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| THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS<br><b>POLICY AND ADMINISTRATION MANUAL</b> |  | <b>AM - 1.3.1</b> |
| Section<br><b>Procedures and Organization of Council</b>                               | Subject<br><b>Presentation of Annual Reports</b> |                   |

## APPLICATION

This policy applies to all organizations submitting annual reports to Municipal Council.

### 2. AUTHORITY

Sub-section 23(1)(b), *Municipal Government Act*, as amended. (Council may make policies regulating its own proceedings and preserving order at meetings of the council.)

### 3. POLICY INTENT

This policy is intended to provide Municipal Council with an annual opportunity to receive a report regarding the priorities, accomplishments and activities of organizations which receive an annual community contribution under *AM-1.4.11 Community Contributions Policy*. At Council's discretion, a report may also be requested from other organizations receiving funding or "in kind" support.

The annual report is not intended as a forum for funding or grant requests. Such requests shall be considered in accordance with *AM-1.4.9 Community Grant Policy*.

### 4. BASIC POLICY

Municipal Council may choose to receive a written or verbal report.

### 5. SPECIFIC REQUIREMENTS AND GUIDELINES

5.1 Organizations requested to provide a report must submit a written report. If it is requested that the report be presented in person, the written report must be provided one week before their scheduled appearance before Municipal Council. A verbal presentation should summarize the written report and provide an opportunity for councillors to ask questions. A verbal report must be of ten (10) minutes or less in duration.

5.2 Annual reports shall normally include:

#### February:

- Annapolis Basin Conference Centre
- Annapolis County 4-H Club
- Annapolis County Federation of Agriculture
- Annapolis County Fire Services
- Annapolis County Ground Search and Rescue
- Annapolis Royal Historic Gardens
- Annapolis Detachment of the Royal Canadian Mounted Police
- Annapolis Valley Exhibition

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- Annapolis Valley Regional Library
- Annapolis Valley Regional School Board
- Annapolis Valley Traffic Services
- RCMP Community Policing Program
- Seniors' Safety Program
- South West Nova Transition House Association (Juniper House)
- Special Olympics Annapolis County
- Trans County Transportation Society
- Upper Clements Parks / HANSE Society
- Victorian Order of Nurses – Community Supports

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* ..... **December 13, 2011**

*Council Approval* ..... **December 20, 2011**

  

**Carolyn Young**                      **December 20, 2011**

Municipal Clerk              Date

At **Annapolis Royal** *Nova Scotia*