons, socials and other functions including their fundraising. As part of our rentals the hall is also used by others, such as being used as an election polling station. More recently the hall has been used by Annapolis County for the Planning – Land Use – Strategy public meeting for our community, and is booked for the Annapolis County upcoming information session on October 28th, 2022. The hall has been a vital and active part of the community and area for many years, and provides a place to gather, socialize and attend events and meetings all of which are valuable and important to all, including our senior population.

The project for which grant assistance is being requested is to enable us to upgrade our heating system. We currently heat with oil, and our oil tank is now 15 years old and poses a potential risk of a leak. In addition our insurance company will require us to replace it in order to maintain our insurance with them. That combined with the cost of furnace oil, and more importantly, a desire by the executive to move to a more efficient and environmentally friendly heating source, we hope to upgrade to a heat pump heating system.

The estimate received to complete the upgrade to a heat pump heating system is \$3,799.98 plus tax, for a total of \$4,369.98.

If there any questions please contact the undersigned.

Thank you for your kind consideration.

A handwritten signature in black ink, appearing to read 'Ian Weston', with a long horizontal flourish extending to the right.

Ian Weston – Treasurer



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 8, 2022
Prepared By: Nancy Whitman, Recreation Coordinator
Report Number: SR2022-27 Community Grants Margaretsville Baptist Church Application
Subject: 2022-23 Community Grants – Application from the Margaretsville Baptist Church.

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$1,312.86 to the Margaretsville Baptist Church to assist with their Picnic Table Shelter project 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 Margaretsville Baptist Church is applying for a Community Programs Assistance Fund Grant in the amount of \$1,312.86 to assist with their Picnic Table Shelter project.

The Margaretsville Baptist Church has an outdoor space behind the church which is a grassy area with three picnic tables. The area is used by tourists, cottagers, and visitors to the area. They also operate a café every Friday over the summer months and weather permitting it is held outside in this area. Their project is to construct picnic table shelters to protect users from the elements. A letter from the applicant can be found at Appendix A.

The total cost of the three shelters is \$2,625.72. The cost of one table shelter has been donated. In addition to applying for a county grant the church will cover the remaining cost. They indicated any amount approved would be appreciated.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$28,376.70 remaining for community grants under policy AM-1.4.9 in the current fiscal year. If the previous three recommendations are approved and this application is approved for \$1,312.86 there will be \$22,163.84 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; 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 Letter.

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

Appendix A – Applicant Letter

①

October 8, 2022

To Whom It May Concern:

Attached please find an application form requesting a grant towards the cost of two picnic table shelters.

Behind the Margaretsville Baptist Church there is an area that is grassy and has trees. This is where our picnic tables are located.

Over the summer months the church has a cafe every Friday morning and coffee, tea, and sweets are provided by donation.

②

When the weather permits the
Lafe is held outside at the
picnic tables otherwise it is
held in the vestry of the
church.

We have three picnic tables
that are not only available
for the Lafe but also can
be used by tourists, cottagers,
and visitors to the community.
Presently we have materials that
were donated for one of the
shelters and we are applying
for a grant to cover the cost for
materials for the other two shelters.
Any amount of grant approved
would be greatly appreciated.

(3)

Thanking you in advance
for considering our application.

Sincerely,

Madeline M. Ross

Member of the Margaretsville
Baptist Church and member
of Fund Raising Group.

Phone # [REDACTED]



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 8, 2022
Prepared By: Nancy Whitman, Recreation Coordinator
Report Number: SR2022-28 2022-23 Community Grants Melvern Square and Area Community Centre Association
Subject: 2022-23 Community Grants – Application from the Melvern Square & Area Community Centre Association.

RECOMMENDATION(S):

That Municipal Council approve a grant in the amount of \$2,400 to the Melvern Square & Area Community Centre Association to assist with an electrical service upgrade to the community 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 Melvern Square & Area Community Centre Association is applying for a Community Halls and Centres Assistance Program Grant in the amount of \$2,400 to assist with upgrading their electrical service.

The Melvern Square & Area Community Centre had sustained damage in January of 2022 from a winter storm. The electrical service was pulled off the building. They were informed by Nova Scotia Power that their service had to be upgraded prior to permanent re-connection. They are currently using a temporary service. They have provided a quote from a local company to do the required work.

The quoted cost of the electrical service upgrade is \$8,406.20. The association has indicated that if the grant is approved they will contribute the remaining \$6,006.20 required for the project.

FINANCIAL IMPLICATIONS

The 2022-23 General Operating Budget has \$28,376.70 remaining for community grants under policy AM-1.4.9 in the current fiscal year. If the previous four recommendations are approved and this application is approved for \$2,400 there will be \$19,763.84 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; 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 Email.

Prepared by:

Nancy Whitman, Recreation Coordinator

Reviewed by:

Dawn Campbell, Director of Legislative Services / Deputy CAO

Approved by:**Approval Date:**

Nov. 2, 2022

Doug Patterson
Interim Chief Administrative Officer

Appendix A – Applicant Email

Nancy Chisholm

From: Karie-Ann Saltzman <karieparsons@hotmail.com>
Sent: October 26, 2022 3:59 PM
To: Nancy Chisholm
Subject: Community Grants Program
Attachments: ESTIMATE-1476-MelvornCommunityHall-July26,2022.pdf; GrantApplication Oct 26.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Grant Application

Good afternoon Nancy,

Please find attached application for Community Grants Program for Electrical Upgrades at the Melvern Square Community Center. We had our service pulled off the building back in January 2022 from one of the wonderful winter storms. We had an electrician come and with NS Power to get us connected but were informed that we need to upgrade our service, please see the estimate attached. We are currently running on a temporary service and need to get the upgrade completed.

We have various community groups that use the hall on a daily basis, ie. True Leverage Alliance Jiu Jitsu Club, Precision Dance Group, and TOPS. The Melvern Square United Baptist Church held a ticket auction fundraiser on the weekend and there are numerous other community organizations that use the hall as well. These groups depend on us.

Please consider our application for the Community Grants Program.

Regards,
Karie-Ann



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: November 8, 2022
Prepared By: Angela Anderson, Manager of Finance
Subject: November Finance Department Update

ORIGIN

This report has been prepared to increase transparency and accountability and provide members of Council the opportunity to ask questions.

LEGISLATIVE AUTHORITY

There is no legislative requirement to provide these updates.

BACKGROUND

The finance department is in a period of transition from manual processes to automation. Staff time is consumed by these manual processes and prevents the department from performing critical tasks such as analysis, forecasting, long-term planning or other strategic priorities.

The transition to automation will provide more timely access to more accurate data and provide some capacity in the existing staff to perform these important strategic tasks to help move the County forward.

DISCUSSION

There are a number of very exciting initiatives in the finance department that are striving to achieve this and improve customer service for residents, internal departments, and external stakeholders, including Council.

Finance Department Initiatives:

1. Audit 2021/22 – this is underway and expected to be completed much sooner than the prior year. With the additional (contract) capacity this will enable us to commence the 2022/23 audit earlier with a more reasonable completion target with minimal to no disruption to funding and provincial approvals.
2. New chart of accounts – the GL was created in the late 1990's and has not been updated since, but modified as the operation changed over time. Therefore, like many other municipalities the County has a dated GL that no longer enables effective budgeting or reporting. I have written and implemented 3 chart of accounts to date, with a fourth written and am excited for the positive impact this will have for the County.
3. Financial Software Review – aligned with the need for asset management software it is an optimal time to source one software solution that can integrate and coordinate all County departments providing automated processes along the way. There is additional information in the November Committee of the Whole report for software.
4. 2023/24 Budget – as can be seen as part of this agenda, significant analysis has been provided to Council regarding the cost pressures and impacts of the market conditions to

kick of the budget planning process. This includes a proposed timeline for approval. Staff will be starting this process in November 2022.

5. Asset Retirement Obligations – this is a new reporting measure that will impact financial statements for 2022/23 fiscal (current). This includes identifying all assets, determining if there is a potential legal obligation to remediate an asset upon disposal, estimation of the future cost of remediation, and recognition of the liability on the financial statements. This is a labour intensive process requiring substantial documentation and will be a critical component of the next audit.
6. Investments – investments are the only untapped revenue source for many municipalities and I have successfully, and safely invested for Municipalities previously with great success. Included in this agenda is an update on our investments to date for the County with a positive result.
7. Upcoming RFP's include a banking RFP, insurance RFP, and an audit RFP as we are due for these processes and operating on expired contracts at this time. Due to the capacity with staff, we will roll these out as soon as they are able to be effectively managed, with the banking RFP a priority for potentially reducing bank charges and increasing interest income.
8. Banking Consolidation – combining funds at RBC in order to save bank charges and increase efficiency by reducing manual entries and eliminate the issue of not settling debts between the operating, capital, and water funds. This was identified in the audit management letter for the prior audit so this will also help correct that.

Operational Items:

- Tax sale process for the current fiscal is underway
- Finance counter is downstairs while they finish up the renovations for the new front entrance to the building
- 2023/24 budget planning and internal discussions have begun

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report as it is for information purposes only.

POLICY IMPLICATIONS

There are no existing policy implications, but Council can expect to see a series of policy updates and additions in the coming months.

ATTACHMENTS

There are no attachments included with this report.

Prepared by:

Angela Anderson, Manager of Finance

Approved by:



Doug Patterson
Interim Chief Administrative Officer

Approval Date:

Nov 2, 2022



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: November 8, 2022
Prepared By: Angela Anderson, Manager of Finance
Subject: 2023/24 Budget Planning

ORIGIN

To outline the landscape and timing of the 2023/24 capital and operating budgets for the County for planning and transparency purposes.

LEGISLATIVE AUTHORITY

Municipal Government Act
Financial Reporting and Accounting Manual (FRAM)

BACKGROUND

Historically budgets have been prepared by adding a co-efficient (example: CPI) onto the line items.

Budget methods¹:

1. Line-item budgets – budgeted based on financial statement item rather than service provided which is not effective for the County's purposes as we need to be able to appropriately cost our various services
2. Program Budgets – budgets are set for different projects, or in the County's case, various services and departments
3. Capital Budgets – this will be completed in conjunction with the operating budget as it is all one plan for the upcoming year and the resources are shared. Additionally, capital projects often have operating impacts (ex. Additional resources needed for a new facility).
4. Performance Budgeting – developed based on the correlation between funding and expected results
5. Budgeting for Outcomes – the budget is developed on the final outcome of expected results rather than from prior year budgets
6. Zero Based Budgeting – department heads are required to build a budget from the ground up to ensure appropriate documentation to establish a base

Typically budgets are prepared as program budgets with increases/decreases required based on information at hand during development. The County has seen staff changes and operational/directional changes in addition to a potential new strategic plan. As a result a zero-based budget is recommended in order to organize the budget in a way that represents current

¹ <https://mrsc.org/Home/Explore-Topics/Finance/Budgets/Budgets.aspx#:~:text=Budget%20Types%20and%20Methods,-There%20are%20several&text=Over%20time%2C%20local%20governments%20have,%2C%20and%20zero%2Dbase%20budgeting.>

operations as well as places accountability on staff to ensure we have analysed the current needs of the organization.

All historical comparisons will be provided as in the past, the zero-based budget just focuses on re-adjusting what we need currently to reflect the operation.

DISCUSSION

The approach for the 2023/24 budget will be a zero based budget approach combined with a program/service budget in which all budget amounts start at zero and are reported by service provided. This will ensure staff are creating a more accurate, updated baseline in which to base budgets going forward.

We need to ensure we are asking only for what is required to operate for the existing fiscal year and document the baseline for future analysis and budget reviews.

Goals for this budget:

- Establish a well-documented base budget that be utilized going forward that can be adapted annually based on the strategic initiatives and CPI
- Increased accountability and transparency
- Accurate service costing for greater ability to predict and assess results/outcomes
- Provide education to staff and Council how the budgets are developed to help understand the final document and what the levy supports

Municipal Price Index

Expense	Total Budget (\$) 22/23	Total Budget (%)	CPI Increase	Levy Increase (\$)	Levy Increase (%)
Insurance	154,511	0.72%	15.00%	23,177	0.11%
Energy Costs (heat/hydro)	202,000	0.94%	46.10%	93,122	0.43%
Salaries & Benefits (COLA)	4,688,935	21.72%	1.50%	70,334	0.33%
Fleet & Equipment	73,300	0.34%	18.00%	13,194	0.06%
Fuel	118,035	0.55%	48.20%	56,893	0.26%
Infrastructure	8,517,673	39.45%	1.90%	161,836	0.75%
Other Expenses	7,835,148	36.29%	6.70%	524,955	2.43%
	21,589,602			943,510	4.37%

What this means:

- Increase to the levy from last year of \$943,510 (excluding assessment growth)
- Increase to the rate from \$1.025/\$100 assessment to \$1.096/\$100 assessment just resulting from projected inflationary pressures
- Assessment growth is predicted to be higher than last year which was \$1.015M. This would cover the inflationary pressures in this budget cycle

Industry Trends and Cost Pressures

Inflation

Consumer Price Index – Statistics Canada ²

The August 2022 CPI in Nova Scotia specifically for all items excluding energy and food is 6.7%. The main contributors are transportation and fuel costs at 18% and 48.2% respectively as well as energy at 46.1%.

Consumer Price Index – Bank of Canada ³

The Bank of Canada uses inflation measures as follows:

- CPI Trim – this measure filters out extreme price fluctuations with the intention to focus on trends rather than data outliers
- CPI Median – this is a weighted basket of price changes with reference to the 50th percentile (midpoint reflection)
- CPI Common – tracks common price changes across the categories in the CPI basket using the factor model

Inflation Measure	August 2022 Inflation
CPI Trim	5.2%
CPI Median	4.8%
CPI Common	5.7% ⁴

It is recommended that the CPI Median is utilized as this represents an average while minimizing the impact of extreme data variations. Therefore, staff will be directed to estimate the cost of operations factoring in the CPI median to determine the budget required. This does not necessarily mean more levy is required as we will be zero based budgeting this fiscal year.

Interest Rates

The policy rate set by the Bank of Canada impacts lending rates at financial institutions as well as investment returns. As this rate increases the cost of borrowing increases and so does the potential returns on investments like GIC's.

The table below shows the numerous increases in the policy interest rate throughout 2022. An article released articulating RBC's market outlook has called this one of the most aggressive rate hiking cycles in Canada in order to speed up the arrival of a moderate recession⁵.

² Statistics Canada. Table 18-10-0004-01 Consumer Price Index, monthly, not seasonally adjusted

³ <https://www.bankofcanada.ca/rates/indicators/key-variables/key-inflation-indicators-and-the-target-range/>

⁴ <https://www.bankofcanada.ca/rates/indicators/key-variables/key-inflation-indicators-and-the-target-range/>

⁵ <https://www.bloomberg.com/news/articles/2022-10-12/rbc-forecasts-canada-s-recession-will-come-early-in-2023>

In the event of a recession households and businesses withdraw from the markets and do not obtain debt or investments, causing the markets to react as well. Fiscal policy will respond to a recession by lowering interest rates to encourage economic injection back into the markets.

Date*	Target (%)	Change (%)
September 7, 2022	3.25	+0.75
July 13, 2022	2.50	+1.00
June 1, 2022	1.50	+0.50
April 13, 2022	1.00	+0.50
March 2, 2022	0.50	+0.25
January 26, 2022	0.25	---

6

What this means for the County is that interest rates are expected to increase 1-2 more times prior to any relief, but that relief is expected within the next 12 months. At that time the cost of borrowing becomes more affordable for the County, and inflation should be decreasing.

Property Assessment Growth

Assessment is the basis on which the levy is calculated so if assessment increases the overall levy, all else held constant, also increases helping to offset inflationary increases and other cost pressures.

These estimates come out in December or January typically from Property Valuation Services Corporation (PVSC), but based on deed transfer taxes received it is possible to estimate some trends. The 2022/23 fiscal year saw assessment growth of 5.4%, which helped Council keep the tax rate stable. The deed transfer taxes collected relating to this increase were \$1,552,419

The 2021/22 deed transfer taxes are relevant for the 2023/24 assessment roll and totalled \$2,726,968, which is a 76%. Many sales were to newcomers to Nova Scotia who are ineligible for the assessment capping resulting in large assessment increases. It is reasonable to assume that some of the negative cost pressures facing the County in the upcoming budget cycle will be mitigated by anticipated assessment growth from increased property sales.

Timeline

6 <https://www.bankofcanada.ca/core-functions/monetary-policy/key-interest-rate/>



Task	Target Deadline
Distribution of Budget Templates	November 18, 2022
Capital Budget Submissions due to Finance	December 15, 2022
Capital Budget presentation to Budget Committee	January 2023
Operating Budget Submissions due to Finance	January 27, 2023
Water Utility Budgets due to Finance	February 8, 2023
Departmental Reviews – Finance	February 13-24, 2023
CAO Review	February 27-March 3, 2023
Committee of the Whole	Mid-late March 2023
Council Approval	April 18, 2023

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report.

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

ATTACHMENTS

There are no attachments with this report.

Prepared by:

Angela Anderson
Manager of Finance

Approved by:**Approval Date:**

Doug Patterson
Interim Chief Administrative Officer





COUNTY of ANNAPOLIS
NATURALLY ROOTED

BOARDS and COMMITTEES Information Report

Joint, Regional or Community Organizations (AM-1.3.7)

Report To: Committee of the Whole
Submitted by: Michael Gunn, committee member of SNBRA
Submission Date: October 28, 2022
Subject: Southwest Nova Biosphere Reserve Assoc. – Oct 12 '22 Board Meeting

Update of Committee Actions - FYI

This summer, the SNBRA engaged 4 students through Canada Summer Jobs. The students worked on various projects related to 'what is special' about the Biosphere region, in addition to serving clients. All hope to return.

The Interpretive Centre (shared with the Harbourfront Museum and the Yarmouth County Museum) will coordinate displays with the other organizations and will lead to reduced costs for both organizations. What this means for Annapolis County: our featured 'special places' are advertised and promoted beyond our County!

The Environment and Climate Change Project is well underway with protected areas on the rise. Currently, 12.5% of Canada's landmass is protected, and another 1% is classified as "Other Effective Area-Based Conservation Measures" (OECM's). A newsletter has been sent out, with the summer edition focusing on forests and forestry, while the autumn edition will focus on rivers (available on the website as well). What this means for Annapolis County: to increase the OECM's in our area, a contact person has been designated (Deb Ryan is our liaison for our "amazing places", and Delaps Cove will be our pilot project) to avoid duplication of already protected land, and to provide information for future promotion.

The Science Atlas is going through an editing phase and will become a teaching resource at COGS by the winter. Work is ongoing with the NS Department of Education and Early Childhood Development to further develop the corresponding teacher guide. There is much interest on the biodiversity side, with relevant projects targeting grades 1 and 10.

CARP has recently hired an Education Coordinator who will initially focus on sand barrens and agro-ecosystems. She will liaise with Cliff to explore further use of this information by the Science Atlas.

The SNBR website is being translated into French.

With thanks, municipal grants totaling \$6530 have been granted by the Town of Yarmouth, the Municipality of Shelburne, the Town of Digby, the Town of Middleton, the County of Annapolis, the Municipality of Digby, the Municipality of Yarmouth, and the Municipality of Argyle.

Two volunteers recruited by the Canadian Conservation Corps have been available to municipalities for tourism promotion to describe trails throughout the region. This will become an important resource as outdoor recreation has increased.

We understand that our proposal for the Two Billion Tree project has been approved (for \$150,000).

The Mersey Tobeatic Research Institute is hosting the Kespukwtk Conservation Collaborative Event at White Point from November 8-10 (already sent out to Council).



BOARDS and COMMITTEES Information Report

Report To: Committee of the Whole
Submitted by: Michael Gunn, committee member of WRSIC
Submission Date: October 28, 2022
Subject: Western Region Stakeholder Interaction Committee – Oct 26 '22 Board Meeting

Update of Committee Actions - FYI

The committee met in Milton for the first time in 2 years, which was welcomed by all. The chair, Peter Jones, gave a thorough explanation of the Western Crown Land Planning process. There will be fewer clear cuts in favour of retention and tree selection harvesting, but over time there will be more tree plantations in Southwest Nova Scotia.

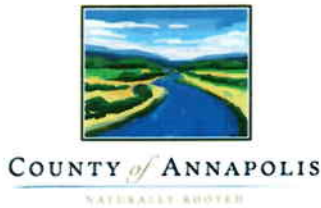
Many questioned why the 'Rossignol Gates' have been closed, and the response was that the culturally sensitive land and wildlife habitats are best protected if the gates remain shut and prevent motorized vehicles to those areas. This practice is encouraged by the Department of Natural Resources.

A summary of forest harvesting approvals for Southwest Nova was presented, and I will bring these to COTW for Council's perusal.

There was an update on Ecological Forestry and the 'Triad Approach', stemming from the Lahey Report and presented by James Steenberg. As of yet, there is no date for the implementation of the Lahey Report, but the impression following the presentation was that they were close.

Licensees in the forestry industry reported a move towards smaller, more versatile equipment as they are aiming to reduce the footprint created by machinery.

The afternoon was dedicated to the discussion of the Hemlock Woolly Adelgid, the invasive insect killing Eastern Hemlock, and how it has crossed the province in +/- 5 years and has devastated many stands of Hemlock. There are several methods of treatment underway: one is a topical spray (the least expensive), another is an injection method (\$3000 per hectare). Either of those techniques is "phase one" ... "phase two" is to import a beetle from Western Canada (\$10-30 each), house them in an infested and treated Hemlock area, and watch the beetle cure the infestation. Alternative to these methods is to remove the tree, which is the least desirable method.



BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: November 8, 2022

Subject: 2022-10-28 Physician Recruitment Committee Meeting Recommendation

RECOMMENDATIONS:

That Municipal Council amend *AM-1.4.9.1 Medical Assistance Recruitment Program Policy* as circulated. (7 day notice)

ATTACHMENTS

Appendix A – AM-1.4.9.1 Medical Assistance Recruitment Program Policy (with recommended changes marked)

Appendix A

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.4.9.1
Section Municipal Services	Subject Medical Assistance Recruitment Financial Assistance Program Policy	

AUTHORITY FOR POLICY

1. Sections 65A, 65B and 65C *Municipal Government Act*, as amended

CRITERIA

2. ~~The program shall be applicable apply~~ to recruitment of both ~~doctorsphysicians~~ –and nurse practitioners ~~with a current license from a medical regulatory authority in Canada, who began working at a family medicine practice in Annapolis County as well as~~ at Soldiers Memorial Hospital (Middleton) and Annapolis Community Health Centre (Annapolis Royal).
3. Maximum funding available in ~~2021/2022 2022/2023~~ will be \$45,000 ~~with up to \$10,000 allotted to each to each applicable physician and nurse practitioner based on availability of funding.~~ Maximums shall be established in subsequent years ~~in~~ during ~~the~~ budget approval process.
4. ~~Program shall only apply to doctors or nurse practitioners that qualify for the Provincial recruitment incentive program.~~
4. ~~Program funding shall be provided to either the Annapolis West Health Foundation or the Soldiers Memorial Health Foundation, as appropriate.~~ Once it is learned that a ~~doctor physician~~ or nurse practitioner who meets the criteria ~~is intending to so locate~~, that information shall be provided to the Physician Recruitment and Retention Committee. That committee, in consultation with staff, will then prepare a recommendation as to what assistance, if any, is to be offered to the ~~doctor physician~~ or nurse practitioner. That recommendation will then be presented to the County of Annapolis Committee of the Whole for further recommendation to County Council.
5. ~~Program funding shall be provided to either the Annapolis West Health Foundation or the Soldiers Memorial Health Foundation, as appropriate.~~
6. ~~Doctors Physicians~~ or nurse practitioners ~~receiving recruitment assistance from must sign a minimum of 2 year contract with the Nova Scotia Health Authority. If the term is not completed, the recipient would be required to repay to the respective health foundation any incentive funding received will enter into a three-year return of service upon receipt of monies unless a return of service for the physician incentive with the Province of Nova Scotia has been completed.~~
- 6.7. ~~If the three-year return of service is not completed, the recipient would be required to pay a prorated amount of the incentive monies to the respective health foundation.~~
- 7.8. This Program shall be ~~in addition to any and all Provincial incentive programs consecutive, and not concurrent, to another return of service for providing medical services insured under the Health Services and Insurance Act.~~
- 8.9.

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 November 9, 2021 PENDING

Council Approval November 17, 2021 PENDING

Carolyn Young

November 17, 2021 PENDING

Municipal Clerk

Date

At Annapolis Royal Nova Scotia

PENDING OCT 2022

Page 1 of 1

Carolyn Young

Subject: Motion - Capital Budget

Carolyn Young
Municipal Clerk / Executive Assistant

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Website: AnnapolisCounty.ca



Municipality of the County of Ann
PO Box 100
752 St. George Street
Annapolis Royal, NS B0S 1A0



From: David Hudson
Sent: October 21, 2022 11:38 AM
To: Carolyn Young <CYoung@annapoliscounty.ca>
Subject: Motion - Capital Budget

Good morning Carolyn:

I would like to have the following Motion placed on the agenda of the November COTW meeting:

That municipal staff prepare a capital budget for the 2023/2024 fiscal year for presentation to council at the December 13, 2022 COTW meeting.

Other than previous discussions on the merits of approving capital budgets before the end of each year there is no background to this motion.

The merits of approving capital budgets before the end of each year are:

- It allows time to have RFPs to be issued for capital work planned for the following summer and fall.
- It allows more time for interested bidders to review the scope of the work outlined in the RFP's
- It allows more time for staff to review the responses to RFPs and to make recommendations to council.
- Of most importance is that planned capital work can be completed in a more timely manner with little carry over to the next year.

Thanks
Dave

Carolyn Young

Subject: RE Motion Police Advisory Board

From: Wendy Sheridan

Sent: October 26, 2022 1:33 PM

To: Carolyn Young <CYoung@annapoliscounty.ca>

Subject: Motion – Police Advisory Board

Hi Carolyn

Motion requesting the Police Advisory Board to meet regarding speeding in the county and the increase in thefts that are happening in our county.

I have had conversations with residents who have had items such as dirt bikes, vehicle parts, and other large items stolen. They feel that the RCMP are not doing enough and would like to know when the Board will be meeting so they can raise their concerns.

Suggested Motion

To refer the matters of speeding and the increase of thefts in Annapolis County to the Police Advisory Board.

Thank you

Wendy Sheridan

Carolyn Young

From: Alan Parish
Sent: October 30, 2022 6:02 PM
To: Carolyn Young
Cc: Doug Patterson; _All Councillors
Subject: Digital Flashing Speed signs

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Carolyn

Would you please add the following item to the agenda of the upcoming COTW under New Business:

Digital Flashing Speed Signs

BACKGROUND

At the last council meeting we heard from residents of Granville Ferry (by way of both a presentation and petitions) describing the dangers caused by speeding in their community. I have since heard of a serious one car accident on Church Street in Bridgetown in front of Mountain Lea Lodge on the night of October 28th, likely caused by speeding. There have been many complaints from residents on Church Street.

We have learned that there is little that the Department of Transportation and Infrastructure Renewal (TIR), or the RCMP can or will do to police or otherwise control the dangerous speeding in those areas of the County. It appears to me that the one thing that we, as a council, can do to respond to these legitimate and important concerns of our residents is to erect digital flashing speed signs at the entry point of these locations.

Accordingly, at the COTW meeting on November 8th I will bring the following motion:

MOTION

THAT this council direct staff to determine the cost of purchasing three digital flashing speed signs and determine what approvals, if any, are required from TIR for the establishment of three of those signs, one at each entry to Granville Ferry and one on Church Street, heading south, where the speed limit lowers. And for staff, at the December COTW meeting, to provide council with the results of its investigation, and a recommendation to council with respect to the purchase and establishment of the signs and staff's advice as to whether there are currently funds available for the purchase of the signs or whether the cost should be included in the 2023/24 capital budget.

Thank you.

Warden Parish

Summary of Hillside's Water System Extension

Oct 26/22

Original Project - 2019

Original Project Budget **\$395,226.00**

Federal ICIP \$158,090.00

Provincial ICIP \$131,729.00

Municipal Contribution \$105,407.00

Payment based 10 customers - \$10,540.70

Revised Project -2022

Revised Project Budget **\$599,000.00**

Federal ICIP \$158,090.00

Provincial ICIP \$131,729.00

Municipal Contribution \$309,181.00

Payment based 20 customers \$15,459.05

Amortization based Municipal

Rate of 3% 20 yrs \$1,040.00/yr

25 yrs \$ 890.00/yr

30 yrs \$ 790.00/yr

Therefore the annual cost for water service will be capital debt retirement plus the annual water rate would be as follows

Debt retirement - \$790.

Water Rate(avg. consumption) - \$589.**

Total Annual Cost \$1379. \$114/month