

# 2022-03-08 COTW Agenda Package

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **COMMITTEE OF THE WHOLE AGENDA**

*Tuesday, March 8, 2022*

*9:00 a.m.*

*Zoom Videoconference*

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1. **ROLL CALL**
2. **DISCLOSURE OF INTEREST**
3. **APPROVAL of the AGENDA (Order of the Day)**  
THAT the Order of the Day be approved as circulated.
4. **ADOPTION OF COTW MINUTES**
  - 4.1 THAT the minutes of the regular meeting of Committee of the Whole meeting held February 8, 2022 be approved as circulated.
5. **BUSINESS ARISING FROM THE MINUTES**  
None.
6. **NEW BUSINESS**
  - 6.1 **Information Report – Development and Building Permit Report February**
  - 6.2 **Recommendation Report – AM-2.1.22 Inclement Weather Unsafe Travel Conditions Policy Amend**  
That municipal council amend AM-2.1.22 Inclement Weather / Unsafe Travel Conditions Policy as circulated (7-day notice).
  - 6.3 **Recommendation Report – AM-1.4.12 Tax Exemption Policy Amend**  
THAT municipal council amend AM-1.4.12 Tax Exemption and Reduction Policy by moving Middleton & District Lions Club – Prop #903-228-819 from District #8 to District #9; moving The Keith Lodge Prop #804-561-856 from District #9 to District #8; and adding Bear River Board of Trade, Lot 95-1CDEF, 100 Wharf Street Property #807-029—330 to District #8 (seven-day notice).
  - 6.4 **Recommendation Report AM-2.4.1 Performance Evaluation Policy Repeal**  
THAT municipal council repeal AM-2.4.1 Performance Evaluation Policy (seven-day notice)
  - 6.5 **Recommendation Report Fire Services Capital Withdrawal Annapolis Royal Volunteer Fire Department**  
THAT municipal council not authorize a withdrawal of \$220,000 from the Fire Services Capital Reserve to the Annapolis Royal Volunteer Fire Department in the

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **COMMITTEE OF THE WHOLE**

### **AGENDA**

*Tuesday, March 8, 2022*

*9:00 a.m.*

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2021-22 fiscal year to assist in the rebuild of a top mount pumper as the Department did not follow Policy protocols.

- 6.6 Recommendation Report Annapolis County and Kings County Emergency Management Mutual Aid Agreement Approve**  
THAT municipal council approve the Mutual Aid Agreement between the County of Kings, Town of Berwick, Town of Kentville, County of Annapolis, Town of Annapolis Royal, and Town of Middleton, in accordance with the recommendation of the Annapolis Regional Emergency Management Advisory Committee.
- 6.7 Recommendation Report Community Grants Program Current Applications**  
THAT municipal council approve the allocation of grants as presented in Appendix A from the 2021-22 Community Grants Program, in accordance with AM-1.4.9 Community Grants Policy, for a total of \$6,446 as follows:  
\$2,400 Port George Regional Recreation Commission;  
\$1,646 Lawrencetown and Area Seniors Association (LASA); and  
\$2,400 Clementsvale & District Recreation Association.
- 6.8 Volunteer Week (for discussion – N. Barteaux/B. Orde)**
- 6.9 Recommendation Report Fire Services Capital Withdrawal Lawrencetown Volunteer Fire Department**  
THAT municipal council authorize the Lawrencetown & District Volunteer Fire Department to proceed with obtaining quotes for a replacement tanker.
- 6.10 Recommendation Report Fire Services Capital Withdrawal North Queens Fire Association**  
THAT municipal council authorize the North Queens fire Association to proceed with the acquisition of a replacement Utility/Rescue Vehicle and funds to come from the 2021/22 Fire Services Capital Reserve in the amount of \$40,000 with the option to withdraw additional funds from the Capital Reserve when funds are made available in future capital reserve funds.
- 6.11 Recommendation Report 2022 Mandatory Boundary Review Report #1**  
THAT municipal council authorize staff to conduct the 2022 mandatory review of the polling districts and to follow the criteria established by the Utility & Review Board (UARB), preparing information on status quo (eleven), nine, and seven districts for presentation to the public; and that municipal council determine the scope of the public participation process to allow the residents of the County of Annapolis to have input in the boundary study.

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## ***COMMITTEE OF THE WHOLE***

### ***AGENDA***

*Tuesday, March 8, 2022*

*9:00 a.m.*

*Zoom Videoconference*

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- 7. **COMMITTEE & ORGANIZATIONAL REPORTS**
    - 7.1 **CAO Report** – Monthly Report (February)
    - 7.2 **Warden’s Report** – verbal
    - 7.3 **Trans County Transportation Society Report**
    - 7.4 **Kings Transit Authority Report**
  - 8. **NOTICE OF MOTION**

*For April Committee of the Whole:*

    - 8.1 **Economic Development Project – Municipal Solar Energy** (Barteaux)
  - 9. **IN-CAMERA**

THAT Committee of the Whole meet in-camera in accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*.
  - 10. **ADJOURNMENT**

THAT the Committee of the Whole adjourn its meeting until the next regular meeting scheduled for Tuesday, April 12, 2022.

Minutes of the regular Committee of the Whole meeting held on Tuesday, February 8, 2022, at 9:00 a.m., via Zoom Teleconference, in accordance with the Direction of the Minister under a Declared State of Emergency (*see attached*)

### **Roll Call**

District 1 – Bruce Prout, present  
District 2 – Brian “Fuzzy” Connell, present  
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  
District 8 – Michael Gunn, Deputy Warden, present  
District 9 – Wendy Sheridan, present  
District 10 – Brad Redden, present  
District 11 – Diane Le Blanc, present

**Also Present:** CAO David Dick; Municipal Clerk Carolyn Young; other staff W. Atwell, N. Barteaux, L. Bent, D. Campbell, C. Mason, D. Patterson and J. Young.

### **Disclosure of Interest**

Councillor Hudson declared an interest in item 6.9 under New Business Facilities Operating Agreement BCRA.

### **Approval of the Agenda (Order of the Day)**

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, to approve the Order of the Day including a presentation at 11:00 a.m. by Trans County Transportation Society (TCTS) and amended to include under New Business item 6.10 NSFM Reorganization. Motion carried unanimously.

### **Adoption of Minutes**

#### **Re: 2022-01-11 Regular**

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, that the minutes of the regular meeting of Committee of the Whole held on January 11, 2022, be approved as circulated. Motion carried unanimously.

#### **Re: 2022-01-13 Special**

Deputy Warden Gunn moved, seconded by Councillor Longmire, that the minutes of the special meeting of Committee of the Whole held on January 13, 2022, be approved as circulated. Motion carried unanimously.

#### **Re: 2022-01-25 Special**

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, that the minutes of the special meeting of Committee of the Whole held on January 25, 2022, be approved as circulated. Motion carried unanimously.

Re: 2022-01-26 Special

Deputy Warden Gunn moved, seconded by Councillor Hudson, that the minutes of the special meeting of Committee of the Whole held on January 26, 2022, be approved as circulated. Motion carried unanimously.

**Business Arising from the Minutes**Re: Annapolis Waterkeepers Presentation

It was moved by Councillor Connell, seconded by Councillor Sheridan, that staff be directed to contact the NS Dept of Environment asking for an overview on permits and permitting processes and what regulations we can apply or do in response to the information submitted by the Annapolis Waterkeepers. Motion carried unanimously.

Re: Former Bridgetown Reginal Elementary School

Warden Parish has decided not to proceed with the proposed motion as he wants to gather more information.

Re: Former Bridgetown Town Hall***Deputy Warden Gunn took the Chair at 9:29 a.m.***

Warden Parish moved, seconded by Councillor Hudson, to recommend that Municipal Council begin the process to register the former Bridgetown Town Hall as a municipal heritage property and that the former Town Hall property not be sold until the registration process is completed. Motion carried unanimously.

***Warden Parish resumed the Chair at 9:39 a.m.*****New Business**Re: Information Report Community Development Update Report January 2021Re: Recommendation Report St. Andrews Church

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council approve the St. Andrew's Anglican Church application for substantial alteration to replace the amber window glass to clear glass, encouraging the applicant to retain some of the amber glass in the gothic revival windows on the north and south side of the building as much as possible, in accordance with the recommendation of the Heritage Advisory Committee. Motion carried unanimously.

Re: Recommendation Report REMO

- *C6 Regional Emergency Management Bylaw*

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that Municipal Council give first reading to approve the *C6 Regional Emergency Management Bylaw* as circulated.

Deputy Warden Gunn moved, seconded by Councillor Redden, to adjourn this motion until after discussion on the next item (Intermunicipal Services Agreement). Motion carried unanimously.

- *Intermunicipal Emergency Services Agreement*

Deputy Warden Gunn moved, seconded by Councillor Sheridan, that Municipal Council approve the Inter-municipal Emergency Services Agreement as circulated. Motion carried unanimously.

- *C6 Regional Emergency Management Bylaw*

It was moved by Deputy Warden, seconded by Councillor Longmire, that Municipal Council give first reading to approve the *C6 Regional Emergency Management Bylaw* as circulated. Motion carried unanimously.

- *Letter of Request to Minister Responsible for Emergency Management*

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that Municipal Council approve forwarding the letter of request to the Minister Responsible for Emergency Management (Honourable John Lohr). Motion carried unanimously.

Re: Recommendation Report – Appointment Victoria Hamilton

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council appoint Victoria Hamilton to act as a Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw.

It was moved by Councillor Morrison, seconded by Councillor LeBlanc, to amend the motion to remove the words 'to act'. Motion carried unanimously.

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

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council appoint Victoria Hamilton as a Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw. Motion carried unanimously.

Re: Recommendation Report – Appointment Brendan Lamb

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that municipal council appoint Brendan Lamb as a Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw. Motion carried unanimously.

Re: Recommendation Report Municipally- Registered Property - Application for Substantial Alterations – Clarence Community Hall

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council refer the substantial alteration application for the alteration of replacing the roof and exterior trim boards for Clarence Community Hall, 3337 Clarence Road, to the Heritage Advisory Committee. Motion carried unanimously.

**Declaration of Interest?**

Councillor Hudson declared an interest in the following matter; he is the Treasurer for the Bridgetown Community Recreation Association.

***Councillor Hudson was placed in the waiting room at 10:34 a.m. and did not participate in any discussion or subsequent motion.***

Re: Recommendation Report Facilities Operating Agreement BCRA

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that Municipal Council approve the *Facilities Operating Agreement with the Bridgetown Community Recreation Association (BCRA)* for the Bridgetown & District Memorial Arena, Bridgetown Centennial Pool, and the Bridgetown Memorial Ballpark. Motion carried unanimously.

***Councillor Hudson returned to the meeting at 10:41 a.m.***

Re: NSFM Reorganization

Councillor Morrison noted he, Warden Parish, and Councillor Barteaux had attended a briefing meeting on this matter. He will provide a report to council next week.

Recess

10:42 a.m. – 11:00 a.m.

PRESENTATION

Re: Trans County Transportation Society – General Manager Nicole Hackenschmidt provided an overview on what TCTS does and how they do it with a fleet of 12 vehicles, and staff of 9. Their focus is to ensure the affordability of the service to all residents, particularly those in low income brackets. **They are requesting an increase in financial contribution by \$25,000 to a total of \$60,000 per fiscal year.**

Warden Parish thanked Ms. Hackenschmidt for the presentation, adding that the budgeting process is coming up and this will be considered during that process.

Community and Organizational Reports

Re: CAO Report – January – A report was circulated in the agenda package.

Re: Warden's Report – The Warden gave a verbal report on his activities over the past month.

Re: Trans County Transportation Society

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, that Committee of the Whole receive the Trans County Transportation Report for information as circulated. Motion carried unanimously.

Re: Forestry Advisory Committee – Report

Deputy Warden Gunn moved, seconded by Councillor Hudson, that Committee of the Whole receive the Forestry Advisory Committee report for information as circulated. Motion carried unanimously.

- *Request Proposal from Western Woodlot Services Cooperative*

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that municipal council request a proposal from Western Woodlot Services Cooperative to begin an ecological management process of a 15-20 Hectare section of the Greywood site (PID 05091152), in accordance with the recommendation of the Forestry Advisory Committee.

Deputy Warden Gunn moved, seconded by Councillor Barteaux, to amend the motion by changing 'proposal' to 'proposed operating plan' and changing 'to begin' to 'with respect to'. Motion carried unanimously.

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

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that municipal council request a proposed operating plan from Western Woodlot Services Cooperative with respect to an ecological management process of a 15-20 Hectare section of the Greywood site (PID 05091152), in accordance with the recommendation of the Forestry Advisory Committee. Motion carried unanimously.

- *Designate Funds for Future Ecological Forestry Development*

Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council invest any funds realized from the proposed management on the Greywood site be invested in a special Forestry account for future ecological forestry development within the County pursuant to the recommendation of the Forestry Advisory Committee.

It was moved by Councillor Morrison, seconded by Deputy Warden Gunn, to table the motion. Motion carried unanimously.

**Notice of Motions**

*For March Committee of the Whole*

Re: Strategic Planning - Councillor Longmire had requested this time on the agenda for discussion. After some discussion, there was no motion for March.

**In-Camera**

It was moved by Deputy Warden Gunn, seconded by Councillor Redden, to meet in-camera from 12:00 p.m. until 3:32 p.m. in accordance with Section 22(2)(e) contract negotiations and © personnel matters of the *Municipal Government Act*. Motion carried unanimously.

**Adjournment**

Upon motion of Councillors Sheridan and Connell, the meeting adjourned at 3:34 p.m.

Warden

Municipal Clerk

**Direction of the Minister**  
**under a Declared State of Emergency**  
(Section 14 of the *Emergency Management Act*)  
20-008

Under my authority in Section 14 of the Emergency Management Act, I order that this Direction (20-008) repeal and replace the Direction regarding municipal meetings issued on March 22, 2020.

During the Provincial State of Emergency declared on March 22, 2020, and under the authority provided to me in Section 14 of the Emergency Management Act, in addition to any other directives I have issued and not repealed or otherwise terminated, I direct that all municipalities and villages in the Province:

1. **Effective at 8am on July 29, 2020**, may hold meetings exclusively in person if all the following conditions are met:
  - i) the total number of persons present does not exceed a gathering limitation imposed in a *Health Protection Act* order;
  - ii) all physical distancing requirements or other requirements imposed in a *Health Protection Act* order are met.
2. If the conditions set out in (1) cannot be met, the municipality or village must not hold meetings exclusively in person and must instead hold the meeting partly or wholly as a virtual meeting by video or telephone, and ensure that all of the following conditions are met:
  - i) the total number of persons present for any in person portion of the meeting does not exceed a gathering limitation imposed in a *Health Protection Act* order; and
  - ii) for any in person portion of the meeting, all physical distancing requirements or other requirements imposed in a *Health Protection Act* order are met.

For clarity, this direction does not apply to statutorily required meetings of electors for a village commission which are covered under Direction 20-007 issued on May 20, 2020.

Despite this direction, municipalities and villages are still authorized to continue making other operational decisions especially those required for service delivery.

Please note that these directions are in addition to any requirements established in a Medical Officer's order under the *Health Protection Act*.

**A failure to comply with this direction could result in a summary conviction with fines between \$500 to \$10,000 for individuals and up to \$100,000 for a corporation per incident.**

This direction will remain in place for the duration of the Provincial State of Emergency unless it is terminated in writing by me earlier.

Dated July 29, 2020.

**Original signed by**

Hon. Chuck Porter  
Minister of Municipal Affairs and Housing

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MUNICIPALITY OF ANNAPOLIS COUNTY

DEVELOPMENT & BUILDING PERMIT REPORT continued

February 2022

PAGE 2 of 2

File	Name	Location	Construction	Date Permit Issued	Permit Fee Rec'd	Estimated Value
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**District 11:**  
No permits issued this month  
YEAR TO DATE: 22

\* Permits issued in Water/Sewer Serviced Areas

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COUNTY of ANNAPOLIS  
WATERLOO, MARYLAND

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Prepared by:** Dawn Campbell, Director of Legislative Services  
**Approved by:** David Dick, Chief Administrative Officer  
**Date:** March 8, 2022  
**Subject:** AM-2.1.22 Inclement Weather / Unsafe Travel Conditions Policy (Amend)

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### RECOMMENDATION

That Municipal Council amend AM-2.1.22 Inclement Weather / Unsafe Travel Conditions Policy as circulated (7-day notice)

### LEGISLATIVE AUTHORITY

Section 65 of the *Municipal Government Act*, as amended

### BACKGROUND

Over the past two years, pandemic lockdowns and restrictions have made it necessary for employers to consider and facilitate work from home for employees as possible and practical to do so. Accordingly, a work from home option may be considered as an alternative to providing paid time off during periods of storms or adverse travel conditions. With the exception of those employees who provide designated services (as defined in this policy), employees can assess their ability to get to and from work safely and consult with their supervisor / manager as to the possibility of working from home.

### FINANCIAL IMPLICATIONS

There is a positive financial and productivity consequence for these changes – employees paid to work from home instead of stay home with pay and not working.

### POLICY IMPLICATIONS

N/A

### ALTERNATIVES / OPTIONS

No other options recommended

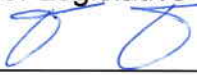
### NEXT STEPS

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-2.1.22 Inclement Weather / Unsafe Travel Conditions Policy (proposed amendments)

**Report Prepared by:** Dawn Campbell  
Director of Legislative Services and HR

**Report Approved by:**   
CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY &amp; ADMINISTRATION MANUAL</b>	<b>AM - 2.1.22</b>
Section <b>Hours of Work and Leave</b>	Subject <b>Inclement Weather / Unsafe Travel Conditions</b>

# 1. APPLICATION

This policy applies to all unionized (in accordance with collective agreement) and non- union personnel who are directly employed by the Municipality of the County of Annapolis.

# 2. AUTHORITY

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

# 3. PURPOSE

Employees are expected to make every effort to report for work. However, individuals are the best judges of their personal safety and have the discretion to determine whether travel to the office / worksite is feasible. If an employee feels they cannot travel to work safely due to inclement weather or unsafe travel conditions, they should advise their supervisor or manager. This policy establishes procedures to be followed by the County in a circumstance of hazardous travel conditions.

# 4. DEFINITIONS

A. Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

4.1 **Designated Services** – Services determined by the Chief Administrative Officer to be essential or necessary in their nature (e.g., snow removal; operation of water / wastewater treatment facilities; emergency management operations during periods of activation or declared emergency).

# 5. PROVISIONS

5.1 All employees are permitted up to 3 days (21-24 hours) per year to be absent from work due to inclement weather / unsafe travelling conditions. Employees are expected to make every effort to report for work and continue to work during their scheduled working hours. With the exception of those employees who provide designated services as defined in this policy, employees should assess their own ability to get to and from work safely and consult with their supervisor / manager. Employees may make alternate arrangements with the approval of their immediate supervisor / manager including approval to take paid time off (lieu time or vacation).

5.2 Any time / days in excess of 3 days (21-24 hours) per year must be deducted from vacation days. In exceptional circumstances, a decision may be made by the Chief Administrative Officer to close some or all offices or worksites due to extreme storm or hazardous conditions. Only in these situations and at the discretion of the Chief Administrative Officer will employees be granted leave with pay for their regularly scheduled work hours.

- 5.3 The inclement weather allotment must be used within the fiscal year in which it falls and may not be carried over or accumulated. In the event that offices or worksites are closed due to extreme storm or hazardous conditions, employees who provide designated services are required to report to or remain at work, or be able to work from home or another safe location.

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



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Submitted by:** Shelly Hudson, Manager of Revenue  
**Date:** March 1, 2022  
**Subject:** Amendment AM-1.4.12 Tax Exemption Policy

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### ORIGIN

Change of property ownership status

### LEGISLATIVE AUTHORITY

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

### RECOMMENDATIONS

That seven day notice be given for Municipal Council to amend *AM-1.4.12 Tax Exemption and Reduction Policy* by moving Middleton & District Lions Club – Prop #903-228-819 from district #8 to #9, moving The Keith Lodge Prop #804-561-856 from district #9 to #8, adding Bear River of Trade, Lot 95-1CDEF, 100 Wharf Street Prop. #807-029-330 to District 8.

### BACKGROUND

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

### DISCUSSION

An application for tax exemption was received January 28, 2022 from Bear River Board of Trade. Definitions-section 3 of Policy AM-1.4.12 (a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization (if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council)).

### FINANCIAL IMPLICATIONS

New property added will be granted an exemption for 2022 property taxes.

### POLICY IMPLICATIONS

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

## ALTERNATIVES

N/A

## NEXT STEPS

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

## ATTACHMENTS

Proposed AM - 1.4.12 Tax Exemption and Reduction Policy (with amendments marked)  
*Application submitted by Bear River Board of Trade*

**Prepared by:** \_\_\_\_\_ Shelly Hudson  
Manager of Revenue

**Report Approved by:** \_\_\_\_\_   
David Dick, Chief Administrative Officer

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>AM - 1.4.12</b>
Section <b>MUNICIPAL SERVICES</b>	Subject <b>Tax Exemption and Reduction Policy</b>

1. Purpose

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

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

2. Authority

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

3. Definitions

For the purposes of this policy:

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

OR

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

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

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

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

5. Building Destroyed or Partially Destroyed

- (a) For a building that has been destroyed or partially destroyed by fire, storm, or otherwise, the County of Annapolis shall request Assessment Services to provide a new valuation for the purposes of this policy reflecting the reduction in value due to damage. Such reductions do not cover tax arrears.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>AM - 1.4.12</b>
Section <b>MUNICIPAL SERVICES</b>	Subject <b>Tax Exemption and Reduction Policy</b>

- (b) If the owner of the property is found guilty of arson, or if the County has reasonable and probable grounds to believe that the owner willfully and intentionally caused the property damage, the tax reduction shall be denied / revoked and the full taxes shall become due and payable with interest accrued thereon.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice .....</i>	<i>PENDING March 8, 2022</i>
<i>Council Approval .....</i>	<i>PENDING March 15, 2022</i>
<i><u>Carolyn Young</u></i>	<i><u>March 16, 2022</u></i>
Municipal Clerk	Date
<i>At Annapolis Royal Nova Scotia</i>	

**Approved April 19, 2011**

**Amended 2011/06/21; 2011/10/18; 2012/03/20; 2012/08/21; 2013/02/19; 2013/05/21; 2014/04/15; 2014/07/15; 2015/04/21; 2015/06/16; 2016/02/16**

**Amendments:**

*Feb. 16, 2016*

- added in District 10 – Carleton Road Industries, 11 Prince St., Lawrencetown
- deleted Section 6 which exempted water utilities
- deleted – Carleton Road Industries, 3306 Highway 201, Centrelea (sold)

*Feb. 22, 2017*

- deleted Parker's Cove United Baptist Church (AAN 03231399) as this property has been sold to a private individual;
- moved Trustees of Tupperville School Building (AAN 03392295) and Tupperville Community Hall Association (AAN 04692225) to District 4 and added assessment account numbers; and
- moved Bridgetown and Area Historical Society (AAN 1854275) to District 7.

*June 20, 2017*

- deleted Clementsvalle and District Recreation Commission Prop. #803 394 336 and Prop. #810-548-543 as these properties have been sold to private individuals

*Feb. 20, 2018*

- added in District 10 – Carleton Road Industries, 468 Main St., Lawrencetown
- deleted in District 10 - Carleton Road Industries, 7.41 ac land / building Prop. #1007-031-912, Lawrencetown

*Mar. 20, 2018*

- added in District 7 – Paradise Community Hall Assoc, Land Highway 1, Paradise AAN#10638887

*July 18, 2018*

- deleted the words ““or tax reductions” in Sub-section 4 (c); and
- added “and #510-699-789” listing for Fundy Community Recreation Club

*Mar. 26, 2019*

- added in District 2 – Margaretsville Shore Society 37 Haddock Alley, Parcel HMQ-1A Margaretsville Buildings Prop. #203-390-616

*Feb. 18, 2020*

- added in District 10 – Carleton Road Industries Land Dining (Restaurant) 465 Main St., Lawrencetown AAN 2470853
- changed in District 7 – “Paradise Women's Institute” to “Paradise Historical Society”
- changed in District 9 – “United Baptist Church (Twelve Baskets Food Bank)” to “Nictaux Baptist Church (Twelve Baskets Food Bank)”

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*July 21, 2020*

- added in District 7 – Paradise Historical Society (including AAN 10859220 and 10859239)

*March 2021*

- added in District 2 – Mount Hanley & District Schoolhouse Museum Society AAN#09812881
- deleted in District 2 - Genesis Christian Ministries Prop. #203-325-318
- deleted in District 6 - Upper Clements Parks Society (3 properties) Prop# 607-008-457; Prop# 610-415-098; Prop. # 607-033-214

*June 2021*

- deleted in District 6 - HMCS/CFB Cornwallis Military Historical Association, Lot 97-2 Bldg. 413 Museum, 726 Broadway Ave., Cornwallis Park Prop. #607-041-403

*March 2022*

- moving Middleton & District Lions Club – Prop #903-228-819 from district #8 to #9
- moving The Keith Lodge Prop #804-561-856 from district #9 to #8.
- adding in District 8 – Bear River of Trade, Lot 95-1CDEF, 100 Wharf Street Prop. #807-029-330

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**Full Tax Exemption**

<u>Organization</u>	<u>Description</u>	<u>Incorp #</u>
<b>In District #1</b>		
Kinsman Club of Kingston – Greenwood Field Card #05969000	Land, Hall and Other Building at Wilmot Prop. #104-965-086	1275916
Melvorn Square & Area Community Association (1988) Field Card #05500000	Land and Community Centre at Melvorn Square 165 Bridge St. Prop. #103-394-018	1848245
Melvorn Square & Area Community Association (1988) Field Card #05504000	Land and Community Hall at Melvorn Square Prop. #109-900-276 Bridge St.	1848245
<b>In District #2</b>		
Forest Glade Community Club	Land – Forest Glade Prop. #201-540-572	1750415
Forest Glade Community Hall Field Card #05309000	Land, Community Hall and Other Building at Forest Glade Prop. #201-540-599	1750415
Margaretville Community Hall Society Field Card #05185000	Land at Margaretsville Prop. #200-890-022	1280358
Margaretville Community Hall Society Field Card #05173000	Land and Building at Margaretsville Prop. #203-024-466	1280358
Margaretsville Shore Society	37 Haddock Alley, Parcel HMQ-1A Margaretsville Buildings Prop. #203-390-616	79986892 2RR0001
Mount Hanley & District Schoolhouse Museum Society	2130 Mount Hanley Rd., Mount Hanley Land and building AAN 09812881	81365514 9RR001
Port George District Lighthouse Society	Land/lighthouse Port George Prop. #203-390-551	3027988
Port George Regional Recreation Centre Field Card #06362001	1.32 Acres Land & Community Hall at Port George Prop #206-338-984	1756504
Wilmot Community Group Field Card #06186000	Land and Community Hall at Wilmot Prop. #204-964-969	1815847
<b>In District #3</b>		
Clarence Community Club Trust Field Card #07252000	Land and Community Hall at Clarence East Prop. #300-794-163	1742981
Hampton Social and Recreation Society Field Card #07874000	Land and Community Hall at Hampton (Bayshore Rd) Prop. #301-870-521	1846472
Hampton Lighthouse Society	Land/lighthouse Hampton Prop. #303-390-659	3060949
Mt. Rose Community Club Trustees	Land and Community Hall Mount Rose Prop #303-344-231	3051697
Port Lorne Community Centre SAP#11714	Land & Hall Port Lorne Prop #303-789-004	3061761

amendment pending

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<b>In District #4</b>		
74th Crusaders Motorcycle Touring Club Field Card #17273000	Land and Building (Boat Club) at Lequille Prop. #400-092-193	1481297
Granville Ferry Community Hall Field Card #10510000	Land and Community Hall at Granville Ferry Prop. #401-787-373	1267453
Granville Centre Community Club Trustees SAP#0000105720	Land & Hall 5650 #1 Hwy Granville Centre Prop. #404-371-178	3080694
Moschelle Community Hall Society Field Card #17216000	Land and Community Hall at Moschelle Prop. #403-620-956	2340493
Round Hill & District Recreation Commission Field Card #17128	Land and Community Hall at Round Hill Prop. #405-147-883	1286421
Round Hill Hall Company Field Card #17064000	Land and Community Hall at Round Hill Prop. #704-064-089	1286421
Trustees of Tupperville School Building SAP#114906	School Museum Land – 2663 Highway 201 AAN 03392295	3006590
Tupperville Community Hall Association Field Card #16859000	0.05 Acres Land and Community Hall at Tupperville AAN 04692225	2046824
<b>In District #5</b>		
Fundy Community Recreation Club Field Card #08358000	Land and Community Hall at Young's Cove Prop. #501-618-237 and #510-699-789	1755952
Fundy Community Recreation Club Field Card #08333000	0.69 Acres Land at Young's Cove Prop. #505-042-887	1755952
Habitation New Horizons Club Field Card #09316000	Land and Building at Port Wade Prop. #501-835-939	1267940
Litchfield-Delaps Cove Community Hall Association Field Card #09670000	Land and Community Hall at Litchfield Prop. #502-566-281	1732031
Lower Granville Community Hall Field Card #09556000	Land and Community Hall at Port Royal Prop. #502-613-077	1765193
Parker's Cove Fundy Thread and Thimble Field Card #09962000	Land and Building at Parker's Cove Prop. #500-811-734	1964798
Parker's Cove United Baptist Church SAP#106772	Land – 614 Milbury Lake Rd Young's Cove Prop. #502-021-897 AAN# 02021897 PID # 05136387	1078153 18RR0001
<b>In District #6</b>		
Cornwallis Park Recreation & Parks Society SAP#0000103275	Resource General for Land at Martingale Place Deep Brook Prop. #607-042-566	86385073 1RR0001
Cornwallis Park Recreation & Parks Society SAP#0000103274	Commercial Land at 285 Shady Lane Cornwallis Park Prop. #607-042-647	86385073 1RR0001

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Cornwallis Park Community Assoc.	Community Centre Cornwallis Park Prop. #609-146-415	3012134
Deep Brook / Waldec Lions Club Field Card #11245000	23 Acres Land and Building at Deep Brook Prop. #603-394-212	2504520
Upper Clements & District Community Council Field Card #18034000	Leased Land, Hall and Other Building at Upper Clements Prop. #601-188-283	1532146
<b>In District #7</b>		
Bridgetown and Area Historical Society (effective April 1, 2015)	<u>12 Queen Street, Bridgetown</u> (James House Museum) AAN 1854275	1253941
Centrelea Community Club Field Card #16747000	Land and Community Hall at Centrelea Prop. #700-704-296	2093393
Centrelea Community Club SAP#118519	Lot 1 – Land Highway 201 Centrelea Prop. # 709-800-204	2093393
Paradise Historical Society Field Card #07664000	Land and Building at Paradise Prop. #703-394-077 (including AAN 10859220 and 10859239) 3317879	3317879
Paradise Community Hall Assoc. Field Card #07686000	Land and Community Hall at Paradise Prop. #703-653-617	1759696
Paradise Community Hall Assoc.	Land, Highway 1, Paradise ANN 10638887	1759696
Saint Anne's Anglican Youth Camp Field Card #16417000	2.5 Acres Leased Land and Buildings at Gibson Lake Prop. #709-554-017	1285879
West Paradise Community Club Field Card #16239000	Land and Community Hall at West Paradise Prop. #704-874-951	1768883
<b>In District #8</b>		
Bear River Board of Trade	Land & Windmill Bldg. 100 Wharf Rd Prop. # 805-396-395	1647197
Bear River Board of Trade	Lot 95-1 CDEF – 100 Wharf Rd Prop. #807-029-330	
Bear River Community Crafts & Recreation Field Card #12344000	Land & Building (fmr Oakdene School) at Bear River Prop. #803-394-239	2453306
Clementsvalle & District Recreation Commission Field Card #12677000	2 Acres Land and Hall at Clementsvalle Prop. #800-644-714	1574617
Community Hall Trustees (Maitland Bridge) Field Card #117560000	Land and Community Hall at Maitland Bridge Prop. #800-889-717	1699201
Milford Area Community Association Field Card #13224000	Community Hall at South Milford Prop. #803-233-588	1281442
The Keith Lodge, No. 16, AF & AM Field Card #12325000	Land and Lodge Hall at Bear River Prop. #804-561-856	1280832



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<b>In District #9</b>		
Middleton & District Lions Club	Land Nictaux Prop. #903-527-794	1281400
Middleton & District Lions Club	Land and Hall at Nictaux Falls Prop. #903-228-819	1281400
Nictaux Baptist Church (Twelve Baskets Food Bank) SAP#115013	Land (Lot 8 Plan AC52) Buildings – Food Bank Highway 10 – Nictaux Prop #904-712-498	2169103
<b>In District #10</b>		
Annapolis Co Family Resource Centre Customer # 131401	10 Middle Road, Lawrencetown SAP# 131401	86686497 8RR0001
Brickton Community Hall Field Card #07413000	Land and Community Hall and Other Building at Brickton Prop. #1000-475-173	1767300
Carleton Road Industries Assoc. SAP #101188	Lot 2 – Land Lawrencetown Prop #1007-028-016	1285160
Carleton Road Industries Assoc. SAP # 108130	Land & Building 468 Main St., Lawrencetown AAN 1003-216-667	1285160
Carleton Road Industries Assoc. SAP # 111610	Land & Dwelling 455 Main St., Lawrencetown Prop # 05125166 AAN 04225546	1285160
Carleton Road Industries Assoc.	Land, 11 Prince St., Lawrencetown AAN 00260827	1285160
Carleton Road Industries Assoc.	Land Dining (Restaurant), 465 Main St., Lawrencetown AAN 2470853	1285160
Christian Community Council of Nova Scotia Field Card #13889000	Land and Buildings, 37 Old Lodge Rd., Lot 39/05 Albany Cross Campground SAP# 102772 AAN 00028061	11885613 7RR0001
Inglisville Community Club Field Card #14683000	Land and Community Hall at East Inglisville Prop. #1002-141-175	2010889
South Shore Annapolis Valley Recreational Trail Association	Land Princess Road Springfield Prop. #1004-324-153 SAP# 113673	3051950
Springfield Golden Age Seniors Club Field Card #13327000	Land and Community Hall at Falkland Ridge Prop. #1001-453-793	3014249
Springfield Union Picnic Grounds Commission Field Card #13563000	12 Acres Land at Springfield Lake Prop. #1004-395-603	1719861
<b>In District #11</b>		
Three Rivers Community Association Field Card #16040000	Land, Community Centre and Other Buildings at Torbrook Mines Prop. #1103-394-085	1844670

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### **Tax Reduction**

**The residential rate shall be applied rather than the commercial rate. Area rates shall be charged.**

Bridgetown Curling Club <i>(effective April 1, 2015)</i>	<u>McKenna Street, Bridgetown</u> <u>AAN 475602</u>	Private Act
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# COUNTY *of* ANNAPOLIS

NATURALLY ROOTED

## Tax Exemption or Reduction Application Form

Please complete and return to:

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

ATTN: Ms. Shelly Hudson

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

Property Owner (Charitable or Non-profit Organization) \_\_\_\_\_

Assessment Account # \_\_\_\_\_ Property Location (civic address) \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

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

NS Registry of Joint Stock Number: \_\_\_\_\_ Federal Charitable Status Number: \_\_\_\_\_

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

Name (please print)

Signature

\_\_\_\_\_

\_\_\_\_\_

Date

Contact Phone#

Email

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you require assistance, phone 902-532-3132 or email to: [shudson@annapoliscounty.ca](mailto:shudson@annapoliscounty.ca)

COUNTY of ANNAPOLIS  
NATURALLY ROOTED

PROPERTY TAX REDUCTION FOR DAMAGE TO BUILDING

APPLICATION FORM

Please complete and return to:

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

ATTN: Ms. Shelly Hudson

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

Assessed Owner \_\_\_\_\_ Assessment Account # \_\_\_\_\_

Property Location (please use civic address) \_\_\_\_\_

Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date Damage Occurred (Month/Day/Year) \_\_\_\_\_

Type of Damage (fire, wind, etc.) \_\_\_\_\_

Estimate of Damage/Loss \_\_\_\_\_

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

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

Name (please print)

Signature

\_\_\_\_\_

\_\_\_\_\_

Date

Contact Phone#

Email

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you require assistance, phone 902-532-3132 or email to: [shudson@annapoliscounty.ca](mailto:shudson@annapoliscounty.ca)

# COUNTY of ANNAPOLIS

NATURALLY ROOTED

## Tax Exemption or Reduction Application Form

Please complete and return to:

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

ATTN: Ms. Dawn Campbell

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

Property Owner (Charitable or Non-profit Organization) Bear River Board of Trade

Assessment Account # 100329 Property Location (civic address) 100 Wharf Street, Bear River, NS

Mailing Address Bear River Board of Trade P.O. Box 235 Bear River, NS B0S 1B0

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

Bear River Board of Trade – operates a non-profit community greenhouse and gardens at 100 Wharf Street.

With the generous help of the Municipality of Annapolis, the Bear River Board of Trade has operated a community greenhouse and gardens for 5 years. The Municipality helped us to develop the property and transferred land ownership to our Board in 2021.

Food Security is a shared goal of the Board and the Municipality and we are proud that the greenhouse helps to meet that goal in Bear River.

The greenhouse is run by volunteers. There are no paid staff. Bear River and area residents may rent one of 21 beds at a nominal fee to help defray costs. Community fundraising covers the balance. We set aside beds for those community members who cannot fund their own.

Families and individuals grow plants in the greenhouse and gardens for their personal use and share knowledge of growing techniques with each other. Children participate and learn how their food grows and help with harvesting.

Residents with physical issues are accommodated so they can participate in growing plants in the greenhouse.

We contribute greenhouse grown food to residents on low incomes and to the 'Community Cupboard' food project operated by another village volunteer group. Additional raised beds and picnic tables and a waterfront area is part of our greenhouse project and is used by the community.

The Bear River Board of Trade has a strong tradition in working with our community on projects that benefit the community.

The Bear River Board of Trade owns the waterfront property at 116 Wharf St in Bear River which visually, is an extension of the greenhouse property.

Land at 116 Wharf St. is used for recreation by the community. We provide picnic tables, and a floating dock for boats, canoes and kayaks and the occasional fisher. This property is tax exempt by the Municipality of the County of Annapolis.

Because of the community nature of the greenhouse and surrounding lands, and our non-profit nature, we are asking Council to please grant the Bear River Board of Trade a tax exemption on the building and lands connected to 100 Wharf St.

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

NS Registry of Joint Stock Number: n/a Federal not-for-profit Status Number: 1562

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

Name (please print)

Signature

Larry Knox



Date: January 28, 2022

Contact Phone# 902-467-0553

Email: larryknox.ns@gmail.com

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If you require assistance, phone 902-532-2335 or email to: dcampbell@annapoliscounty.ca



COUNTY of ANNAPOLIS  
ESTABLISHED 1650

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Prepared by:** Dawn Campbell, Director of Legislative Services  
**Approved by:** David Dick, Chief Administrative Officer  
**Date:** March 8, 2022  
**Subject:** AM – 2.4.1 Performance Evaluation Policy (Repeal)

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### RECOMMENDATION

That Municipal Council repeal *AM – 2.4.1 Performance Evaluation Policy*

### LEGISLATIVE AUTHORITY

Sections 31 and 65 of the *Municipal Government Act*, as amended

### BACKGROUND

The Chief Administrative Officer is the head of the administrative branch of the government of the municipality. Responsibilities of the Chief Administrative Officer include:

- responsibility for the administration of the budgets after adoption [Section 31(1)(c) MGA];
- appointing, suspending and removing all employees of the municipality [Section 31(2)(b) MGA];
- determining the salaries, wages and emoluments to be paid to municipal officers and employees [Section 31(2)(d) (vi) MGA].

The current performance evaluation system provides for salary increments based on the employee's evaluation rating. Such a system can undermine the objectives of evaluations to 1) establish standards for quality and quantity of work; and 2) identify specific requirements for education, training and career goals. Essentially, managing and evaluating the performance of employees is an administrative function of the municipality.

### FINANCIAL IMPLICATIONS

Repealing this policy provides discretion for the CAO to carry out and adapt performance management and evaluation tools. It also reinforces the CAO's ability to provide remuneration based upon budget constraints, interim levels of responsibility and best practices.

### POLICY IMPLICATIONS

N/A

## **ALTERNATIVES / OPTIONS**

No other options recommended

## **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 – 2.4.1 Performance Evaluation Policy*

**Report Prepared by:**

  
Director of Legislative Services and HR

**Report Approved by:**

CAO David Dick, CPA CA



<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>	<b>AM – 2.4.1</b>
<b>Section</b> <b>Standards of Performance</b>	<b>Subject</b> <b>Performance Evaluation Policy</b>

## 1.0 INTRODUCTION

It is the policy of the Municipality of the County of Annapolis to ensure that performance evaluation processes are developed and implemented.

## 2.0 APPLICATION

2.1 This policy shall apply to non-unionized employees and may apply to unionized employees:

- permanent, full-time / term (comprehensive evaluation format);
- permanent, part-time (comprehensive evaluation format);
- seasonal (abbreviated evaluation format);
- casual if employed six months or more (comprehensive evaluation format);
- casual if employed from two months to 6 months (abbreviated evaluation format);

2.2 The performance evaluation tools to be used are:

- Appendix I: Comprehensive Format (General Employee sample).
- Appendix II: Abbreviated Format.

2.3 Where there is a conflict between the policies adopted by the Municipality of the County of Annapolis and the policies set forth in the appropriate Collective Agreement, or policies set forth in a statute of the provincial or federal government; collective agreements or the provincial or federal statute shall supersede such other policies.

2.4 Reviews are to be undertaken at the end of the probationary period, for annual reviews and at such times as required by respective managers.

2.5 Annual reviews are to be undertaken for the period of October 1st to September 30th OR April 1st to March 31st in each year based upon the employee's anniversary date and as authorized by the Chief Administrative Officer. For new hires, a 6-month review shall be done to complete the probation period and an annual review shall be done for the period which aligns most closely to the employee's date of hire.

## 3.0 OBJECTIVES

The objectives of this policy are:

- 3.1 to establish standards for quality and quantity of work;
- 3.2 to provide an annual and mid-progress review of each employee's work performance;
- 3.3 to encourage employees to continually consider their own work performance and to set personal performance standards and goals;
- 3.4 to assist in identifying specific requirements for the training and development of individual employees (or, if applicable, groups or categories of employees); and

**APPROVED DECEMBER 2010**

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>	<b>AM – 2.4.1</b>
<b>Section</b> <b>Standards of Performance</b>	<b>Subject</b> <b>Performance Evaluation Policy</b>

3.5 to record the work performance of each employee.

#### **4.0 RESPONSIBILITIES**

4.1 The Council will:

- a. review, amend and adopt changes to the Performance Evaluation Policy in consultation with the Chief Administrative Officer; and
- b. annually review the performance of the Chief Administrative Officer in accordance with the CAO's employment contract and specific references within the Municipal Government Act.

4.2 The Chief Administrative Officer will:

- a. oversee the implementation and maintenance of the Performance Evaluation Policy throughout the municipality;
- b. monitor the effectiveness of the Performance Evaluation Policy where considered appropriate;
- c. conduct evaluations of directors; and
- d. confirm decisions or make rulings regarding appeals as reported by Human Resources.

4.3 Human Resources will:

- a. receive all performance evaluations and confirm compliance with policy;
- b. provide the Performance Evaluation Certification Sheet – Annual Review to the CAO; and
- c. retain performance evaluations in accordance with appropriate Federal and Provincial law.

4.4 Directors of Service Groups will:

- a. ensure that performance evaluations are undertaken within their respective service group;
- b. conduct performance evaluations of managers.

4.5 Evaluators will:

- a. ensure performance evaluations are undertaken within their respective divisions;
- b. confirm the education, training and career goals recommended by supervisors for submission and confirmation by the director;
- c. ensure performance evaluations are undertaken of employees they supervise;
- d. confirm education, training and career goals for recommendation and acceptance by the Manager;
- e. ensure that employees have been previously advised (minimum of two months if possible) of the evaluation form and process;

**APPROVED DECEMBER 2010**

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>	<b>AM – 2.4.1</b>
<b>Section</b> <b>Standards of Performance</b>	<b>Subject</b> <b>Performance Evaluation Policy</b>

- f. communicate praise or criticism in writing on an on-going basis to provide an opportunity for employees to make adjustments prior to the formal evaluation process;
- g. take into account that performance deficiencies of the employee could be due to circumstances beyond their control and / or the responsibility of the supervisor; and
- h. ensure nothing shall be placed in the employee's file unless that employee is first made aware of it.

4.6 Employees will:

- a. actively participate in the performance evaluation;
- b. identify education, training and career goals; and
- c. attach additional comments if they wish.

## 5.0 APPEALS

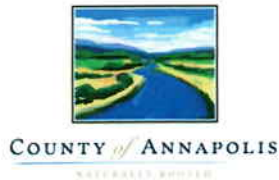
- 5.1 Employees who feel that their overall rating does not represent a true evaluation of their performance over the review period should try to resolve these differences with their supervisor/Manager/Director or Chief Administrative Officer.
- 5.2 If an agreement cannot be reached, the employee shall be given the opportunity to submit a written appeal to Human Resources within fifteen (15) days of the performance evaluation.
- 5.3 Human Resources will conduct separate interviews with the Supervisor and Employee and make a report to the Chief Administrative Officer within fifteen (15) days of receiving the written appeal.
- 5.4 The Chief Administrative Officer will make a determination within fifteen (15) days of receiving the report from Human Resources.

## 6.0 EFFECT ON SALARY

- 6.1 Employees receiving an unsatisfactory evaluation are not eligible for a salary increment.
- 6.2 Employees receiving a satisfactory evaluation rating and who are not at the top of their scale are eligible for a salary increment of one step.
- 6.3 Employees receiving an outstanding evaluation and who are at least two steps from the top of their scale are eligible for a salary increment of two steps.
- 6.4 Employees receiving an outstanding evaluation and who are only one step from the top of their scale are eligible for a salary increment of one step and two additional days of vacation as a non-incremental merit award.
- 6.5 Employees receiving a satisfactory evaluation rating and are at the top of their scale are eligible to receive two additional days of vacation as a non-incremental merit award.

**APPROVED DECEMBER 2010**





## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Prepared by:** Cheryl Mason, Manager of Protective Services / Fire Services Coordinator  
**Reviewed by:** Dawn Campbell, Director of Legislative Services  
**Approved by:** CAO David Dick, CPA, CA  
**Date:** March 8, 2022  
**Subject:** Release of Funds, Annapolis Royal Volunteer Fire Department

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### RECOMMENDATION

That Municipal Council not authorize a withdrawal of \$220,000 from the Fire Services Capital Reserve to the Annapolis Royal Volunteer Fire Department in the 2021-22 fiscal year to assist in the rebuild of a top mount pumper as the Department did not follow Policy protocols.

### LEGISLATIVE AUTHORITY

*Municipal Government Act Section 65*

### BACKGROUND

Requests must be provided to the County prior to any purchasing or financial arrangements in accordance with the Policy.

Further to the funding arrangements made in 2003, capital funds identify a pumper as eligible for capital funds. Truck #11 is now approaching 20 years old and requires replacement.

#### Timeline:

Late 2020 / Early 2021 quotes were called and prices received for a pumper replacement  
March 3, 2021 – General Membership meeting was held to discuss the replacement (motion attached)

October 8, 2021 – letter sent to Annapolis County Fire Services Association regarding intention to replace pumper late 2022 but would be making contact with the County for release of funds. Association advised Coordinator.

January 12, 2022 – Coordinator was advised of post on Facebook regarding arrival of new chassis and it had been delivered to the builder.

January 20, 2022 – Request was received for release of Fire Services Capital Reserve funds advising chassis already been received and paid for by fundraising and donations but now needs funds to rebuild truck body. Advised the re-build contract would not be awarded until Council's approval. Included minutes of Executive meeting held February 2, 2022.

January 20, 2022 – letter received from Annapolis County Fire Services Association confirming awareness of request.

January 20 / February 3 and February 10, 2022 – Coordinator responded to request seeking clarification on quotes and more information regarding sections of the 1.4.2.1 Policy requirements.

It is important to note that the chassis is currently sitting at the builders awaiting start time. This is concerning and gives other departments the impression that it is acceptable to buy / build without Council's prior approval. **This is the second time this Department has gone around the Policy.**

The amount being requested that could be eligible for withdrawal from the Fire Services Capital Reserve for this department is as noted below.

Cost of Rebuild -	\$295,000 + taxes
Less 2021/22 withdrawal request	\$220,000
Less Own funds -	\$ 75,000 + taxes
Remaining capital reserve funds -	<b>\$1,158.47</b>

### **DISCUSSION**

By approving the release, it would mean the life of this truck is good for another 20 years. A new truck at this time costs \$550,000± and with the rebuild the cost is only \$436,064 plus tax.

The issue in this request is that the Fire Department started the process for replacement and had already purchased the chassis **before** contacting Council for approval; be it for the chassis or the rebuild – this is essentially an agreement to purchase before approval. Note that the Fire Chief assured that there has been no financial arrangements made yet with the builder of the pumper until approval has been received from Council although the chassis has been left at the builder's location so there is some implied arrangement.

### **FINANCIAL IMPLICATIONS**

Confirmation with our Finance Department concurs there are sufficient funds available to release \$220,000 as a onetime release with a very small balance until the 2022 capital funds are applied.

### **POLICY IMPLICATIONS**

Fire and Emergency Services Policy 1.4.2.1 states:

"6.4 Releases from the Capital Fire Services Reserve shall not exceed 75% of the cost of the capital asset."

In this case, the capital asset would be only for the body to be rebuilt and not include the chassis.

However, the purchase of the chassis was made before coming to the County of Annapolis for approval for the rebuild. Policy AM-1.4.2.1 Fire and Emergency Services Policy states:

"6.5 Each request is subject to review and approval by Municipal Council and must be submitted in time sufficient to provide for a sixty (60) day processing and consideration period. (At the discretion of Municipal Council, the processing and consideration period may be shorter if for a circumstance of emergency / urgent need.)

**6.6 No capital grant shall be considered for any purchase for which an agreement to purchase has already been made with the supplier."**

## ALTERNATIVES/OPTIONS/CONSIDERATIONS

It is important for Council to understand that such requests for funds are required to be ratified by the members of the department with the knowledge of the expenditure. It is also a requirement that at a minimum two quotes are required; in this case there was a request made of three companies; 2 offered to supply a new pumper and 1 offered to rebuild the Department's top mount pumper on a new chassis.

Staff recognize the need of a replacement pumper for the Department but the process is to be transparent to the public and it has been difficult to convince the writer that some arrangements had not already been made prior to applying for funds.

Options for this request:

1 – Not approve the release of funds for a truck that was in essence started before contacting the County of Annapolis

2 – Approve the release of funds with stipulations that the department was in violation of the Policy.

Therefore it is Council's prerogative to approve or not approve the release of funds.

## ATTACHMENTS

- 1 - Request from Department dated January 20, 2022
- 2 - Letter to Annapolis County Fire Services Association dated October 8, 2021
- 3 - General Meeting Minutes March 3 2021 and Executive Meeting Minutes February 2, 2022
- 4 - General Meeting Minutes of February 16, 2022
- 5 - Letter from Annapolis County Fire Services Association confirming awareness of the request dated January 20, 2022

Report Prepared by: Cheryl Mason  
Cheryl Mason, Manager of Protective Services

Report Reviewed by: Dawn Campbell  
Dawn Campbell, Director of Legislative Services

Report Approved by: Nancy Comeau  
Nancy Comeau, Assistant Manager of Finance Services

Report Approved by:   
CAO David Dick, CPA, CA

## Attachment #1



### Annapolis Royal Volunteer Fire Department

5 St. Anthony Street  
P.O. Box 423 • Annapolis Royal, NS • B0S 1A0  
Phone: (902) 532-5833 • Fax: (902) 532-0950  
Email: arvfdchief@outlook.com



January 20, 2022

Cheryl A. Mason  
Manager of Protective Services  
Municipality of Annapolis County  
P.O. Box 9  
396 Main Street  
Lawrencetown, NS  
B0S 1M0

Dear Cheryl,

We, the Annapolis Royal Volunteer Fire Department, have started the necessary process of replacing Truck 11. The chassis has been purchased outright and we are now in the process of requesting funds from our capital to fund the truck body rebuild.

Three quotes for the rebuild have been received. After reviewing the quotes, we recommend Lantz Truck Body Ltd. to do this job. These three quotes, General Meeting Minutes approving the rebuild, and a letter from ACFA requesting funds from our capital will be submitted.

The truck body re-build contract will not be awarded until Annapolis County Council approves our capital fund request.

Thank you,

Chief Andrew Cranton

**SERVING SINCE 1811**

## Attachment #2



### Annapolis Royal Volunteer Fire Department

5 St. Anthony Street  
P.O. Box 423 • Annapolis Royal, NS • B0S 1A0  
Phone: (902) 532-5833 • Fax: (902) 532-0950  
Email: arvfdchief@outlook.com



October 8, 2021

Robbie Brown, President  
Annapolis County Fire Services Association

Dear Mr. Brown,

Please be advised that we, the Annapolis Royal Volunteer Fire Department, will be replacing our lead pumper in late 2022. At that time, we will contact the Annapolis County Council to request funding from our capital to build the chassis for said truck.

Sincerely,

A handwritten signature in blue ink, appearing to read "AC", representing Chief Andrew Cranton.

Chief Andrew Cranton

**SERVING SINCE 1811**

## **Annapolis Royal Volunteer Fire Department**

### **General Meeting Minutes**

**21/03/03**

Present: Alex Cranton, Nicole Hampton, Dave Wright, Paul Hamilton, Jason Cleaves, Zach Cromwell, Rob Lawrie, Wayne Disney, Trudy MacDonald, Earl Hebb, Andrew Cranton, Steve Spurr, Marvin Francis, Jenna Hayden, Allen Cress, Jayne Hudson, Dave Troop, Dwayne Barteaux, Adam Wright, Dale Potter, Matt Smith, Andrew Fairn, Dave York, Dan McCully, Ben Yukimaich, Chippy Wiles, Terry Hamilton, Andy Sharpe, Ryan Schaffrick

Called to order: 1900hrs

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New Engine 11: Truck committee read a proposal with some specs to the member ship. Rob commented on financial side, feels we are in good position to do this.

Chippy makes a motion to move ahead as proposed by the truck committee, Adam seconds, carried.

---

### **Executive Meeting Minutes**

**22/02/02**

Present: Andrew Cranton, Alex Cranton, Dave Wright, Nicole Hampton, Jason Cleaves, Andy Sharpe

Called to order at 1906hrs

Moment of Silence

New Truck:

Committee met last week and Alex gathered new quotes. Lantz truck quote is \$295000, honouring original quote. Metal fab is \$545000, it was \$475000; this included chassis in the price. Savings of \$110000 to go with Lantz with ARVFD purchasing the chassis for \$140000.

Truck Committee recommends that Lantz is offered the tender. Alex makes a motion to go with Lantz to build our top mount pumper for \$295000. Andrew seconds, carried unanimously. Quote will be attached to minutes for exact pricing and breakdown of costs.

Dave makes a motion to withdraw \$220000 from our County Capital Funding. Andrew seconds. Carried unanimously.

Truck meeting concluded at 1920hrs

# General Meeting Minutes-Skype

## New Pumper Approval

### 22/02/16

Present: Andrew Cranton, Alex Cranton, Earl Hebb, Matt Smith, Nicole Hampton, Jason Cleaves, Marvin Francis, Jenna Hayden, Andrew Fairn, Rob Lawrie, Dwayne Barteaux, Zach Cromwell, David York, Dale Potter, Steven Spurr, Dave Wright, Adam Wright, Andy Sharpe, Rob Lawrie, Paul Hamilton, Jayne Jardine, Ryan Schaffrick

Meeting called to order: 1910hrs

Moment of Silence

Andrew: Reading from Executive meeting minutes regarding quotes and recommendation of the model and company to proceed with.

Lantz offers a build for \$295000, ARVFD paid for the chassis for about \$140000. Only company able to re-use the tank and body, saving money significant money.

Metalfab price includes a chassis, but increased to \$545000 from \$475000.

Jason makes a motion to approve the build of a top mount pumper to replace current engine 11 and offer the contract to Lantz fabrication for \$295000 with an ARVFD-provided chassis for \$140000 for a total of \$435000. Steven seconds. Carried unanimously.

Jason makes a motion to apply to withdraw \$220000 from County Capital Funding to pay for the build, Andrew Cranton seconds, carried unanimously.

Andrew Cranton makes a motion to adjourn, Steven seconds, carried

Adjourned at 1951hrs



Annapolis County Fire Service Association

Email: [president@acfsa.info](mailto:president@acfsa.info) Phone: 902-309-1170  
P.O. Box 713, Middleton, NS B0S 1P0

January 20, 2022

Annapolis County Council,

This is a letter of awareness to state that the Chiefs of the ACFSA are aware that the Annapolis Royal Volunteer Fire Department has identified their intention to purchase a new PUMPER 11 to replace their current pumper and will be requesting funds from their capital account. They will be providing additional details as required.

On behalf of the eleven Fire Departments of the Annapolis County Fire Service Association.

President,

Rob Brown  
Deputy Fire Chief, Bridgetown Vol. Fire Department



COUNTY of ANNAPOLIS  
WATERVILLE, MARYLAND

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Prepared by:** Brian Orde, Reg Emergency Management & Recreation Coordinator  
**Reviewed by:** Dawn Campbell, Director of Legislative Services and HR  
**Approved by:** David Dick, Chief Administrative Officer  
**Date:** March 8, 2022  
**Subject:** Annapolis County and Kings County Emergency Management Mutual Aid Agreement (Approve)

---

### RECOMMENDATION

That Municipal Council approve the Mutual Aid Agreement between the County of Kings, Town of Berwick, Town of Kentville, Town of Wolfville, County of Annapolis, Town of Annapolis Royal and Town of Middleton, in accordance with the recommendation of the Annapolis Regional Emergency Management Advisory Committee.

### LEGISLATIVE AUTHORITY

Section 65 of the *Municipal Government Act*, as amended

### BACKGROUND

At the Committee of the Whole Meeting on October 8, 2018, the County approved the same mutual aid agreement between the District of Digby, Town of Digby, County of Annapolis, Town of Annapolis Royal, and the Town of Middleton.

The Kings County municipal units have all had the agreement presented to and approved by all councils.

### DISCUSSION

At the most recent Annapolis REMO Advisory Committee meeting held on February 1, 2022 the following motion was made: *"It was moved by Mayor Boyer and seconded by Councillor Knapp that the current Annapolis County and Kings County Mutual Aid Agreement be presented to the respective councils for approval."*

### FINANCIAL IMPLICATIONS

### POLICY IMPLICATIONS

None known

### NEXT STEPS


Once approved by all Annapolis County municipal partners, arrangements will be made for signing.

**ATTACHMENTS**

*Appendix A* – Annapolis County and Kings County Emergency Management Mutual Aid Agreement

**Report Prepared by:** Brian Orde, Recreation Coordinator

**Report Reviewed by:** *Dawn Campbell*  
Director of Legislative Services and HR

**Report Approved by:**   
\_\_\_\_\_  
CAO David Dick, CPA CA

**BETWEEN:**            **MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**  
                         **TOWN OF ANNAPOLIS ROYAL**  
                         **TOWN OF MIDDLETON**  
                         **MUNICIPALITY OF THE COUNTY OF KINGS**  
                         **TOWN OF BERWICK**  
                         **TOWN OF KENTVILLE, and**  
                         **TOWN OF WOLFVILLE**

**WHEREAS** a peacetime emergency could affect the separate parties to such a degree that their individual resources would be inadequate to cope with the emergency;

**AND WHEREAS** the parties recognize the need for timely exchange of information and sharing of resources during such an emergency;

**THEREFORE** the parties agree to render, upon request, all possible assistance to each other in the event of an emergency, subject to the following conditions:

1. The request for assistance shall be made by the mayor or warden (as the case may be) of the party affected.
2. The extent of the assistance rendered shall be at the discretion of the responding party, having regard to the current situation in that party.
3. Any extraordinary or unusual costs, reasonably incurred in the provision of assistance by any party, shall be borne by the requesting party.

**IT IS FURTHER AGREED** that, in the event of an emergency occurring within the boundaries of a party to this agreement which may affect any or all of the other parties, the party within whose boundaries such an emergency occurs shall notify those other parties which may be affected.

**TERMINATION OF AGREEMENT**

This Agreement shall be binding for not less than one (1) year from its effective date, and shall continue to be binding upon the parties in subsequent years and shall be considered to renew automatically from year to year. A party may terminate its participation in this Agreement upon at least sixty (60) days written notice to the other parties. Once a termination is effective, it shall no longer be a party to this Agreement, but this Agreement shall continue to be in force among the remaining parties.

This agreement will become effective when all the parties have signed it. The date this Agreement is signed by the last party to sign it (as indicated by the date stated opposite that party's signature), will be deemed the date of this agreement.

**IN WITNESS WHEREOF** this Agreement is executed on behalf of the participating parties by their duly authorized signing authorities,

Warden: \_\_\_\_\_  
Municipality of the County of Annapolis  
Date Approved: \_\_\_\_\_

Clerk: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Mayor: \_\_\_\_\_  
Town of Annapolis Royal  
Date Approved: \_\_\_\_\_

Clerk: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Mayor: \_\_\_\_\_  
Town of Middleton  
Date Approved: \_\_\_\_\_

Clerk: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Mayor: \_\_\_\_\_  
Municipality of the County of Kings  
Date Approved: \_\_\_\_\_

Clerk: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Mayor: \_\_\_\_\_  
Town of Berwick  
Date Approved: \_\_\_\_\_

Clerk: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Mayor: \_\_\_\_\_  
Town of Kentville  
Date Approved: \_\_\_\_\_

Clerk: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Mayor: \_\_\_\_\_  
Town of Wolfville  
Date Approved: \_\_\_\_\_

Clerk: \_\_\_\_\_  
Date Signed: \_\_\_\_\_



COUNTY of ANNAPOLIS  
NATURALLY ROUTED

## RECOMMENDATION REPORT

**To:** Municipal Council

**Prepared by:** Nancy Chisholm, Recreation Coordinator, Alternate REMO Coordinator

**Reviewed by:** Dawn Campbell, Director of Legislative Services / Deputy CAO

**Approved by:** David Dick, Chief Administrative Officer

**Date:** March 8, 2022

**Subject:** Recommendation Report Community Grants Program – Current Applications

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### RECOMMENDATION

That municipal council approve the allocation of grants as presented in Appendix A from the 2021-22 Community Grants Program, in accordance with *AM-1.4.9 Community Grants Policy*, for a total of \$6,446.00 as follows:

\$2,400.00 Port George Regional Recreation Commission;  
\$1,646.00 Lawrencetown and Area Seniors Association (LASA);  
\$2,400.00 Clementsvale & District Recreation Association; and

### LEGISLATIVE AUTHORITY

*Municipal Government Act* Section 65

### BACKGROUND

### DISCUSSION

1. *AM 1.4.9 Community Grants Policy* provides an opportunity for community organizations to apply for funding to support their services, programs and projects. Categories for which funding may be considered include:
  - Community Programs Assistance
  - Marketing and Promotion Partnership
  - Community Heritage Grants
  - Community Halls and Centres Assistance
  - Trails Assistance
  - Capital Projects Assistance
  - Organizational Restructuring & Planning

All of the recommended applications are in compliance with policy eligibility requirements.

2. The Port George Regional Recreation Commission is requesting funding in the amount of \$2,400 from the Community Halls and Centres Assistance Program to assist with facility upgrades:
  - installation of three new windows;
  - replacement of siding, fascia and eaves trough.

The Port George Recreation Centre provides a space for local recreational and community-based. Total estimated cost of the repairs are \$3,600. The Commission is requesting a grant in the amount of \$2,400 from the County with the remaining costs being covered by the Commission. Community volunteers will also contribute "in kind" to this project. Project description may be found at Appendix A.

3. The Lawrencetown and Area Seniors Association (LASA) is requesting funding in the amount of \$1,646.00 from the Community Programs Assistance Fund to assist with their upcoming programs including fitness and social programs for seniors, safety awareness programs and a breakfast program for the Lawrencetown School. The total estimated cost of the program this year is \$3,292.00. A program description can be found at Appendix B.

4. The Clementsvalle & District Recreation Association is requesting funding in the amount of \$2,400 from the Community Halls and Centres Assistance Program. Funds will assist with fire exit and water system repairs. The Forrester's Hall in Clementsvalle provides a community eating space and a location for recreational activities for youth and families in all seasons. Total estimated costs of the project are \$5,100. The Association has secured \$2,000 in volunteer time and donated labour and is contributing the remaining \$700 in cash/donations. Project description can be found at Appendix C.

### **FINANCIAL IMPLICATIONS**

The grants budget currently has \$63,312.15 remaining in the current fiscal year. If this recommendation is approved for the allocation of the grants applications recommended (total of \$6,446.00) there will be \$56,866.15 remaining in the community grants budget.

### **POLICY IMPLICATIONS**

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

### **ALTERNATIVES/OPTIONS**

- Not approve the recommendation(s); or
- Approve a lesser amount.

### **NEXT STEPS**

1. If approved, issue approved grant funds in accordance with the policy; or
2. If the requests are not approved inform the group(s) of the decision.

### **ATTACHMENTS**

Appendix A: Repair & Upgrade Description – Port George Regional Recreation Centre.  
Appendix B: Program Description – Lawrencetown & Area Seniors Association.  
Appendix C: Project Description – Clementsvale & District Recreation Commission.

**Report Prepared by:** Nancy Chisholm, Recreation Coordinator, Alternate REMO Coordinator

**Report Reviewed by:** Dawn Campbell

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Dawn Campbell, Deputy CAO, Director of Legislative Services and HR

**Report Approved by:**



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CAO David Dick, CPA CA

**PORT GEORGE REGIONAL RECREATION CENTRE  
COVER LETTER RE GRANT APPLICATION OF JAN,2022**

**To: Municipality of the County of Annapolis  
Re: Relative to Grant Application Form – The Project**

**Memo:**

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

**The Rec centre was built over 30 years ago, and is in need of upgrades. The goal is to upgrade the ageing windows and exterior of the south west side of the Rec centre. And to have it energy efficient and more enjoyable for our community to enjoy. We are hopeful for this grant, to replace three windows, siding, facia and eaves troughs. We have wonderful community citizens that are willing to help with this project.**

**We would greatly appreciate the County approving a Grant for the requested \$2400.00.**

**Thanking you in advance**

**Yours truly**

**Gayla Gallant**

**Director/Treasurer**



## **Municipality of the County of Annapolis**

### **Lawrencetown and Area Seniors Association (LASA)**

Letter of Application for Community Programs Assistance Grant

Feb 23, 2022

Lawrencetown and Area Seniors Association (LASA) provides information, social interaction, and health and wellness which includes an exercise program. Lawrencetown is in catchment area for surrounding communities and provides activities and communication for these places.

Meetings are held. Guest speakers have provided a range of topics with information on safety awareness, scams, available health programs and transportation. The objective is to bring updated information to share with Seniors in the community. LASA members provide 'in kind' volunteer services for its operation of its meetings, setting up activities, refreshments, cleanup organization of chairs and tables for such as meetings, guest speakers and the Christmas Party.

LASA arranges transportation for entertainment and social activities in other areas for example: Plays, Concerts, Historic Gardens and Museums. The LASA Christmas party includes a dinner and musical entertainment. A BBQ is held in summer. Light refreshments are also part of the program, including muffin socials on Saturdays.

LASA provides support to the Lawrencetown Consolidated School for the breakfast program and knitting mitts.

Exercise Classes for Older Adults - "Head-to-Toe" one-hour Classes are held Mondays and Wednesdays from Fall to Spring. These classes help enable fitness for Seniors.

The above is the regular Program.

**During COVID, the above LASA Program has observed the current regulations through 2020 and 2021 which involved cancellations. LASA's Program did resume in October, November and December 2021, but shut down again in January 2022 through the current time of February 2022 due to NS Covid regulations. That being said, in November, LASA was able to provide very important COVID information to members with a guest speaker, who was a local Pharmacist. Vaccine information was provided of how, where and when programs were being delivered.**

LASA is requesting a grant to support it to continue its Program, as COVID regulations allow.

Thank you for your attention to this request.

Clementsvale & District Recreation Commission

PO Box 53  
Clementsvale, NS  
B0S 1G0

February 9, 2022

By email: nchisholm@annapoliscounty.ca

Municipality of the County of Annapolis  
PO Box 100  
Annapolis Royal, NS, B0S 1A0  
Attn: Community Grants Program

Re: Clementsvale & District Recreation Commission – Community Hall and Centres Assistance Program

Dear Mrs. Chisholm,

We operate and maintain the community hall in Clementsvale, NS, the Forrester's Hall. We have a number of projects which we would like to accomplish over the next year, including:

1. Installation of swings at outdoor park space.
2. Fire exit stair repairs for second floor fire exit.
3. Pressure tank replacement – water system.

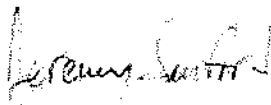
We have been fundraising in support of maintaining the hall and improving the facility for the community. We will also be relying on community support in the form of volunteer labour to accomplish the above goals.

There are a number of new families in the community with young children, we plan to install a swing set to encourage outdoor play in our community outdoor park. In addition we have identified that our fire exit from the second floor is in need of major repairs to make it safe for use. We hope to make repairs to the fire exit which should extend its lifespan by 10 years. Another equipment item which needs replacement is our pressure tank as we have noticed it does not maintain sufficient air pressure.

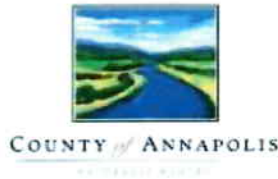
Please see the attached application for funding assistance in the amount of \$2,400 under this program as our facility exceeds 2,000 square feet in size.

If you have any questions, please contact me at 902-245-6400.

Sincerely,



Jeremy Sanford, Director, c) 902-308-9456



## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Submitted by:** Cheryl Mason, Manager of Protective Services/Fire Services Coordinator  
**Reviewed by:** Dawn Campbell, Director of Legislative Services  
**Approved by :** CAO David Dick, CPA CA  
**Date:** March 8, 2022  
**Subject:** Release of Funds, Lawrencetown & District Volunteer Fire Department

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### RECOMMENDATION

That Municipal Council authorize the Lawrencetown & District Volunteer Fire Department to proceed with obtaining quotes for a replacement tanker.

### LEGISLATIVE AUTHORITY

Municipal Government Act Section 65

### BACKGROUND

Due to the urgency expressed by suppliers, the department is requesting authorization to start the process to purchase the chassis and have the truck body built before costs escalate. The department has some funds available to assist with the purchase of the chassis but will be looking for the funds from the Capital Reserve based on the prices submitted by the provider when a decision has been made. At that time, another request will be submitted with the full cost of the vehicle to be purchased.

### DISCUSSION

This request is being provided prior to any purchasing or financial arrangements and is seeking Council's approval to proceed as per the Policy. Due to the timing, the request for funds will not be received this fiscal year but dependant on when the truck will be available by the supplier.

### FINANCIAL IMPLICATIONS

Confirmation with Finance Department concurs there is sufficient funds available to release up to \$500,000 from the Fire Services Capital Reserve when the request is submitted.

.../2

## **POLICY IMPLICATIONS**

Meets all the requirements under the Policy other than there are only two local suppliers that they will be receiving quotes from at this time.

## **ALTERNATIVES**

There are not alternatives as there is no reason this request should be denied. The Department has provided all their documentation prior to making any financial commitments.

## **ATTACHMENTS**

- 1 - Request from Chief Stoddart
- 2 - Motion made at Lawrencetown & District Volunteer Fire Department meeting February 23, 2022 general meeting to request release of funds
- 3 - Letter from Annapolis County Fire Services Association confirming awareness of the request

Report Prepared by: 

Cheryl Mason, Manager of Protective Services

Report Reviewed by: 

Dawn Campbell, Director of Legislative Services

Report Approved by: *Nancy Comeau*

Nancy Comeau, Assistant Manager of Finance Services

Report Approved by: 

CAO David Dick, CPA CA



## Lawrencetown & District

Vol. Fire Dept.

SERVING THE AREA FOR OVER 100 YEARS

February 24, 2022

To the Municipality of the County of Annapolis:

The Lawrencetown Volunteer Fire Department is seeking approval to purchase a new truck. Our current 1992 GMC Topkick tanker has served us well over the last 29 years. The time has come to replace this truck. This current tanker only has the capacity to hold 1000 gallons of water. With current firefighting practices, greater volumes of water are needed. Therefore, we are proposing to upgrade to a truck with the ability to hold 2500 gallons of water.

A motion was passed at our regular meeting to replace this truck providing the approval of the Municipality. Please see the attached minutes under the "New Truck" committee.

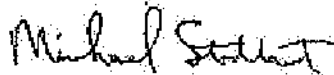
Our Department has been planning on replacing this truck for a few years now. As with most things, Covid-19 has slowed us down. With our fundraising efforts, we have been able to set aside a fairly large sum of money to help support this project. We will be asking for the remainder of the money to come from our Capital Fund. At this time, we do not anticipate the need for a bank loan for this project.

We have been talking with 2 local suppliers regarding this project. All of our other trucks have been built by Lantz Fire Trucks or MetalFab. We have been really pleased with both companies. At this time we are asking if these 2 companies would suffice for a tender process. Other local departments have been using these 2 providers as well. Yes there are other suppliers, however they would be from a much greater distance away. It is nice to keep it local as we would be able to monitor the build of the truck.

With regarding to a timeline, we would like to see a chassis purchased by this fall. Our department feels we could easily pay for this from our fundraising efforts. The final build of the truck would take place during 2023. An estimated delivery would be late 2023 or early 2024. At that time we would be requesting money from our Capital Fund.

On behalf of the Lawrencetown Volunteer Fire Department, I want to thank you in advance for your continued support.

Respectfully submitted,



Michael Stoddart

LVFD Chief

## Lawrencetown & District Volunteer Fire Department

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### **Monthly Meeting Minutes**

**Date:** February 23<sup>rd</sup>, 2022

**Attendance:** See attached roster of attendance

Monthly meeting was called to order at **19:00** hours by president **Alex Illsley** with **20** members in attendance. The minutes of the January monthly meeting were read. **Motion** made by **James Frank**, seconded by **Mike Stoddart** to accept the minutes as read. **Motion carried.**

#### **New Truck Committee:**

New truck presentation given by Alex Illsley and behalf of the truck committee. Discussion was had regarding the replacement of our current tanker #22 (1992 Topkick)

Motion made by Alex Illsley to start the process of replacing truck #22 providing approval from the Municipality of Annapolis County. Seconded by Glenn Whitman. Motion carried by secret ballot vote (20 for, 0 against).

#### **Adjournment:**

Meeting was adjourned at 20:45 hours. Motion by George Milligan, seconded by Glenn Whitman.

**Attachment #3**



**Annapolis County Fire Service Association**

Email: [president@acfsa.info](mailto:president@acfsa.info) Phone: 902-309-1170  
P.O. Box 713, Middleton, NS B0S 1P0

February 24, 2022

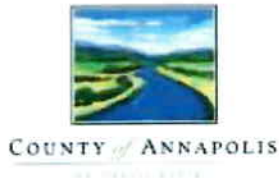
Annapolis County Council,

This is a letter of awareness to state that the Chiefs of the ACFSA are aware that the Lawrencetown & District Volunteer Fire Department has identified their intention to purchase a new TANKER 22 to replace their current 1992 truck and will be requesting funds from their capital account. They will be providing additional details as required.

On behalf of the eleven Fire Departments of the Annapolis County Fire Service Association.

President,

Rob Brown  
Deputy Fire Chief, Bridgetown Vol. Fire Department



## RECOMMENDATION REPORT

**To:** Committee of the Whole or Council  
**Submitted by:** Cheryl Mason, Manager of Protective Services/Fire Services Coordinator  
**Reviewed by:** Dawn Campbell, Director of Legislative Services  
**Approved by:** CAO David Dick, CPA CA  
**Date:** March 8, 2022  
**Subject:** Release of Funds, North Queens Fire Association

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### RECOMMENDATION

That Municipal Council authorize the North Queens Fire Association to proceed with the acquisition of a replacement Utility/Rescue Vehicle and funds to come from the 2021/22 Fire Services Capital Reserve in the amount of \$40,000 with the option to withdraw additional funds from the Capital Reserve when funds are made available in future capital reserve funds.

### LEGISLATIVE AUTHORITY

Municipal Government Act Section 65

### BACKGROUND

The funding agreement includes 50% share in the funding for a utility vehicle. This request will replace the existing 1998 Ford Utility/Rescue truck. The cost of this truck will be shared with the Region of Queens although funds in their Capital Reserve is not much, anything helps.

Due to the urgency expressed by suppliers, the department is requesting authorization to start the process to purchase the chassis and have the truck body built before costs escalate in the new fiscal year as was approved by their membership on October 4, 2021.

The department has been saving for this truck and with the help of the Regional of Queens and the County of Annapolis this purchase is possible along with a 10 year loan for the balance.

Cost of Vehicle	\$627,643 including tax
Own Funds	\$152,500
Less funds provided by Region of Queens	\$100,000
Request from Annapolis County Capital Reserve	<b>\$ 40,000</b>
Balance to be borrowed	\$335,143

## **DISCUSSION**

The payments will be completed within the 10 year allotted time for loans for trucks.

## **FINANCIAL IMPLICATIONS**

Confirmation with Finance Department concurs there is sufficient funds available to release \$40,000 with a small balance left in the account until the annual allocation.

## **POLICY IMPLICATIONS**

Fire and Emergency Response Services Policy 1.4.2.1 - Authority to release funds from the Fire Services Capital Fund for purposes that meet the intent of the Policy which in this case assists with the cost to purchase a rescue/utility vehicle.

## **ALTERNATIVES**

There is no reason by this request should be denied. The Department has provided all their documentation prior to making any final financial commitments.

## **ATTACHMENTS**

- 1 - Request from Chief Chris Wolfe
- 2 - Motion made at North Queens Fire Association general meeting to request release of funds
- 3 - Letter from Annapolis County Fire Services Association confirming awareness of the request

Report Prepared by: Cheryl Mason

Cheryl Mason, Manager of Protective Services

Report Reviewed by: Dawn M Campbell

Dawn Campbell, Director of Legislative Services

Report Approved by: Nancy Comeau

Nancy Comeau, Assistant Manager of Finance Services

Report Approved by: David Dick

CAO David Dick, CPA CA

North Queens Fire Association  
P.O. BOX 166 Calverton NS

Dear Council

February 24, 2022

The North Queens Fire Association is requesting \$40,000 from the capital reserve account to help towards the cost of the new rescue truck we are purchasing from Lantz in Port Williams NS. The estimated start time is in May however we are planning on buying the Chassis as soon as funds come available. The total chassis price is \$167,118.55 we have \$152,500 saved to go towards the Chassis plus the Region of Queens Municipality will be giving us \$100,000 over a 10 yr. term. The total price of the truck will be \$627,643 and the remaining amount for the Chassis and body will be borrowed through a financial institution over a 10 Yr. period. We are excited to be able to provide a new rescue truck to the residents of Annapolis and Queens as we are over 40-45 minutes from a medical facility and the residents rely heavily on our Medical First Responders in a time of need the new rescue will provide that service in years to come and with more functions than the existing one. We are hoping to pay the rescue truck off sooner than the 10 yr. mark so we will most likely be asking in the future for money out of our capital again to pay the rescue off. Thank you for your time and consideration.

Chief Christopher Wolfe  
North Queens Fire Association

P 4/7

North Queens Fire 9025843929 <> 9025843929

2022-02-28 11:14

Oct 4<sup>th</sup> 2021 Special Meeting

New Fire-Rescue

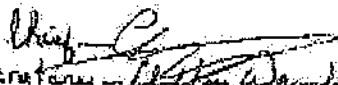
Meeting called to Order at 7 PM by Chief Wolfe.  
Roll call was taken with 18 members answering.  
A moment of Silence was held for past members.

\* New truck by Lance Truck & Body Co. Contract price \$63,500.00  
with tax.

\* Metal Fab contract price \$38,680.00 + tax

After a lengthy discussion it was moved by Mike Clunney sec.  
by Jonathan Beach that we purchase the new truck  
from Lance Truck Body Co.

Moved by Evan Uhlman sec. by Lisa Weare approval for  
Shirley to move money around, to make payments.

Chief   
Secretary - Clayton Wamboldt

P 2/7

North Queens Fire 9025843959 > 9025843959

2022-02-28 11:14

**Attachment #3**



**Annapolis County Fire Service Association**

Email: [president@acfsa.info](mailto:president@acfsa.info)

Phone: 902-840-0235

**February 28, 2022**

**Annapolis County Council,**

**This is a letter of awareness to state that the Chiefs of the ACFSA are aware that the North Queens Fire Association has identified their intention to withdraw funds from their capital reserve to assist with the future purchase of a new rescue truck. Purchase details will be provided by the fire dept. The withdrawal amount request will be for \$40000.00. There may be future withdraws to assist with loan payments.**

On behalf of the eleven Fire Departments of the Annapolis County Fire Service Association.

Rob Brown, President ACFSA



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## RECOMMENDATION REPORT

**To:** Committee of the Whole  
**Submitted by:** Carolyn Young, Municipal Clerk  
**Date:** March 8 2022  
**Subject:** 2022 Mandatory Boundary Review – Report #1

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### RECOMMENDATION

That municipal council authorize staff to conduct the 2022 mandatory review of the polling districts and to follow the criteria established by the Utility & Review Board (UARB), preparing information on status quo (eleven), nine, and seven districts for presentation to the public; and that municipal council determine the scope of the public participation process to allow the residents of the County of Annapolis to have input in the boundary study.

### LEGISLATIVE AUTHORITY

The *Municipal Government Act* (MGA) requires municipal governments to conduct a study of the number and boundaries of its polling districts. MGA section 369 (1) states that:

*In the year 1999, and in the year 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.*

### BACKGROUND

Municipal boundary studies are required every eight years, with the last boundary study being done in 2014 for the 2016 municipal election. This study is to be completed in 2022 in preparation for the 2024 municipal election. Application to the Utility & Review Board (UARB) to confirm or alter the number and boundaries of each polling district must be submitted by the end of December 2022.

The boundary study is a two-step process; step one is to decide on the desired number of councillors/districts and step two is to distribute the electors in each district to comply with the +/- 10% variance for voter parity as established by the UARB. Public consultation is a requirement of the study and municipal council must follow the practice and procedures of the UARB. The Board will hold a Public Hearing and following the hearing will provide a written decision within 60 days to the Municipality either accepting the application or rejecting it.

## **DISCUSSION**

Municipal Council will need to decide on the number of districts necessary for appropriate governance in the municipality. In this report municipal council will see the distribution of voters in each district and the voter parity for each of the current 11 districts based on the total voter count from the 2020 municipal election, (Map 1). In anticipation of the UARB wanting to see a reduction in the number of districts, draft options for 9 districts (Map 2) and 7 districts (Map 3) have been included with this report for council's information and to show the scope of what those options could possibly look like.

Traditionally, the Board has defined the criteria for municipalities to follow when conducting the study of the polling districts is; number of electors, relative parity of voting power, population density, community of interest and geographic size. When considering community of interest, the study will look at planning areas, serviced areas, shopping patterns, school areas, recreation, area rates, infrastructure, etc. The community of interest and geographic features are significant criteria used in determining the location of the polling boundaries.

Once Municipal Council decides on an option, staff will begin the distribution of electors across the municipality and delineating the polling boundaries. Distribution of electors will need to comply with the +/- 10% variance where possible. Any variance exceeding the target variance must be justified, the greater the proposed variance, the more burden on the municipality to justify the difference in variance. In some exceptional circumstances, the Board may accept up to +/-25% variance in voter parity but a strong case would need to be made to the Board.

Public consultation is inherent. The type and amount of consultation is within Council's discretion, but should give the public an opportunity to express their views on the size of council and in the boundary locations.

## **FINANCIAL IMPLICATIONS**

Pending COVID restrictions, municipal council will have to conduct many public meetings as this will impact all residents of the municipality. Costs and staff time have not been budgeted for these meetings.

## **POLICY IMPLICATIONS**

Staff will follow the criteria established by the UARB to meet Council's decision on size and distribution of the electors in the polling districts for the municipality.

## **ALTERNATIVES**

No other alternatives are being considered at this time as the study of the number and location of the municipal polling boundaries is a requirement of the *MGA* and to not do the study would be in contravention of the *MGA*.

## **NEXT STEPS**

Upon direction from Council on the desired number of districts, staff will conduct the review of the boundaries and distribute the voter population to be within the +/- 10% variance where possible. Staff will work with Council on the public consultation process to ensure the residents of Annapolis County have input on the changes to

the polling boundaries that may result from the study. One suggestion is an on-line survey

**ATTACHMENTS:**

**Map 1 – Broad overview of current 11 districts using 2020 Census information**

**Map 2 – Broad overview of 9 areas using 2020 Census information**

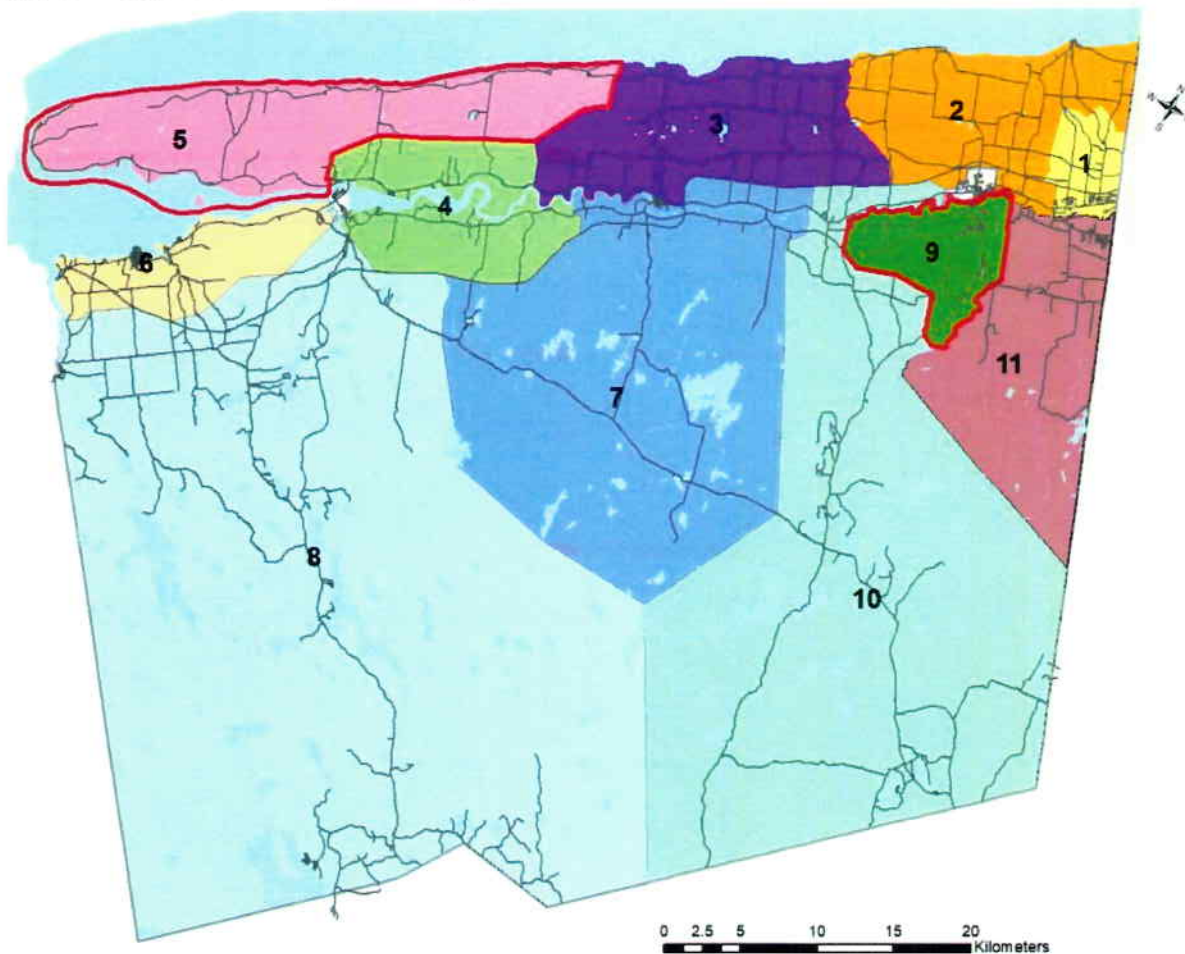
**Map 3 – Broad overview of 7 areas using 2020 Census information**

Report Prepared by: Cheryl Mackintosh, Civic Addressing Coor/GIS Tech

Report Reviewed by: Carolyn Young, Municipal Clerk

Report Approved by:   
CAO David Dick, CPA CA

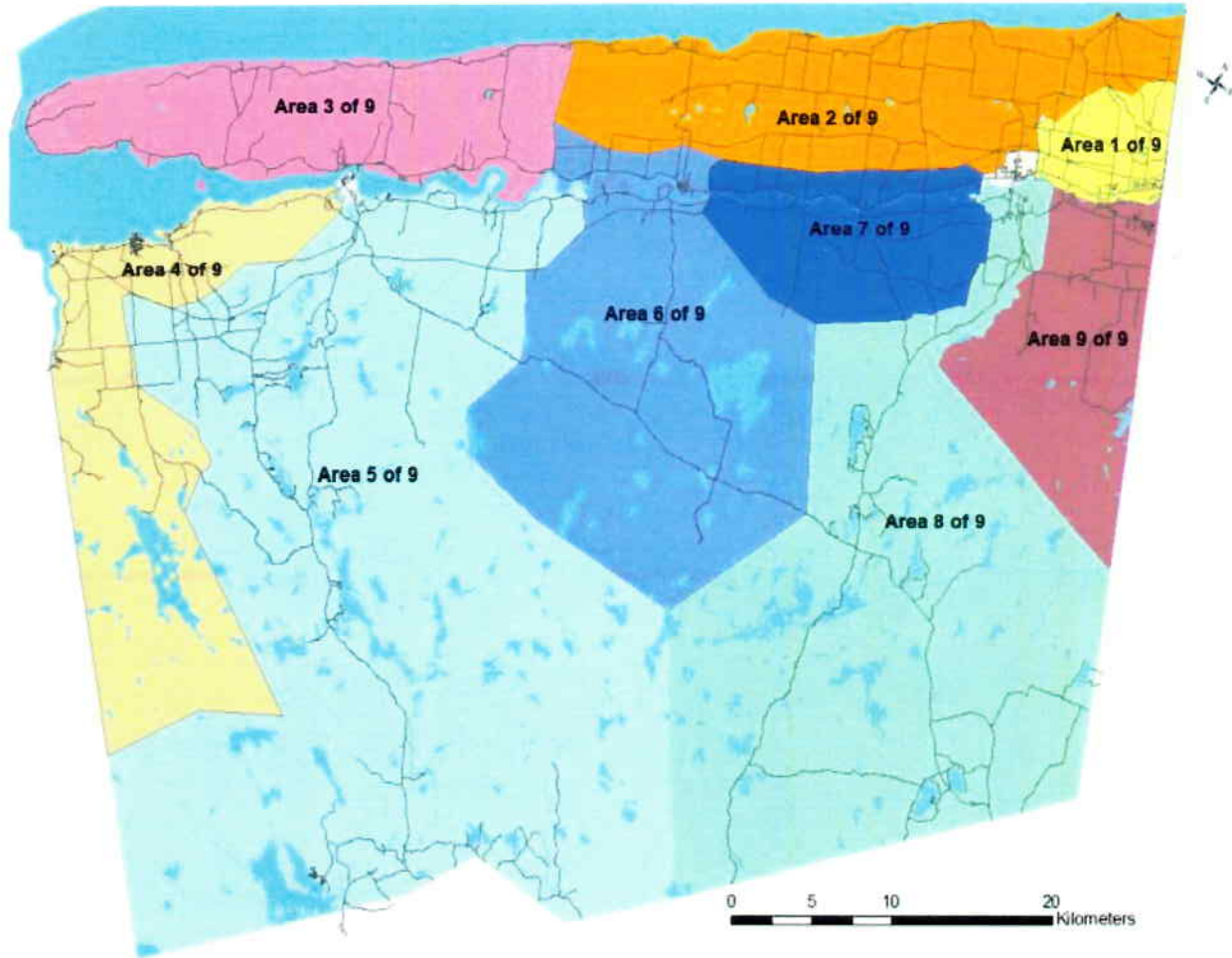
# 1. Map 1 – Current Municipal Polling Boundaries & 2020 Voter Count



District	2020	Difference	Percentage
1	1345	38	-3%
2	1326	57	-4%
3	1482	99	7%
4	1370	13	-1%
5	1212	171	-12%
6	1304	79	-6%
7	1409	26	2%
8	1293	90	-7%
9	1516	133	10%
10	1481	98	7%
11	1474	91	7%
Total	15212		

Average number of voters  
per councillor - 1383

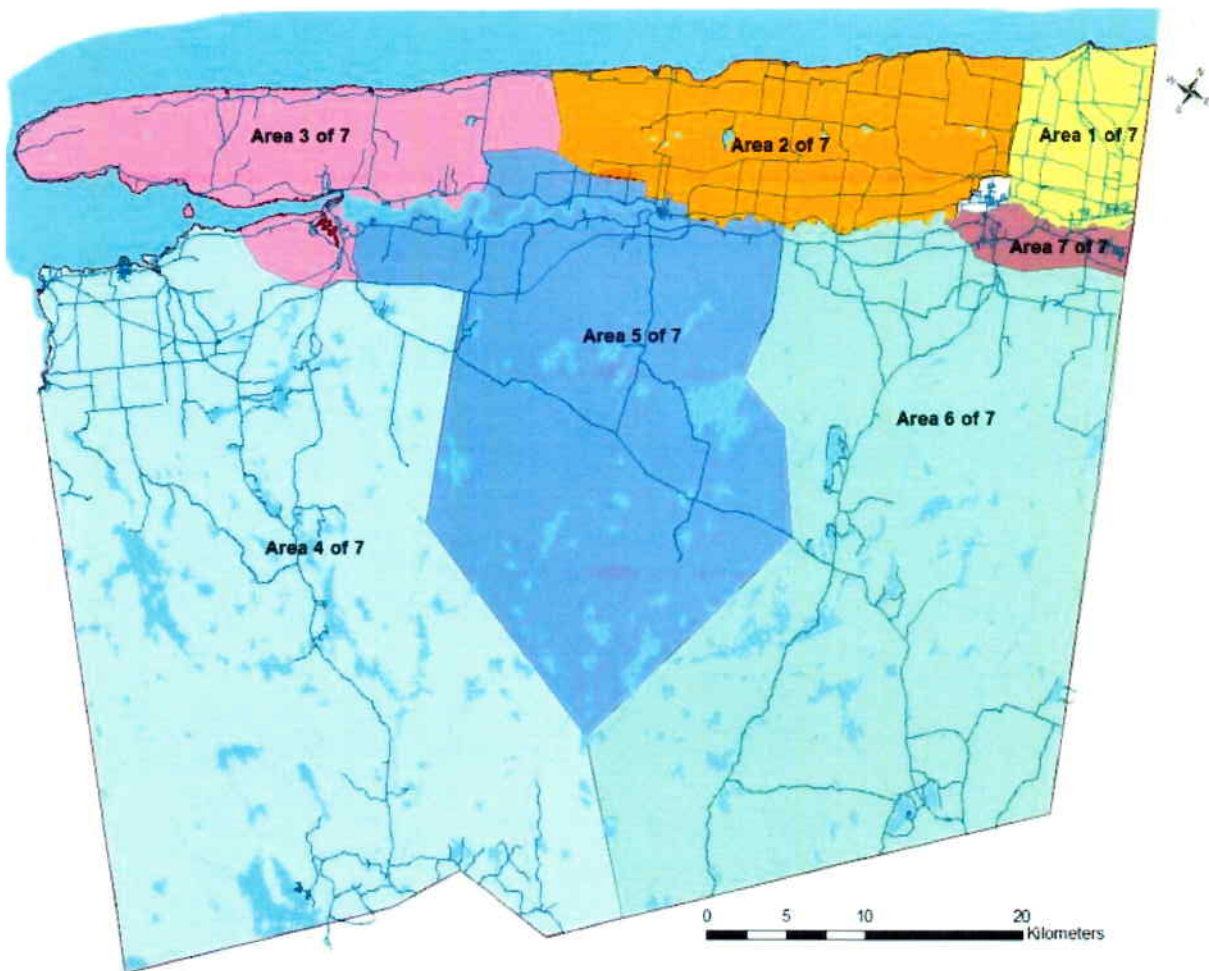
## 2. Map 2 – 9 District Option Using 2020 Voter Count



Average number of voters per  
councillor - 1690

District	2020	Difference	Percentage
Area 1 of 9	1694	4	0%
Area 2 of 9	1770	80	5%
Area 3 of 9	1816	126	7%
Area 4 of 9	1747	57	3%
Area 5 of 9	1572	118	-7%
Area 6 of 9	1749	59	3%
Area 7 of 9	1710	20	1%
Area 8 of 9	1680	10	-1%
Area 9 of 9	1474	216	-13%
Total	15212		

### 3. Map 3 – 7 District Option Using 2020 Voter Count



Average number of voters per councillor - 2173

District	2020	Difference	Percentage
Area 1 of 7	2211	38	2%
Area 2 of 7	2237	64	3%
Area 3 of 7	2249	76	3%
Area 4 of 7	2331	158	7%
Area 5 of 7	2162	11	-1%
Area 6 of 7	1948	225	-10%
Area 7 of 7	2074	99	-5%
Total	15,212		

Report Prepared by: Cheryl Mackintosh, Civic Addressing Coor/GIS Tech

Report Reviewed by: Carolyn Young, Municipal Clerk

Report Approved by: \_\_\_\_\_  
CAO David Dick, CPA CA

CAO Report

March 8<sup>th</sup> 2022

Continue to develop information for BCAR

Numerous discussions with Ombudsman relating to report issued in 2021

Various communications with staff, legal representatives and proponent regarding potential sale of Internet

Communication with Real Estate Agent, and various proponents relating to potential sale of Bridgetown Elementary school

Communication with Real Estate Agent regarding listing of Bridgetown Town Hall and Waste Management Transfer station

Communication with taxpayers relating to potential sales of above properties

Staff meetings and communication with lawyers relating to various HR matters

Meeting with management and executive teams to discuss agenda, operational issues and relaxing of provincially enacted restrictions relating to pandemic

Meetings with staff

Meetings with elected officials

Continued work on 2023 budget

Treasurer activities

Communication with CTI officials

General responses to community questions

Discussions relating to asset management and capital requirements

Multiple discussions with staff, CAO's and advisory committee of REMO

Meetings and discussions with legal advisors regarding Farren claim

Meetings to review outstanding criteria relating to RFP for renovations

Communication with Stantec

Meetings with Planners and Manager of Development Services

Professional development sessions

Discussions on next steps with Mountain and Meadows and discussions with politicians about available funding sources

## Carolyn Young

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**Subject:** FW: TCTS Report

**From:** Bruce Prout  
**Sent:** February 28, 2022 3:33 PM  
**To:** Carolyn Young <CYoung@annapoliscounty.ca>  
**Subject:** TCTS Report

The monthly Board Meeting of TCTS took place on Wednesday, February 16th at 3:30 in the TCTS Boardroom in Bridgetown.

The following items comprise highlights of the meeting:

1. The minutes of the January 19th meeting were approved.
2. There was no Business Arising from the Minutes nor any Correspondence.
3. Highlights of the General Managers report were as follows:
  - a) January was a very slow month with the number of storms and school closures resulting in a number of appointments being cancelled. In fact, January 2022 was the most financially challenging month since the beginning of COVID.
  - b) The Prototype Evaluation and Testing phase of the Dispatch System will begin on February 17th for three sessions.
  - c) The General Manager discussed her presentation to Annapolis County Council.
  - d) The topic of vehicle inspections for the TCTS fleet was discussed.
  - e) The TCTS policy of following the AVRCE school closures policy has been modified to allow for a reassessment at 10:00 am to see if operations may start for the day at that time.
- 4 Under New Business the Board Chair and the General Manager suggested that I contact the Warden, the CAO and all Councilours to set up a tour of TCTS operations for anyone who would like to take part.

Respectfully Submitted,

Bruce Prout  
Councillor for District 1  
Phone (902) 765-2911  
Email: [bprout@annapoliscounty.ca](mailto:bprout@annapoliscounty.ca)  
[www.AnnapolisCounty.ca](http://www.AnnapolisCounty.ca)



Kings Transit Authority

# General Manager's Report

For the Month of January 2022

As presented at the February 23<sup>rd</sup>, 2022 Board Meeting

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## Section 1.0

Garage and Fuel prices

## Section 2.0

Ridership and Revenue

## Section 3.0

Monthly Financial Reporting

## Section 4.0

Monthly Financial Summary

## Section 5.0

Ridership Initiatives

## Section 6.0

Human Resources

## Section 7.0

Monthly Activities

## Section 8.0

Planned Activities



2/23/2022

## Section 1.0 – Garage and Fuel Prices

In the Month of December we had Twenty-Five (25) work orders for repairs on our vehicles, with constant repair work on Bus 62 continuing.

The Four (4) buses KTA had donated from Halifax Transit are still in the process of having body work and repairs completed to be able to place into service. Enough body panels have been delivered from the supplier to complete the body work on the Two (2) buses that require the most body work. We will be ordering more panels for the last Two (2) buses as the first bus to have body work done is transported back to our location.

After looking at the cost and time factor, we will likely tow each of the buses to and from Truro in order to expedite the process.

There are drainage issues which have been present at the garage, outside of the wash bay. We are, approximately every 3-months, having to pump out the drainage system. This costs approximately \$1000 each time, but more so it shows there is a lack of proper drainage system in an area where it needs to be. I have had an engineer come in for an initial assessment at no cost to us. I will be putting together an RFP to see what the recommendations come from the contractors and other professionals. I have included a "ball park" figure into the capital budget for the repair to be completed by end of the 2022-23 fiscal year.

Fuel prices remain higher than budgeted. **As of January 31st, 2021 Kings Transit is \$68,638.96 over budget for fuel.** In breaking it down further, the **Core is \$22,946.08** over budget, **Annapolis is \$32,179.02** over budget and **Digby sits at \$13,513.86** over budget. This reason for this is fuel was budgeted at \$0.73/L, when in actuality we are being charged \$1.10/L at the time of this report. This high range is what will be used as a source for fuel budgeting in 2022-23.

## Section 2.0 – Ridership and Revenue

When looking at Ridership from 2021 we have seen an increase of **31.65%** from a total of **113,907** riders in January of 2021 across our system to **166,660** in January of 2022. As expected our ridership has yet to recover to our 2020 levels, sitting at **56.93%** of our ridership in 2020, which was **296,028** riders accessed KTA's service compared to **166,660** riders in 2022.

Revenue for January has **increased** from \$33,509 in 2021 to \$35,217 in 2022, meaning an **increase** of **5.1%**. In Year to Date, 2021 landed at \$265,135 for 2022 we have exceeded that with a significant increase totaling of \$427,889 for Year to Date for 2022.

In January we have partially cancelled service Two (3) times and suspended the full day of service Three (3) times due to inclement weather and road conditions.

### Section 3.0 – Monthly Financial Reporting

Please see the attached financial documents within the package provided to the Board.

### Section 4.0 – Monthly Financial Summary

Core	YTD Actual	YTD Budget	Variance
Revenue	\$ 1,775,397.43	\$1,754,322.00	\$ 21,075.43
Expenses	\$ 1,502,887.40	\$ 1,559,893.00	\$ -57,005.60
Surplus/Deficit	\$ 272,510.03	\$ 194,429.00	\$ 78,081.03

Annapolis	YTD Actual	YTD Budget	Variance
Revenue	\$ 500,225.75	\$ 483,148.70	\$ 17,077.05
Expenses	\$ 562,234.02	\$ 486,194.00	\$ 76,040.02
Surplus/Deficit	\$ -62,008.27	\$ -3,045.30	\$ -58,962.97

Digby	YTD Actual	YTD Budget	Variance
Revenue	\$ 286,361.02	\$ 279,849.32	\$ 6,511.70
Expenses	\$ 255,242.10	\$ 281,306.00	\$ -26,063.90
Surplus/Deficit	\$ 31,118.92	\$ -1,456.68	\$ 32,575.60

### Section 5.0 – Ridership Initiatives

There is \$10,000 in the provincial grant funds remaining, we have brought on Revolve marketing to develop a ridership campaign in print media, as well as radio and social media. This campaign will promote our cleaning processes and why passengers can feel safe returning to transit. We also currently have a healthy marketing fund which is being utilized for self-promotion via our radio partners.

Policies and Procedures to our Operating staff to ensure customer satisfaction and ridership safety have been issued.

I have decided with the information provided that it is not feasible to change the CAD/AVL system at this point, and given the resources the FORD Company, who now owns "TransLoc" and "DoubleMap", has behind them I would rather nurture that relationship, with an expectation of being provided with a better

2/23/2022

product and service at the end the of integration. We do however, continue to have issues with the system. We are being directed to the tablet manufacturer, whose product may not be compatible with the Canadian SIM cards. We are in troubleshooting mode still with the company, we are still waiting to hear back.

### Section 6.0 – Human Resources

In regards to Bus Operators, I have opened the recruitment to individuals who do not meet the license qualifications. I have spoken to staff and we believe we can assist in getting the right person their license and air brake endorsements. For now, we are hiring those who can drive for us immediately after being hired, however training individuals without their license opens up an entirely new group of individuals that may be interested in applying.

We are currently looking for Two (2) spare operators as I just promoted a spare operator to Full-Time on the newly vacated Cornwallis route.

We have One (1) professional public transit operator from HRM who has applied and will be starting with us shortly to compensate.

Mike Livingstone and I will be interviewing a promising Accounting Coordinator candidate Friday February 17<sup>th</sup>, 2022.

I am continuing with the Work from Home program for qualified employees.

KTA is adjusting the routes drivers operate in order to determine the service reliability factor and what steps can be taken to mitigate delays deriving out of the Bridgetown Route connecting to the surrounding routes, Core routes included.

### Section 7.0 – Monthly Activities

Those following is the list of actions and activities from the previous meeting up until the current one

1. Started organization of a New Policy Manual;
2. Zoom call with County partners to review Capital and Operational Budgeting process;
3. Continued and expanded recruitment process for new Accounting Coordinator, (Interviewed One (1) potential candidate);
4. Rapid test program paused;
5. Participated in Valley Regional Enterprise Network (VREN) meetings and discussing employment gaps and training required for specialized industries;
6. Hosted picture and media event for Valley Regional Hospital in regards to their bus ads we provided free of charge to them;
7. MCSA is going through all advertising contracts to determine what is available to be removed from the buses;
8. Completed Two (2) advertising campaigns for bus wrapping and interior signage;

2/23/2022

9. Working with the administrator to ensure all areas of accountability are met;
10. Continued performing financial responsibilities within my scope of intelligence as the Accounting Coordinator position remains open.

### Section 8.0 – Planned Activities

Those following is the list of actions and activities from the previous meeting up until the current one

1. Continue developing policies in order to provide relevance to procedures and future training materials;
  2. Working with Revolve marketing to utilize \$10,000 grant funding from the province in regards to a ridership campaign, hoping to have a firm program by end of month;
  3. Organizing a Non-Ridership Survey with the VRPTA, in order to assess why people do not ride transit;
  4. Continued meetings between The Municipality of the County of Kings officials and the Provincial counterparts in order to review Infrastructure initiatives and studies;
  5. Finish application process to newest government grant program;
  6. Present budget proposals to councils.
- 

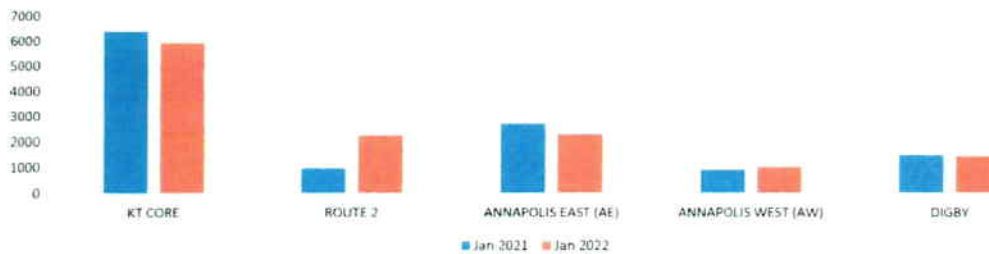


Michael Getchell  
General Manager  
Kings Transit Authority

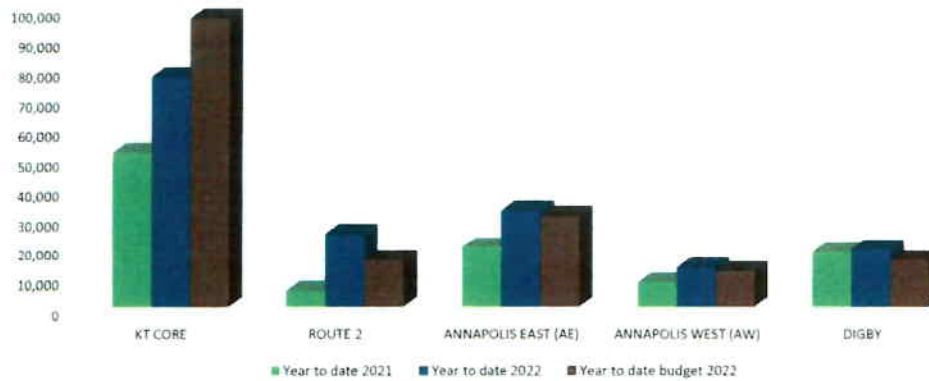
**KINGS TRANSIT AUTHORITY  
RIDERSHIP REPORT  
January 2022**

AREA OF SERVICE	Jan 2021	Jan 2022	Previous vs current year	Percentage previous vs current year	Year to date 2021	Year to date 2022	Year to date budget 2022	decrease budget vs actual	decrease budget vs actual
KT CORE	6378	5925	-453	-7.10%	51,938	77,323	96,900	-19577	-20.2%
ROUTE 2	950	2236	1286	135.37%	5,137	24,660	15,503	9157	59.1%
ANNAPOLIS EAST	2692	2286	-406	-15.08%	20,026	32,366	30,650	1716	5.6%
ANNAPOLIS WEST	897	993	96	10.70%	8,007	12,977	11,750	1227	10.4%
DIGBY	1463	1422	-41	-2.80%	18,417	19,334	15,550	3784	24.3%
<b>TOTAL</b>	<b>12,380</b>	<b>12,862</b>	<b>482</b>	<b>3.89%</b>	<b>103,525</b>	<b>166,660</b>	<b>170,353</b>	<b>-3,693</b>	<b>-2.17%</b>

Month of January  
2021 vs. 2022



January 2022 Year to Date Comparisons

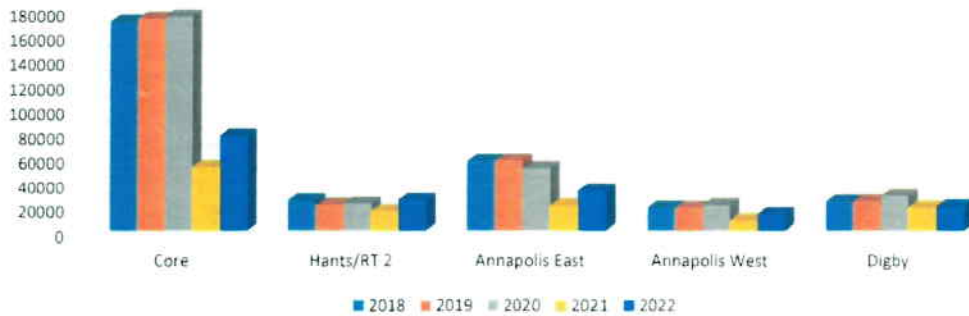


# KINGS TRANSIT AUTHORITY

## 5 year Ridership History to Date January 2022

	Core	Hants/RT 2	Annapolis East	Annapolis West	Digby
2018	170159	24290	56601	18340	23377
2019	172876	20761	56955	18234	23537
2020	174489	21579	51160	20552	28248
2021	51938	15519	20026	8007	18417
2022	77323	24660	32366	12977	19334

## 5 year Ridership History to Date January 2022

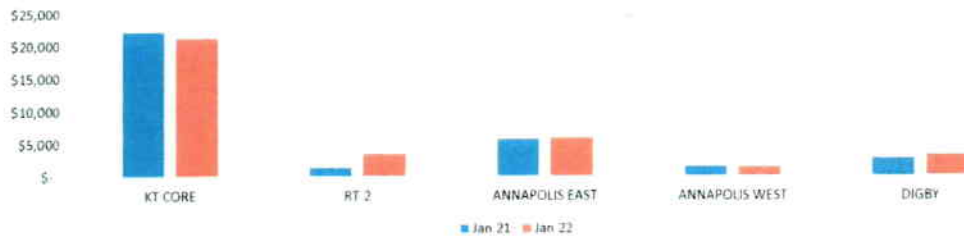


# REVENUE REPORT

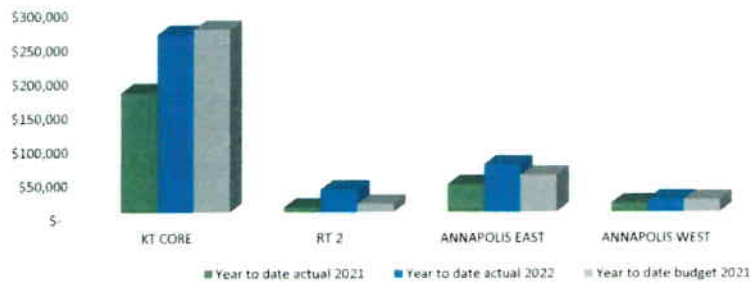
## January 2022

AREA OF SERVICE				Percentage				Increase	% Increase
	Jan 21	Jan 22	Previous vs current year	previous vs current year	Year to date actual 2021	Year to date actual 2022	Year to date budget 2021	(decrease) Budget vs actual	(decrease) budget vs actual
KT CORE	\$22,160	\$21,192	\$ (968)	-4.4%	\$ 177,199	\$ 261,679	\$268,992	\$ (7,313)	-2.7%
RT 2	\$ 1,353	\$ 3,488	\$ 2,135	157.8%	\$ 7,016	\$ 33,722	\$12,675	\$ 21,047	166.1%
ANNAPOLIS EAST	\$ 5,732	\$ 5,891	\$ 159	2.8%	\$ 41,190	\$ 70,516	\$55,000	\$ 15,516	28.2%
ANNAPOLIS WEST	\$ 1,492	\$ 1,395	\$ (97)	-6.5%	\$ 12,922	\$ 18,844	\$18,333	\$ 511	2.8%
DIGBY	\$ 2,772	\$ 3,251	\$ 479	17.3%	\$ 26,808	\$ 43,128	\$34,167	\$ 8,961	26.2%
TOTALS	\$33,509	\$35,217	\$ 1,708	5.1%	\$265,135	\$427,889	\$389,167	\$ 38,722	9.9%

Month of January  
2021 vs 2022



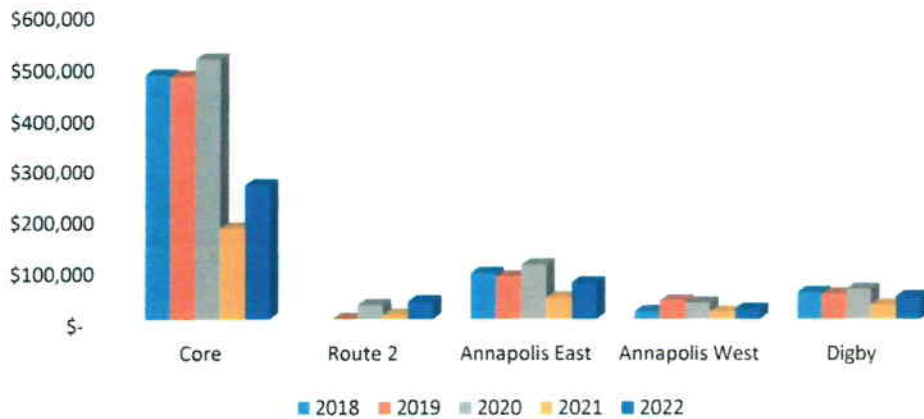
January 2022 Year to Date Comparisons



### 5 Year YTD Fare Revenue History - January 2022

	Core	Route 2	Annapolis East	Annapolis West	Digby
<b>2018</b>	\$ 479,281		\$ 89,141	\$ 13,863	\$ 51,854
<b>2019</b>	\$ 475,813	\$ -	\$ 82,251	\$ 35,446	\$ 48,683
<b>2020</b>	\$ 509,236	\$ 27,154	\$ 105,055	\$ 31,180	\$ 58,367
<b>2021</b>	\$ 177,199	\$ 7,066	\$ 41,190	\$ 12,922	\$ 26,808
<b>2022</b>	\$ 261,679	\$ 33,722	\$ 70,516	\$ 18,844	\$ 43,128

### 5 Year YTD Fare Revenue History - January 2022



Kings Transit Authority  
Forecast at January 31, 2022

A- Annapolis County REVENUE	Acct #	Account Description	Actual to	Feb	Mar	FORECAST TO	BUDGET	% of BUDGET	\$ VARIANCE
			Jan 31, 2022			Mar 31/2021			
	4031	Fares - Annapolis East (Bridgetown)	70,515.54	5,500.00	5,500.00	81,515.54	66,000.00	123.51%	15,515.54
	4032	Fares - Annapolis East (Cornwallis)	18,843.51	1,834.00	1,834.00	22,511.51	22,000.00	102.33%	511.51
	4100	Advertising Income	3,450.00	0.00	0.00	3,450.00	3,000.00	115.00%	450.00
	4251	Opig Grant - Mun - Annapolis East	407,416.70	40,741.67	40,741.63	488,900.00	488,900.00	100.00%	0.00
Total Revenue			500,225.75	48,075.67	48,075.63	596,377.05	579,900.00	102.84%	16,477.05
EXPENSE									
	5360	Miscellaneous	1,077.59	0.00	0.00	1,077.59	201,000.00		(1,077.59)
	5705	Drivers Salaries & Wages	168,967.60	15,762.00	15,762.00	200,491.60		99.75%	508.40
	5713	CPP - Ops	6,540.23	520.00	406.00	7,466.23	6,646.00		
	5714	EI - Ops	3,866.08	293.00	293.00	4,452.08	3,810.00		
	5715	WCB - Ops	4,793.94	518.00	518.00	5,829.94	7,116.00		
	5716	Medical/Dental - Ops	5,063.68	466.00	466.00	5,995.68	5,592.00		
	5717	Pension - Ops	4,043.92	820.00	816.00	5,679.92	9,836.00		
		Total Ops Employee Benefits	24,307.85	2,617.00	2,499.00	29,423.85	33,000.00	89.16%	3,576.15
	5721	Health & Safety	0.00						
		Total Employee Related Expense	0.00	192.00	188.00	380.00	2,300.00	16.52%	1,920.00
	5736	Management fee - Annapolis	100,000.00	10,000.00	10,000.00	120,000.00	120,000.00	100.00%	0.00
	5760	Vehicle Fees/permits/registrations	5,593.94	0.00	0.00	5,593.94	7,000.00	79.91%	1,406.06
	5775	Bus Radios, WiFi & Cellphones	0.00	417.00	417.00	834.00	5,000.00	16.68%	4,166.00
	5784	Shop Supplies	1,709.40	84.00	84.00	1,877.40	1,000.00	187.74%	(877.40)
	5803	Bus 57 R&M 50% Anna Shared	25,318.69						
	5846	Bus 46A R&M Anna West	19,159.17						
	5856	Bus 56 R&M Anna East	751.93						
	5862	Bus 62R&M Anna East	44,270.34						
	5866	Bus 66R&M Anna East	1,650.72						
		Repairs and Maintenance Total	91,150.85	4,100.00	4,100.00	99,350.85	90,000.00	110.39%	(9,350.85)
	5878	Fuel	92,179.02	9,000.00	9,000.00	110,179.02	78,000.00	141.26%	(32,179.02)
	5880	Insurance	27,697.93	2,500.00	2,500.00	32,697.93	21,000.00	155.70%	(11,697.93)
	5882	Bus cleaning	47,147.57	2,000.00	2,000.00	51,147.57	18,000.00	284.15%	(33,147.57)
	5884	Bus advertising & signage	0.00	40.00	0.00	40.00	400.00	10.00%	360.00
	5888	Uniforms	1,619.27	200.00	200.00	2,019.27	2,500.00	80.77%	480.73
	5890	Commission on sales	783.50	59.00	59.00	901.50	700.00	128.79%	(201.50)
Total Expense			562,234.52	46,971.00	46,809.00	654,936.93	579,900.00	112.94%	(75,036.93)
Net Income			-62,008.77			-58,559.88			(58,559.88)

Kings Transit Authority

Project Budget Detail Report April to January for Fiscal End 2022 - Detail Budget vs Actual

	Account #	Account Description	Actual	Budget	Difference
Annapolis					
REVENUE					
	4031	Fares - Annapolis East (Bridgetown)	70,515.54	55,000.00	15,515.54
	4032	Fares - Annapolis West (Cornwallis)	18,843.51	18,332.00	511.51
	4100	Advertising Income	3,450.00	2,400.00	1,050.00
	4251	Optg Grant - Mun - Annapolis East	407,416.70	407,416.70	0.00
Total Revenue			500,225.75	483,148.70	17,077.05
EXPENSE					
	5360	Miscellaneous	1,077.59	0.00	1,077.59
	5705	Drivers Salaries & Wages	168,967.60	170,076.00	(1,108.40)
	5713	CPP - Ops	6,540.23	5,720.00	820.23
	5714	EI - Ops	3,866.08	3,224.00	642.08
	5715	WCB - Ops	4,793.94	6,080.00	(1,286.06)
	5716	Medical/Dental - Ops	5,063.68	4,660.00	403.68
	5717	Pension - Ops	4,043.92	8,200.00	(4,156.08)
	5721	Health & Safety	0.00	1,920.00	(1,920.00)
	5736	Management fee - Annapolis East	100,000.00	100,000.00	0.00
	5760	Vehicle Fees/permits/registrations	5,593.94	5,832.00	(238.06)
	5775	Bus Radios, WiFi & Cellphones	0.00	4,166.00	(4,166.00)
	5784	Shop Supplies	1,709.40	832.00	877.40
	5802	Bus 57 R&M 50% Anna East/West	25,318.69	0.00	0.00
	5846	Bus 46A R&M Anna West	19,158.67	0.00	0.00
	5856	Bus 56 R&M Anna East	751.93	0.00	0.00
	5862	Bus 62 R&M Anna East	44,270.34	0.00	0.00
	5866	BUS 66 ANNA WEST - R&M	1,650.72	0.00	0.00
	5875	Repairs and Maintenance Total	91,150.35	75,000.00	16,150.35
	5878	Fuel	92,179.02	65,000.00	27,179.02
	5880	Insurance	27,697.93	17,500.00	10,197.93
	5882	Bus cleaning	47,147.57	15,000.00	32,147.57
	5884	Bus advertising & signage	0.00	320.00	(320.00)
	5888	Uniforms	1,619.27	2,082.00	(462.73)
	5890	Commission on sales	783.50	582.00	201.50
Total Expense			562,234.02	486,194.00	76,040.02
Net Income			(62,008.27)	(3,045.30)	(58,962.97)